



How To:

Turn Off the Add to List Prompt

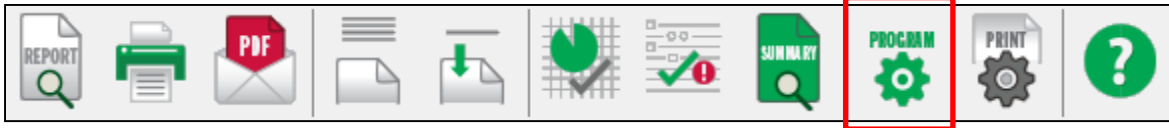
This step by step How To article explains how to turn off the 'Add to List' prompt that appears when entering new descriptions

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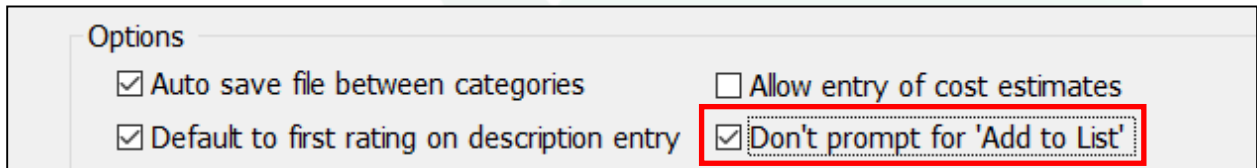
HOW TO: TURN OFF THE ADD TO LIST PROMPT

If you type something into a description that is not already in the dropdown list, the program will recognize this and prompt you to add the new item to the dropdown list for future use. You have the ability to turn this question on and off in Program Settings.

1. The first step is to click on the Program Settings icon from the Toolbar.



2. The Program Settings window will now appear.
3. Next, you need to check the option for *Don't prompt for 'Add to List'*



4. Next, click on 'OK'.
5. The program will no longer prompt you to 'Add to List'. You can turn it back on at any point in time by going back into Program Settings and unchecking the box.