

## Order in a Value List or Popup Menu by Cindy O'Hora

In a perfectly planned world, you would know all the choices you wanted in your database Value List or Popup menu before you made it. So you would enter them in alphabetically and achieve order nirvana. Fact is, as you work with your database, you are likely to realize that you want to modify things.

It is not necessary to recreate the list. Nor do you have to live with a choice out of order.

### To adjust the order of a Popup menu or Value List:

1. Go Layout ... Define Fields.
2. Highlight the Field name of the Popup menu or Value List you want to modify. Click the Options button.
3. In the Items for Control box, select the individual item by clicking on it.
4. Drag it into the correct order with the mouse. Click Ok.
5. Repeat the process to achieve perfect order.
6. Click Done. Be sure to Save!

### Quick entry tip

Did you know that when you are entering data in a Popup menu or Value List you can simply type the first letter of the word and it will highlight the item automatically? It does not matter what order the items are in. Neat or chaotic it will jump to that selection. If you have technology and teachers resources as items in the list you need to type tec vrs tea but the same principle applies.

"The possibility that we may fail should not deter us from supporting a cause that we believe to be just." ~Lincoln

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