INSERT A LEGACY CHECK BOX FORM FIELD

To work with these controls, you will use the Registration Form document.

- Click cell E9, the one to the right of the cell that contains Uniform Needed.
- Input Click check box to remove the X if child doesn’t need a uniform.
- Press the spacebar.
- Click the Developer Tab.
- In the Controls Group, click the Legacy Tools button.
- A menu of Form Field tools will open.

- In the first row under Legacy Tools, click the Check Box Form Field button.
- A Check Box Form Field will be inserted into the cell.
- Click the Properties button in the Control Group.
- The Check Box Form Field Options dialog box will appear.

- Click the Checked option button under Default Value.
  - When this option is selected, an X will appear in the box when a new form is opened.
  - To remove the X, press the spacebar.
- Click OK to return to the form.