

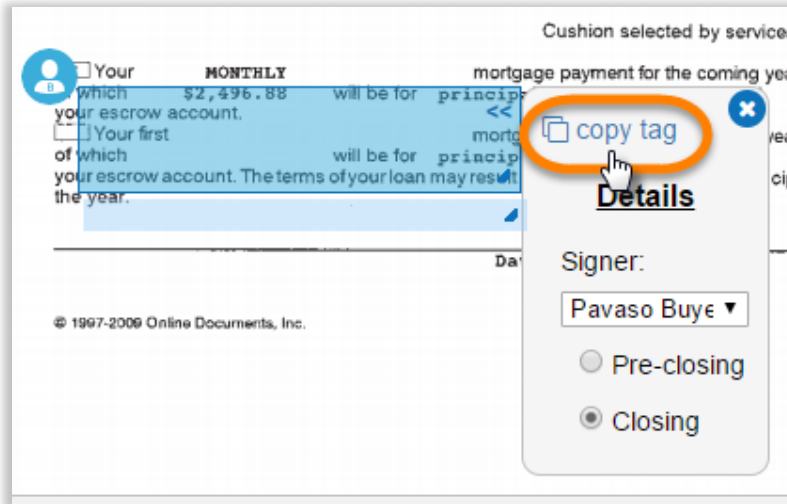
Copy Tags Functionality



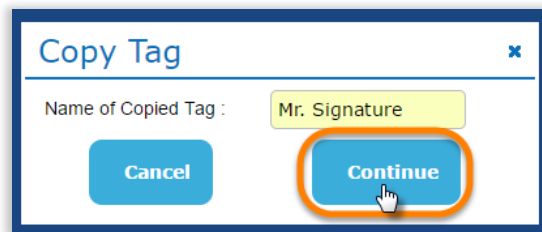
The Copy Tag functionality allows you to copy a specific tag and its size for repetitive use on that Order. This functionality can be found in the “Configuration” screen.

Note: This function will not copy other tag settings including who the signer is, pre-closing, closing, required, etc.

1. After placing and sizing a tag on a document, click on the “Copy tag” link in the “Details Box” of that tag.



2. Name the tag copy and “Continue.”



3. The copied tag will appear at the bottom of the Tags Menu on the left. Select this button and click to place the tag copy on the document.

