

## 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).

	SmartPad - Joseph M. Ackerman				
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I	Memo Date&	Open Link	Notes	Туре	Keywords
	02/26/2008		Joe will open checking and savings accounts for Kenny in mid-March.	Notes	College Funding

Figure 1: Selected SmartPad Note

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.
- 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).

