

How to Create a Form in Word that Users can Complete or Print

In Microsoft Office Word, you can create a form for your church or organization that others can fill out and save or print. To do this, you will need to start with one of your documents or templates that you want to use or you can start with a blank document. Then you can add content controls for elements such as check boxes, text boxes, date pickers and drop-down lists.

Follow these action steps:

Show the Developer Tab

In Word, be sure your Developer tab is displayed in the ribbon bar. If you don't see it then you can easily add it by:

1. Right clicking in the blank, gray area on the end of the ribbon and click "Customize the ribbon".
2. You can find "Developer" in the list under "Main Tabs" and just click the box on the left side of it to make sure it is check marked and then click "OK".

Open your document or template on which to base the form

You can start with a template or start with a blank document.

Add content to the form

Go to the **Developer** tab on top of ribbon bar in the **Controls** section where you can choose controls to add to your document or form. Hover over any icon to see what control type it represents. You can set properties (below) on a control once it has been inserted. You can delete a content control by right clicking it; select **Remove content control** in the popup menu.

Note: You can print a form that was created via content controls. However, the boxes around the content controls will not print.

Set or change properties for content controls

Each content control has properties that you can set or change. For example, the Date Picker control offers options for the format you want to use to display the date.

1. Select the content control that you want to change.
2. Go to **Developer > Properties**.
3. Change the properties that you want.

Add protection to a form

If you want to limit how much others can edit or format a form, use the **Restrict Editing** command:

1. Open the form that you want to lock or protect.
2. Select **Developer > Restrict Editing**.
3. After selecting restrictions, select **Yes, start Enforcing Protection**.

Advanced Tip:

If you want to protect only parts of the document, separate the document into sections and only protect the sections you want.

To do this, choose **Select Sections** in the **Restrict Editing** panel.