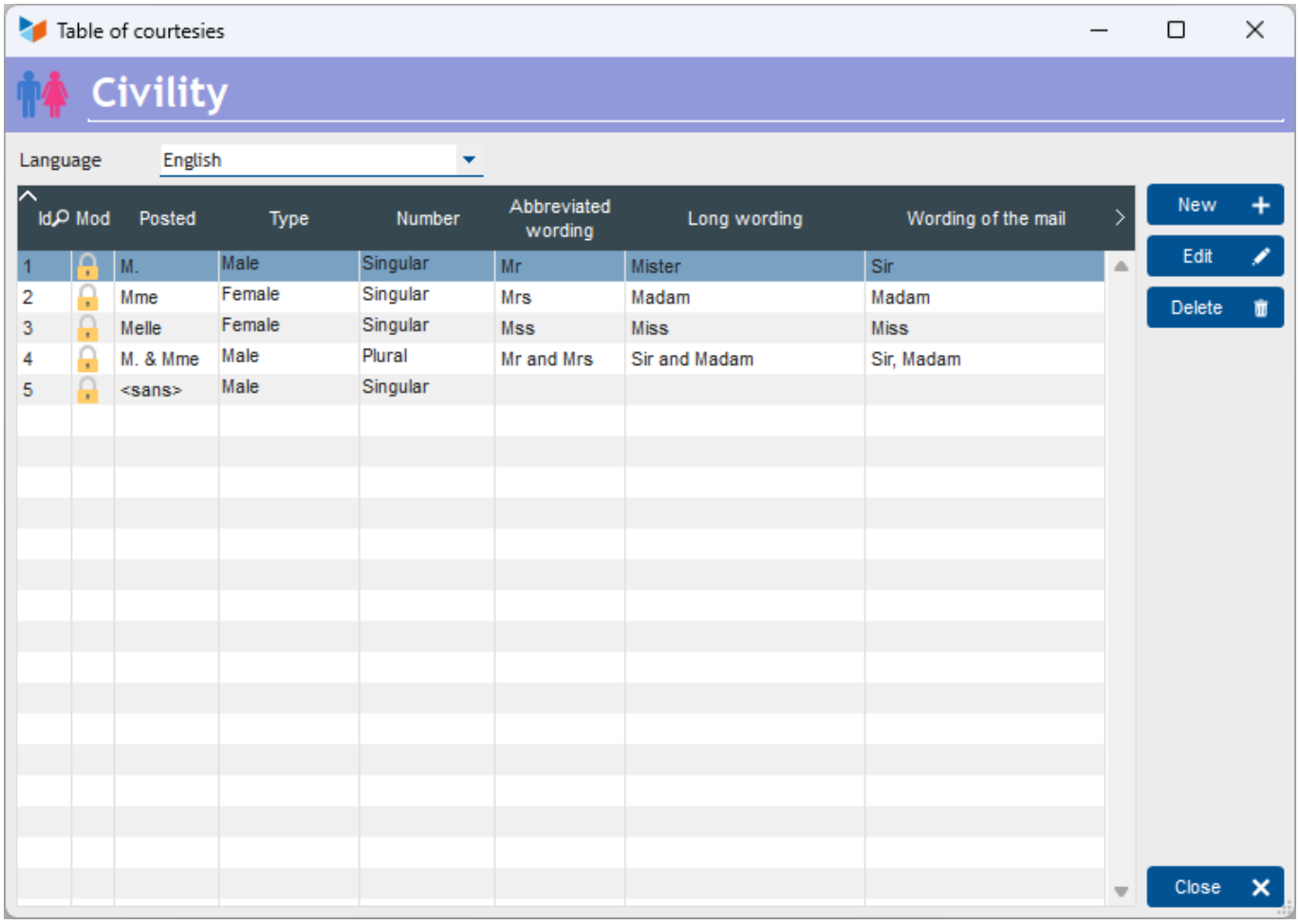
Civilities

Fix Me! A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the forum.

This screen is used to manage the different courtesies that can be used in letters and e-mails.

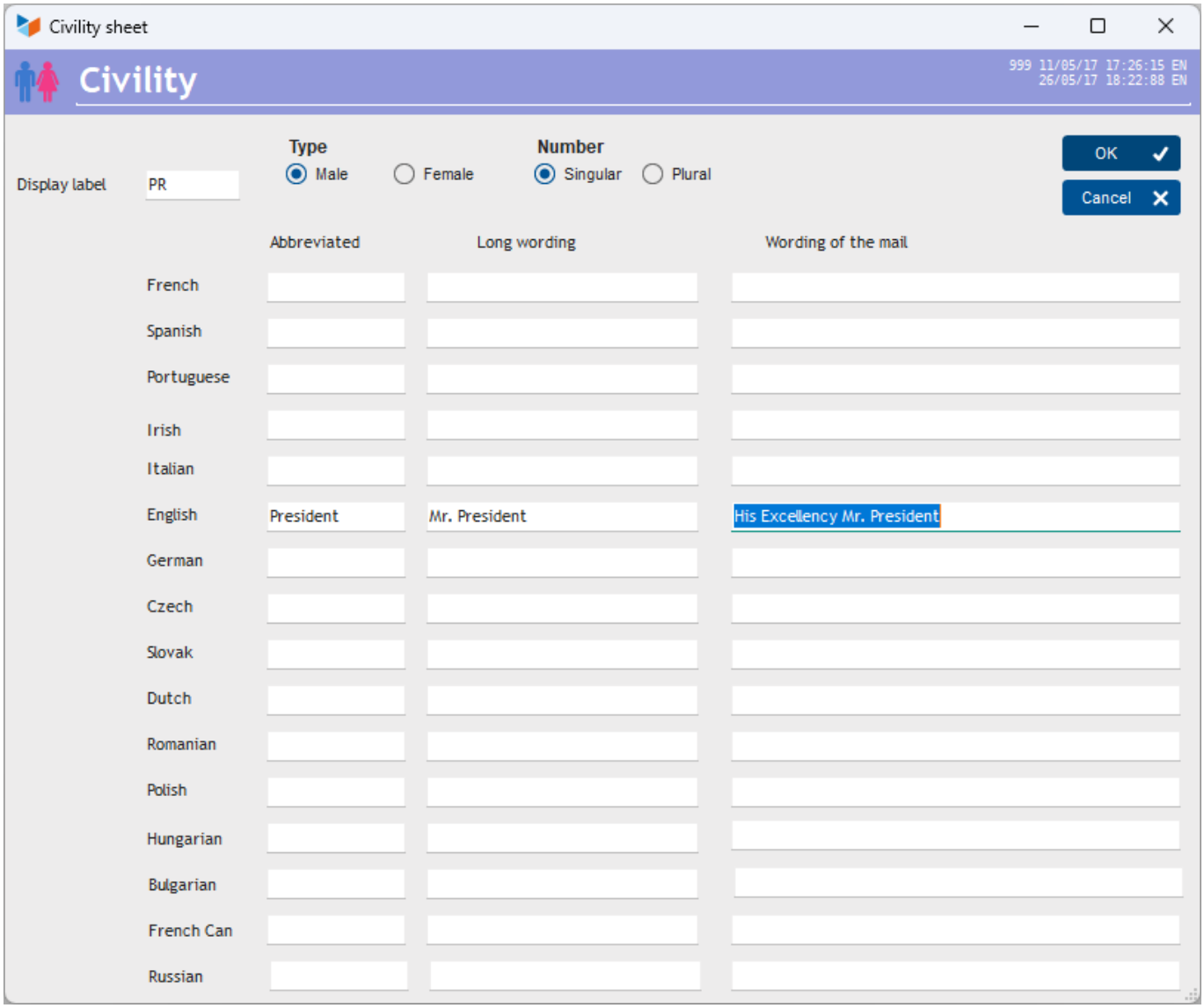
Using the screen

**Access : ** Tools→Administration→Referential→Civility*



The list shows the various civilities available.

The civilities page allows you to modify existing civilities or create new ones, as shown below.



When creating, start by specifying a display label: this is the label that will be displayed in all contact lists.

Then specify the gender and number.

Finally, select the labels to be generated in the different languages.

At present, only 16 languages are supported. If you need a language not listed in the available languages, you can use another language you don't use.

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