InfoPath® 2007 Filling & Design

Design Mode vs. Fill Mode

InfoPath operates in two modes. Fill mode is for entering data into forms. Design mode is for changing the form templates that control the layout, formatting, and other elements of the form.

When in design mode, the menu and toolbar options change and the template name is preceded by (Design) in the title bar: [ ] (Design Mode)

Opening a Form to Fill

1. From any location (e.g. Windows Explorer, a SharePoint site, an Outlook attachment), open an existing form file (.xsn extension). Or, to create a new form from a template, open a form template file (.xsn extension).

Or

1. Launch InfoPath. The GETTING STARTED dialog displays. Or, with InfoPath already running, choose FILE, FILL OUT A FORM, or press <Ctrl-O>.
2. Select a recently used form or template under OPEN A FORM.
   Or, select one of the FORM CATEGORIES, [Click] on a form template in the middle section, then [Click] FILL OUT THIS FORM under FORM TASKS.
   Or, [Click] ON MY COMPUTER to browse for a form or form template.

Filling in a Form in InfoPath

- Rich-text fields allows advanced data entry such as text formatting, inserting pictures and tables.
  The toolbars will be active: [ ] when in a rich-text field, and inactive: [ ] when in a plain-text field.
- To send the form by email, choose FILE, SEND TO MAIL RECIPIENT. Select EDITABLE FORM to send a form that can be filled out with InfoPath and returned, or READ-ONLY SNAPSHOT to send a copy of the form as a regular mail message (not fillable). [Click] [ ]Send
- To fill in and reply to an InfoPath form in Outlook:
  1. Open the form email message and fill out the form. [Click] [ ]Reply
  2. Change email details if desired, then [Click] SEND.
  3. [Click] OK to the confirming message, then close the form email.

Errors:

- Empty required fields show: [ ]
- Incorrectly filled fields show a red outline: [ ]
- To see an explanation about an error, select the field, then choose TOOLS, SHOW ERROR MESSAGE, or press <Ctrl-Shift-E>.
- To go to the next error, choose TOOLS, GO TO NEXT ERROR, or press <Ctrl-Shift-E>.

Sections:

Sections are fields and text grouped together. Depending on the design of the form, the form filler can add, remove, copy/cut/paste, or choose between different sections.

- To show section commands, select or hover over the section, then [Click] the section option button: [ ] or [ ] or [ ] (button type depends on the purpose of the section).
- To insert a section, use the section commands or choose INSERT, SECTION ■ (choose the section).

Optional Sections:

- To add, [Click] [ ] Click here to insert
- To remove, [Click] [ ] then REMOVE.

Repeating Sections/Tables:

Repeating sections and tables (repeating row or column) contain fields and/or text that can be added as necessary, e.g. multiple products ordered on an invoice.

- To add to the end, [Click] [ ] Insert item
- To add after the current selection, press <Ctrl-Enter>.
- To remove, [Click] [ ] then REMOVE.

Choice Group:

A choice group allows you to choose one of several sections.

- To change the section choosing, [Click] [ ], then REPLACE (with the section name). Or, choose INSERT, REPLACE WITH ■ (section name).
- Some choice groups may allow sections to be added multiple times (repeating sections) and provide a choice between two or more sections for each section. To add a new section, [Click] [ ], then INSERT BEFORE or AFTER.
- To remove the section choosing, [Click] [ ], then REMOVE.

  Note: Removing the last section in a choice group removes the group from the form. To re-insert a section, use the INSERT, SECTION menu.

Views:

Some forms may contain different ways to look at a form, e.g. views for different languages, or for different roles such as manager and staff.

- To change view, choose VIEW, then select the view, e.g. [ ] (View: English, Spanish)
- Some views may have related print views. When printing the form the related print view is used. To see how the form will print, choose FILE, PRINT PREVIEW, or [Click] [ ]

Using Task Panes (Designing & Filling)

To show/hide the task pane, choose VIEW, TASK PANE, or press <Ctrl-F1>. To show a different task pane, [Click] on the task pane title, e.g. Paragraph ▾

In design mode, the DESIGN TASKS task pane contains links to other tasks panes roughly in the order that a form designer would use. To see the DESIGN TASKS task pane, choose VIEW, DESIGN TASKS, or press <Alt-N>.

Filling Out a Form in a Web Browser

Filling out a form in a web browser is very similar to filling it out in InfoPath.

A form toolbar may be included by the form designer at the top and/or bottom of the form with buttons such as:

SAVE/SAVE AS: Saves the form to a SharePoint library.

CLOSE: Closes the form when done because to save also continues to fill out the form on your computer). Often submitting a form also closes it.

VIEW options: Select a different view (if available).

PRINT VIEW: Opens a non-fillable version of the form in a new window with interactive items such as "insert item" links removed.

Creating a New Form Template

All forms are based on a template. The template provides the layout, formatting, and rules for the form.

1. Choose FILE, DESIGN A FORM TEMPLATE. Or, from the GETTING STARTED dialog, [Click] [ ]Design a Form Template
2. Under DESIGN A NEW, select FORM TEMPLATE.
3. Choose the main source of data in BASED ON. Select BLANK to define the main data source while designing the form.
4. Check ENABLE BROWSER-COMPATIBLE FEATURES ONLY to create a form that can be filled out in a web browser and does not require InfoPath for filling. (The form must be placed on a server with InfoPath Forms Services installed). [Click] OK.
5. If you selected a main data source type, a wizard will guide you through connecting to the data source. If you selected BLANK, a new blank template is created.

Opening an Existing Form Template

1. From the GETTING STARTED dialog that displays when InfoPath starts, select one of the FORM CATEGORIES.
2. Select a form, then [Click] DESIGN THIS FORM.

Or

1. With a form open for filling, [Click] [ ], or select TOOLS, DESIGN THIS FORM.

Or

1. Where in design mode, choose FILE, OPEN to DESIGN MODE, or press <Ctrl-O>.
2. Locate and select the form template, then [Click] OPEN.

Or

1. Choose FILE, OPEN A FORM TEMPLATE.
2. [Click] one of the RECENT FORM TEMPLATES. Or, [Click] one of the options under OPEN A FORM TEMPLATE:
   - For ON MY COMPUTER: Navigate to and select the form template, then [Click] OPEN.
   - For ON A SHAREPOINT SITE:
     a. Type the location of the SharePoint site, or [Click] [ ] to select from a recent one. [Click] NEXT.
     b. Select a Document Library, then [Click] OPEN. NOTE: From InfoPath, you can only open document libraries that have Form Templates as the default document type.
   - For CUSTOMIZE A SAMPLE: Select a sample template, then [Click] DESIGN THIS FORM.
   - For FORMS ON OFFICE ONLINE:
     a. The templates section of Office Online will launch in your browser. Browse to a form.
     b. [Click] DOWNLOAD.

Creating a Browser-Compatible Form Template

Forms can be filled out in either InfoPath or a web browser. Some features are not available in a web browser. To disable those features while designing a form:

1. When creating a new form template, check ENABLE BROWSER-COMPATIBLE FEATURES ONLY (see step 4 in **Creating a New Form Template**).

Or, in an existing form template:

1. Choose TOOLS, FORM OPTIONS. Select COMPATIBILITY.
2. Check DESIGN A FORM TEMPLATE THAT CAN BE OPENED IN A BROWSER OR INFOPATH.
   Note: To be able to use the Design Checker to show server-side errors, type in the URL of a server with InfoPath Forms Services.
3. [Click] OK.
4. Browser compatibility errors in the Design Checker (see **Checking Form Design/Compatibility**).

Shortcuts:

Show GETTING STARTED	Ctrl-S
...for Filling a Form	
Open a form for filling	Ctrl-O in fill mode
Show cursor	Ctrl-Shift-I
Next error	Ctrl-Shift-E
...for Designing a Form	
Open a form template	Ctrl-O in design mode
Design New Template	Ctrl-Shift-N
Show/Hide Task Pane	Ctrl-F1
Display Design Tasks	Alt-N
Object properties	Alt-Enter
Select next control	Tab
Select prev control	Shift-Tab
Preview form	Ctrl-Shift-X

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Microsoft® Office InfoPath 2007 is a component of Microsoft® Office 2007.

Infopath 2007 User Guide

Arthur James Wells

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medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment *Microsoft® Office SharePoint® Server 2007: A Beginner's Guide* Ron Gilster,2007-10-02 Set up and administer a SharePoint Server 2007 environment Get started on Microsoft Office SharePoint Server 2007 quickly and easily with help from this step by step guide Using clear instructions Microsoft Office SharePoint Server 2007 A Beginner s Guide shows you how to set up and configure SharePoint Server collect and store data build lists and libraries and enable enterprise search capabilities You ll learn how to create portals and Web pages secure your SharePoint Server 2007 environment and optimize performance Microsoft Office 2007 integration techniques are also covered Install and configure SharePoint Server 2007 Secure your SharePoint Server network and data Easily locate files and folders using the Search feature Simplify data collection using forms and workflows Logically organize content into lists and libraries Monitor maintain and back up your SharePoint Server environment Build Web applications and portals from reusable modular Web Parts Improve efficiency using customized views and metadata schemes Seamlessly integrate with Microsoft Office Outlook 2007 Microsoft InfoPath 2007 Quick Reference Guide on Filling and Design (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Car Bee,2007-10-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use InfoPath 2007 for both filling forms and introductory design features The following topics are covered Design Mode vs Fill Mode Opening a Form to Fill Filling in a Form in InfoPath Tips Errors Sections Repeating Sections Tables Choice Groups Views Using Task Panes Designing and Filling Filling out a Form in a Web Browser Creating a New Form Template Opening an Existing Form Template Creating a Browser Compatible Form Template Data Sources Inserting Controls Laying out a Form Inserting a Scrollable Region Showing Object Properties Advanced Layout with Section Controls Adding Fields Groups to the Data Source without Adding Controls to the Form Deleting a Field or Group Looking up Data Secondary Data Source Restrict Data Entry Using Validation Conditionally Show Hide Format a Control Previewing a Form Checking Form Design Compatibility Publishing a Form Template Includes a list of keyboard shortcuts for filling and design This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Microsoft® Office SharePoint® Server 2007: The Complete Reference** David Sterling,2007-10-16 The definitive guide to Microsoft Office SharePoint Server 2007 This well planned and well written book offers a comprehensive reference for IT professionals application developers and business analysts working with SharePoint applications James A

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SharePoint 2003 to 2007 Upgrade or Rebuild Chapter 7 Disaster Recovery Planning Chapter 9 Enterprise Content Management Documents Records and Web Chapter 10 Enterprise Search Chapter 11 Making Business Processes Work Workflow and Forms Chapter 12 Office 2007 Offline Options for MOSS 2007 Chapter 13 Providing Business Intelligence Appendix A SharePoint User Tasks Appendix B OS Browser Office Compatibility Index International Journal of Micrographics & Optical Technology ,2006 **E-Government Guide Germany** Achim Zechner,2007 The comprehensive modernisation of the adminstriation demands reliable concenpts and efficient products on the one hand and innovative ideas and the motivation of numerous people in quite different roles and positions on the other In order for the public sector to be able to make use of the enormous creative potential of modern technologies it is important to intensify efforts to combine all available forces and to exploit new synergies E Government Guide Germany Strategies solutions and efficiency provides a broad discerning picture of the activities and achievements to date as well as the challenges to come More than fifty experts from the public sector federal provinces and communal level and from industry and science examine e government as a complex challenge to be mastered through the close co operation of those involved All the authors in this edition have many years of experience in their special fieldsd of developing and applying e government Based on the principle by professionals for professionals this handbook not only offers insights into what has already been achieved in the field but also states what still has to be done It defines specific tasks creating a solid common basis for decision makers and implementers Deutsche Version Handbuch E Government ISBN 978 3 8167 7261 3 **Microsoft Office PowerPoint 2007 on Demand** Steve Johnson,2007 Core PowerPoint elements such as new ribbon interface graphics and diagramming capabilities plus theme and style galleries are the highlights of this full color task oriented guide A companion Web site offers tips tricks keyboard shortcuts and other goodies from the author **Designing Forms for Microsoft Office InfoPath and Forms Services 2007** Scott Roberts,Hagen Green,2007-02-05 Microsoft Office InfoPath represents a revolutionary leap in XML technologies and a new paradigm for gathering business critical information I am delighted that Scott Roberts and Hagen Green two distinguished members of the InfoPath product team decided to share their experience in this book From the Foreword by Jean Paoli cocreator of XML 1 0 and Microsoft Office InfoPath Microsoft Office InfoPath 2007 offers breakthrough tools for gathering managing and integrating business critical information and creating efficient forms driven processes Two longtime members of Microsoft s InfoPath product team have written the first comprehensive hands on guide to building successful XML based solutions with InfoPath 2007 The book opens with a practical primer on the fundamentals of InfoPath form template design for information workers and application developers at all levels of experience It then moves into advanced techniques for customizing integrating and extending form templates with all the code examples and detail needed by professional developers Learn how to Design form templates create blank form templates insert and customize controls use advanced formatting and construct and lay out views Work with data start with XML data or schema manually edit data

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