



# **PDspect**

INSPECTION SOFTWARE

Step by Step

## **How To**

# **Add Items to your Dropdowns on a PC**

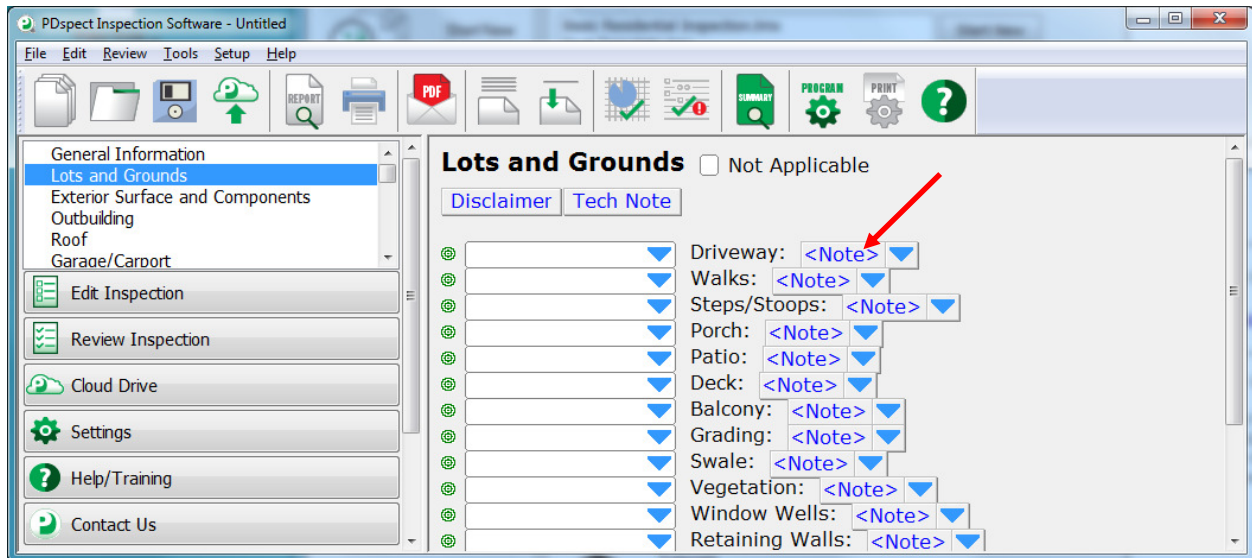
*This How To article explains how to add items to your dropdown lists on a PC.*

For a complete list of available How To documents visit the Support section of our website: <http://www.pdspect.com/support/index.php>

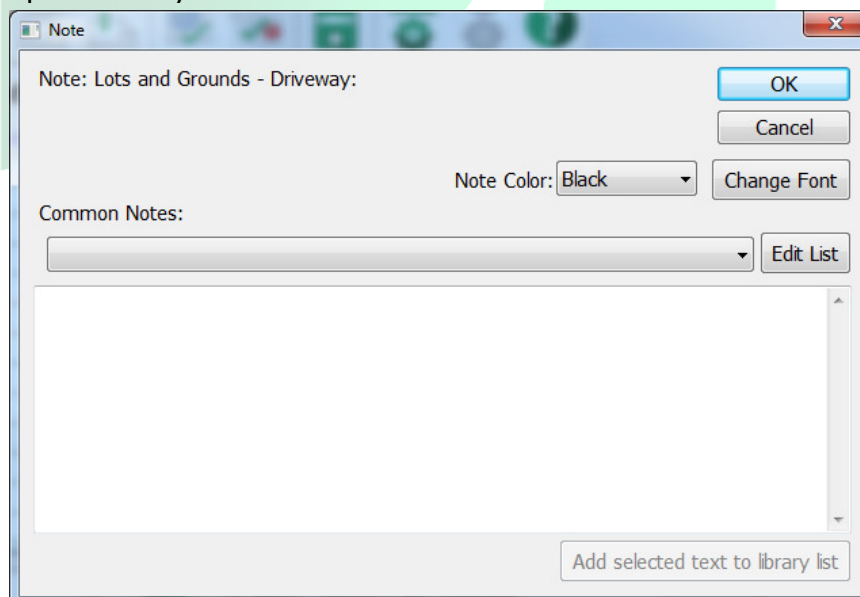
# How To: Add Items to Your Dropdown Lists on a PC

This document will walk you through the process of adding items to your dropdown lists on a PC. This process will apply to any dropdowns in the program, including descriptions, notes, disclaimers, ect.

1. Let's go ahead and open an inspection where we want to add to our dropdown list.
2. For this How To we are going to add a couple new dropdowns to our Driveway line. Let's go ahead and click on the Note button for Driveway.



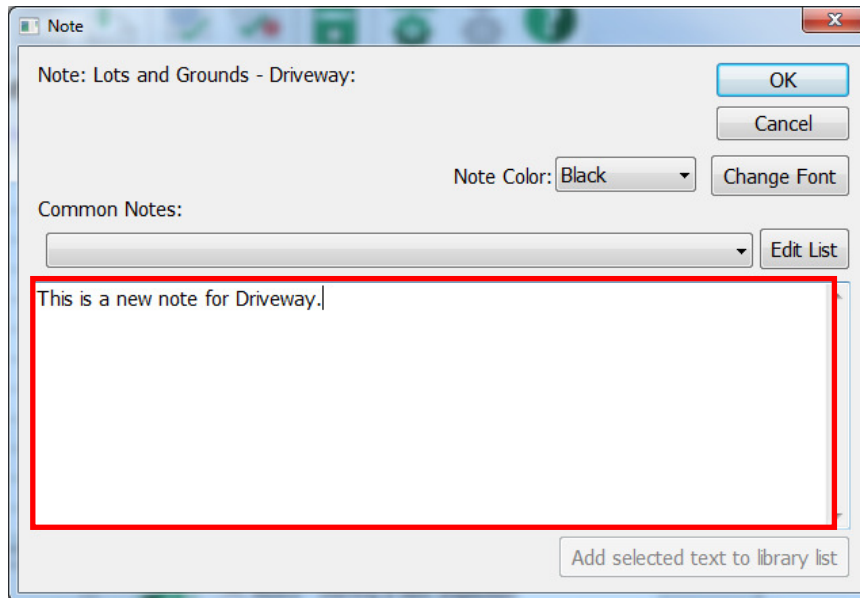
3. This will bring up the Note box for Driveway. There are two different ways to add a dropdown to your list.



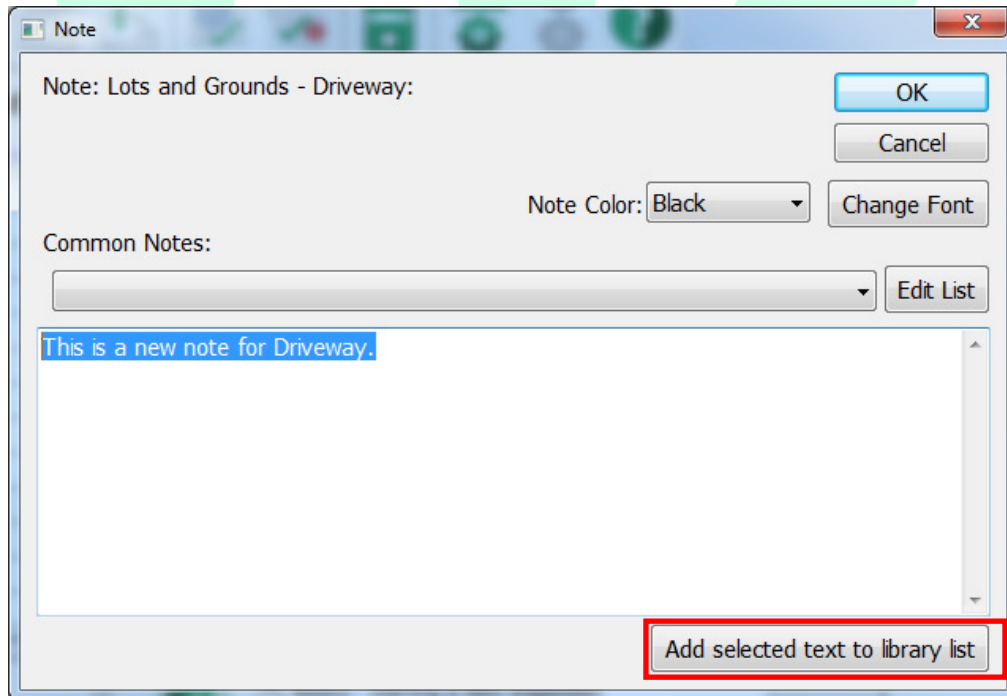
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4. First, we can type the new note in the open text box at the bottom of the window.

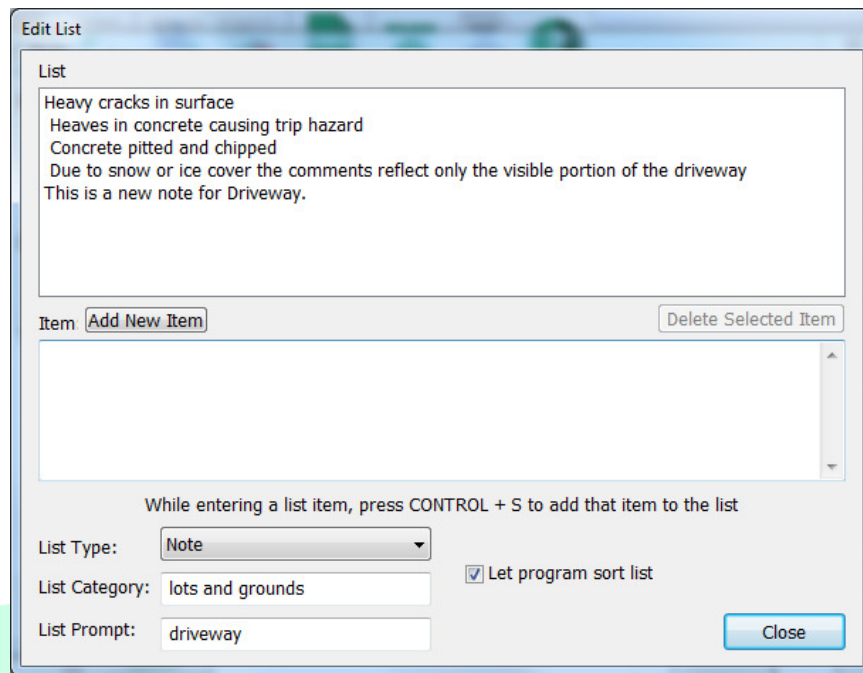


5. Once we're finished typing the new note, we'll highlight it and click 'Add selected text to library list'. Then click OK.

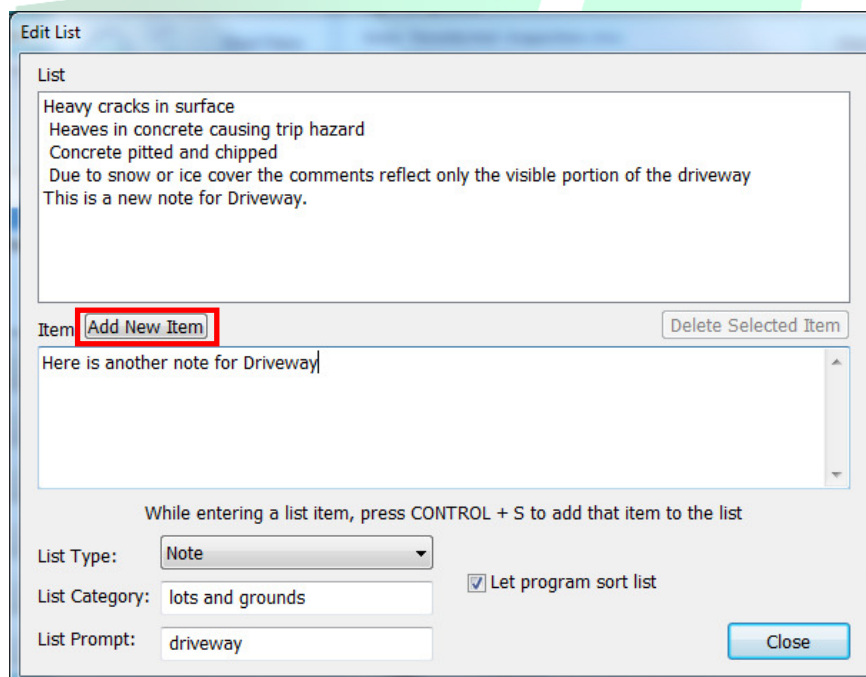


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6. Second, we can add a new dropdown by clicking the 'Edit List' button. This will bring up the Edit List screen.



7. In this window, we will type the new note in the empty text box and then click the 'Add New Item' button. Once we are finished adding dropdowns, we'll click Close. (**NOTE:** You are also able to delete dropdowns from this window.)



# How To: Add Items to Your Dropdown Lists on a PC

- Now if we go back to the driveway line and click on our note dropdown, we see the new notes that we just added.
- You can also bring up the 'Edit List' window by clicking <Edit List> from the dropdown list.

