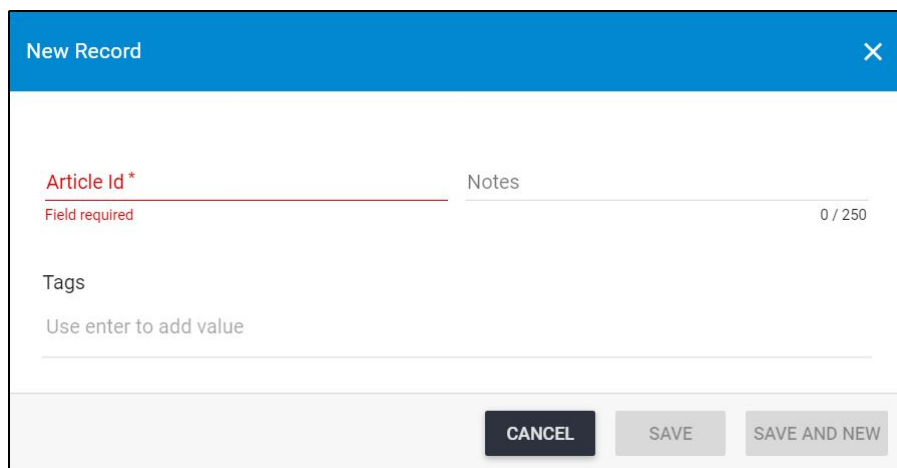


Add favorite

To add a favorite, follow these steps:

1. Click the **Add** button, the following window appears:



The screenshot shows a 'New Record' dialog box with a blue header and a close button. It contains three input fields: 'Article Id *' with a red underline and 'Field required' error message below it; 'Notes' with a character count '0 / 250'; and 'Tags' with a placeholder 'Use enter to add value'. At the bottom are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND NEW'.

2. Click the "Article Id" field and select the article you want,
3. Enter a note, if you want,
4. Enter the tag name then press Enter,
5. Click **Save** to add the favorite article and close the window or **Save and New** to add it and open a new window. The favorite article is added to the list.