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How to check boxes in word

Use the Word check box to collect data from someone who reads your document or from someone who uses a VBA program that you have pinned in a document (VBA is short for Visual Basic for Applications, a programming language developed by Microsoft). The data must be Boolean, which means it can only take one of two values. To use the check boxes, write VBA macros for them in the event procedure in a VBA development environment. An event procedure is a function that runs when a specific event occurs in a Word document. One such event is the user who clicks the check box. Use Check Box on Document Page Use Check Box in User Form When you create a survey or form with Microsoft Word, the check box makes the option easier to read and answer. We cover two good options for doing just that. The first is ideal for documents that you want people to digitally populate within the Word document itself. The second option is easier if you plan to print a document such as a task list. Option 1: Use Word Developer Tools to Add Check Box Options for RELATED Forms: How to Create Fillable Forms with Microsoft Word To create fillable forms that include check boxes, you first need to enable the Developer tab on the Ribbon. With the Word document open, click the File drop-down menu and then choose the Options command. In the Word Options window, switch to the Customize the Ribbon tab. To the right of the Customize the Ribbon list, select Main Tabs on the drop-down menu. In the list of available main tabs, select the Developer check box, and then click the OK button Note that the Developer tab is added to your Ribbon. Just position your cursor in the document where you want the check box, switch to the Developer tab, and then click the Check Box Content Control button. You'll see a check box appear wherever you place your cursor. Here, we have gone ahead and placed a checkbox next to each answer and, as you can see, the checkbox was interactive. Click the box to mark it with an X (as we've done for answer 1) or select the entire form box (as we've done for answer 2) to move the check box around, format it, and so on. Option 2: Turn Bullets into Checkboxes for Printed Documents If you're creating a document to print—such as a printed to-do list or survey—and just want a check box in it, you don't have to mess around with adding a Ribbon tab and using a form. Instead, you can create a simple bullet list and then change the bullets from the default symbol to a check box. In your Word document, on the Home tab, click the small arrow next to Bullet List button. On the drop-down menu, select the Specify new bullet command. In the Assign New Bullet window, click the Symbol button. In the Symbol window, click Font and select the Wingdings 2 option. You can scroll through the symbols to find a blank square symbol that looks like a check box, or you can simply type the number 163 into the Character Code box to automatically select it. Of course, if you see a symbol you like better—such as an open circle (symbol 153)—feel free to select it. When you have selected your symbol, click the OK button to close the Symbol window, and then click the OK button to close the Define New Bullet window, too. Return to your Word document, you can now type your bulleted list. The check box appears instead of the usual bullet symbols. And the next time you need a check box symbol, you don't have to navigate the entire set of windows. Just click that little arrow to the right of the Bullet List button again, and you'll see a check box listed below the Recently Used Bullets section. Again, this method is really only useful for the documents you want to print. Check box symbols aren't interactive, so you can't check off in a Word document. To insert decorative bullets: Choose Home >> Bullets >> Assign New Bullet >> Symbol.To add functional points: Choose Options >> File >> Customize Ribbon >> Main Tab >> Controls >> Developer >> Check box Content Control. This article describes how to insert two types of check boxes into a Word document: a check box that is only decorated and useful in printed documents and a check box that can be electronically checked in a document. This tutorial applies to Word 2010 and above on macOS or Windows operating systems. Placing checkboxes in your document strictly for visual purposes, either on paper or on the screen, is a simple process. You can't add check marks to check marks in Word. Select a location in the Word document. Select the Home tab if it is not yet selected. Select the drop-down list that accompanies the Bullets button. When the Bullet Library pop-out appears, choose Define New Bullet. The Define New Bullet dialog is displayed, lining the Word Main window. Select Symbol. Scroll through the list of symbols until you find one that is suitable to use as a check box, clicking it once to select it. If you don't see an option you like, select a different value from the Font—Webding drop-down list, for example—to see additional sets of symbols. Microsoft Word supports special characters such as bullets, copyright and trademark symbols, various arrow styles, and related glyphs. Select OK when you've made your selections. Lifewire / Scott Orgera From define new bullet interface, select OK. If you followed the instructions correctly, the check boxes must now be added to your document. In addition to visual symbols, Word supports functional checkboxes. This is useful for online checklists or other types of forms that user interaction. Select File File Options. In the Word Options dialog, select Customize Ribbon. Under Customize the Ribbon, select the Main Tabs option from the drop-down menu. Find the Developer option and select + to expand the list. Place a check mark next to Developer by selecting the accompanying check box once. Select + next to the Labeled Controls option, expanding the list as well. Select the Check Box Content Control and select OK to return to the main Word interface. Enable the Developer tab, now added to the main menu to the top of your screen. In the Controls section, select the check box icon. The new check box must now be inserted into your document. By default, an X appears in the check box when someone clicks on it. These symbols can be changed, along with many other attributes from the new check box. Select it, and then select Properties. From here you can modify the display of unchecked and unchecked symbols, as well as the behavior of the checkbox itself when used in your electronic document. Thanks for telling us! Tell us why! 1 Open a new file in Microsoft Word. Do so by opening an application shaped like a blue W. Then click File in the menu bar at the top of the screen, and click New Blank Document. 2 Click File in the menu bar and then Options in the menu. On your Mac, click Word in the menu bar and then Preferences... on the menu. 3 Click Customize Ribbon and then Main Tab in customize Ribbon: drop-down menu. [1] On Mac, click Ribbon & Toolbars in the Writing Tools and Proofing section of the dialog box, and then click on the Ribbon tab at the top of the dialog box. 4 Check developers in the Main Tabs pane. 5 Click on Ok. 6 Click on Developer. This is the tab at the top right of the window. 7 Position the cursor where you want to insert a check box. 8 Click on the Check Box. It's in the menu bar at the top of the window. 9 Add checkboxes and additional text as needed. 10 Form keys. To do this, select the entire list, to find it in the Controls section of the Developer tab, and then click Groups and Groups. On your Mac, click Protect Form on the Developer tab toolbar. Add New Question What should I do if the check box is grayed out on my ribbon? It's gray out for me too. However, if you click on an icon that isn't -- Legacy Tools -- then you'll find the exact same checkbox, which you should be able to select. Question How do I increase the size of a text box without enlarging text? In Word, just dragging the corner of a text box should be enough. If text resizes accidentally, you can always highlight it and change it back to its desired size. Question How do you create a drop box in a word? Download LibreOffice. Follow the manual on how to add a list or list/add or list/multiselect box (or just look below insert in menu). You can data source for drop-down menu items from databases, databases, spreadsheet or in the file structure itself. Question How do I add text following a check box? Just insert the text box next to the check box and type your text into it. Question How do I remove two shaded blue boxes on both sides of my check box in Word? Right-click; Delete Content Control. This will get rid of the boxes. Question How do I clear the check box from Word? Place your cursor to its right, place it nearby as close as possible and press the delete button. Question How do I insert a check mark? Highlight the box (press 3 dots next to the box) > under the developer tab, press properties > under the check box properties, next to the checked symbol, press change > next to the font, select wingding 2, and at the bottom, enter 82 next to the character code > press ok > ok. Question How do I insert a fill text box in Word? Go to the insert tab > press the arrow below the table > press the upper-left rectangle, it will open the 1x1 table. Resize and position tables as often as you like -- when people you send to open a document, they should be able to click in that box and type text (I recommend that you test this at your end before you send it). Question How do I turn a check mark into a check mark in MS Word? Highlight the box (press 3 dots next to the box) > under the developer tab, press properties > under the check box properties, next to the checked symbol, press change > next to the font, select wingding 2, and at the bottom, enter 82 next to the character code > press ok > ok. Question How do I turn a cross into a tick? Highlight the box (press 3 dots next to the box) > under the developer tab, press properties > under the check box properties, next to the checked symbol, press change > next to the font, select wingding 2, and at the bottom, enter 82 next to the character code > press ok > ok. Ask a Question This article was co-authored by our team of trained editors and researchers who validated it for accuracy and comprehensiveness. WikiHow's Content Management Team closely monitors the work of our editorial staff to ensure that each article is supported by trusted research and meets our high quality standards. This article has been viewed 990,780 times. 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