

Creating a Check Box for Use Inside a Form 3 Steps

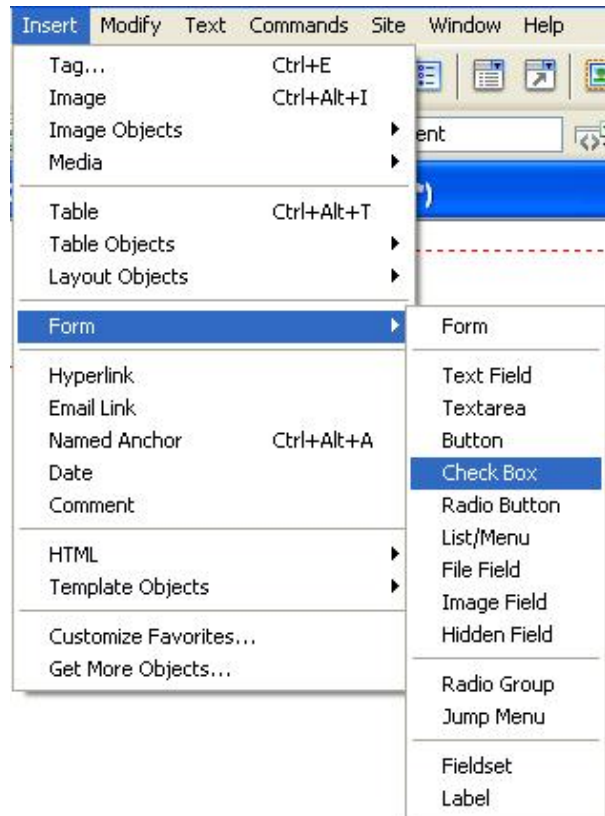
This Step-by-Step explains the procedures for creating a Check Box for use in a form inside Macromedia Dreamweaver MX 2004 to be published on a faculty member's website.

This Step-by-Step assumes that the user has already created a form using Macromedia Dreamweaver MX 2004.

1.) Click inside the red dashed box (the form).

2.) From the drop down menus at the top of the screen choose Insert > Form > Check Box.

- A Check Box will appear inside the form.



3.) In the Properties window you will need to specify the value of the hidden field.

- It is recommended that you name the check box for your own reference.
 - 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.
- You will see "Checked value" inside the properties window. You will type in the information to be submitted with the form when this check box is checked.
- 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".

