

# Create forms that can be filled in Word

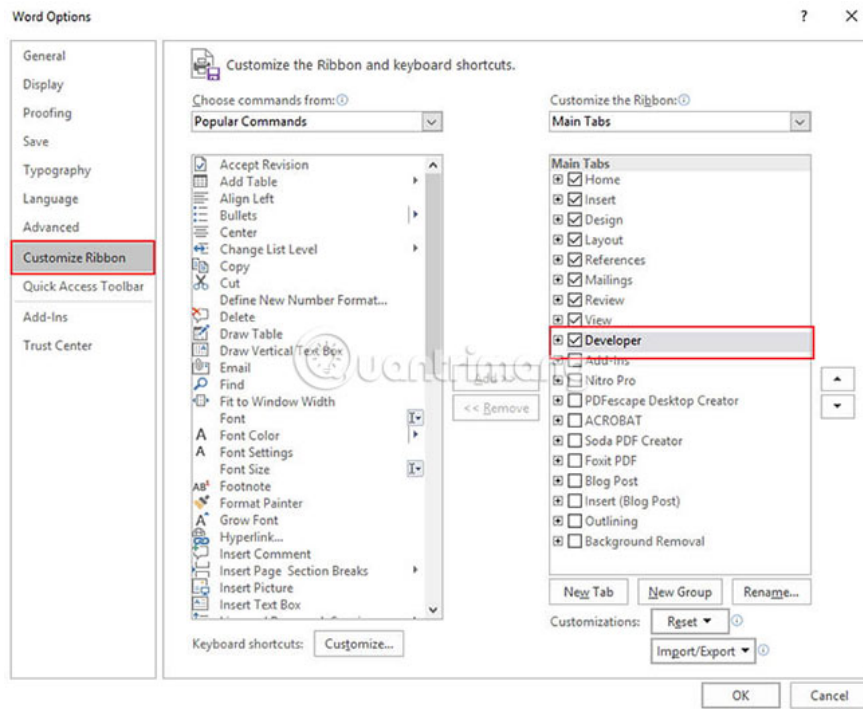
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There are times when you need to create a form that others can fill in Microsoft Word. Creating a form is quite simple, but the main thing is how to fill it is really challenging. Everything will be easy if you know how to do it. Therefore, you need to read the necessary steps below before starting the process.

## How to create forms can be filled in Word

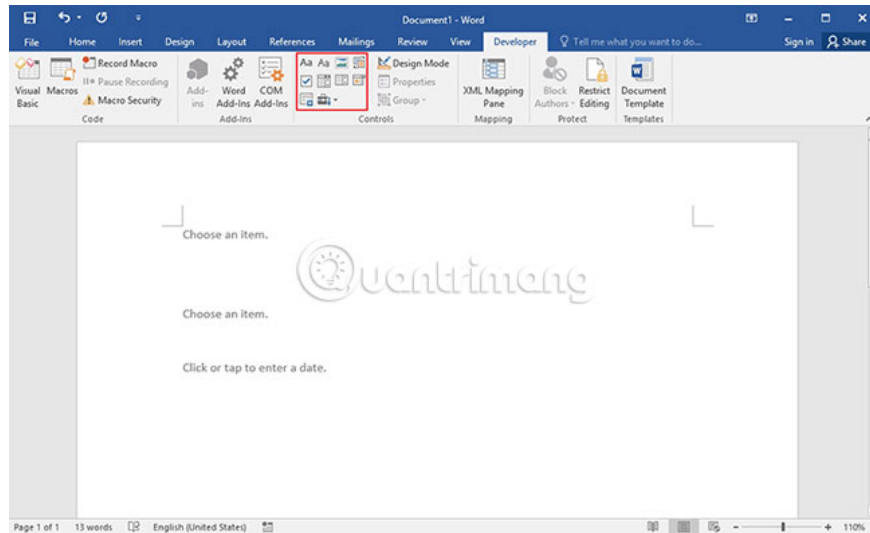
To create a fillable Word document, you can start with a template and then add content control. Content control includes many areas such as drop-down lists, text boxes, checkboxes and even databases. The following is a brief guide on the steps involved.

**Step 1 :** Display the **Developer** tab . To do this, click the **File** tab > **Options**> **Customize Ribbon** . Then under **Customize the Ribbon** , select the **Developer** checkbox and click **OK**.



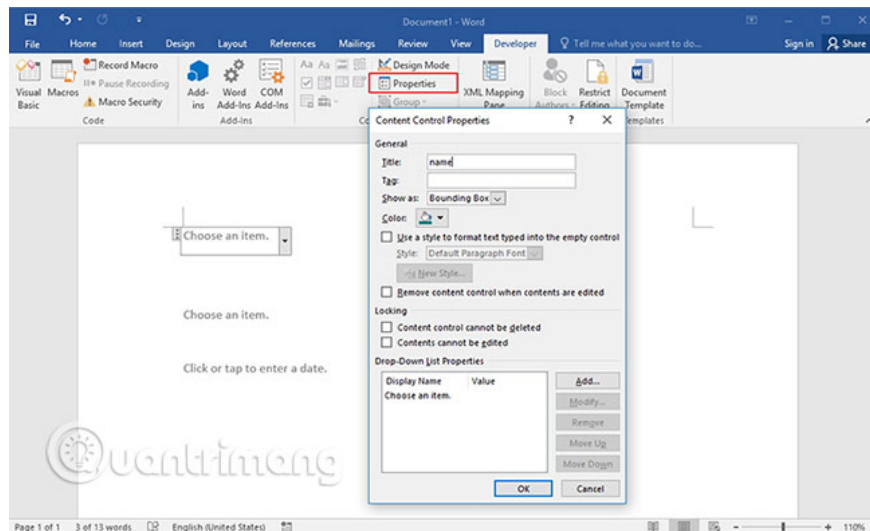
**Step 2 :** Open a word document. You can click **File**> **New**> **Blank Document** .

**Step 3 :** Add content to the form. Go to the **Developer** tab , then select **Design** and then you can insert the content control features you want, such as text control, where users will be able to enter text, insert drop-down lists down, date picker (tool for selecting dates) or checkboxes, etc.

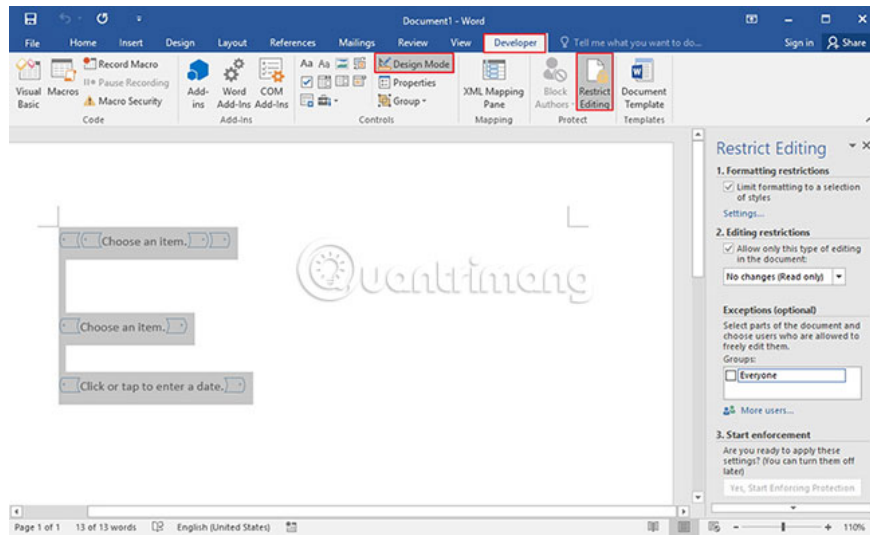


**Step 4:** Set or change **Properties** to **Content Control**. You can click **Properties** on the **Developer** tab .

**Step 5 :** Add instruction text to the form. Customize it by clicking on the **Developer** tab and then choosing **Design Mode**. Click **Content Control**, edit the text in the placeholder and format if needed. Then go back to the **Developer** tab , click **Design Mode** and turn off the design feature, then save the instruction text.



**Step 6 :** You can add protection to the form using the **Restrict Editing** command . Open the form, then click **Home> Select> Select All** . Then click **Developer> Restrict Editing** .

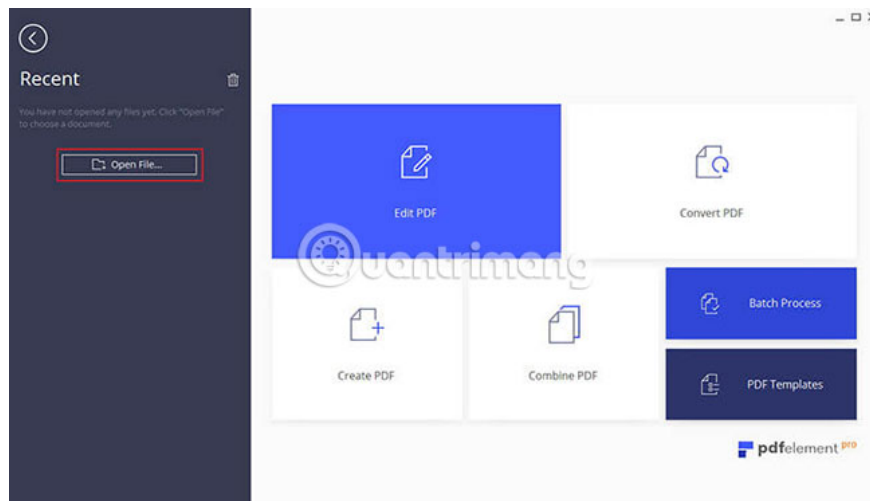


With the above steps, you have successfully created a fillable Word document. If you want to check what you have done before distributing materials to others. You can open the form and fill in as other users will do and see if it really works.

## How to create a fillable PDF document

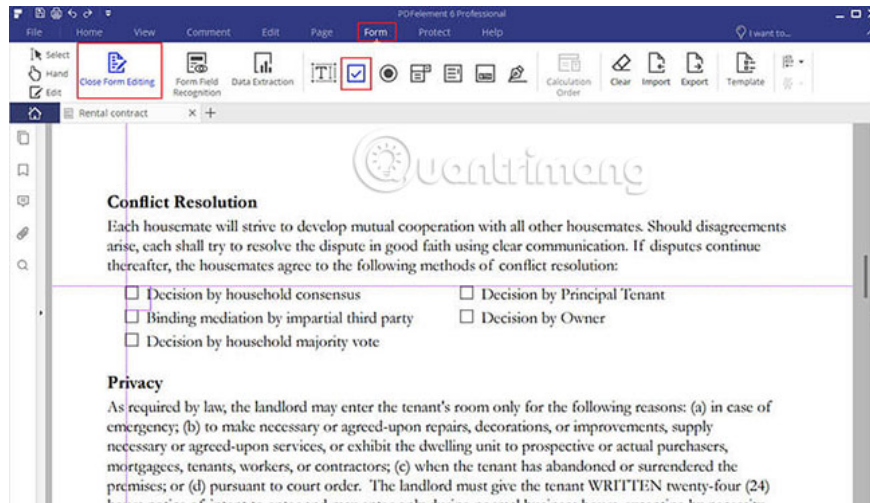
### Step 1. Open the PDF file

Open the form document in PDFelement, but you must use the **Open File** button to upload it to the program.



### Step 2. Create a fillable form

Go to **Form** > **Add Text Field / Check Box / Drop List / Combo box**, etc. to create a fillable form as you like.



Hope you are succesful.

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