

## Editing Topics

The Modify Menu provides you with three items to edit your topic list:

**Append Topic:** This adds a new topic at the bottom of your topic list. A dialog box is displayed which allows you to enter the name (label) for the topic. This text will also be added to the topic text. When the new topic has been added you can then modify the text using standard Macintosh techniques.

**Insert Topic:** This adds a new topic before the currently selected one. A dialog box is displayed which allows you to enter the name (label) for the topic. This text will also be added to the topic text. When the new topic has been added you can then modify the text using standard Macintosh techniques.

**Delete Topic:** This deletes (permanently) the currently selected topic. A dialog box is displayed which allows you to confirm that you really do want to delete that topic. Note that all the text for that topic is also immediately deleted—that is, both the topic label and text are deleted.