

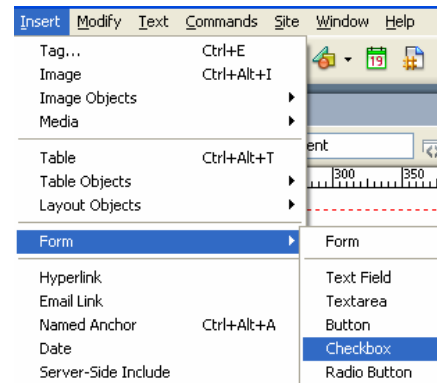
Creating a Check Box for Use Inside a Form Using Dreamweaver 8

4 Steps

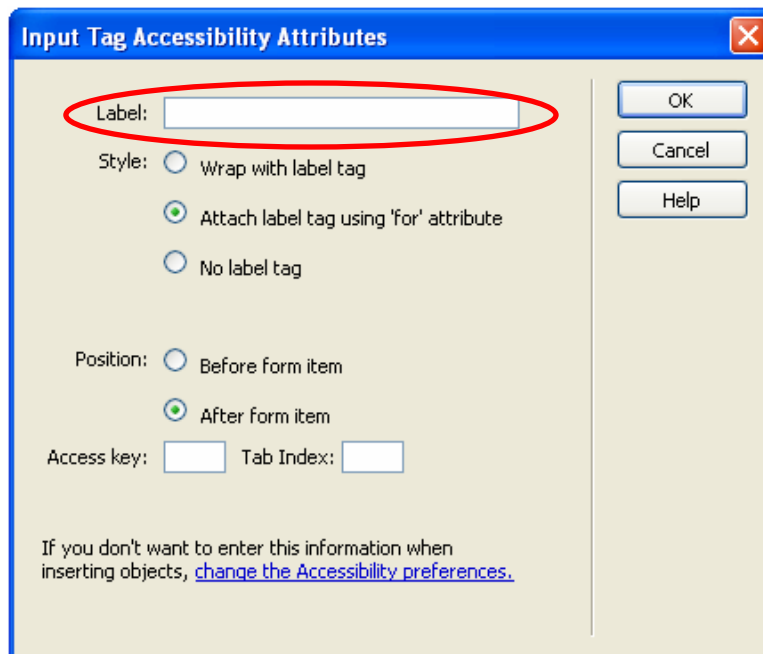
This Step-by-Step explains the procedures for creating a Check Box for use in a form inside Macromedia Dreamweaver 8 to be published on a faculty member's website.

This Step-by-Step assumes that the user has already created a form using Macromedia Dreamweaver 8.

- 1) Click inside the red dashed box (the form).
- 2) From the menu bar choose **Insert > Form > Checkbox**.

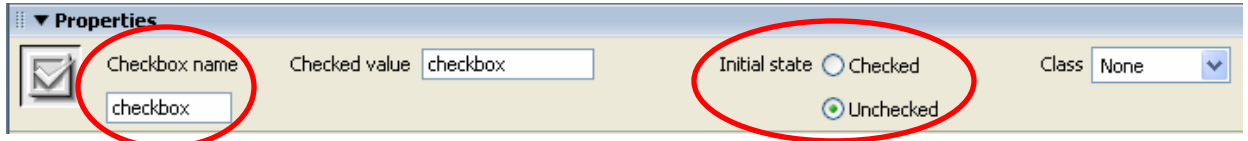


- 3) The **Input Tag Accessibility Attributes** dialogue box will pop up. Enter a label, should you wish to see a label by the check box (e.g. if you are creating a check box for multiple answer, use the Label to input what that particular answer would be that is associated with that check box.) A Label is not required.



– A Check Box will appear inside the form.

- 4) In the **Properties** window you may also edit whether the check box is automatically checked when a user visits the page or if it should be unchecked. Dreamweaver by default sets each check box to be unchecked. To change this setting, click on the appropriate button (checked or unchecked) along side of “Initial State.”



From here, you can change the name of your check box. It is suggested that you do so for ease of identification. When naming the check box you may not use spaces or upper case characters in the name. Using these may cause the form not to function properly with some browsers.