


# One-Page Cheat Sheet

For those who are driven to get started *right now*, without filler or fluff

## 1. Install TheFormTool

Double-click the .zip file you downloaded to see the files it contains. Double-click the .docm file (**TheFormTool.docm** or **TheFormToolPRO.docm**) to install the program.


## 2. Activate it


If you purchased TheFormTool PRO, go to the new TheFormTool tab in Microsoft Word, click  **Options, License Code**, and enter the Registered Name and License Code we emailed to you.

► Skip Steps 3 and 4 and watch our 3-minute video instead: [www.video1.theformtool.com](http://www.video1.theformtool.com)


## 3. Create a form

Open a document or form you've used in the past, and save a copy wherever you like to store forms.

Add a Q&A table at the bottom of the form by clicking  **Table** on TheFormTool tab. Type questions in the Question column and a short label for each question in the Label column.

Add fields to the form by placing the cursor wherever a field is needed and clicking  **Field** on TheFormTool tab. Then save and close the finished form.

## 4. Use your new smart form to create a document

Open the form you created in Step 3. Type answers in the Q&A table and click  **Fill** on TheFormTool tab. Done!

## 5. For later

This manual and the Expert User Guide are available at [www.theformtool.com](http://www.theformtool.com), along with videos, program support, and forums where you can ask questions, report problems, make suggestions, and exchange Tool Tips with the creators and other users of TheFormTool.

**Older Files:** If you're starting with an older document (Word 2003 or earlier), be sure to save it in one of Word's new formats (.docx or .dotx) with the 'Maintain Compatibility' checkbox UNCHECKED.

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Label	Question	Answer
Signer	What's the name of the signer?	
DOB	What's the birthdate of the signer?	

My name is {Signer}. I was born on {DOB}.

Signed:

\_\_\_\_\_  
{SIGNER}