

# How to Edit Drop-Down Options in Interpretation Reports

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This article will show you how to edit the content options for your interpretation reports. Some fields are locked and you cannot edit them directly, you must go through Microsoft Word's Developer tool to edit the content's properties.

## Before You Begin:

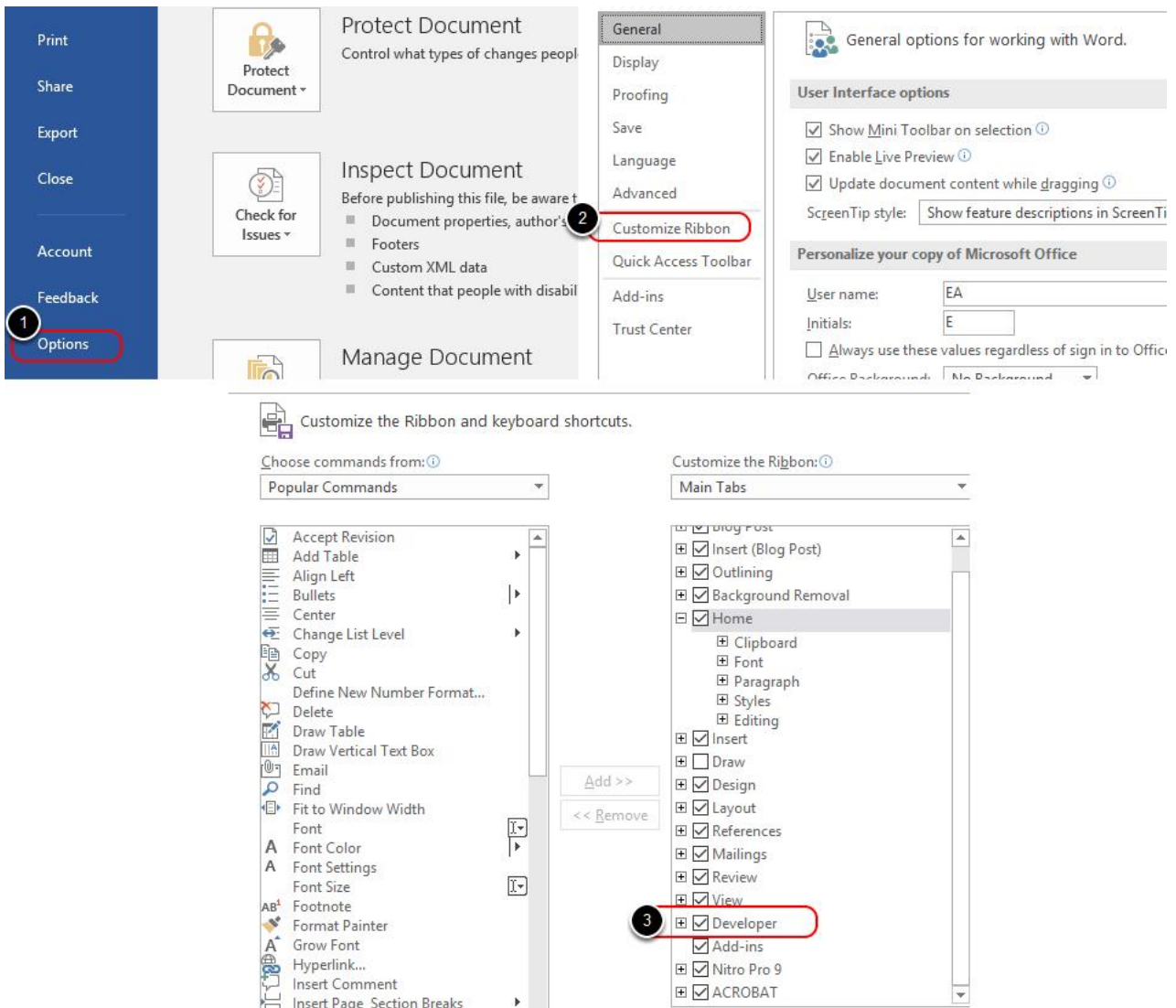
- Have your report open and ready to edit
- You can edit a report you created or the template itself

## Editing a Created Report vs. the Template

If you only have one small change you would like to make for a specific person it is best to just edit the report you created.

If you would like to add drop down options across all of your reports, you should edit the Template file located in C:/WinScang8/Template

### 1. Turn on Developer Mode



You need access to Microsoft Word's **Developer** tools

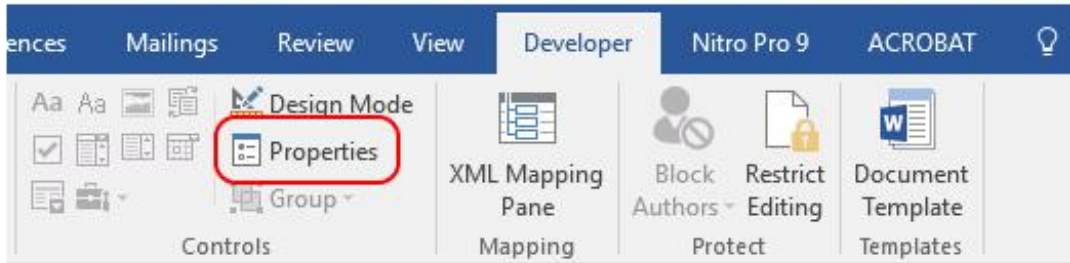
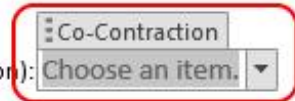
If you do not see the **Developer** tab:

1. Go to File > Options
2. Select **Customize Ribbon**
3. Check mark **Developer** in the right column
4. Click OK

## 2. Content Properties

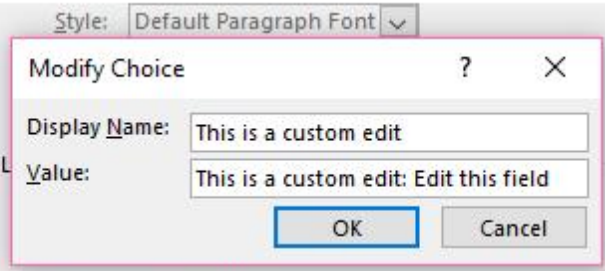
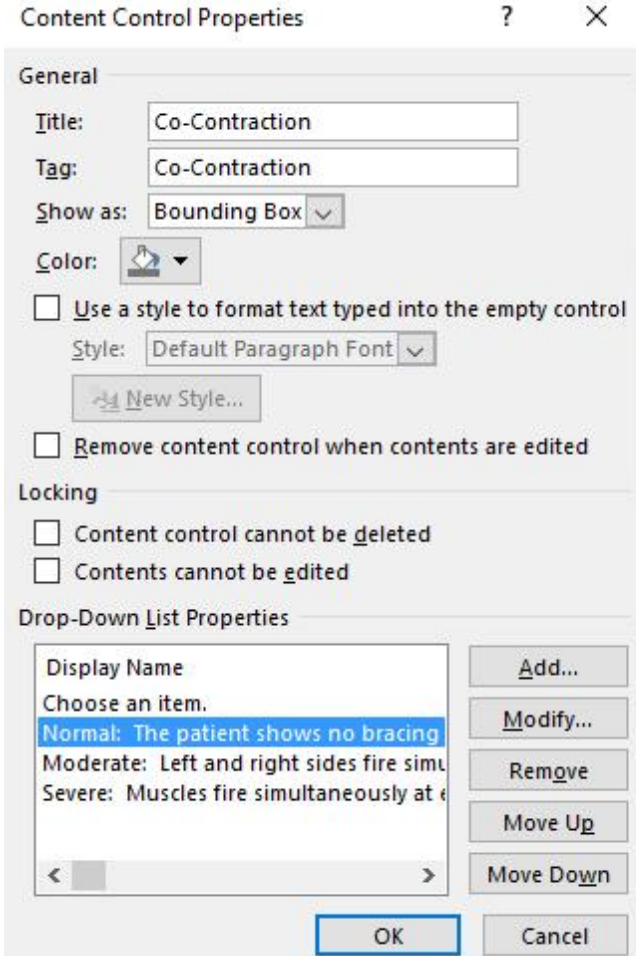
### Cervical Left Lateral Flexion

1. Level of Activity of Opposite Side (Muscle Guarding / Co-Contraction):
2. Consistency across Trials: Choose an item.
3. Fibrillation of muscles in motion: Choose an item.
4. Range of Motion in Degrees. AMA: 30° Patient: 26°
5. Quality of motion: Choose an item.



- Select the content field you wish to edit
- Open the Developer Tab
- Select Properties

## 3. Edit Drop-Down List Properties



Content Control Properties

General

Title: Co-Contraction

Tag: Co-Contraction

Show as: Bounding Box

Color: [Color Picker]

Use a style to format text typed into the empty control

Style: Default Paragraph Font

Remove content control when contents are edited

Locking

Content control cannot be deleted

Contents cannot be edited

Drop-Down List Properties

Display Name

Choose an item.

Normal: The patient shows no bracing

Moderate: Left and right sides fire simultaneously

Severe: Muscles fire simultaneously at the

Buttons: Add..., Modify..., Remove, Move Up, Move Down, OK, Cancel

Modify Choice

Style: Default Paragraph Font

Display Name: This is a custom edit

Value: This is a custom edit: Edit this field

Buttons: OK, Cancel

- Choose the option you would like to edit.
- Click on Modify

- Editing the **Display Name** will change the **Value** name, but not the other way around.
- **Make sure you edit the Value field**
- Click **OK** after making your changes and **OK** out of the properties window.

Repeat as necessary to edit different content fields.

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