Check boxes allow users to select more than one choice from a group of possible options; therefore, users can select a number of choices in response to a question.

Understanding Names and Values

If you are going to be completing your form online, name and export values are important. The name identifies what option the check box represents for the user. For example, in response to a question regarding English courses taken, ENGL 110 is an option and the check box is named "ENG110." In a group of check boxes, users can select as many as they wish.

The value indicates whether the user selects an option in response to the question. For example, a group of check boxes that are possible choices to the same question about English courses taken may all have the value "yes."

When a user submits the form, the name of the check box will be matched with the export value of the check box. The information the form developer receives will look like this: name: export value

EXAMPLE: ENGL 110: yes
EXAMPLE: ENGL 259: yes

The name identifies the check boxes (possible choices), and the export values indicate whether they were selected by the user.

Creating a Check Box

By using check boxes in your form, you can present users with specific options from which to choose and allow them to select all that apply. Each form field has options that are unique to it. For a complete description of the options, refer to Form Field Options.

1. Open the PDF file that you will use for the form.
2. From the *Forms* menu, select *Add or Edit Fields*...

3. From the *Add New Field* pull-down menu, select *Show Tools on Toolbar*. The *Forms* toolbar appears.

4. Click *Checkbox Tool*. 
   
   *HINT: The cursor changes to a cross hairs. The cross hairs allow you to align the field with the ruler, text, or another field.*

5. Position the cursor where you want the form field to begin.

6. Click and drag the mouse until the form field is of the desired size.
   
   **OR**
   
   Double click on the page to create a form field of the default size.

   The *Field Name* entry box appears.

   The Marketplace

   ![Checkbox Tool](image)

   **Which of the following Blugold ?**

   **Field Name:**
   
   marketplace
   
   **Required field**
   
   **Show All Properties**

7. In the *Field Name* text box, type a name that identifies the check box.
   
   *NOTE: For check boxes, the *Field Name* should describe the choice offered.*

8. To edit additional properties of this form field, click *Show All Properties*. The *Check Box Properties* dialog box appears.
9. Select the **General** tab.

10. (Optional) In the **Tooltip** text box, type a comment about the check box.  
    *NOTE: The Tooltip will appear when the hand tool is placed over the check box.*

11. Select the **Appearance** tab.

12. In the **Borders and Colors** section, from the **Border Color** box, select a color for the border of the check box.

13. From the **Line Thickness** pull-down list, select the line thickness for the check box outline.

14. From the **Fill Color** box, select the color to fill the check box.
15. From the *Line Style* pull-down menu, select the style of the check box outline.

16. In the *Text* section, from the *Font Size* pull-down list, select a font size.
   
   *NOTE:* The font size affects the size of the check that appears in the check box.

17. From the *Text Color* box, select the desired color.

18. Select the *Options* tab.

![Check Box Properties dialog box](image)

19. From the *Check Box Style* pull-down list, select the shape to appear in the check box when it is selected.

20. If this form will be used on the Web, verify that the *Export Value* is *Yes*.

   *NOTE:* For check boxes, *Export Value* indicates whether this option was selected by the user.

21. (Optional) To show this check box as selected when the form is viewed, select *Check box is checked by default*.

   *NOTE:* Use pre-selected options with caution. If you pre-select a response for users, they may not look at alternative choices.

22. Click *Close*.

   The check box is created.

   *NOTE:* For information on changing the appearance, size, or alignment of form fields, refer to *Modifying Form Fields*.

### Deleting Check Boxes

If you create a check box and later decide it is not necessary for the input of information, the following steps can be taken to remove it:
1. From the *Forms* menu, select *Add or Edit Fields*...
   The *Forms* toolbar appears.

2. Select the check box you wish to delete.

   **OR**  
   From the *Edit* menu, select *Delete*.  
   The check box is removed.