

How to Add a Template Part in InfoPath Form

12/19/2018

Purpose

This document details how you can add a template part (XTP) in your InfoPath form template.

You'll Need

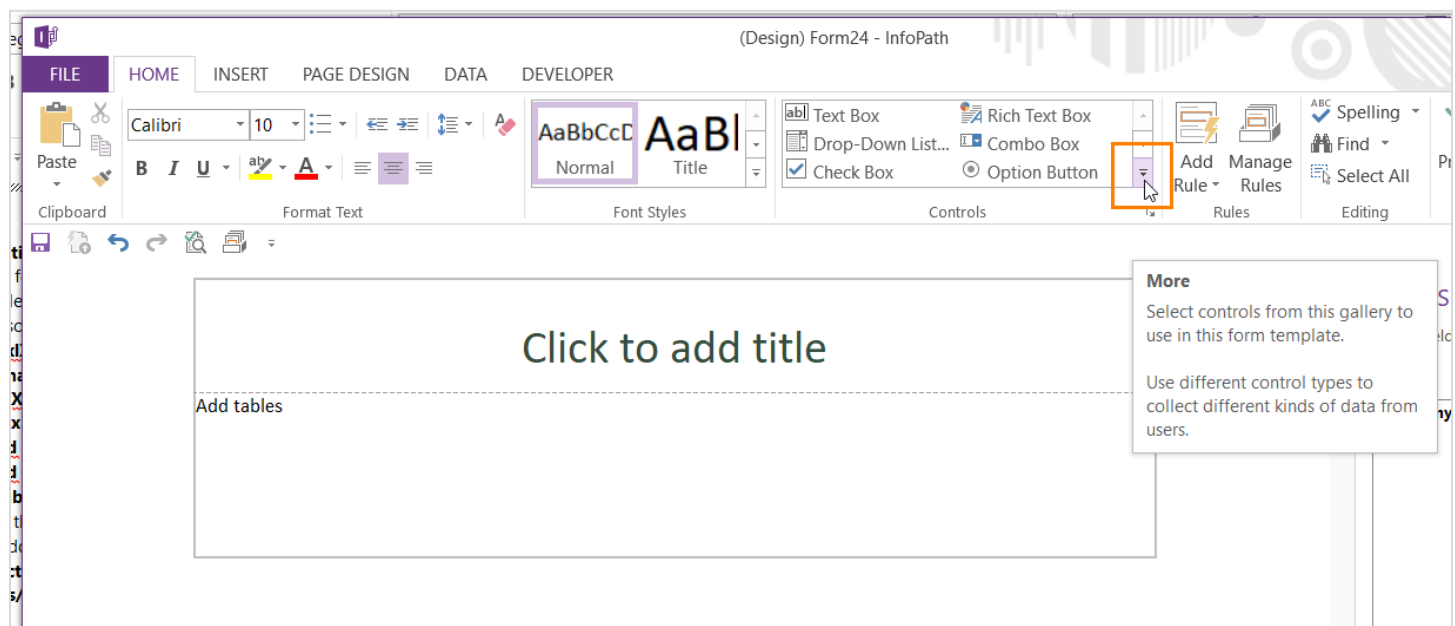
The Template Part (XTP) that you want to add in your form

Your InfoPath form template

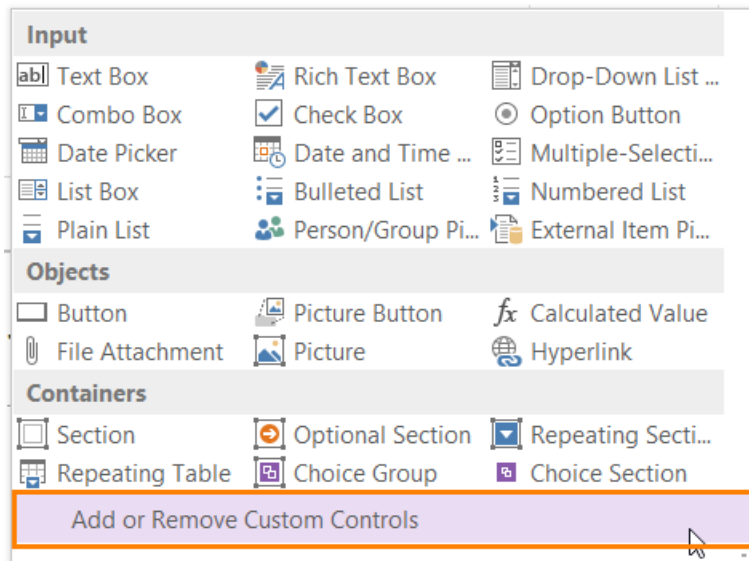
Steps

Before you can add a template part to your form template, you must make the template part available in the Controls task pane. The Add Custom Control Wizard guides you through the process of adding the template part to the Custom category in the list of available controls.

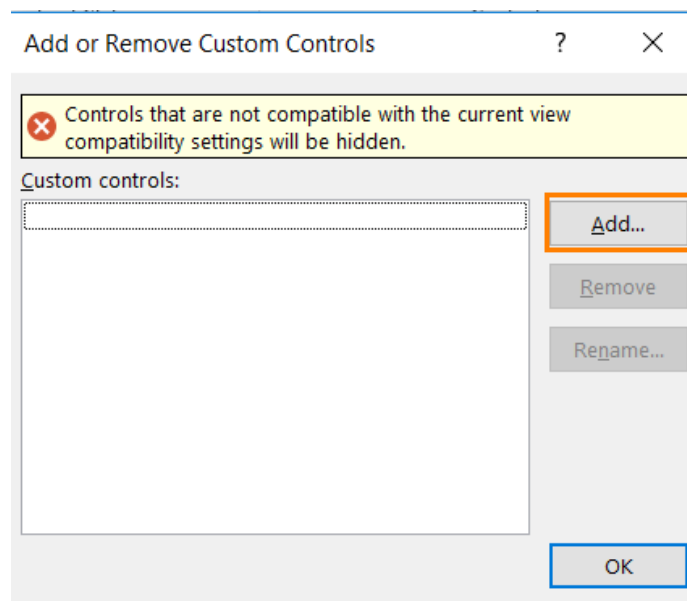
1. Open your InfoPath form template.
2. Click the arrow down ("More") button to expand the Controls section.



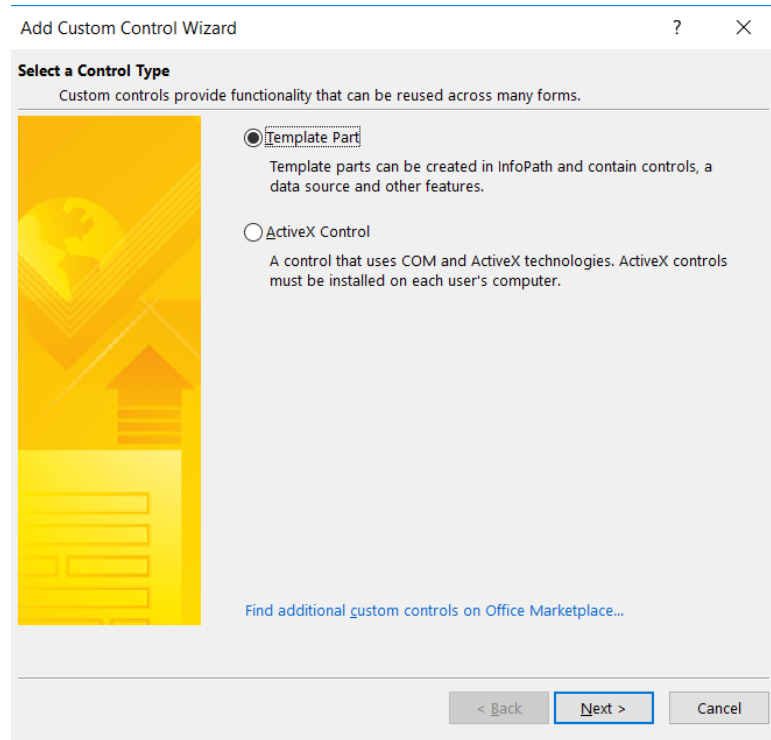
3. Click **Add or Remove Custom Controls**.



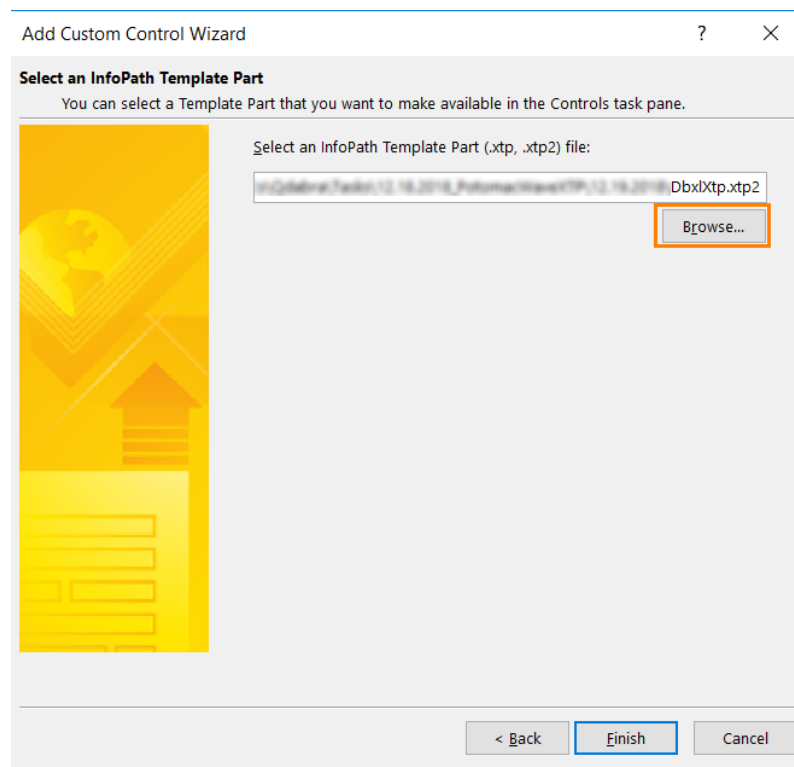
4. Click **Add**.



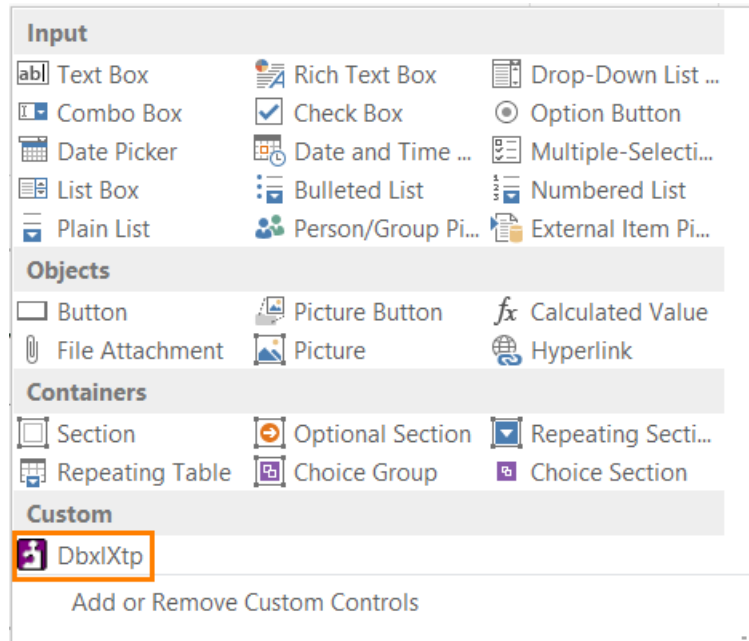
5. Select **Template Part** option and click **Next**.



6. Browse for the XTP that you want to import in your form. Click **Finish**. Then close the remaining windows by clicking the **Close/OK** buttons.



7. Click again the arrow down button in the Controls section and select the XTP that you just added.



Congratulations! You have successfully added the XTP to your form template.

