Mariner Software

How do I modify, add or delete a category?

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Categories: The Categories field is useful for adding or editing the names of categories you commonly use - all your additions will be displayed in the Title drop down menu in your main window's details pane. Paperless lets you enter categories as you add information to your documents in the main window, but sometimes you might wish to edit a typo or change the categories already assigned to items en masse.

To modify or add/delete a category:

1. View>Show Library Configuration.
2. Click on the Default Fields tab.
3. Scroll down to the offending category listing in the Categories column.
4. Click twice to edit. To delete, click once to highlight listing then go to bottom of column and click the minus (-) button. To add a listing, click the plus (+) button.

Tags
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