

Text Form Field Too Small

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Hello All,

I am trying to create an electronic form using Word 2003. I have created a table with four columns and two rows. It looks like this:

Request Number: _____ Request Date: _____
Requested By: _____ Team Name: _____

Since I cannot draw the table just consider the underscores to be the second and forth columns (they are not there in my document).

Since I only want people to fill in the areas where the underscores are, I opened the Form toolbar and inserted a "Text Form Field" into that area. By default it creates the Text Form Field about the width of one tab length. I also have border shading turned on so to the person filling the form out it appears like they can click anywhere in column two or four to enter the information (and of course that is not the case).

The form works well if you are tabbing through and filling out the information. If the "Requestor" is too long it will wrap within the column and that is exactly what I want it to do. The problem is if I want to use the mouse to click directly in the area next to "Requestor" I have to make sure I click in the small area where the text form field is. If I click slightly to the right of that field it tries to tab to the "Team" entry area.

What I am trying to accomplish is to set columns two and four to be "Text Form Fields". If someone clicks in the area next to "Request Number" and enters a single character I don't want word to automatically readjust the Text Form Field size to 1 character. This causes big problems if someone wants to click back and edit the field. They would have to click directly on the single character because the rest of the area is now uneditable whitespace.

Some things I have tried:

Attempt: Insert 4 or 5 Text Form Fields in each editable column

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Problem: This looks good but when you tab through the form you have to tab through each section. It also (of course) considers each of these as separate text fields and creates whitespace after you enter all of the information in the first one.

Attempt 2: I tried to see if I could "Merge" these fields into one Text field.

Problem: Word won't let you do this.

Attempt 3: I defaulted to a bunch of spaces to make the width the entire size of the table column.

Problem: When they edit this field it will either shrink the field down as soon as they start typing which causes problems if you want to mouse click the area and edit later. It may also leave the spaces and therefore create a row-wrap of whitespace.

This is driving me crazy. Any help would be appreciated.

Thanks,

Ryan

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