

## RE: stuck – hard to explain

---

*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.pagelayout/2008-10/msg00119.html>

---

- *From:* DeanH <[DeanH@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:DeanH@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Wed, 8 Oct 2008 08:01:02 -0700
- 

What you are looking for is "Forms".

Look up "Create forms that users complete in Word" in the Help for the basic instructions for forms and the protection of, and the navigation within.

Hope this helps

DeanH

"David" wrote:

i need to create a new vacation / sick leave request form for the office. the current form being used, when opened, you just tab all the way through to the different sections that need to be filled in (name, dept, dates, etc) without affecting the text. well, we came up with a new layout and other options so i have to create the doc from scratch. but, i can't figure out how to create it so you just open it and tab to the various sections. right now, if i open it, and hit tab, it just edits the document and indents the text.

i know this is a terrible explanation but can anyone help? thanks.

david