
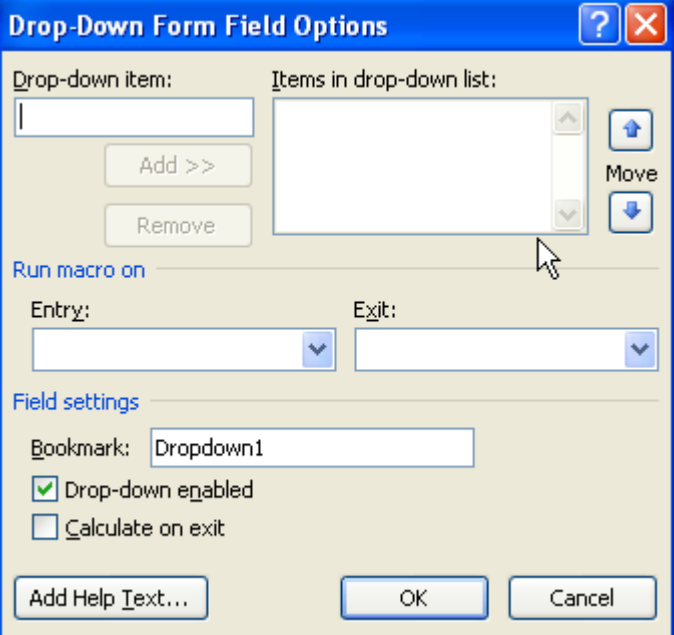


How to Create and Use a Form with Fill-In Fields

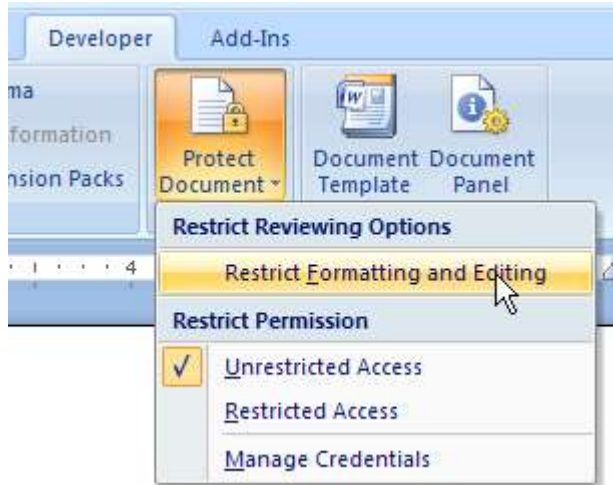
1.	<p>Click the Developer tab If the Developer tab is not working, click the Office button, Word Options, Popular – Check Show Developer tab in the Ribbon. OK</p>
2.	<p>Then on the Developer ribbon, in the Controls group, click the Legacy forms button</p> 
3.	<p>The drop down list box displays several controls Use the button in the example above for a drop down list box.</p>
4.	<p>After the control is in, RIGHT mouse click it and choose Properties</p>
5.	<p>Add items by typing in the Drop-down item box and then add You can name your drop down control too (Field settings) and also add Help text</p> 
6.	<p>The first item in your drop down list should explain what the list does For example if you want someone to pick from a list of dogs the list would look like this Select dog Black Lab Mixed Breed Sheltie</p>

7.

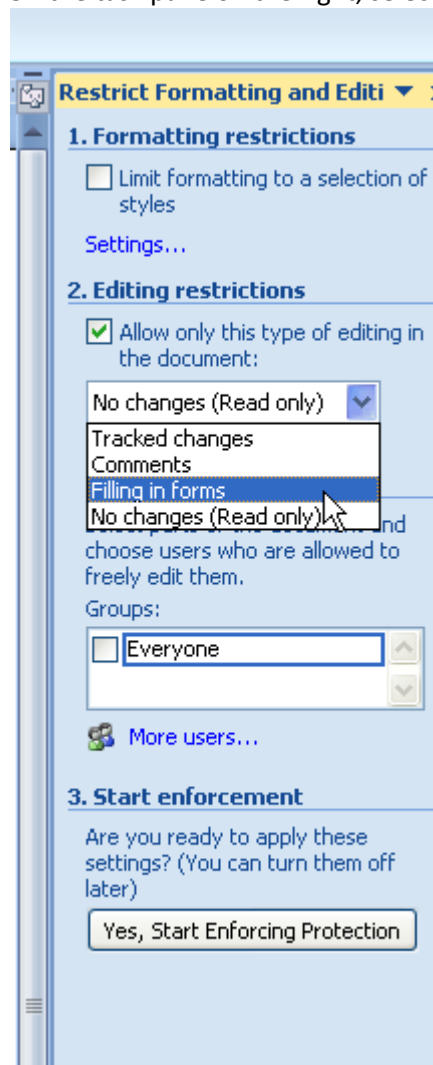
Once you create the list, it will not look like your usual drop down list until you protect it for filling in forms and then save the document as a template.

8.

Protect the form
Developer tab, Protect document, Restrict Formatting and Editing

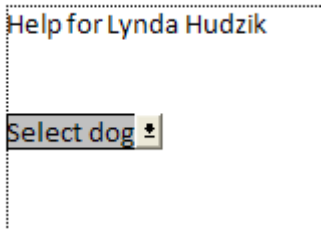
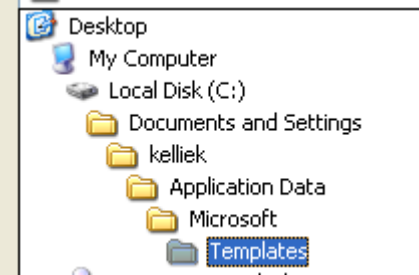


9. On the task pane on the right, select the following



10. Click Yes, Start Enforcing Protection
Don't put in a password unless you are SURE you can remember it



11.	Click OK
12.	<p>Drop down list looks right</p> 
13.	Save form as a template – Office button, Save, Save as Template
14.	<p>The location should be: (substitute your name for mine.</p> 
15.	Close the document
16.	Create a new document from it by clicking the Office button, then New
17.	<p>Double click the template – it starts a new document that is NOT a template</p> 