

Families – City/State Names

Version 10 of PDS

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:

City/State Names (92 Entries)

Warning: This list of keywords may also be used by another program. Use caution when making changes.

City/State Names	Country Code	Area Code	ZIP/Postal Code
Albuquerque, NM	USA		
Anacortess, WA	USA		
Anchorage, Alaska	USA		
Appleton, WI	USA		
▶ Arlington, WA	USA		
Bellevue, WA	USA		
Black Diamond, WA	USA		
Boise, ID	USA		
Bothell, WA	USA		
Brier, WA	USA		
Buckley WA	USA		
Burien, WA	USA		
Campbell, CA	USA		
Carleton, WA	USA		

Default City/State: Mill Creek, WA

Buttons: Combine Cities, Print, Save/OK, Cancel

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':

City/State Names (92 Entries)

Warning: This list of keywords may also be used by another program. Use caution when making changes.

City/State Names	Country Code	Area Code	ZIP/Postal Code
Albuquerque, NM	USA		
Anacortess, WA	USA		
Anchorage, Alaska	USA		
Appleton, WI	USA		
Arlington, WA	USA		
Bellevue, WA	USA		
Black Diamond, WA	USA		
Boise, ID	USA		
Bothell, WA	USA		
Brier, WA	USA		
Buckley, WA	USA		
Burien, WA	USA		
Campbell, CA	USA		
Carleton, WA	USA		

Default City/State: Mill Creek, WA

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:

Anacortes, WA	USA
Anchorage, AK	USA

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:

Combine City/State Names

Select a city/state to change: Seattle
Change it to this city/state: Seattle, WA

Add to List of Changes Below

List of changes to be made:

Remove a Change Remove All Changes Close

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:

List of changes to be made:

Change Seattle into Seattle, WA

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.