Configure controls

After inserting the controls, you need to configure them to look and behave as you want. Right-click a form control within the document and select **Control** in the context menu to open the Properties dialog for the selected control. Double-clicking on a form control also opens this dialog.

The Properties dialog has three tabs: *General*, *Data*, and *Events*. For simple forms, only the *General* tab is needed. See "Configure form controls" on page 391 and "Form control formatting options" on page 401 for more information, and the descriptions in the Help for details. Configuration for use with a database is discussed in "Creating a form for data entry" on page 396.

The fields on this dialog vary with the type of control. To see additional fields, use the scroll bar or enlarge the dialog vertically.

Use the form

To use the form, leave design mode by clicking the **Design Mode** icon to deactivate it. Save the form document.

Form controls reference

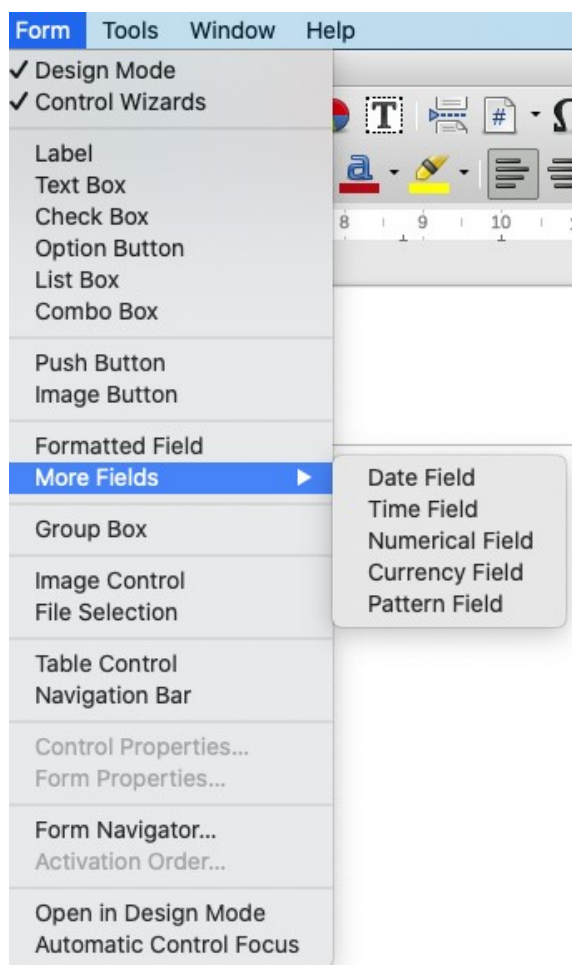The icons you see in Writer may differ from the ones shown here or they may be in a different order on the toolbar.

Form submenu on Menu bar

Figure 406: Form submenu on Menu bar