

INSERT A DROP-DOWN LIST CONTENT CONTROL

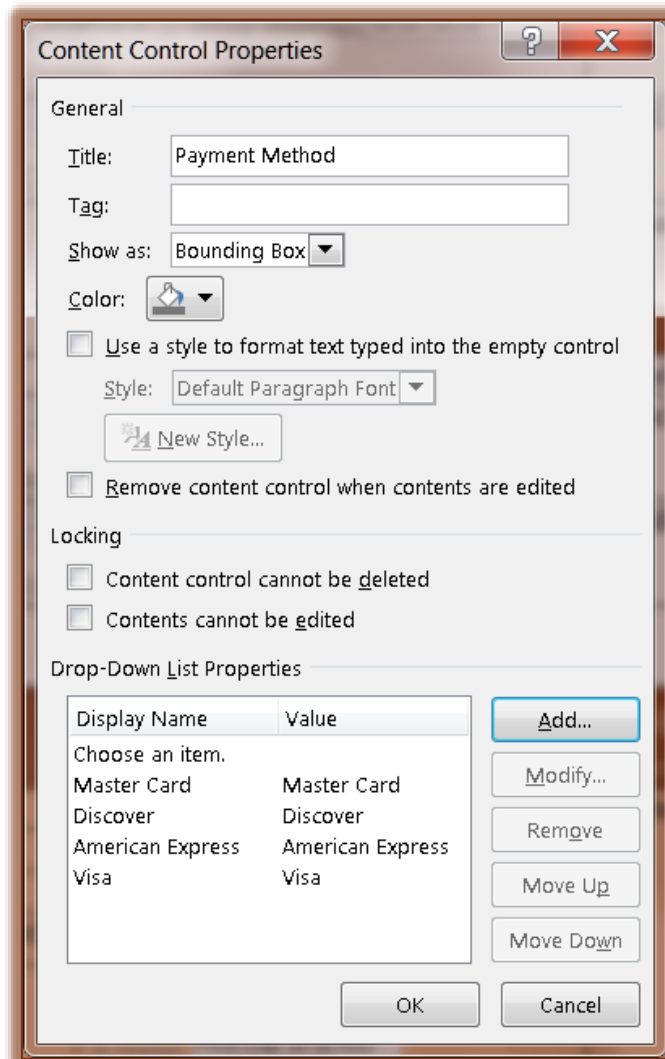
To work with these controls, you will use the **Registration Form** document.

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.

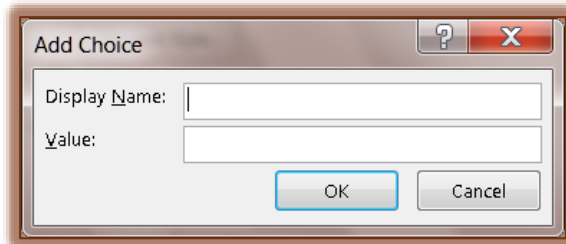
- ✦ Click in cell **C15**, the one to the right of the **Method of Payment** cell.
- ✦ Click the **Developer Tab**, if necessary.
- ✦ Click the **Design Mode** button in the **Controls Group** to activate it (see illustration below).
- ✦ In the **Controls Group**, click the **Drop-Down List** button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



- ✦ 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**.