



AV CaptureAll

How-to Guide: Add a Session Name or Location

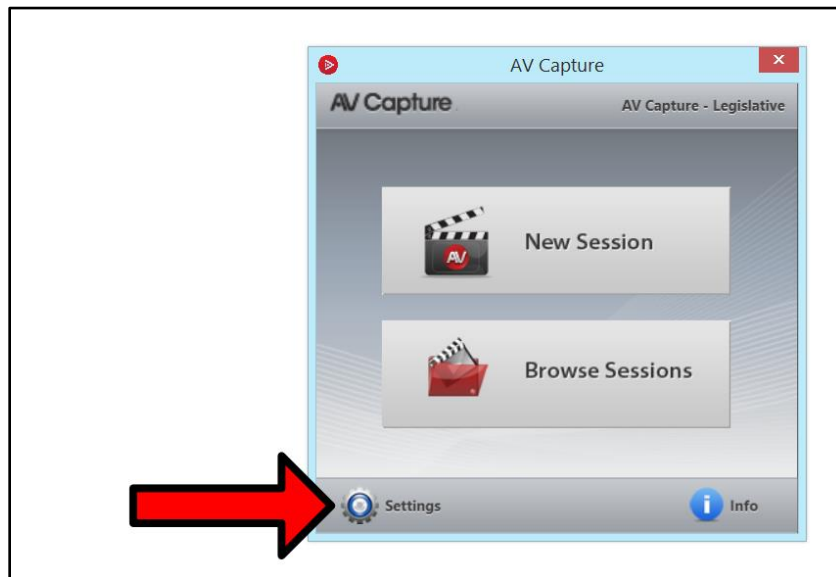
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🌀 Overview 🌀

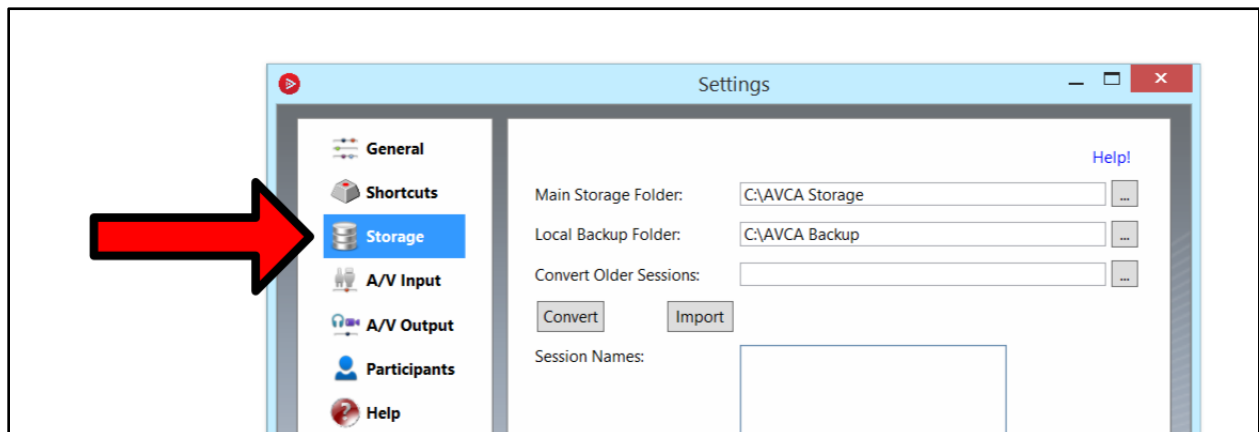
When creating a new session, the name and location may be selected from dropdown menus or typed manually. The purpose of this guide is to walk you through the steps necessary to add new selections to these dropdown menus. If at any time you have questions regarding this process, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.

🌀 Directions 🌀

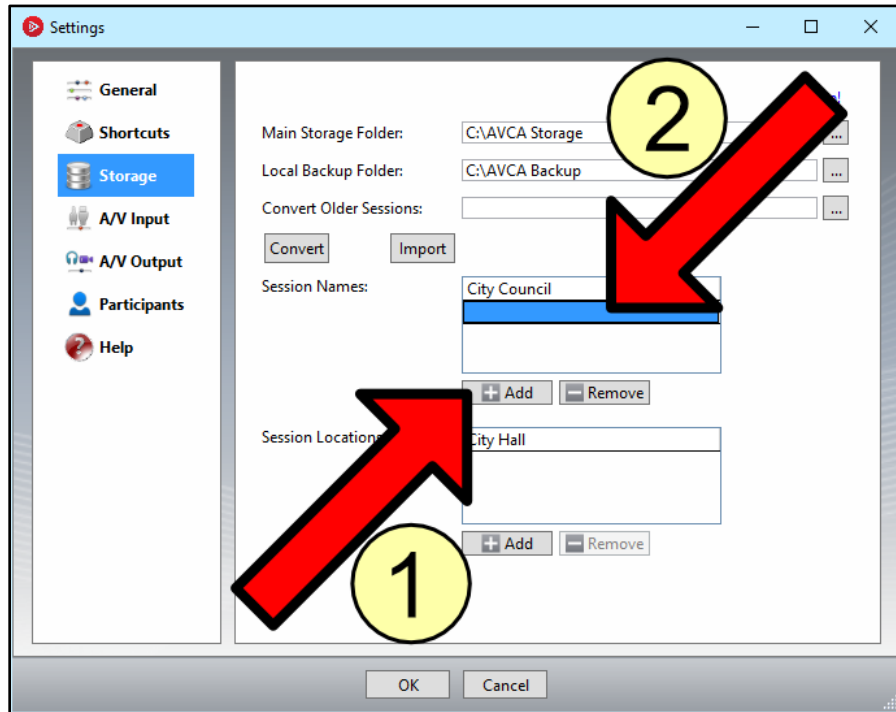
Step 1: Launch AV Capture and open the Settings window.



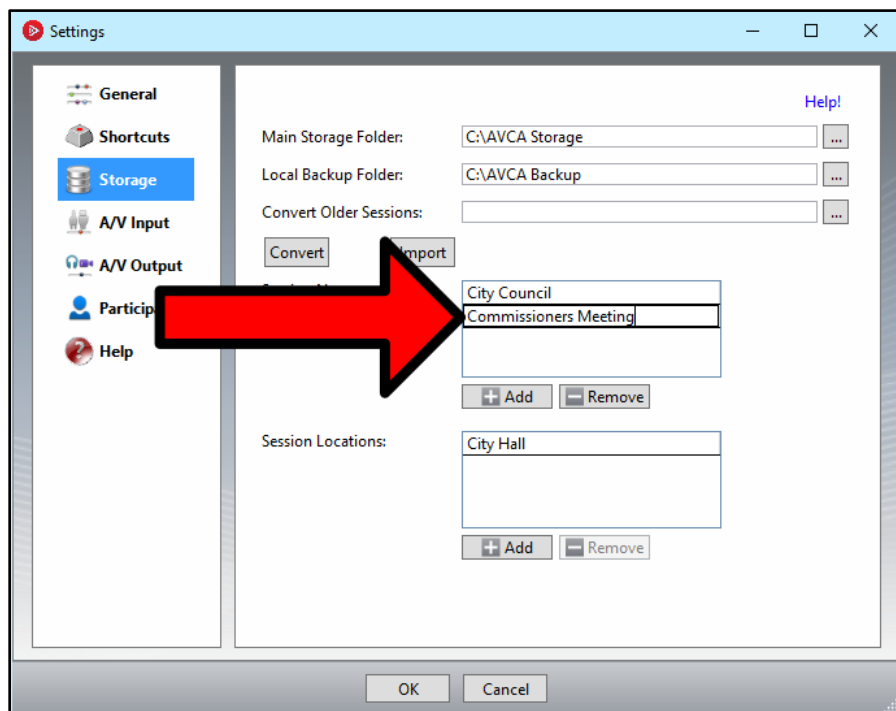
Step 2: Navigate to the Storage tab.



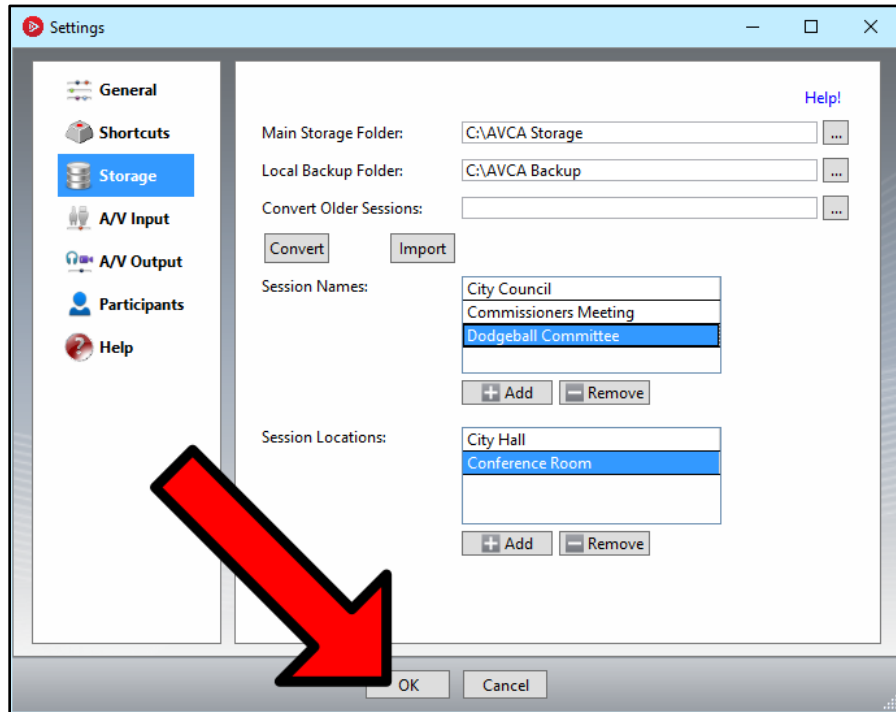
Step 3: Depending on which you want to add, click the (+ Add) button for either Session Names or Session Locations. In the example (shown below), we add a Session Name (1) and double-click in the subsequent text field (2).



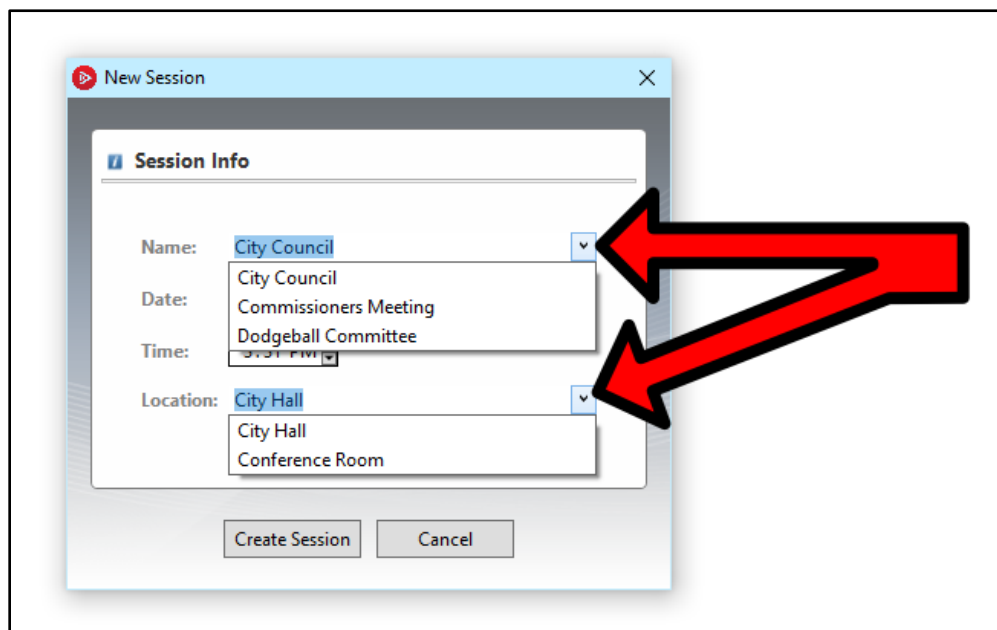
Step 4: Type the desired name and press Enter.



Step 5: If any additional Session Names or Session Locations are desired, repeat Step 3 & 4 until finished adding new selections. In the example (shown below), two new names and one new location have been added. Click OK to save your changes.



Step 6: The session names and/or locations you added should now be available for selection in the New Session window's Name and Location dropdown menus (as shown below).



Summary

If you followed the steps above, the names/locations you added should now be available for selection in the New Session and Edit Session windows. If this is not the case, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.

Related Support Documents

[FAQ: How do I change the session name, date, time, or location after it has been published?](#)