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 a specified list of items. Click the link for Form Controls to see an explanation of the buttons that are mentioned in this document.

atism Open the Online Forms Practice Exercise document. There is a link to this document on the Word 2013 Training Web Page under the Forms heading.

atism Make sure the Developer Tab is displayed. If it is not displayed, follow the instructions in the Online Forms: General Information document on the Word 2013 Training Web Page.

atism Place the insertion point to the right of Major Interest.

Create the Drop-Down Field

atism In the Controls Group, click the Legacy Tools button.

atism In the Legacy Group, click the Drop-Down Form Field button.

atism The Form Field should appear in the proper location.

atism With the control selected, click the Properties button in the Controls Group.

atism The Drop-Down Form Field Options dialog box will display.

atism In the Drop-Down Item box, input the first major option, Accounting.

atism Click the Add button to move the item to the Items in drop-down list.

atism Use the same process to input the following items:

★ Art
★ Business Administration
★ Criminal Justice
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 that the Drop-down enabled box is checked. This makes the list available to the person who is completing the form. Click the Add Help Text button. The Form Field Help Text dialog box will display.

In the Type your own textbox, input Select a major from the list. Select the text. Hold down the CTRL key and then press C to copy the text. Click the Help Key tab. Hold down the CTRL key and then press the letter V to paste the text into the Type your own box.

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.