

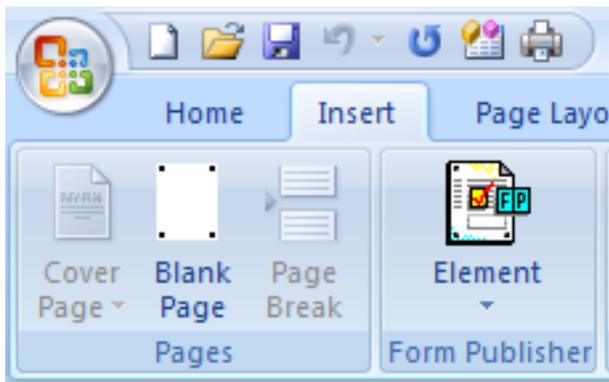
These instructions only cover changes between the old version and the new version of the AutoData Form Publisher Macro. Please refer to the Form Publisher Documentation for general information about creating scannable forms.

The main difference between the old and the new macros is the user interface. As you know, Microsoft Word 2007 and 2010 are much different from previous versions. With the introduction of the Office Ribbon, toolbars and traditional menus are a thing of the past. This new system necessitates a complete rewrite of the original user interface. The AutoData Toolbar has been replaced with a series of context sensitive buttons and drop-down menus within the office ribbon.

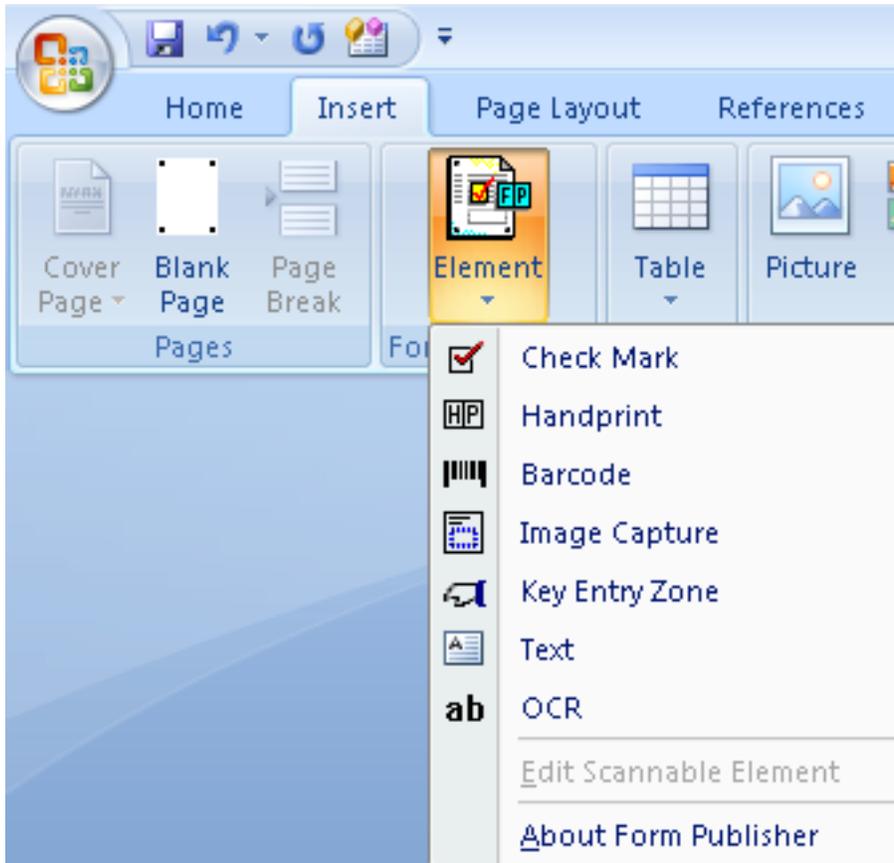
To get started, double-click on the Scannable Office Form Publisher Shortcut from the desktop or choose it from the Start Menu. Microsoft Word will open and you will see a form with five locator boxes in the corners.

Adding and Inserting Scannable Elements

To add a Scannable Element, click on the ribbon tab labeled “Insert”:



When the Form Publisher Macro is loaded, you will see the Form Publisher section with a drop-down button labeled "Element." When you click on the Element button, you will see a list of familiar scannable elements that can be added to the form.



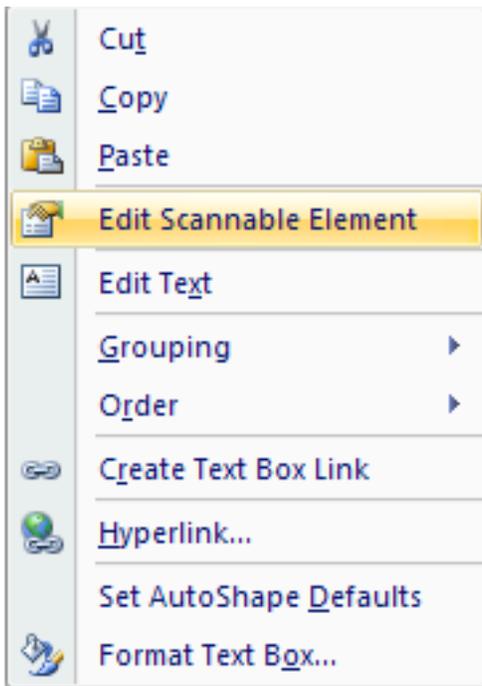
Select the type of element that you want to insert. From here on, the form creation process is the same as the old version. A property dialog box will pop up and allow you to adjust the scannable properties as needed.

Editing Existing Elements

Notice the additional drop down button labeled “Edit Scannable Element.” This item is only enabled when a scannable element is selected on the document.

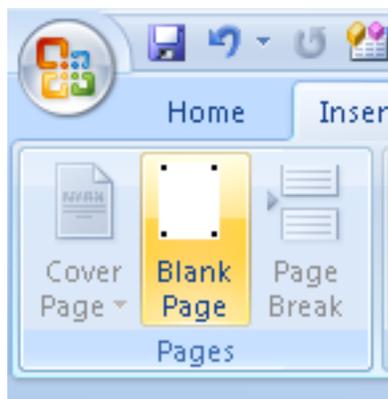
To edit an existing element, select it on the document, and then choose Edit Scannable Element from the Element drop-down menu.

Alternately, select an existing element on the document, use the right mouse button to right-click on the selected element, and choose Edit Scannable Element from the drop-down menu (see below):



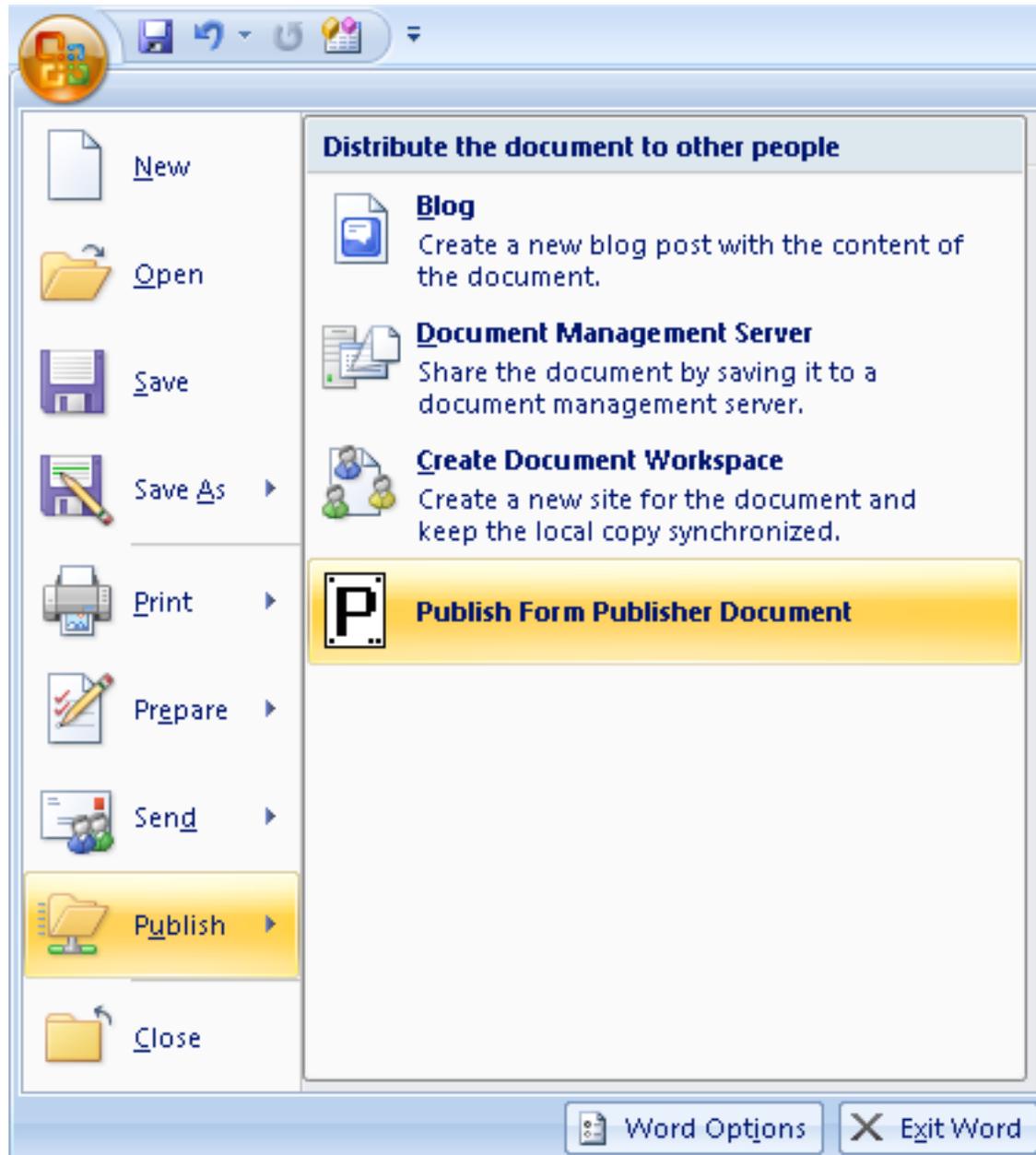
Adding Additional Pages

To add additional pages, click the “Blank Page” button in the Pages section of the Insert Tab.

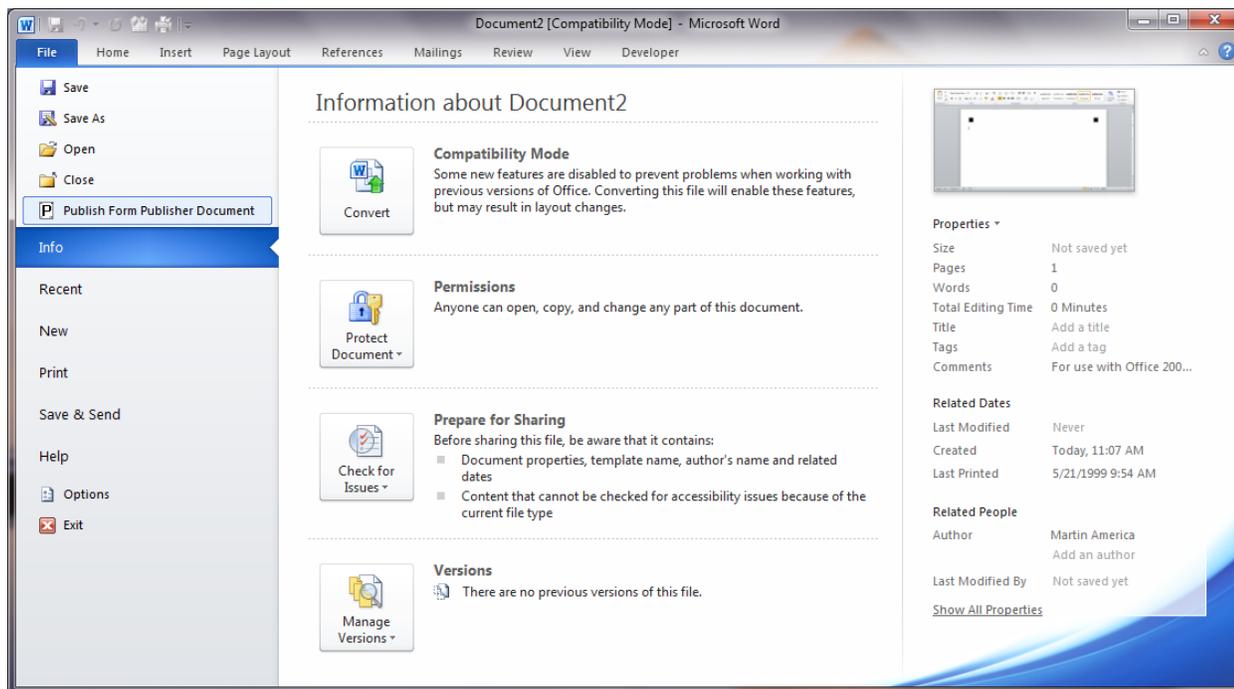


Publishing the Form

To publish your document in Office 2007, save it, click the **Office Button**, click on “**Publish**,” then click on “**Publish Form Publisher Document**” (see below):



To publish your document in Office 2010, save it, click the **File Tab**, then click on “**Publish Form Publisher Document**” (see below):



Important: When you save a document in Word 2010, be sure to save it in **Compatibility Mode**

