To work with these controls, you will use the Registration Form document. This type of control is used to restrict the user to clicking a choice from a predefined list. When users complete the form, they are allowed to choose only one item from the list.

- Click in cell C15, the one to the right of the Method of Payment cell.
- Click the Developer Tab, if necessary.
- Click the Design Mode button in the Controls Group to activate it (see illustration below).
- In the Controls Group, click the Drop-Down List button (see illustration below).
- Click the Properties button in the Controls Group (see illustration below).

The Content Control Properties dialog box will display (see illustration below).
In the **Title** box, input **Payment Method**.
- Click the **Content control cannot be deleted** check box.
- Click the **Add** button to open the **Add Choice** dialog box (see illustration below).

![Add Choice Dialog Box](image)

In the **Display Name** box, input **Cash**.
- The same text will appear in the **Value** box.
- Click the **Add** button again to insert the following items into the **Display Name** list.
  - Master Card
  - Discover
  - American Express
  - Visa
- Click **OK** after the value has been entered.
- Click **American Express** in the list.
- Click the **Move Up** button to move the item directly below the **Cash** entry.
- Do the same thing to move **Discover** directly below **American Express**.
- Once all the items have been added, click the **OK** button in the **Content Control Properties** dialog box.
- In the placeholder, input **Click to select a payment method.**