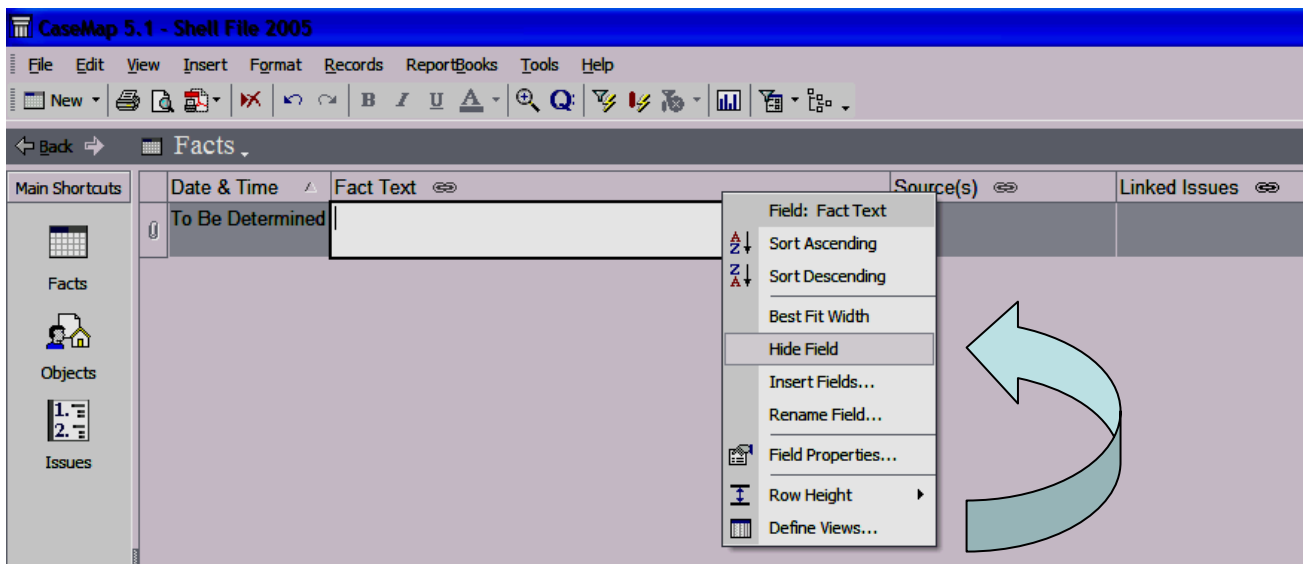


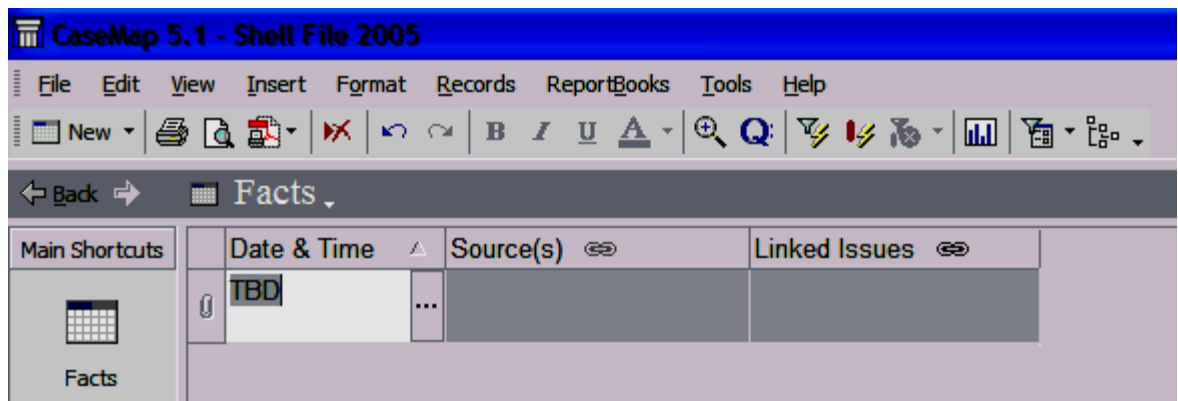
Adding and Hiding Fields

Adding and hiding fields is useful if you only want to print selected fields or if your LP professor wants to customize your file for your class. You should not change the fields in the Student Shell File unless you are specifically instructed to do so.

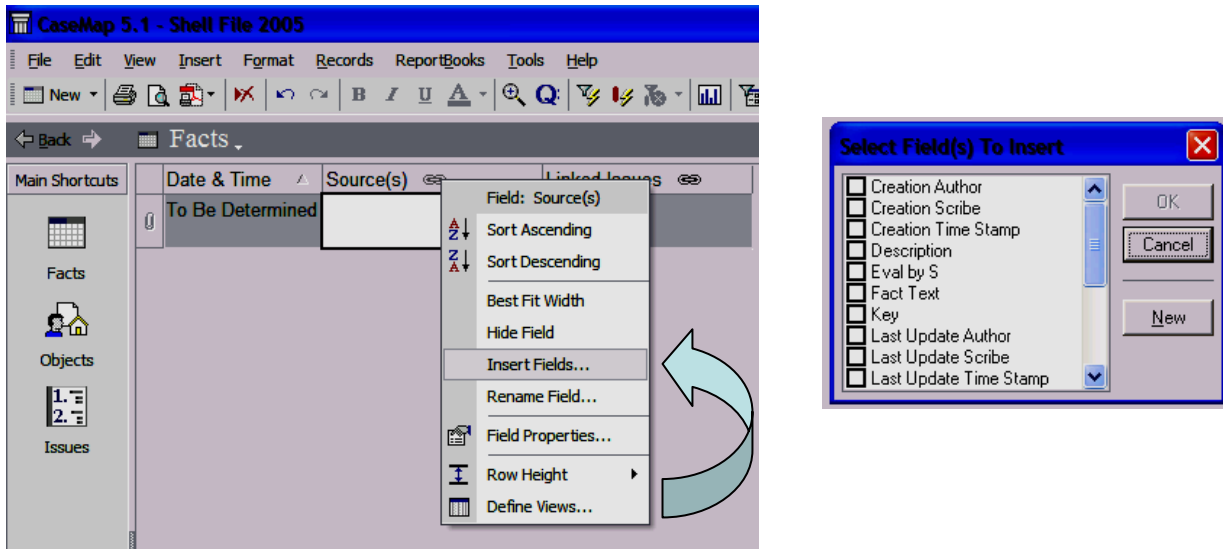
- The first step is to select the screen where you wish to add or hide a field. For purposes of the example, the cheat sheet will use the Facts screen.
- To hide a field, right-click on the name of the column you wish to hide (Fact Text in the example). A menu will appear, and you should select Hide Field.



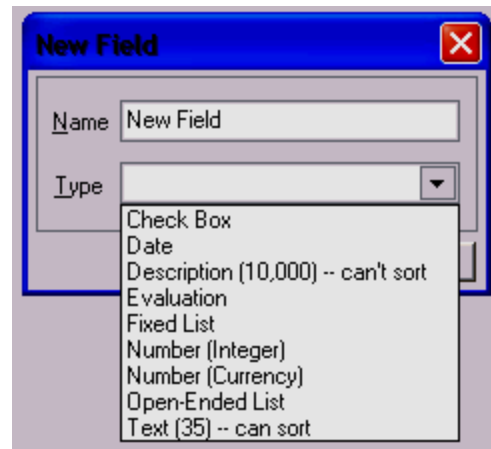
- Your screen will now be missing one field.



- 5) To get your field back, or to add a new field, right click anywhere along the column headings. You will see the same menu as before. Choose “Insert Fields.”



- 6) Once you do, you will see a window entitled “Select Field(s) to Insert.” If you are “unhiding” a previously hidden field, you can select it from the list in the window. Then hit OK.
- 7) To add a new field, choose “New” instead. This will bring up another window called “New Field.” Type a name in the Name field. Then use the drop-down box next to “Type” to select what type of field to insert. There are a number of options to choose from. The easiest one for text is “Description (10,000).”



- 8) Choose which one makes sense for you, then choose OK. This will take you back to the previous window, where you should also choose OK. You will now have a new column. To move it around, left-click on the name of the column and drag it to the left or right.