

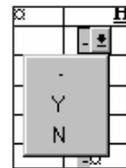
Helpful Hints: NRCS-CPA-026E Microsoft Word® Fillable Form

Using the Template to Open a New Form

Start Microsoft Word®. From the File menu, select Open, then navigate to the location where the original of this file is stored. Save the new copy of the form in the appropriate folder. Be sure to rename it with tract and/or field number for future identification.

The CPA-026E fillable form word document should open with the cursor in the **Name & Address** field of the form. Fill in the shaded form fields (), and move between fields using the tab key or selecting fields with the mouse.

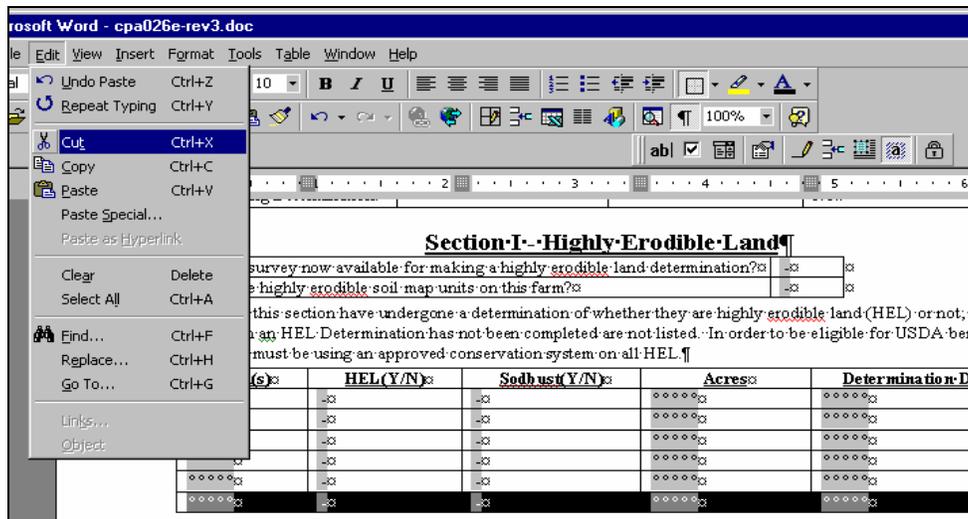
Several fields are selection boxes that allow you to select the appropriate value.



Making Changes to the Form

To make changes to the form, you must first unlock it.

1. From the **View** menu, select **Toolbars** and make sure **Forms** is selected.
2. Unlock the form by clicking off the Protect Form button ().
3. To delete lines from a table, highlight an entire line and select **Cut** from the **Edit** menu.



4. To add lines to a table, highlight an entire line and select **Copy** from the **Edit** menu. Move to a blank paragraph immediately below the table and select **Paste** from the **Edit** menu.
5. You may want to re-size a table to get a satisfactory final product.
6. After you have modified the form, be sure to click the **Protect Form** button ().again to turn it back to a fillable form.