

In most data entry forms you can change the caption labels on the form. When this option is available, there is an [Edit Caption Labels](#) link in the lower-left corner of the form.

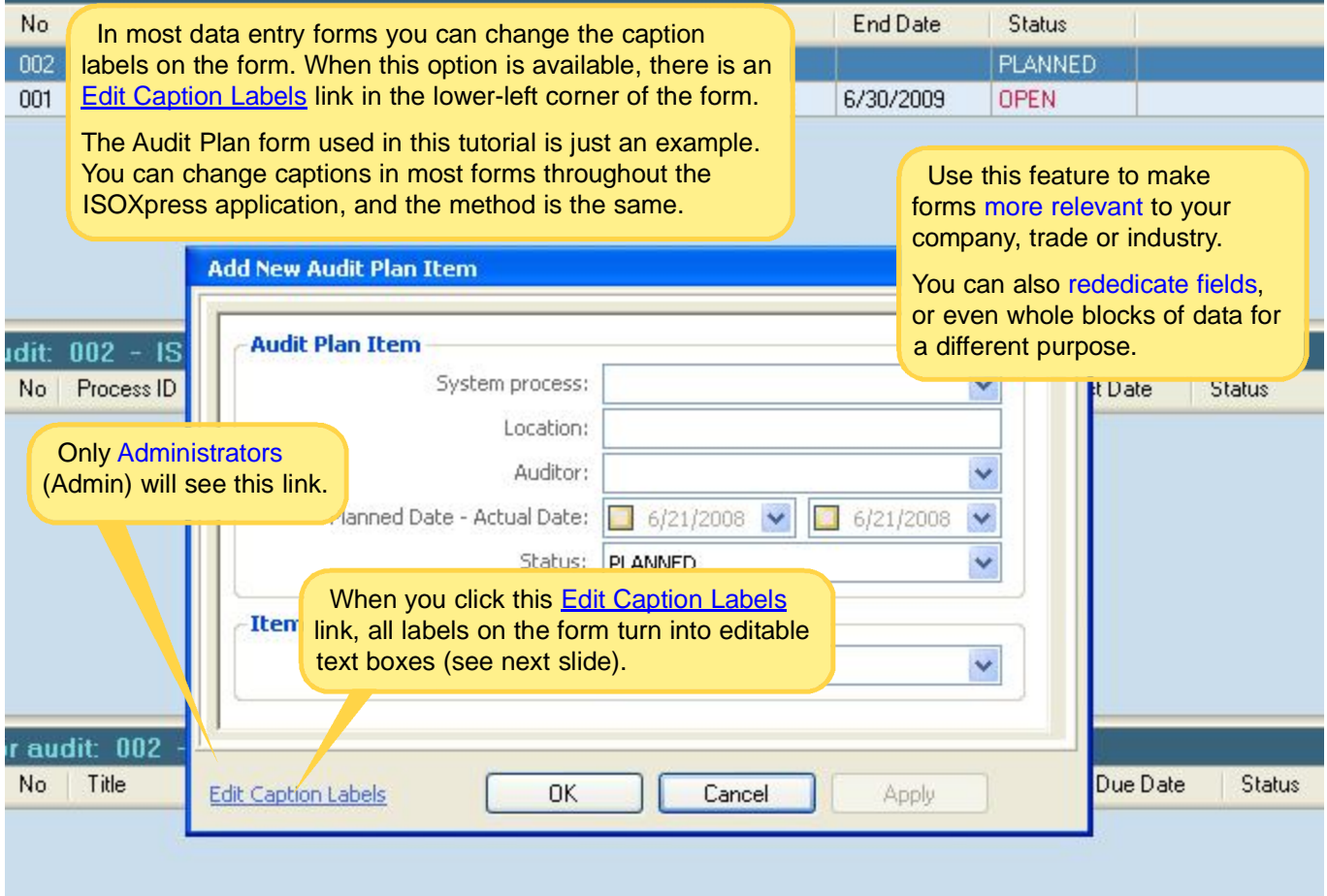
The Audit Plan form used in this tutorial is just an example. You can change captions in most forms throughout the ISOXpress application, and the method is the same.

Use this feature to make forms **more relevant** to your company, trade or industry.

You can also **rededicate fields**, or even whole blocks of data for a different purpose.

Only **Administrators** (Admin) will see this link.

When you click this [Edit Caption Labels](#) link, all labels on the form turn into editable text boxes (see next slide).



The blue tinted fields are now **text boxes**. Just place the cursor in the box and type over to change the text of the label.

Captions are not tied to individual records, but to the form itself.

In other words, after you change captions, the new captions will appear on all forms, even when displaying old records that were created before the captions were changed.

When done, click the [Save Caption Labels](#) link. If you don't want to save your changes, click the [Cancel Caption Mode](#) link.

