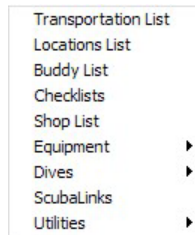


## **“How To”- Edit Your Dive (Descriptor) Options**

1. From the Menu Bar ( **File Edit View Tools Diving Information Window Help** ) select “Diving Information”.



2. From the drop-down menu that follows, select “Utilities”.

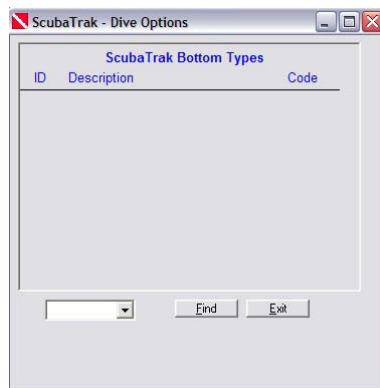


3. From this next menu , select “Administration”.

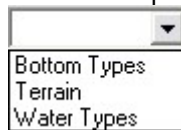


4. Then select ScubaTrak Dive Options.

5. This “ScubaTrak – Dive (Descriptor) Options” box will open.





6. From the drop-down box that lists the available Dive Descriptor Options



select the one that you’d like to edit.

After you have selected the option the description list will be populated.

7. You may edit information, delete information, or insert a new line to add information to each of these Dive Descriptor Options by left clicking on the screen.  
You may delete by clicking the delete button (  ) or insert a new line by clicking the new button (  ) on your Toolbar.

You may edit the information present by right clicking on the information you'd like to change and changing it according to your preference(s).


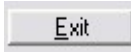
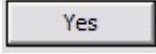
8. A message box will ask that you make sure your codes unique (they are used in other parts of the program operations).



Click OK , and your new line will be inserted.

9. Fill in your new ID (= the # in your list), Description, and Code—using the initial or some other relevant letter(s) in the space(s) provided.



10. When you're finished click the save button  on the Toolbar, or click  and you'll be asked if would like to save changes, click .