

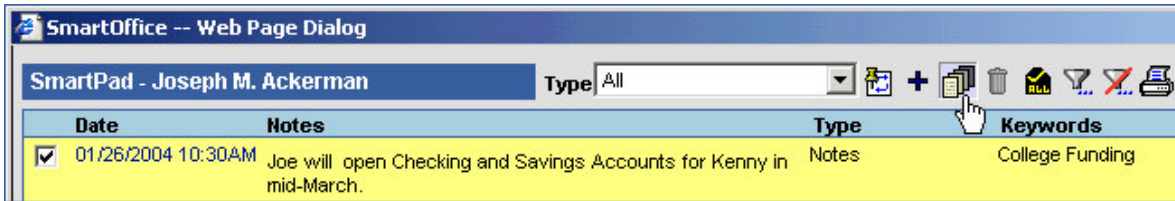
# Fast•Class File

SmartOffice

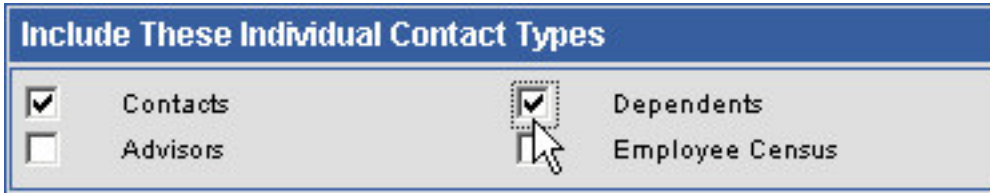
## Volume Eight: Copying SmartPad Notes

To copy a note from one contact SmartPad and add it to the SmartPad of another contact:

- Open the SmartPad of the selected contact.
- Select the desired SmartPad Note(s). *Important: Only SmartPad entries designated as Notes can be copied to the SmartPad of another contact.*
- Tag the selected SmartPad Note(s).
- Click the **Copy the tagged Note(s) to other contact(s)** button.



- In the **Contact Search** screen, perform a contact search for the contact(s) you would like to copy the SmartPad Note(s) to.



*Note: If you will be copying the note to a dependent contact record, remember to select **Dependents** in the **Include These Individual Contact Types** in the **Contact Search** screen.*

- SmartOffice will display a list of contacts that meet the search criteria entered in the **Contact Search** screen.
- Select the contact record(s) to which the SmartPad Note(s) will be added.



- Click **OK**.
- SmartOffice will copy the SmartPad Note(s) to the SmartPad(s) of the selected contact(s).

