Drop-Down Lists are also referred to as **Value Lists** in FileMaker Pro. Value lists are lists of data values that are linked to a field. The purpose of a value list is to provide a list of choices in a drop-down list for the user when performing data entry.

1. File/manage/value lists



1. Click **NEW** button
2. In Value List Name, type: **title**



1. In Use custom values box, type the list of titles (pressing Enter key after each one).
2. Click OK twice.



1. Repeat steps 1-4 for the suffix drop-down list:
	* Value List Name, type: **suffix**
	* In Use custom values box, type the following, pressing enter after each one:
		+ - Jr. Sr. II, III, IV



1. Return to Layout Mode.
2. Click the **name\_suffix** field.
3. Use the Inspector/Data tab.
4. Control style arrow, select Drop-down list.



1. Select “Suffix” in “Values from“ drop down arrow.
2. Select checkmarks for:
	* Include arrow to show and hide list
	* Allow editing of value list
3. Do the same for the **title** field.
	* Click the **title** field
	* Use the Inspector/Data tab
	* Control style arrow, select Drop-down list.
4. Select “Title” in “Values from“ drop down arrow.
5. Select checkmarks for:
	* Include arrow to show and hide list
	* Allow editing of value list
6. Change to Browse Mode.
7. Click Save (when prompted).
8. Click **title** and **suffix** - Notice the drop-down list is populated with the values you typed.