

Instructions for using the Microsoft Word version of the Maryland Inventory of Historic Places form

- 1) Open the file in Microsoft Word.
- 2) At the toolbar at the top, click on “**View**,” then on “**Toolbars**,” then on “**Forms**”
- 3) When the **Forms Toolbar** appears, click on “**Form Field Shading**”
- 4) To fill in the form:
 - Click into the shaded areas to type
 - Do not use the Tab or Enter key for the shaded areas or the formatting will be thrown off. If you accidentally type outside the brackets, go to the main tool bar, click “**Edit**,” and “**Undo**” your last action(s).
- 5) The form should be viewed in page layout. If you do not see lines etc. (i.e., it does not look like the paper form) go to the main tool bar and click on “**View**,” and then “**Print Layout View**.”
- 6) The narrative portion of the property description and the significance statement should both be entered directly into the document (not into bracketed areas). You can also paste previously created text here, although the text should be formatted to Times Roman Font Size 10 before you paste. **NOTE: Unusual formatting in pre-created text can throw off the form setup.** There is no space limit. The text will automatically move onto continuation sheets. See number 8) below to insert property name and number into the heading of the continuation sheet(s).
- 7) Sections 9 (Bibliography) and 10 (Verbal boundary description) will accept tabs and returns, *but the entries cannot exceed the allowed space*. If Section 9 (Bibliography) exceeds the allowed space, type “**see continuation sheet**” and use the continuation sheet at the end of the form for Section 9.
- 8) The inventory number and property name will not be filled in on the continuation sheets. To fill them in, click on the page, go to **View/Header and Footer**, and enter the information, and click on **Close** on the **Header and Footer** toolbar.
- 9) If you have additional information, pictures, etc. to append, go to the last blank page on the form (page 6) to insert the materials.
- 10) When you are finished entering information, save the completed form by going to the main tool bar, clicking on “**File**,” then “**Save**,” and save the document as a *.DOC file with the name or number of your property.

If you have any questions, please call Heather Barrett at 410-514-7642 or email her at Heather.Barrett@maryland.gov.