

Create Empty Checkboxes with a Macro
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Tips

I often need to create forms and checklists with checkboxes. I found a simple macro, included here as CHECKBOX.WPM, that helps me create empty checkboxes and lets me specify the size of the box.

To use the macro, move your cursor to the place in your document where you want to insert the checkbox. Then, press Macro (Alt-F10), type "checkbox" and press (Enter). At the "Enter width of box:" prompt, type the desired width of the checkbox and press (Enter). At the "Enter height of box:" prompt, type the desired height of the checkbox and press (Enter).

Press Print (Shift-F7), (V) View Document to see how the box will appear in your document. Press Exit (F7) to return to the document screen.

Note: The macro assumes you are using inches as your unit of measure. For example, a width of .12 and a height of .12 will create small, square checkbox.

You can use the CHECKBOX.WPM macro in columns or tables to easily organize checklists. You can include an {Indent} code at the end of the macro to automatically indent the text that follows the checkbox. You can also name the macro with an Alt-letter combination to minimize the keystrokes necessary to run it.

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