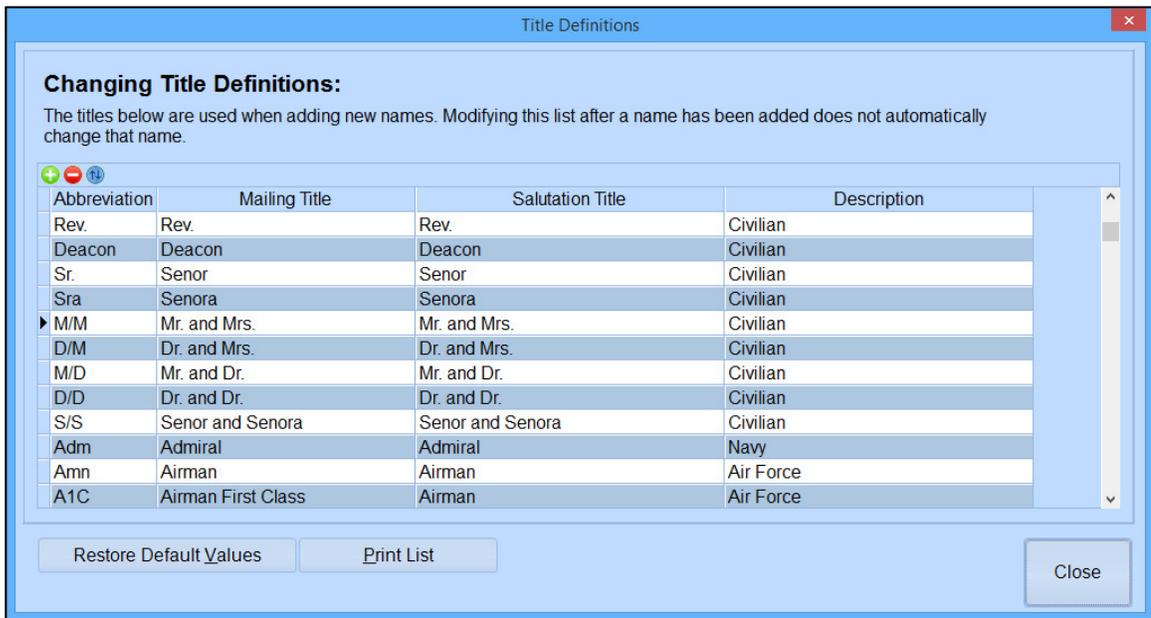


# Title Definitions

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**.



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

 **Important 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  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**.

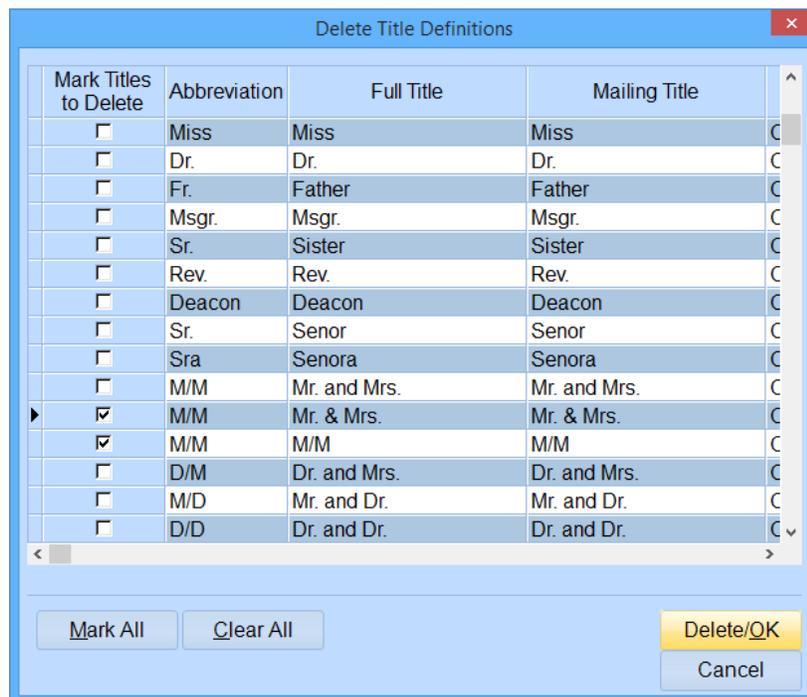
## To delete abbreviations

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  to remove title definitions. The **Delete Title Definitions** dialog displays.
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**.

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