

◆ **Creating Electronic Forms**

Exposing the Forms Toolbar

1. Click View → Toolbars → Forms
2. Drag the floating toolbar to anchor it at the top or side of the Word window, if desired.

Adding a Text Field Widget

1. Move the cursor to the place where you want the Text Field widget to be inserted.
2. Click the Text Form Field button (“ab”) on the Forms toolbar.
3. A gray box will be placed at the insertion point.
4. To add default text to the Text Field, double-click the gray box and type the desired text in the “Default Text” box.

Adding a Drop-down Widget

1. Move the cursor to the place where you want the Drop-down List widget to be inserted.
2. Click the Drop-down List button on the Forms toolbar.
3. A gray box will be placed at the insertion point.
4. To add choices to the drop-down list, double-click the gray box and enter choices in the Drop-down Item box, one at a time.
5. Suggestion: Make your first item “Choose one:”, and make your second item a long series of hyphens. This provides an additional visual cue for students when an item has not yet been answered.

Protecting Your Form

1. Click Tools → Protect Document...
2. Check the box labeled “Allow only this type of editing in the document.”
3. The drop-down list box below this option becomes enabled.
4. Change the drop-down list box to “Filling in forms”.
5. Click the “Yes, Start Enforcing Protection” button.
6. You will be asked to provide and confirm a password for this electronic form. Click “OK” when finished.
7. To remove protection, click “Tools” → “Unprotect Document”. You will be asked to provide the document protection password.