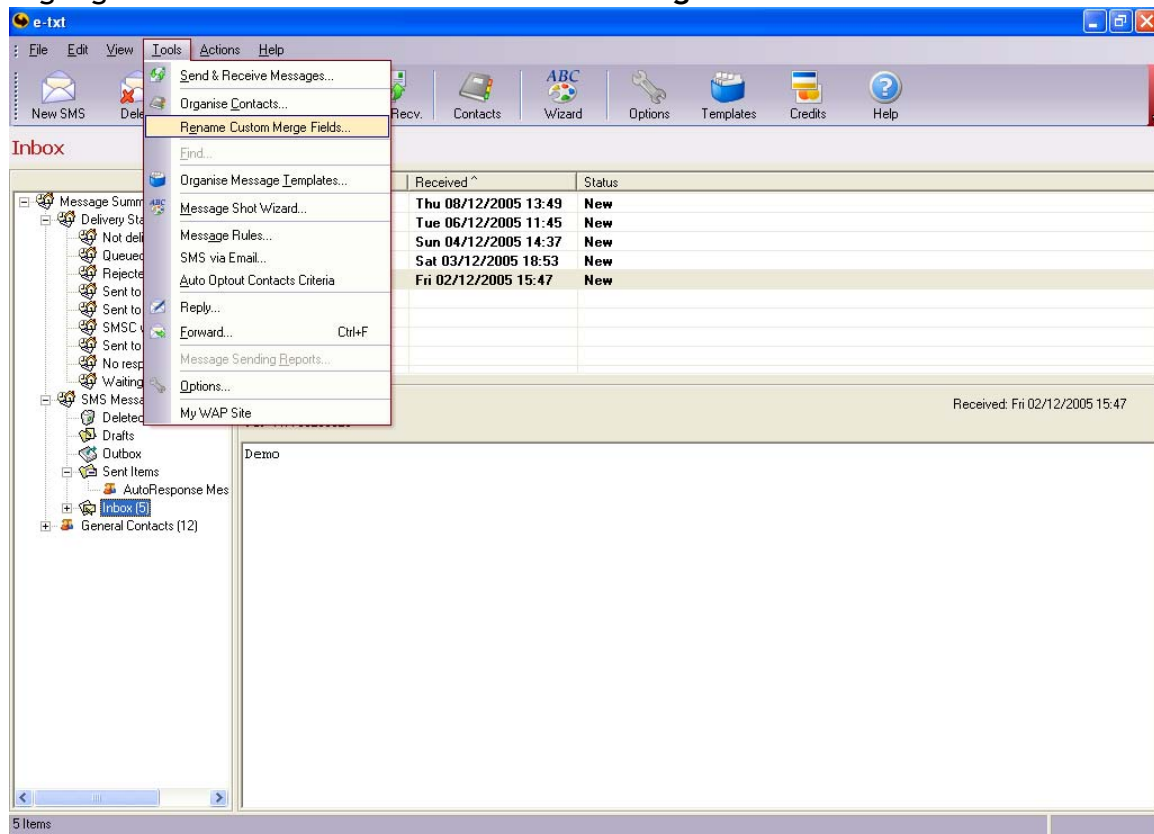


Renaming Custom Contact fields

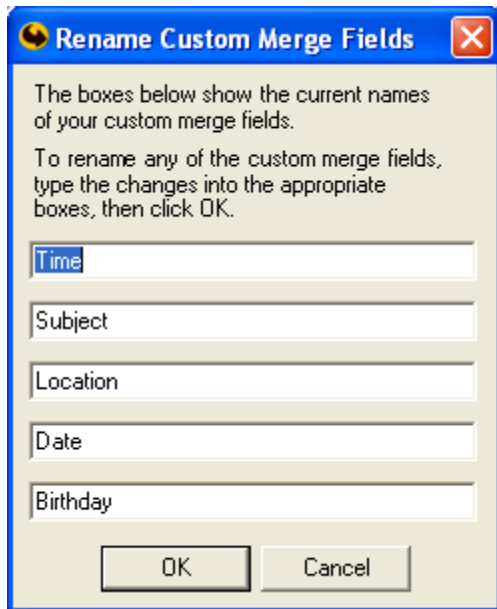
Open e-txt™ by clicking on the  icon on your desktop or selecting **Start -> Programs -> e-txt -> e-txt**.

Ensure that the **Main Tools Menu** is displayed by having a message folder selected in the **Main Navigation Tree** (If a **Contacts** folder is selected the Main Toolbar changes dynamically to the **Contacts Toolbar**).

Highlight Tools and then Rename Custom Merge Fields



You will get this Window



Rename Custom Merge Fields

The boxes below show the current names of your custom merge fields.

To rename any of the custom merge fields, type the changes into the appropriate boxes, then click OK.

Time

Subject

Location

Date

Birthday

OK Cancel

You might for example use the Custom fields to record the Birthday of your contacts if this was already in your database (as shown above).

An employment agency might use these fields to record someones qualifications, or address details.