

Show picked answers in bold, with an icon

The technician picks one or more answers from a list. On the printed form, each picked answer shows in bold with a red warning icon. The other answers show in normal words.

What you make

The printed table when the technician picked "Gas leak":

ICON	ANSWER
	Gas leak
	Exposed wiring
	Water damage

The idea

Each answer has two rows in the table. One row is bold and has the icon. One row is normal. Each row has a rule, so only one of the two rows prints.

The two rows for one answer, and the rule on each row:

ICON	ANSWER	RULE ON THE ROW
	Gas leak	Prints when the answer is picked
	Gas leak	Prints when the answer is not picked

Part 1: Start a blank form

1. Click **New**, then **Start new form**, then **Blank form**.
2. Type a form name and a badge in the top bar, for example **Hazards Demo** and **DEMO**. The Preview does not show without them.

Part 2: Make the question

3. In the items list, under **Questions**, click **Multiple Choice (Multi-Answer)**.
4. On the right, in **Question**, type **Hazards Found**.
5. Under **Choices**, type the answers: **Gas leak**, **Exposed wiring** and **Water damage**. Click **Add** for each answer after the second.
6. Tick **Hidden (not printed)**. The table prints the answers, so the question itself must not print.

Part 3: Add the table

7. In the items list, under **Layout**, click **Table**. The new table has a heading row and two rows.
8. Double-click the words of the heading row and type a title, for example **Hazards**.

Part 4: Make the row for a picked answer

9. Click the first cell of row 2.
10. On the right, set **This cell holds** to **Answer icons (tick, cross...)**. **Question** must show "Hazards Found".
11. Under **For each answer, print**, set "Gas leak" to **Warning**. Set its colour to **Red**.
12. Set each other answer to **Nothing**.
13. Click the second cell of row 2. Set **This cell holds** to **Text**.
14. In **Text**, type **Gas leak**. Tick **Bold**.
15. On the right, click **Show this row only when** to open it. Click **Add a rule**.

16. Set the rule to: "Hazards Found", **is**, "Gas leak".

Part 5: Make the row for an answer that is not picked

17. Click the first cell of row 3. In **Text**, delete the word "Label". The cell stays empty.

18. Click the second cell of row 3. Set **This cell holds** to **Text**.

19. In **Text**, type Gas leak . Do not tick **Bold**.

20. Open **Show this row only when**. Click **Add a rule**.

21. Set the rule to: "Hazards Found", **is not**, "Gas leak".

Part 6: Add the next answer

Do this part one time for each more answer.

22. Right-click the last row. Click **Insert row below**. This gives a new normal row at the bottom.

23. Right-click the last bold row, the one with the icon. Click **Insert row below**.

24. Right-click that new row. Click **Move row down**. The new bold row is now just above the new normal row.

25. In the new bold row, click the second cell. In **Text**, type the name of the next answer, for example Exposed wiring . If the cell already has words, replace them.

26. Click its icon cell. Set the answer you copied the row from to **Nothing** (the first time, "Gas leak"). Set the new answer to **Warning** and **Red**.

27. Add the rule: "Hazards Found", **is**, and the new answer, for example "Exposed wiring".

28. In the new normal row, click the second cell. In **Text**, type the same name. If the cell already has words, replace them.

29. Add the rule: "Hazards Found", **is not**, and the new answer, for example "Exposed wiring".

Part 7: Look at the result

30. Click **Preview**.
31. On the right, under **Sample answers**, tick and untick the answers.
32. Check each answer. A ticked answer shows the red icon and bold words. An unticked answer shows normal words.

Good to know

- Use the right-click menu for a new row. The toolbar button **Add a row below this one** adds a different row: a label and a new question.
- A new row from the right-click menu keeps the icon settings and the bold. It does not keep the rule. Add the rule each time.
- In the Layout view, each row with a rule shows a small note, for example "Printed only when Hazards Found is Gas leak". Use it to check your rules.
- For a narrow icon column: click **table settings** at the top of a cell's settings, then change **Column widths**.
- A question can have 10 answers at most. For a longer list, make a second question, and use it in the rows of its own answers.