Choice Lists

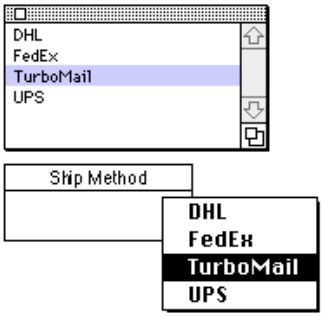
This section teaches you how to create a choice list and assign that list to one or more cells. At the end of this section, you'll know how to perform to the following tasks:

- create and edit a choice list
- specify which choice list will be used with a particular cell.

Overview

Often a cell will take on a variety of common values. For example, the shipping method on an order form might be Mail, UPS, or Federal Express. Instead of typing the shipping method each time, the Informed Filler user can select an entry from a list of common choices.

Informed Filler can present a list of choices using either of two methods: a floating palette, or a drop-down list. Both allow the Informed Filler user to pick a choice directly from the list, or type the first few characters of the desired choice.

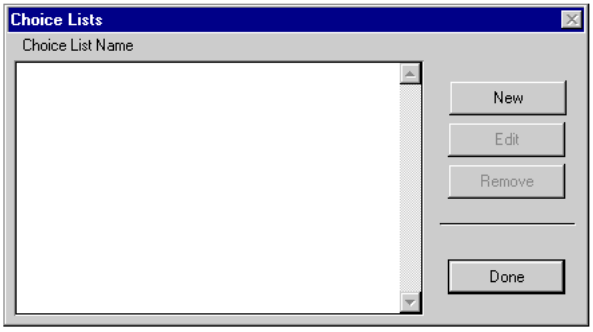


With Informed Designer, creating and using a choice list is a two step process. First, you name the choice list and specify each of the choices. Then you specify which cells the choice list is to be used with. By creating a choice list as a separate step, a single choice list can be used among several different cells. That way, when you need to change the items in a choice list, you can do so once and have the change take effect for multiple cells.

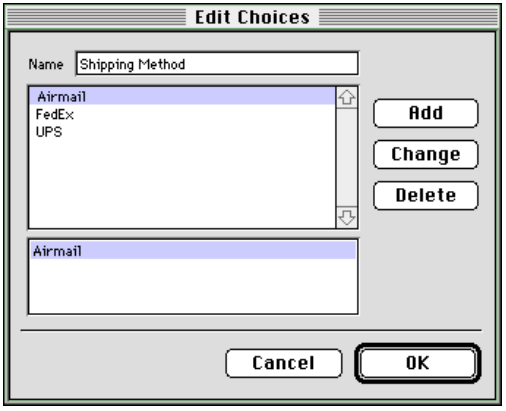
Creating a Choice List

In this exercise you'll create a new choice list to be used with cells on your template.

- Choose **Choices...** from the Configure submenu under the Form menu to display the Choice Lists dialog box.

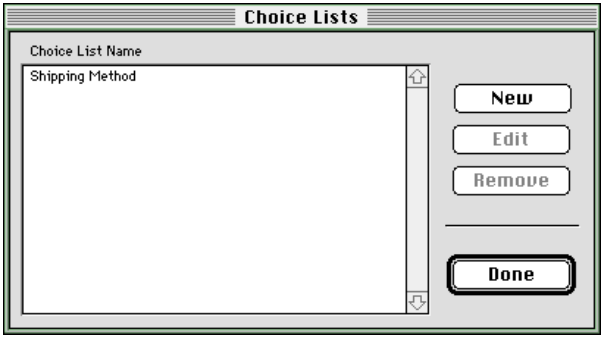


- Click 'New' on the Choice Lists dialog box to display the Edit Choices dialog box.
- Type **Shipping Method** in the 'Name' text box, then press Tab twice to move to the text box at the bottom of the dialog.
- Type the following entries, clicking the 'Add' button after each entry: **Airmail**, **FedEx**, **UPS**.



- Click 'OK' to return to the Choice Lists dialog box, then click 'Done.'

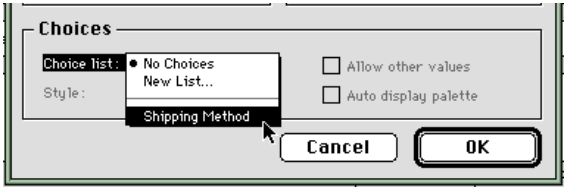
Notice that when you return to the Choice Lists dialog box, the name of your new choice list is displayed in the scrolling list.



Configuring Choices for a Cell

Once the choice lists are created, you can specify which cells those choice lists are to be used with. In this exercise, you'll configure the choices for the **Ship Via** cell on your template.

- Select the **Ship Via** cell.
- Choose **Cell...** from the Settings menu to display the Cell Settings dialog box.
- Click the 'Choice list' drop-down list and select the 'Shipping Method' choice list.



- Select 'Pop-up List' from the 'Style' drop-down list, then click 'OK.'

Now the Informed Filler user will be able to enter a value in the **Ship Via** cell by making a selection from the choices available.

This is the end of the section.