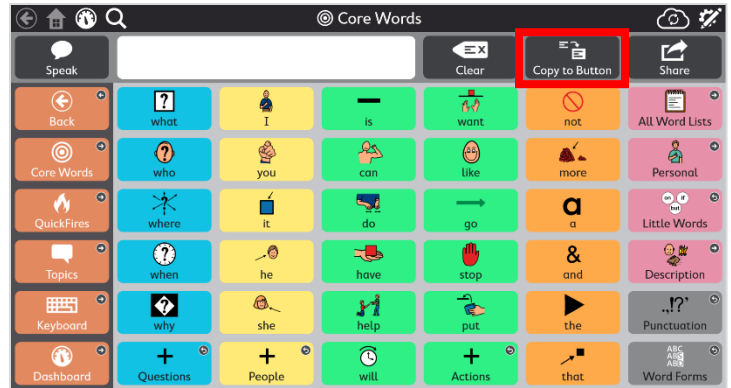


Copy to Button in Snap Core First

Adding the Copy to Button to the Message Bar

1. Select **Edit**
2. Select **Edit Message Bar**

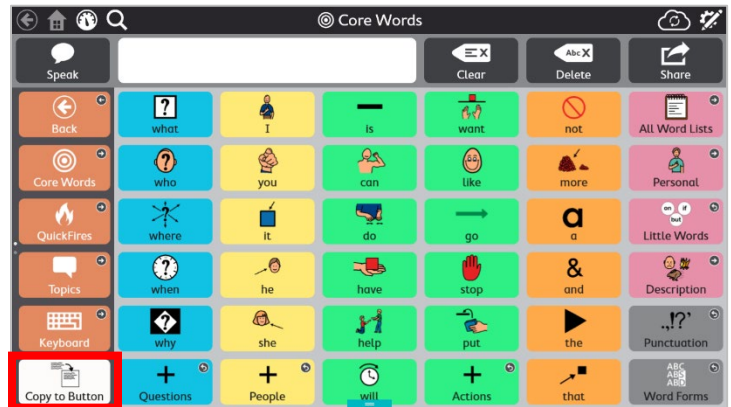
Note: If the Copy to Button is grayed out select one of the tools (i.e.: Delete, Share, Chat, etc.) not being used to remove the check or increase in grid size.
3. Select **Copy to Button**
4. Select **Done**
5. The Copy to Button is ready to use from the Message Bar!



Creating a Copy to Button on the Tool Bar

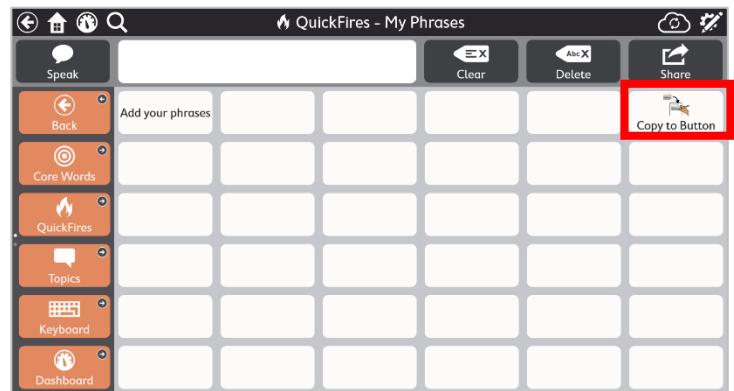
1. Select **Edit**
2. Select a **blank button on the Tool Bar**

Note: You may have to scroll down to find a blank button on the Tool Bar. You also have the option to swap Tool Bar buttons so the blank button is on the first page.
3. From the Button Edit menu, **delete the default action**
4. Select **Add Action**
5. Select **Copy Message Window to Button**
6. Select **Done**
7. The Copy to Button is ready to use from the Tool Bar!



Creating a Copy to Button on any Page

1. **Navigate to the page** you want to add a Copy to Button
2. Select **Edit**
3. Select a **blank button**
4. From the Button Edit menu, **delete the default action**
5. Select **Add Action**
6. Select **Copy Message Window to Button**
7. Select **Done**
8. The Copy to Button is ready to use on that page!



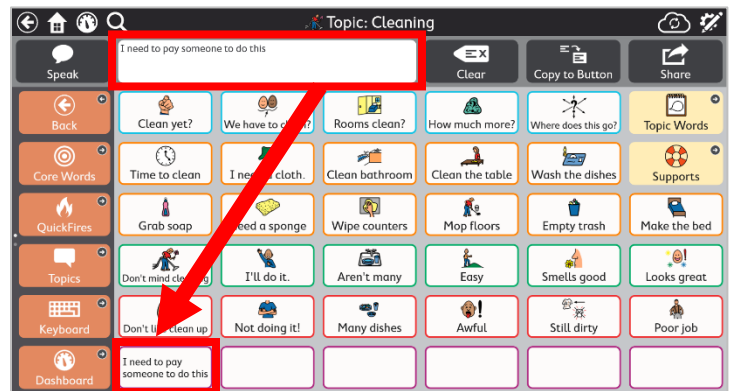
Note: If you want the Copy to Button to be available on every page set, add the Copy to Button to the Message or Tool Bar.

Using the Copy to Button

1. **Construct your message**
2. Once your message is complete in the Message Window, **navigate to the location** to copy your message
3. Select the **Copy to Button**
4. Select a **button for your message**

Note: If you select a button that is already programmed, it will override the label, message, and actions.

5. Select **Accept**
6. Your message has been copied and is ready to use!



Creating a Page to Copy Messages

If you are new to using the Copy to Button features, you may want to create a separate page to practice your copy and paste message skills. You may also want to create a separate page to use as a note or scratch pad. A user may use this page and the copy to button feature to store messages as reminders, create lists, or even as temporary storage of messages they want to relocate for use in the software later.

1. Select **Edit**
2. Select the **top right corner** (chain links) of a **blank button** on the Tool Bar

Note: You may have to scroll down to find a blank button on the Tool Bar. You have the option to swap Tool Bar buttons so the blank button is on the first page.

3. Select **Link to New Page**
4. **Name** your new page
5. **Select a symbol**
6. Select **Create**
7. **Double click on your new button** to take you to the new page
8. Select a **blank button** on the new page
9. **Delete the default action**
10. Select **Add Action**
11. Select **Copy Message Window to Button**
12. Select **Done**
13. Now you can use this page to copy messages as reminders or to store temporarily!

