

Name:

Gender: ☐ Male  
☐ Female  
☐ Other

Figure 422: Final group box in survey form

## Finishing touches

The form is complete, but you are free to make further changes to the document. If you plan to send this out to other people to complete, you probably want to make the document read-only so that users would be able to fill in the form but not make any other changes to the document.

To make the document read-only, select **File > Properties**, select the *Security* tab and enable **Open file read-only**.



### Note

If the document is read-only, anyone filling in the form will need to use **File > Save as** to save the document.

## Accessing data sources

The most common use for a form is to input information into a database. For example, you can design a form that others can use to enter information into a contacts database. Because it is part of a Writer document, the form can contain graphics, formatting, tables, and other elements to make it look just the way you want. Modifying the form is as simple as editing a document.

LibreOffice can access numerous data sources. These include ODBC, MySQL, Oracle JDBC, spreadsheets and text files. As a general rule, databases can be accessed for reading and writing; other data sources (such as spreadsheets) are read-only.



### Tip

To see the list of supported data source types for your operating system, choose **File > New > Database**. On the first page of the Database Wizard, select **Connect to an existing database** and then open the drop-down list.

For the purpose of this chapter, we assume you have previously created a database or other data source and registered it for use with Writer. (Chapter 14, Mail Merge, describes how to create and register a database.)

## Creating a form for data entry

Once a database is registered with LibreOffice, follow these steps to link a form to the data source:

- 1) Create a new document in Writer (**File > New > Text Document**).
- 2) Design your form, without putting in the actual fields (you can always change it later).
- 3) Show the Form Controls and Form Design toolbars.
- 4) Click the **Design Mode** icon to put the document into design mode.
- 5) Click the **Text Box** icon. Click in the document and drag to create a text box for the first form field.