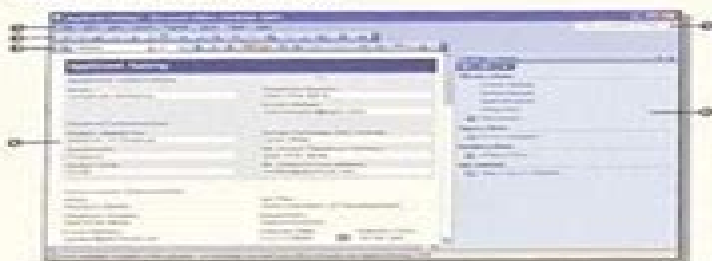




Getting Started

The InfoPath Window



- 1. **Menu Bar** – contains all tools for use with InfoPath 2003.
- 2. **Standard Toolbar** – contains shortcuts for standard InfoPath actions and tools.
- 3. **Formatting Toolbar** – contains shortcuts for applying formatting features to form text.
- 4. **Form Pane** – displays the currently open form.
- 5. **Type a Question for Help Box** – provides quick access to help when you have a question.
- 6. **Task Pane** – displays tasks according to the selected category. *Note: 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** (Start) button to start the tour.
3. Click the **Back** (Back) and **Continue** (Continue) buttons to navigate through the tour.
4. Optional: Click the **Contents** (Contents) button to view the tour contents, or click the **Home** (Home) button to restart the tour.
5. To return to InfoPath, click the **Close** (Close) button in the upper-right corner of the window.

Using the Task Pane

The task pane replaces commonly-used dialog boxes. 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 (Down Arrow) on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** (Back) and **Forward** (Forward) buttons. To return to the **Fill Out a Form** task pane, click the **Home** (Home) button.
- To open or close the task pane, select **Task Pane** from the **View** menu or press **Ctrl + F1**. To quickly close the task pane, click the **Close** (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 form. 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 lists, 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, types of controls, data validation rules, views, as well as what other users can and cannot modify.

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

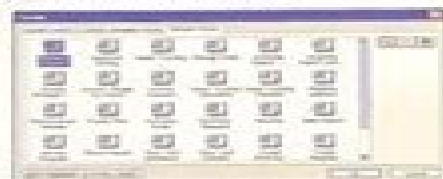
Opening a Form to Fill Out

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** box, and do 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.

*Note: To fill out a new blank form based on the currently open form, click the **Fill Out a Form** (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 **More 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. (Save your form 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.
- Note: To quickly save after the initial save, click the **Save** (Save) button on the **Standard** toolbar.*

Microsoft Infopath 2003 Quick Source Guide

Lei Huang



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

Microsoft Office InfoPath 2003 Kick Start Andrew Watt,2004 Microsoft InfoPath 2003 Kick Start builds upon the reader s knowledge of the Microsoft Office system to enable them to get right to work making productive use of InfoPath It is targeted specifically at the early adopters developers who will use their knowledge of XML and Web development to build sophisticated applications with InfoPath front ends However it is also carefully structured to enable front line InfoPath users to quickly glean the information they need to be productive when developing their own InfoPath forms and when working with developers to create more involved InfoPath applications *Upgrader's Guide to Microsoft Office System 2003* Susan Sales Harkins, Mike Gunderloy,2004-08-10 Microsoft Office 2003 is the sixth version of Microsoft s best selling Office suite As such most of the audience is comprised of people who have used previous versions of Office and are quite familiar with most of the features Upgraders do not need a 800 page book that covers every aspect of every Office application They need a book that s focused only on what s new so that they can move forward with a minimum of fuss That s what this book is all about

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using a SharePoint based solution The authors provide specific instruction and examples that will allow you to effectively configure SharePoint for document collaboration information centers and other detailed scenarios **Professional**

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Microsoft Office FrontPage 2003 Bible Curt Simmons, 2003-11-24 If FrontPage 2003 can do it, you can do it too. Whatever your level of expertise, this comprehensive guide to FrontPage 2003 helps you create and manage Web sites that support your objectives. If you're building your first site, the step-by-step tutorials will get you going quickly and easily. If you belong to a corporate project team, you'll find help coordinating the work of editors, designers, and programmers. And if you're already a Web professional, here's what you need to expand and refine your technical know-how. Inside, you'll find complete coverage of FrontPage 2003. Learn how to add dynamic content with Photo Gallery or automatic content from Microsoft MSN and Expedia. Design pages using tables, layers, shared borders, and frames. Integrate FrontPage with Flash and other non-Microsoft technologies. Set up design and manage an intranet with SharePoint Team Services. Combine FrontPage with other Office applications like Word, Excel, and PowerPoint. Discover how to go under the hood and revise HTML coding. Learn various ways to build navigational elements and see how FrontPage supports Cascading Style Sheets, CSS. Embed video and sound files, incorporate animation, and use plug-ins and Java applets in your site. Bonus CD-ROM and companion Web site. Exclusive Office 2003 Super Bible eBook with more than 500 pages of information about how Microsoft Office components work together. Bonus shareware, freeware, trial, demo, and evaluation programs that work with or enhance Microsoft Office. Searchable eBook version of FrontPage 2003 Bible. An easy-to-use interface that allows you to browse and install everything on the CD.

Microsoft Office Programming Rod Stephens, 2008-01-01 By using the same back-end macro programming language, Visual Basic for Applications (VBA), Microsoft Office applications allow users to easily transfer their VBA programming skills from one Office product to another. A developer skilled at using VBA to program Access can quickly learn to program Word or Excel. Better still, VBA is a fairly complete subset of Visual Basic (VB). That means a VB developer already knows how to use VBA, and a VBA programmer knows a lot about VB. Author Rod Stephens gives you the most valuable information possible as quickly as possible without rehashing the trivial VB and VBA details you already can recite in your sleep. In *Microsoft Office Programming: A Guide for Experienced Developers*, Stephens skips the tiresome explanations of variable declarations and dives right into serious Office programming topics such as automatically customizing menus and toolbars with VBA, making Object Linking and Embedding (OLE) do your work for you, and using ADO to manipulate data in an Access database.

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