

Default Values

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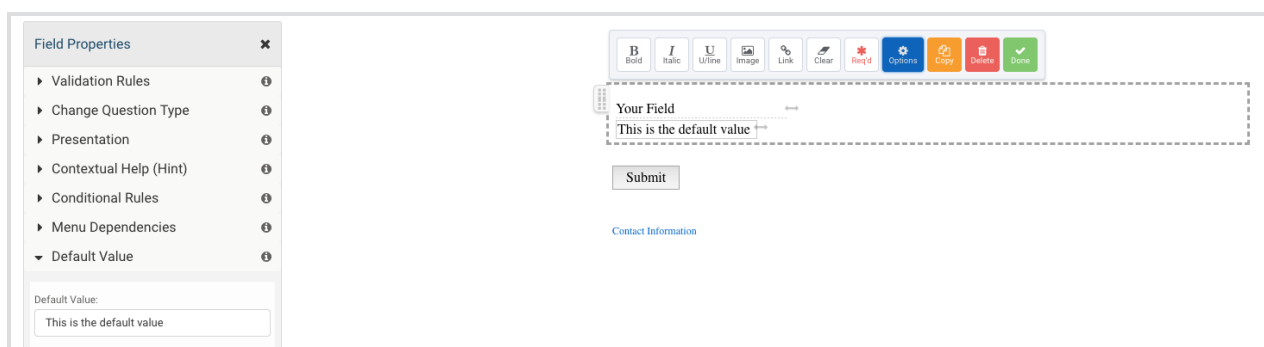
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You can define a field's default value under the options menu for a field.

The default value you define will automatically be entered or selected when a respondent loads a form. Default values can be defined for any field type, other than the upload field.



If you are setting a default value for a checkbox field you will be able to select more than one option and set multiple checkboxes to be checked by default.

Once a default value has been selected, you can deselect the choice by clicking and holding the CTRL (Windows) or Command (Mac) key and clicking on the selected choice again.

The screenshot displays a form editor interface. At the top, there is a navigation bar with buttons for 'ADD CONTENT', 'THEMES', 'PROPERTIES', and 'OUTLINE'. On the right side of the navigation bar are 'Preview', 'Undo', 'Redo', and 'Save' buttons. The main area is divided into a sidebar on the left and a preview window on the right. The sidebar, titled 'Field Properties', contains a list of options: 'Validation Rules', 'Change Question Type', 'Presentation', 'Contextual Help (Hint)', 'Conditional Rules', 'Menu Dependencies', 'Default Value', and 'Repeatable Option'. The 'Default Value' section is expanded, showing a list of 'Default Values' with 'Choice A', 'Choice B', and 'Choice C'. The preview window shows a form with a blue header bar containing a toolbar with icons for Bold, Italic, Underline, Image, Link, Clear, Required, Choices, Options, Copy, Delete, and Done. Below the header, the form contains a section titled 'Checkboxes' with three unchecked options: 'Choice A', 'Choice B', and 'Choice C'. A 'Submit' button is located at the bottom of the form. The text 'Contact Information' is visible below the form in the preview window.

Note: Prefilling a value into a field will overwrite a default value if one is defined.