Title Definitions

The Title Definitions window contains the different family and member title abbreviations available. This list would contain civilian and military abbreviations and their titles.

Changing Title Definitions

You can use abbreviations for name titles to save time while entering data. For example, "Mr. and Mrs." could have an abbreviation of M/M. To add, edit or remove title definitions, on the File menu, click **Setup** > **Title Definitions**.

Changing Title Definitions:									
	The titles below are used when adding new names. Modifying this list after a name has been added does not automatically change that name.								
	Abbreviation	Mailing Title	Salutation Title	Description	^				
	Rev.	Rev.	Rev.	Civilian					
	Deacon	Deacon	Deacon	Civilian					
	Sr.	Senor	Senor	Civilian					
	Sra	Senora	Senora	Civilian					
	M/M	Mr. and Mrs.	Mr. and Mrs.	Civilian					
	D/M	Dr. and Mrs.	Dr. and Mrs.	Civilian					
	M/D	Mr. and Dr.	Mr. and Dr.	Civilian					
	D/D	Dr. and Dr.	Dr. and Dr.	Civilian					
	S/S	Senor and Senora	Senor and Senora	Civilian					
	Adm	Admiral	Admiral	Navy					
	Amn	Airman	Airman	Air Force					
	A1C	Airman First Class	Airman	Air Force	~				
	Restore Default Values Print List								

If abbreviations are similar or identical, for example, Sr. for Sister and Sr. for Senior, enter both items in the Title Definitions table.

lmportant Note

Changing a title definition after it has been used does not automatically update any names already using it.

To edit a title

- 1. On the File menu, under **Setup**, click **Title Definitions**.
- 2. Click the title in the list to make changes to that title.
- 3. Use the Add, Delete and Reorder buttons to maintain title definitions.



4. Click Save/OK, then Close.

To add a new title

- 1. On the Title Definitions dialog box, click See to add a new title.
- 2. The program inserts a blank line at the end of the list on which you can add an abbreviation and titles. Make sure to enter a proper mailing and salutation titles for the abbreviation entered. For example, M/M would have a mailing and Salutation title of Mr. and Mrs.
- 3. Click Save/OK, then Close.

To delete abbreviations

If there are abbreviations you will not use, you can delete them from the list. It is important to have consistency in your data, so if you have duplicated abbreviations with different mailing and salutation titles you may want to consider having standard titles that will be used and remove any duplicated abbreviations.

For example, you may have M/M with mailing and salutation of Mr. and Mrs., another entry of M/M with titles of "Mr. & Mrs." or "Mr & Mrs".

You can remove the duplicated abbreviations so you have just the one for Mr. and Mrs.

1. On the Title Definitions dialog box, click c to remove title definitions. The **Delete Title Definitions** dialog displays.

			×						
	Mark Titles to Delete	Abbreviation	Full Title	Mailing Title	^				
		Miss	Miss	Miss	C				
		Dr.	Dr.	Dr.	C				
		Fr.	Father	Father	C				
		Msgr.	Msgr.	Msgr.	C				
		Sr.	Sister	Sister	C				
		Rev.	Rev.	Rev.	C				
		Deacon	Deacon	Deacon	C				
		Sr.	Senor	Senor	C				
		Sra	Senora	Senora	C				
		M/M	Mr. and Mrs.	Mr. and Mrs.	C				
Þ	V	M/M	Mr. & Mrs.	Mr. & Mrs.	C				
	J	M/M	M/M	M/M	C				
		D/M	Dr. and Mrs.	Dr. and Mrs.	C				
		M/D	Mr. and Dr.	Mr. and Dr.	C				
		D/D	Dr. and Dr.	Dr. and Dr.	C ~				
< >>									
	<u>M</u> ark All	Delete/	<u>)</u> K						
					el -				

2. Select the check box next to the items you want to delete.

3. Click **Delete/OK**, then **Close**.

To reorder abbreviations

To save time consider reordering abbreviations. Move more frequently used titles to the beginning of the list to quickly find the ones you use most often.

- 1. On the Title Definitions dialog box, click to reorder the list. The **Reorder Title Definitions** dialog displays.
- 2. To reorder the list numerically and then alphabetically, click **Sort**.
- 3. To move a single title to a new location, click the title then use to move up or to move down in the list. You can also click the title, then drag and drop within the list.
- 4. Click Save/Ok, then Close.

To restore Default Values

To return to the original list of abbreviations and titles installed with the program.

1. On the Title Definition dialog box, click **Restore Default Values**. This option removes changes or additions made to this list.

Important Note

Existing family or individual formats are not changed. The name formats affected by restoring the default values are marked with an * to denote that they will no longer be updated automatically.

- 2. A confirmation dialog displays, click **Yes**.
- 3. Click Close.

To print a list of titles

We suggest that you provide a copy of this list to all those entering data to use as a quick reference.

- 1. On the Title Definitions dialog box, click **Print List**.
- 2. Select the Printer, Paper Size, Source, Margin Style, and Page Style.
- 3. To preview before printing, click **Preview**.
- 4. To print, click **Print**.
- 5. Select the **Page Range**, **Copies**, or if you want to **Print to a File**, then click **OK**.

(This page was intentionally left blank.)