

## How do I change the drop-down menus?

Version 4.0

Drop-down menus such as Status, Condition and Received As are used every day. Many of these drop-down menus are actually authority files that can be edited by the user. Terms can be added, edited or deleted completely using the Authority File Editor.

### To add new terms to a drop-down menu:

(Photo Status will be used for this example)

1. From the Main Menu, go to Setup | Authority Files.
2. Scroll down the right column labeled "Combo Box-Pull down options" to find "Status – Photos."
3. Double click on it.
4. Click "Add."
5. Enter the status as you want it to appear in the drop-down menu.
6. Press the Enter/Return key on your keyboard.
7. Click "Exit."

This will make the term available for use in the specified catalog, in this case Photos. If the drop-down menu is listed multiple times (once for each catalog), as with Condition, Status and Display Value, you will need to add it to all of the catalogs in which you want it to appear.

### To delete an unused term from a drop-down menu:

(Photo Status will be used again for this example)

1. From the Main Menu, go to Setup | Authority Files.
2. Scroll down the right column labeled "Combo Box-Pull down options" to find "Status – Photos."
3. Double click on it.
4. Click once on the term you wish to remove to highlight it.
5. Click "Delete."
6. Click "Yes" if you are sure you want to delete this term.
7. Click "Exit."

This will remove the term from the drop-down menu for the catalog that you selected, in this case Photos. If the drop-down menu is listed multiple times (once for each catalog), as with Condition, Status and Display Value, you will need to remove it from all of the catalogs in which you do not want it to appear.

### To edit an existing term in a drop-down menu:

(Photo Status will be used again for this example)

1. From the Main Menu, go to Setup | Authority Files.
2. Scroll down the right column labeled "Combo Box-Pull down options" to find "Status – Photos."
3. Double click on it.
4. Click "Edit."
5. Click the term you want to change, and make your changes.

6. Press the Enter/Return key on your keyboard.
7. Click the X in the upper right corner to close this window.
8. Click "Exit."

This will change the term on the drop-down menu for the catalog that you selected, in this case Photos. If the drop-down menu is listed multiple times (once for each catalog), as with Condition, Status and Display Value, you will need to change it on all of the catalogs in which it is incorrect.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email [support@museumsoftware.com](mailto:support@museumsoftware.com). Thank you for using PastPerfect!