

## Creating a Check Box Form Field

- ❖ Place the insertion point next to the word for which the check box is being created.
- ❖ Make sure the **Forms** toolbar is displayed. If it is not:
  - Click **View** on the **Menu Bar**.
  - Click **Toolbars** from the list of options.
  - Click the **Forms** option from the list of toolbars.
- ❖ Click the **Check Box Form Field** button on the **Forms** toolbar.
- ❖ Click the **Form Field Options** button on the **Forms** toolbar to open the **Check Box Form Fields Options** dialog box.
- ❖ Under **Check box size** choose one of the options.
  - **Auto** - This option is 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 **Help Key (F1)** tab (see illustration at right).
- ❖ Click the **Type your own** option button.
- ❖ In this box input something that will explain what the person filling out the form should do.
- ❖ Click the **Status Bar** tab (see illustration bottom right).
- ❖ Click in the text box under **Type your own**.
- ❖ When the text box is clicked, the **Type your own** option button is automatically selected.
- ❖ 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 see the text that is input on the Status Bar or they may press the **F1** key to obtain help with the item.
- ❖ The **Run Macro on** and **Bookmark** options are used to determine the order in which the Tab moves throughout the form.
- ❖ Click **OK** to exit the **Form Field Help Text** dialog box.
- ❖ Click **OK** again to exit the **Text Form Field Options** dialog box.

