

- 3) Right-click the table entry (biblio in the example) and select **Edit Database File** in the context menu. This opens a window similar to Figure 356, which is the main menu for Base, the database component of LibreOffice.
- 4) If **Tables** (in the *Database* section on the left) is not selected, select it now.
- 5) Right-click the biblio table name in the *Tables* section and select **Edit** in the context menu to display a window similar to that shown in Figure 357.
- 6) You can now select each of the fields. Select the text in the *Field Name* cell and change the entry as required. Click in the *Field Type* cell to open a selection menu to change the data type in that cell. In the *Field Properties* section, you can modify the data properties. For each field selected, a description of that field appears to the right of the section.
- 7) When finished, you will be asked to confirm that you want the changes saved.

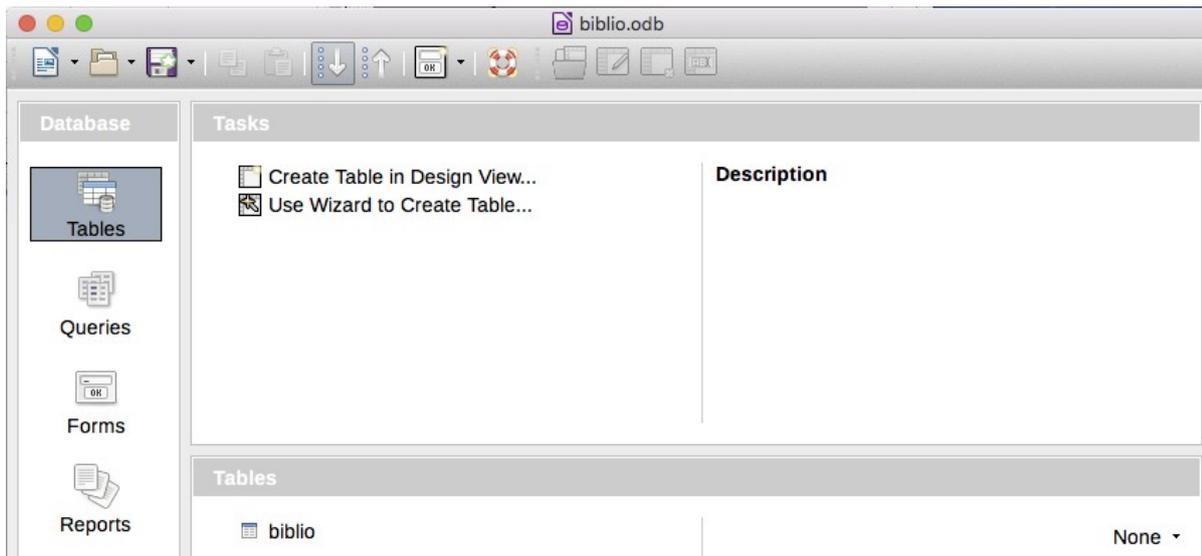


Figure 356: Main window for working with databases

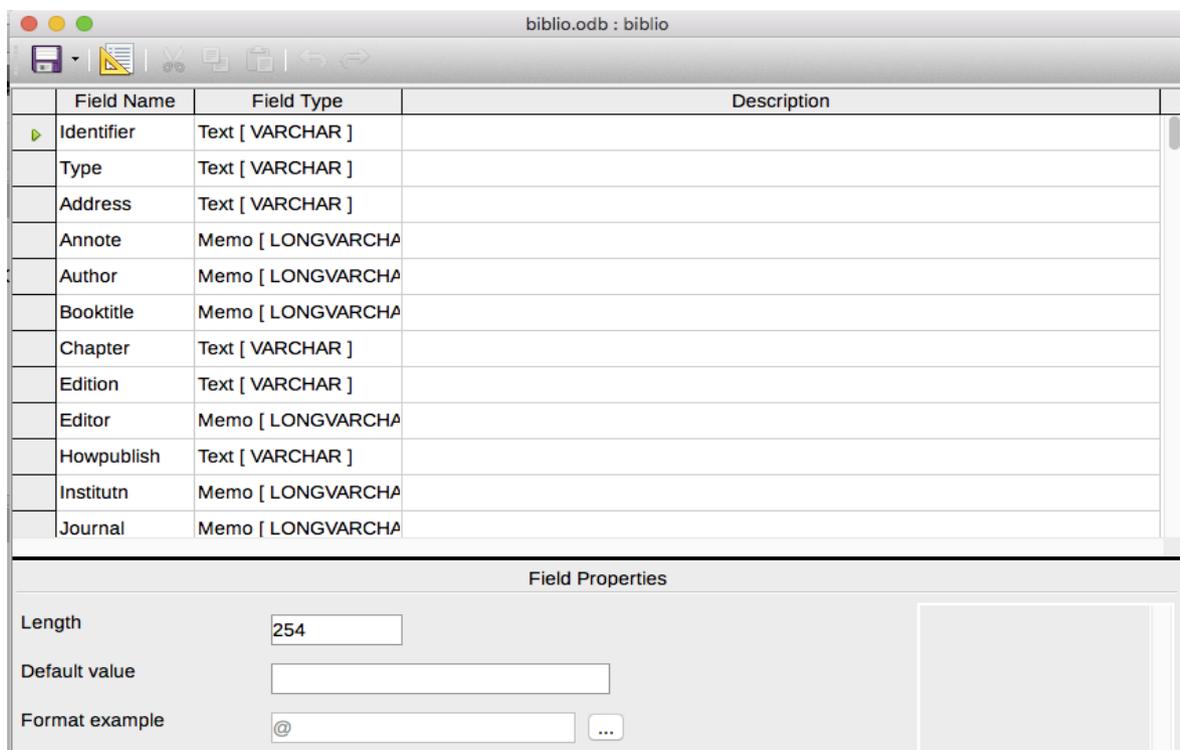


Figure 357: Modify table properties window