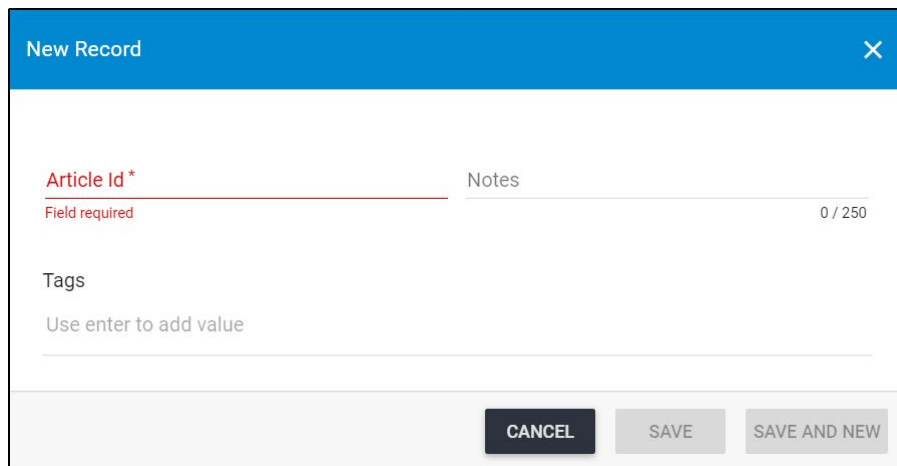


## Add favorite

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. The main area contains three input fields: 'Article Id \*' (with a red underline and 'Field required' error message), 'Notes' (with a character count of '0 / 250'), and 'Tags' (with a placeholder 'Use enter to add value'). At the bottom, there 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.