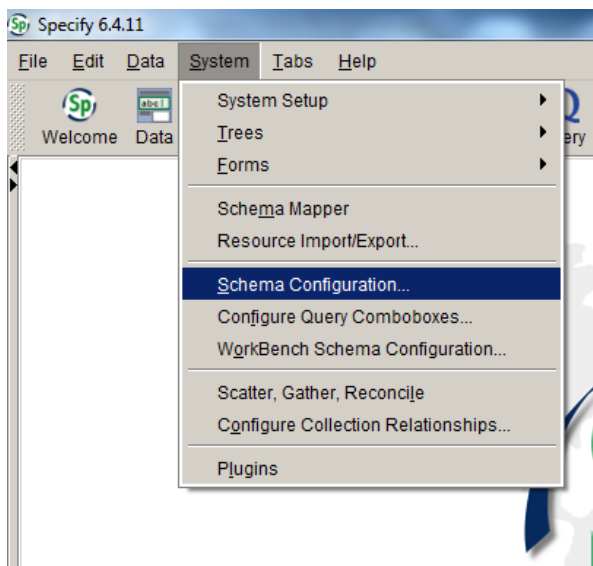


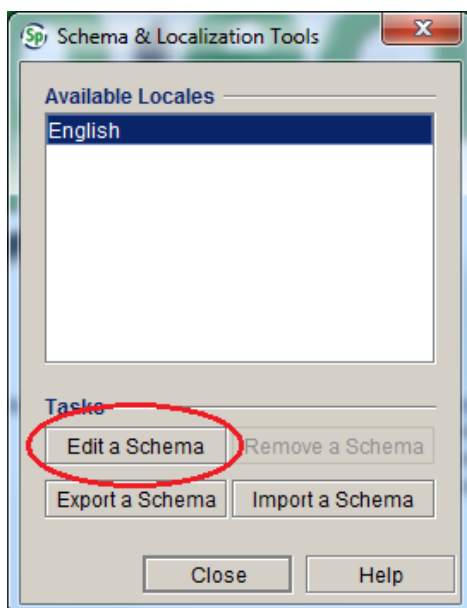
## Edit a Field Name/Caption or Description

- 1) In Specify, click the *System* tab in the menu at the top and select *Schema Configuration...* from the drop down menu.



The Schema & Localization Tools window will appear.

- 2) Select *English* in the Available Locales box and click *Edit a Schema*.



- 3) In the Tables box, click to select the table containing the field caption to be edited. The fields available for the table will appear in a box in the lower portion of the window.

**Note:** The field names in the fields list are the database names, NOT the caption names. The captions you see on your forms are in the Caption box. The names in the Fields list may not match the field name you see on your form.

Schema Configuration - English

**Tables**

- borrow
- borrowagent
- borrowmaterial
- borrowreturnmaterial
- collectingevent
- collectingeventattribute
- collectingtrip
- collection
- collectionobject
- collectionobjectattribute**
- collectionobjectcitation
- collectionrelationship
- collector
- commonname

Collection Object Attribute

Hide Table

Description: Collection Object attributes that were also available in Specify 5.

Table Format: [Dropdown]

Table Aggregation: [Dropdown]

Web Links: [Dropdown]

**Fields**

- collectionMemberId**
- collectionObjects
- createdByAgent
- modifiedByAgent
- number1
- number10
- number11
- number12
- number13
- number14
- number15

Collection Member Id

Hide Field

Description: collectionMemberId

Type: Integer  Is Required

Length: [Text Box]

Field Format: None

OK Cancel Change Locale Help

- 4) Select the Field you wish to edit from the list provided.

Schema Configuration - English

**Fields**

- number7
- number8
- number9
- remarks
- text1**
- text10
- text11
- text12
- text13
- text14
- text15

Text1

Hide Field

Description: text1

Type: String  Is Required

Length: 32767

Field Format: None

OK Cancel Change Locale Help

- 5) In the Caption field in the Fields section of the window, enter the new caption.
- 6) To change the description of the field simply enter the new text in the Description box. The description can be view on the Specify forms by double clicking the field name. These can offer helpful hints to new users.
- 7) When you are finished, click OK to save the changes.