

Drop-Down Form Field

This type of Form Field is used when a list of items is desired. When this field is used, the person filling out the form can select from specified list of items. Click the link for Forms Toolbar to see an explanation of the buttons that are mentioned in this document.

- ❖ Place the insertion into the place in the document where the Form Field is to appear..
- ❖ Click the **Drop-Down Form Field** button on the **Forms** toolbar.
- ❖ The **Form Field** should appear before the statement.
- ❖ Click the **Form Field Options** button on the **Forms** toolbar.
- ❖ In the **Drop-down item** box, input the word that corresponds to the item.
- ❖ Click the **Add** button to place this item in the **Items in drop-down list** box.
- ❖ Continue this process until the other words for the list have been added.
- ❖ If the order of the items in the **Drop-down list** needs to be changed, click the arrows above and below the **Move** option on the right side of the dialog box.
- ❖ Make sure the **Drop-down enabled** is checked. This makes the list available to the person who is completing the form.
- ❖ Click the **Help Key (F1)** tab (see illustration at right).
- ❖ Click the **Type your own** option button.
- ❖ In this box input something like: **Click the name of the Training Session that you attended. Examples are: Word, Excel, or PowerPoint.**
- ❖ Click the **Status Bar** tab (see illustration on next page).
- ❖ Click in the text box under **Type your own**.
- ❖ When the text box is clicked, the **Type your own** option button is automatically selected.
- ❖ Input the text for this option.
 - When text is inserted into the **Status Bar** area of the dialog box, that text is displayed on the Status Bar of the window when the form has been protected.
 - When the **Help Key** option is selected, the user will be able to see the text that is input on the Status Bar or they may press the **F1** key to obtain help with the item.
- ❖ The **Run Macro on** and **Bookmark** options are used to determine the order in which the Tab moves throughout the form.
- ❖ Click **OK** to exit the **Form Field Help Text** dialog box.
- ❖ Click **OK** again to exit the **Drop-Down Form Field Options** dialog box.

