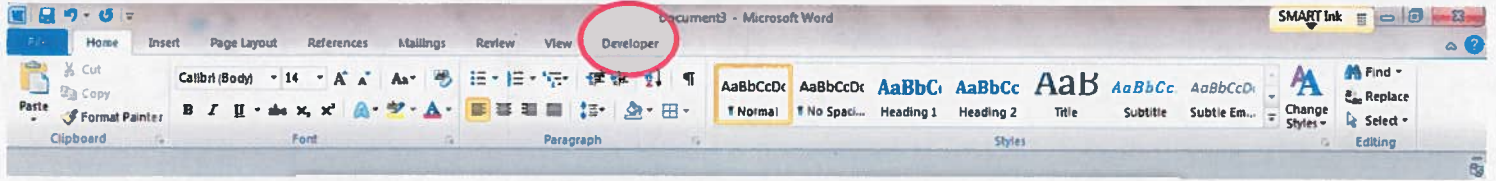
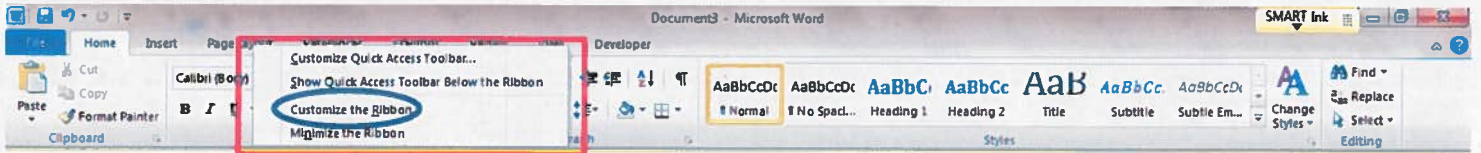


Microsoft Word Drop-Down Add-In's

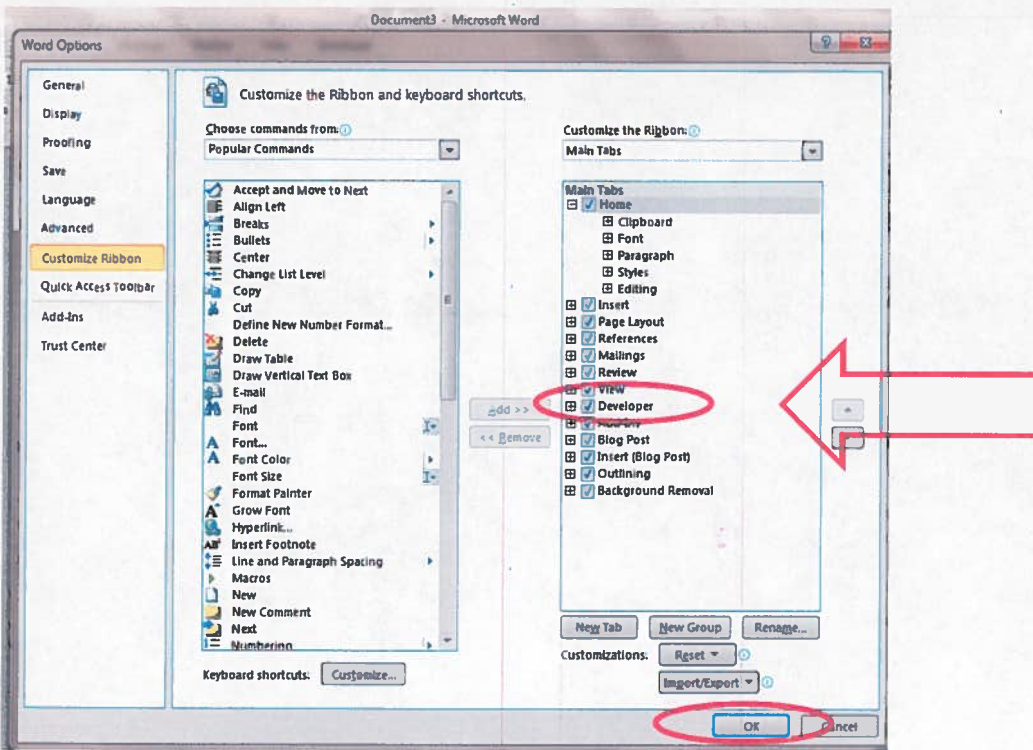
Step 1: If you do not see Developer in your list of tabs at the top, you need to add it



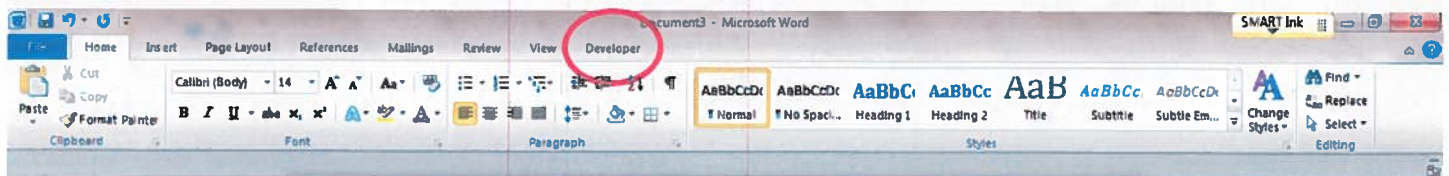
In order to add Developer as a tab option, you can right click on any tab on top; File, Home, Insert, Page layout, etc. Then Click on Customize the Ribbon



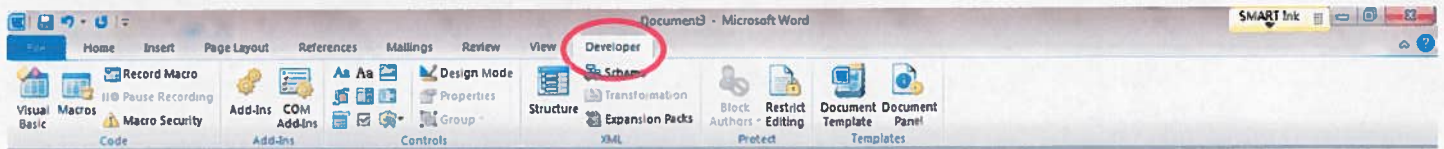
Once the customize Ribbon opens, then click on Developer, then hit OK



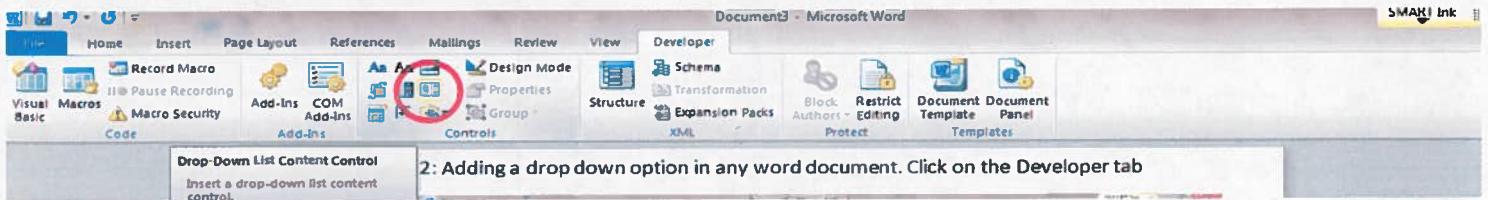
You now will have Developer Capabilities every time you open Word.



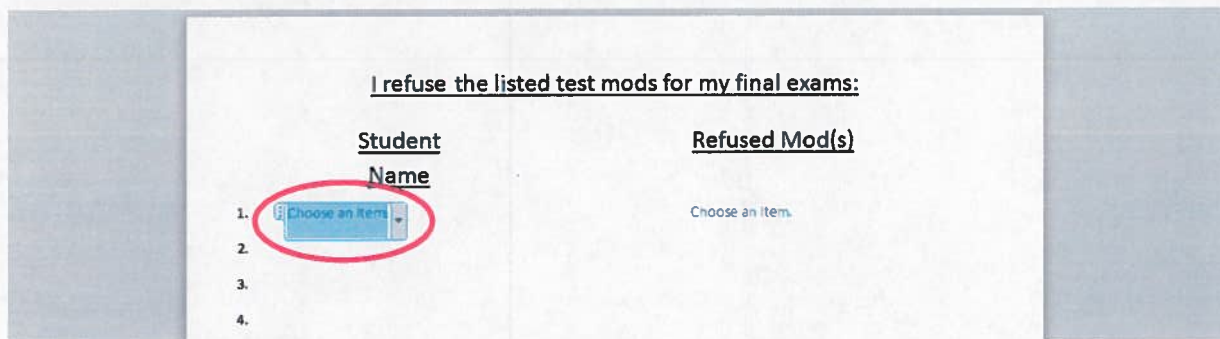
Step 2: Open or create a Word Document



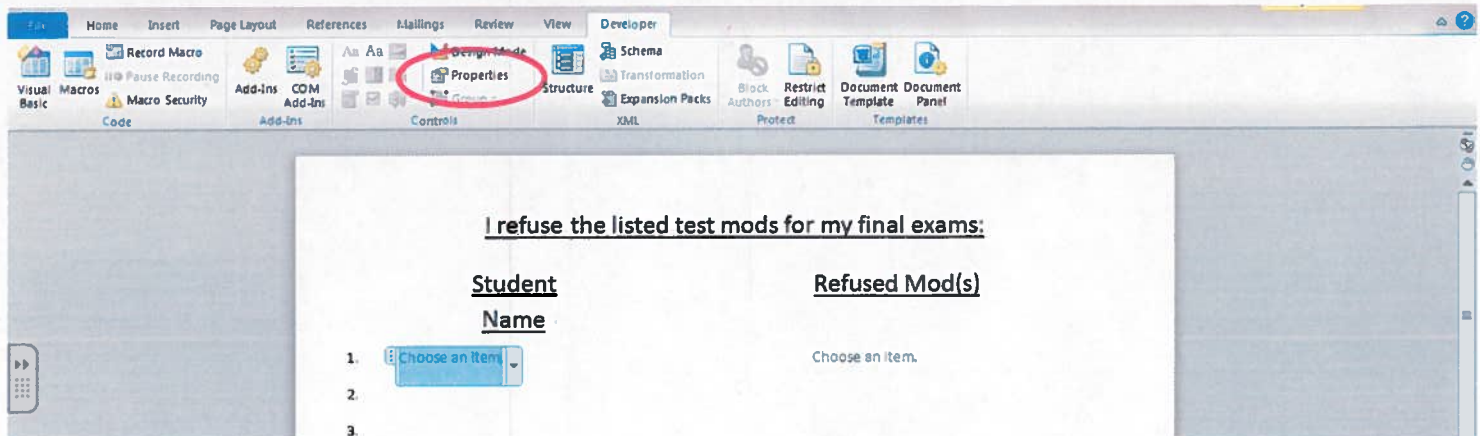
Step 3: In the document Click on the Developer tab. In the document where you want to insert a drop-down option, you put the cursor in the space where you would like it added, then from the developer tab click on the Drop-Down List Content Control button.



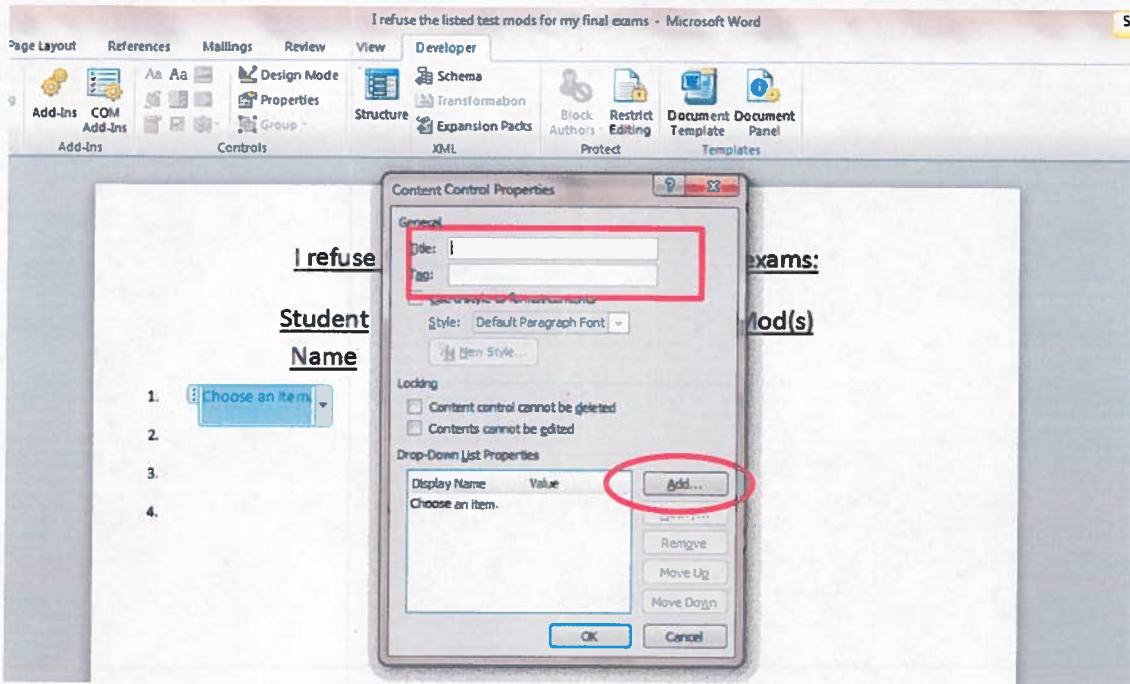
It will add a tab into the space: that says choose an item



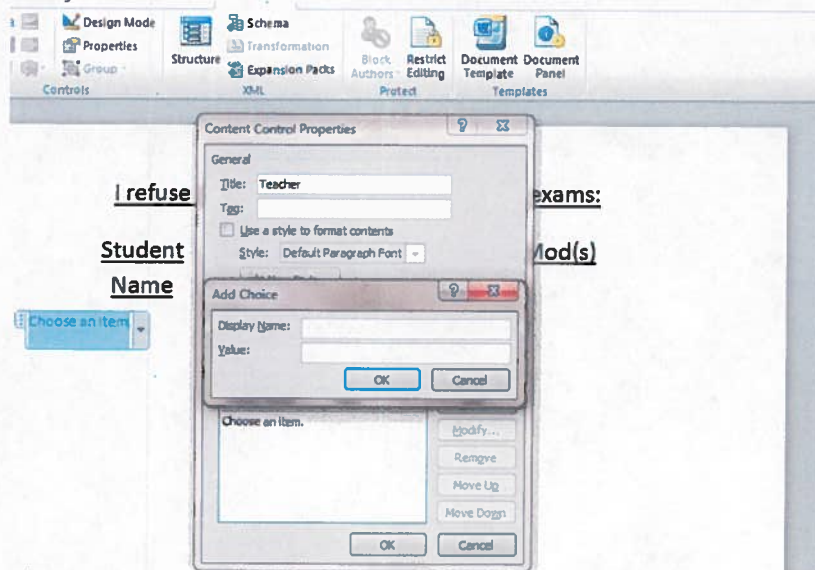
Step 4: Then the properties option will be an available option; you will be able to name the drop down tab and also add what options you will want for the drop-downs.



Step 5: Properties will allow you to be able to name the drop down tab and also add what options you will want for the drop-downs.

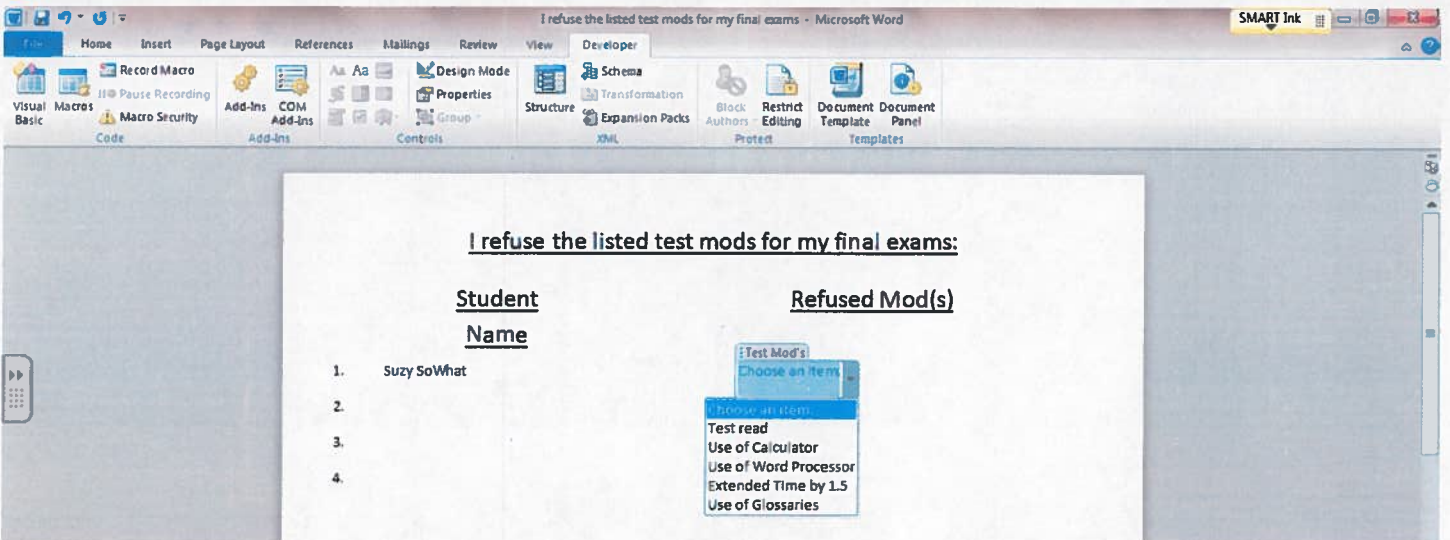
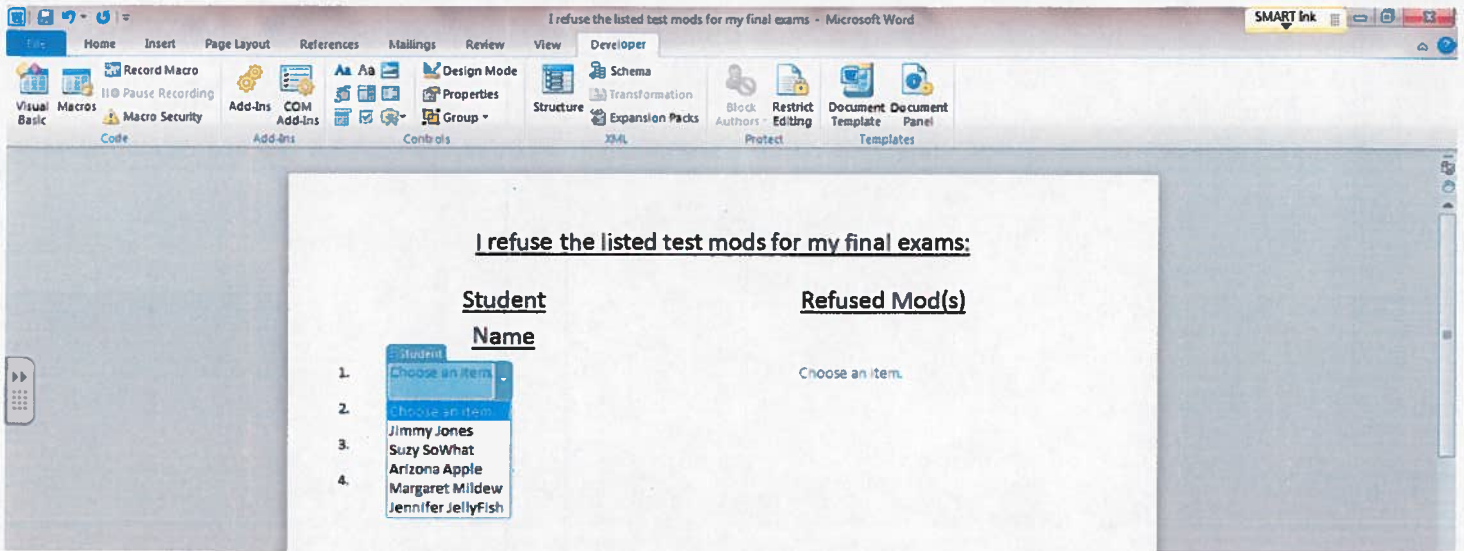


In the title, I name the Tab: Student, teacher, color...etc. It will be the same in the tag space. Then click on the add button:

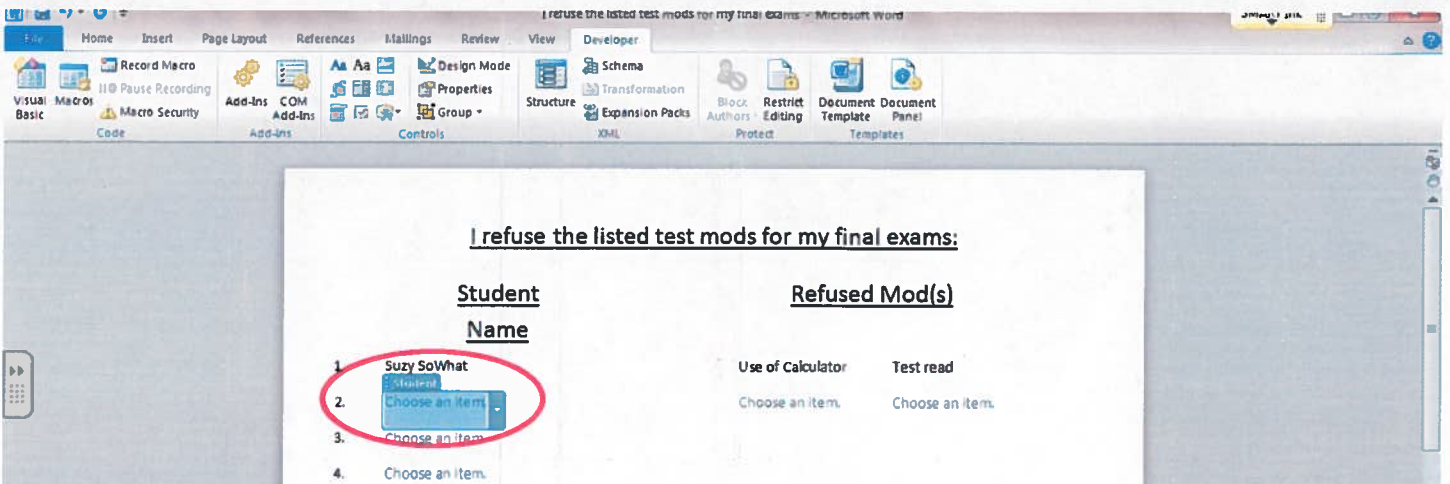


Step 6: The add button allows you to add the data that you would like to be able to choose in your drop-down. The Display Name, and the Value will be the same. After each choice, click OK, then you will have to click Add for each option you would like available in your drop-down. When you are finished adding all of your options, click OK!

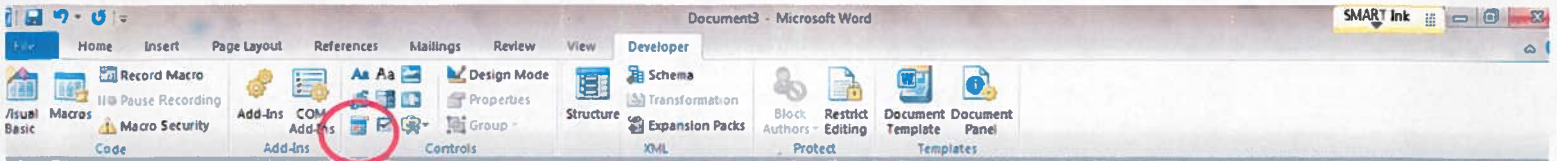
Step 7: Putting it all together



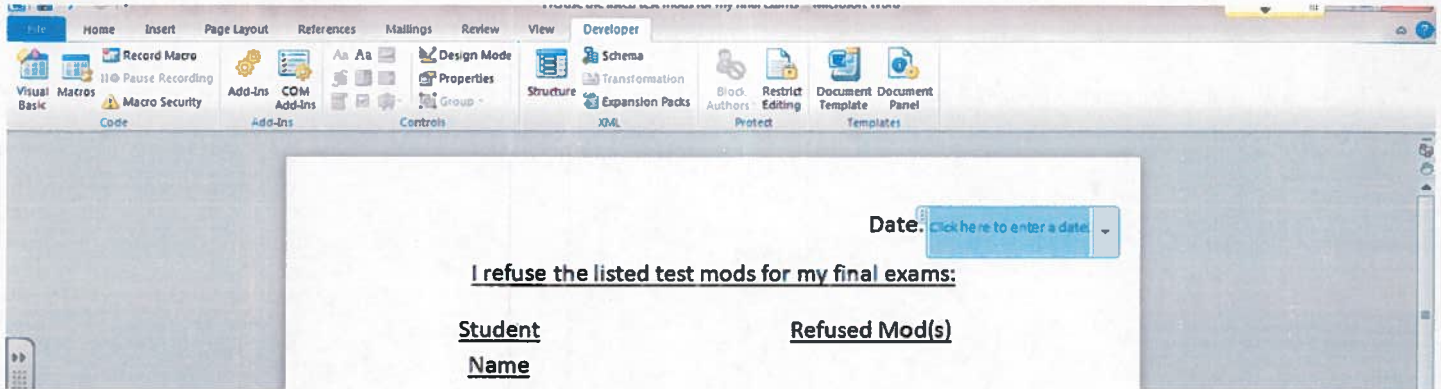
Fun Fact: you can highlight the dropdown box, then hold Ctrl + C, put your cursor where you would like the same dropdown box, hit Ctrl + V and that same drop-down will appear in that space as well so you do not have to re-type every time.



Fun Fact: You can also add a calendar drop-down into a document



Click the Calendar tab and then this will appear:



Then when you click on the, Click here to enter a date, a calendar will appear.

