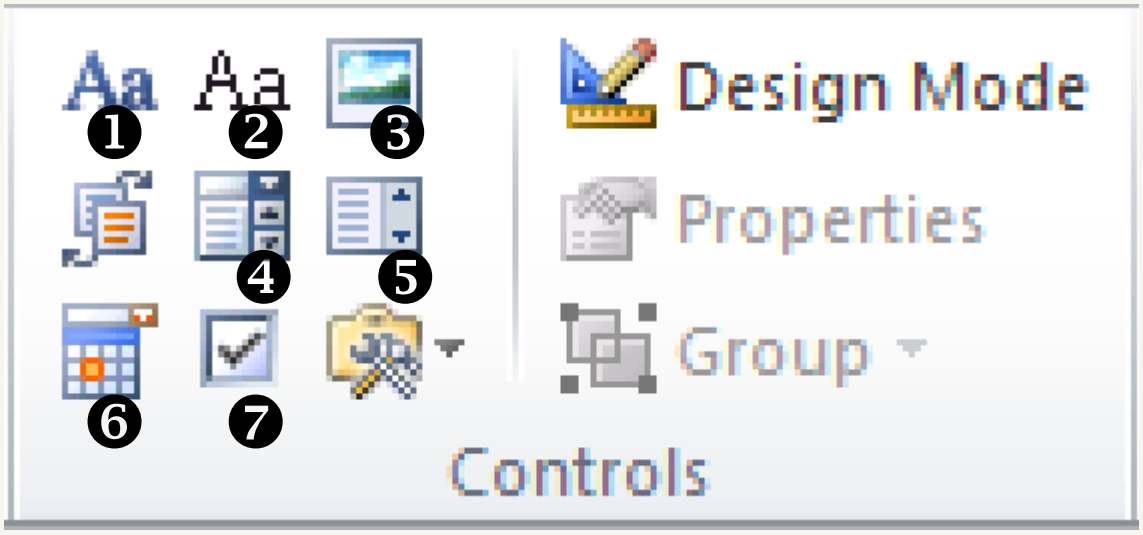
Control Types in Microsoft Word 2010

Content controls simply add to the functionality of the document and elevate it beyond a flat, read-it-once-and-put-it-away purpose. Now you can read the document, respond to questions and information items, or add to the information selecting your choices within the body of the document. In this way, a simple document becomes "smart."



Control Types in Word 2010

The following are different types of content control:

1. Rich Text Control: With Rich Text Control, you can add an item to your document that the user can then format as real text. For example, suppose that you want users to have the ability to change the format of the text they enter in a control. When you add a Rich Text control to the form, the mini toolbar appears whenever the user enters text in the control and then selects it. Rich Text controls also accept larger amounts of text (multiple paragraphs) and can include tables and graphics.
2. Plain Text Control: The Plain Text Control command inserts a simple text control at the cursor position. This control is useful for all kinds of things; you can record comments, names, addresses, volunteer projects, campaigns, staff member names and more. Text control can accept a minimal amount of

formatting. Basically, any text your users need to enter that doesn't require special formatting capabilities can be entered in a plain text control.

3. Picture Content Control: A Picture Control comes in handy when you want to add special images in a document. For example, the team information document includes picture controls so each team member's photo can be added.
4. Combo Box Control: Use a Combo Box control when you want to give users a range of choices from which they can select while also giving them the option of entering a new item not represented on the list.
5. Drop-Down List: Use a Drop-Down List Control to create a list from which users can select an answer. Unlike the combo box, which gives you the option of allowing users to add their own entries, a drop-down list constrains users to only the answers you provide.

6. Date Picker: The Date Picker Control makes it easy for you to select the date relevant to the information you are entering. You can type a date in the text box or click the arrow to display a calendar that shows the current month. You can display different months by clicking the left or right arrows in the Date Picker title bar. To select a date, simply click the day you want.
7. Checkbox Control: With Checkbox Control, you can take true or false questions like gender, etc.

Adding a Control

To add a control to a document, follow these steps:

1. Click at the point in the document where you want to add the Content Control
2. On the developer tab, click the control in the control group that you want to add to your form

3. Word adds the clicked Content Control

Changing Content Control Properties

After you've created a Content Control, you can tailor it to include the information you want users to enter. You will change control properties when you want to do one of the following:

- Add a title to the field
- Specify a tag so that you can locate the field easily
- Choose a formatting style to apply to the displayed text
- Control whether the field contents can be edited or not
- Choose the format of the content
- Select a locale and calendar type (for Date Picker control only)
- Determine how to store the data if the control has an XML mapping (for Date Picker control only)

- Indicate whether you want Word to allow multiple paragraphs (Text field only)
- Add and range items in a list (Combo Box and Drop-Down list only)
- Assign Document Building Block Properties, such as a gallery and category, to populate a list of choices. (Building block gallery control only).

To display the properties for a control you've added to the document, click the control, and then click Properties in the Controls group (or in some cases right-click the control). The Content Control Properties dialog box appears in which you can customize the settings for that particular control.

Using Content Controls

To use content controls in a document follow these steps:

1. On the File Tab, choose New
2. Choose the document or template you want to use for the current document
3. Create, modify, and format your document normally
4. Each time you encounter a content control, click in the control and then type the requested information (or choose it from the displayed list).
5. Save your document.

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