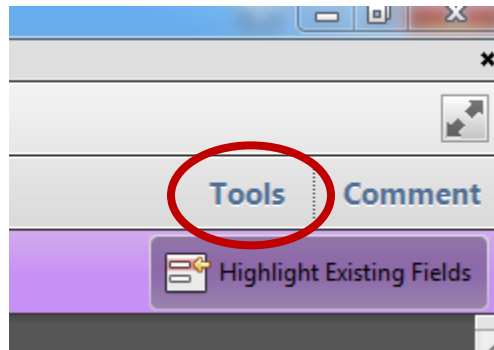
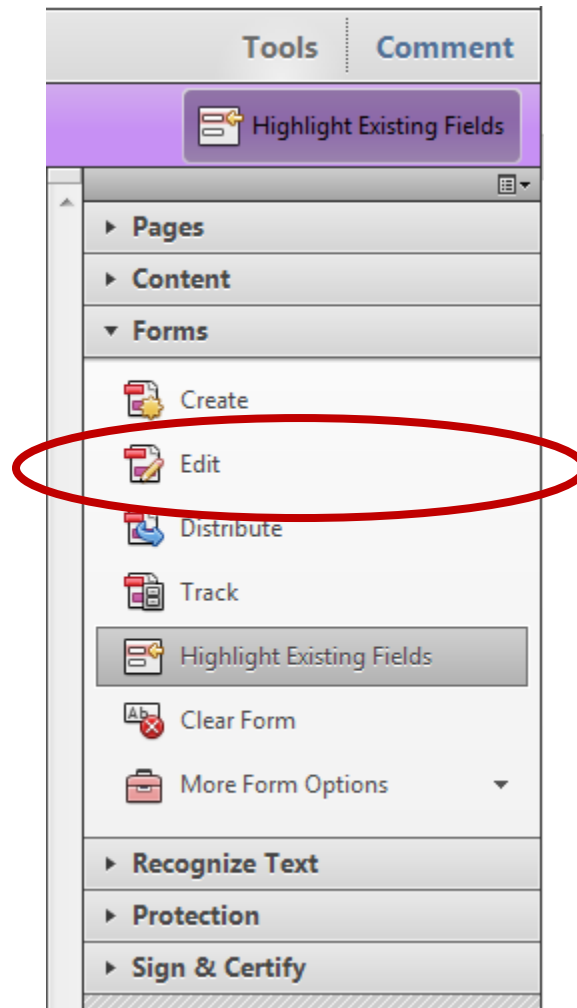


To change the selections in the dropdown boxes on the fillable form:

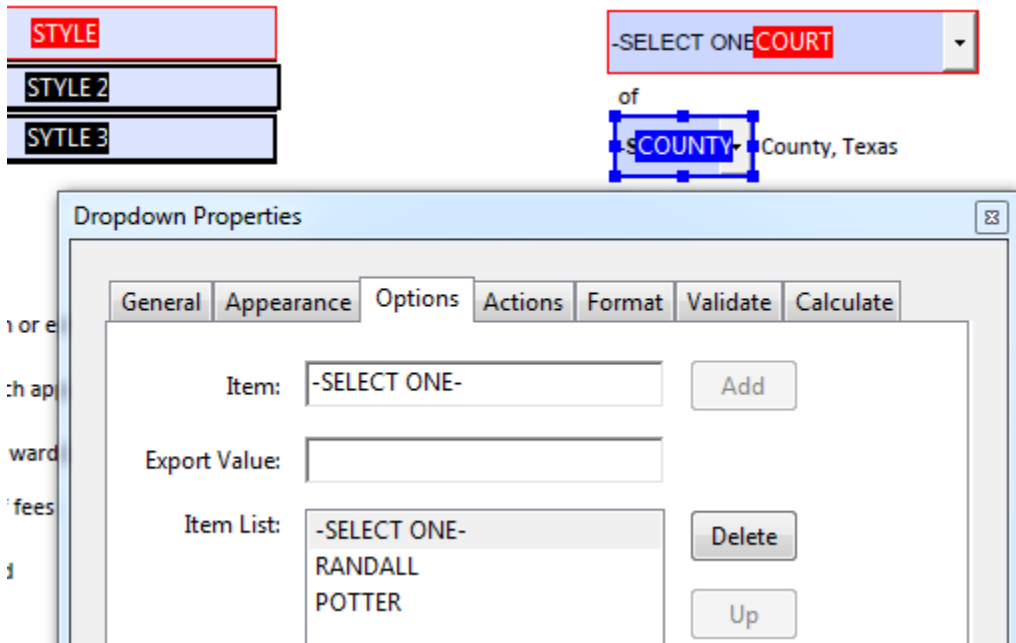
1. Go to **Tools**.



2. Select **Forms** and **Edit**.

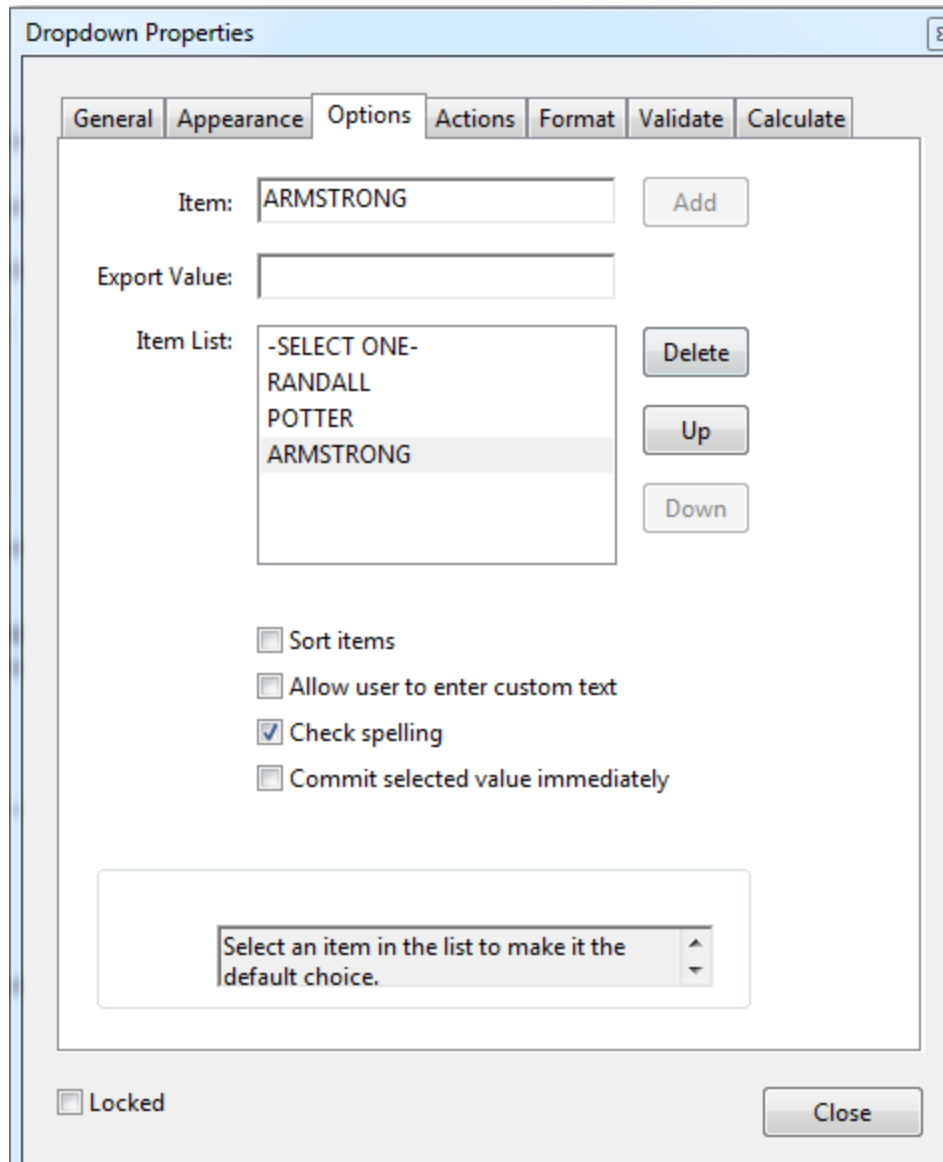


3. Double click on the box you wish to edit. Select the **Options** tab.



4. Change the selections to meet your needs. Delete the text in the **Item** field, type in your new text, then select **Add**. Select an item you do not wish to keep from the **Item List** and select Delete. When finished, select **Close**.

The image shows a 'Dropdown Properties' dialog box with the 'Options' tab selected. The 'Item' field contains 'ARMSTRONG' and has an 'Add' button next to it. The 'Export Value' field is empty. The 'Item List' contains '-SELECT ONE-', 'RANDALL', and 'POTTER', with 'Delete', 'Up', and 'Down' buttons to its right. There are four checkboxes: 'Sort items' (unchecked), 'Allow user to enter custom text' (unchecked), 'Check spelling' (checked), and 'Commit selected value immediately' (unchecked). At the bottom, there is a 'Locked' checkbox (unchecked) and a 'Close' button. A preview box at the bottom shows a dropdown menu with the text 'Select an item in the list to make it the default choice.'



5. To save your changes, select **File, Save As**, and give the file a different filename.