

## Current Date-Time Form Field

When a Current Date Form Field is used in a form, the current date is automatically inserted into the form. It is not possible to change this date.

❖ Place the insertion point in the area of the document where the Form Field is to be placed.

❖ Make sure the **Forms** toolbar is displayed. If it is not:

- Click **View** on the **Menu Bar**.
- Click **Toolbars** from the list of options.
- Click the **Forms** toolbar option.

❖ Click the **Form Field Options** button on the **Forms** toolbar.

❖ The **Text Form Field Options** dialog box will appear (see illustration at right).

❖ Do one of the following:

- Click the **Form Field Options** button on the **Forms** toolbar.
- **Double-click** the **Text Form Field**.
- **Right-click** the **Text Form Field** and then select **Properties**.

❖ When the **Text Form Field Options** dialog box appears, change the **Type** option to **Current Date** or **Current Time**.

❖ Change the **Maximum Length** to the desired length.

❖ Change the **Date Format** to an appropriate format.

❖ Click the **Add Help Text** button to open the **Form Field Help Text** dialog box.

❖ Click the **Help Key (F1)** tab (see illustration at right).

❖ Click the **Type your own** option button.

❖ In this box input something that is pertinent to this option.

❖ Click the **Status Bar** tab (see illustration bottom right).

❖ Click in the text box under **Type your own**.

❖ When the text box is clicked, the **Type your own** option button is automatically selected.

❖ Input the text for this option.

- When text is inserted into the **Status Bar** area of the dialog box, that text is displayed on the Status Bar of the window when the form has been protected.
- When the **Help Key** option is selected, the user will be able to see the text that is input on the Status Bar or they may press the **F1** key to obtain help with the item.

❖ The **Run Macro on** and **Bookmark** options are used to determine the order in which the Tab moves throughout the form.

❖ Click **OK** to exit the **Form Field Help Text** dialog box.

❖ Click **OK** again to exit the **Text Form Field Options** dialog box.

