



Create Interactive Check Boxes ☒ in Word

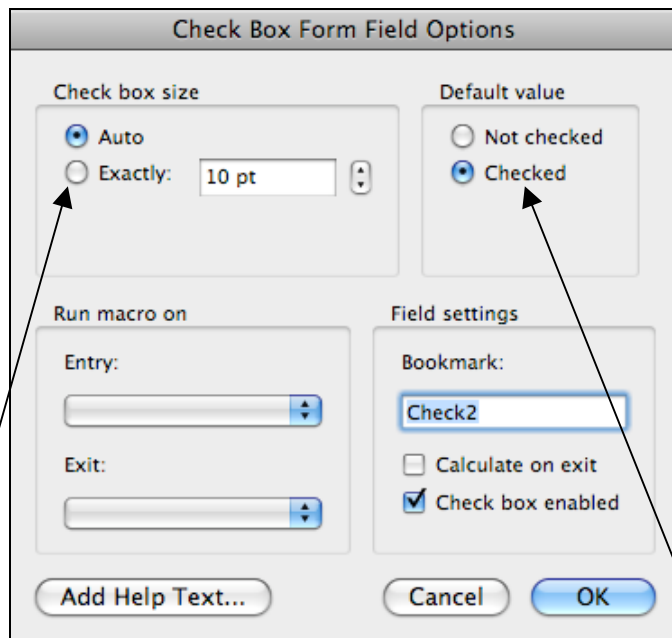
From the View Menu select Toolbars > Forms and the following toolbar will appear:



Each time you want to include a checkbox, click on the Check Box Form Field and a blank check box will appear.

To use the check box feature when in a form:

Double click on the blank check box and a dialog box will appear:



Click on Checked to make the X in the check box. Click OK.

To make the check box a larger size, click on Exactly and change the point size to a larger point.