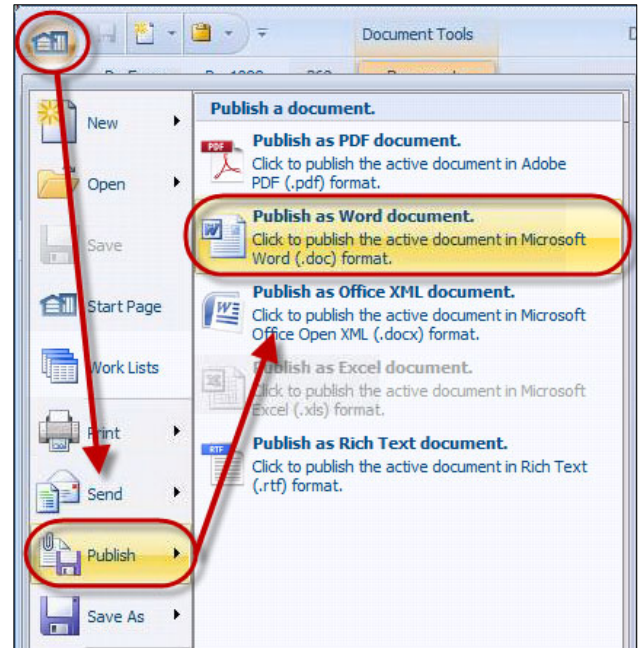


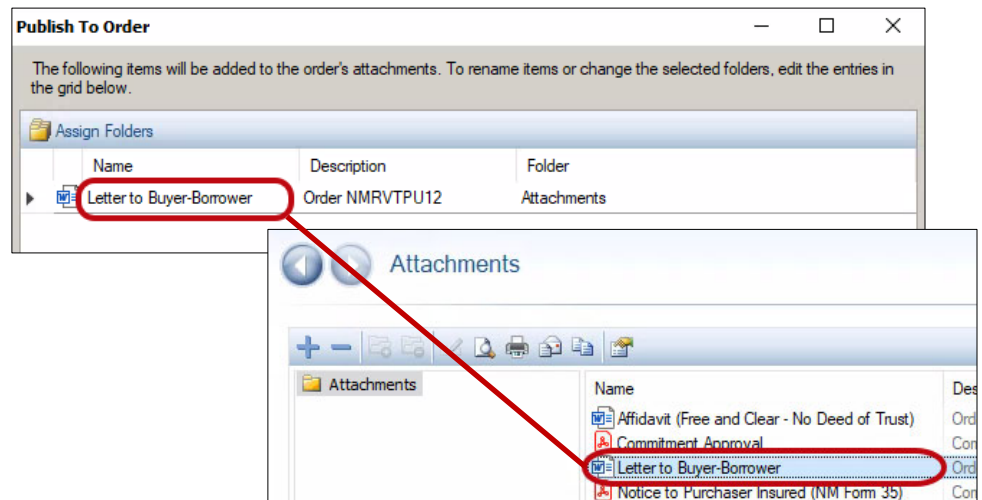
Publishing a Document in Word to smartview

Follow these steps to publish a document to smartview as a Word document.

1. Open the document in **Preview** mode, answer prompts as needed
2. Click the **SoftPro** icon
3. Select **Publish > Publish as Word document**.



4. In the **Publish to Order** window, if necessary, edit the default name of the document; click **OK**



NOTE: Modifying the name here only changes the name of the document shown on the **Attachments** screen within the SoftPro order. This name change does **not** flow through to smartview. That can be done in the next step.

Publishing a Document in Word to smartview

5. From the **smartview Document Post** window, enter or select,
 - a) **Document Name** – Modifying the document name here flows through to smartview
 - b) **Folder** - click the **Documents** link to select the folder where the document is to be housed **in smartview**
 - c) **Comments** – enter comments if needed
 - d) Click the **Ok** button

smartview Document Post

Document Name:

Folder:

Comments: