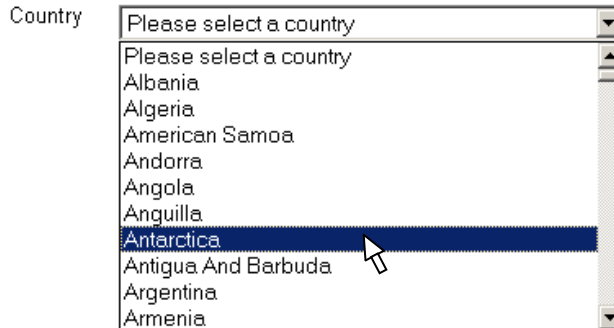
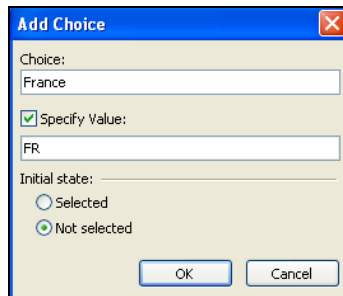


Drop-down boxes (or menus) are used to select from a long list of possible answers. If you only have a small set of possible answers, then a set of option buttons or check boxes are recommended. You can set up a drop-down menu so that it accepts multiple choices, but this is not a common use and will not be covered here.

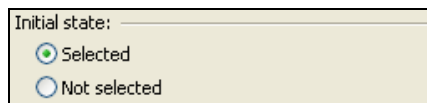


Task 1

- a. Place your cursor in the position you would like to insert a drop-down menu.
- b. Click on 'Insert' from the menu at the top of the page and select 'Form' then 'Drop-Down Box'.
- c. Double click on the drop-down box to open the 'Drop-Down Box Properties' box.
- d. Name the drop-down menu by typing in the 'Name' box.
- e. Click on the 'Add' button to add a choice to the menu.
- f. Type the text you wish to appear in the 'Choice' box.
- g. By default, the text entered into the 'Choice' box will be collected. If you would prefer to collect a shortened version (such as a 2 letter code) then click on the 'Specify Value' check box and type the code into the box underneath. This 'value' becomes the information collected by the form.



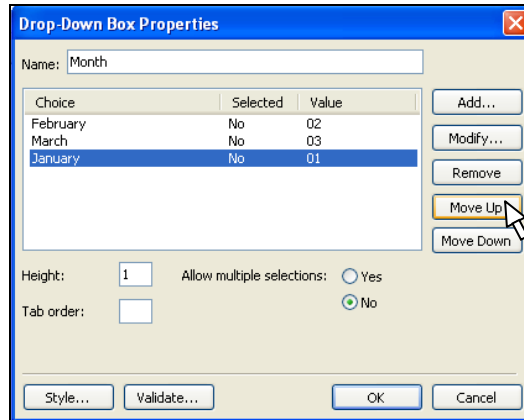
- h. One of your choices will appear in the menu window when the page is displayed. If this choice is the one that you would like displayed, then click on the 'Selected' option button. Click 'OK' to return to the 'Drop-Down Box Properties' dialog window.



- i. Repeat this process to add as many choices to the list as you would like. You can use the 'Modify' button to alter the choices at any time.

Task 2 - Changing the order of your choices

- Open in the 'Drop-Down Box Properties' window and click on the choice that you would like to move up or down the list. The choice will be highlighted in blue.
- Click on the 'Move Up' and 'Move Down' buttons until the choice is in the place that you would like it to appear.



- You can highlight a choice and remove it by clicking on the 'Remove' button. Click 'OK' to return when finished.

Validation in Drop-Down Boxes

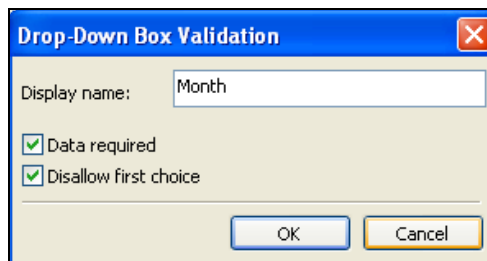
There are two validation options for drop-down boxes. They are:

- Whether a choice has to be made or not
- Whether the first choice in the list can be selected

Disallowing the first choice lets you enter a heading such as "Please select from these options" or "Please select a country". This text should not be submitted, so you disallow it as an option.

Task 3

- Double click on the drop-down box and click on the 'Validate...' button.



- To make sure that a choice has to be made, click on the 'Data Required' check box.
- To stop the first item in the list being the choice submitted, click on the 'Disallow first choice' check box.
- Type a name into the 'Display name' box. This will be used if an error message is displayed to the user because the validation tests fail.