

Adding Ticks in Word

Filling in forms in Word can be a nightmare. It isn't really designed for the purpose, and many people designing forms with Word aren't even competent in using the features that the package does offer.

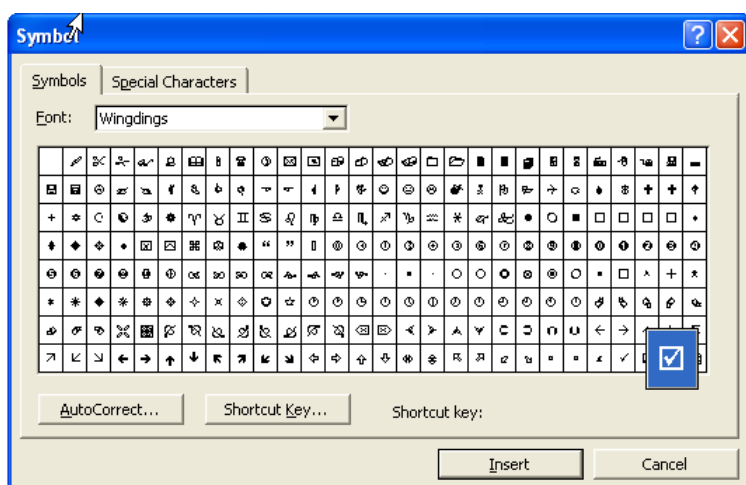
That doesn't help the poor sod stuck with trying to fill in a form and return it online.

Here is a method for dealing with tick-boxes.

Choose the "Insert" item on the main menu bar, and choose "Symbol". This will open a box that offers a choice of all "symbol" fonts, and display the character set available for the font currently selected in the box at the top:

Choose "Wingdings"

Click on the character you want, click Insert, press Close and that's it.



As a shortcut, you can choose the **Wingdings** font from Word in the normal way and then type:

Alt+0253	for a cross in a box	<input checked="" type="checkbox"/>
Alt+0254	for a tick in a box	<input checked="" type="checkbox"/>
Alt+0251	for a cross (no box)	<input checked="" type="checkbox"/>
Alt+0252	for a tick (no box)	<input checked="" type="checkbox"/>
Alt+0168	for an empty box	<input type="checkbox"/>

NB – "Alt+0253" means that you hold down the "Alt" key (to the left of the spacebar) whilst typing the digits 0 2 5 3 on the keyboard - and then let go of the Alt key.

Once you have your tick or cross and/or box, you can adjust size just like with any other font. You can even make them bold and/or italic

If you don't have the Wingdings "Symbol" font on your computer:

Wingdings comes with Windows XP – see note <http://support.microsoft.com/kb/314960> for how to reinstall it if missing

John Geddes 18/10/06 – information provided for guidance: no guarantees!