

# Microsoft Word: Instructions for Creating a Printed Form and Exporting the Data.

Create a printed form

1. Design the **form** (form: A document that contains fill-in blanks, or form fields, in which you enter information. For example, you can create an online registration form in Microsoft Word that uses drop-down lists from which users can select entries.) by sketching a layout first, or use an existing form **template** (template: A file or files that contain the structure and tools for shaping such elements as the style and page layout of finished files. For example, Word templates can shape a single document, and FrontPage templates can shape an entire Web site.) as a guide.

**Tables** (table: One or more rows of cells commonly used to display numbers and other items for quick reference and analysis. Items in a table are organized into rows and columns.), **text boxes** (text box: A movable, resizable container for text or graphics. Use text boxes to position several blocks of text on a page or to give text a different orientation from other text in the document.), borders, and shading are all design elements that can help you create a well-designed form that's easy to use.

2. On the **Standard toolbar** (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.), click **New Blank Document** .
3. Add the text or graphics you want. For example, enter the questions you want answered, and list the available choices.
4. To insert a text box where users can enter their responses, click the document, and then click **Text Form Field**  on the **Forms** toolbar. If you need more space, you can insert multiple text boxes side by side.

To insert check boxes that list choices, such as Yes and No, click the document, and then click **Check Box Form Field**  on the **Forms** toolbar.

5. Save the form.
6. Print and distribute the form.

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Fields for use with forms

{ FORMCHECKBOX }  
{ FORMDROPDOWN }  
{ FORMTEXT }

These fields insert a check box, a drop-down list, or a text box in a **form** (form: A document that contains fill-in blanks, or form fields, in which you enter information. For example, you can create an online registration form in Microsoft Word that uses drop-down lists from which users can select entries.). You cannot insert or modify these fields directly. They're inserted by the **Check Box Form Field** , **Text Form Field** , and **Drop-Down Form Field**  buttons on the **Forms toolbar** (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.). To edit these fields, you must use the **Form Field Options** button on the **Forms toolbar**.

## Set or edit form field properties

If you've used the **Forms toolbar** (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.) to insert **form fields** (form field: In a form, a location where a particular type of data, such as a name or address, is stored.) in a **form** (form: A document that contains fill-in blanks, or form fields, in which you enter information. For example, you can create an online registration form in Microsoft Word that uses drop-down lists from which users can select entries.), you can use this procedure to change the behavior of the fields.

1. Open the **template** (template: A file or files that contain the structure and tools for shaping such elements as the style and page layout of finished files. For example, Word templates can shape a single document, and FrontPage templates can shape an entire Web site.) that contains the form you want to change.
2. Remove protection from the form by clicking **Protect Form**  on the **Forms toolbar** (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.).
3. Double-click the form field you want to change.
4. Change the options you want, and then click **OK**.
5. Protect the form by clicking **Protect Form**  on the **Forms toolbar**.

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Save form data for use in a database or spreadsheet

1. Open the document that was filled in as a **form** (form: A document that contains fill-in blanks, or form fields, in which you enter information. For example, you can create an online registration form in Microsoft Word that uses drop-down lists from which users can select entries.) in Microsoft Word.
2. On the **Tools** menu, click **Options**, and then click the **Save** tab.
3. Select the **Save data only for forms** check box.
4. Click **OK**.
5. On the **File** menu, click **Save Copy As**.
6. Type a file name in the **File name** box.
7. In the **Save as type** box, select **Plain Text**, and then click **Save**.
8. Select a text encoding option, and then click **OK**.

Word saves the **form field** data in a comma-delimited text file.