\*\*Email Tip #2: Quick Narrative Expansion with Shorthand Codes\*\*  
Use shorthand codes in Intapp Time to rapidly expand commonly used phrases. Just follow these steps:  
1. Type a period followed by the shorthand code (e.g., ".TC " for "Telephone conference with").  
2. Finalize with a space or punctuation mark to trigger the expansion.  
Save time typing and ensure accuracy with convenient shorthand codes.