

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
4. Keep adding fields as required.
5. 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 form in Word 2007 using Legacy Tools

www.youtube.com/watch?v=2ZB-yvCyFEw