

Automatic Text Fill

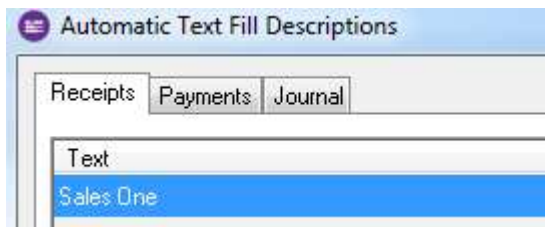
Using previously entered text in the transactions description

HandiLedger will "remember" anything that you have typed in the **Description** fields of the **Cash Receipts**, **Cash Payments** and **Journal** windows. When you enter the first few characters in a receipt, payment or journal **Description** field, HandiLedger will complete the entry with a previously typed in description. You can either press **Enter** to accept the automatic text fill, or continue to type in a description. This can greatly speed up your data entry.

Viewing and Deleting Automatic Text Fill Descriptions

The **Automatic Text Fill Descriptions** window lists all the available text fill entries available for payments and receipts. You can delete any unwanted entries.

1. From the **View** menu, click **Automatic Text Fill Descriptions**. The **Automatic Text Fill Descriptions** window will open.
2. Click the **Receipts**, **Payments** or **Journal** tab to view the text fills for receipts, payments or journals respectively.



3. To delete a text fill, highlight the required entry and click **Delete**. Click **OK** on the **Attention** window.
4. Click **Close** to exit the **Automatic Text Fill Descriptions** window.