Managing nodes

 Rename a Node
1. Choose Nodes from the left hand navigation pane, select the node to be renamed.
2. Right click and select Node Properties, then enter the new name and hit OK to save.

 Delete a Node
1. Choose Nodes from the left hand navigation pane, right click on the desired node.
2. Select Delete from the drop-down list. **(Note: All coding will be lost for this node. Consider renaming or merging nodes instead.)**

 Merge Nodes
After you have been coding your data for a while, you may notice that you have created two similar nodes and need to merge the contents of both into one of the nodes. If you wish to retain the original node as well as merge its contents with another node, select **Copy** instead of **Cut** in the instructions below.

1. Choose Nodes from the left hand navigation pane, select the node to be merged into another node. (The name of the merged node will be the name of the Destination Mode.)
2. Right click and select Cut.
3. Select the destination for the merged node – i.e. nodes root folder, node folder or node sub-folder.
4. Right click and select **Merge into Selected Node** OR **Merge Into New Child Node**
5. Select the checkboxes for the options you wish to be included in the merge.
6. Click OK.

 Aggregate Coding at a Node
When nodes are organised into sub-folders, the sub-folder is the **child node**. The node folder containing sub-folders is the **parent node**.

The coding of child nodes is not included in the parent node by default.

To include the coding of child nodes in the parent node:
1. Choose Nodes from the left hand navigation pane, right click on the parent node.
2. Select ‘Aggregate Coding from Child Nodes’ from the drop-down list.