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How to create a fillable pdf form in word 2007

Prepare and create a form1. Add the developer tab to the top navigation of Word. In the Word Options window, select Popular in the left navigation pane. Select the Show developer tab on the ribbon check box.2. Open a new Word template. You can save it as a template or document, but forms won't work if you open a blank document3. Enter Design view to tell Word 2007 that you are designing the form. Click the Developer tab, and then click Design View. The Design View button is highlighted every time you work in Design view.4. Add form content. To the left of the Design View button, there are eight content options: rich text, text, images, combo box, drop-down list, table, building blocks, and outdated tools. Each content snippet will need to be added separately, selecting the items you want one by one.5. Customize content properties. After you select the control, click Properties. The options vary for each content type, but general settings prevent deletion by providing a title and marking their own control. Some controls, such as a drop-down list, cannot be accessed until you add options on the Properties menu. You can change the default text by typing it in control.6. Save the form as a template or document. You should choose a template if you will create similar shapes later and would like to start with the same basic layout or properties. Protect the form for distribution7. Click the Developer tab, and then click Protect Document. A new menu will appear, usually on the right.8. Select the check box in '2. Edit restrictions and select Fill forms from the drop-down list.9. Click '3. Start enforcement, which says: Yes, start providing protection. If this button is not active, something is wrong with the form. Chances are you accidentally created a form in the document. However, you can copy the contents of the form, open a new template, and paste it there.10. Add a password to prevent users from protecting the document. According to Microsoft Word guidelines, Word 2007 can't recover your password if you forget it, so you should remember your password if you want to be able to make changes.11. Save the form again. It is ready for distribution. This Word tutorial explains how to create a new template from a blank document in Word 2007 (with screenshots and step-by-step instructions). Q: In Word 2007, how to make a template file from scratch? A: You must first create a blank document. To do this, click the Microsoft Office Button in the upper-left corner of the Word window, and then click Create from the pop-up menu. Select Blank Document, and then click New. Apply any formatting or text that you want to view in the template. In our example, we set up the header and footer and changed the margins. Then click on Office in the upper-left corner of the Word window, and then click Save As > Word Template from the pop-up window. When the Save As window appears, click on Trusted Templates in the left window. Then enter a name for the template file, and then click Save. You can now close the template file. To do this, click the Microsoft Office Button in the upper-left corner of the Word window, and then click Close from the pop-up menu. You can create a document for free in almost any version of Microsoft Office Word. The exceptions are Word Online (Word 365) and the iOS and Android mobile apps. This tutorial will only cover Word for Windows. The form data you create can include the ability to select a date, check the box, select Yes or No, and more. Before you can configure these controls, as they are called, you must add the Developer tab to Word. Use this tab to create and customize any form data. To add the Developer tab in Word 2016, 2013, 2010: Select a file from the top menu. Then select Options. Click Customize Ribbon. In the right pane of the Customize the Ribbon window, click Home Tab. Click OK. In all versions of Word that support it, you add the Developer tab to the Customize the Ribbon options. Once you are there, you only need to check one checkbox and click OK to make the Developer tab appear. To add the Developer tab in Word 2007: Press the Microsoft Office key. Then click Word Option. Select Popular. Select the Show developer tab on the ribbon check box. Click OK. Word Online in Microsoft 365 has the File menu, but there is no Options option; you will have to select work in the full version of Word if you want to use the Developer tab. There are several types of form fill options in Word. They are called Controls. The options are in the Controls group on the ribbon. You can include a check box, a date picker box, a combo box with options selected, drop-down lists, and many other options. These controls are on the Developer tab. To create a basic form to fill out in Word, select the Type text check box to apply the check box. Examples include: Select promotional emails. I agree with the terms stated herein. I've done all the tasks. Click the Developer tab. Place the cursor at the beginning of the written sentence. Select the Content control check box that adds the check box. (It has a blue mark.) Please choose a different location in the document to apply it. To delete any record that you can fill, right-click the record, and then click Delete Content Control. Then use the Delete key on your keyboard to remove all that's left. In some cases, simply clicking Delete will s sufficiently. Add a date control on the Developer tab to allow users to select a date from calendar that appears when they click a control. To add a form record to fill out a date control, place the insertion point in the document to the document to which you want to add a date control. Click the Developer tab. Click Date Picker Content Control to insert a date control. Select somewhere outside the new record to apply it. If you So that users can select something from the list you provide, you use a combo box. After you create the field by using the Developer tab options, then access the Properties options for it to enter the available options. In this example, you'll create a drop-down list to invite you to a party with options including Yes, No, Maybe. To create a combo box to create a form in Word: Write a sentence that precedes the options you provide. Examples include: Will you attend the party? Will you bring the dish to the party Select the Developer tab. Place the insertion point in the document where you want the options to appear. Click the Content Control icon for the combo box. (It's usually to the right of the blue checkbox icon.) On the Developer tab, under Controls, click Properties. Click Add. Enter Maybe, and click OK. Make any other changes (if desired). Click OK. Select somewhere outside the box to apply it; Select inside the box to see how it works. There are other types of form options that you can create in Word. When experimenting with these, you tend to work in the following order: enter an opening sentence or paragraph. Place the cursor where you want the new control to go. Click the control in the Controls group on the Developer tab (point to any control to see its name). If possible, select Properties. Customize the properties as needed for the selected control. Click OK. Creating forms in Word 2007 Using forms saves time and energy by ensuring that the necessary information is provided in a readable format. Creating shapes can be a headache. Fortunately, Word 2007 provides some easy-to-use tools to create custom interactive forms. Most users choose not to use these powerful tools because they seem overwhelming. This guide explains how easy it is to create forms in Word 2007 . A form is a document with predefined fields to complete by the user. To start creating it, decide what type of form you want to create. For this example, we will create an employee leave form. Open the 2007 Microsoft Office Button, and then click New Under Templates, and then click My Templates. . In the new window, select Blank Document, click template and click OK. Congratulations, you have just created an empty template! Now we're going to add content to your form. Click the Office Button, and then click Word Options Click Popular, select the Show Developer tab on the ribbon check box, and then click OK. The Developer tab contains all the controls needed to create simple or Forms. On the Developer tab, a section labeled Controls contains a series of icons, each creating a different form element. is the Rich Text format button that creates a rich text fill box. is the Text, Text, creates a basic text fill field. The difference between these two buttons is that rich text allows you to group form fields. For our purposes, we will only use the Text button. is a drop-down button that allows you to create a drop-down list form item that you can fill in with items to select. is the Combo Box button. This option either selects from the list of options (such as a drop-down box) or insert your own text (such as the Text or Rich Text button.) is the Date Picker button. This allows you to quickly select a specific date from the on-screen calendar and format the date in any way. is the Manage Image Content button. This allows you to insert a picture from a file into a given area of the document. is the Tools button for earlier versions. This allows you to add several main form fields, including switches and check boxes. Now that we know a bit about the different controls we can use, let's create this Leave Employee form. First, let's create a basic form layout. Ultimately, it should look like this: As you can see above, there are a number of areas that need to be filled. Let's start by adding a few date picker buttons. This will clear the overall look of the form and give the employee a good visual interface when they fill it out. Click next to the location where the Date is written: in the upper-right corner of the document. Click Date Picker This gives you the primary calendar from which you want to select a day. Now we're going to tweak it. Click Properties under Controls on the Developer tab. In the properties section, you can give the Title and Label buttons to select the button. You can also lock a button so that it cannot be deleted or changed to its properties. Select the first check box (the content control cannot be deleted), but not the second (the content cannot be edited). If you check the second check box, users won't be able to change the date. Select the appropriate date format, and click OK. To change the text to something more instructive, click Design View under Controls on the Developer tab. You will notice that parentheses appear around the shape. Click inside the parentheses and replace the text with something more descriptive. Once you've done this, you'll remove the Design View button. The final result will look like this: you have now added the Date Picker control to the form. I'm going to add two more date picking controls instead of the Requested Start Date and Requested End Date fields. The form will look like the next next one, let's add a drop-down menu so employees can select their name from the list. Click Next to Employee Name, and then click Drop Down List in the Controls pane on the Developer tab. Click Properties in the Items pane on the Developer tab, and add employee names by clicking Add and pasting their names. You can change and remove names from the list in this window. Add all employee names, select the first item Select item from the list of names, and then click Delete. Select the Manage content cannot be removed check box, and then click OK. I chose Your Name Since not all information can be added to the drop down list , let's add a text box for Total Time Requested and Special Notes Click next to Total Time requested and select the text content control. Click Properties in the Controls pane on the Developer tab, and then select the Delete Content Control check box, and then click OK. I chose Please enter time in days and hours. When you're finished, clear the Design mode check box. To create a text box from multiple paragraphs, you only need to change one parameter. Let's create it by clicking Special Notes and adding another Text content control. Click Properties in the Controls pane on the Developer tab, and then select the Unable to delete content control and Allow carriage return (multiple paragraphs) check box, and then click OK. Click Design View in the Controls pane on the Developer tab, and then change click here to enter text on add any additional information here. Don't forget to clear the Design view check box. Almost all of our fields are now full. We could use the Drop Down box for the Leave Type field, but it would also make a great excuse to learn how to create switches. If you're looking for a place to stay, you're not sure if you're looking for a place to stay. so that you can add as many additional switches as possible. I added two more buttons. As one last touch, I'm going to add a checkbox next to the statement that begins I gave . . . It's very simple, all you have to do is lace up the cursor before the statement I gave. . . and then select the legacy tools check box. It will automatically add a checkbox, and the shape eventually looks like this: Now all you have to do is keep the form right so people can edit the form data instead of the forms themselves. Click protect document on Developer, and then click Restrict formatting and editing on the left side of the screen, select the Allow only this type of editing check box in the , and select Fill in forms from the drop-down list. Click Yes, start security, and then type the password to protect the document. Click OK, and the document is now protected. Click the Office button, and then click Save as Template & Word Select a Macro-enabled Word Template from the Save as type drop-down list, and your document is now ready to use. Used.

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