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.

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** button to start the tour.
3. Click the **Back** and **Continue** buttons to navigate through the tour.
4. Optional: Click the **Contents** button to view the tour contents, or click the **Home** button to restart 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 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 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 **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** 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 button on the Standard toolbar or press Ctrl + Shift + J.

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 **Sample 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 a form after the initial save, click the Save button on the Standard toolbar.

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effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of theproduct   **Office and SharePoint 2007 User's Guide** Michael Antonovich,2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User s Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment   **SharePoint User's Guide** Bryan Acker,Tyler Davey,Robert McGovern,Infusion Development Corporation,2005 Provides step by step instruction on how to perform the most common tasks you ll encounter in putting Windows SharePoint Services to work for you and your business page viii   *Microsoft InfoPath 2003* Nevada Learning Series Inc,2005   **How to Do Everything with Microsoft Office InfoPath 2003** David McAmis,2004-02-25 Tap into the power of the newest member of Microsoft s Office suite Learn to use InfoPath s robust set of tools to capture information that s locked away in document based forms Quickly create forms and data gathering applications that use XML to separate form and content This raw information can then be integrated into back end systems

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your unending support of our business does not go unnoticed we would like to thank you for continually choosing us

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