

Add form controls

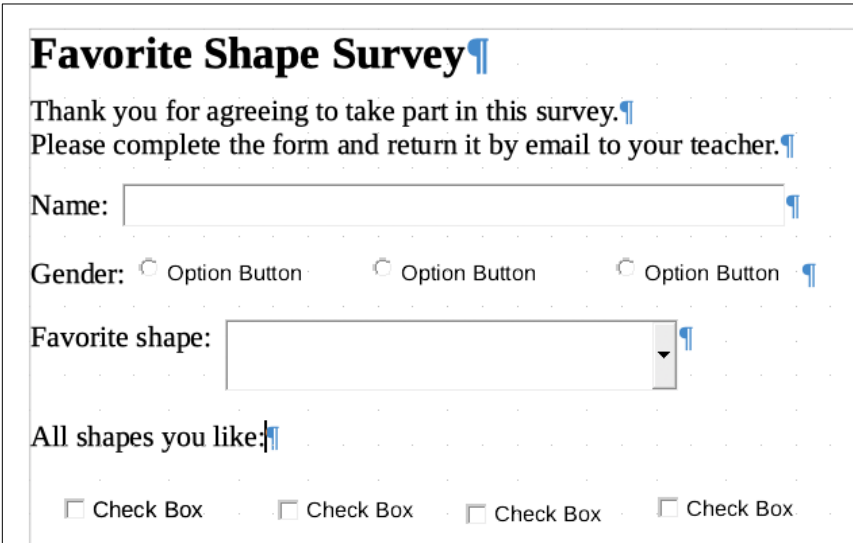
The next step is to add the form controls to the document. We will have four controls:

- *Name* is a text box.
- *Gender* is three option buttons: male, female, or other; user can select one.
- *Favorite shape* is a list of options; user can select one.
- *All shapes you like* is a series of check boxes; user can select one or more.

To add these controls:

- 1) Select **View > Toolbars > Form Controls** to open the Form Control toolbar.
- 2) If the tools are not active, click the **Design Mode** icon to activate them.
- 3) Click the **Text Box** icon, then click in the document and drag the shape of the *Name* text box to approximately the size you want. Drag it to line up with the *Name:* label.
- 4) Make sure **Toggle Form Control Wizards** is **OFF**. Click the **Option Button** icon. Click and drag to create three option buttons near the *Gender:* label in the document. We will configure these in the next section.
- 5) Click the **List Box** icon and draw a list box by *Favourite shape:* in the document. This will just be an empty pane for now.
- 6) Click the **Check Box** icon and create four check boxes by *All shapes you like*, side by side across the page.

Your document should now look something like Figure 411. Do not worry if the controls are not lined up well; we will fix this later.



The screenshot shows a document titled "Favorite Shape Survey" with a light blue header. Below the title, there is a paragraph: "Thank you for agreeing to take part in this survey. Please complete the form and return it by email to your teacher." The form consists of several controls: a text box for "Name:", three radio buttons for "Gender:" labeled "Option Button", a list box for "Favorite shape:" with a dropdown arrow, and four checkboxes for "All shapes you like:" each labeled "Check Box". The background of the document is a light gray grid.

Figure 411: Document with form controls

Configure form controls

Text box

No further configuration is required for the Name field, but you may wish to change the height or width of the field, its background color, or other formatting. If so:

- 1) Be sure **Design Mode** is on and **Wizards** are off.
- 2) Double-click on the *Name* field to open the Properties: Text Box dialog (Figure 412).
- 3) On the *General* tab, scroll down (or expand the dialog by dragging the bottom edge down) to find the **Width** and **Height** properties. Change these as needed.