

MS Word Site Form: Technical FAQ

The enhanced version of the site form (revised in March 2014) was created using MS Word's form tool. Its special features include drop-down lists, check-boxes, and tabbing from field to field. If you experience technical difficulties, check for the solution below or contact the Archaeology Branch. If you are unable to use the enhanced site form, you may request a regular text version.

Q: Why isn't there enough room for the text that I want to add?

The character length of each text field has been restricted so that you can't enter more words than the provincial database can hold. The database feeds into other provincial data systems, so increasing the number of characters is more complicated than it sounds. You have two options: be more concise or move any excess comments to the Remarks section. Make sure that you aren't repeating the same information in different sections of the site form.

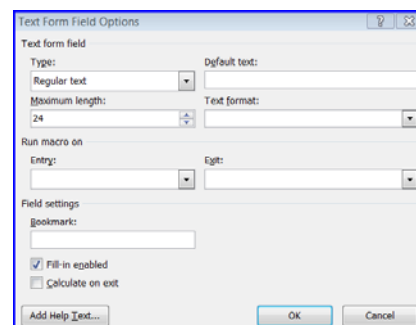
Q: Can I add more rows to tables?

Yes. Normally the form is protected from this kind of editing; it has to be protected in order for the data entry features to work properly. However, you can temporarily **stop protection** in order to add new rows. See *How do I stop protection?*

Hint: If you want all tables in the site form to display gridlines, first stop protection, then click anywhere inside a table, open the **Layout** tab, and click **View Gridlines**.

Q: Why can't I type directly onto the form? I have to enter data into a pop-up window.

This means something is wrong. You should be able to type directly into the form. If you clicked in a field and a *Text Form Field Options* window appeared (see right), then your form has become unprotected. You need to re-protect the form in order for data entry to work properly. See *How do I turn protection on?*



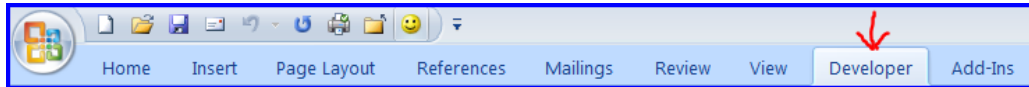
Q: I am doing a site update, but I can't enter the Borden number in the header or delete unused sections of the form. Can I fix this?

Yes. Normally the form is protected from this kind of editing; it has to be protected in order for the data entry features to work properly. However, you can temporarily **stop protection** in order to access the header or delete unused sections of the form. See *How do I stop protection?*

Q: How do I stop protection of the form?

You might need to stop protection of the form in order to add new rows to tables or enter a Borden number in the header. These instructions are for MS Word 2007. For other versions, open Microsoft Help and search for “*protect form.*”

1. Open the **Developer** tab.



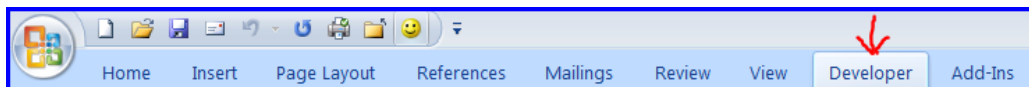
If you don't have a Developer tab, then click the MS Office button , then Word Options, then Popular. Select the checkbox for **Show Developer tab in the Ribbon** and click OK.

2. In the Developer ribbon, click the **Protect Document** button and select **Restrict Formatting and Editing**.
3. In the bottom of the task pane that pops up, click the **Stop Protection** button.
4. Make sure that you re-protect the document before you proceed with more data entry. See *How do I turn protection on?*

Q: How do I turn protection on?

The form needs to be protected in order for data entry to work properly. These instructions are for MS Word 2007. For other versions, open Microsoft Help and search for “*protect form.*”

1. Open the **Developer** tab.



If you don't have a Developer tab, then click the MS Office button , then Word Options, then Popular. Select the checkbox for **Show Developer tab in the Ribbon** and click OK.

2. In the Developer ribbon, click the **Protect Document** button and select **Restrict Formatting and Editing**.
3. Set the restrictions as shown to the right, then click **Yes, Start Enforcing Protection**. Do not enter a password—just click OK. You are now ready to enter data.

