











Forms Toolbar

The table below describes the buttons that are available on the Word Forms toolbar.

Button		Description
Text Form Field		When this form field is used, the requested information is supplied by the user.
Check Box Form Field		With this form field, the user checks the box if a statement is true. If the statement is false, the box is left unchecked.
Drop-Down Form Field		When this form field is used, a list of choices is supplied for the user to select from.
Form Field Options		This button is used to make changes to the properties of the form field.
Draw Table		When a table is to be used for a form, this option is used to hand draw the table.
Insert Table		When a table is to be used when creating a form, this button is used to select the number of columns and rows for the table.
Insert Frame		This button is used to insert a frame into the document.
Form Field Shading		This is a toggle button that is used to add background shading to a form field. Click the button the first time to remove the shading from the form field. Click the button a second time to apply shading to the form field.
Reset Form Fields		When data has been entered into a form when it was protected, this button is used to clear the entered data.
Protect Form		In order to use a form, it must be protected. Click this button to protect the form.