DBU

How do I key data in lower case?

To set the Upper/Lower Case flag, DBU the file. Hit F4 for field list, then F10. This will show the upper/lower flag and allow you to change them on a per field basis.

Otherwise, F4 then F17 toggles upper/lower for all fields within the file.

You can also use the fast path commands UP/LOW in the Control Field (upper left portion of the DBU green screen).

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