\*\*Email Tip #1: Efficient Narrative Entry with Codes\*\*  
Enhance your narrative entries in Intapp Time using narrative codes for a more efficient workflow. Here’s how:  
1. Open an entry form and click in the Narrative field.  
2. Press F5 or right-click and select "Narrative Codes (Shift+F5)."  
3. Double click the desired narrative code or use Shift+F5 to insert it into your narrative.  
Using narrative codes saves time and maintains consistency across entries.