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

Watch it done

Watch it on YouTube: youtu.be/Y-rLUbc31Dg

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.