

Form Design toolbar		
18	Position and Size	Opens the Position and Size dialog, where you can type precise values, rather than dragging the control. You can also lock the size or position so they do not get changed accidentally. For some controls, you can rotate and set the slant and corner radius.
19	Display Grid	Displays a grid of dots on the page, to help you line up controls.
20	Snap to Grid	When a control is brought close to a grid point or line, it will snap to the grid. This makes it is easier to line up controls.
21	Guides when Moving	When a control is being moved, lines extend from the control horizontally and vertically to help you position it accurately.

Example: a simple form

In this example, we will create the form shown in Figure 409. If you follow the given steps, your form will look similar to this one.

Favorite Shape Survey

Thank you for agreeing to take part in this survey.
Please complete the form and return it by email to your teacher.

Name:

Gender: ☐ Male ☐ Female ☐ Other

Favorite shape:

All shapes you like:

☐ Circle ☐ Triangle ☐ Square ☐ Pentagon

Figure 409: Completed form

Create the document

Open a new document (**File > New > Text Document**) and type any text to be included (see Figure 410 for an example). It is a good idea to sketch the final result to use as a guide when designing the form, although it can easily be changed later.

Favorite Shape Survey

Thank you for agreeing to take part in this survey.

Please complete the form and return it by email to your teacher.

Name:

Gender:

Favorite shape:

All shapes you like:

Figure 410: Initial document without form controls