

MS Word Site Form: Technical FAQ

The site form (revised in October 2015) 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.

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.

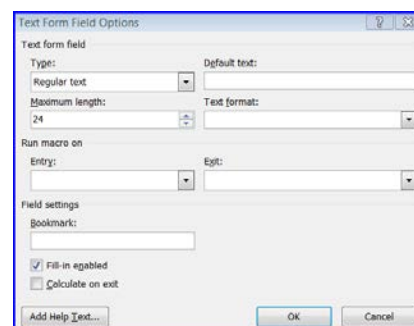
Q: Can I add more rows to tables?

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?*



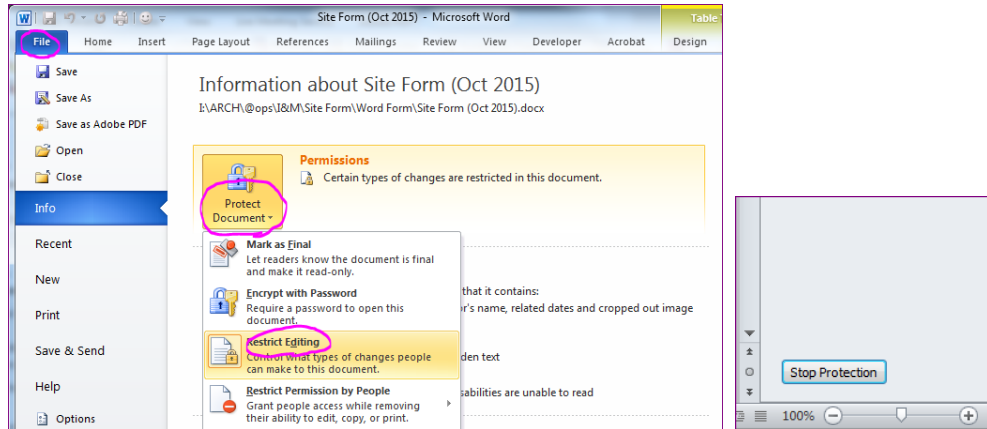
Q: I am doing a site update and I can't delete unused sections of the form. Can I fix this?

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 delete unused sections of the form. See *How do I stop protection of the form?*

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 delete unused sections in a site form update. These instructions are for MS Word 2010. For other versions, open Microsoft Help and search for “*protect form*” or contact the Archaeology Branch for assistance.

1. Select *File*, then *Protect Document*, then *Restrict Editing*.

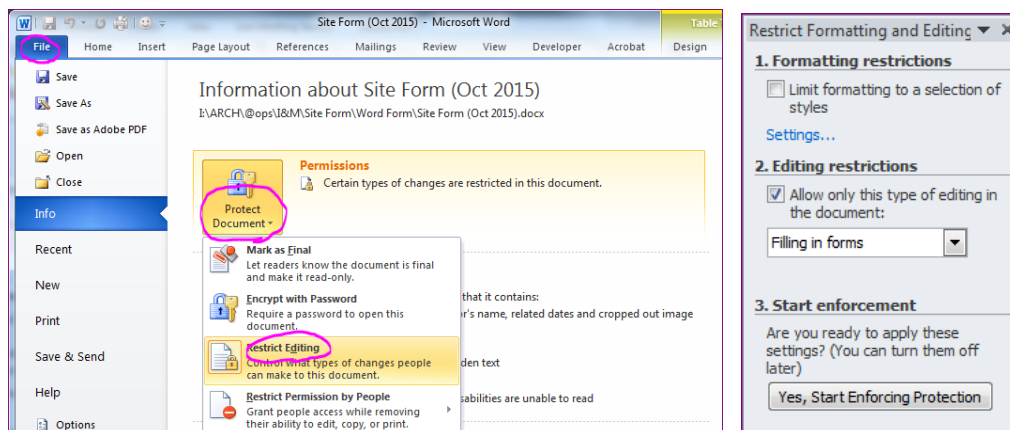


2. At the bottom of the task pane that appears, select **Stop Protection**.
3. Make sure that you re-protect the document before you proceed with more data entry. See *How do I turn protection on?*

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 2010. For other versions, open Microsoft Help and search for “*protect form*” or contact the Archaeology Branch for assistance.

1. Select *File*, then *Protect Document*, then *Restrict Editing*. In the task pane that appears, select **Yes, Start Enforcing Protection**.



2. The form is now ready for data entry.