# Displaying the 7-Letter Form Name

In Banner INB, we categorized forms by a 7-letter Form Name. It is good practice to display those 7-Letter Form Names throughout Banner, but you must adjust your User Preferences before you may do so. Below will explain the step-by-step instructions of how to do so. As always contact the Banner Hotline with any banner-related questions at bannerhotline@odu.edu.

◈ From the Old Dominion Home Screen in Banner XE, search for the **General User Preferences Maintenance [GUAUPRF] Form**. Proceed into the Form.
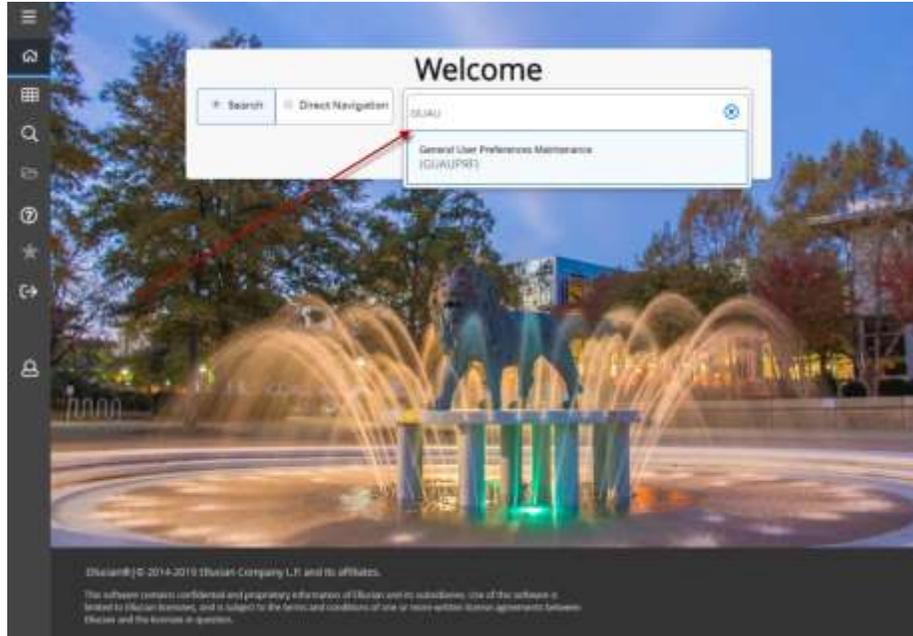
◈ After arriving at the **General User Preferences Maintenance [GUAUPRF] Form**, click and select the *Display Form Name on Menu* checkbox and click **SAVE**. You're done! ☺
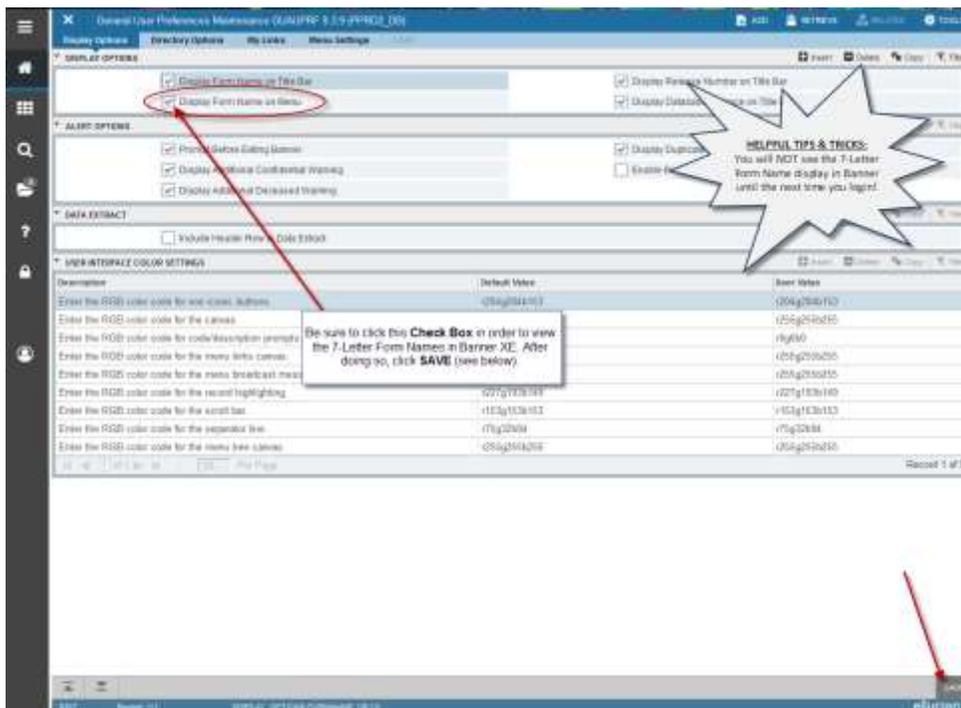
HELPFUL TIPS & TRICKS:

☞ You will NOT be able to see the 7-Letter Form Name display in Banner until then next time you login!

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