

Creator Field Descriptions

10/05/2017

Caption	Image Management: Enter a caption for the image. [CAPTION : Character (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]
Image (picture)	Image used for Report Maker Reports. [imagefile : Character (104)]
Imagefile	Name of associated image file (must include image subdirectory, e.g., "001\mypic.jpg") [IMAGEFILE : Character (104)]
Name	This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in the Authority File. Double click on your choice to enter the creator's name in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu Setup Authority Files. [NAME : Character (80)]
Nationality	Enter the nationality or country of origin of the creator. [NATIONAL : Character (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(s), 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]
Role	Use this field to record the professional endeavor of the creator. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu Setup Authority Files. [ROLE : Character (15)]

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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]