

Manage and Print Keywords

Keywords represent data that's used many times in the program. Keywords simplify data entry and eliminate the possibility of spelling errors and inconsistent usage. They're saved in categories, and you can add or delete keyword types from each category as needed.

Adding and Deleting Keywords

On the File menu, click **Keywords**.

1. Select a keyword category.
2. The keyword list dialog box displays. Click **Insert**.
3. Enter a name for the new keyword type. To move to the next field or line, press **Tab** or **Enter** on your keyboard.
4. When you're finished, click **Save/OK > Close**.

Useful Information

 If you delete a keyword type, it's removed from any window where it's used.

Note

 All other users must exit the program before you continue.

1. Select a keyword category that you want to delete your keyword type from.
2. To remove a name from the selected list, click **Delete**. After you confirm the deletion, a new dialog box displays.
3. Select each item you want to delete, then click **Delete/OK**.
4. Click **Close**.

Combining Keywords

You can stop using a particular keyword type. With the Combine command, you can delete a keyword type and reassign another keyword type to the records using it.

Note

 All other users must exit the program before you continue.

1. Select a keyword category that contains the keywords you want to combine.
2. To transfer all occurrences of one keyword type to another, click **Combine <type>**.
3. In the left column, select the keyword type you want to change.
4. In the right column, select the keyword type you want to keep.
5. Click **Add to List of Changes Below**.
6. To process the list of changes to be made, click **Combine/OK**.
7. Click **Close**.

Printing Keyword Lists

After you set up a keyword type list within a category, you can print a copy of it for reference or to give to co-workers.

Related Topics

- [Keyword Descriptions](#)