# My Settings: Manage Favorites [Heading 1]

Navigate to the following: **Menu A** -> **Menu B** -> **Menu C** [Normal+Bold text]

Your favorites is a convenient feature that allows you to select the menu items you most frequently need to have access, reducing navigation steps.

## Add an Autocorrect [Heading 2]

**To Add a New Autocorrect, complete the following** [Normal+Bold text – below numbered items use normal, bold, and italics]

1. Enter the text to use (e.g., Click the **Save** button)
2. Highlight the text to use
	1. Hold down the cursor and drag it across the text
	2. On your mouse, **Right-click** the text and click **Copy**
3. Click the **File** menu item
4. Click the **Options** menu item
5. Click the **Proofing** menu item
6. Click the **AutoCorrect Options** button
7. In the *Replace* field, enter **sb**
8. Click the **Formatted text** radial button
9. Click the **Add** button
10. Click the **OK** button

## Add Favorites [Heading 2]

**To Manage Favorites, complete the following:** [Normal+Bold text]

1. Click the **My Settings** menu
2. Click the **Manage Favorites** menu item

**To Add Menu Items to your Favorites, complete the following**

1. On the left side, click the **Expand** icon to display menu items

***NOTE:*** At any time, you may **Save** your favorites, **Cancel** changes, or **Exit** *Manage Favorites*. [The work NOTE uses Bold, Italics, and a red font]

1. Click the **Add Group** button and name the new group (e.g., *Case Management*)

***NOTE:*** You may create multiple groups for organizing your favorites.

1. Select the item to add, and **Drag-and-Drop** the item to the appropriate location

#### Updating a Form – Part A of the Form [Normal+Bold text]

1. On your Desktop, **Double-click** the form to open
2. Navigate to *Part A*
3. Complete all fields

***NOTES:***

* *Alternate ID Number* – Should be 10-15 digits
* *Address* – Your current address, city, state, and zip code
* *Alternate email ­*– If you want your spouse included, enter an alternate email address
* *Phone number*
	+ Primary phone number
	+ Alternate phone number
	+ Enter the type of number (e.g., “Home Phone”)
* Check the *Public* [italics]**Check-box** [bold] if you want this information available online

## \*\*\*\*\* Test material complete \*\*\*\*\*