

# Default Values

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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.

The screenshot shows the 'Field Properties' panel on the left with 'Default Value' selected. The main form area displays a text field with the default value 'This is the default value' and a 'Submit' button. The 'Default Value' field in the panel contains the text 'This is the default value'.

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 shows the 'Field Properties' panel on the left with 'Default Value' selected. The main form area displays a checkbox field with three options: 'Choice A', 'Choice B', and 'Choice C'. The 'Default Values' section in the panel lists these three choices. A 'Submit' button is visible below the checkbox field.

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