
People Field Descriptions

10/05/2017

Birthplace	Enter the contact's place of birth.[birthplace:c(40)]
Born	People Biography Screen: Enter the person's date of birth, if known. Because you may not know the exact date, this is a character field in which you may enter either numbers or characters. For example: "1932 ca."[born:c(16)]
Caption	Image Management: Enter a caption for the image.[caption:c(75)]
Children	People Biography Screen: Enter the names of the subject's children and any information you may have about them such as birth and death dates.[children:memo]
Deceased	People Biography Screen: Enter the person's date of death if known. Because you may not know the exact date, this is a character field in which you may enter either numbers or characters. For example: "1932 ca."[died:c(16)]
Deceased where	Enter the place where the person died.[lastplace:c(40)]
Education	This is an unlimited notes field in which you may record information about the educational background of a person in the Biography portion of the People File.[education:memo]
Father	Record the name if the person's father, if known.[father:c(70)]
Imagefile	Name of associated image file (must include image subdirectory, example: "001\mypic.jpg")[imagefile:c(104)]
Mother	Enter the name of the person's mother.[mother:c(70)]
Name	Names of people in the People Authority File.[name:c(100)]
Nationality	Enter the nationality or country of origin of the person.[national:c(75)]
No Archives	This number reflects the number of archival records associated with a person listed in the People file.[archives:n(6)]
No Library	Number of library catalog records in which that person appears.[library:n(6)]
No Objects	This is the number of objects associated with a person.[objects:n(6)]
No Photos	This is the number of photographs associated with a particular person.[photos:n(6)]
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 person in the past.[occupation:memo]
Othertnames	Enter any other names by which the person has been known, including nicknames, maiden name, married names, or aliases.[othername:c(75)]
Places of residence	List places associated with the person and/or places where the person has lived.[residence:memo]
Published	List any publications by or about the person or publications in which images or information about the person are published. For example; Webster's Biographical Dictionary. 1976. p.1148.[published:memo]

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Relationships	List the names of the creator's spouse or other important relationships in his or her life.[relations:memo]
Role	<p>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.</p> <p>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.</p> <p>[role:c(15)]</p>
Spouse	Enter the name(s) of the person's spouse(s).[spouse:c(40)]
Titles & honors	Enter any titles or honors bestowed upon the person. 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]
Where	[where:memo]