

**WCS Bookkeepers’ Blogs**

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# Current Forum questions/Topics:

**Creating drop down boxes in Word documents**

# Solutions:

I discovered an interesting little function to make life a little easier for us. I have figured out how to insert drop down boxes into word documents that will allow you to choose names, titles and contact information into the document without having to type the information every time you want to use it. This is extremely helpful when using documents such as fax cover sheets~ many of you may already know how to do this. I hope this is helpful and will save you some time.

Instead of typing long instructions I have included a help link which you can copy/paste to your favorites and reuse as needed. The link is:

<http://www.ehow.com/how_5042385_create-drop-down-box-word.html>

**Merry Christmas everyone!!**



## **Additional Comments**: