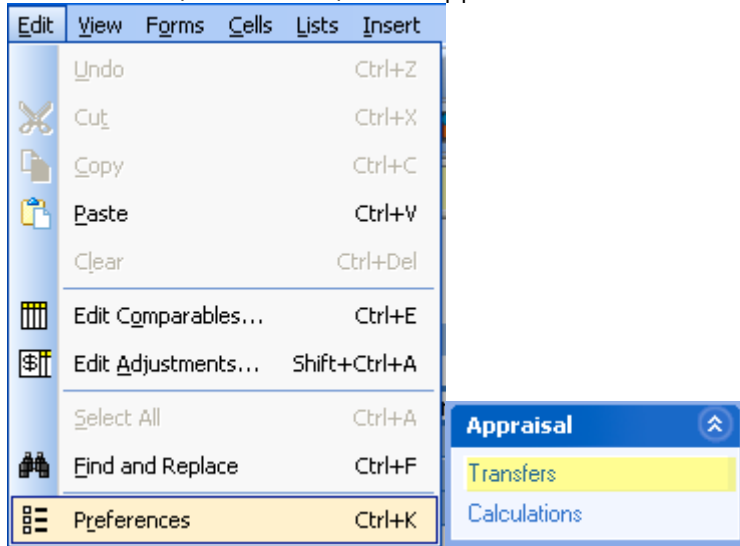


Automatic Transfers Instructions

1. Go to Edit, Preferences, in the Appraisal section click on Transfers



2. To unselect the options uncheck the box of that option.

Appraisal Transfers

- Automatically add suffix "Yrs" when transferring the years value into the grid
- Automatically add suffix "SQFT" or "ACRE" when transferring Site Area to grid
- Automatically add suffix "SF" when transferring Basement Area to grid
- Send PDF files with Lender's email address on To: line

If the preference to "add the suffix Yrs" is selected, when the Year Built is entered, it will transfer to the Actual Age grid the suffix yrs.

Design (Style)		Design (Style)	
Year Built	1972	Actual Age	34 yrs
Effective Age (Yrs)		Condition	

Note: A red arrow points from the '1972' value in the 'Year Built' cell to the '34 yrs' value in the 'Actual Age' cell.

If the preference to "Add Suffix SQFT" is selected **when** you enter the dimensions it will transfer to the Site grid the suffix SQFT

Automatically add suffix "SQFT" or "ACRE" when transferring Site Area to grid

Dimensions	65 x 45	Area	2,925 Sqft
Specific Zoning Classification		Zoning Description	
Site	2,925 Sqft		

If the preference to "Add Suffix SF" when transferring Basement area s selected when the square footage is entered for the basement area, the suffix is "SF" is transfer to the basement

Automatically add suffix "SF" when transferring Basement Area to grid

Foundation	
<input checked="" type="checkbox"/> Concrete Slab	<input type="checkbox"/> Crawl Space
<input type="checkbox"/> Full Basement	<input type="checkbox"/> Partial Basement
BasementArea	600 sq. ft.
BasementFinish	%

Basement & Finished Rooms Below Grade	600 sf
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If the preference "Send PDF files with...." is selected after the PDF file is created it will come up as an attachment on the e-mail's Send Message window with the Lender's email address in the to cell.

Send PDF files with Lender's email address on To: line

The screenshot shows the 'File' menu with the 'Send To' option selected. The 'Send To' submenu is open, showing options: 'Mail Recipient', 'Mail Recipient (as PDF Attachment)...', 'Mail Recipient (as '.clk' Attachment)...', and 'Fax Recipient'. A red arrow points from the 'Mail Recipient (as PDF Attachment)...' option to the 'To:' field of an email 'Send Message' window. The 'To:' field contains the email address 'dww@comcast.net'. The 'Subject:' field contains 'Appraisal of 20061208clk.clk'. The 'Attach...' field shows a PDF file named '20061208clk.pdf (297 KB)'.

Once you have selected or unselected your Appraisal Transfer Preferences click on Apply then OK

Apply	OK	Cancel
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