




How to Create a Printed Form

1. Design the **form** by sketching a layout first, or use an existing form **template** as a guide.

Tables, text boxes, borders, and shading are all design elements that can help you create a well-designed form that's easy to use.

2. On the **Standard toolbar**, click **New Blank Document** .
3. Add the text or graphics you want. For example, enter the questions you want answered, and list the available choices.
4. To insert a text box where users can enter their responses, click the document, Click View, Toolbars, Forms and then click **Text Form Field**  on the **Forms** toolbar. If you need more space, you can insert multiple text boxes side by side.

To insert check boxes that list choices, such as Yes and No, click the document, Click View, Toolbars, Forms and then click **Check Box Form Field**  on the **Forms** toolbar.

5. Save the form.
6. Click Tools, Protect Document, Check #2 Editing restrictions, Check allow only Filling in Forms.
7. Click #3 Start enforcement, type in your unique password and Save the form. (**Don't forget your password**)