

To publish a new form:

1. In the new form, from the Tools menu, choose Forms, Publish Form As.
2. In the Publish Form As dialog box, in the Form Name box, type the form name.
3. From the Look In: field, choose Personal Forms Library.
4. Choose Publish.

To save a form in the draft folder:

1. From the File menu, choose Save.

To save a form as a file or as a template:

1. From the File menu, choose Save As.
2. In the Save As dialog box, in the Save in box, select the folder.
3. In the File name combo box, enter a name.
4. From the Save as type drop-down list, select a file type.
5. Choose Save.