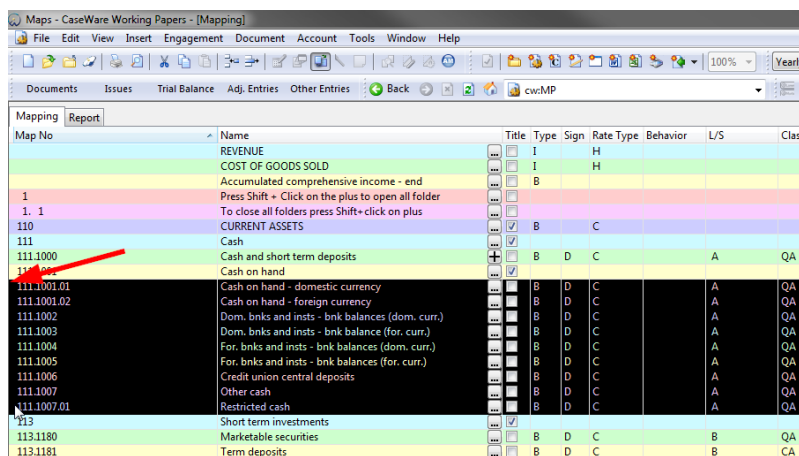# How do I copy the map numbers I need from the Jazzit Maps file without copying in the entire map structure?

Note: This document is no longer being actively updated. Please see the following link for the most up to date information. Link

If you need a map number or a GIFI that is not available in your CaseWare Working Papers file or would like to add in a frequently used map number to your master templates, copy and paste the map number from the detailed map structure found in the Jazzit MAPS file. The MAPS file is included with your Jazzit order, or as a download from our online Support Centre. You need to be a Jazzit Administrator to be able to access the Support Centre.

Solution

1) Open the file that you want to copy the map numbers to (this can be your Master or client file) in CaseWare Working Papers.

2) Launch a second instance of CaseWare Working Papers by double-clicking on the CaseWare Working Papers icon and browse to the Jazzit **MAPS** file. You should have two CaseWare Working Papers applications running at the same time.

3) Select **Engagement | Mapping** in **both** files to open the mapping structure.

4) In the detailed map structure (Jazzit MAPS file) find the map number you wish to copy. Highlight the entire row of information for this map number. You can do this by clicking on the far left of the line until the line is highlighted. You can drag the cursor up or down if you are selecting a group or multiple map numbers.

5) Select **Edit | Copy** to copy the highlighted row(s).

6) Move to the map structure in the target file and place your cursor on the row where you want the map numbers to be pasted.

7) Select **Edit | Paste.** The content will be inserted **below** the cursor position.

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8) Highlight the map number row and hold down the **CTRL** key and use the **UP/DOWN** arrows on your keyboard to **sort the row(s)** into the correct position if necessary.