

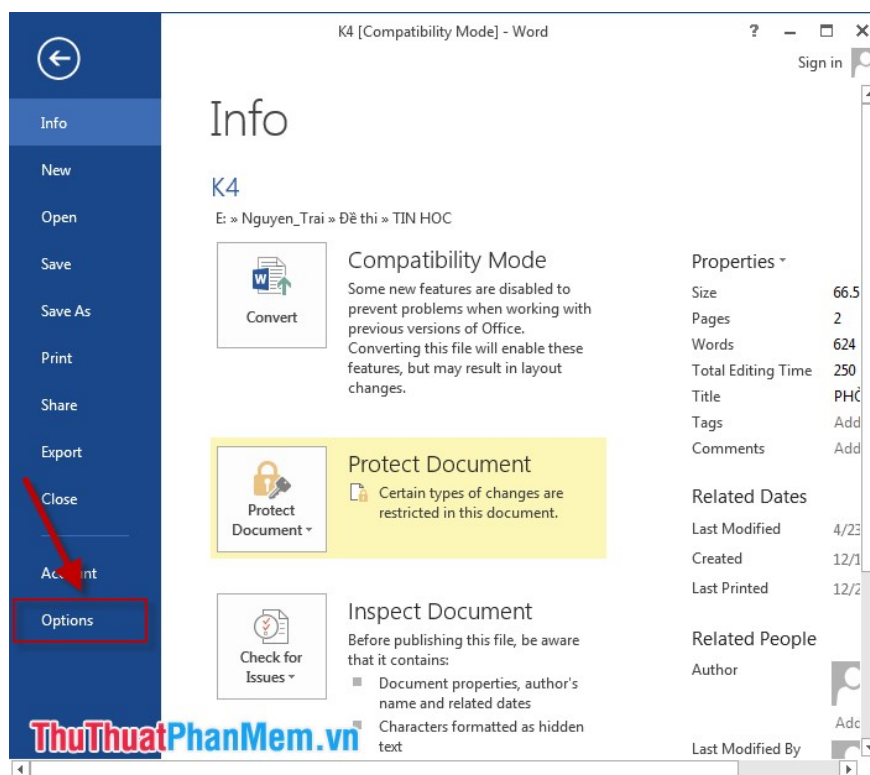
How to insert tick marks, checkboxes into Word

To insert checkboxes into Word, you need to use Developer tab. If the Developer tab on your computer is not displayed on the Ribbon, you need to perform part 1.

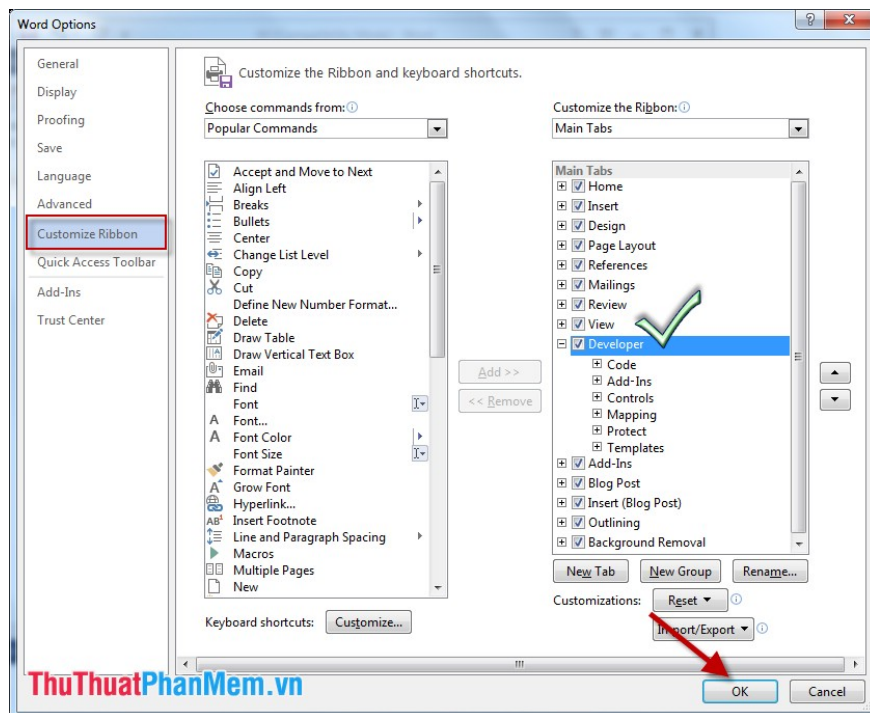
To insert checkboxes into Word, you need to use Developer tab. If the **Developer** tab on your computer is not displayed on the **Ribbon**, you need to perform part 1.

1. Display the Developer tab on the Ribbon

- In tag **File** -> **Options**:

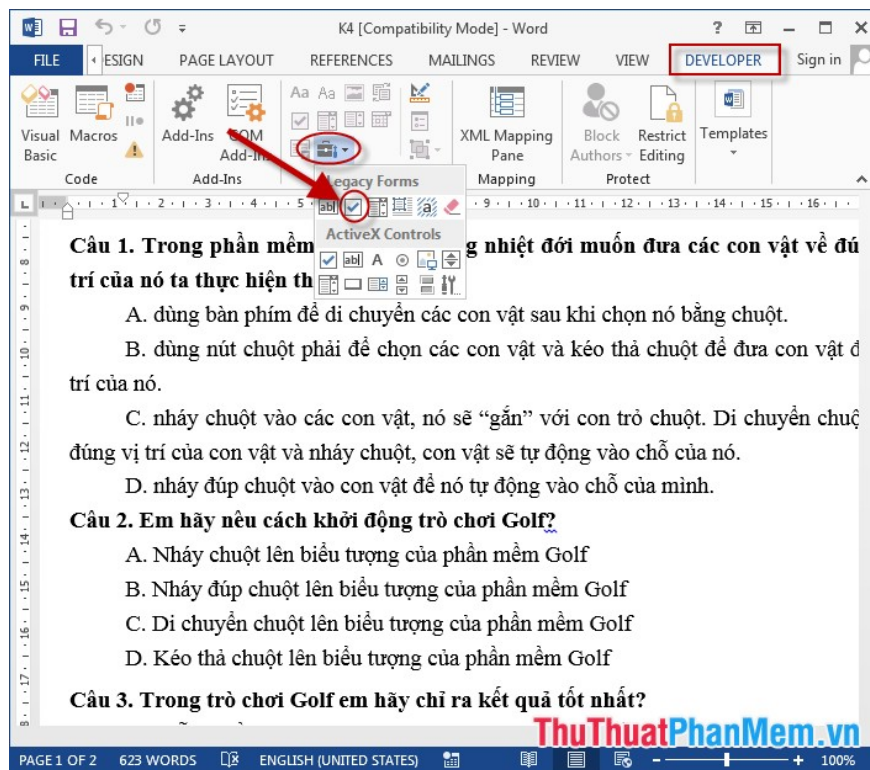


- Dialog **Word Options** appear choose **Custom Ribbon** -> move to section **Main Tabs** -> tick in **Developer** -> **OK** to display the **Developer** on the **Ribbon**:

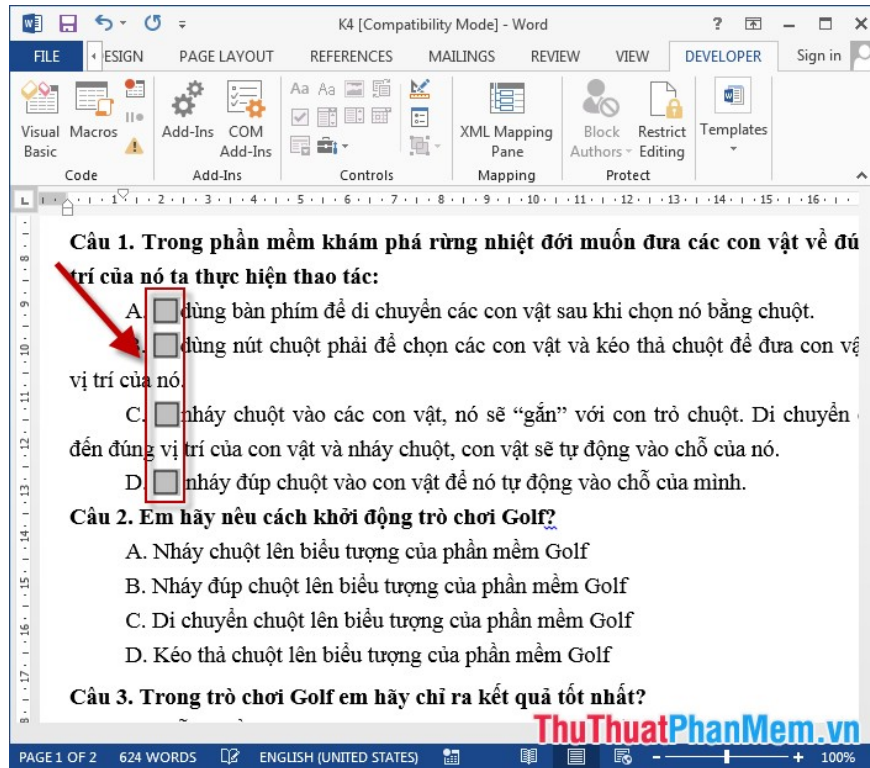


2. Insert tick, checkbox

Step 1: Click the location to insert **Checkbox** -> Select **Developer** tab -> **Legacy Tools** -> **Checkbox Form Field**:



- Similarly insert the remaining options for the results:



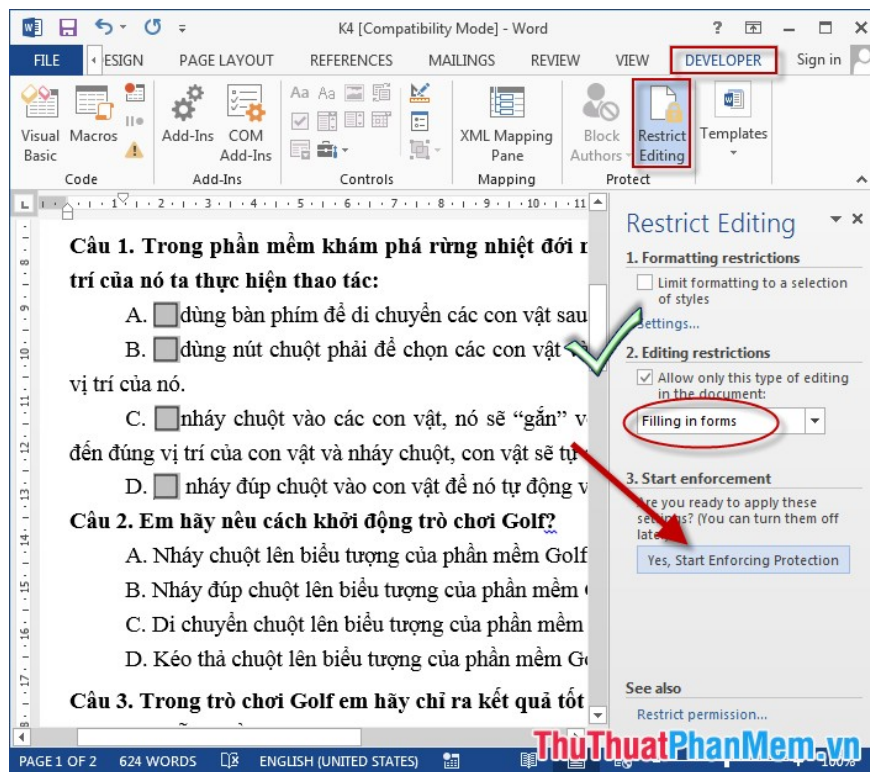
Step 2: After inserting the **Checkboxes**, you cannot select and need to edit again. Select **Developer -> Restrict Editing** to make the following options:

- **Editing restrictions section:**

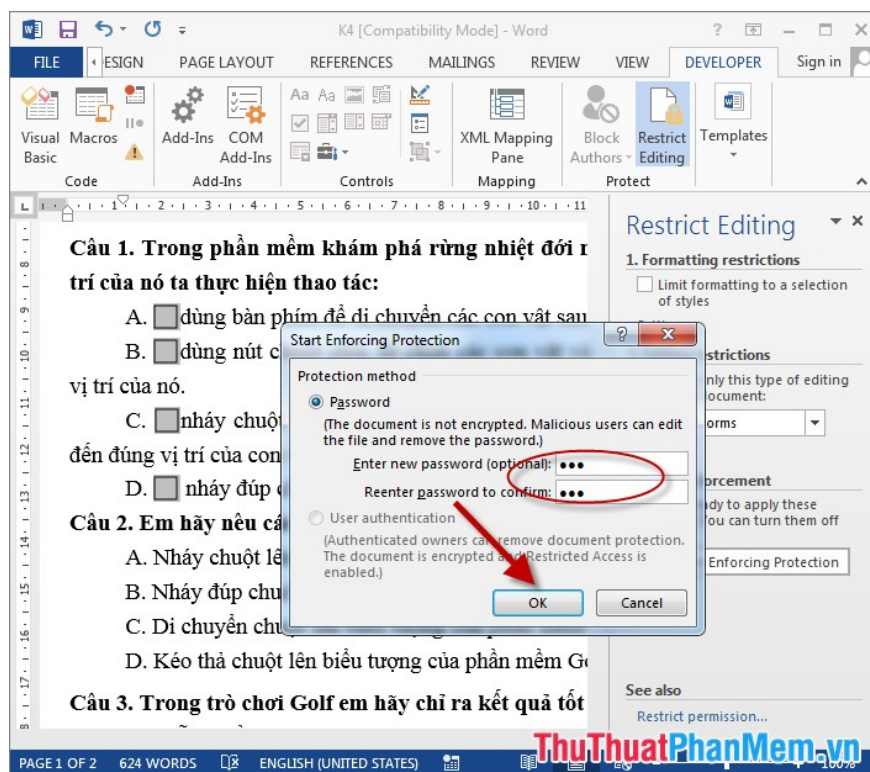
+ Check the box: **Allow only read type of editing in the document.**

+ In **combobox** choose **Fillings in Form.**

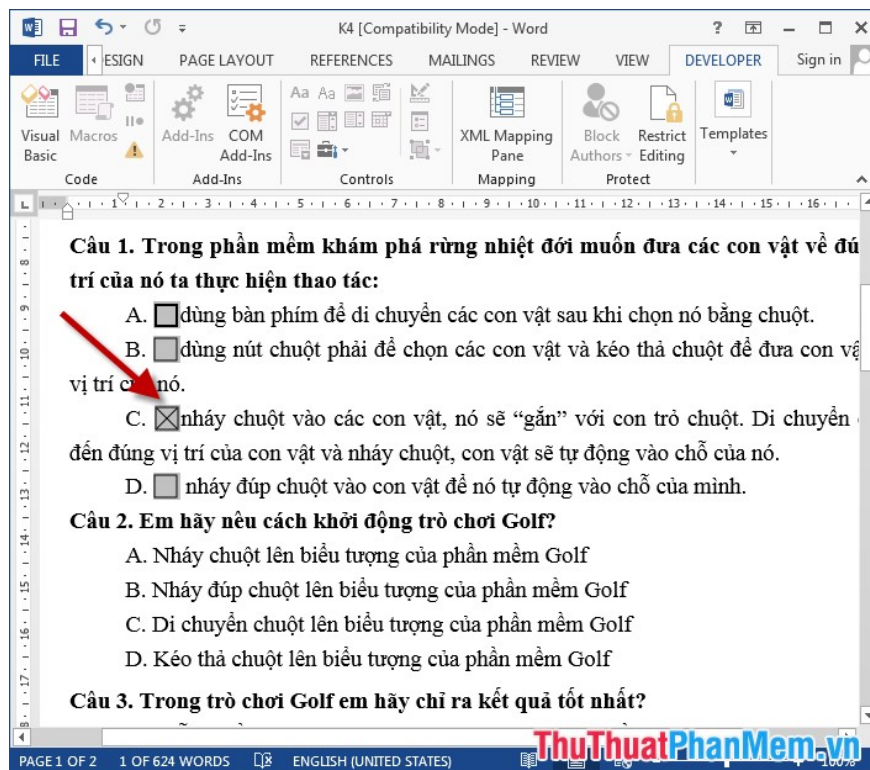
- Click on to **Yes Start Enforcing Protection:**



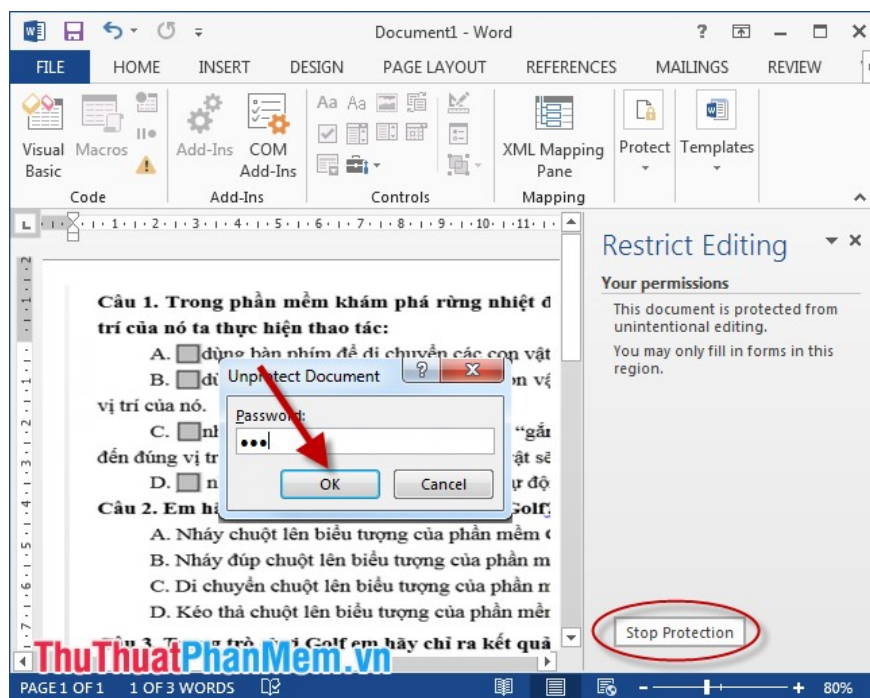
Step 3: A dialog box appears to enter a password to protect the content on the file, so that the user can select the **checkbox** -> click **OK**:



Step 4: Now you have the option to put a checkmark in the **checkbox** and cannot edit the content of the data file.



In case you want to edit the content, click **Restrict permission** -> the dialog box appears to enter the password to remove protection to be able to edit the file content:



However, this is a simple way to create **checkboxes** that users can check on all options.

Above are instructions on **how to insert bookmarks, checkboxes in Word** hoping to help you in the process of creating exam questions. Good luck!

You finished reading the article "**How to insert tick marks, checkboxes into Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
