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[/en/word-tips/changing-your-default-settings-in-word/content/](#) How to create forms in Word If you've ever used Microsoft Word, you've probably spent a lot of time adjusting different settings to make your document look exactly the way you want. But have you ever created a document for use by others? For example, let's say you organize a field trip and want everyone to send their permission forms electronically. To simplify the process, you can create a form in Word. A form allows you to create placeholders for different types of information, such as text, dates, yes-no questions, and more. This makes it easy for everyone to know what type of information to include, and helps ensure that all information is formatted the same. We will use Word 2013 to show you how to create a form, but it should work the same way for Word 2010 or Word 2007. You can also download our example file if you want to follow along. Step 1: Enable the Developer tab before creating form elements in document, you will need to activate the Developer tab on the ribbon. To do this, click Options > to access the Word Options dialog box. Select Customize the ribbon, and then select the check box for the Developer tab. The Developer tab appears on the ribbon. Step 2: Add content controls Now you are ready to add different parts of the form that Word calls content management fields. To add a content control field, place the cursor at the location you want, and then select a field from the Controls group on the Developer tab. You can hover over the fields to see different options. In this example, we add a text box so that users can enter their names. The content management field appears in the document. You can add multiple types of fields. For example, you can add check boxes for a yes-no question; or even a date picker field: Add all the fields to the document, you're ready to send the form to other people! Step 3: Customize if necessary If you want to further control the look of your form, you can enable the Design view with Controls group on the Developer tab. You can then change the properties for each content control field, including the text that will be displayed in each field. If you're willing to spend a little more time setting up each field, you can create a pretty robust shape. For example, you can create your own custom drop-down list as shown below: Basics of creating your own custom form in Word. If you want to learn more, check out this Microsoft article on how to create a form to fill out. [/en/word-tips/using-the-format-painter-in-powerpoint-and-word/content/Dou](#) you want to create a form in Word and not know how to start? Here you will learn how to do this in simple steps. Create forms in Word that you can fill out need you to start with a template. Then add the content controls. They contain things like text boxes, check boxes, drop-down lists, and date selection. The following tips on how to create a form in Word apply only to software versions 2016 and 2013. How to create a form in Word below, we will make a step-by-step instruction with you on creating a form in Word that others can fill in: Step 1: Show developer section Go to file tab , and then click Options. Now select Customize ribbon. And go to the list under Main Tabs, select the Developer check box, and click OK. Step 2: Create a form template To avoid wasting time, you need to start with the form template and make sure you start this step with a blank template. Form Template: Starting point Navigate to File, and then click New. You'll see the Search online templates box; here enter the type of form you want to create; then press ENTER. Click the form template that you want, and then click New. To start with a blank template: Click file > New, Click Blank Document. Step 3: Add the content to this form go to the Developer section, and click the Design Mode. Then, you must insert the controls that you want. It would be better if you type a text control in a section in which users can type. Users can format text as a bold or bold font controlled by rich text content; in addition, they can enter multiple paragraphs. If you prefer to restrict the addition of users, you must enter (or even better insert) a plain text content control. Click the part where you want to insert this control. Go to Developer, and then select Plain Text Content Control or Content Management RT TEXT. Step 4: Set properties for content controls There are properties that can be set/changed for all content controls. Select the content control (picture, date picker, etc.) that you want to change. Go to Developer, click Properties to select properties as you want. Step 5: Include learning text in your form Do this to configure the default training text for form users: Go to the Developer section, and select Design Mode. Click the content control in which you want to change the text of the placeholder instruction. Make the changes you want in the placeholder text, and then format it in the style that you want. Again, go to developer and tick Design Mode to disable the design feature and save the added training text. Step 6: Enable protection in your form This step (using the Restrictions command is to limit to what extent others can format/edit the form: Open the form to go to Home, click select, and then press CTRL +A. Click the Developer tab, and select Restrict Editing. The benefits of PDF format, alternatively known as a portable document format, are format used in the presentation, as well as the exchange of documents securely, without the need for software, hardware or any operating system. PDF: which was invented by Adobe: and Word DOC are common formats for documents. However, the former is better than the .doc format when it comes to printing high-quality documents. In addition, PDF is the best format for creating online content and archiving files; Due to these benefits, the Portable Document Format is extremely popular worldwide. There are various programs for creating and editing PDFs; among the best is PDFelement. This software is ideal for creating, adding comments, and editing PDF documents. In addition, one of its many applications is the creation of filled-in PDF forms. You can use PDFelement to create interactive forms. You can use a combination of buttons to create and create form fields in interactive format using this tool. PDFelement allows you to add check boxes, text boxes, switches, lists, combo boxes, and buttons to create a filled-out PDF form. How to create a form in PDF documents You can create a form manually, follow these steps: Step 1. Open the PDF Open pdf document in the application. Step 2: A step 2: Create a form in a PDF File Click Form, and then click Add Text Box. Select the appropriate file location; then a check box or text box is added. Click Close Form Editing, and then click the text box; then start typing directly. PDFelement offers users a fully loaded PDF solution, including amazing features to create, edit, convert and sign PDF documents: all at an affordable price. This is the best tool for digitization of documents and acceleration of creation, signing, as well as preparation of PDF documents. In addition, thanks to numerous PDF preferences over the DOC format, some of which have been mentioned above, PDFelement is an ideal option to create a completed form. Download for free or buy PDFelement right now! Download for free or buy PDFelement right now! Buy PDFelement right now! Buy PDFelement right now! Did you know that word can create forms that people can fill out? When you hear about filling out forms, it's almost always associated with Adobe and PDF documents, as it's the most popular format. However, Word is also a pretty powerful tool, and you can use it to quickly create forms that can be printed or emailed, etc. If you need to create a survey that will come out for a lot of people and you want all replies to automatically connect with you, you might be better off using Google Docs to create a survey. In this article, I will show you how to create with text boxes, check boxes, date picker, and list. You can also make your forms look much better if you use tables to organize everything. You cannot enable the default developer tab to create forms in Word if you do not enable it on the ribbon. Because it's not used by a lot of people, Microsoft has disabled it by default. To enable the tab, click on the file and then the options. On the left side, click Customize the ribbon, and then select the Developer check box in the right pane. Click OK, and then click the tab on the ribbon. The section that interests us most is the controls. Create a form under Controls contains about eight different controls that you can add to a Word document: rich text, plain text, picture, building block gallery, check box, combo box, drop-down list box, and date picker. To insert a control, simply click on it and it will appear wherever your cursor is located. In the example below, I created a table and added two common text boxes for the name and name. By default, each control has its own filler text. For a plain text control, click or tap here to enter text. You can change this text for any control by clicking on the Design Mode button to the right of the control icons. To the left and right of all controls added to the document, blue placeholders will be displayed. Select the text and change it to any. Click Design View again to exit mode. Next, click on your recently added control so that it is selected, and then click on Properties, which is located directly below the Design View button. Each control will have a standard option set with custom parameters at the bottom based on the control type. Here you can give the control a title, change color, style text, and specify whether a control can be edited or deleted. At the bottom are the specific control options that are for a plain text control, whether you want to allow multiple rows or not. This latter option is useful if you need someone to enter a paragraph of text. So, what's the difference between a plain text control and a rich text control? Well, not so much. In a rich text control, you can change the font/color settings for each word individually, while the plain text control applies formatting to all text. You might think that a plain text control won't allow font, font changes, or color changes, but it does. Next, I went ahead and added the drop down list control to my form. You'll see what it says Choose an item and that's it. To add items to the list, you must click properties. Click Add, and then type a name of your choice. By default, the display name and values will be the same, but you can change it if There's really no reason to change the value unless you write Word macros and refer to controls in the code. Let's add all the options, go ahead and click OK, and now you can select options from the drop-down list. The only difference between a drop-down list control and a Combo Box control is the latter allows the user to enter their own value if they like. In the drop-down list, you must select one of the options in the list. In the combo box, you can select from the list or enter your own value. Date picking control works the same way as any date picker you've probably used on airline booking sites, etc. When you click on it, a calendar appears and you can just click on the date to select it. If you click properties, you will see that there are quite a few options for the date picker control. You can choose a different format to display the date and choose a different calendar type. An image control is another nice option that will allow users to easily insert an image. When a user clicks on a picture, a dialog box appears where they can select pictures from their computer, from Bing Image Search, or from OneDrive. They also have options for Facebook and Flickr. Now let's add some checkboxes to our document. Note that when you add a check box and try to enter text into it, it will tell you that the selection is locked. I believe it's by design. You must click next to the check box, and then type your text. Finally, you can insert a building block control that lets you select content from quick units and AutoText. If you don't know what I'm talking about, check out my post on how to use AutoText and Quick Parts in Word. In my example, I added some quotation marks to a custom AutoText, and then linked the control to it using the Properties dialog box. Once you have all the controls in the document the way you want, it might be a good idea to protect the document so that the user can only fill out the form fields, and that's it. To do this, click Restrict Editing on the Developer tab. In the area that appears on the right, click the drop-down menu under Edit restrictions, and then click Fill out forms. In the Document box, make sure that only this type of edit is allowed check box. Click Yes, start security, and then enter your password if you want. Now only the form fields will be edited, and everything else is locked/protected. The user can easily use the TAB key to move between different fields in the form. Overall, Word isn't the biggest tool to create forms, but it's decent and probably more than enough for most people. If you have any questions, feel free to comment. Enjoy! Enjoy!

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