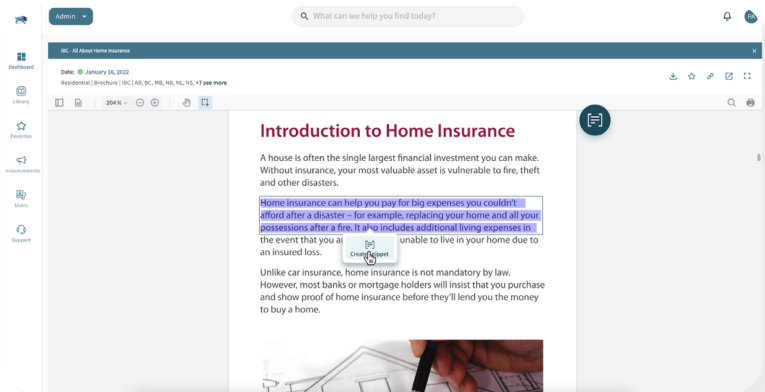# How to Create and Use a Snippet on ProNavigator
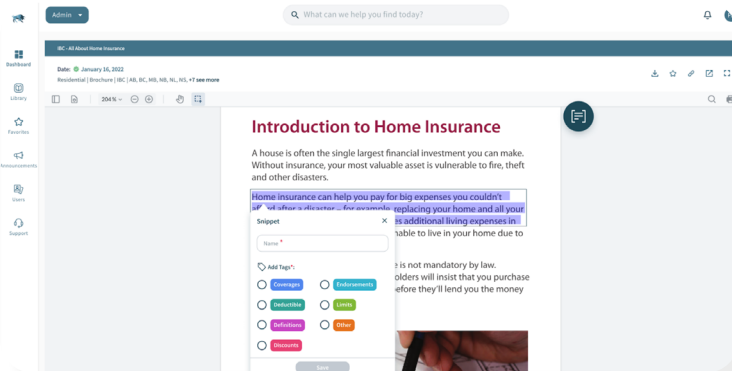
1

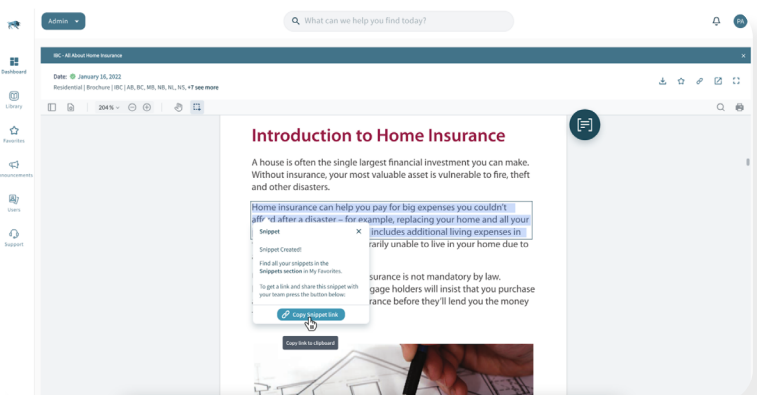Pinpoint the section of a document in which you'd like to create a Snippet.

2

Create the Snippet and give it a name and a relevant tag for better categorization.

3

Hover over the Snippet to find the shareable link. Clicking that link will take you or a colleague directly to the Snippet you created.

4

Access all your saved Snippets through the Snippets menu on the platform navigation.

ProNavigator