



# Editing Addendum Text

This document provides instructions and tips for using the Addendum Writer to edit and format addendum text.

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# Addendum Writer

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In the Report program, many fields allow additional text to be entered in a separate addendum page. Many of the standard comment fields have addendum sections linked to them. The Addendum Writer opens to accommodate the overflow when more text is entered than will fit in the lines of a comment section. The Addendum page is added to the Component List when text overflows.

## Entering Text into an Addendum

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Edit data in any section of the addendum in one addendum window.

1. Click the **Addendum** icon in the Component List to open the full-page addendum.
2. Edit data in any section.
3. To add a section to the addendum, click the **Select Addendum** drop-down arrow and select a section, or right click the **Addendum** icon in the Component list and select *View* and the *Addendum Section*. Enter data. The section data is added to the full addendum when the section is closed.
4. Press **Esc** on the keyboard, or click the **black box** in the upper left corner of the *Addendum Writer* to save and close the Addendum.

## Open an Addendum Section

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1. Click **View > [Form] > Addenda** or right-click the **Addendum** icon in Component list and select **View > [Form] > Addenda**, or right-click in a form section and select **Addendum Writer**, or press **CTRL+A** on the keyboard.
2. Select a section and enter text in the *Addendum Writer*.

**NOTE:** Text auto-wraps to the next line while typing.

3. Press **Esc** on the keyboard, or click the **black box** in the upper left corner of the *Addendum Writer* to save and close the Addendum.

## Editing an Addendum Field Header

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1. Click the **Addendum** icon in the *Component List*.
2. Double-click an **Addendum** header, or right-click and select **Edit Header**, or press **CTRL+SHIFT+E** on the keyboard.
3. Enter the *Header Description* and click **OK** to save.

**TIP:** Click **Default Text** to use the default header text for this addendum field.

## Addendum Editing Tips

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- Press **ENTER** on the keyboard to insert a blank line between lines of text.
- Press **CTRL+ENTER** on the keyboard to enter a page break in the addendum.
- To delete text, position cursor to the right of the text to be deleted and press **BACKSPACE** on the keyboard to back-over previously typed text.
- To delete blocks of text, highlight the text to be deleted and press **DELETE** on the keyboard.
- To delete the contents of an addenda section, right-click and select **Clear** or press **CTRL+DELETE** on the keyboard.

**NOTE:** If all data is deleted from the addendum, the Addendum page is removed from the Component List.