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Step by Step

How To

Rename a Category

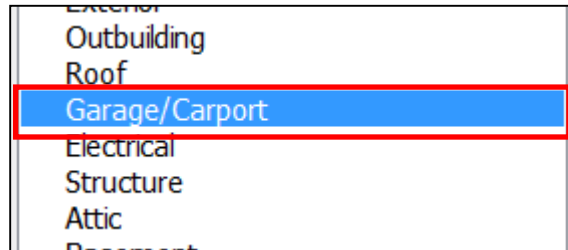
This How To article explains how to rename a category

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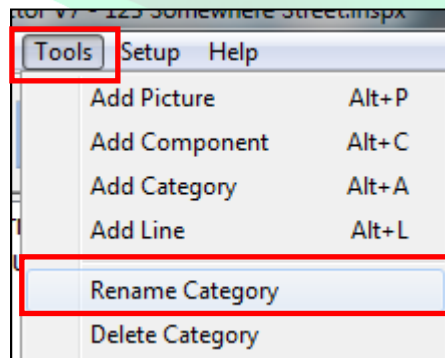
HOW TO: RENAME A CATEGORY

You can easily rename categories to use whatever names and terms you prefer.

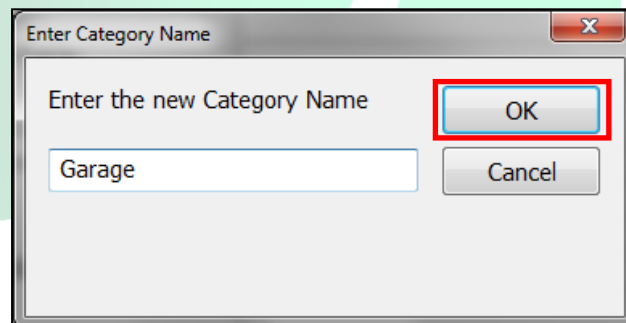
1. The first step is to click on the category that you want to rename in the Category List on the left of the main screen. For this document, we'll be renaming the Garage/Carport category to 'Garage'.



2. Next, click on 'Tools' on the menu and select 'Rename Category'.



3. Now the 'Enter Category Name' window appears. Simply change the category name as desired and click on 'OK'



4. The category name will now be changed.

