

怎样用 Word 建立 Form

William, Dec.29, 2021

I. 必须启动 Word 中的 Develop 功能

要建立 Form 必须使用 Develop 功能。下面 1-3 告诉你怎么启动它

1. File->Options->Customize Ribbon

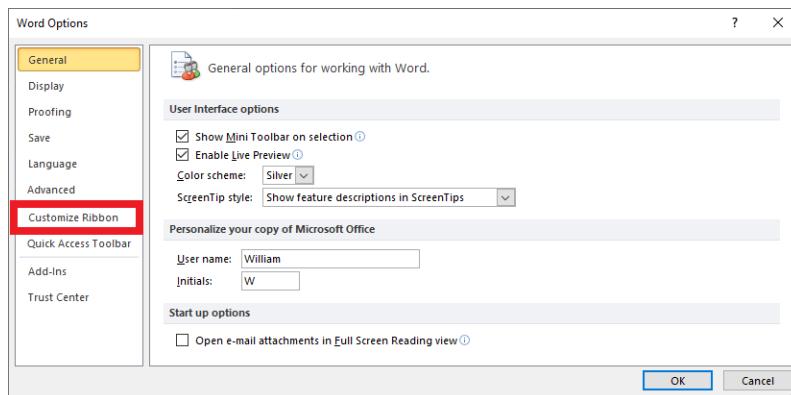


图1. Customize Ribbon

2. Enable ‘Developer’ check box.

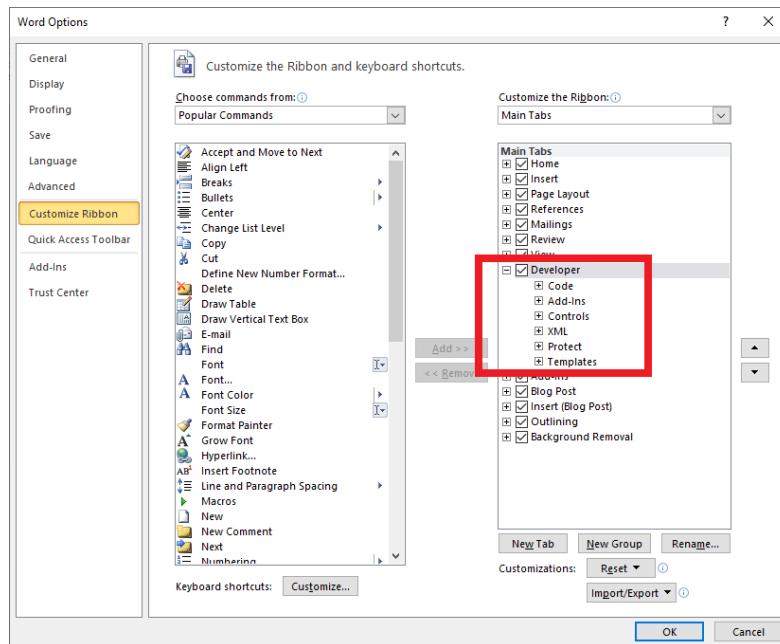


图2. Enable ‘Developer’ check box

3. 这时候看到上面最右边出现 Developer

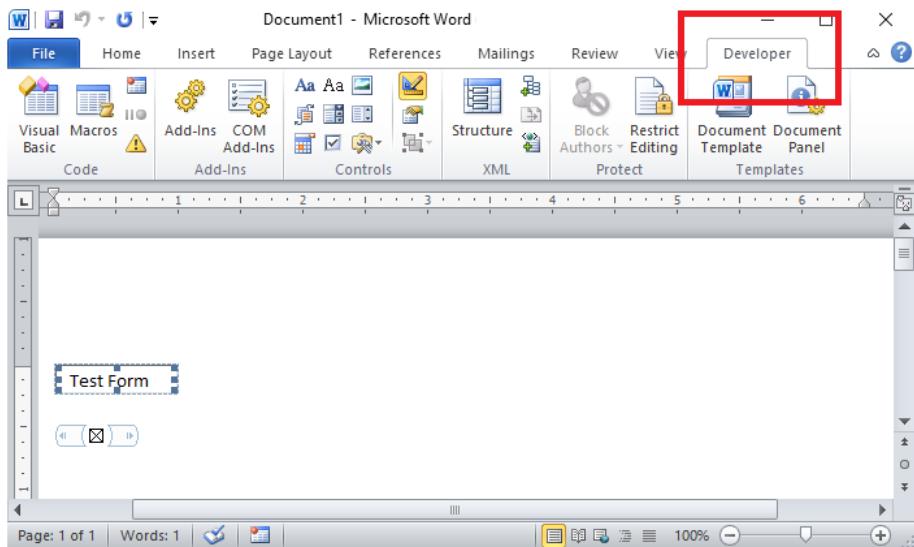


图3. 出现 Developer

II. 选择 Legacy Forms 加入 Check Box 或者 Field 等

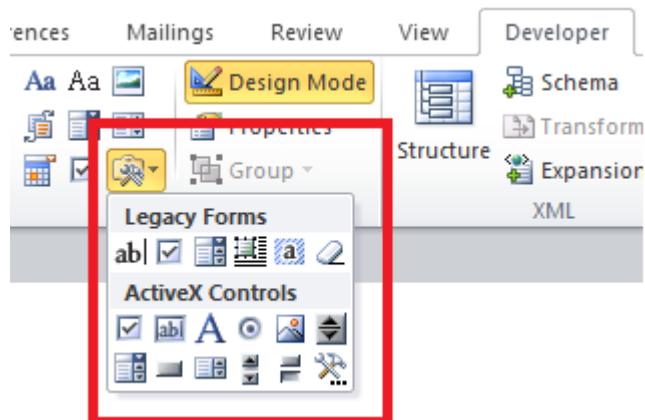


图4. Legacy Forms

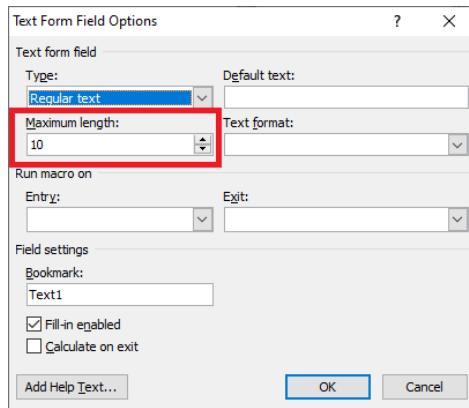
在 Develop 条件下，你可以用上图的 Legacy Forms 提供的各种工具来随意加入你需要的格式输入方式. 列如 Check Box, Text Field, Combo Box 等. 但是请注意必须先点击图4上边的 “Design Mode” .

1. Add Check box

Test Check Box

2. Add Text Field and limit the max size

Double click the field then see the properties page. Set the ‘Maximum length’



3. Add ActiveX Controls



III. 限制文本的其他内容不能被用户修改

表格做完以后你必须要锁住这个表格的其他部分不能被用户修改. 这需要做下面几步(图5, 图6):

1. 点击 “Restrict Editing” (图5) 进入 Restrict Formatting and Editing 模式. 这时候就看到图6的情况.

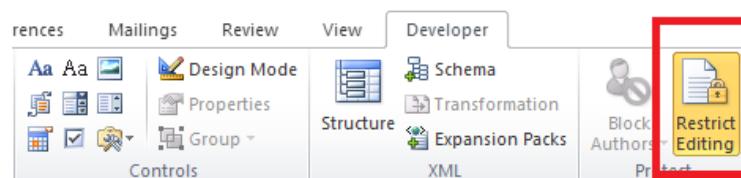


图5. Restrict Editing

2. 照图6所示设置 “2. Editing Restricts” .

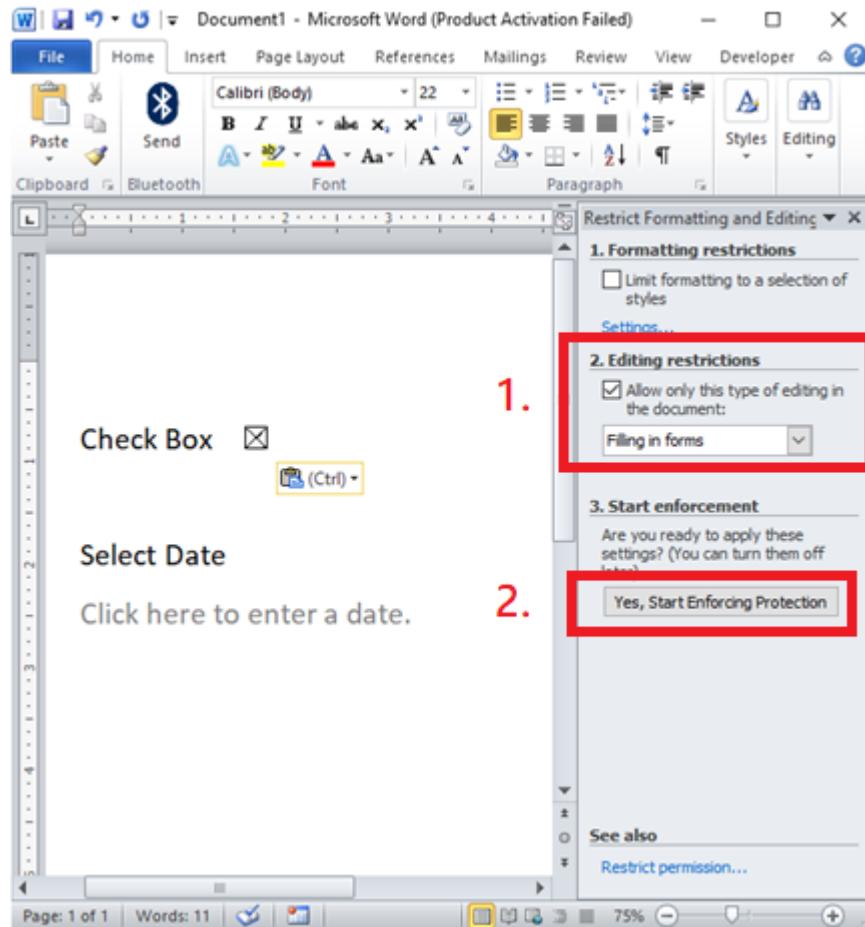


图6. 做完成以后锁住表格

3. 在“3. Start Enforcement”下点击 Yes. 这时候看到图7, Set Password.

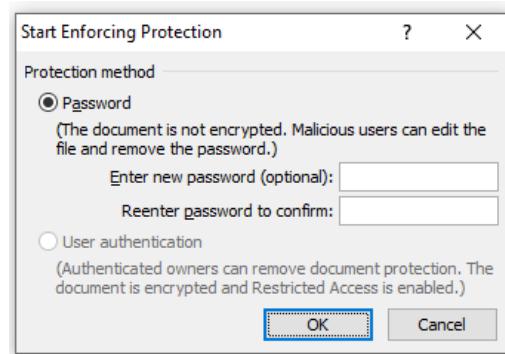


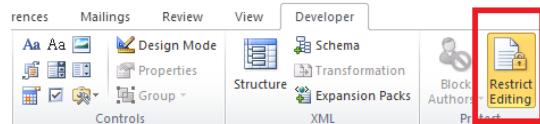
图7. Set Password

点击 OK, 这时候表格就被锁住.

IV. 解锁

如要再次修改，必须解锁.

1. 打开待解文件.
2. 点击 “Restrict Editing”



3. 点击 “Stop Protection” . 解锁完成.

