

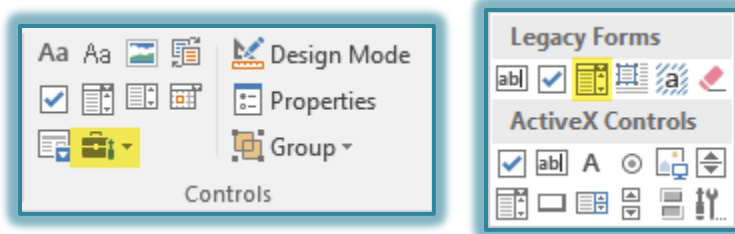
Drop-Down Form Field

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.

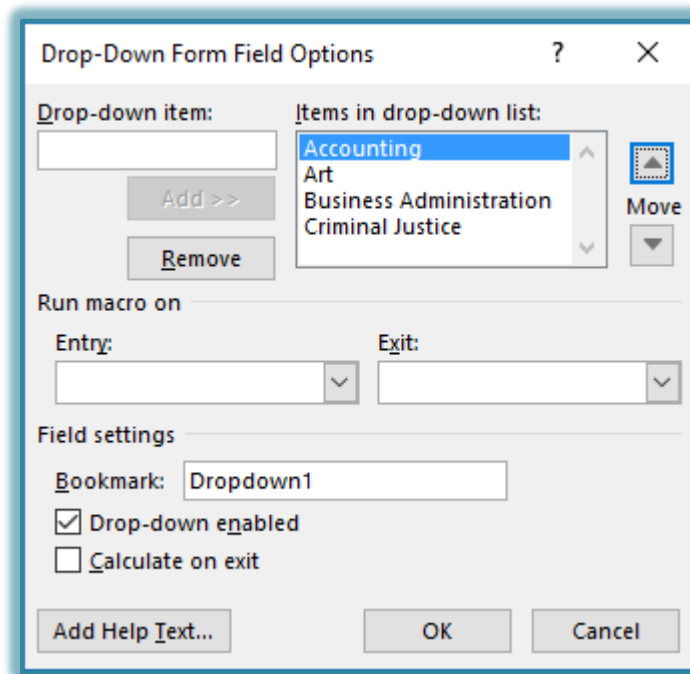
- † Open the **Online Forms Practice Exercise** document. There is a link to this document on the **Word 2013 Training Web Page** under the **Forms** heading.
- † Make sure the **Developer Tab** is displayed. If it is not displayed, follow the instructions in the **Online Forms: General Information** document on the **Word 2013 Training Web Page**.
- † Place the insertion point to the right of **Major Interest**.

Create the Drop-Down Field

- † In the **Controls Group**, click the **Legacy Tools** button.
- † In the **Legacy Group**, click the **Drop-Down Form Field** button.

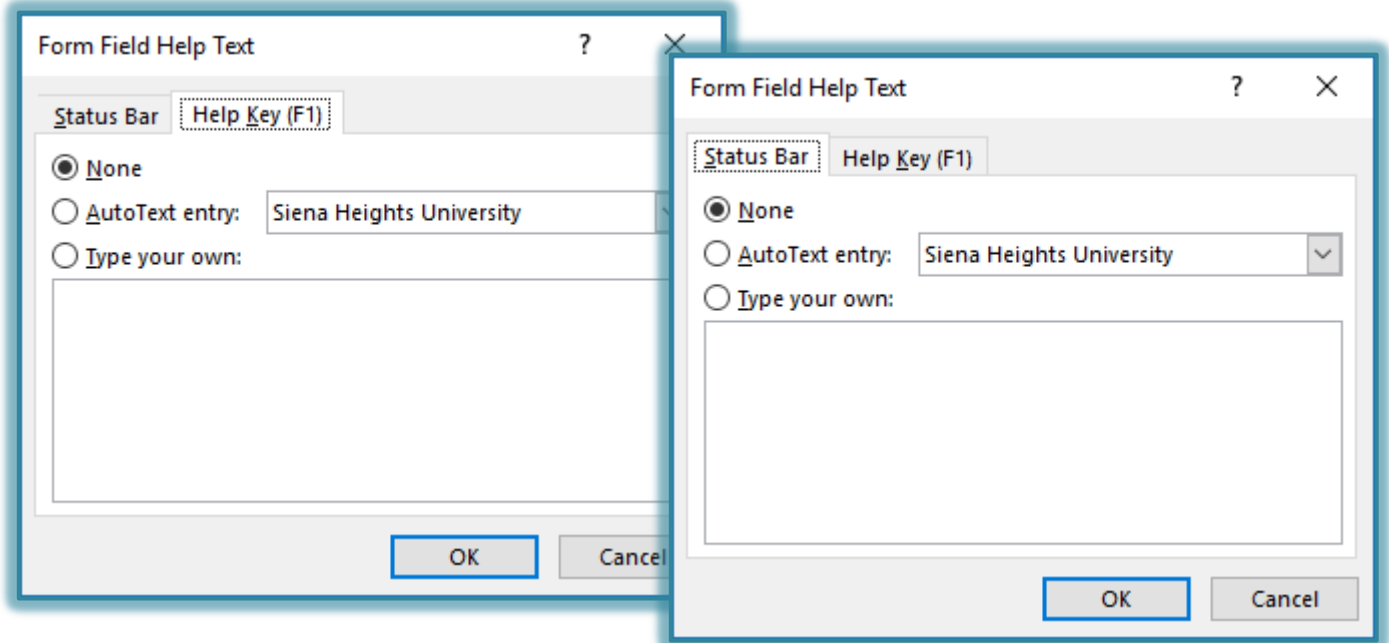


- † The **Form Field** should appear in the proper location.
- † With the control selected, click the **Properties** button in the **Controls Group**.
- † The **Drop-Down Form Field Options** dialog box will display.



- † In the **Drop-Down Item** box, input the first major option, **Accounting**.
- † Click the **Add** button to move the item to the **Items in drop-down list**.
- † 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.