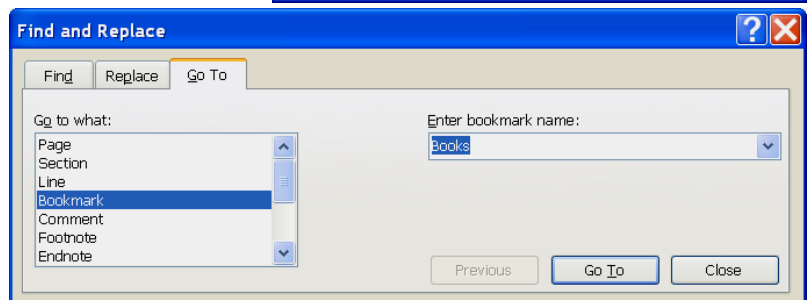
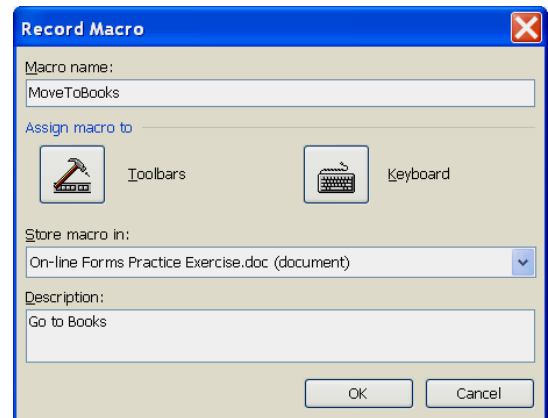


## Recording a Macro to Change Field Order

The Form for Recording a Macro can be found by clicking the link **On-Line Form Practice Exercise**. This is the same form that was used to do the exercise on **Creating a Form with Calculations**.

- ❖ Double-click the **Books** text form field.
- ❖ The **Text Form Field Options** dialog box will open.
- ❖ In the **Field Settings** section of the dialog box,
  - Double-click the **Bookmark** text box to highlight its contents.
  - Key in **Books**.
- ❖ Click the **OK** button.
- ❖ Make bookmarks for the **Yes** form field, the **No** form field, and the **Name** form field.
- ❖ Double-click the **REC** button on the **Status Bar** to open the **Record Macro** dialog box.
- ❖ Type **MoveToBooks** in the **Macro name** text box.
- ❖ Click the **Store macro in** list arrow and click **Online Forms Practice Exercise**.
- ❖ Select the text in the **Description** text box.
- ❖ Type **Go to Books**.
- ❖ Click **OK** to exit the **Record Macro** dialog box.
- ❖ Click **Edit** on the **Menu Bar**.
- ❖ Click **Go To** and then click **Bookmark** in the **Go to what** list.
- ❖ Click the **Enter bookmark name** list arrow.
- ❖ Click **Books** in the list of bookmarks.
- ❖ Click the **Go To** button and then click the **Close** button.
- ❖ Click the **Stop Recording** button on the **Stop** toolbar. This is the button on the left side (square button) of the toolbar.
- ❖ The entire macro has been recorded. The next step is to tell Word to execute the macro whenever the **Tab** key is pressed in the **Room and Board Text Form Field**.
- ❖ Double-click the **Room and Board Text Form Field**.
- ❖ Click the **Exit** list arrow in the **Run Macro on** section of the dialog box.
- ❖ Click the **MoveToBooks** macro name.
- ❖ Click the **OK** button to return to the document window.
- ❖ Record macros for the form fields listed in the list below. Make sure to save the macros in the **Online Forms Practice Exercise** document.
  - Record a macro for the **Yes** bookmark. Name this macro **MoveToYes**.
  - Record a macro for the **No** bookmark. Name this macro **MoveToNo**.
  - Record a macro for the **Name** bookmark. Name this macro **MoveToName**.
- ❖ Double-click the **Books** form field and have it **Exit** to **MoveToYes**.



- ❖ Double-click the **Yes** form field and have it **Exit** to **MoveToNo**.
- ❖ Double-click the **No** form field and have it **Exit** to the **MoveToName** macro.
- ❖ After all the changes have been made, click the **Protect Form** button on the **Forms** toolbar (see illustration at right).
- ❖ Save the **Online Forms Practice Exercise** as a template.
- ❖ Close the document template.
- ❖ Create a new document using the **General Template Online Forms Practice Exercise**.
- ❖ Fill in each of the Form Fields to check to see if the form works properly.

