

How to Make a Fillable Form in Word

When you need a user-friendly fillable PDF file or editable form for professional and personal use, you can't say no to Microsoft Office, specifically Microsoft Word's formatting tools. And from MS Word 2010, Word 2013, until the very latest Word, you can use any version to access every editable PDF or fillable form template. So how will you do that? Simply follow the steps below in making fillable forms with Word doc using Windows and Mac.

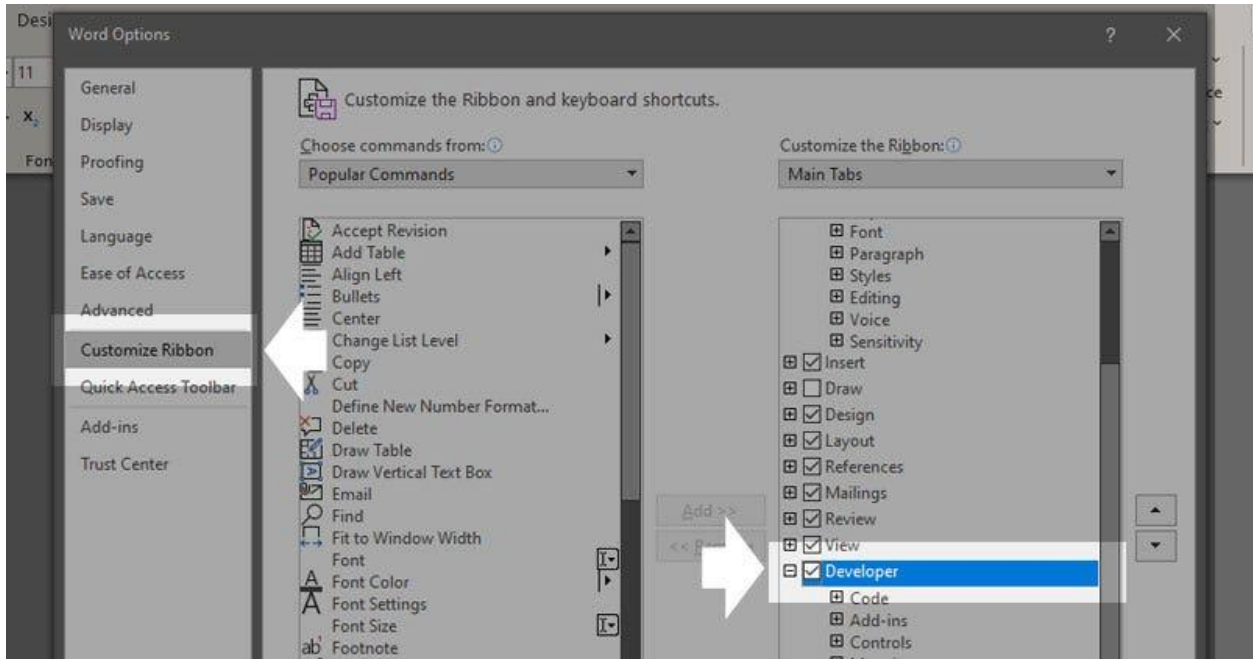
SUMMARY:

- For Windows: Open **MS Word**. Click **File**, then **Options**. Select **Customize Ribbon** and check the **Developer Tab**. Add data and edit the form afterward.
- For Mac: Go to **MS Word**. Click the **Word** menu followed by **Preferences**. Then, enable the **Developer Tab** until you can build your fillable form to customize and insert data later.

How to Create a Fillable Form in Word Using Windows

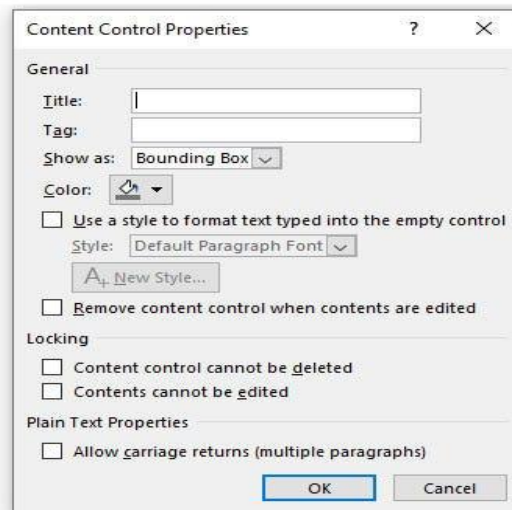
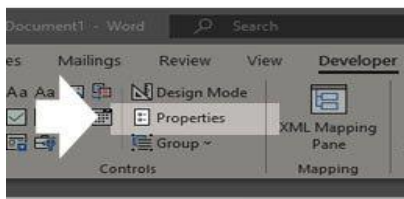
Instead of having a standard application form or any default form or PDF file, fillable forms in Word are much better so you only need to fill out data and personalize the form's content. In this section, you will learn about how to craft fillable forms in Word using Windows.

1. Access **Microsoft Word**. From there, click the **File** tab at the top menu until you can select **Options**. From there, click **Customize Ribbon** and ensure that the **Developer Tab** is marked. Then, select **OK**.



2. As the developer tab is enabled, you can access the **Controls** section on the top menu which contains a variety of tools from checkbox, combo box, plain-text, rich text, picture, etc. Insert every control to add to the form and slowly build its features, starting with the filler text. To do that, just select **Design Mode** in the controls section.

3. Besides the design mode, you also incorporate alterations for content. Just click **Properties** in the controls section and edit the content control properties as much as you can. Fill out the data and customize accordingly. And be sure to produce the output once you are done with your work.

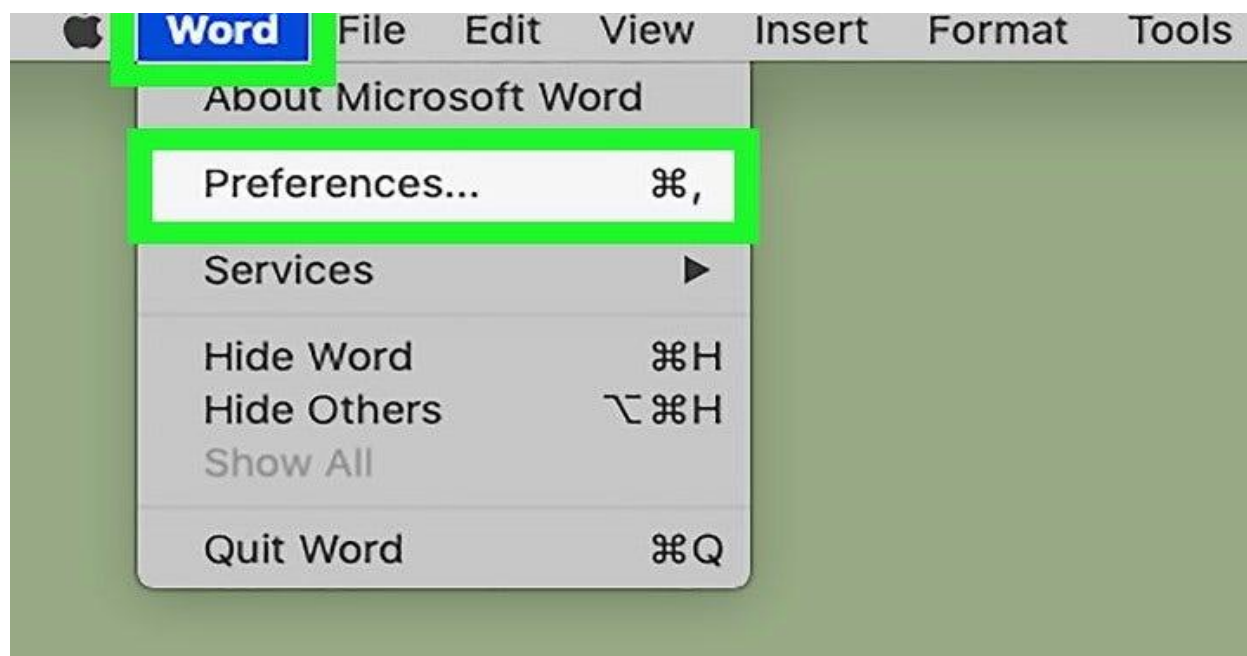


Note: Besides Microsoft Office, Adobe Acrobat Pro, and other related examples, do you need more options for fillable forms? Use templates instead with fillable [form templates in Word](#) using Template.net.

How to Make a Fillable Form in Word Using Mac

If you use Mac, the steps are not any different from what was discussed earlier. And the steps in creating fillable forms in Microsoft Word using Mac are easy by observing these steps:

1. Open your **MS Word** app and open or create a new document. Next, select the **Word** tab which is beside the Apple icon on the top left menu. From there, select **Preferences**.



2. As preferences will lead you to a dialog box, click **View** which is under the authoring and proofing tools. Next, check the box next to the **Show developer tab** found under the ribbon. Then, choose **OK**.

3. Now that you have access to the developer tab, start changing text box, combo box, and so much more to structure your fillable form. Explore the developer's features by changing the font, margin, or anything until you can complete your document. Insert the necessary data in the fillable fields as well.

4. To restrict editing, you can protect the form by clicking **Protect Form** under the developer tab. Lastly, print or share the fillable form once the results come out exactly as planned.

