

Osprey Approach: Adding a Check Box into a Word document

This help guide was last updated on
Dec 22nd, 2022

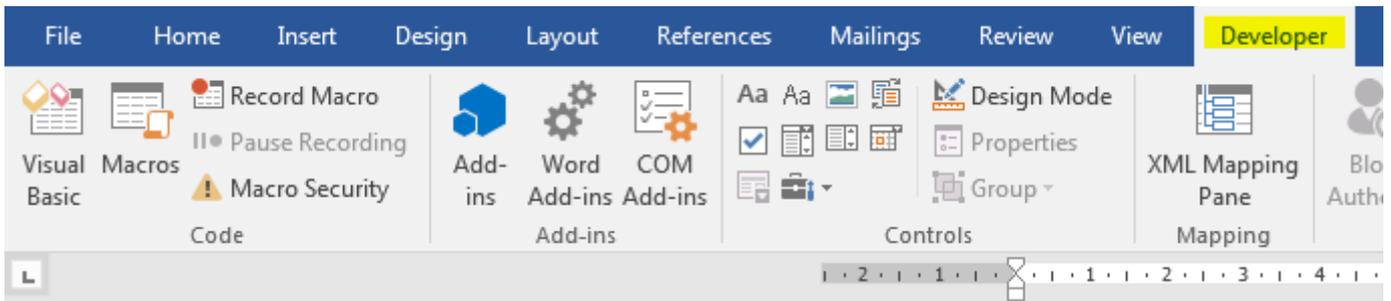
The latest version is always online at
<https://support.ospreyapproach.com/?p=1806>

[Click here for a printer-friendly version](#)



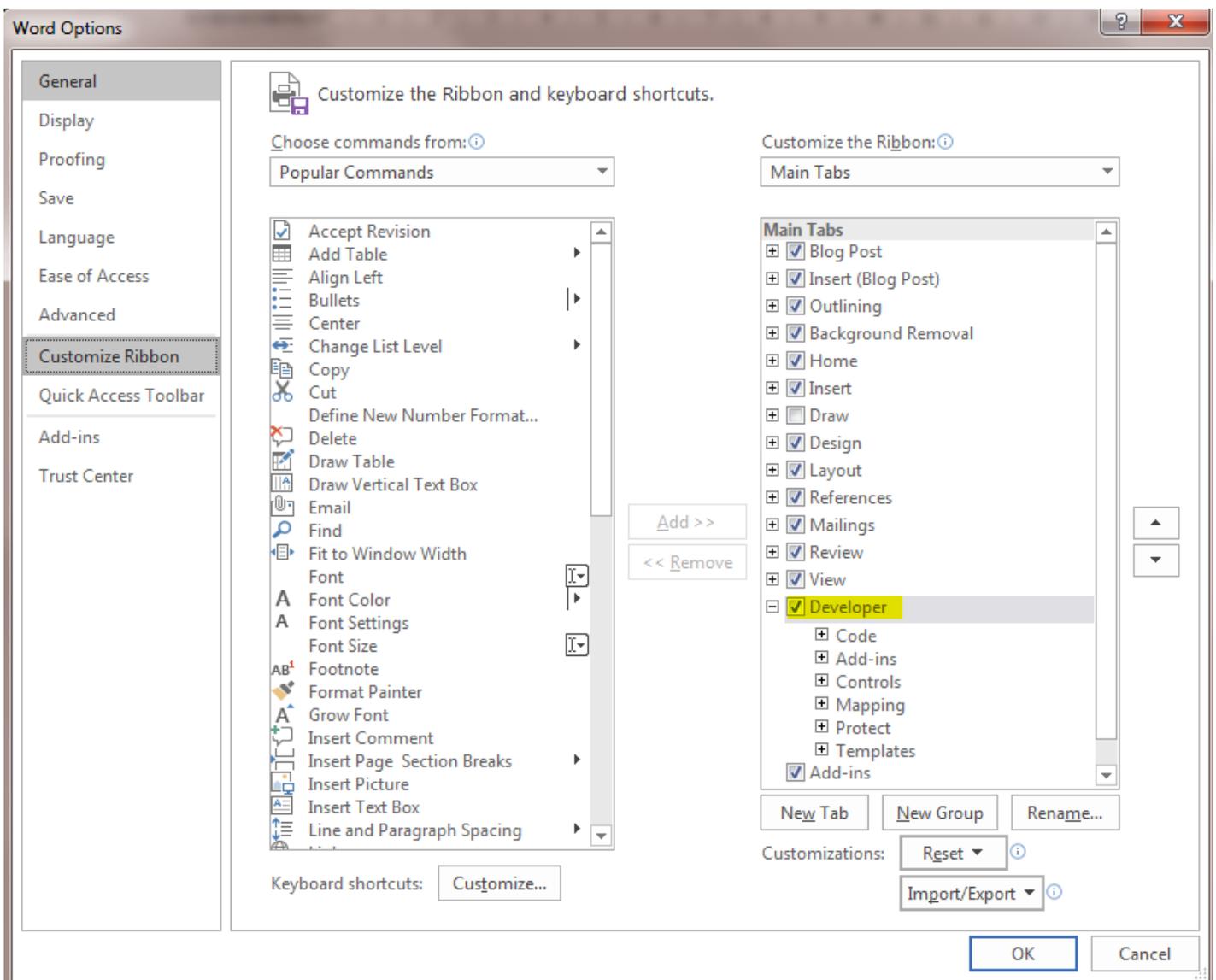
Microsoft Word allows you to make selections using check boxes. This guide will go through the process of creating check boxes.

Place your cursor where you would like the check box to appear in the document, then navigate to the Developer menu.

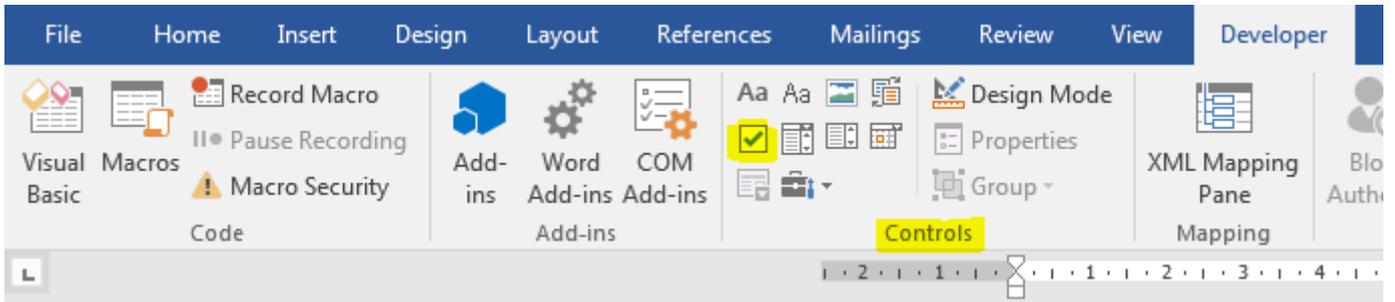


If the Developer menu does not appear, you may need to add it:

- Go to File > Options and select Customise Ribbon
- Ensure that the Developer menu is ticked



Click the Check Box option within the Controls section.



The check box will appear in the document at the cursor point.