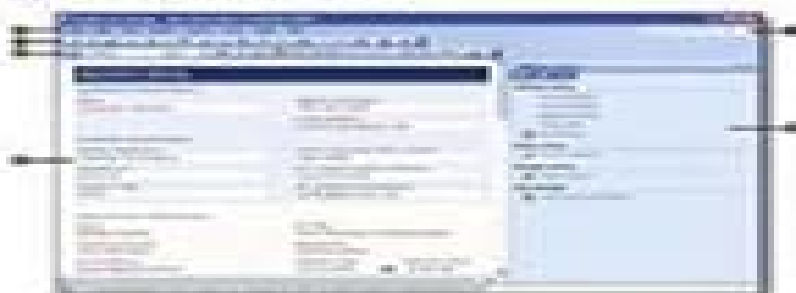


Getting Started

The InfoPath Window



- **Menu Bar** - contains all tools for use with InfoPath 2003.
- **Standard Toolbar** - contains shortcuts for standard InfoPath actions and tools.
- **Formatting Toolbar** - contains shortcuts for applying formatting features to form text.
- **Form Pane** - displays the currently open form.
- **Type a Question for Help Box** - provides quick access to help when you have a question.
- **Task Pane** - displays tasks according to the selected category. *Notes: To hide or display a toolbar, select **Toolbars** from the **View** menu and select the toolbar from the resulting menu.*

Taking a Tour of InfoPath

When you launch InfoPath, the workspace for filling out forms is shown, including the **Fill Out a Form** task pane.

1. Click the **Take a Tour of InfoPath** shortcut under **Get started** in the **Fill Out a Form** task pane.
2. Click the **Start Tour** (F1) button to start the tour.
3. Click the **Back** (←) and **Continue** (→) buttons to navigate through the tour.
4. Optional: Click the **Outlook** button to show the tool's integration, or click the **More** button to expand the tour.
5. To return to InfoPath, click the **Close** button in the upper-right corner of the window.

Using the Task Pane

The task pane displays information currently used during forms. For example, when you select **Fill Out a Form** from the **File** menu, the **Fill Out a Form** pane will appear in the task pane.

- To change the task category, click the down arrow (↓) on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** (←) and **Forward** (→) buttons. To return to the **Fill Out a Form** task pane, click the **More** button.
- To open or close the task pane, select **Task Pane** from the **View** menu or press **Ctrl + F5**. To quickly close the task pane, click the **Close** button in the upper-right corner of the pane.



Discovering Forms and Form Templates

In InfoPath 2003, you can fill out a form or use the design mode to create your own forms. When you fill out an InfoPath form, you will have different options, depending on the form's design. You can format the text you enter, insert tables and links, add optional sections, check for errors, and save the form to your computer. These options are defined by the form's designer.

When you create a form in design mode, you actually create a form template. This allows you to have control over the form's design. You can define the form's structure, default content, type of controls, data validation rules, views, as well as what other users can and cannot do.

Notes: You must have InfoPath 2003 installed on your computer in order to fill out InfoPath forms.

Opening a Form to Fill Out

1. Select **Fill Out a Form** from the **File** menu.
 2. In the **Fill Out a Form** task pane, click the **On My Computer** shortcut under **Open a Form**.
 3. In the **Open** dialog box, click the arrow on the **Files of type** list and choose one of the following:
 - To open a new form, select **Form Templates** from the resulting menu.
 - To open a saved form, select **Forms** from the resulting menu.
 4. In the **Look in** box, select the location that contains the form you want to open.
 5. Locate and select the form you want to open.
 6. Click the **Open** button.
- Notes: To fill out a new blank form based on the currently open form, click the **Fill Out a Form** button on the **Standard** toolbar or press **Ctrl + Shift + F**.*

Opening a Sample Form to Fill Out

1. Select **Fill Out a Form** from the **File** menu.
2. In the **Fill Out a Form** task pane, click the **Many Forms** shortcut under **Fill out a Form**.
3. Click on the **Sample Forms** tab.
4. Select the sample form you want.
5. Click the **OK** button to open the form.



Saving a Form

1. Select **Save** from the **File** menu.
 2. Select the location where you want to save the form. Change your jump to a shared location if you want others to have access to it.
 3. Enter a file name in the **File name** box.
 4. Click the **Save** button.
- Notes: To quickly save after the initial save, click the **Save** button on the **Standard** toolbar.*

Microsoft Infopath 2003 Quick Source Guide

**Dan Oja, June Jamnich Parsons, Roy
Ageloff, Patrick Carey**



Microsoft InfoPath 2003 Quick Source Guide:

Microsoft InfoPath 2003 Quick Source Guide Quick Source (Firm),2004-01-01 InfoPath 2003 enables users to easily create and fill out forms that can be used to efficiently collect information that can be shared throughout an organization This 6 page tri fold full color guide is an invaluable resource for anyone who uses InfoPath 2003 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software Topics include Taking a Tour of InfoPath Using the Task Pane Opening and Saving a Form Entering Data into a Form Inserting Hyperlinks Pictures and Tables into a Form Formatting Form Text Finding and Correcting Errors Creating Designing and Saving a Form Template Adding and Removing Data Validation Exporting E mailing Printing and Submitting a Form and much more An excellent instructional tool for a user new to InfoPath 2003 it also serves as a handy reference tool for the more experienced user

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