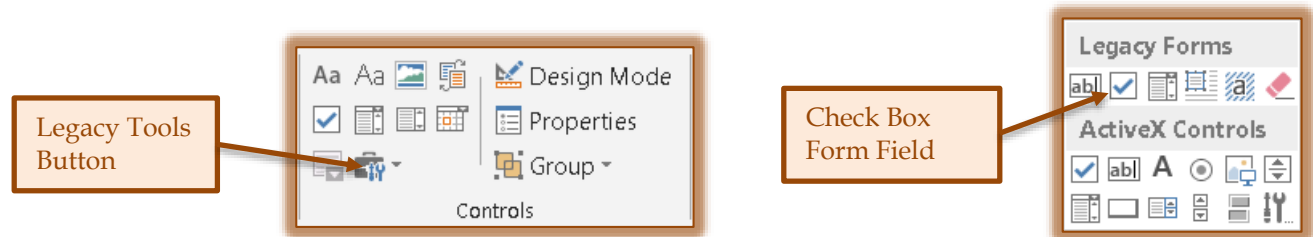


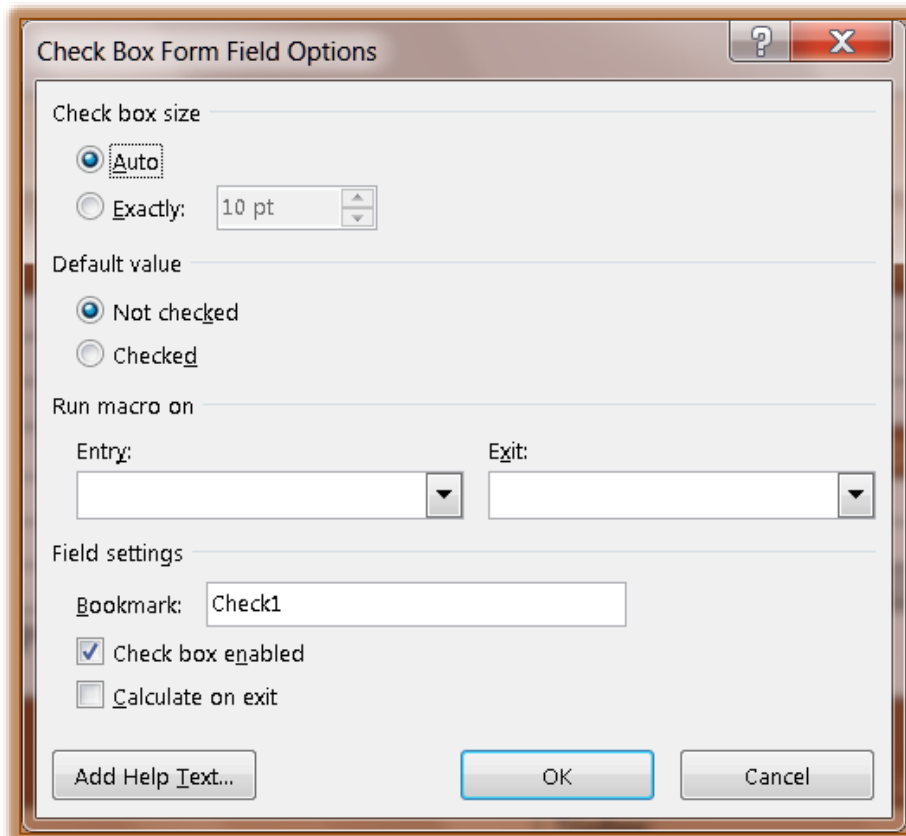
INSERT A LEGACY CHECK BOX FORM FIELD

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 (see illustration below left).



- ✦ A menu of **Form Field** tools will open.
- ✦ In the first row under **Legacy Tools**, click the **Check Box Form Field** button (see illustration above middle).
- ✦ 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 (see illustration on next page).



- ✦ 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.