

Figure 417: Properties dialog for a list box

## Check boxes

To give the check boxes names:

- 1) Be sure **Design Mode** is **ON** and **Wizards** are **OFF**. Double-click the first Check Box control.
- 2) In the Properties: Check Box dialog (Figure 418), change the text in the Label field to *Circle* and press *Enter*. The cursor moves to the next line, and the label on the check box in the document changes immediately.

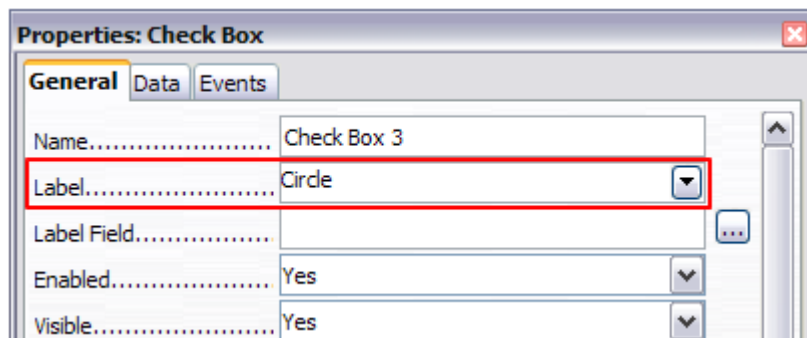


Figure 418: Top part of Properties dialog for a check box

- 3) Click each of the other three check boxes in turn. Change the text in the Label text input box in the Properties dialog to *Triangle*, *Square*, and *Pentagon* in turn.
- 4) Close the Properties dialog.
- 5) Turn **Design Mode** off.

You have now completed the form, which should look something like Figure 409 on page 390.

## Group box

As an alternative to creating individual option buttons for Gender (described on page 392), you can use a Group Box to insert a group of option buttons. Group boxes stack the selections one under the other (as shown in Figure 422 on page 396); individual buttons can be moved into any arrangement you prefer (we arranged them horizontally on page 392).

To use a Group Box instead of individual Option Buttons:

- 1) Be sure both **Design Mode** and **Wizards** are **ON**. Click the **Group Box** icon and draw a box next to the *Gender*: label. The Group Element Wizard (Figure 419) opens automatically.