**TIPS FOR TWEAKING DROP DOWN MENUS IN THE NTT & COMET QUESTIONNAIRES**

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In order to ensure that the drop-down options in the NTT-COMET Questionnaire (Excel) reflect the crops, cover crops, fertilizers, tillage, etc. options in your county, you must check them in the online NTT and COMET Tools and then modify the lists accordingly in the Questionnaire using these instructions.

**COMPARE THE NTT AND COMET DROP-DOWN LISTS TO THOSE ONLINE:**

1. Review the “COMET drop down” and “NTT drop down” tabs in the NTT-COMET Cash Crops Questionnaire
2. Go online to the NTT and COMET Tools and establish a username and password on both sites.
3. Using a real or fictional farm field in your county, establish an “area of interest” (AOI) by using your mouse to outline the field. Continue entering as much required information as possible about your real or fictional field in order to move forward through each Tools’ webpages to view the drop-down lists for the following items:
4. **NTT drop down items:**
	1. Cash crops
	2. Tillage type
	3. Tillage implement types
	4. Planting method
	5. Cover crop
	6. Fertilizer type
	7. Manure type
	8. Irrigation type
5. **COMET drop down items:**
	1. Cash crops
	2. Tillage classes
	3. Fertilizer types
	4. Fertilizer application method
	5. Manure types
	6. EEP type
	7. Cover crops
	8. Liming material
	9. Burning
6. Note that neither Tool allows you to copy and paste the drop down list into Word or Excel; thus if you notice the drop down list is different from the list in the excel-based Questionnaire, you must modify the list yourself on the “COMET drop down” and “NTT drop down” tabs of the questionnaire by typing a new list (i.e., rather than copying and pasting).
7. Then, if the list length is different than what is already in the Questionnaire, you must edit the dropdown formula accordingly (see below).

**TO CREATE OR EDIT A DROP DOWN FORMULA:**

1. Click on the cell where you want the dropdown to appear
2. Click on the “Data” button in the ribbon at top of window
3. In the “Data Tools” portion, click on “Data Validation”
4. A window will open, select the following:
	1. **Allow**: “List”
	2. **Data**:  Should be greyed out
	3. **Source**:  Enter location and range of values (found on the “COMET drop down” or “NTT drop down” tabs) that you want to appear in the dropdown list.
		1. Adjust the range of values if different for your county than those in the Questionnaire.
		2. Also adjust this location and range if you re-arrange the location of the drop-down lists.