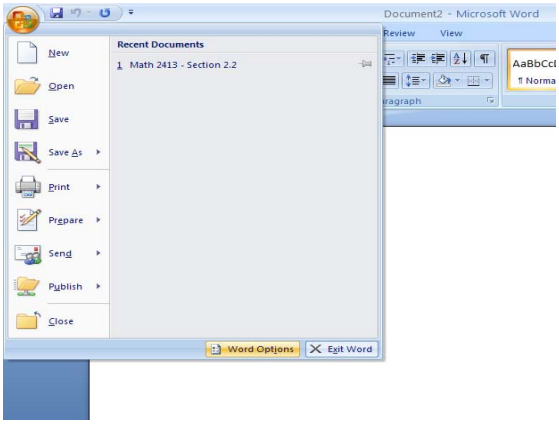
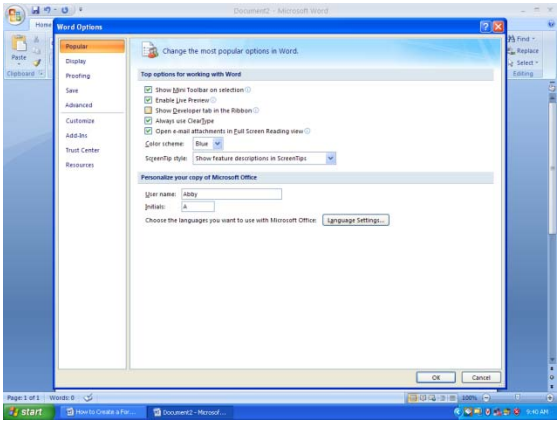
How to Create a Form in Microsoft Word 2007

If you are using Microsoft Word 2007, there are a few tasks you must perform before you may begin. First, you must click on the "Office Button" located in the top, left corner of your page. Click on "Word Options" at the bottom of the drop-down menu that appears. A pop-up box should appear. Under "Top Options for Working with Word", check the box "Show Developer Tab in the Ribbon" and click the "OK" button at the bottom of the box. Your selections should look like . . .





When creating your forms, it is likely the form field you will use the most is the Text Form Field. You should choose to use this field when you desire your students to fill-in a blank, complete a statement, or finish a chart.

The following are examples of items written with form fields.

Name: U

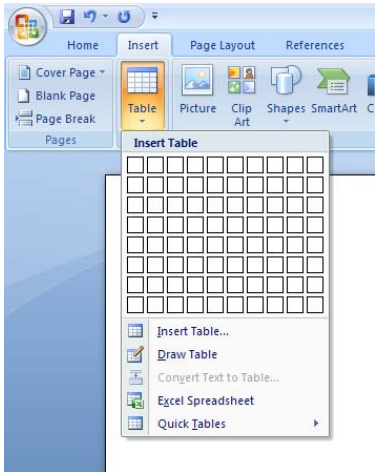
"Now is the time for all good men to U

Week	**Weight in Pounds**
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

In the given examples, the text in the form fields appears gray. Once a student begins to type in any individual field, the text in that field no longer appears gray and the completed field will print as normal text. Thus, we suggest underlining and bolding your form fields so that your eye is immediately drawn to the answers your students have given. To create any text form field, you must use either the "Rich Text" button or the "Plain Text" button. Both are found in the "Controls" Group under the "Developer" Tab. The rich text form field allows a few more options in formatting the text but does not allow the students to tab from one text box to the next. They will have to click on each individual box to complete it.

To create a blank for a student to fill-in, simply type the portion of the sentence you wish to give to the student then place your cursor where you wish to insert your blank and click one of the Text Form Field buttons. A blue bubble should appear with the words "Click here to enter text" written in gray. To underline and bold your form field, click on the small tab located to the left of the blue bubble then click on the bold button and the underline button in the "Font" Group under the "Home" Tab or press Ctrl+B and Ctrl+U. As you are doing these steps, your changes should be reflected in the field. An example of the blue bubble and its tab is given below.

This same button is used inside tables to create tables for the students to complete. But first, you must create the table. Place your cursor where you want to insert your table. Next, access the table tool by clicking on the "Insert" Tab and then the "Tables" Group. At this point, you can either highlight the number of rows and columns you need, or you may select "Insert Table . . .".



If you choose to do the later, a pop-up window will appear asking you to state the number of columns and rows your table requires. Either highlight the given numbers and type over them or use the arrow buttons to change the given numbers to the numbers necessary for your table. The default format for a table is a grid with single, thin lines separating each cell of the table. If you

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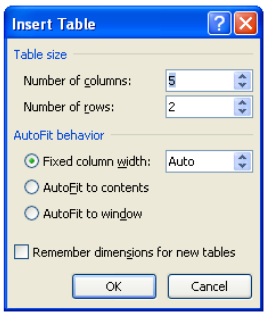
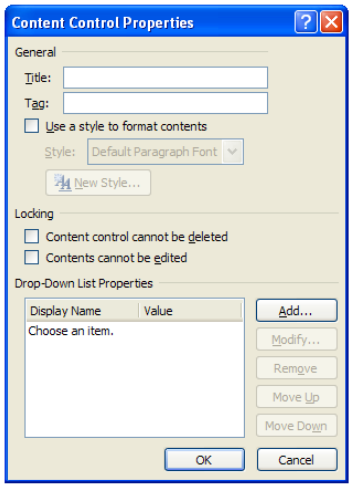
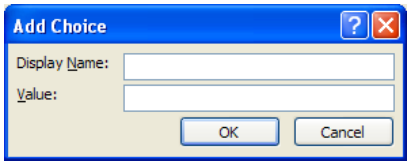
would like a table that uses color or different styles of lines to separate the cells, then select "QuickTables" from the "Tables" Group and choose any of the styles listed; otherwise, click "OK" to create your table.



We suggest selecting "AutoFit to contents" when creating your table. Your table might look strange inside your form, but it creates much nicer results when your students insert their data as some students may choose to use longer titles or numbers than others.

Another form field you might wish to use is the Drop-Down List. Again, you type the portion of the sentence or phrase you wish to give to your students then place your cursor where you wish to insert the form field and click the Drop-Down List button from the "Controls" Group of the "Developer" Tab. Again, a blue bubble will appear with the words "Choose an item" written in gray. Click once on the blue bubble. "Properties" should now be highlighted in the "Controls" Group of the "Developer" Tab. Click on "Properties". A pop-up box should appear. Click the "Add" button. A second pop-up box should appear. Type the item you wish to add to your drop-down list in the "Display Name" blank then press "OK". Repeat this process until you have completed your drop-down menu.





To delete a drop-down list, you must right click on the list and select "Cut".

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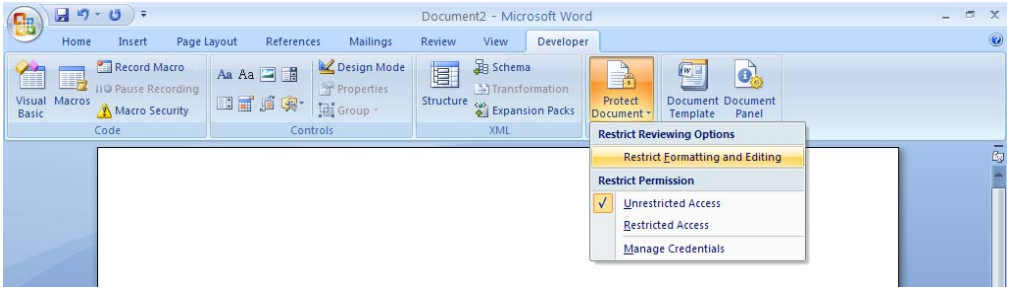
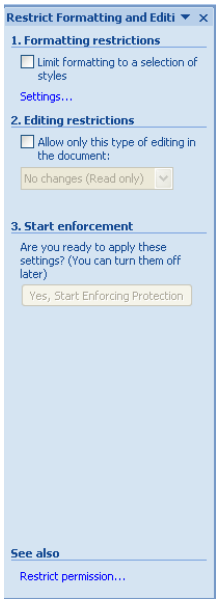
In order to ensure students cannot alter your form except in the form fields, you must "protect your document". There are several ways to do this; however, the best way is to use a password. To do this, click the "Protect" Group under the "Developer" Tab and select "Restrict Formatting and Editing".



To the right of your document, you should see the following pop-up box.



In general, you do not want to check the first box. Checking the first box will allow students to select their own formatting styles inside the field. Selecting this box usually results in some students being able to change the form fields into blanks that are not underlined, or bolded, or worse.

You do want to check the second box. After clicking on the second box, two drop-down menus will become available. From the first drop-down menu, you should select "Filling in forms".

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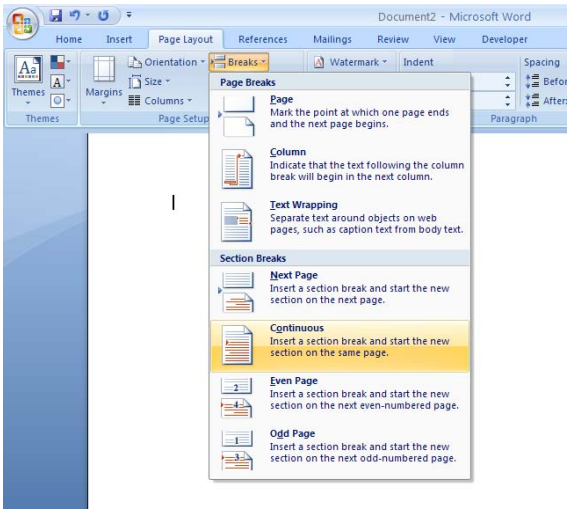
Once you make this selection, the second drop-down menu disappears and is replaced with the "Yes, Start Enforcing Protection" button. Clicking on this button causes a pop-up box to appear that asks you to create a password and confirm it.

After typing your password twice, click on the "OK" button and then save your document. It is important that you protect your document just prior to saving it. If you wish to make any changes to your document once it has been protected, you must unprotect the document first. You do this by clicking the "Protect" Group under the "Developer" Tab and selecting "Restrict Formatting and Editing". A pop-up box should appear to the right of your document. Click the "Stop Protection" button at the bottom of the page. A pop-up box will appear prompting you to enter your password. Type your password and click the "OK" button. Your document will now be unprotected and you may make any changes you would like.

Perhaps the hardest part of creating a form is to create a document that allows students to insert objects (calculator screenshots for example) into certain areas and not in others. The areas in which you wish your students to insert objects must remain unprotected. Thus, your form must be partitioned into sections. After the sections have been created, you may select which ones you would like to protect. To partition your form into the desired sections, you must place your cursor where you wish to end your first section and start your second. Next, click "Breaks" under the "Page Layout" Tab and select "Continuous".



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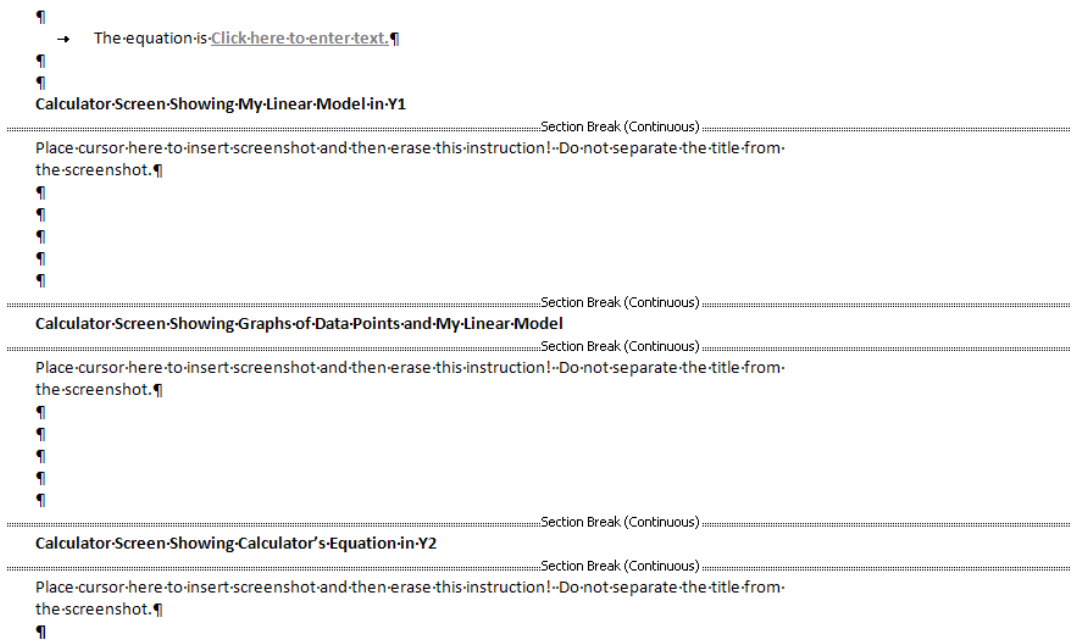
You should insert a continuous section break before and after every section you wish to remain unprotected. When you do this, you will notice a change in the document protection pop-up box.

Under editing restrictions, just beneath the drop-down box in which you selected “Filling in forms”, you will now see “Select sections . . .”. Click on “Select sections . . .”. A pop-up box will appear with a list of the various sections in the form. The checked sections will be protected while those left unchecked will not be protected. Sometimes there are so many sections in your form that it is difficult to determine which section is which. We have found that showing the paragraph formatting helps in determining the correct sections. You may show or hide formatting by clicking on the ¶ button which may be found in the “Paragraph” Group under the “Home” Tab. Be sure to hide the formatting before you protect your document just prior to saving it. Below, we have included a screenshot of one page of one of our forms with the formatting shown so that you may see the formatting and section breaks applied.



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