

Duplicate records in DB/TextWorks

Sometimes you need to catalogue a number of items containing similar information in a number of fields. For example you may only need to change a date and edition. In this case you might want to create a duplicate record.

Open the edit screen containing the record to be duplicated

Go to the Records Menu

Choose Duplicate Record



Inmagic DB/TextWorks - Newentries <Shared Immediate> - [Edit: Record 1 of 6]

The screen refreshes and the information in the blue label at the top of the screen changes from Edit: Record

Inmagic DB/TextWorks - Newentries <Shared Immediate> - [Edit: New Record]

To Edit: New Record

Make the required changes and save the duplicated record in the normal way.