

CONNECTIONS Clue

Dealing with Drop-Down Lists

Here's a slick trick! When you are on a window with a lengthy drop-down list, there is a short cut to finding what you are looking for.

Let's say you would like to select the county of Otsego from a county drop down list. You probably know that if you type an "O," in the drop down field, the list will open to the first county starting with an "O". But did you know that if you tap the "O" again you will move to the next county that starts with an "O"? Tap the "O" again until you reach the county of Otsego.