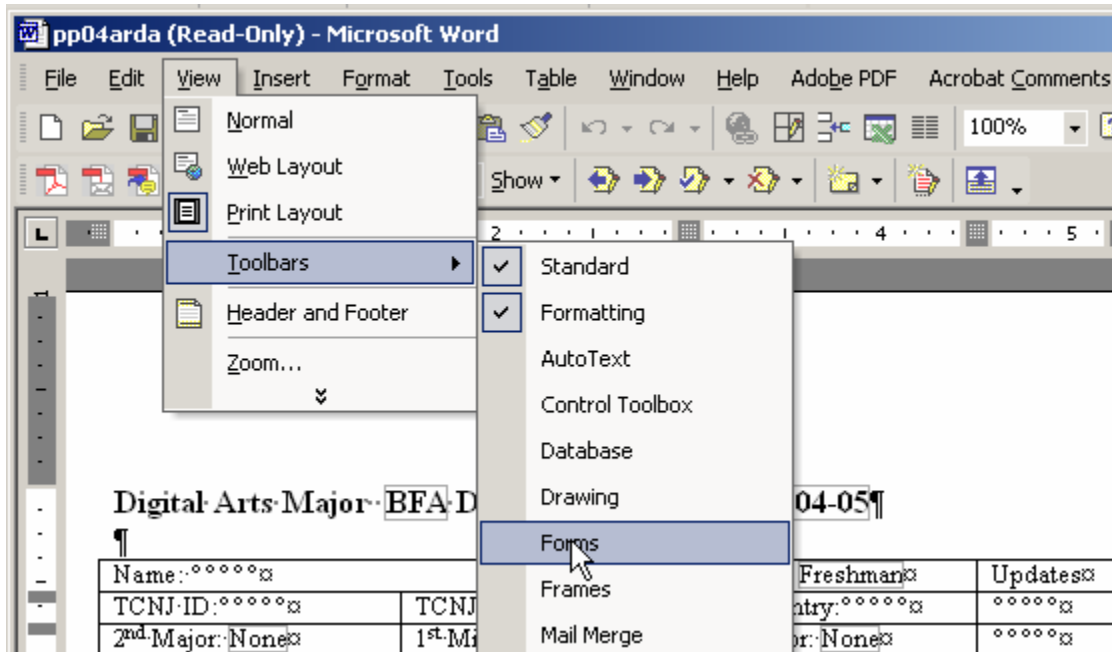


## Using Interactive Microsoft Word Form Fields in 2004 Program Planners

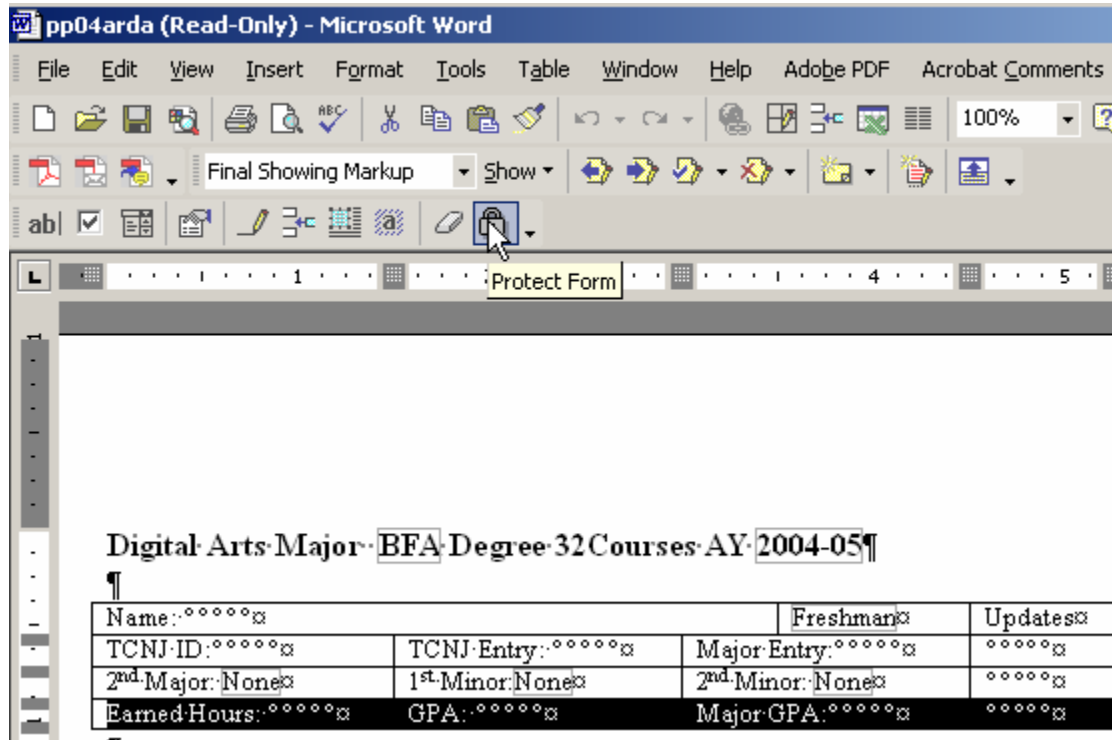
Once you download the program planner you can fill in the appropriate information and save the Web Copy\* of the program planner on your PC.

### *Instructions for unlocking drop-down menus:*

1. On the command line, click on "View" and choose "Toolbars". Then select "Form".



2. A new toolbar will appear with a lock icon on it. Click the lock icon to unlock drop-down menus.



The screenshot shows the Microsoft Word interface with the title bar 'pp04arda (Read-Only) - Microsoft Word'. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, Help, Adobe PDF, and Acrobat Comments. The ribbon shows the 'Tools' tab with the 'Protect Form' toolbar. A mouse cursor is clicking the lock icon in the toolbar. The document content includes the text 'Digital Arts Major BFA Degree 32 Courses AY 2004-05' followed by a table with four columns and four rows of form fields.

Name:.....		Freshman	Updates
TCNJ ID:.....	TCNJ Entry:.....	Major Entry:.....	.....
2 <sup>nd</sup> Major: None	1 <sup>st</sup> Minor: None	2 <sup>nd</sup> Minor: None	.....
Earned Hours:.....	GPA:.....	Major GPA:.....	.....