

One-Page Cheat Sheet


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

1. Install TheFormTool PRO

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.

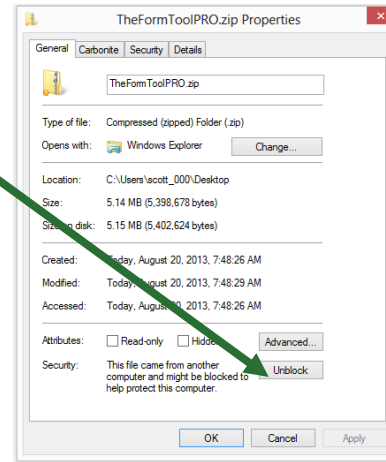
Add Fields to the form by placing the cursor wherever a Field is needed and clicking  **Field** on **TheFormTool** tab. Then save and close the finished form.

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.



Turn off all computer security systems before opening the installation .docm file!

If you're uncertain how to do that, here is an article our Knowledge Base discussing some of the major players.

[https://kb.theformtool.com/
search term: Security](https://kb.theformtool.com/search%20term%3A%20Security)

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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}