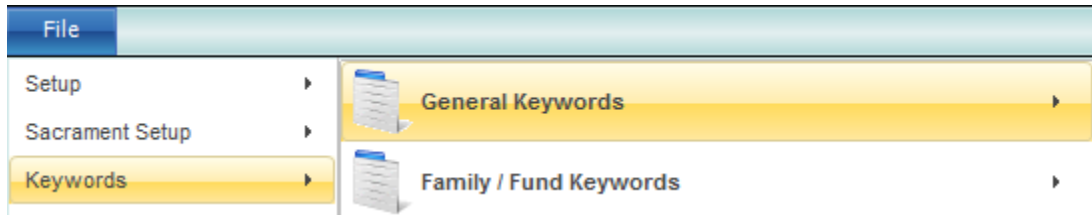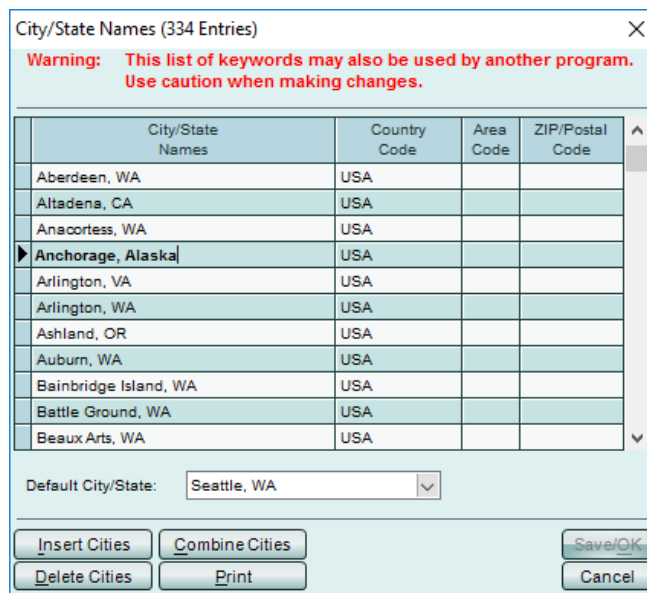| Families – City/State Names |
| --- |

One of the keyword lists that can have the most issues is the list of cities, so we'll start with that one.
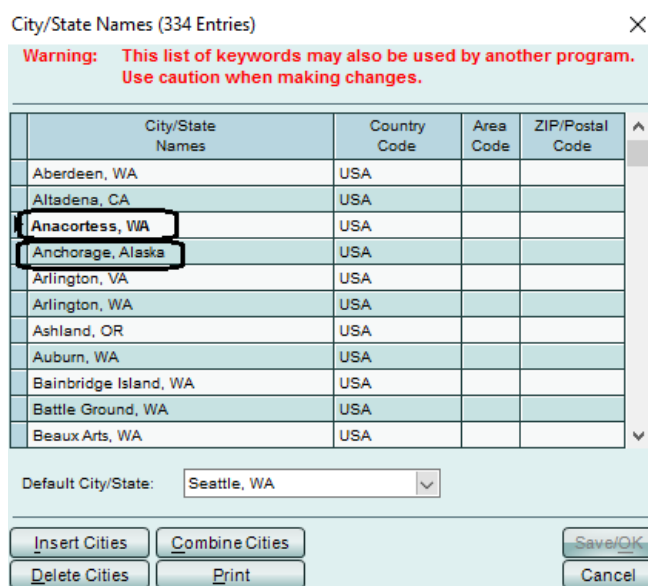
Select: FILE | Keywords | General Keywords | City/State Names

The City/State Keyword List will look something like this when it is selected:

Our first step will be to clean up some typographical errors on the City/State list. As you can see, 'Anacortes, WA' has been misspelled 'Anacortess, WA' and 'Anchorage, Alaska' should read 'Anchorage, AK':

To fix these, we simply place our cursor on those lines and make the edits. Once we click SAVE/OK, all families that had them will have the corrected entry, which would then look like this:

The next issue that occurs regularly is that duplicate cities are created by accident. In our sample database, Seattle has been entered four different ways.

To resolve this, we will use the COMBINE CITIES button. We want to use the COMBINE process instead of the Delete Cities process, so that we can correct those families that have the wrong city value on their screen. If we just delete the city from the list, we'll end up with families that just have a blank city/state. Using the COMBINE process, we can replace the incorrectly created city/state names with the proper city/state name without losing any information. For our example, we will combine 'Seattle' and 'Seattle WA' into 'Seattle, WA'. To do this, press the COMBINE CITIES button and the following screen will come up:
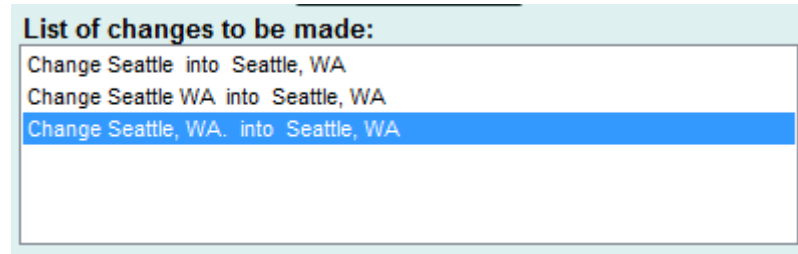

We will select 'Seattle' from the left side of the window and then select 'Seattle, WA' on the right side of the window and then click Add to List of Changes Below button.

That will add that change to the List of Changes to be Made portion of the window:

We'll continue by selecting 'Seattle WA' (without the comma) from the left side of the window and then selecting 'Seattle, WA' from the right side and selecting 'Seattle, WA.' from the left side of the window and then we will click Add to the List of Changes again. This will result in three changes being ready:

List of changes to be made:

Change Seattle into Seattle, WA
Change Seattle WA into Seattle, WA
Change Seattle, WA. into Seattle, WA

After you have all your changes selected, click the Combine/OK button and the program will make the changes you've requested. There is no UNDO button during this process. Once you've pressed Combine/OK, there is no going back, so be careful of your selections.