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## People Field Descriptions

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<b>Birthplace</b>	Enter the contact's place of birth. [BIRTHPLACE : Character (40)]
<b>Born</b>	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 : Character (16)]
<b>Caption</b>	Image Management: Enter a caption for the image. [CAPTION : Character (75)]
<b>Children</b>	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]
<b>Deceased</b>	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 : Character (16)]
<b>Deceased Where</b>	Enter the place where the person died. [LASTPLACE : Character (40)]
<b>Education</b>	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]
<b>Father</b>	Record the name if the person's father, if known. [FATHER : Character (70)]
<b>First Name</b>	First name of the person. [FIRSTNAME : Character (30)]
<b>Image (picture)</b>	Image used for Report Maker Reports. [imagefile : Character (104)]
<b>Imagefile</b>	Name of associated image file (must include image subdirectory, e.g., "001\mypic.jpg") [IMAGEFILE : Character (104)]
<b>Last Name</b>	Last name of the person. [LASTNAME : Character (40)]
<b>Mother</b>	Enter the name of the person's mother. [MOTHER : Character (70)]
<b>Name</b>	Names of people in the People Authority File. [NAME : Character (100)]
<b>Nationality</b>	Enter the nationality or country of origin of the person. [NATIONAL : Character (75)]
<b>Notes</b>	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]
<b>Number of Archives</b>	This number reflects the number of archival records associated with a person listed in the People file. [ARCHIVES : Numeric (6)]
<b>Number of Library</b>	Number of library catalog records in which that person appears. [LIBRARY : Numeric (6)]
<b>Number of Objects</b>	This is the number of objects associated with a person. [OBJECTS : Numeric (6)]
<b>Number of Photos</b>	This is the number of photographs associated with a particular person. [PHOTOS : Numeric (6)]
<b>Occupation</b>	Use this field to list occupations held by the person in the past. [OCCUPATION : Memo]

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<b>Other Names</b>	Enter any other names by which the person has been known, including nicknames, maiden name, married names, or aliases. [OTHERNAME : Character (75)]
<b>People Field 01</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF1 : Character (100)]
<b>People Field 02</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF2 : Character (100)]
<b>People Field 03</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF3 : Character (100)]
<b>People Field 04</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF4 : Character (100)]
<b>People Field 05</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF5 : Character (100)]
<b>People Field 06</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF6 : Numeric (12;2)]
<b>People Field 07</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF7 : Numeric (12;2)]
<b>People Field 08</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF8 : Date]
<b>People Field 09</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF9 : Date]
<b>People Field 10</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF10 : Memo]
<b>People Field 11</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF11 : Memo]
<b>Places of Residence</b>	List places associated with the person and/or places where the person has lived. [RESIDENCE : Memo]
<b>Published</b>	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]
<b>Relationships</b>	List the names of the creator's spouse or other important relationships in his or her life. [RELATIONS : Memo]
<b>Role</b>	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

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the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.

[ROLE : Character (15)]

### **Spouse**

Enter the name(s) of the person's spouse(s). [SPOUSE : Character (80)]

### **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]

### **Web Include**

Place a check mark in this box if you want to include this person's record on your website. Exporting records to a website requires additional software. [WEBINCLUDE : Logical]

### **Where**

[WHERE : Memo]