

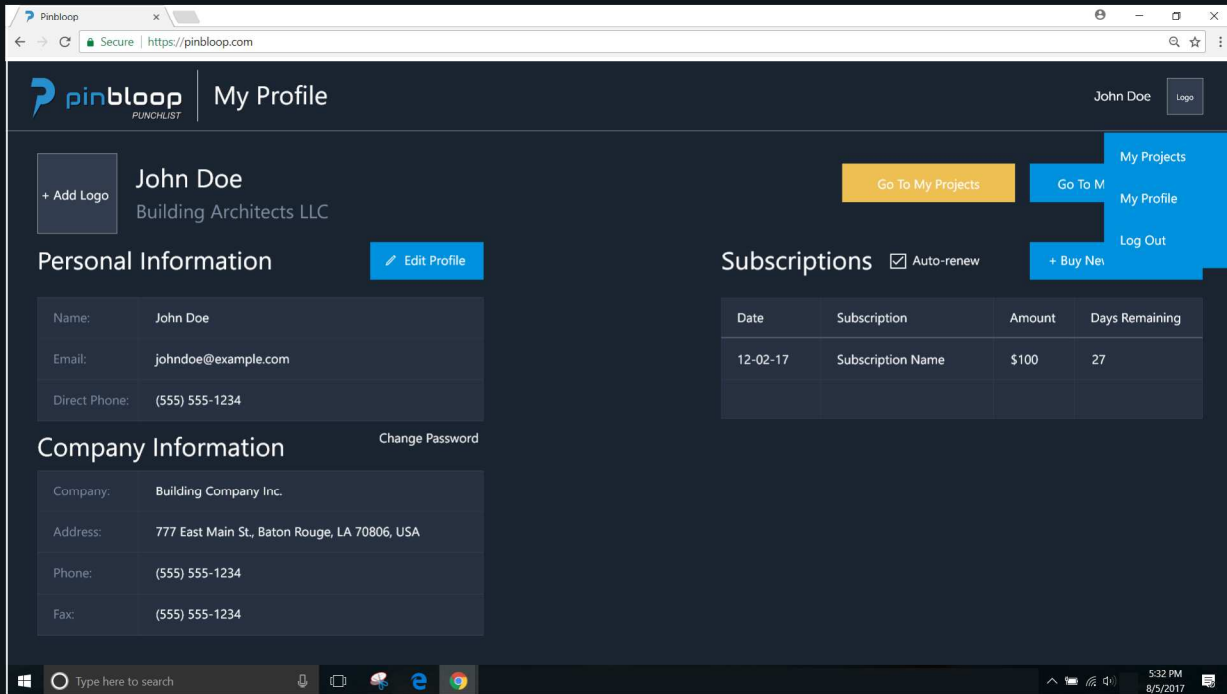
# How To PDF Guide - Web App

## Add Custom Library How to Add Custom Library

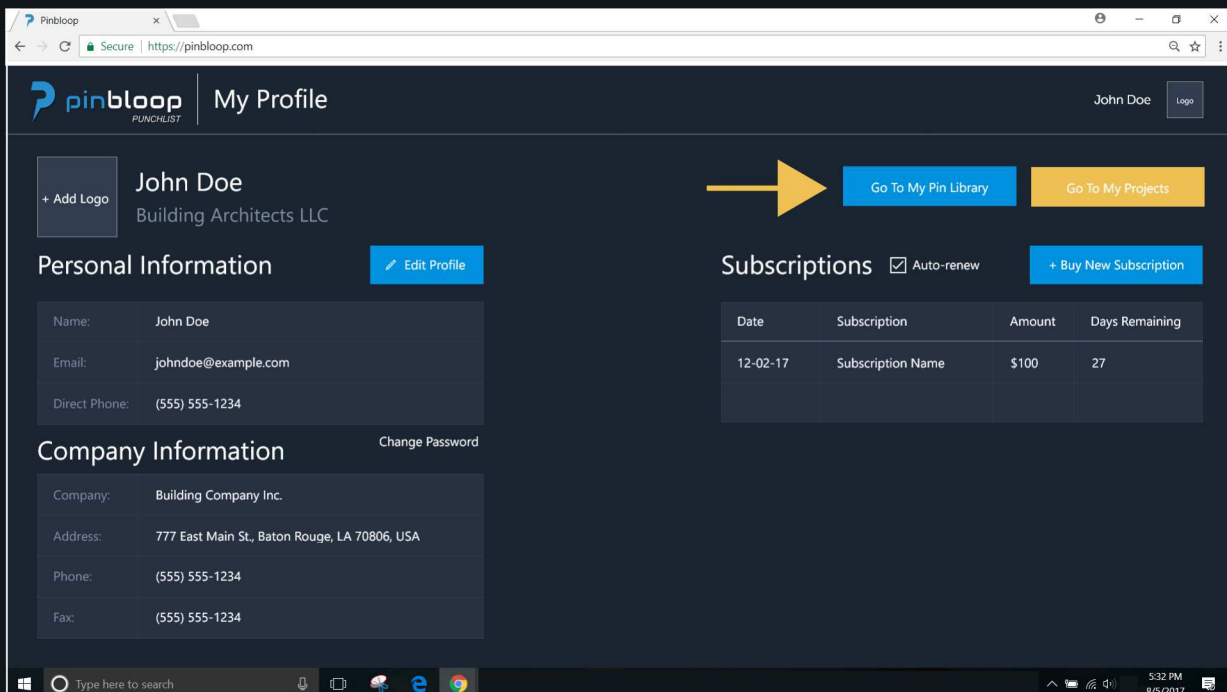


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**Step 1:**  
From any Screen, Open User Profile by Clicking on User Name. Then Click on "My Profile"



**Step 2:**  
Click on "Go To My Pin Library"



# How To PDF Guide - Web App

## Add Custom Library How to Add Custom Library

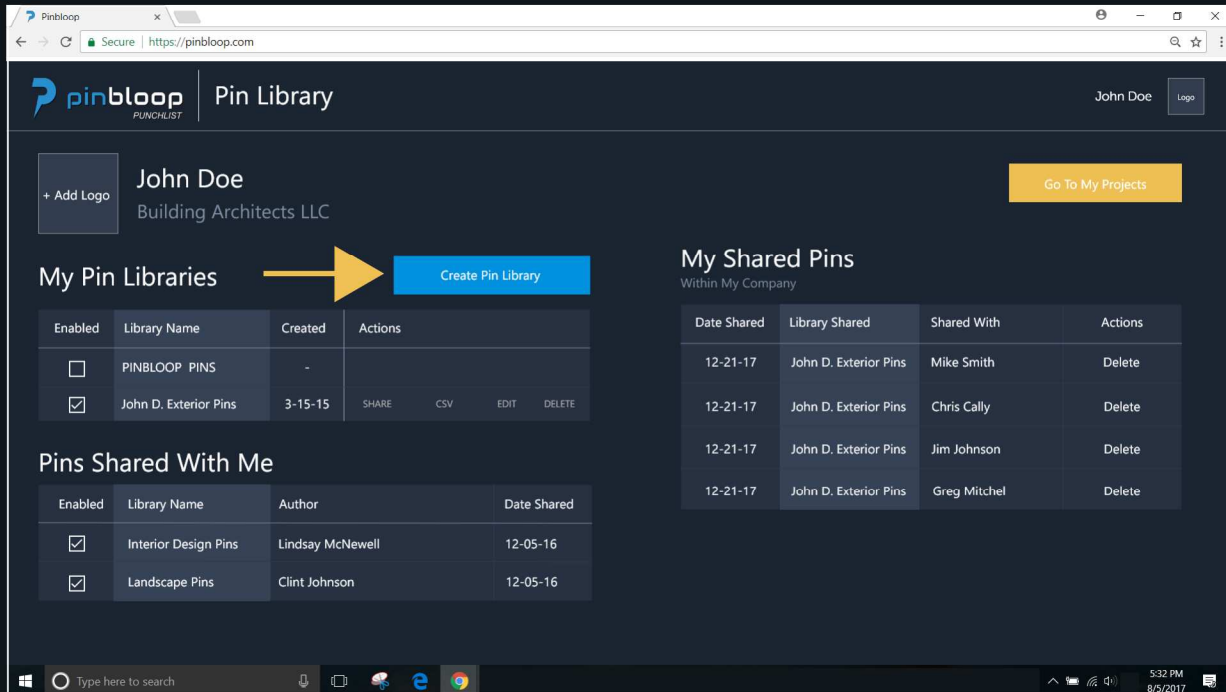


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### Step 3:

#### Click on "Create Pin Library"

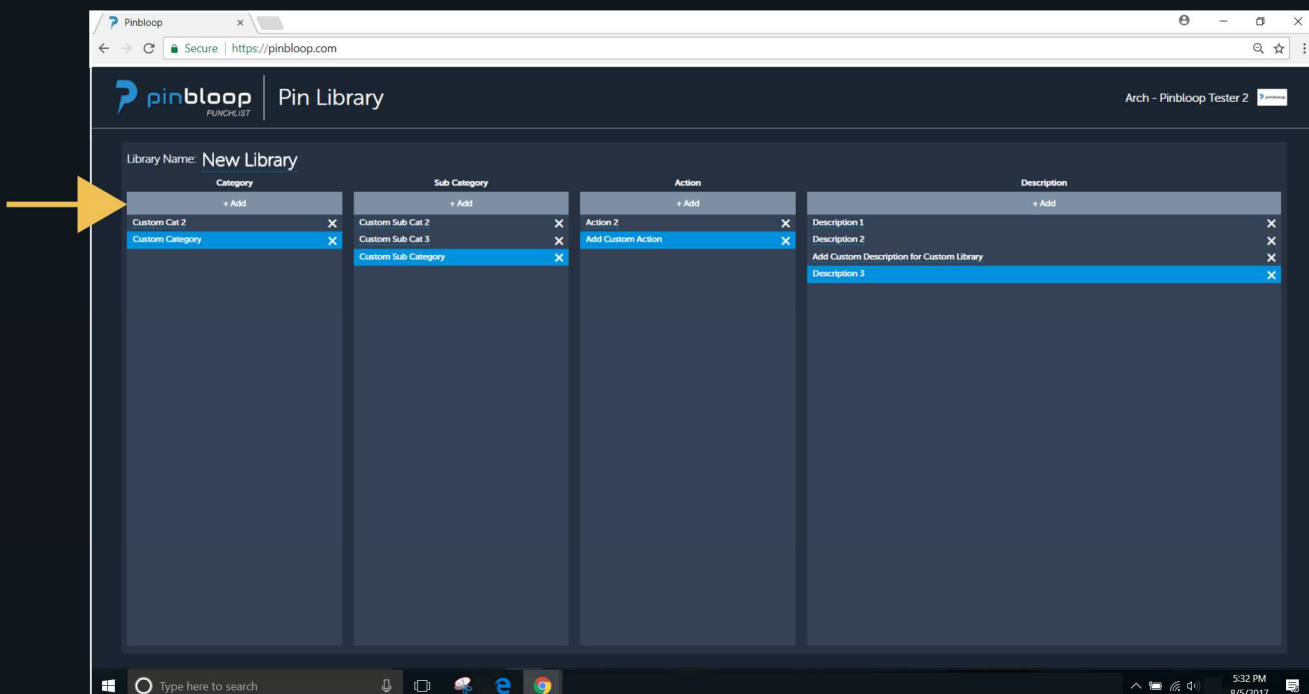
View, Share, Download, Edit, & Delete Custom Libraries here.



### Step 4:

#### Click on Library Name Field to Edit Name.

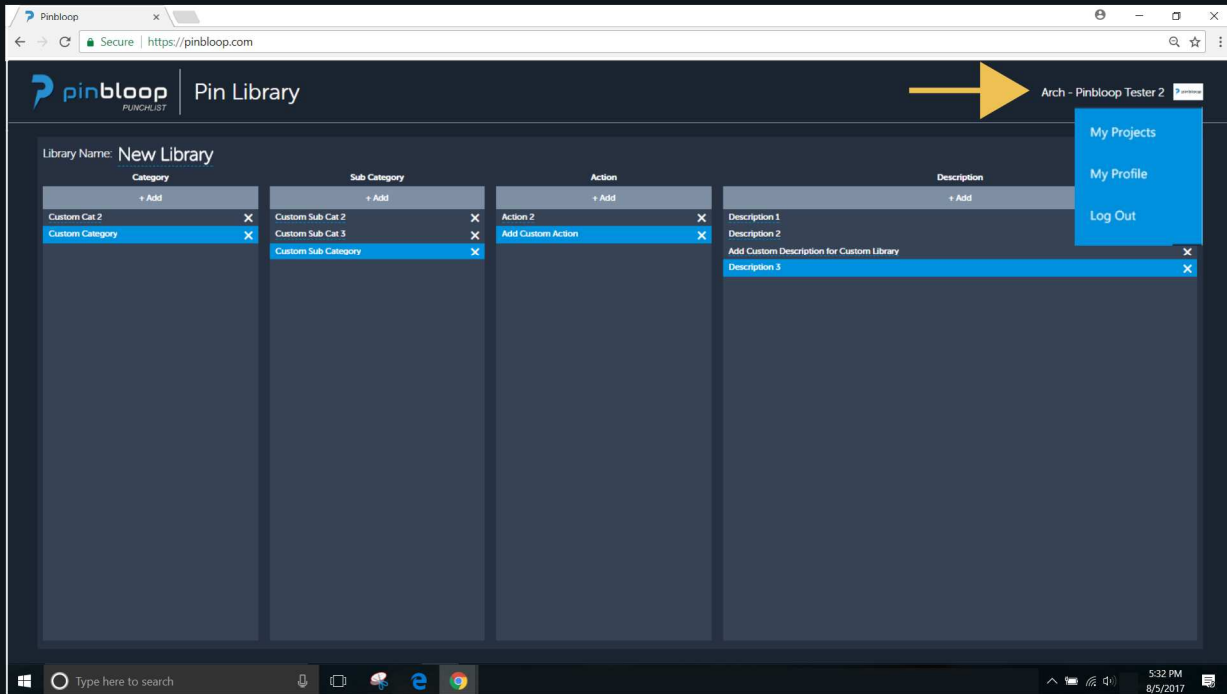
#### Click on Add Buttons in each Column. Add Category, Sub Category, Action, & Description



# How To PDF Guide - Web App

## Add Custom Library How to Add Custom Library

**Step 5:**  
When Finished. Open User Profile by Clicking on User Name.  
Then Click on "My Profile". Your Entries are Automatically Saved as they are Entered.



## Step 6: Manage Pin Libraries Options

