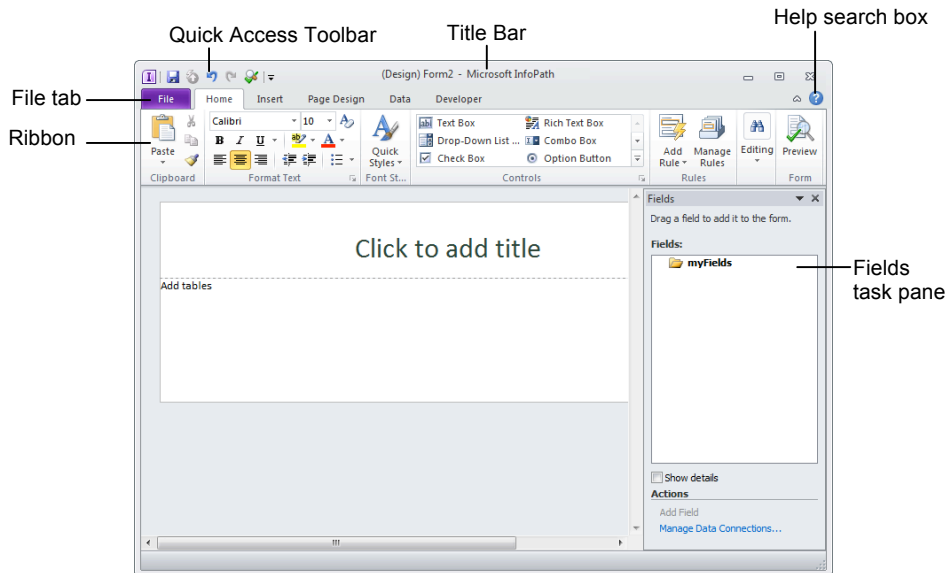


InfoPath 2010 Designer

Keyboard Shortcuts



General

Design a New Form Template	<Ctrl> + <Shift> + <D>
Open the Open in design Mode dialog box	<Ctrl> + <O>
Create a Hyperlink	<Ctrl> + <K>
Save	<Ctrl> + <S>
Preview the form template	<Ctrl> + <Shift> +
Print Preview the form template	<Alt> + <F>, <V>
Print	<Ctrl> + <P>
Zoom in	<Alt> + <=>
Help	<F1>

Editing

Find word or phrase	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Spelling	<F7>
Zoom Out	<Ctrl> + <Shift> + <+ >
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Copy	<Ctrl> + <C>
Cut	<Ctrl> + <X>
Paste	<Ctrl> + <V>

Formatting

Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Select All	<Ctrl> + <A>
Font dialog box	<Ctrl> + <D>
Remove all formatting	<Ctrl> + <Spacebar>
Open the Font task pane	<Ctrl> + <Shift> + <F>
Change text color	<Ctrl> + <Shift> + <C>

Fill out forms

Go to the next control	<Tab>
Go to the previous control	<Shift> + <Tab>

The Fundamentals

- **To Design a New Form Template:** Click the **File** tab and select **New**. Choose a template on which to base the form and click **OK**.
- **To Open an Existing Form Template:** Click the **File** tab and select **Open**.
- **To Save a Form:** Click the **Save** button on the Quick Access Toolbar, or click the **File** tab and select **Save**, or press <Ctrl> + <S>.
- **To Check Spelling:** Click the **Spelling** button in the Editing group of the Home tab on the Ribbon. Or, press <F7>.
- **To Find:** Click the **Find** button in the Editing group of the Home tab on the Ribbon, or press <Ctrl> + <F>.
- **To Find and Replace:** Click the **Find** button list arrow in the Editing group of the Home tab on the Ribbon. Select **Replace**. Or, press <Ctrl> + <H>.
- **To Insert a Hyperlink:** Click the **Hyperlink** button in the Links group of the Insert tab on the Ribbon. Or, press <Ctrl> + <K>.
- **To Customize the Quick Access Toolbar:** Click the **Customize Quick Access Toolbar** button at the end of the toolbar and select the commands you wish to appear.
- **To Add a Submit Data Connection:** Click the type of data source you wish to add in the Submit Form group of the Data tab on the Ribbon. Or, click the **Data Connections** button in the Get External Data group of the Data tab on the Ribbon. Then click the **Add** button, click **Submit data**, click **Next**, select the desired data source, and click **Next**. Proceed as prompted in the Data Connection Wizard.
- **To Preview a Form in InfoPath Filler:** Click the **Preview** button on the Quick Access Toolbar; or click the **Preview** button in the Form group located in the Home tab on the Ribbon; or press <F5>.
- **To Print a Form:** Click the **File** tab on the Ribbon. Select **Print** and choose how you wish to print the form. Or, press <Ctrl> + <P>.
- **To Publish a Form:** Click the **Quick Publish** button on the Quick Access Toolbar. Or, click the **File** tab on the Ribbon and select **Publish**. Choose how you want to publish the form: to the current location, to a SharePoint Library, to an e-mail message, or to a network location.
- **To Fill Out a Form:** Open InfoPath Filler 2010. Click the **File** tab on the Ribbon and select **Open**. Navigate to the form you wish to fill out and click **Open**. Fill out the form, and click the **Submit** button on the Home tab of the Ribbon.

Design Elements

- **To Format Font:** Use the commands in the Format Text group of the Home tab to change the appearance of text in the form.
- **To Apply a Style:** Select the text to which you want to apply the style and click the **Quick Styles** button in the Home tab of the Ribbon. Select the style you wish to apply from the list.
- **To Apply or Change a Page Layout Template:** Click the **Page Layout Templates** button in the Page Layouts group of the Page Design tab on the Ribbon.
- **To Change the Color Theme:** Select a theme from the **Themes** gallery in the Page Design tab of the Ribbon.
- **To Add a Horizontal Line:** Click the **Horizontal Line** button in the Page Format group of the **Insert** tab on the Ribbon.
- **To Add a Header:** Click the **Header & Footer** button in the Headers group of the **Page Design** tab on the Ribbon. Click the Header button in the View Properties dialog box. Enter the header text and formatting and click **OK**.
- **To Add a Footer:** Click the **Header & Footer** button in the Headers group of the **Page Design** tab on the Ribbon. Click the Header button in the View Properties dialog box. Enter the header text and formatting and click **OK**.
- **To Add a Picture:** Click the **Picture** button in the Illustrations group of the Insert tab on the Ribbon.
- **To Add Clip Art:** Click the **Clip Art** button in the Illustrations group of the Insert tab on the Ribbon.
- **To Check for Design Incompatibilities:** Click the **File** tab on the Ribbon and select **Info**. Click the **Design Checker** button.

Controls, Rules, and Fields

- **To Insert a Control:** Select a control from the **Controls** gallery located in the Home tab on the Ribbon. Or, select a control from the Controls task pane.
- **To Display the Controls Task Pane:** Click the **Controls Pane** launcher in the Controls group of the Home tab on the Ribbon.
- **To Change Control Properties:** Select the control and click the **Control Properties** button in the Properties group of the Control Tools tab. Or, right-click the control and select **Properties** from the contextual menu.
- **To Replace a Control:** Right-click the control and select **Change Control** from the contextual menu and select a new control.
- There are three types of rules you can add to controls in InfoPath:
 - Validation:** Validation rules are used to indicate an error when the user enters an invalid value into a control.
 - Formatting:** Formatting rules are used to apply text formatting and background shading to controls when a condition has been met.
 - Actions:** Actions are the most varied type of rule. Use these to switch views, set values in other fields, submit the form, or query for data.
- **To Add a Rule:** Select a control in the form, or a field in the Fields task pane. Click the **Add Rule** button in the Rules group of the Home tab on the Ribbon. Choose a rule from the menu. Choose the action you wish to apply for the rule, and enter details for the rule in the Rule Details dialog box. Click **OK**.
- **To Manage Rules:** Select a control or form or a field in the Fields task pane. Click the **Add Rule** button in the Rules group of the Home tab on the Ribbon.
- **To Connect the Form to an External Data Source:** Click the **Data** tab on the Ribbon and select a data source from the Get External Data group.
- **To Display the Fields Task Pane:** Click the **Show Fields** button in the Form Data group of the Data tab on the Ribbon.

Working with Tables

- There are two types of tables in InfoPath:
 - Layout Table:** The purpose of this table is to arrange and organize elements of the form. It makes the form easy to follow and understand. Tables are layout by default.
 - Repeating Table:** The purpose of these tables is to provide more ways for users to enter data in a form. Users can add rows or columns to the table while filling out the form.
- **To Insert a Table:** Select a table from the Tables Gallery in the Insert tab of the Ribbon. Or, click the **Insert Layout Table** button on the Standard toolbar.
- **To Insert a Repeating Table:** Select the table you wish to change into a Repeating table and click the **Change To** button in the Table group of the Layout tab on the Ribbon. Or, select **Repeating Table** from the Controls Gallery.
- **To Change Table Alignment:** Click in the table. Click the **Table Properties** button in the Table group of the Layout tab on the Ribbon. Or, right-click the table and select **Table Properties** from the contextual menu and click the **Table** tab. Choose the table alignment and click **OK**.
- **To Change Column Width:** Click and drag the column border left or right to resize it. Or, click the **Width** button in the Cell group of the Layout tab on the Ribbon. Or, click the **Table Properties** button in the Table group of the Layout tab on the Ribbon and click the **Column** tab. Or, right-click the table and select **Table Properties** from the contextual menu. Click the **Column** tab and set the column width.
- **To Change Row Height:** Click and drag the row border up or down to resize it. Or, click the **Height** button in the Cell group of the Layout tab on the Ribbon. Or, click the **Table Properties** button in the Table group of the Layout tab on the Ribbon and click the **Row** tab. Or, right-click the table and select **Table Properties** from the contextual menu. Click the **Column** tab and set the column width.
- **To Change Cell Padding (space between boundary of cell and its contents):** Click the **Table Properties** button in the Table group of the Layout tab on the Ribbon. Or, right-click the table and select **Table Properties** from the contextual menu. Click the **Cell** tab and make changes in the Cell padding section.
- **To Change Table Border:** Click the **Borders** button in the Color group of the Layout tab on the Ribbon. Or, right-click the table and select **Borders and Shading** from the contextual menu. Click the **Borders** tab and select the type of border you want to use in the table.
- **To Change Shading:** Click the **Shading** button in the Color group of the Layout tab on the Ribbon. Or, right-click the table and select **Borders and Shading** from the contextual menu. Click the **Shading** tab and select a shading color.
- **To Delete a Column or Row:** Right-click the column or row and select **Delete** → **Columns** or **Rows** from the contextual menu. Or, click the **Delete** button in the Rows & Columns group of the Layout tab on the Ribbon button and select **Columns** or **Rows** the menu.
- **To Insert a Column or Row:** Select the column or row where you want the new column or row to be inserted. Click the button that corresponds to where you want to add rows and columns in the Rows & Columns group of the Layout tab on the Ribbon. Or, right-click a cell in the table, point to **Insert** and select the insert option you wish to use from the contextual menu. Or, press **<Tab>** in the last cell of a table to add a new row.