



# How To:

## Add Abbreviations to Notes

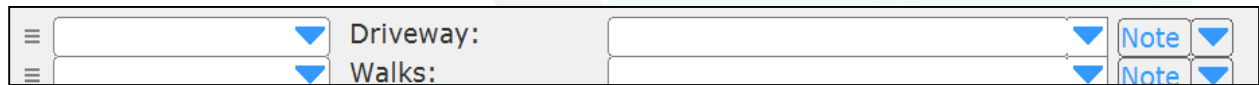
**This step by step How To article explains how to add abbreviations to notes**

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## How To: ADD ABBREVIATIONS TO NOTES


You can add in an unlimited number of items to your descriptions and note dropdowns. There is also no limit to how long each item can be. With some of the longer narratives, you are not able to see the entire comment when you are looking to add it into your report which can be troublesome if you have several longer narratives that all start out the same way. To help with this, you can add abbreviations to the front of the items in your dropdown list to serve as a quick way for you to know which note is which. These abbreviations are very helpful in that they help you identify which note is which, however, if you add a note in that has an abbreviation the abbreviation is not added to the report.

1. The first step to adding abbreviations to your notes is to go to the line that contains the note/description you want to add an abbreviation to. For this example we'll navigate to the Driveway line in Lots and Grounds.



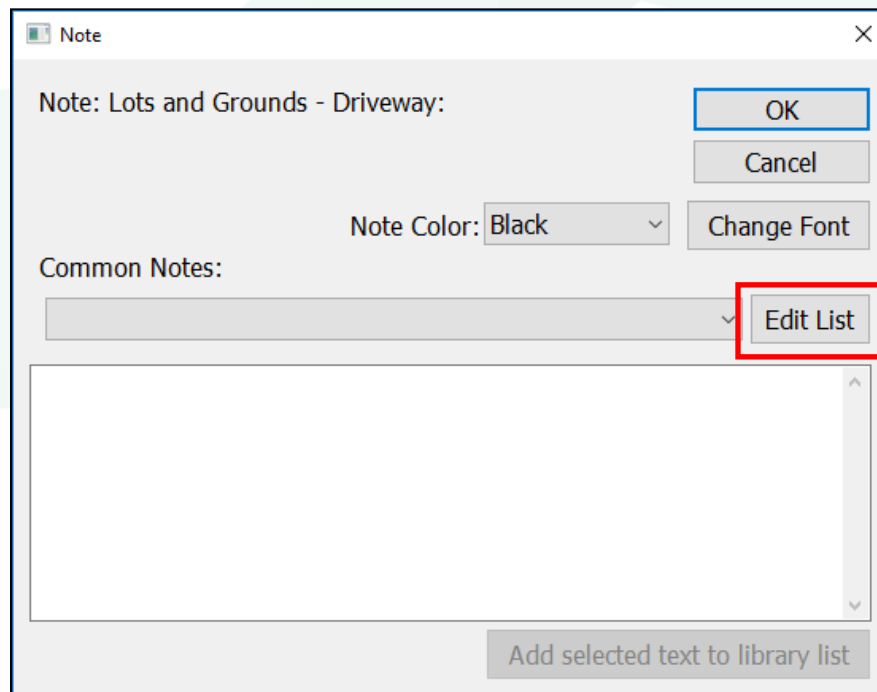
The screenshot shows a horizontal bar with two rows. The top row is labeled 'Driveway:' and has a dropdown menu. The bottom row is labeled 'Walks:' and has a dropdown menu. To the right of each dropdown is a 'Note' button with a small downward arrow. The 'Note' button for the 'Driveway' row is highlighted with a red box.

2. Next, we'll click on the 'Note' piece to bring up the 'Edit Note' screen.



The screenshot shows a horizontal bar with two rows. The top row is labeled 'Driveway:' and has a dropdown menu. The bottom row is labeled 'Walks:' and has a dropdown menu. To the right of each dropdown is a 'Note' button with a small downward arrow. The 'Note' button for the 'Driveway' row is highlighted with a red box.

3. On the 'Edit Note' screen, click on the 'Edit List' button.



The screenshot shows a dialog box titled 'Note'. It has a close button (X) in the top right corner. The text 'Note: Lots and Grounds - Driveway:' is displayed. Below this text are three buttons: 'OK', 'Cancel', and 'Change Font'. There is a 'Note Color:' dropdown menu set to 'Black'. Below the 'Note Color:' dropdown is a 'Common Notes:' dropdown menu. The 'Edit List' button is highlighted with a red box. At the bottom of the dialog box is a button labeled 'Add selected text to library list'.

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4. Here you will see a list of all of the items in the Driveway 'Note' dropdown list.

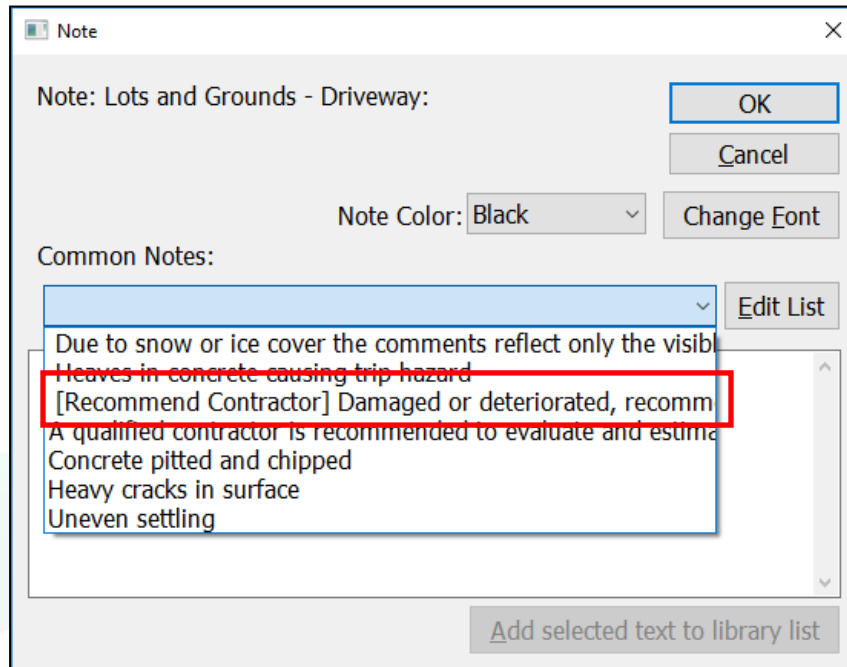
The 'Edit List' dialog box contains a list of notes for the 'Driveway' category. The notes are: 'Damaged or deteriorated, recommend estimate for repair or replacement by a licensed contractor', 'Heavy cracks in surface', 'Heaves in concrete causing trip hazard', 'Uneven settling', 'Concrete pitted and chipped', 'Due to snow or ice cover the comments reflect only the visible portion of the driveway', and 'A qualified contractor is recommended to evaluate and estimate repairs'. Below the list is an 'Item:' field with an 'Add New Item' button and a 'Delete Selected Item' button. At the bottom, there are fields for 'List Type: Note', 'List Category: Lots and Grounds', and 'List Prompt: Driveway', along with a 'Close' button and a checkbox for 'Let program sort list'.

5. To add an abbreviation to a note, you need to add a set of brackets [ ] with the abbreviation text in-between them at the front of the note. For example, lets add the abbreviation [Recommend Contractor] to the note *Damaged or deteriorated, recommend estimate for repair or replacement by a licensed contractor*. To do this, we would modify the note to be displayed as: [Recommend Contractor] *Damaged or deteriorated, recommend estimate for repair or replacement by a licensed contractor*.

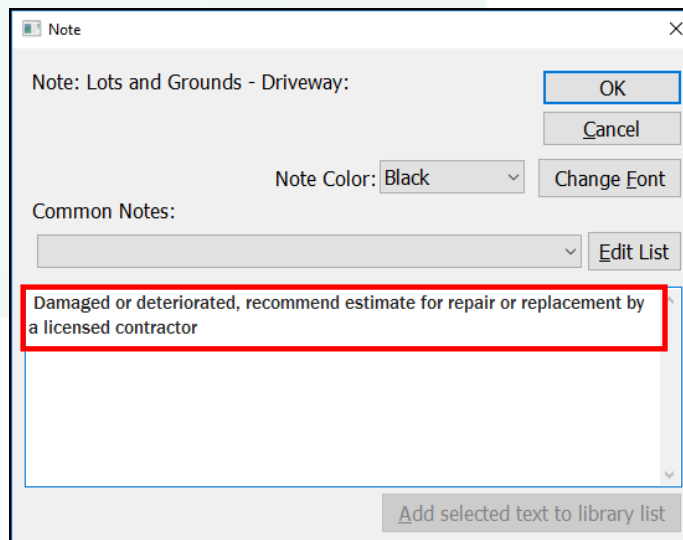
The 'Edit List' dialog box is shown again, but the first note in the list is highlighted in blue and has a red box around it. The note now reads: '[Recommend Contractor] Damaged or deteriorated, recommend estimate for repair or replacement by a licensed contractor'. The rest of the dialog box, including the 'Add New Item' and 'Delete Selected Item' buttons, and the configuration fields at the bottom, remains the same as in the previous screenshot.

## How To: ADD ABBREVIATIONS TO NOTES

- Once you have added in your abbreviations, click on 'Close'.
- Now, when you look at your dropdown list you'll see the note contains the abbreviation at the beginning of it.



- If you select this item from the dropdown, it will insert the note without the abbreviation.



- You can add in an unlimited number of abbreviations for both descriptions and notes. The process for adding them in and how they work is identical on the PC and the App.