



Copying Letter Text

If a contact event has a letter already created against it, you can view and copy the text from the letter by clicking on the Letter Text tab on the lefthand side of the expanded contact event.

Text	Person	Brenda Albert
Letter Text	Made By	BARBARA
	Date	29/01/2013
	Time	09:34
	Type	Training
	Summary	test for doc attached & write le...
	Outcome	
	Callback	
	Callback Time	
	Priority	5
	Created By	BARBARA
	Created	29/01/2013 09:34

Dear Brenda

Kind regards,

TEST Barbara Kirkup
IQX Admin

The Agency
Wester newhouse
Lillesleal
Mekose
TD6 SJT

Created: 29/01/2013 09:35 by BARBARA

If you want to copy part of the letter text to paste somewhere else, highlight the text required, right click and copy.

Go back to [Hints, tips and shortcuts](#)

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