# Creating a simple Accessible Form in Word 7

1. Click on Office Button – Word Options – check 'Show Developer Tab in Ribbon'
2. Open New Document
3. Design Form - to keep it simple have each item on a separate line. You can use a simple table format but this will cause problems if you wish to convert the form into an accessible PDF.

## Adding fields in Word

1. Place cursor where you want to put first field
2. On the developer tab click on Legacy Tools in Design Mode.
3. Click on <ab> to insert a Text Field

* Click on properties in Design Mode
* Choose maximum length and format e.g. Title case, if desired
* Change name of Bookmark e.g. Name
* Click on Add Help Text and enter text, e.g. Enter your name
* You can choose the type of text e.g. date, time, number

1. Keep adding fields as required.
2. You can choose from Text, Check Box and Drop Down List – where you type in the choices, e.g. Yes, No, Maybe.

## Finishing Form

1. Click on Protect Document – click on 2 Editing Restrictions and choose Filling in Forms.
2. Click on Yes, Start Enforcing Protection
3. Create a password if you wish.
4. Save Form. If this is a form you're going to use again and again you could save it as a Word Template.

## Video Clip:

Creating a from in Word 2007 using Legacy Tools

[www.youtube.com/watch?v=2ZB-yvCyFEw](http://www.youtube.com/watch?v=2ZB-yvCyFEw)