

Using the Developer Tab

How to access the Developer Tab

2010 and 2013

File tab

Options

Customize Ribbon

Select the Developer check box from the list of Main Tabs

Click OK

Developer tab shows up on the Ribbon

Making forms:

Content Controls – interactive elements

Create a table

Create label fields and answer fields

Click where you want to add a content control

Nine control options

Click on the one you want

Click design mode (1x) and then right click and properties to choose options

Form shading on reveals text boxes to the user

Finalize form:

Click on Restrict Editing (in the Protect Group)

Options open in a side bar.

Click on the box next to “Allow only this type of editing in the document:

Use the pull-down menu to choose: Filling in Forms

Click on “Yes, Start Enforcing Protection”

To skip adding a password, click OK