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.
✝ In the Controls Group, click the Legacy Tools button (see illustration below left).

✝ In the Legacy Group, click the Drop-Down Form Field button (see illustration above right).
✝ 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 (see illustration below).

✝ 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 (see illustration below left).

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 (see illustration above right).
- 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.