

Create a Check Box Form Field

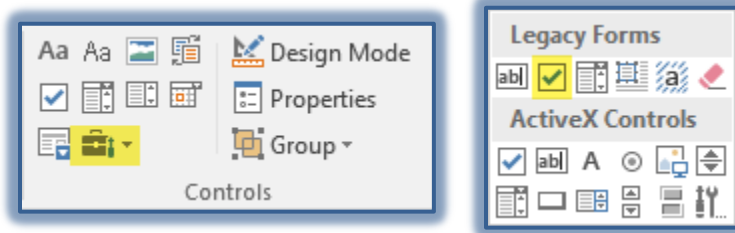
This lesson will use the [Online Forms Practice Exercise](#). This document can be found on the [Word](#) page on the [Training Web Site](#).

This type of form field is used to either select or deselect an item. When the item has been selected, an X will appear in the box. To deselect the item, remove the X from the field.

- † Place the insertion point next to the word **Yes** in the form.
- † Click the **Developer Tab**.
- † If the **Developer Tab** is not available:
 - ★ Click the **File Tab**.
 - ★ Click **Options** on the left side of the **File Menu**.
 - ★ Click the **Customize Ribbon** link.
 - ★ In the **Main Tabs** area, click the **Developer** check box.
- † In the **Controls Group**, click the **Legacy** button arrow.
- † Click the **Check Box Form Field** button in the **Legacy Group**.

Account

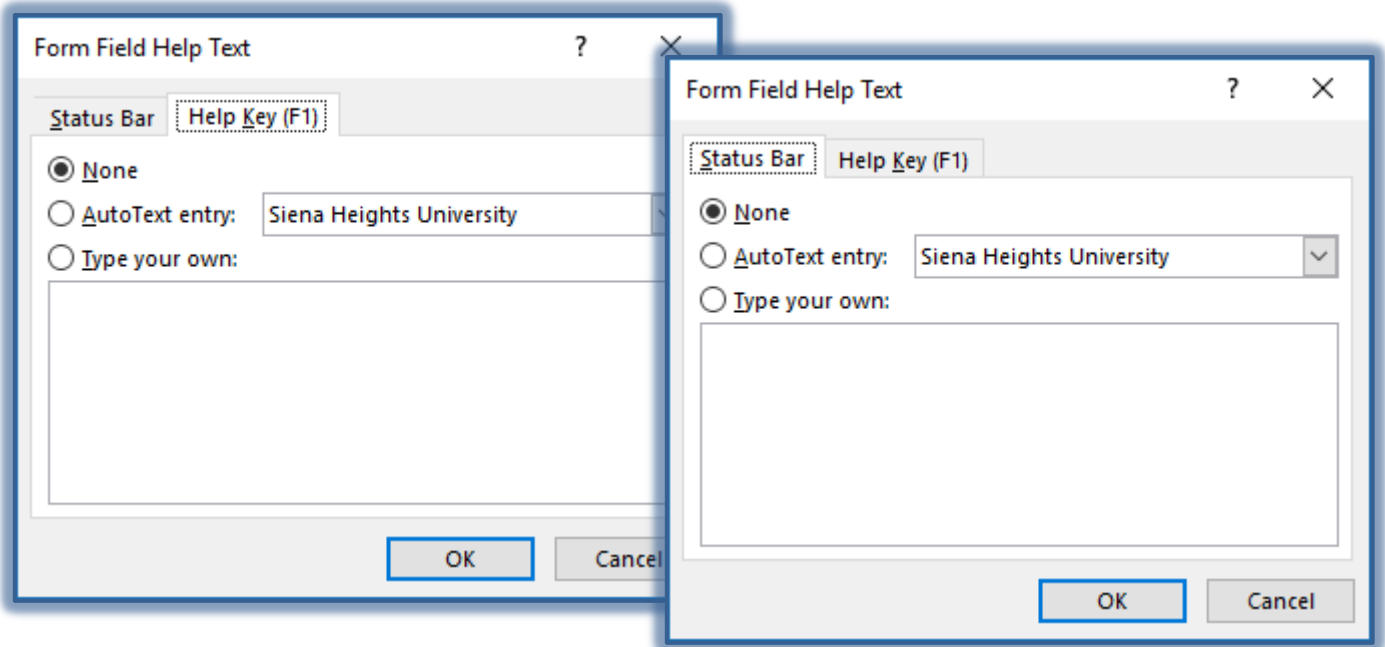
Options



- † Click the **Properties** button in the **Controls Group**.
- † The **Check Box Form Field Options** dialog box will display.

- † Under **Check box size** choose one of the options.
 - ★ **Auto** - This option automatically sets the size for the check box.
 - ★ **Exactly** - This option is used to choose a size for the check box.

- † Click one of the options under the **Default value** section.
 - ★ **Not Checked** - This means that the check box will not be checked when the form is used.
 - ★ **Checked** - This means the box will be checked when the form is used.
- † Make sure that **Check Box Enabled** is checked.
- † Click the **Add Help Text** button to open the **Form Field Help Text** dialog box.
- † Click the **Status Bar** tab.
- † Click in the text box under **Type your own**.
- † When the text box is clicked, the **Type your own** option button is automatically selected.
- † Click the **Help Key (F1)** tab.



- † Click the **Type your own** option button.
- † In this box input something that will explain what the person filling out the form should do.
- † Input the text for this option.
 - ★ When text is inserted into the **Status Bar** area of the dialog box, that text is displayed on the Status Bar of the window when the form has been protected.
 - ★ When the **Help Key** option is selected, the user will be able to view the text that is input on the Status Bar or they may press the **F1** key to obtain help with the item.
- † Click **OK** to exit the **Form Field Help Text** dialog box.
- † The **Run Macro on** and **Bookmark** options are used to determine the order in which the **Tab** moves throughout the form.
- † Click **OK** again to exit the **Text Form Field Options** dialog box.
- † Copy this **Check Box** to the right side of **No**.