How to Edit Drop-Down Options in Interpretation Reports

Last Modified on 01/15/2018 2:50 pm PST

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.
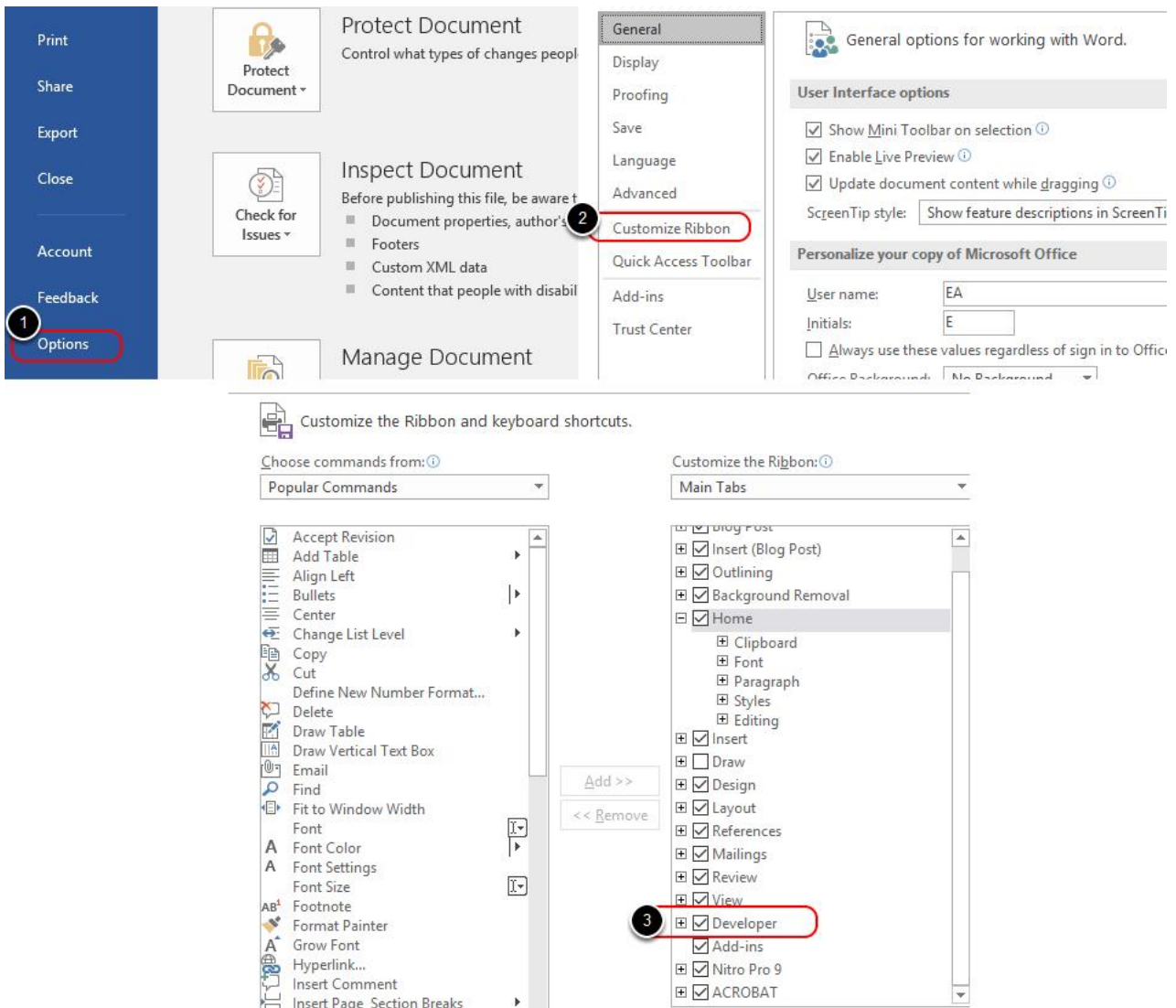
Before You Begin:

- 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:/WinScan98/Template

1. Turn on Developer Mode

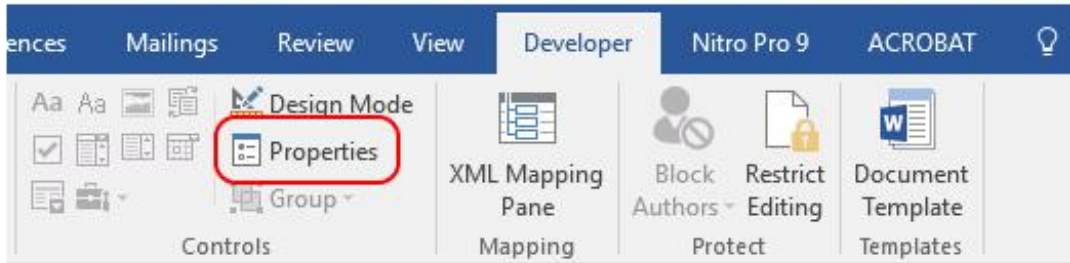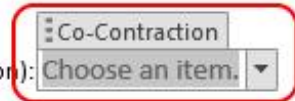You need access to Microsoft Word's **Developer** tools

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
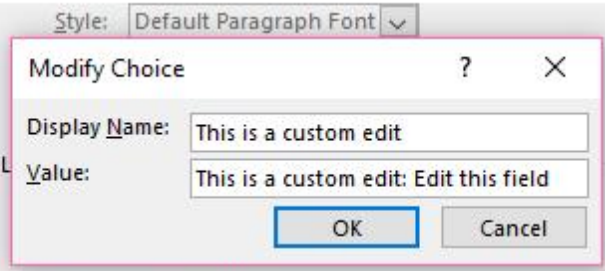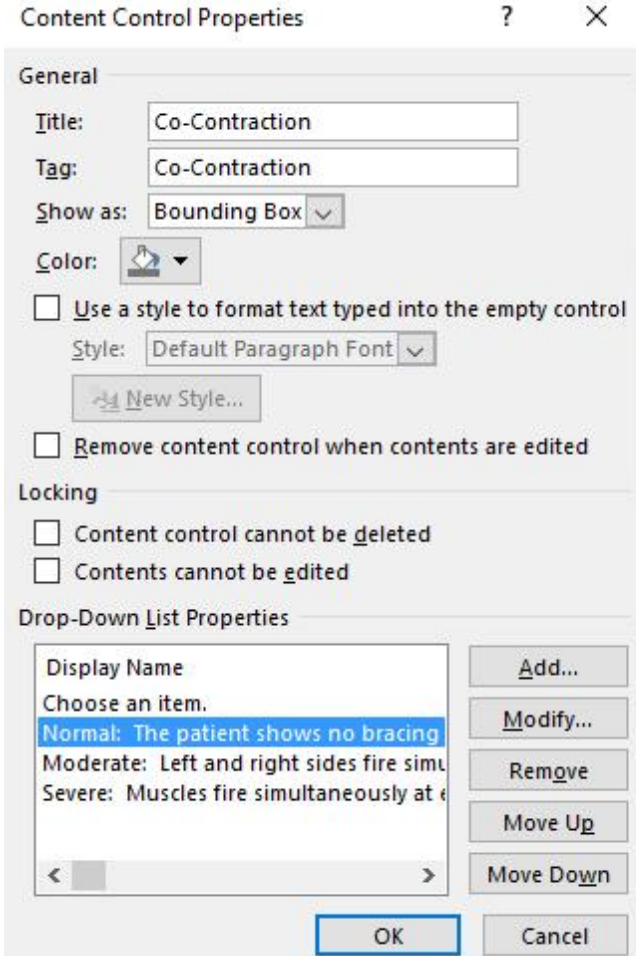4. Click **OK**

2. Content Properties

Cervical Left Lateral Flexion

1. Level of Activity of Opposite Side (Muscle Guarding / Co-Contraction): Choose an item.
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

- 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.