

## Set Up Individual Lists

You can customize several types of lists that apply to all individual types. These lists include:

- Address types (home, vacation, other)
- Church affiliations (Baptist, Presbyterian, Catholic)
- E-mail types (home, school, business)
- Phone types (fax, pager, mobile)
- Race (American Indian, Caucasian, Hispanic, African American)
- Relation (grandparent, brother, sister, mother, father)
- Suffix (Jr., Sr., III)
- Title (Rev., Dr., Mrs., Mr., Miss)

For general information about how you can use Define Lists to customize data entry for your organization's specific purposes, see [Customize Program Options and Lists](#).

1. On the Home screen, click **Define List**.
2. Under **Individual**, select the list type (Address Types, Church Affiliation, etc.) that you want to create.
3. Click **Add**.
4. Enter a description.
5. Click **OK**.

1. On the Home screen, click **Define List**.
2. Under **Individual**, select the list type (Address Types, Church Affiliation, etc.) that you want to edit.
3. In the list of available types, double-click the description that you want to change.
4. Enter a new description.
5. Click **OK**.

1. On the Home screen, click **Define Lists**.
2. Under **Individual**, select the list type (Relation, Suffix, Title, etc.) that you want to edit.
3. In the list of available types, click the description you want to remove.
4. Click **Delete**, and **Yes**.
5. Click **OK**.