

## Creating a simple form

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This section explains how to create a simple form without any links to a data source or database and without advanced customization.

### Create a document

You do not need to do anything special when creating a document to use as a form, though it's a good idea to make sure that the grid is enabled so that controls can be positioned accurately. Go to **View > Grid and Helplines** on the Menu bar and select **Display Grid**. You may also wish to select **Snap to Grid**.

Create a new Writer document with **File > New > Text document**.

### Open the form toolbars

Two toolbars control form creation: Form Controls (Figure 407) and Form Design (Figure 408). Select **View > Toolbars > Form Controls** and **View > Toolbars > Form Design** on the Menu bar to show them both. You can also open the Form Design toolbar on the Form Controls toolbar.

The Form Controls toolbar has an icon for each of the most commonly used types of control. Some of these controls are also located on the Form menu (Figure 406).

You can dock these toolbars in different places on the Writer window, or leave them floating. When they are floating, you can also change them from vertical to horizontal and change the number of tools on a row; to make these changes, drag a corner of the toolbar.

See “Form controls reference” on page 386 for descriptions of the tools on these toolbars.

### Activate design mode

Click the **Design Mode** icon on the Form Controls toolbar to turn design mode on. (Click it again to turn it off.) This activates or deactivates the icons for inserting form controls and selects controls for editing.

When design mode is off, the form behaves as it would for the end user. Buttons can be pressed, check boxes selected, list items selected, and so on.

### Insert form controls

- 1) To insert a form control into the document, click the control's icon to select it. The mouse pointer changes shape.
- 2) Click in the document where you want the control to appear. (You can move it later.)
- 3) Hold the left mouse button down and drag the control to size it. Some controls have a fixed size symbol followed by the name of the control (for example, **Check Box** or **Option Button**).
- 4) The control icon remains active, so you can insert several controls of the same type without needing to go back to the toolbar.
- 5) To change to another tool, click its icon on the toolbar.
- 6) To stop inserting controls, click the **Select** icon on the Form Controls toolbar, or click any of the controls you have just inserted. The mouse pointer changes back to its normal appearance.

#### Tip

To make a form control square, hold down the *Shift* key when creating it. To keep the proportions of an existing control the same, hold down *Shift* when resizing it.

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