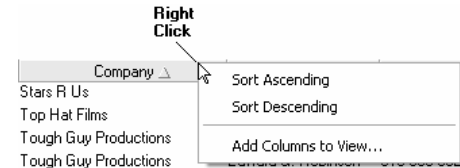


Adding and Removing Columns

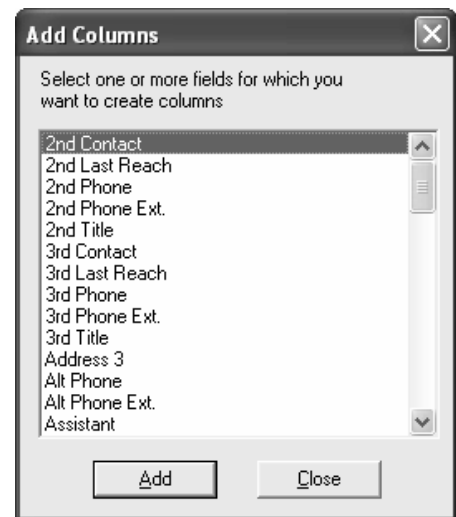
The Contact List displays a selection of fields that will probably suit most users. However, you may find you would like to see a piece of information that is not currently displayed in the list. You can add columns to the list view (and remove them) quite easily.

Procedure: To add a column to the Contact List...


1. Point to any column heading in the Contact List and **right-click**.
2. Choose **Add Columns to View...** from the shortcut menu.



All of the fields in your database are displayed here in alphabetical order.



3. Select the first field you wish to add and click **Add**.

 You can also drag a field from this dialog box to the screen. A heavy vertical line indicates where the field will be placed.

The field will be added to the right side of the list. The **Add Columns** dialog box will remain displayed.

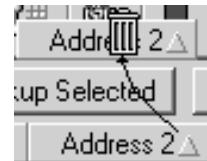
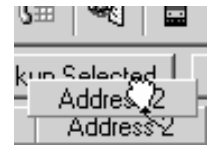
4. Repeat step 3 until all the fields you want are added, then click **Close**.

Mini-Exercise: Adding Last Reach


Step	What to do	How to do it/Comments
1.	Add the field named Last Reach to your Contact List.	Right-click one of the column headings and choose Add Columns to View... , locate and select Last Reach , click Add , click Close .
2.	Display the last column in the Contact List. Is it Last Reach ?	Scroll to the right. Added columns are always added to the right of the list.
3.	Sort the list on the Last Reach column to see whom you haven't called in a while.	Click on the Last Reach column header. By default, blanks are displayed first and then the oldest dates to the newest dates. You could click the column again to display the column in descending order to see whom you have talked to most recently.
4.	Leave the list displayed.	

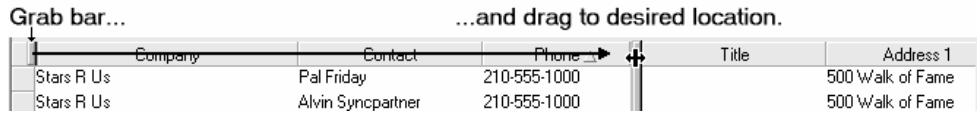
Procedure: To remove a column from the Contact List...

- | | |
|---|--|
| <p>1. Scroll to the column heading you wish to remove.</p> | <p>You are going to remove it using your mouse.</p> |
| <p>2. Place the mouse pointer on the column header and drag it to its new location and drop it.</p> | <p>When you start to drag, the mouse pointer appears as a grabbing hand. The field will move with the mouse until you drop it at its new location.</p> |
| <p>3. If you continue to drag the column heading up toward the top of the screen, the mouse pointer turns into a trashcan. Release the mouse button at this point to remove the column.</p> | <p>Until the trashcan pointer is displayed, you are only moving, not removing the field. Remaining fields move to the left.</p> |



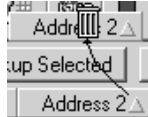
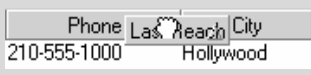


Columns are only removed from the Contact List view. They are not removed from the database. You can always add them back to the view.

 As you scroll to the right, you can no longer see the Contact name and Phone number. If you need to work with more columns than you can see on one screen, you can “freeze” the columns at the left so that they always remain in place as you scroll to the right. Just drag the fat separator bar at the upper left corner of the screen and drop it after the last column to the right that you want to freeze in its place. Then you can scroll to the right and still see the contact’s name. This setting will not be saved upon closing the window.



Mini-Exercise: Removing Last Reach

Step	What to do	How to do it/Comments
1.	We can't see the Last Reach column and the Contact name at the same time. Freeze the column display after Phone and then scroll to the right to see how this feature works.	As your mouse points to the separator bar in the upper right corner of the Contact List view screen, it changes to a double-headed arrow. Drag the bar to the right of Phone and release the mouse button. Use the scroll bar at the bottom of the screen to test this option.
2.	Close and reopen the Contact List view window. Notice that the separator bar returns to the home position.	<p>Click on the lower Close button to close the Contact List view window without closing the program.</p>  <p>Click on the Contact List view icon to open the window again.</p> 
3.	Let's remove some of the columns. Remove Phone Ext., Title, Address1, Address 2, Zip, and E-mail Address.	<p>Position the mouse pointer on each column heading. Click and hold the left mouse button, and drag the fields up until the mouse pointer becomes a trashcan. Release the mouse button.</p> 
4.	Drag the Last Reach column to the right of the Phone number.	<p>Drag the Last Reach column header to the left (the mouse pointer looks like it has grabbed the field label) and release the mouse button when the field is positioned between the Phone and the City field.</p> 
5.	Return to the Contacts window.	<p>Click the Contacts button.</p> 