

# Add a text area to a form template

In a Microsoft InfoPath 2010 form template, you can choose from different text controls to collect information from users or display data from a database or other external data source. Rich text box controls enable users to insert formatted text, paragraph breaks, tables, images, or hyperlinks.

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## About text controls

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### Text boxes



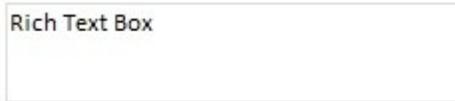
Use a text box when you want to:

- Enable users to type unformatted text into a form.

To enter text into a text box, a user needs to click inside a text box and type for the data to appear in the form as plain text. Users cannot add formatting elements to a text box, such as bold or italic text, pictures, or tables. Text boxes include several familiar Microsoft Office features, such as spell checking and AutoComplete, which saves previous entries that users have typed into a form.

By default, text boxes are inserted as single-line text boxes. To display multiple lines of text, enable multi-line after the text box is inserted. Text boxes can be used by themselves, or in a repeating table, section, or other container control.

## Rich text boxes



Use a rich text box when you want to:

- Enable users to highlight, emphasize, or format the text that they type into a form.
- Enable users to insert tables, hyperlinks, or pictures within formatted text on the form.
- Display rich-text information from another source of data.

Similar to a text box, a rich text box is a control that users can enter text into. When typing text in a rich text box, users have access to many of the formatting features that they are accustomed to, such as bold, italic, underline, inserting a picture or table, or applying highlighting to a paragraph of text.

Rich text boxes save formatted data as Extensible Hypertext Markup Language (XHTML). Similar to a regular text box, a rich text box allows users to type, edit, or view text. Unlike a text box, a rich text box displays multiple lines of text by default.

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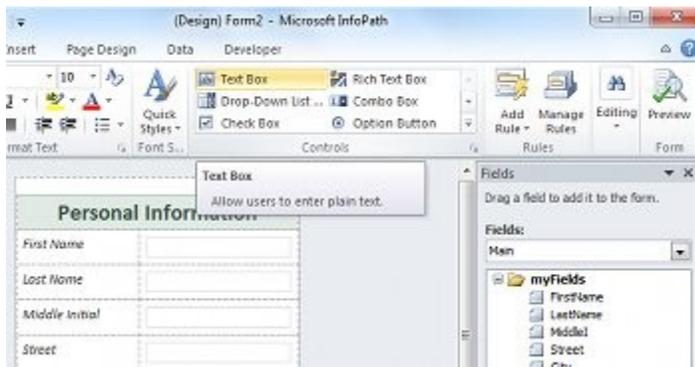
## Insert a text control

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The procedure for inserting a text control differs slightly, depending on whether you are designing a new, blank form template or basing the design of your form template on a database or other external data source.

### Insert a text control in a new, blank form template

1. In the form template, place the cursor where you want to insert the control.
2. On the **Home** tab, in the **Controls** group, click the type of control that you want to insert.

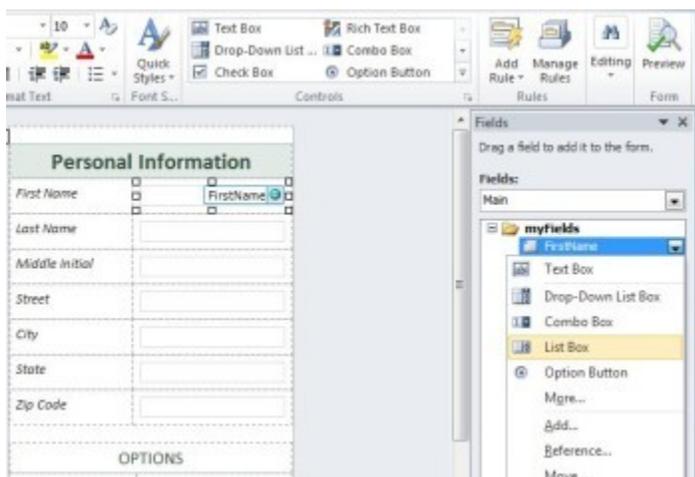


3. To add a label to the control, type text above or to the left of the control. Or, if you are using a layout table to organize the controls and labels, type the label of the control in the adjacent cell. For example, if the text control captures a user's last name, you can type **Last Name**.

### Insert a text control on a form template that is based on an existing data source

If you base the design of your form template on an external data source, the fields and groups in the **Fields** task pane are retrieved from the external source. In this scenario, you can insert a text control by dragging a field from the **Fields** task pane onto the form or by inserting a text control, as described in the following procedure:

1. In the form template, place the cursor where you want to insert the control.
2. Right-click a field from the external data source in the **Fields** task pane.



3. Select the type of control to insert that is compatible with the data type.

InfoPath uses the name of the field or group as the control label. If necessary, change the label text.

**NOTE** You can also drag the field from the **Fields** task pane to the form. If you do this, the most frequently used control based on the field type is inserted. If the correct control type is not selected by default, select the control and, under **Control Tools**, on the **Properties** tab, in the **Modify** group, use **Change Control** to change the control type, or right-click on the control, click **Change Control**, and then click the desired control type.

# Text control options

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## Customize text that appears in a text control

To customize the text that appears in a text control, on the **Home** tab, in the **Format text** section, use the **Font** and **Font Size** controls.

## Text control compatibility considerations

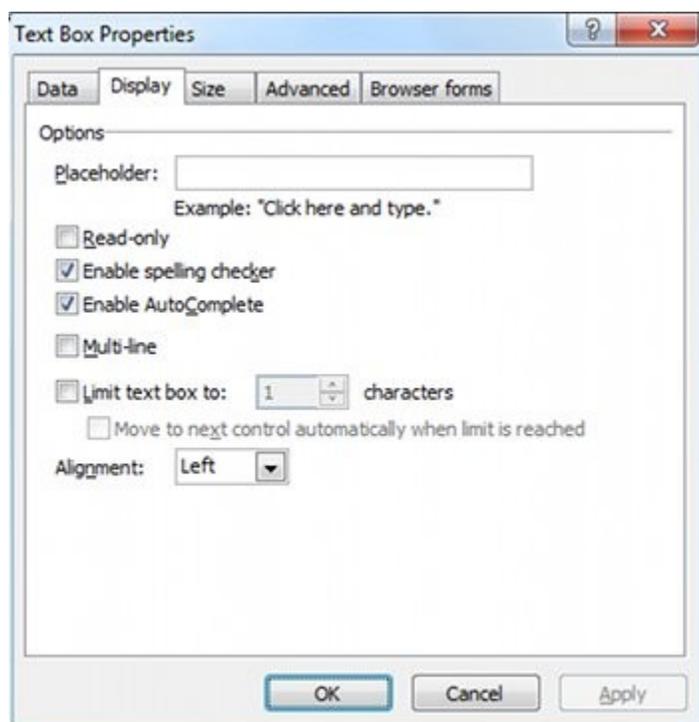
### Text control compatibility

When you design a form template in InfoPath, the form is a Web browser form by default. When designing a Web browser form template, some text box options are unavailable and are only available in a Filler form. Specifically, the following features are not available when using text boxes in Web browser forms:

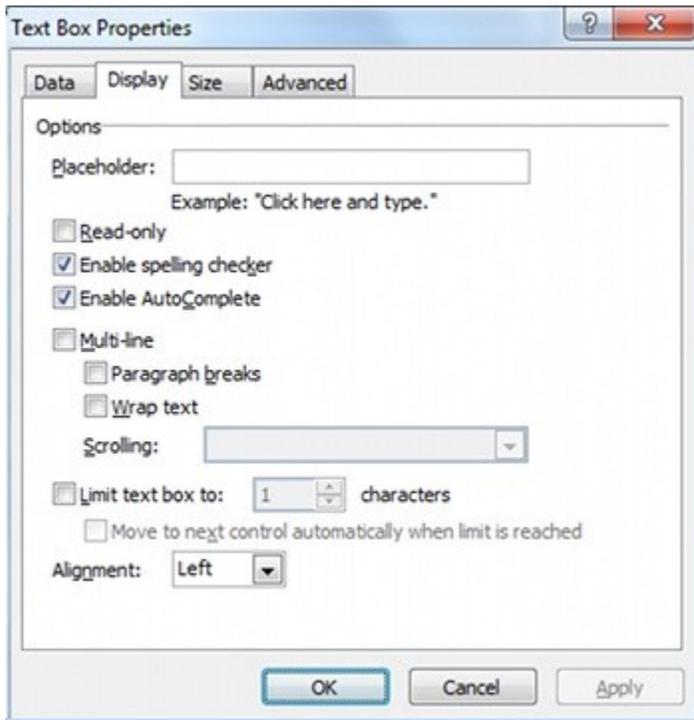
- Paragraph breaks
- Wrapping text
- Enabling or disabling scroll bars
- Spell checking

**NOTE** InfoPath does not support spell checking in a Web browser form. However, some Web browsers support spell checking, which provides spell checking for the information that users enter into an InfoPath form.

When working on a Web browser form, the following **Text Box Properties** dialog box appears:



When working on a Filler form, the following **Text Box Properties** dialog box appears:

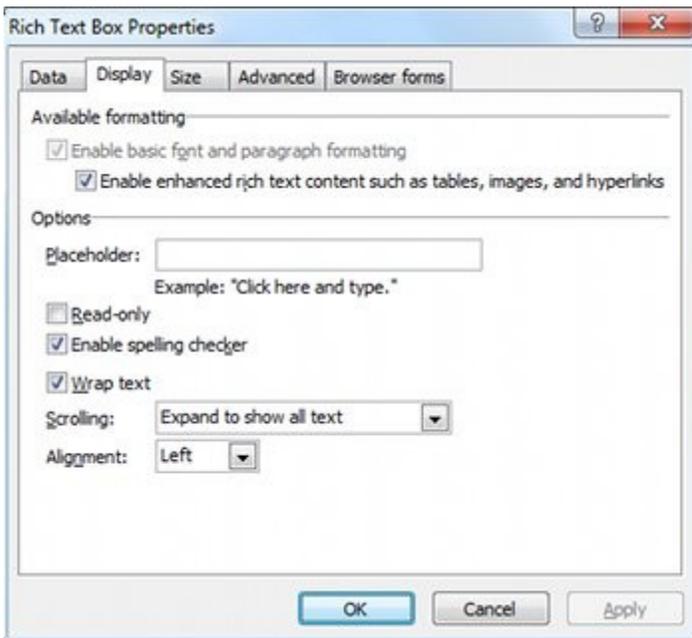


## Rich text control compatibility

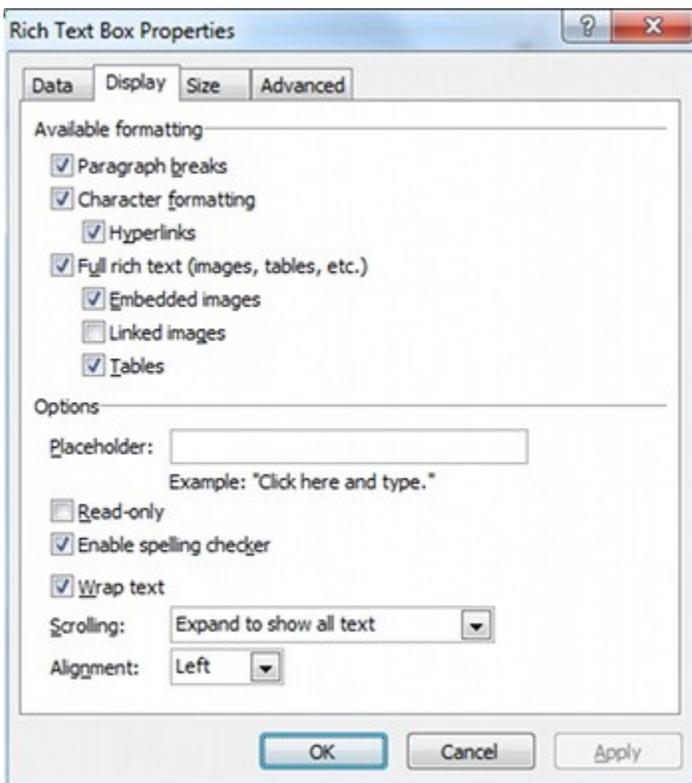
When you design a form template in InfoPath, the form is a Web browser form by default. When designing a Web browser form template, some rich text box options are unavailable and are, instead, only available in a Filler form. Specifically, the following are limitations when using rich text boxes in Web browser forms:

- Embedded pictures are not supported. However, you can enable linked pictures for a rich text box in a Web browser form template.
- Paragraph breaks are always enabled.
- Placeholder text is not supported. This text doesn't appear on forms in the Web browser.
- For rich text boxes, the full range of formatting options is available only in supported versions of Windows Internet Explorer, including Windows Internet Explorer 7.0 and 8.0. It is possible for users to edit text in a rich text box in other supported browsers, such as Firefox 3 or Safari 4, but formatting options are unavailable, including changing the text color and applying character formatting.

When working on a Web browser form, the following **Rich Text Box Properties** dialog box appears:



When working on a Filler form, the following **Rich Text Box Properties** dialog box appears:



Text control-specific customization

### To on or off text wrapping

By default, text boxes are for a single line of text. If you want a text box to accept multiple lines of text, select the **Multi-line** check box after you insert the control onto the form. Additionally, for filler forms you can enable text wrapping and paragraph breaks. When text wrapping is turned on, text automatically wraps when users type, similar to a rich text box. If text wrapping is turned off, any text that exceeds the width of the text control is hidden. To control text wrapping:

1. Select the text box.
2. Under **Control Tools**, on the **Properties** tab, in the **Properties** group, click **Control Properties**.
3. Click the **Display** tab.
4. Select or clear the **Multi-line** check box.

### Specify the character limit for a text box

You can limit the amount of text that users can type in a text box. For example, on a survey form template, you can use this feature to prevent users from typing more than 500 characters in a comments box. You can also design the form template so that the cursor moves automatically to the next control on the form after the character limit is reached.

1. Select the text box.
2. Under **Control Tools**, on the **Properties** tab, in the **Properties** group, click **Control Properties**.
3. Click the **Display** tab.
4. Select the **Limit text box to** check box.
5. Specify the number of characters that you want.
6. To make the cursor advance automatically to the next control when the character limit is met, select the **Move to next control automatically when limit is reached** check box.

**NOTE** If you select the Multi-line check box, the character limit option is not available.

### Turn on or off AutoComplete in a text box

By default, the AutoComplete feature is turned on for text boxes on a form template. When users begin to type into a text box on a form, a list of possible matches from previous entries appears. Users can then select an entry or, if none of the suggestions match what they want, they can continue typing into the text box.

1. Select the text box.
2. Under **Control Tools**, on the **Properties** tab, in the **Properties** group, click **Control Properties**.
3. Click the **Display** tab.
4. Do one of the following:
  - To turn on AutoComplete for the text box, select the **Enable AutoComplete** check box.
  - To turn off AutoComplete for the text box, clear the **Enable AutoComplete** check box.

## Rich Text Control Specific Customization

### Specify the text-scrolling options for a rich text box

It is possible to control the way that scroll bars perform for rich text boxes. This is helpful when paragraph breaks or text wrapping are enabled. For example, scroll bars can appear on a text box when the user types more text than the rich text box is able to display by default.

1. Select the text box.

2. Under **Control Tools**, on the **Properties** tab, in the **Properties** group, click **Control Properties**.
3. Click the **Display** tab.
4. In the **Scrolling** list, click the text-scrolling option that you want.

**NOTE** If the scroll bars don't work as you expect when you test the form — for example, if they appear inactive, regardless of the amount of text that is typed in the control — then, in the **Rich Text Box Properties** dialog box, on the **Size** tab, change the **Height** and **Width** settings. If **auto** appears in either box, the control will expand to accommodate the text. In this case, the scroll bars are not necessary and always appear inactive on the form. To fix this problem, either enter something other than **auto** in the **Height** or **Width** box, or select a different scrolling option on the **Display** tab.

### Turn on or off enhanced rich-text formatting in a rich text box

If you turn on enhanced rich-text formatting, users can format the text that they enter in that control. For example, a different font or character style can be applied to the text inside the rich text box or even insert a table.

Depending on the options that you choose, users also may be able to link to or embed pictures in the rich text box. Embedding a picture saves the picture as part of the form and is a good choice if your users don't need to update the picture. Linking to a picture saves the picture outside the form and is a better choice if you think that the users will need to update the linked picture, or if you want to reduce the file size of the completed form. If users link to a picture, they must have access to the location of the picture source file. Otherwise, the picture will not appear in the rich text box.

To enable full rich-text formatting features:

1. Select the rich text box.
2. Under **Control Tools**, on the **Properties** tab, in the **Properties** group, click **Control Properties**.
3. Click the **Display** tab.
4. Do one of the following:
  - To turn on full rich-text formatting for the selected rich text box, select the **Enable enhanced rich text content such as tables, images, and hyperlinks** check box.
  - To turn off full rich-text formatting for the selected rich text box, clear the **Enable enhanced rich text content such as tables, images, and hyperlinks** check box.