







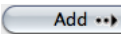
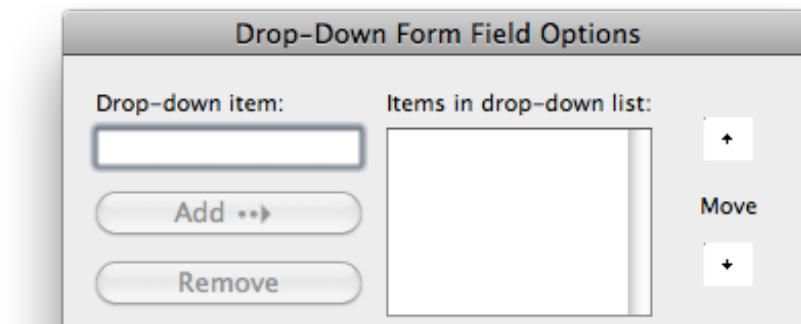


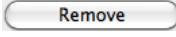
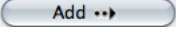


Instructions: Adding form fields to a Microsoft Word Document











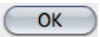

1. Open the document that you want to adapt
2. In the menu bar, click on *View* ▶ *Toolbars* ▶ *Forms* (this will reveal the *Forms* toolbar).




- NOTE: Make sure the “protect form” icon () is not depressed.
3. Place the cursor where you would like to add a field and click on the field-type button that you would like to insert.
 -  = Text Field – allows the user to input text
 - The grey form field () should appear.
 - NOTE: If you would like to format the field text (e.g. underline, italicize, change text color), highlight the field and make the formatting changes.
 -  = Checkbox Field – allows the user to choose multiple options
 - A checkbox field () should appear.
 - Repeat the step in front of each option you have.
 -  = Multiple Choice – allows the user to select one choice from a drop-down menu
 - A field () will appear; to create the options for the drop-down, click the “form field options” icon (); if the icon is greyed out, click on the field and try again.
 - The “Drop-Down Form Fields Options” box will appear; in the “Drop-down item” field, type your first option and hit the  button; this places the option in the list.
 - ✓ NOTE: It may be a good idea to place several spaces in the first field so a blank will appear as the first option.



- If you make a mistake on an option, highlight it in the list and click , edit the option, and click the  button again.
- Reorder your options by highlighting an option and clicking the appropriate “Move” button (up or down).
- When finished, click , and your drop-down box should appear.
- To test, you will need to protect the form () and click on the field.

-  = Floating Frame (i.e. form textbox) – allows you, the doc creator, to place a field anywhere on the page (e.g. somewhere on top of an image)
 - If placing the floating frame on top of an image, the layout/text-wrapping setting will need to be changed:
 - ✓ Double-click on the image
 - ✓ In the “Format Picture” window, click on  **Layout** in the left column
 - ✓ Choose “Behind Text” () under “Wrapping style” and hit 
 - Now, you’re ready to insert the frame by clicking on 
 - Click and drag a box to the approximate size needed
 - When the frame appears, follow the directions for whatever type of field you want
HINTS:
 - ✓ To remove the black-lined border, click inside the frame, then CTRL+click on the frame border (looks like ), and choose “Borders and Shading...”; go to “Borders” (  ) and click on “None” () and 
 - ✓ To drag the text box precisely where you want it, click on the frame border until you see the resize squares (); place your mouse cursor over the border again, hold down CMD, and drag the frame into place.

When you are finished creating all of the fields in your document, simply click on the “protect form” icon (), test out your form by clicking in and filling out the fields, and save your document. This will be the document that you can have your students fill out, save, and submit back to you.

- NOTE: If you would like to add a password in order to un-protect the form, click on *Tools ▶ Protect Document...*, enter a password in the field, and re-enter to confirm the password. Make sure you record the password somewhere; otherwise, you will lose the ability to edit the form.