

---

---

## Creator Field Descriptions

10/05/2017

---

---

**Caption** Image Management: Enter a caption for the image.[caption:c(75)]

**Dates & places of birth and death** Use this unlimited notes field to record the dates of birth and death as well as information about where a creator was born and died. For example:  
b. 03/15/1903 Rome, Italy  
d. 06/04/1967 Billings, MT  
[dates:memo]

**Education** This is an unlimited notes field in which you may record information about the educational background of a creator.[education:memo]

**Imagefile** Name of associated image file (must include image subdirectory, example: "001\mypic.jpg")[imagefile:c(104)]

**Name** Enter the name of the creator. This field is controlled by the Artist/Authors/Creator/Photographers authority file. To access the file press F7 or the Right Mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.

To add, edit, or delete entries in the authority file use the buttons at the top of the screen. You may also go to Setup, Authority Files. Highlight "Artist/Author/Creator/Photographer" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.

For more information about the creator click on the file folder icon to the right of the field to access the Creator Biography Screen.

[name:c(80)]

**Nationality** Enter the nationality or country of origin of the creator.[national:c(75)]

**Notes** The Notes field may be used to record any additional information. There is no limit to the number of lines or the type of information recorded in this field.[notes:memo]

**Occupation** Use this field to list occupations held by the creator in the past.[occupation:memo]

**Other names** Enter any other names by which the creator has been known, including nicknames, maiden name, married names, or aliases.[othername:memo]

**Publications** List any publications by or about the creator or publications in which images or information about the creator are published. For example; Webster's Biographical Dictionary. 1976. p.1148.[published:memo]

**Relationships** List the names of the creator's spouse, children or other important relationships in his or her life.[relations:memo]

**Residence** List places associated with the creator and/or places where the creator has lived.[residence:memo]

---

---

## Creator Field Descriptions

10/05/2017

---

**Role** Use this field to record the professional endeavor of the creator. This field is controlled by a pull down authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.

To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Authority File Name" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.

[role:c(15)]

**Titles & Honors** Enter any titles or honors bestowed upon the creator. Title is a formal appellation attached to the name of a person by virtue of office, rank, hereditary privilege, noble birth, education, or attainment or used as a mark of respect. List the title or honor and the group, institution or entity that bestowed the title or honor.[titles:memo]