I have opened my file, Cdean5200-9-25-09. I will click on Maintain and scroll down to Edit Textbase Structure...
Here (below) is what I see.

I can scroll down to see my last fields. I will click Edit Fields.
Here is what I see next.

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I will type RecordID in the FieldName. Then I will click Add.

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You can see (below) that RecordID was added to the bottom of the list. RecordID adopted the attributes of OriginalDocuments (if I remember correctly) because I had clicked OriginalDocuments before creating the new field of RecordID.

Let’s repeat the process, but with a slight change. (Some folks would call this recursion as opposed to mere iteration.)
This time I will click on Pages. Notice the Field type and Index Valid associated with Pages.

Now I will type RecordDate into the Field Name blank. And I will click Add.

And now you can see (below) that RecordDate adopted the attributes of Pages. Now I want to add the field name of Subject.

I will use Color as my model to copy this time.

I will type in Subject, and I will hit Add.
And now you can see how RecordID, RecordDate, and Subject have been added to the bottom of the list. I will add one more.

I will add Classification with Subject as the field to use as my model. I will click Add.

And here is what the bottom of the list looks like in the Edit Fields box. Presently the Type and Indexing tab is highlighted.

Now the Validation tab is highlighted (below).
Let's look at RecordDate. I want to change the Field Type from Number to Automatic Date.

I will drag down to Automatic Date and release.
I will click the Change button (below), and ...

You can see the change (below).

Now I will hit the Finish button.

And here are my field, etc. I can scroll up and down.