\*\*Email Tip #5: Efficiently Manage Your Narrative Codes with Import/Export Features\*\*  
Take control of your narrative codes by importing or exporting them in Intapp Time:  
To export:  
1. Click the Narrative Codes toolbar button and choose "Export Narrative Codes."  
2. Save the file to your desired location.  
To import:  
1. Click the Narrative Codes toolbar button and choose "Import Narrative Codes."  
2. Select and open your saved file.  
Stay organized and consistent by backing up or utilizing narrative codes across different platforms or workstations.