## SAVING YOUR SMART OFFICE CANVAS

Before May 13th, complete these steps to save your canvas from your current Smart Office.

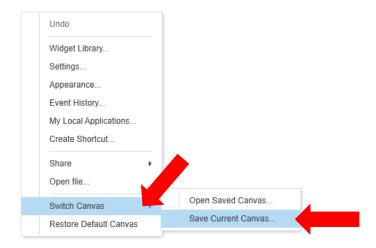
This is an example of what a canvas may look like. Follow the steps below to copy your current Smart Office canvas.



1. Open Smart office



3. On the canvas: Right Click and Select: Switch Canvas-Save Current Canvas



**4.** Save canvas to the desktop or folder where it can be found to be added after the Lawson upgrade. Please note: The icon will say **InforCanvas** when saved.

