



# Create a online fill-in form

## for Microsoft Word 97/98


You must save and distribute an online form as a template. To use the form, users must create a new document based on the template, so that the template itself remains a "blank form" that can be used over and over.


1. Design the form by sketching a layout first, or use an existing form as a guide. Forms designed using Word Tables are the simplest to create and maintain.
2. Create a new template by clicking **New** on the **File** menu. On the **General** tab, click **Blank Document**, click **Template** under **Create New**, and then click **OK**.


If you use a document rather than a template as a basis for your form, be sure to save it as a template.

3. Add the text or graphics you want. For example, enter the questions you want answered, and list the available choices.
4. For each form field you want to add, click the document where you want users to type or select information, and then insert the form field you want from the Forms toolbar.

To display a toolbar, point to **Toolbars** on the **View** menu, and then click the toolbar you want.

5. To insert a text box where users can enter their responses, click the document, and then click **Text Form Field**  on the **Forms** toolbar.



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.

To insert a field with a pre-defined list of choices, use the **Drop-Down Form Field**  on the **Forms** toolbar. The first item in the list will display as the default entry for the field.

To set options for the form field, double-click the form field.

6. When you finish creating the form, click **Protect Form**  on the **Forms** toolbar, so that users enter information only in the form fields.
7. Save and close the template.

### Notes

- Form fields are shaded for easy identification online. You can turn form field shading off or on by clicking **Form Field Shading**  on the **Forms** toolbar.
- A form must not be protected when you are designing or changing it. You can quickly protect a form or remove protection from it by clicking **Protect Form**  on the **Forms** toolbar.
- When a form with information entered in the fields is manually unprotected and re-protected, the information is lost and the form fields are reset to their default settings. Locking text form fields prior to protecting the form prevents the entered text from being lost if the form is unprotected and reprotected.

To lock a text field, follow these steps:

1. Select the field. (To select the entire document, press **CTRL+A**)
2. Press **CTRL+F11** (**Command+F11** for Word for Mac)