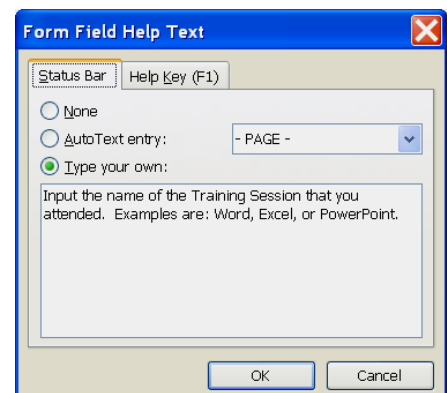
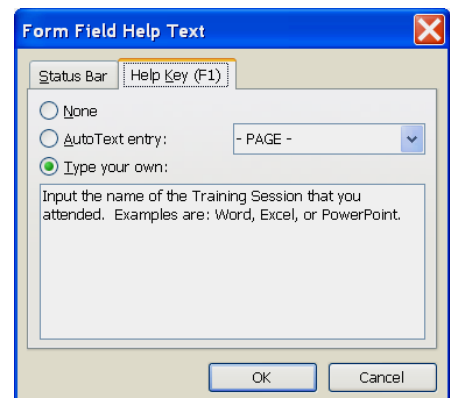
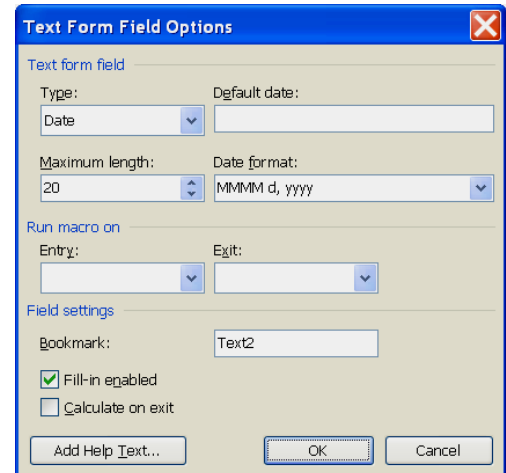


## Date Text Form Field

This type of Form Field is used to insert the date the form is completed. The length of the field and the format for the field can be specified. Click the link for Forms Toolbar to see an explanation of the buttons that are mentioned in this document.

- ❖ 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 **Text Form Field** button on the **Forms** toolbar.
- ❖ Click the **Form Field Options** button on the **Forms** toolbar.
- ❖ The **Text Form Field Options** dialog box will appear (see illustration at right).
- ❖ Click the drop-down list arrow for the **Type** box.
- ❖ Select **Date** from the options that are available.
- ❖ Change the **Maximum Length** by doing one of the following:
  - Click the spinner arrows until the desired size is displayed.
  - Select the number in the box and then input a new number.
- ❖ Click the drop-down arrow for the **Date Format** field.
- ❖ Click the desired date format from the list.
- ❖ 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 like: **Input the name of the Training Session that you attended. Examples are: Word, Excel, or PowerPoint.**
- ❖ Click the **Status Bar** tab (see illustration at 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.