

Using the “Forms” Toolbar

Tips

- ☀ To remove the shading from the textbox or form fields, click on the small icon, “**Form Field Shading.**”
- ☀ To draw or insert a table for student reference, you can draw a table, insert a table, or copy/paste a table from another source.
- ☀ You can always go in and change your format or your answer choices when you “**unlock**” the “**Protect Form**” icon
- ☀ Remember to “**click**” on the “**Protect Form**” icon when you are totally completed with the assignment or test. Otherwise, you will not be able to continue or finish any editing.
- ☀ You will be unable to complete any editing while the “**lock**” is on. Before changing any font (size, color, etc.) or format, you will need to “**unclick**” the “**Protect Form**” icon.