

# Update values in a custom field range

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To update values in a custom field range

- Click on **Settings** menu
- Choose **Custom Fields** tab
- Choose **Ranges** tab
- Click on the name of the range that you wish to edit

From here you can

- Add new values to the range by
  - Click **Add New**
  - Add a **Title**
  - Click **Save**
- Change the name of a valid value value by:
  - Click on the edit icon of the value you wish to change
  - Update the **Title**
  - Click **Save**
- Delete existing values
  - Click on the delete icon of the value you wish to change
  - Click **Save** to confirm that you really do want to delete the value
- Reorder the range
  - Click on the edit icon of the value you wish to change
  - Type the new order into the **Order** field
  - Click **Save**

You will need to do this for each valid value in the range, as the other values do not automatically re-order themselves.

Bulk actions available depend on your user access.

For example if your privilege does not allow you to delete items, or allows you to only delete articles that you have created, then there is no 'Delete' action in the list of options. If your privilege does not allow you to update items, or allows you to only update items you have created, then this menu will not be available for you at all.

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