To customize a field:
- Left-click in the field you want to customize to make the field active.
- Right-click to display the Field menu.
- Select Field Attributes from the Field menu.
- In the Field Attributes window, change the values in the Field Prompt field and the Unique Field ID field to your custom value. The prompt and ID entries should be the same. The value in the DB Column Name field will remain the same.
- When finished, click OK and the field prompt will be reset to your custom value.

![Field Attributes Window](image)

Figure 1: Field Attributes Window

To customize drop-down choices:
- Left-click in the field you would like to add drop-down choices to.
- Then right-click for a Field menu.
- Select Choice.
- To create drop-down choices in the Choice Options window, click on the Add button to launch Add Mode.
Figure 2: Choice Options Window

- Type the choice value in the Add Mode field.
- After typing in the choice value, click Save. Repeat the same process for each desired choice.
- Drop-down choice values can be changed or deleted in the Choice Options window by selecting the choice, then clicking either the Mod (modify) or Del (delete) button.
- When you have finished defining your drop-down choices, click the Close button.
- To access the choice values defined in the Choice Options window, left-click in the modified field.
- Then left-click on the pull-down arrow on the right-hand side of the field.
- Select from the choices in the drop-down list.

Defining choices in the drop-down list is an excellent way of establishing a uniform convention for entering data. Drop-down choices eliminate filter and sort problems that can arise due to slight misspellings or varying data entry conventions.