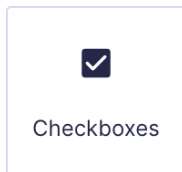


Checkboxes

Summary

The **Checkboxes** field allows you to present one or many checkboxes which allow multiple selections. It is available under the Standard Fields section within the form editor.



Checkboxes field as displayed in the [Field Library](#).

Untitled

- First Choice
- Second Choice
- Third Choice

Checkboxes field as displayed in the [Form Editor](#).

Choices



Click the **Edit Choices** button under **Choices** to open the [Edit Choices flyout](#).

Note: When using a choice-based field type and your choice labels contain any HTML or special characters such as ampersands, commas, pipes, hyphens, or brackets of any type, you **MUST** enable the show values feature and give each choice a simple and unique value **which does not contain any special characters**. Failure to configure values could cause issues for features such as calculations, conditional logic, dynamic population, and validation. **The value for each choice**

must be unique in any case, even if you're not using HTML or special characters for the choice labels.

Common Settings

This field uses only common field settings for the Appearance and Advanced settings. For a description of each of the common field settings, [refer to this article](#). Below you will find a description of specialty settings that are particular to this field.

General Settings

Choices

A rectangular button with a light gray border. On the left side, there is a small gear icon. To the right of the icon, the text "Edit Choices" is displayed in a dark gray font.

Click the **Edit Choices button** under **Choices** to open the [Edit Choices flyout](#).

Choices ✕

Define the choices for this field. If the field type supports it you will also be able to select the default choice(s) to the left of the choice.

Label

=	<input checked="" type="checkbox"/>	First Choice	+ -
=	<input checked="" type="checkbox"/>	Second Choice	+ -
=	<input checked="" type="checkbox"/>	Third Choice	+ -

✕ Clear Default Choices

Options

Show Values

Add Bulk Choices

Bulk Add / Predefined Choices

Setting	Description
Choices	Add Choices to this field. You can mark each choice as checked by default by using the checkbox that appears to the left of each choice. Add a new choice by clicking the PLUS (+) icon and delete a choice by clicking the DELETE (-) icon. See note 1.
Clear default choices	Allows you to clear the choice set as default. <i>Only available when a choice has been selected as the default choice.</i>
Show Values	Checking this option will allow you to specify a value for each choice. Choice values are not displayed to the user viewing the form but are accessible to administrators when viewing the entry.

Setting	Description
Bulk Add / Predefined Choices	Allows you to select a category and customize the predefined choices or paste your own list to bulk add choices. See this article for more information.

Enable Select All

Checking this adds a Select All button to the bottom of the checkboxes list, allowing the user to select all available list items.

Modifying Checkbox Choices After Form Submissions


After a form has collected entries, you should avoid changing checkbox choices. Modifying the choices, such as **adding, removing, reordering,** or **renaming** them, will change the input IDs associated with each option. This may break the link between stored entry data and the original choices, potentially preventing the data from being exported correctly.

General ^

Field Label ?

Description ?

Choices

 Edit Choices

Options

Enable Select All

Checkboxes B

- First Choice
- Second Choice
- Third Choice

Select All

Merge Tags

For more information on the use of merge tags, refer to [these articles](#).

Usage

```
{Field Name:2.1:modifier}
```

Notes:

- The field name is optional.
- The second parameter is the field ID. If a single number, it can be used to get the value of the field ID. If multiple numbers separated by a period, it will get a specific selection within that field. For example, 2 will return the result of field ID 2, while 2.1 will return the first checkbox within field ID 2.
- The third, and any subsequent parameters are used for modifiers. These are separated by a colon, and may contain multiple modifiers if applicable.

Modifiers

Modifier	Description
:value	Displays the actual value of the checkbox rather than the value label.

Modifier	Description
:currency	Displays the value as currency.
:price	Same as <i>:currency</i> .

Calculations

If you're going to use this field type in a calculation formula, please check [Number Formatting Rules](#) in the Calculations doc page.

Validation

The Checkboxes field validates that the submitted values correspond to choices configured in the field. Refer to the [State Validation](#) article for more information.

Last modified: March 3, 2026