

How to Add a New Field

Adding a Field changes the database. In return, this allows an added field to be defined for all records in the database. Fields can be left blank if desired. Users might wish to create a specific field, and complete it only for certain types of records.

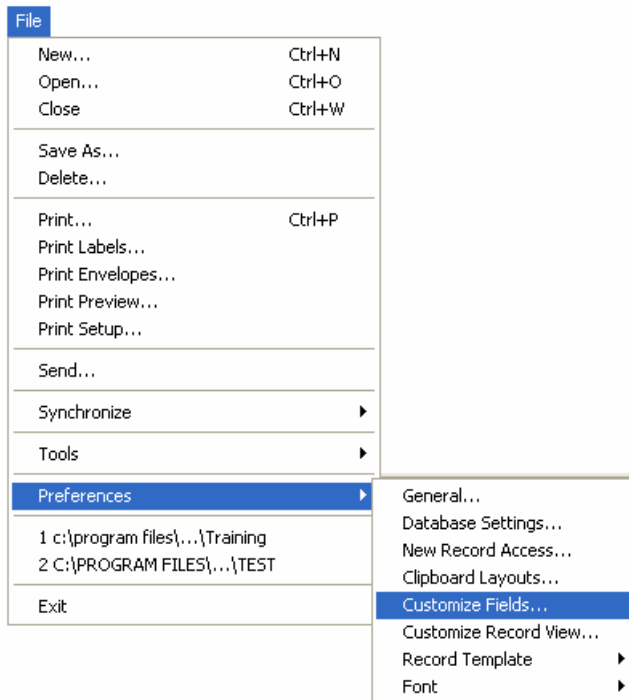
After a new Field is entered, display the field for each contact and enter the desired values. You can select a value from a pre-defined Choice List.



If a Choice List is assigned to a value you will see a drop-down arrow in the far right-hand side of the field display.

See the Helpful Hint on ***Creating and Using a Field Choice List*** for more information on Choice Lists.

Add a New Field



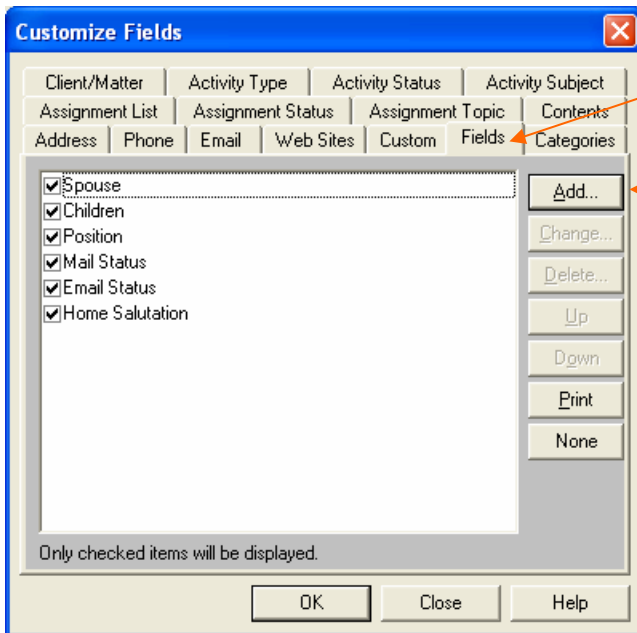
To do so, use the ***File*** menu.

Select the ***Preferences*** option.

Next select ***Customize Fields***.

This will open up a Customize Fields window where you can add and edit a variety of fields in ContactEase.

How to Add a New Field

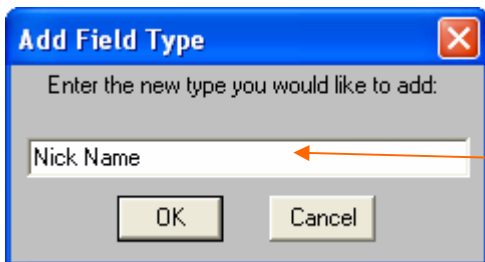


Click on the *Fields* tab. From this window you can Add, Change, Delete, or re-sort the fields in your database. Selected (checked) fields are visible in the Field screen. Unselect (uncheck) fields to prevent them from being displayed in the Field screen.

None: Clicking the *None* button will uncheck all Fields. In return, this will make all fields invisible on YOUR fields tab.

Adding a New Field

- 1) Click the *Add* button.
- 2) Type in the desired name.
- 3) Click the *OK* button



Click OK and the field is now added and will appear for each Contact in the database.

How to Add a New Field

Changing a Field Name

- 1) Highlight the field.
- 2) Click the *Change* button.
- 3) Type in the desired name.
- 4) Click the *OK* button.

Deleting a Field

- 1) Highlight the field.
- 2) Click *Delete*.

The system will prompt the question: "Are you sure you want to delete this field?"

If you select *OK*, the field is removed from the system. All values in that field system-wide will be deleted.

Repositioning a Field

Up and *Down*: Once a field is created, you can click the *Up* and *Down* buttons to sequence field on YOUR display. Simply highlight the field, then move it up or down by clicking on the appropriate option. After clicking *OK* the field will appear in a different location on your Fields tab.

END OF HINT!

