Occasionally it may be necessary for your Customer to edit a document you created in SoftPro Select. Follow these steps to export the document to Word and distribute via smartVIEW. This is primarily for commercial users and management approval should obtained before proceeding.

Once your document is in **Preview** mode,

1. Click the **SoftPro** icon

2. Select **Export > Export as Word document**
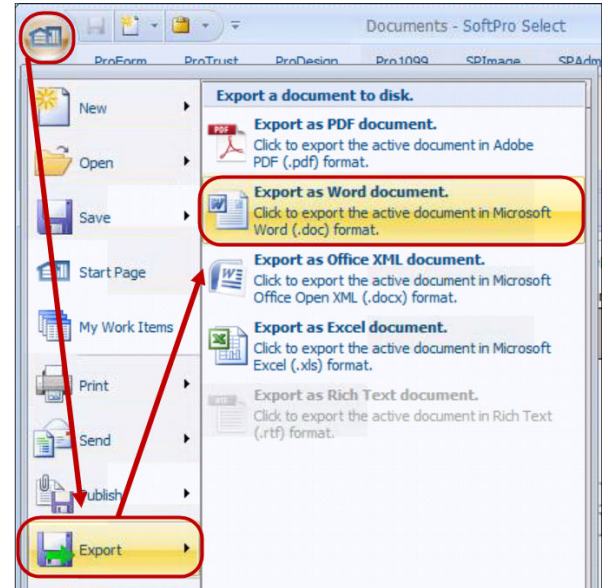
3. If this is the first time you are exporting, verify the path shows your **Home** drive; our example shows the **H**-drive as the **Home** drive. Your operation may or may not use the **H**-drive.
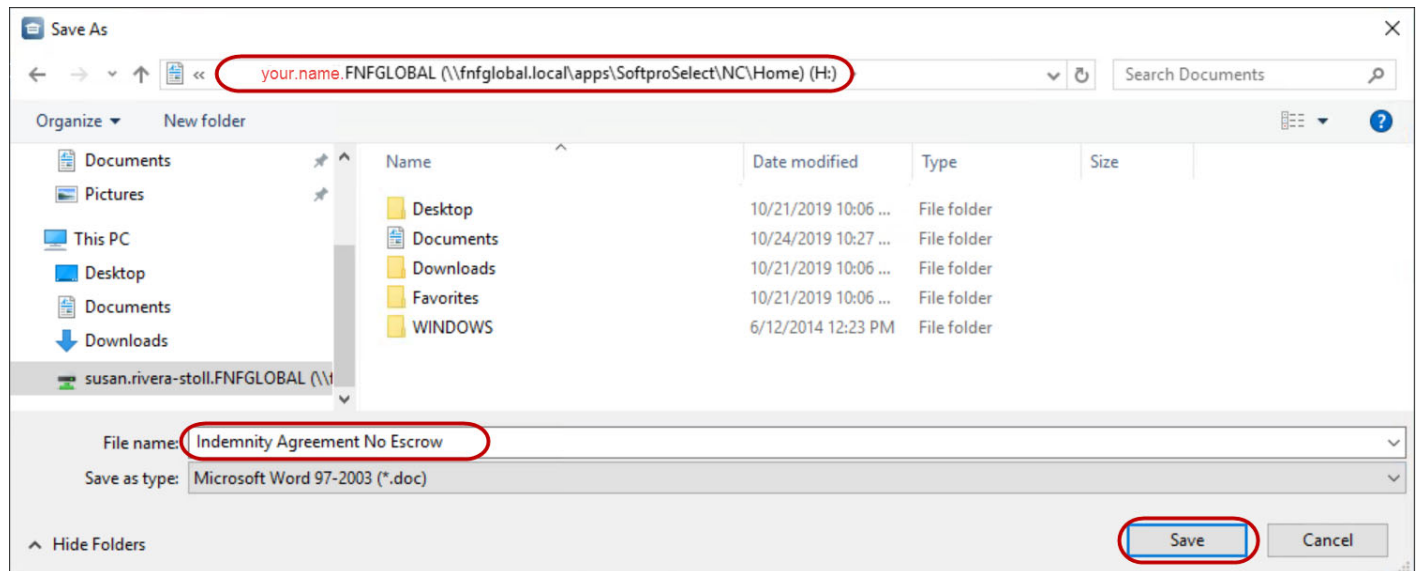
4. Modify the **File name**, if needed

5. Click the **Save** button

6. Use the **FNF Citrix SPS Export** shortcut located on your local desktop to access the exported reports or documents on the **Home** drive

7. Upload to smartVIEW and distribute as normal