

# Dropdowns

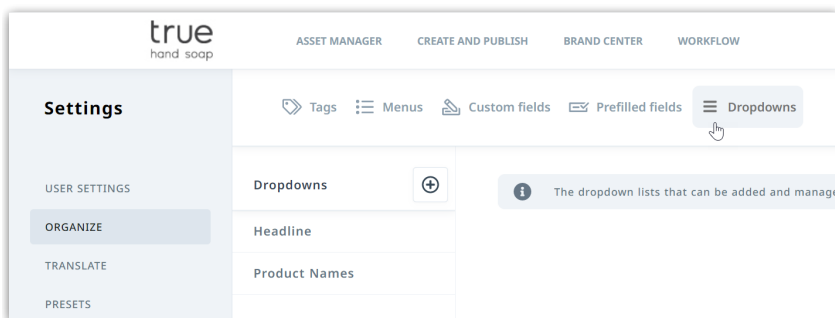
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Provide users with options to choose from in Create & Publish by creating Dropdown fields to populate pre-approved copy, taglines, and other custom text. Maximize flexibility while keeping your Publications on brand and typo free!

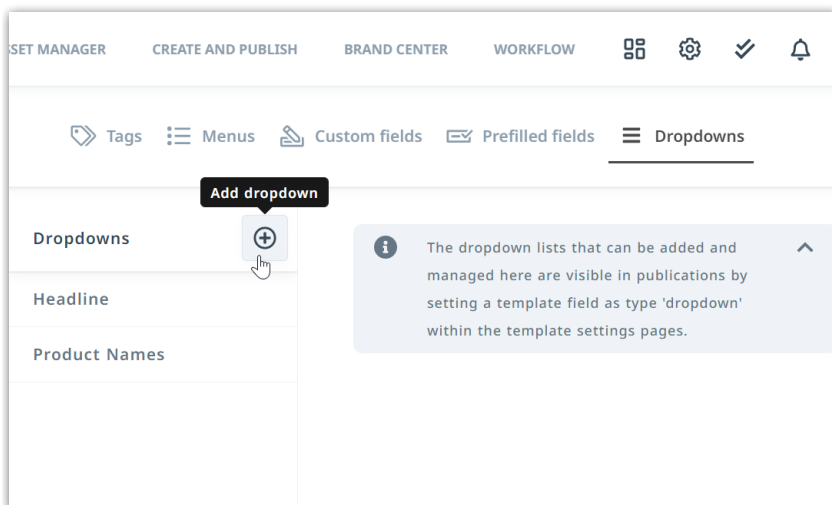
*Available to customers with Create & Publish*

## Creating Dropdown Fields

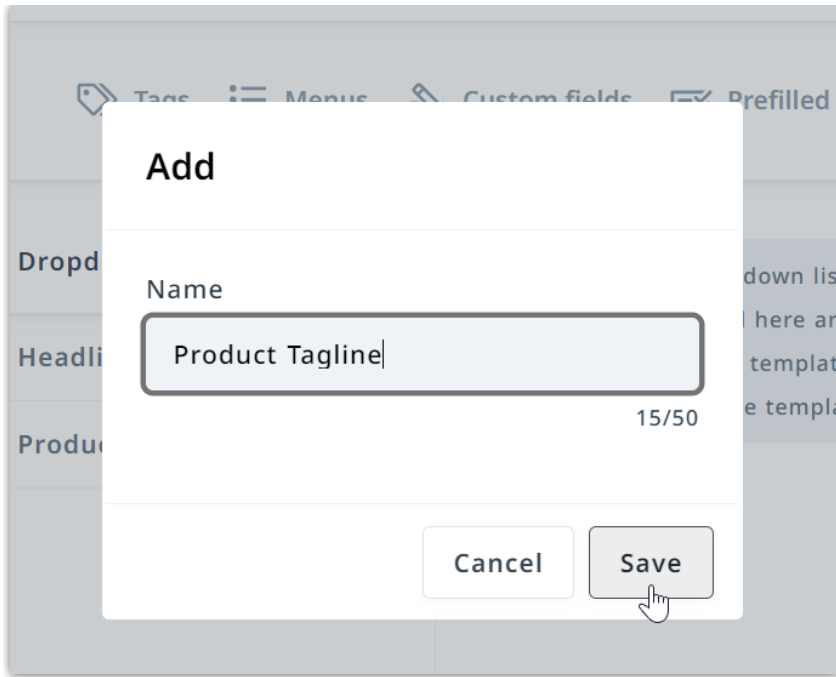
Navigate to the **ORGANIZE** section of your Settings and select **Dropdowns**



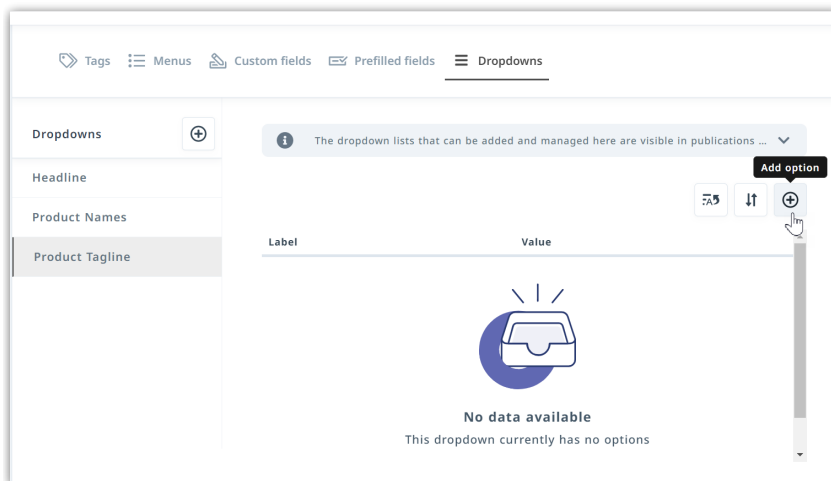
Click the plus icon to the right of Dropdowns to add a new dropdown field.



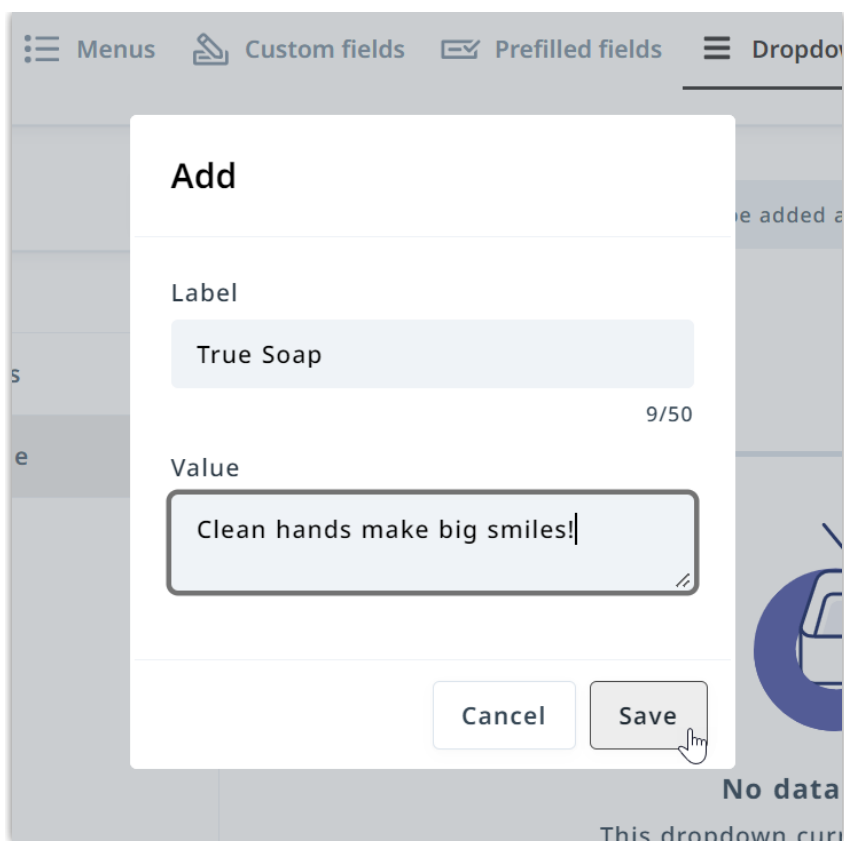
Choose a name for your field that will be easily recognizable when assigning the dropdown to a text field in templates. Click **Save** to continue.



Select your newly created dropdown from the Dropdowns list to reveal the options. Click the plus icon to the right of your screen to add an option.



Create a label for your option and add the value. Click Save when complete.



**Add**

Label

True Soap

9/50

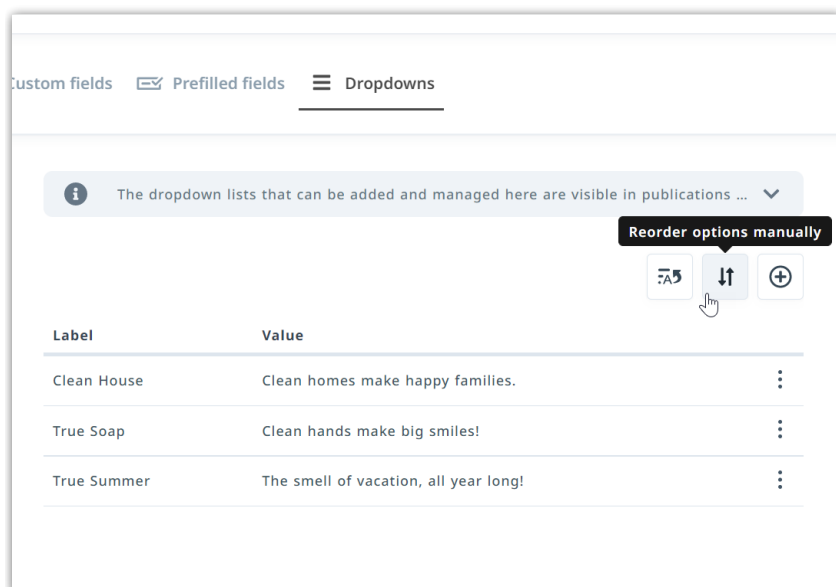
Value

Clean hands make big smiles!

Cancel Save

No data  
This dropdown cur

Click the plus icon to continue adding options. Once you've added your options you can click the alphabet icon to reorder alphabetically A-Z or the arrows icon to reorder manually.



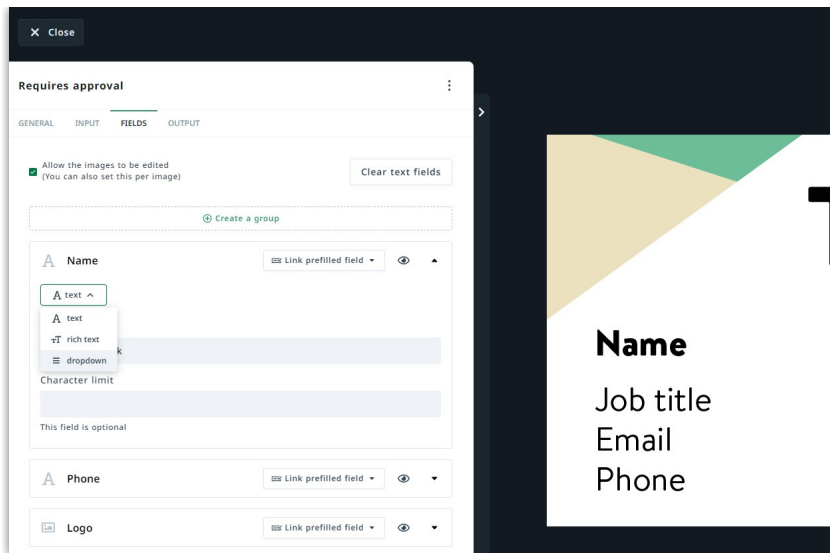
Custom fields Prefilled fields **Dropdowns**

The dropdown lists that can be added and managed here are visible in publications ...

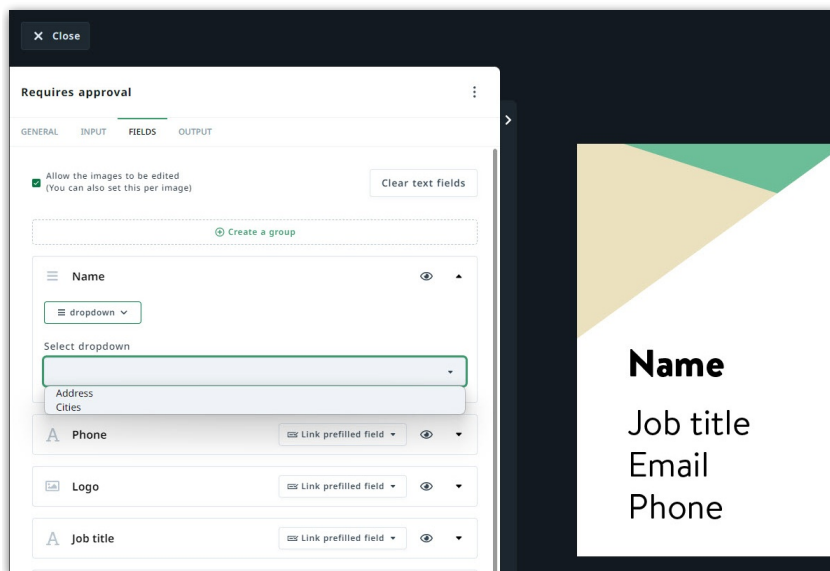
Reorder options manually

Label	Value
Clean House	Clean homes make happy families.
True Soap	Clean hands make big smiles!
True Summer	The smell of vacation, all year long!

Your dropdown field will be available in template settings as a text field. Click the text menu and select **dropdown**.



Click into the **Select dropdown** menu to select the appropriate dropdown field.



## Editing and Deleting Dropdowns

Click the actions menu to right of an option and select **Edit** to edit the label or value. Select **Delete** to delete an option. Deleting an option or dropdown will not remove the value from any publications that have already been created.

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The dropdown lists that can be added and managed here are visible in publications ...
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+

Label	Value	⋮
Clean House	Clean homes make happy families.	⋮
True Soap	Clean hands make big smiles!	⋮
True Summer	The smell of vacation, all year long!	⋮

Click the actions menu to the right of a dropdown name to edit the name or delete the entire dropdown.

Tags
Menus
Custom fields
Prefilled

**Dropdowns**
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Headline

Product Names

Product Tagline

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The dropdown l

Edit
Delete

Label
Clean House
True Soap
True Summer