

Create forms with *Microsoft Office Word* form tools

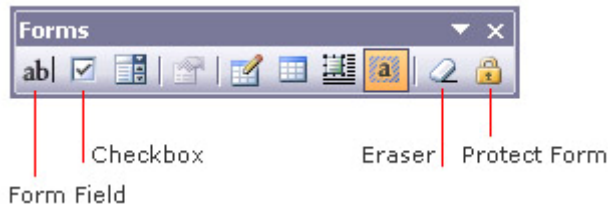
1. Setting up your document

Create your application in Word, leaving blank areas (not lines or tabs) where students can enter required information. When you are finished with your primary areas, click the **View** menu.

Go to **Toolbars**, and then click the **Forms** toolbar.

Use the tools in the Forms toolbar to complete your document.

2. Tools



3. Security

When you finish adding the form boxes you want, click the **Protect Form** icon so users can only enter text (or respond) in designated form areas. After protecting it, try filling out the form to see if it works correctly. If you need to make changes, unlock the form. Use the **Reset** icon to delete any information that you inserted during the test. When the document is finished, click the **Protect Form** icon again.

As a final protection, make the file read only:

1. On the **Tools** menu, click **Options**.
2. Click **Security**.
3. Select the **Read-only recommended** check box, and then click **OK**.
4. Click **Save**.