

# Post Fund Keywords

With this quick posting, you can post fund keywords to family records. These display in the Rates/History /Keywds window.

In the Contributions navigation pane, click **Quick Posting** > **Post Fund Keywords**. Select whether you want to use [automatic updating](#) or [individual entry](#).

1. Select the automatic updating method option, and click **Next**.
2. [Select which records you want](#) to build a list of families, then click **Next**.
3. To assign different fund keywords to each family, select the first option. Or, to assign the same keyword to your entire list, select the second option, and make your selections.
4. Click **Next**.
5. Review your list. If needed, add or edit any keyword information.
6. When you're ready to post to the selected records, click **Next**.
7. To post, click **Finish**.

1. Select the individual entry method option, and click **Next**.
2. Make your fund keyword selections, select a family, and click **Add Family to List**. Repeat this for each family you want to update. When you're finished, click **Next**.
3. Review your list. If needed, add or edit any keyword information.
4. When you're ready to post to the selected records, click **Next**.
5. To post, click **Finish**.

## Related Topics

[Manage and Print Keywords](#)  
[Contribution Quick Posting](#)  
[Set Up Funds and Contributions](#)