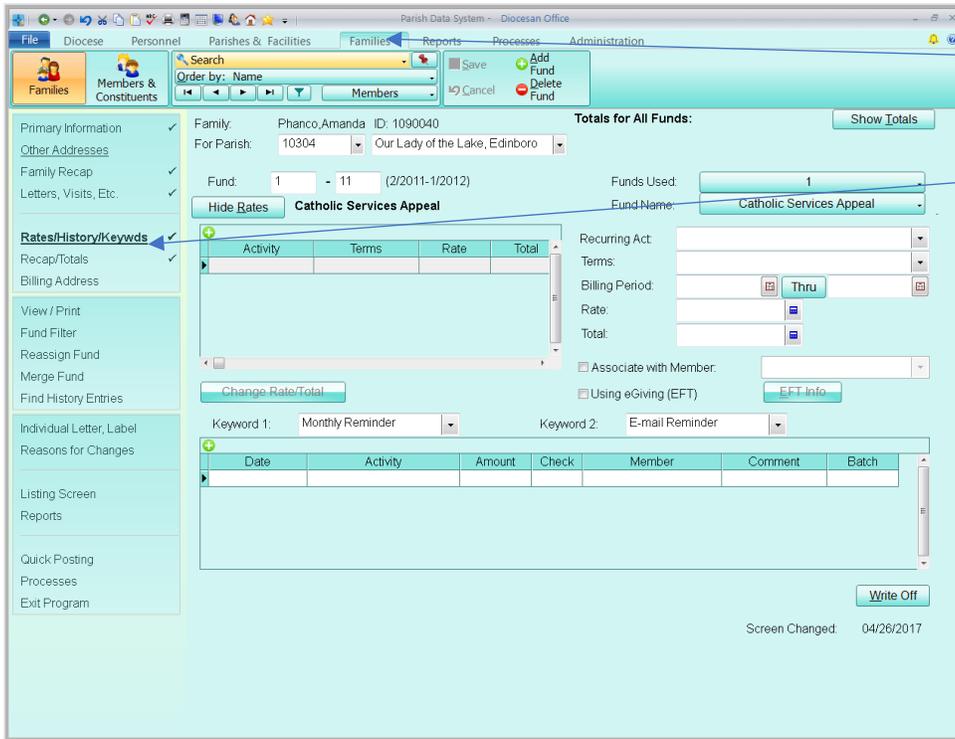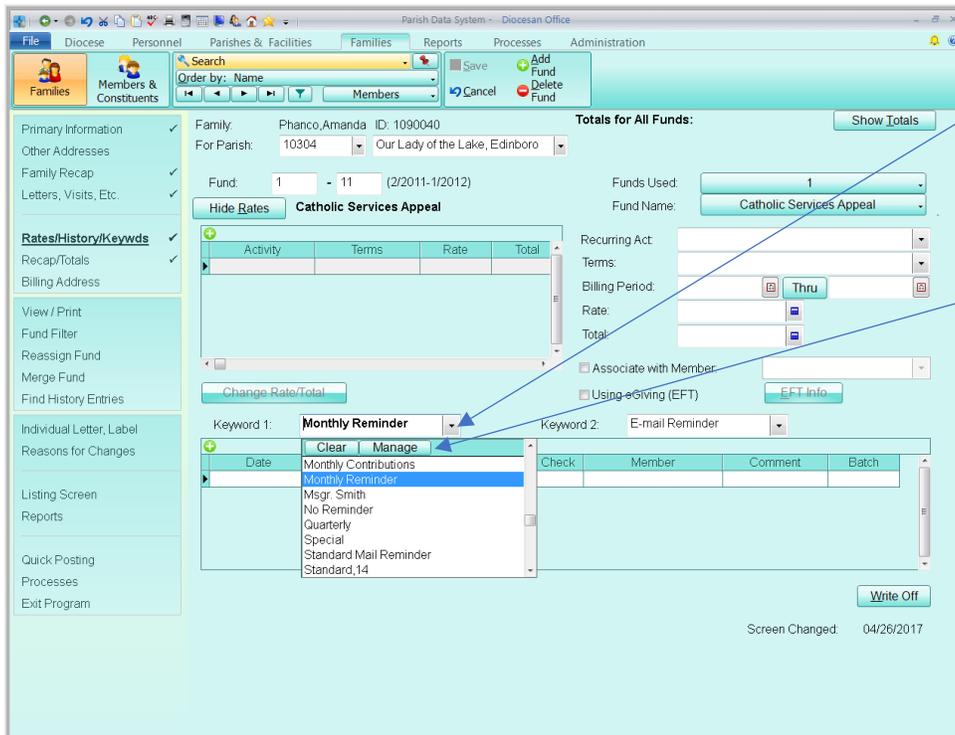# Adding/Deleting Keywords

It is important that you do not change Keywords for the CSA as they serve specific purposes. Use these instructions for creating Keywords for your other funds.
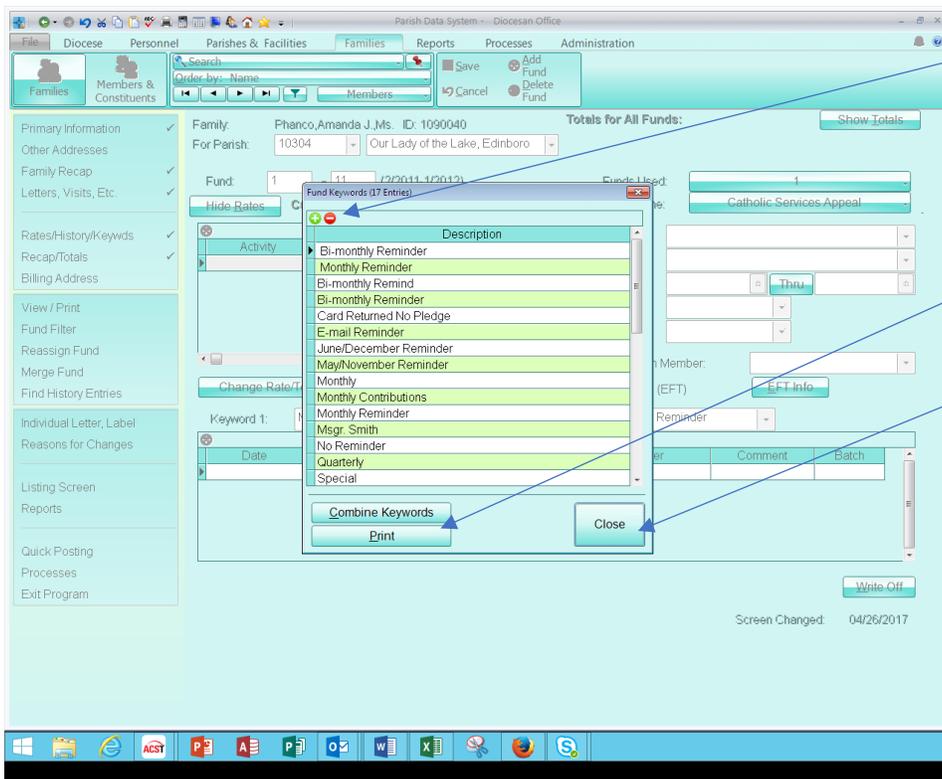

Click Families Ribbon
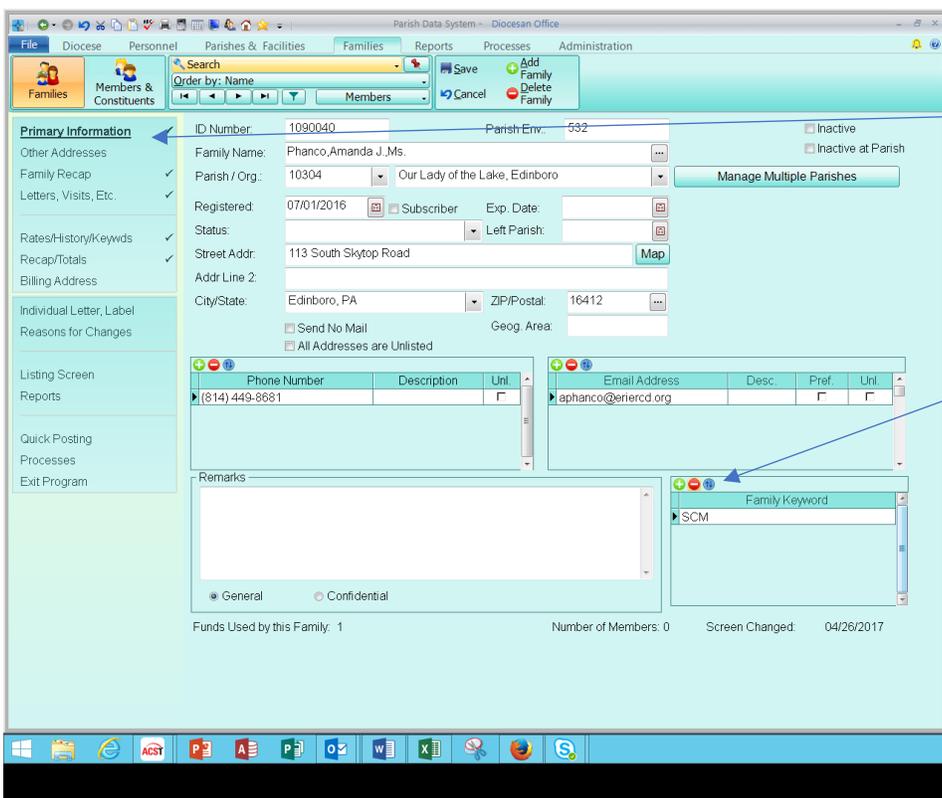
Click Rates/History/Keywds

Click on the drop down menu on either Keyword 1 or Keyword 2.

Click on Manage.

Click either the Green plus sign to add a Keyword or the Red minus sign to delete a keyword.

When finished click Print to keep a copy of the changes you made. Otherwise click Close.

The process for adding and/or deleting Keywords is the same on Primary Information screen under the Families ribbon.

Click the green plus sign to add, the red minus sign to delete or the blue arrow to change the order of your Keywords. An example of a Keyword to use is Alumni info.