

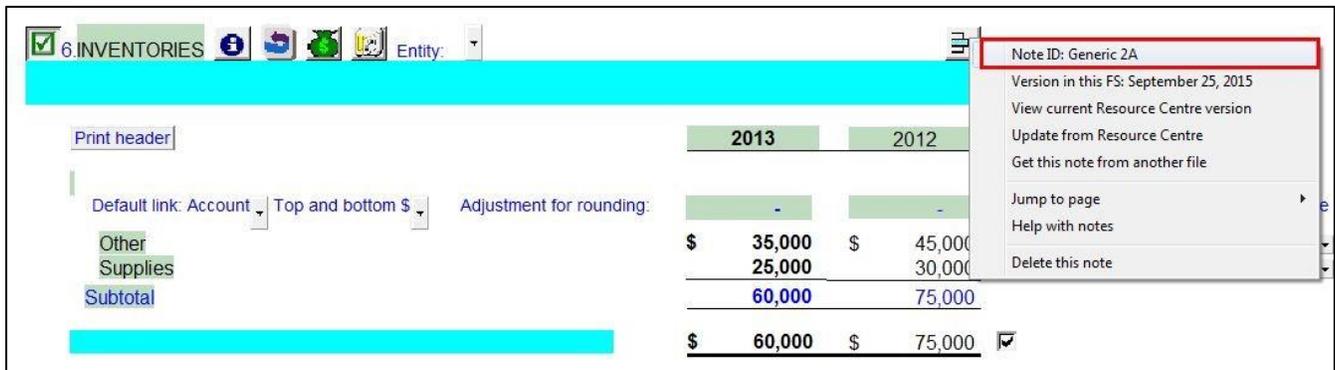
How do a copy a Note from another CaseWare file?

Included in the January 29, 2014 Resource Centre update was the ability to copy a specific note in the Jazzit financial statements from one client file to another Jazzit client file.

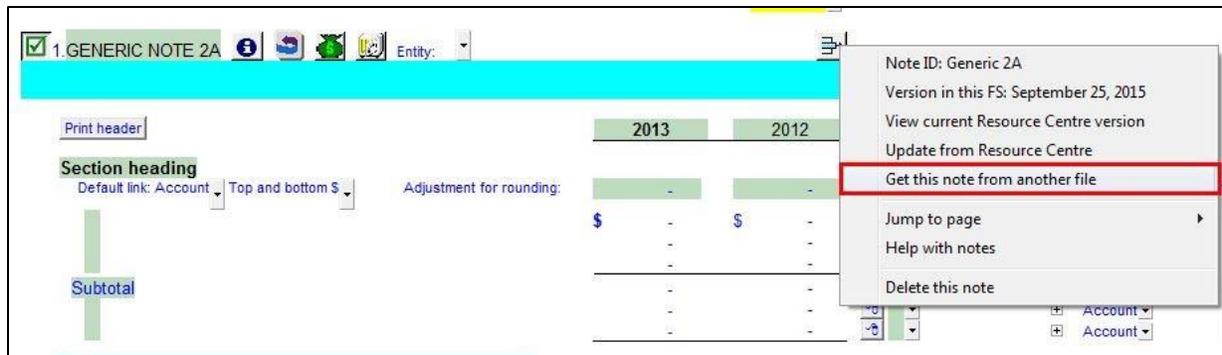
This feature is available once you update any note (or insert a new note) into your Jazzit financial statements. **For any note you wish to copy from one file to another, that specific note must exist in both files.**

Solution

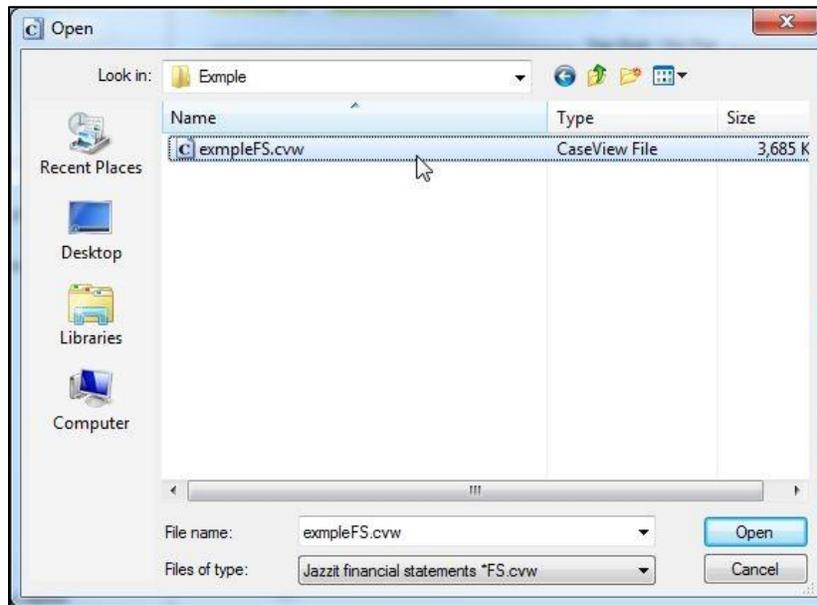
- Note that the **note identifiers have to be the same**, meaning the note used in the current client file needs to be the same as the note used in the source file. Right-click on the **delete note** (🗑️) icon in the source file to view the **Note ID** if you are not sure which note was used. You can then insert that same note in the current client file.



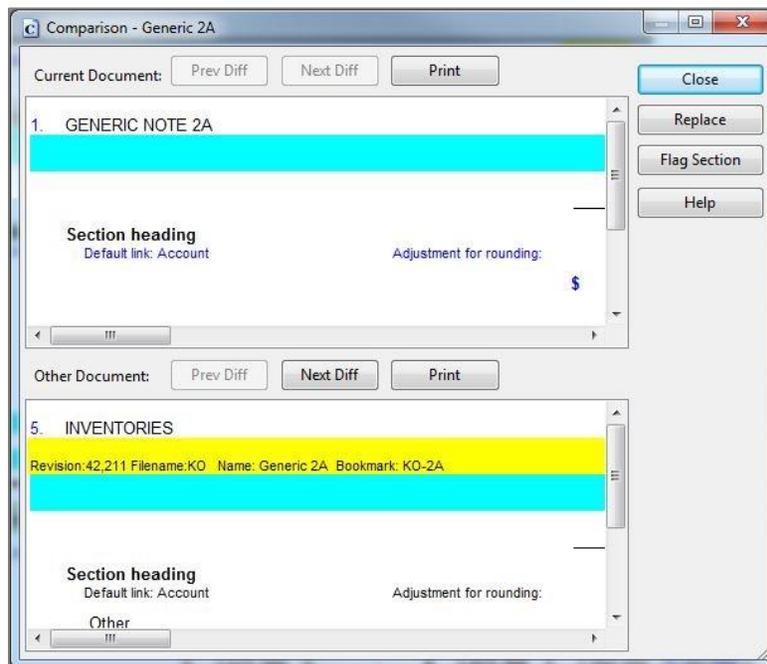
- Once you have the inserted the corresponding note in the current client file, right-click on the **delete note** (🗑️) icon and select **Get this note from another file**.



- Browse to the source file and click **Open**.



- A **Comparison** dialog will appear. The top half of the dialog shows the note in the current file and the bottom half shows the note from the source file.



- If this is not the correct note, you can select **Close** to cancel the action or click **Replace** to copy in the note to current file.
 - You will be asked if you would like to retain input cells and paragraphs. Select **No**.
- The note in the current file will be replaced with the source note.