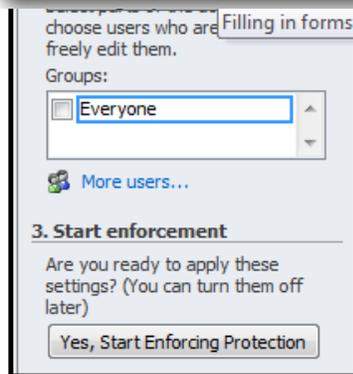


## HOW TO CREATE A FILLABLE, UNEDITABLE FORM ON MS WORD

In order to create a form with fields, you'll have to add the "Developer" tab to your ribbon.



1. Open a word document
2. Click on **File**
3. Click on **Options**
4. A window will open up. Click on **Customize Ribbon** (on the left side of the window)
5. When the window opens up, look on the right side and find "Developer" and place a check mark in the square. Click **OK**. The Developer tab should now be part of your ribbon.

### HOW TO CREATE THE FORM

1. Click on the Developer tab
2. Type a title
3. Type your first item that will need to be filled in (it may be "First Name" or "Last Name")
4. Type in a couple of spaces.
5. Now you can add the field. You have a choice of fields. Is the person who is complete the form going to type text in that field? Are they going to type a date? Are they going to choose from a drop down list that you have created? Will they place a check in a box? You choose the type of field by going to the ribbon and selecting from one of these icons



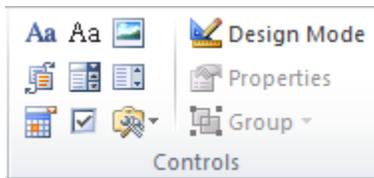
6. Each one of these icons will give you something different. Place your mouse over the icon to read the tooltip (an explanation of what that icon does)
7. Click on the appropriate icon to create your field. Type the next item and do the same. For example, you may have something like this:

Last name: Click here to enter text.

First Name: Click here to enter text.

Address: Click here to enter text.

In your form, you may not want to list what the field needs to be filled in with. For example, if you are creating a form for a resume, you may not want to have the words “First name”, “Last name”, appear on the resume. You will want to enter a first and last name without having those words appear. In order to do this, you will need to explain what the field is for in the box. Instead of “Click here to enter text” you may want to say “Enter your first name here” or “Enter your last name here”. **In other words you can customize the instruction in the box.** In order to do that, you have to click on the Design Mode icon in the Developer tab.

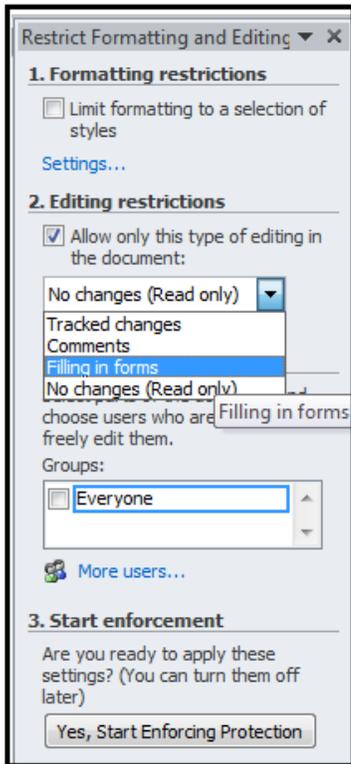


Be aware that while you are creating your form, you may have to switch between the Developer and the Home tab.

## HOW TO MAKE YOUR FORM NON-EDITABLE

Now that you have created your form, you will want to make it “uneditable” in other words, you will want to create a form that cannot be changed. To do that:

1. Click on the **Developer** tab if you are not in it already.
2. Look for “**Restrict Editing**” in the ribbon and click on it.
3. A window will open up. Check the box under #2 “**Editing Restrictions**” (see image below)
4. In the drop down menu select “**Filling Forms**”



5. Your last step is to **“Start enforcement”**. Click on the Yes button and provide a password.



Now your form is complete. You can email it or upload it on a web page.