

One-Page Cheat Sheet

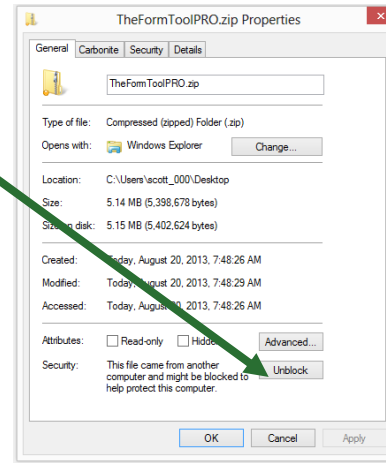
For those who are driven to get started *right now*, without filler or fluff


1. Install TheFormTool

Right-click the file you downloaded (either **TheFormTool.zip** or **TheFormToolPRO.zip**) and choose **Properties**. If you see an **Unblock** button, click it to unblock the file, then click **Apply, OK**.

Double-click the same **.zip** file to see the files it contains.

Double-click the **.docm** file (**TheFormTool.docm** or **TheFormToolPRO.docm**) to install the program.





2. **Activate it.** 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. Or retrieve your license code by logging into your account at www.theformtool.com.

► If you prefer, skip the remaining steps and watch these short [videos](#) instead.


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 Questionnaire at the bottom of the form by clicking  **Questionnaire, + Create** 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 Questionnaire and click  **Fill** on **TheFormTool** tab. Done!

5. For later

The **Quick-Start Guide** and **Expert User Guide** are available at www.theformtool.com, along with videos and a full-service support center where you can ask questions, report problems, make suggestions, and exchange tips with the authors 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}