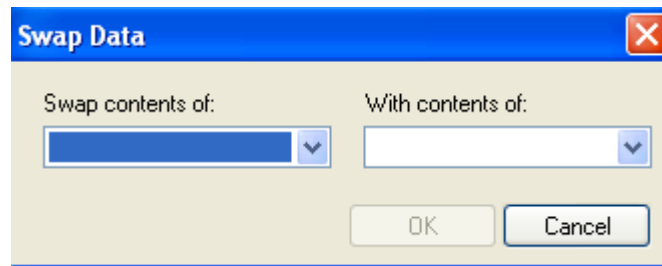


Replacing or Swapping Contents of Fields

This feature can be useful if you have imported a database from another program, and some fields have not mapped correctly. There are 3 different functions available – Replace Field, Swap Field or Copy Field.

Swap Fields

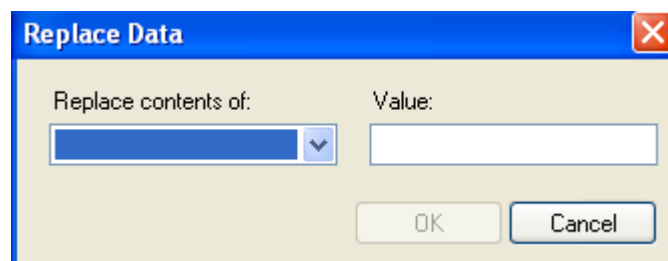
First create the look-up of all the records you wish to swap. Then go to Edit... Swap Fields, which will bring up this box:



Simply enter the two fields you wish to swap, and this will swap the contents of the two fields for all records in the look-up.

Replace Field

This function allows you to replace the contents of one field with any value you desire. It can also be found in the Edit... drop-down.



Simply choose the field you wish to replace and enter the value into the box. This can be used to delete the contents of a field for a large number of records – however make sure you definitely do not wish to keep the data as it cannot be recovered! (If in doubt create a back-up first.)

Copy Field

The copy field function is found in the same drop-down as above, and can be used to copy the contents of one field into another field. The data in the destination field will be permanently overwritten so make sure there is nothing you wish to keep before copying – if there is anything you want to keep you can use one of the functions above to move it to a new field!