Precedents Drafting Aide

Download and Install Drafting Aide

Thomson Reuters Precedents have a document automation feature called the *Precedents Drafting Aide* (the Drafting Aide). The Drafting Aide is a Microsoft Word (MS Word) Macro which has been specially created to help you draft and fill in form documents with speed and efficiency.

You only install the Drafting Aide once on your computer and it is available to you every time you use MS Word.

User Guide

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Downloading the Drafting Aide

The first step in installing the Drafting Aide is to download the installation file.

The instructions for downloading the Drafting Aide are different depending on which *Thomson Reuters* product you are using to access *Thomson Reuters Precedents*. To view the instructions for your product, click on the applicable link below:

Westlaw NZ

Checkpoint

CD-Rom

Westlaw

Precedents Drafting Aide – Download instructions

1. Close any email applications you have open (eg Outlook)

(Please note: having email applications open during installation may prevent the Drafting Aide from installing properly).

2. Go to any Precedent in Westlaw NZ and click on the *Drafting Aide* tab:



3. Click on the link *Download and Install Drafting Aide*:

Westlaw NZ	INTERNATIONAL SITES •	🕚 HELP 🛛 👰 H	STORY 🏟 PREFERENCES	💧 CLIENT ID 🛛 🤞	MYCONTA
HOME WORKFLOW	TOOLS ALERT CENTRE	MY FOLDERS			
Enforcement of Judgments	A 🤊 Back				Type
Preservation of Documents Bankruptcy	G37 — Affidavit	of documents			
Liquidation Evens	🔒 🗟 🚔 🛶 🚥	* * 📷			
Practice Notes					
Protocols	Forms & Precedents	Drafting Aide	Variable Information	Oted Documents	Relate
Prescribed Forms					
District Courts Rules 2014		Statutory Form			
District Courts Rules 2009		New Zealand			
Sample Precedents	Last Reviewed:	July 2012			
High Court Rules forms B G01 – General heading					
G01 — General heading G02 — Notice of proceed					
B G03 - Memorandum (o			Phil Phil	cedents Drafting Alo	
G06 - Notice to defend			Deens	and Install Drafting Alde	
B G07 - Appearance unde		nd Corms & Tomolator has	ve a document autom tion feature	called the Dracedente Dr	iting de Ti
8 G08 - Appearance for a	Crownerd Friedenderse a		locuments with speed an efficient		Joen
B G09 - Appearance rese			1		
🕫 🔲 G10 - Memorandum to	You only have to instal	I the Drafting Aide once on	your computer, and it will be ava	lable to you every time you	use Microso

4. Save the Drafting Aide installation file (*Brkprcd4.doc*)

Please follow the instructions for the web browser you are using:

Internet Explorer 11 Chrome

Firefox

Internet Explorer 11

After you click on the link *Download and Install Drafting Aide*, a dialog box will appear at the bottom of the webpage. You will be prompted:

Do you want to open or save Brkprcd4.doc from westlaw.co.nz?

						_
Do you want to open or save Brkprcd4.doc from west	aw.co.nz?	Open	Save	•	Cancel	×

Click Save.

By default, the file will save to the *Downloads* folder. If you click on the dropdown menu next to *Save* you will have the option to *Save as*, to save the file to another location of your choice.

	to give for pro	Please note: When installing the Precedents Drafting Aide, please ensure all email applications are closed. This will ensure the Precedents Dr	Save
a	Do you war	t to open or save Brkprcd4.doc from westlaw.co.nz?	Save as Save and open

After saving you will get a message:

The Brkprcd4.doc download has completed.

ne						
са	The Brkprcd4.doc download has completed.	Open	•	Open folder	View downloads	×

You will be given the option to *Open, Open folder* or *View downloads*. If you wish to install the Drafting Aide now, click on *Open* to open the Drafting Aide installation file in MS Word. (Alternatively, you may click *Open folder* or *View downloads* to find the file Brkprcd4.doc where you saved it on your computer or network).

To finish installing the Drafting Aide, follow the instructions for the version of MS Word you are using (click on the applicable link below):

MS Word 2016	MS Word 2007	MS Word 2000
MS Word 2013	MS Word 2003	MS Word 97
MS Word 2010		

Chrome

After you click on the link *Download and Install Drafting Aide*, a link to the file *Brkprcd.doc* will display on the bottom left corner of the webpage. By default, the file will download to the *Downloads* folder on your computer.

HOME WORKFLOW TO	OLS ALERT CENTRE	MY FOLDERS		Welcome	back Imogen - <u>Logou</u>
Preservation of Documents Bankruptcy	G37 — Affidavit of	documents			
Liquidation Fees	🔒 🔒 😂 🖙 🔹 1	6 25 16			🕙 Browse 💽
Practice Notes Protocols	Forms & Precedents	Drafting Aide	Variable Information	Cited Documents	
Prescribed Forms	Related Documents				
🗑 🗐 District Courts Rules 2014					
District Courts Rules 2009	Last Reviewed:	July 2012			
Sample Precedents High Court Rules forms	Last reviewer.	July 2012			
High Court Rules forms G01 – General heading f					
G02 - Notice of proceed			Precedents Drafting Aide		
🗃 🗐 G03 — Memorandum (ge					
🗑 🗐 G06 — Notice to defenda		Do	weniced and Install Drafting Aide		
🗉 🗐 G07 — Appearance under	Brookers Precedents and P	forms & Templates have	a document automation feature of	alled the Precedents Draftin	g Aide. The Drafting
B 🔲 G08 - Appearance for at	Aide is a Microsoft Word M	facro which has been sp	ecially created to help you draft a	nd complete documents with	n speed and efficiency.
B G09 — Appearance reser		2020/02/02/02/02/02	our computer, and it will be availab		10000000000000

If you wish to install the Drafting Aide now, click on *Brkprcd4.doc* in the bottom left corner to open MS Word and start the installation of the Drafting Aide (or click on *Show all downloads* in the bottom right corner to find the file *Brkprcd4.doc* in the *Downloads* folder).

To finish installing the Drafting Aide, follow the instructions for the version of MS Word you are using (click on the applicable link below):

MS Word 2016	MS Word 2007	MS Word 2000
<u>MS Word 2013</u>	<u>MS Word 2003</u>	MS Word 97

MS Word 2010

Firefox

After you click on the link *Download and Install Drafting Aide*, a dialog box will appear: *Opening BrkprcO4.doc*. Select *Save File* and click *OK*.

Opening Brkprcd4.doc				
You have chosen to open:				
🔁 Brkprcd4.doc				
which is: Microsoft Office Word 97 - 2003 Document				
from: http://www.westlaw.co.nz				
What should Firefox do with this file?				
Open with Microsoft Office Word (default)				
Do this <u>a</u> utomatically for files like this from now on.				
OK Cancel				

By default, the file will save to your *Downloads* folder.

After clicking *Save File*, click on the *Downloads* icon (the downward arrow) in the top right corner of the Firefox window:

0&snippets=true&startChunk=1&endChunk=1&isTocNav= ♥ C Q, Se	earch 🗘 🗎 🕴 🕹
New Zealand Statutes 🧇 Welcome to the Replic 🕑 Radio New Zeal	Brkprcd4.doc 368 KB — westlaw.co.nz — 2:30 PM
	Show All Downloads

Click on *Brkprcd4.doc* to open MS Word and start installation of the Drafting Aide (or, click on *Show All Downloads* to find *Brkprcd4.doc* in the *Downloads* folder).

To finish installing the Drafting Aide, follow the instructions for the version of MS Word you are using (click on the applicable link below):

MS Word 2016	MS Word 2007	MS Word 2000
MS Word 2013	MS Word 2003	MS Word 97
MS Word 2010		

Checkpoint

Precedents Drafting Aide – Download instructions

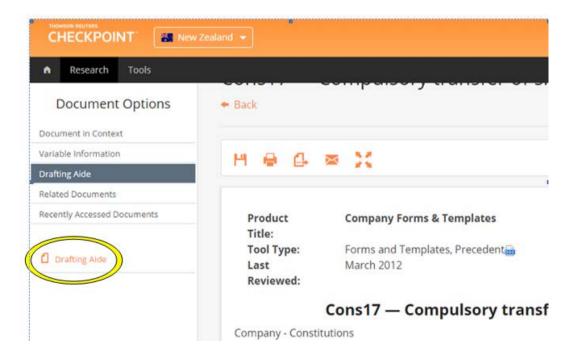
1. Close any email applications you have open (eg Outlook)

(Please note: having email applications open during installation may prevent the Drafting Aide from installing properly).

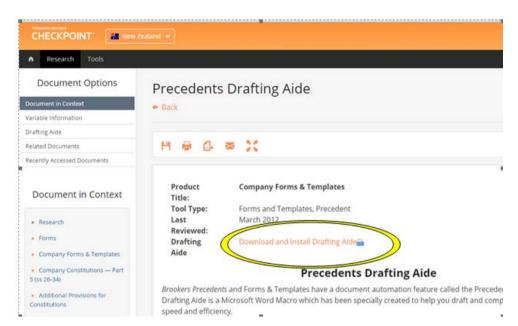
2. Go to any Precedent in Checkpoint and click on *Drafting Aide* in the left sidebar menu:

Research Tools		
Document Options Document in Context Version	Cons17 — (Compulsory transfer of shares fron
Recently Accessed Documents	нөс	∞ ;:
Document in Context	Product Title:	Company Forms & Templates
Research Forms	Tool Type: Last Reviewed:	Forms and Templates, Precedent
Company Forms &		Cons17 — Compulsory transfer of share

3. Click on the document link *Drafting Aide* (in orange text) at the bottom of the left sidebar index:



4. Click on the link *Download and Install Drafting Aide* (in orange text):



5. Save the Drafting Aide installation file (*Brkprcd4.doc*)

Please follow the instructions for the web browser you are using:

Internet Explorer 11

Chrome Checkpoint Firefox

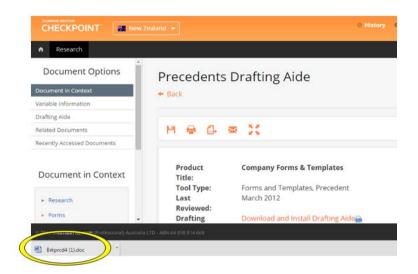
Firefox checkpoint

Internet Explorer 11

(Instructions are as for Westlaw NZ)

Chrome

After you click on the link *Download and Install Drafting Aide*, a link to the file *Brkprcd.doc* will display on the bottom left corner of the webpage. By default, the file will download to the *Downloads* folder.



Click on *Brkprcd4.doc* in the bottom left corner to open MS Word and start installation of the Drafting Aide (or click on *Show all downloads* in the bottom right corner to find the file *Brkprcd4.doc* in the *Downloads* folder).

To finish installing the Drafting Aide, follow the instructions for the version of MS Word you are using (click on the applicable link below):

MS Word 2016	MS Word 2007	MS Word 2000
MS Word 2013	MS Word 2003	MS Word 97
MS Word 2010		

Firefox

After you click on the link *Download and Install Drafting Aide*, a dialog box will appear: *Opening BrkprcO4.doc*. Select *Save File* and click *OK*.

Opening Brkprcd4.doo	-			
You have chosen to	open:			
🖳 Brkprcd4.doc				
which is: Micr	osoft Office Word 97 - 2003 Document			
from: http://w	ww.checkpointau.com.au			
What should Firefor	What should Firefox do with this file?			
Open with	Microsoft Office Word (default)			
Save File				
Do this <u>a</u> utomatically for files like this from now on.				
OK Cancel				

By default, the file will save to your Downloads folder.

After clicking *OK*, click on the *Downloads* icon (the downward arrow) in the top right corner of the Firefox window:

locument?endChunk=18bcguid=AUNZ_TOC 54ba68d7d093eed9f2c82cf020143588.docguid=114a1db90489e11e18eefa44369988a0 🔻 🧭 🗌	Q. Search Zeal	☆ 自	rt2 Editorial
and 🔹	M	Brkprcd4.doc 368 KB — checkpointau.com.au — 1:40 PM	My Contacts
		Show All Downloads	L IP- Logout
Precedents Drafting Aide		Hints Hid	
◆ Back		Tips for Sea	arching

Click on *Brkprcd4.doc* to open MS Word and start installation of the Drafting Aide (or, click on *Show All Downloads* to find *Brkprcd4.doc* in the *Downloads* folder).

To finish installing the Drafting Aide, follow the instructions for the version of MS Word you are using (click on the applicable link below):

MS Word 2016	MS Word 2007	MS Word 2000
MS Word 2013	MS Word 2003	MS Word 97
MS Word 2010		
<u>Return to top</u>		

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CD-Rom

Precedents Drafting Aide – Download instructions

1. Close any email applications you have open (eg Outlook)

(Please note: having email applications open during installation may prevent the Drafting Aide from installing properly).

2. Open a Thomson Reuters Precedents product and click on "Install Drafting Aide"

	o Views - (Fisheries Precedents (Read-Only))			
(1) F4	e Edit View Search Window Help			
44	1	 # # 200 	41 H B B B	
	e 21			
	◆ □ Friedrics Procedulatis	-		FISHERIES PRECEDENTS
				Update 28/9/2016 What's New Browkers Trendents Indee Instal Drafting Adde User Information
				Precedents Drafting Aide
			Contents Online Installation Word 2007 and Word 2010 Westige Users Checkboor Users Word 2002	

When you click on Install Drafting Aide, MS Word will open.

To finish installing the Drafting Aide, follow the instructions for the version of MS Word you are using (click on the applicable link below):

MS Word 2016	MS Word 2007	MS Word 2000
MS Word 2013	MS Word 2003	MS Word 97
MS Word 2010		

Installing the Drafting Aide into MS Word

Once you have downloaded the Drafting Aide onto your computer (from Westlaw NZ, Checkpoint, or from CD-Rom), the final step is to install (or finish installing) the Drafting Aide into MS Word.

To finish installing the Drafting Aide, follow the instructions for the version of MS Word you are using (click on the applicable link below):

MS Word 2016	MS Word 2007	<u>MS Word 2000</u>
MS Word 2013	<u>MS Word 2003</u>	MS Word 97
MS Word 2010		

Return to top

MS Word 2016

1. Ensure any email applications on your computer are closed (eg Outlook)

(Please note: having email applications open during installation may prevent the Drafting Aide from installing properly).

2. Open the Precedents Drafting Aide installation file *Brkprc4.doc* (if not already open)

If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

If you downloaded the file *Brkprc4.doc* earlier and now wish to install it in MS Word, you will need to find *Brkprc4.doc* in the *Downloads* folder on your computer (or wherever it is saved if it was saved elsewhere). Once you have found the file *Brkprc4.doc*, double click on it to open it in MS Word.

3. Enable Content to allow the Drafting Aide to install

When *Brkprcd4*.doc opens in MS Word 2016 you may see a security warning as below:

3 5 O D 🥵						Brkprcs	4 (Compatib	ility Mode] - \	Word
ile Home Inse	rt Design	Layout Refe	rences N	Aeilings R	eview View	Add-ins	PDF	Q Tell me wit	vət you wənt to
te Copy ste Format Painter	B <i>I</i> <u>U</u> • at	10 • A A		100	Ya • €11 €11 ■ t= • ≾ Paragraph			AaBbCcDc 1 No Spac	
SECURITY WARNING	Macros have bee		Enable Conte	- 11				. 1	
			2	Precedes	ns Drafting Aid				

SECURITY WARNING Macros have been disabled. Enable Content

Click on Enable Content to allow the Drafting Aide to install.

4. Click OK to copy Brkprcd.dot to the Microsoft Word startup path

After clicking *Enable Content* the following dialog box will appear:

Precedents Drafting Aide v4.02	×
BRKPRCD.DOT will be copied to Microsoft Word startup path:	OK
c:\users\imogen\appdata\roaming\microsoft\word\startup	Cancel

Click OK to copy Brkprcd.dot to the Microsoft Word startup path.

(Copying *Brkprcd.dot* to the Microsoft Word startup path, will make the Drafting Aide available every time you use MS Word).

5. Click OK and restart MS Word to confirm the Drafting Aide has been installed

After clicking *OK* to copy Brkprcd.dot to the Microsoft Word startup path, you should see the dialog box below:

Precedent	ts Drafting Aide	×
	Installation complete. Close Word and the Precedents Drafting Aide will be available next time Word is started.	
	OK	

Click OK and re-start MS Word (if it does not re-start automatically).

6. After restarting MS Word, click on the *Add-ins* tab to confirm that the Precedents Drafting Aide has been installed successfully:

🗄 হি- ৫	D 🤗 🖂 🔹	MS Word 2016 images - Word 🛛 👘 📼 —	
File Home Ir	nsert Design Layout	eterences Mailings Review V w Add-ins PLF Format Q Tell me	8
Convert to PDF	@		
	ľ	\bigcirc \bigcirc	
Menu Commands	Toolbar Commands C	Lustom Toolbars	
L - 2	1 3 .		- 6
-			

If the Drafting Aide has been successfully installed, you should see the Drafting Aide icon under the *Add-ins* Tab.



For instructions on how to use the Drafting Aide, go to <u>Using the Drafting Aide</u> below.

For instructions on how to download a Precedent document from Westlaw NZ, Checkpoint or CD-Rom, go to <u>Downloading and opening a Precedent</u> below.

Trouble-shooting

If you encountered any problems installing the Drafting Aide:

Check the Installation Trouble-shooting guide

OR

Contact our Techcare team for assistance:

Phone 0800 10 60 25 or

Email <u>TechCare.ANZ@thomsonreuters.com</u>

Return to top

MS Word 2013

1. Ensure any email applications on your computer are closed (eg Outlook)

(Please note: having email applications open during installation may prevent the Drafting Aide from installing properly).

2. Open the Precedents Drafting Aide installation file (if not already open)

If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

If Brkprc4.doc is not already open, locate the file and double click on it to open it in MS Word.

(By default, Brkprc4.doc will be in the **Downloads** folder on your computer).

3. Enable Content to allow the Drafting Aide to install

When MS Word 2013 opens, you may get a security warning:

SECURITY WARNING	Macros have been disa	abled. Enable Content

Image: Solution of the second secon	PAGE LAYOU	UT REFERENCE	S MAILINGS		Compatibility Mode EW ADD-INS
Paste ↓ Copy Paste ↓ Copy Pirmes New Ro B I U → a Clipboard		· Aa - & ∷ - ⅔⁄ - ▲ - ⊳	- Ξ • 'ק • € = = = = \$= Paragraph		AaBbCcDc A TNormal TT
SECURITY WARNING Macros have been Navigation Search document		Enable Content			
HEADINGS PAGES RESULTS Create an interactive outline of your document.			Precedents Dr	rafting Aide	

If so, click *Enable Content* to allow the Drafting Aide to install.

4. Copy Brkprcd.dot to the Microsoft Word startup path

After clicking *Enable Content* the following dialog box will appear:

Precedents Drafting Aide v4.02	×
BRKPRCD.DOT will be copied to Microsoft Word startup path:	OK
c:\users\imogen\appdata\roaming\microsoft\word\startup	Cancel

Click OK to copy Brkprcd.dot to the Microsoft Word startup path.

(Copying *Brkprcd.dot* to the Microsoft Word startup path, will make the Drafting Aide available every time you use MS Word).

5. Click OK to complete installation and restart MS Word 2013

After clicking *OK* to copy Brkprcd.dot to the Microsoft Word startup path, you should see the dialog box below:

Preceden	ts Drafting Aide	×
	Installation complete. Close Word and the Precedents Drafting Aide will be available next time Word is started.	
	ОК	

Click OK and re-start MS Word (if it does not re-start automatically).

6. Restart MS Word 2013 to confirm the Drafting Aide has been successfully installed

Go to the ADD-INS tab and look for the Drafting Aide icon as below:

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Uston mars	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILINGS	REVIEW	VIEW ADD-IN
Navigation		~ ×					
Search document		ρ-					

The Drafting Aide icon looks like this:



If the Drafting Aide icon is in the ADD-INS tab then the installation was successful.

For instructions on how to use the Drafting Aide, go to <u>Using the Drafting Aide</u> below.

For instructions on how to download a Precedent document from Westlaw NZ, Checkpoint or CD-Rom, go to <u>Downloading and opening a Precedent</u> below.

Trouble-shooting

If you encountered any problems installing the Drafting Aide,

check the Installation Trouble-shooting guide

OR

contact our Techcare team for assistance:

Phone 0800 10 60 25 or

Email TechCare.ANZ@thomsonreuters.com

Return to top

MS Word 2010

1. Ensure any email applications on your computer are closed (eg Outlook)

(Please note: having email applications open during installation may prevent the Drafting Aide from installing properly).

2. Open the Precedents Drafting Aide installation file (if not already open)

If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

If Brkprc4.doc is not already open, locate the file and double click on it to open it in MS Word.

(By default, Brkprc4.doc will be in the **Downloads** folder on your computer).

3. Enable Editing to allow the Drafting Aide to install

When MS Word 2010 opens, you may get a security warning:

Protected View This file originated from an internet location and might be unsafe. Click for more details. Enable editing

File		👿 🛃 🤊 - 😈 🗋 🆓 🖹 = Brkprcd4 (1) (Protected View) - Microsoft Word							
The C	Dutlining	Home Ins	sert Page Layout	References	Mailings	Review	View	Add-Ins	PDF
1 Protecte	ed View This	s file originated	d from an Internet loca	ation and might b	e unsafe. Click	for more de	tails.	Enable Editing	,
• F	recedents Dr	afting Aide							

If so, click Enable Content to allow the Drafting Aide to install.

4. Click OK to copy Brkprcd.dot to the Microsoft Word startup path

After clicking *Enable Content* the following dialog box will appear:

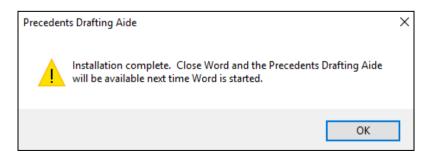
Precedents Drafting Aide v4.02	×
BRKPRCD.DOT will be copied to Microsoft Word startup path:	OK
c:\users\imogen\appdata\roaming\microsoft\word\startup	Cancel

Click OK to copy Brkprcd.dot to the Microsoft Word startup path.

(Copying *Brkprcd.dot* to the Microsoft Word startup path, will make the Drafting Aide available every time you use MS Word).

5. Click OK to complete installation and restart MS Word 2010

After clicking *OK* to copy Brkprcd.dot to the Microsoft Word startup path, you should see the dialog box below:



Click OK and re-start MS Word (if it does not re-start automatically).

6. Restart MS Word 2010 to confirm the Drafting Aide has been successfully installed

Once MS Word 2010 has re-started, go to the Add-ins tab and look for the Drafting Aide icon as below:

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File	Home	Insert Page	Layout Ref	ferences	Mailings	Review	View	Add-Ins	PDF		
onve 🗞	rt to PDF	*	(
Menu Cor	mmands	Toolbar Commands	Custom Toolb	ars							
L		£ · ·	• • • • • • ₹		* * 1 * * *	<u> </u>		3		4 · ·	1 1 1 1

The Drafting Aide icon looks like this:



If the Drafting Aide icon is in the Add-ins tab then the installation was successful.

For instructions on how to use the Drafting Aide, go to Using the Drafting Aide below.

For instructions on how to download a Precedent document from Westlaw NZ, Checkpoint or CD-Rom, go to <u>Downloading and opening a Precedent</u> below.

Trouble-shooting

If you encountered any problems installing the Drafting Aide,

check the Installation Trouble-shooting guide

OR

contact our Techcare team for assistance:

Phone 0800 10 60 25 or

Email <u>TechCare.ANZ@thomsonreuters.com</u>

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MS Word 2007

1. Ensure any email applications on your computer are closed (eg Outlook)

(Please note: having email applications open during installation may prevent the Drafting Aide from installing properly).

2. Open the Precedents Drafting Aide installation file (if not already open)

If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

If Brkprc4.doc is not already open, locate the file and double click on it to open it in MS Word.

(By default, Brkprc4.doc will be in the **Downloads** folder on your computer).

3. Enable the content to allow the Drafting Aide to install

When MS Word 2007 opens, you may get a security warning:

SECURITY WARNING Macros have been disabled. Options

🔑 🌳 Во	ody Text 🔹 🏟 🤹	Show Level:					
a a a	-	Show Text F	ormatting	Show Document St	Collapse ubdocuments	Close Outline View	
	Outl	line Tools		Master D	Document	Close	
Security	Warning Macros ha	ve been disabled.	Options				

If so, click Options.

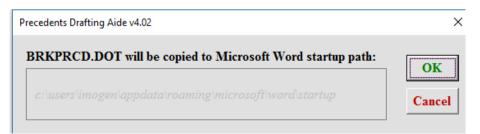
The following dialog box will open:

Microsoft Office Security Options
Security Alert - Macro
Macro Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.
Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.
<u>More information</u> File Path: C:\Users\u0106699\Downloads\Brkprcd4.doc
 Help protect me from unknown content (recommended) Enable this content
Open the Trust Center OK Cancel

Select Enable this content and click OK.

4. Click *OK* to Copy Brkprcd.dot to the Microsoft Word startup path

After clicking OK to Enable Content the following dialog box will appear:



Click OK to copy Brkprcd.dot to the Microsoft Word startup path.

(Copying *Brkprcd.dot* to the Microsoft Word startup path, will make the Drafting Aide available every time you use MS Word).

5. Click OK to complete installation and restart MS Word 2007

After clicking *OK* to copy Brkprcd.dot to the Microsoft Word startup path, you should see the dialog box below:

Preceden	ts Drafting Aide	×
	Installation complete. Close Word and the Precedents Drafting Aide will be available next time Word is started.	
	ОК	

Click OK and restart MS Word (if it does not restart automatically).

6. Restart MS Word 2007 to confirm the Drafting Aide has been successfully installed

Go to the Add-ins tab and look for the Drafting Aide icon as below:

9 8)		U 😽 🖾	• 0 0 •						Documen
9	Home	Insert	Page Layout	References	Mailings	Review	View	Add-Ins	
2									
L.									
C									
C									
	Toolbars								• 1 • 5 • 1 •

The Drafting Aide icon looks like this:



If the Drafting Aide icon is in the Add-ins tab then the installation was successful.

For instructions on how to use the Drafting Aide, go to <u>Using the Drafting Aide</u> below.

For instructions on how to download a Precedent document from Westlaw NZ, Checkpoint or CD-Rom, go to <u>Downloading and opening a Precedent</u> below.

Trouble-shooting

If you encountered any problems installing the Drafting Aide:

Check the Installation Trouble-shooting guide

OR

Contact our Techcare team for assistance:

Phone 0800 10 60 25 or

Email <u>TechCare.ANZ@thomsonreuters.com</u>

Return to top

MS Word 2003

1. Ensure any email applications on your computer are closed (eg Outlook)

(Please note: having email applications open during installation may prevent the Drafting Aide from installing properly).

2. Open the Precedents Drafting Aide installation file (if not already open)

If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

If Brkprc4.doc is not already open, locate the file and double click on it to open it in MS Word.

(By default, Brkprc4.doc will be in the **Downloads** folder on your computer).

3. Click Enable Content to allow the Drafting Aide to install

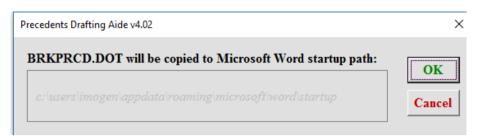
When MS Word 2003 opens, you may get a security warning:

Security Warning	×
"C:\Documents and Settings\u0078013\Desktop\Brkprcd4.doc" contains macros.	
Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.	
Disable Macros Enable Macros More Info	

If so, click *Enable Macros* to allow the Drafting Aide to install.

4. Click *OK* to copy Brkprcd.dot to the Microsoft Word startup path

After clicking *Enable Macros* the following dialog box will appear:



Click OK to copy Brkprcd.dot to the Microsoft Word startup path.

(Copying *Brkprcd.dot* to the Microsoft Word startup path, will make the Drafting Aide available every time you use MS Word).

5. Click OK to complete installation and restart MS Word 2003

After clicking *OK* to copy Brkprcd.dot to the Microsoft Word startup path, you should see the dialog box below:

Precedent	ts Drafting Aide	×
	Installation complete. Close Word and the Precedents Drafting Aide will be available next time Word is started.	
	ОК	

Click OK and restart MS Word (if it does not restart automatically).

6. Restart MS Word 2003 to confirm the Drafting Aide has been successfully installed

Check for the Drafting Aide icon in the Toolbar:



If the Drafting Aide icon is on the Toolbar, then the Drafting Aide has been installed successfully.

For instructions on how to use the Drafting Aide, go to <u>Using the Drafting Aide</u> below.

For instructions on how to download a Precedent document from Westlaw NZ, Checkpoint or CD-Rom, go to <u>Downloading and opening a Precedent</u> below.

Trouble-shooting

If you encountered any problems installing the Drafting Aide:

Check the Installation Trouble-shooting guide

OR

Contact our Techcare team for assistance:

Phone 0800 10 60 25 or

Email TechCare.ANZ@thomsonreuters.com

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MS Word 2000

1. Ensure any email applications on your computer are closed (eg Outlook)

(Please note: having email applications open during installation may prevent the Drafting Aide from installing properly).

2. Open the Precedents Drafting Aide installation file (if not already open)

If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

If Brkprc4.doc is not already open, locate the file and double click on it to open it in MS Word.

(By default, Brkprc4.doc will be in the Downloads folder on your computer).

3. Completing installation

When MS Word 2000 opens, you will see the words Precedents Drafting Aide.

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CONTRACTOR -	1112111	121111	211114	1.1.1.8	1.100	6.1.1	1.1.1	1.8.1.1	1.8.1	1.1.20.1.1	- 11	1.1.22	1.4.1	B +	4.1.2	1.1.1	1000	11.16	> 4.1	17	18

You may need to change the security settings to allow the Drafting Aide to install.

Click on the Tools menu at the top of the page, then on Macro and finally Security:

B B B B V	Tools Table Window Heb Spelling and Grammer P7			61 C	159%	. @.	Normal
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	20000	- 🕐 yeuare			Ait+F1 k+Shit+F1		

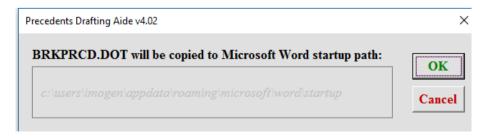
When you click on *Security*, the Security dialog box will open:

Security ? 🔀							
Security Level Trusted Sources							
C High. Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled.							
C Medium. You can choose whether or not to run potentially unsafe macros.							
Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you are sure all documents you open are safe.							
No virus scanner installed.							
OK Cancel							

Select Low so you are able to install the Drafting Aide and then click OK.

4. Click *OK* to copy Brkprcd.dot to the Microsoft Word startup path

After clicking *OK* the following dialog box will appear:



Click OK to copy Brkprcd.dot to the Microsoft Word startup path.

(Copying *Brkprcd.dot* to the Microsoft Word startup path, will make the Drafting Aide available every time you use MS Word).

5. Click OK to complete installation and restart MS Word 2000

After clicking *OK* to copy Brkprcd.dot to the Microsoft Word startup path, you should see the dialog box below:

Precedent	ts Drafting Aide	×
	Installation complete. Close Word and the Precedents Drafting Aide will be available next time Word is started.	
	ОК	

Click OK and restart MS Word (if it does not restart automatically).

6. Restart MS Word 2000 to confirm the Drafting Aide has been successfully installed

Look for the Drafting Aide icon, as below, in the toolbar:



If the Drafting Aide icon is in the toolbar, then the installation was successful.

For instructions on how to use the Drafting Aide, go to <u>Using the Drafting Aide</u> below.

For instructions on how to download a Precedent document from Westlaw NZ, Checkpoint or CD-Rom, go to <u>Downloading and opening a Precedent</u> below.

Trouble-shooting

If you encountered any problems installing the Drafting Aide:

Check the Installation Trouble-shooting guide

OR

Contact our Techcare team for assistance:

Phone 0800 10 60 25 or

Email <u>TechCare.ANZ@thomsonreuters.com</u>

MS Word 97

1. Ensure any email applications on your computer are closed (eg Outlook)

(Please note: having email applications open during installation may prevent the Drafting Aide from installing properly).

2. Open the Precedents Drafting Aide installation file (if not already open)

If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

If Brkprc4.doc is not already open, locate the file and double click on it to open it in MS Word.

(By default, Brkprc4.doc will be in the **Downloads** folder on your computer).

3. Complete installation

When MS Word 97 opens, you may get a security warning as you are about to install an MS Word Macro:

Warning ?X							
The document you are opening contains macros or customizations. Some macros may contain viruses that could harm your computer.							
If you are sure this document is from a trusted source, click Enable Macros. If you are not sure and want to prevent any macros from running, click Disable Macros.							
Always ask before opening documents with macros or customizations							
Disable Macros Do Not Open							

Please click Enable Macros (if you click Disable Macros the Drafting Aide will not install).

4. Click OK to copy Brkprcd.dot to the Microsoft Word startup path

After clicking *Enable Content* the following dialog box will appear:

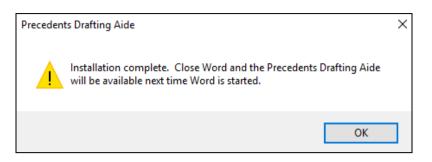


Click OK to copy Brkprcd.dot to the Microsoft Word startup path.

(Copying *Brkprcd.dot* to the Microsoft Word startup path, will make the Drafting Aide available every time you use MS Word).

5. Click OK to complete installation and restart MS Word 97

After clicking *OK* to copy Brkprcd.dot to the Microsoft Word startup path, you will see the dialog box below:



Click OK and restart MS Word (if it does not restart automatically).

6. Restart MS Word 97 to confirm the Drafting Aide has been successfully installed

Check for the Drafting Aide icon as below in the Toolbar:



If the Drafting Aide icon is in the Toolbar then the installation was successful.

For instructions on how to use the Drafting Aide, go to <u>Using the Drafting Aide</u> below.

For instructions on how to download a Precedent document from Westlaw NZ, Checkpoint or CD-Rom, go to <u>Downloading and opening a Precedent</u> below.

Trouble-shooting

If you encountered any problems installing the Drafting Aide:

Check the Installation Trouble-shooting guide

OR

Contact our Techcare team for assistance:

Phone 0800 10 60 25 or

Email <u>TechCare.ANZ@thomsonreuters.com</u>

Installation Trouble-shooting

For help with trouble-shooting, please contact our

Techcare service

Phone 0800 10 60 25 or

Email <u>TechCare.ANZ@thomsonreuters.com</u>

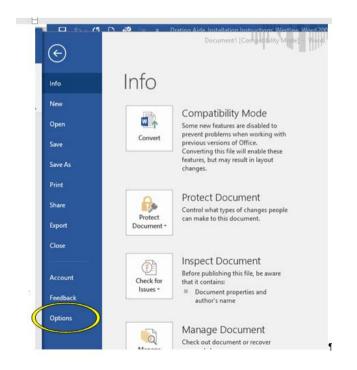
1. I got to the end of the installation process, but when I restarted MS Word, the Drafting Aide icon was not in the Add-ins tab (or in the Toolbar if using MS Word 2003 or below)

To fix this problem, follow the instructions for your version of MS Word:

<u>MS Word 2016 and 2013</u> <u>MS Word 2010</u> <u>MS Word 2007</u> <u>MS Word 2003</u>

MS Word 2016 and 2013

- 1. Click on the File tab
- 2. Click on *Options*



3. Click on *Add-ins*, then select *Word Add-ins* from the drop-down menu at the bottom of the window and click *Go*

Word Options			? >
General Display Proofing	View and manage Microsoft Office Ad	d-ins.	
Save Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	Name A Active Application Add-ins brkprcd.dot Financial Symbol (XML) Instant Messaging Contacts (English) Measurement Converter (Measurement Converter PDFComplete Inactive Application Add-ins ActionsPane Schema for Add-Ins Custom XML Data Headers, Footers, and Watermarks	Location C:\Microsoft\Word\STARTUP\brkprcd.dot C:\oft Shared\Smart Tag\MOFLDLL C:\oft Shared\Smart Tag\MCONTACT.DLL C:\soft Shared\Smart Tag\MECONV.DLL C:\files (x86)\PDF Complete\officepdf.dll c:\irosoft Shared\VSTO\ActionsPane3.xsd C:\irosoft Office\Office14\OFFRHD.DLL C:\irosoft Office\Office14\OFFRHD.DLL	Action
	Hidden Text Invisible Content Microsoft Actions Pane 3 OneNote Notes about Word Documents Time (XML) Document Related Add-ins No Document Related Add-ins Disabled Application Add-ins No Disabled Application Add-ins Add-in: brkprcd.dot Publisher: Compatibility: No compatibility information a	C:\icrosoft Office\Office14\OFFRHD.DLL C:\icrosoft Office\Office14\OFFRHD.DLL C:\oft Office\Office14\ONWordAddin.dll C:\Microsoft Shared\Smart Tag\MOFL.DLL	Document Inspector Document Inspector XML Expansion Pack COM Add-in Action
		ming\Microsoft\Word\STARTUP\brkprcd.dot	
	Actions Word Add-Ins Templates XML Schemas XML Expansion Packs Disabled Items	[OK Cancel

5. Check in the list of *Global templates and add-ins* for the file name *brkprcd.dot*:

	C 1 1
Templates and Add-ins	? ×
Templates XML Schema XML Expansion Packs Linked CSS	
Document template	
Normal	<u>A</u> ttach
Automatically update document styles	
Attach to all new e-mail messages	
Global templates and add-ins	
Checked items are currently loaded.	
✓ brkprcd.dot	A <u>d</u> d
	Remove
~	
Full path: C:\\Roaming\Microsoft\Word\STARTUP\brkprcd.dot	
Organizer OK	Cancel

If the checkbox next to the file name brkprcd.dot is not ticked, tick it and click OK.

(NB: If the checkbox is not ticked, this cause either:

- the Add-ins tab to not appear; OR
- the Drafting Aide icon not to appear in the Add ins tab)
- 6. Restart MS Word

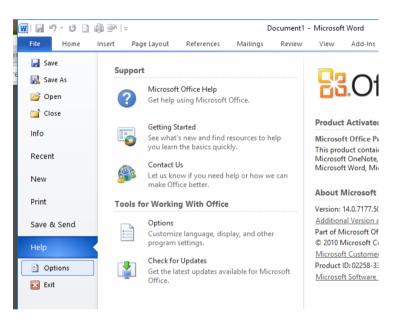
After you restart MS Word:

- The Add-ins tab should appear if it was not there before
- The Drafting Aide icon should appear in the Add-ins tab

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MS Word 2010

- 1. Click on the File tab
- 2. Click on *Options*

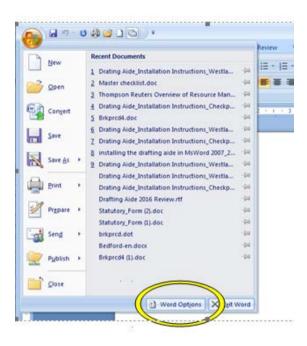


3. Follow instructions 3–6 as for MS Word 2016 and 2013 above

MS Word 2007

1. Click on the File tab

2. Click on Word Options



3. Follow instructions 3–6 as for MS Word 2016 and 2013 above

MS Word 2003

- 1. Click on the *Tools* tab
- 2. Click on *Templates and Add-ins* in the *Tools* menu
- 3. Follow instructions 3–5 as for MS Word 2016 and 2013 above
- 4. Once you have followed these instructions, the Drafting Aide icon should appear in the Toolbar

2. I got to the end of the installation process, but when I restarted MS Word, there was no Add-ins tab (MS Word 2007 and above)

Follow the instructions as for problem 1 above.

3. When I try to install the Drafting Aide, MS Word hangs/freezes

The Drafting Aide has been tested and successfully installed in all versions of MS Word from MS Word 97 through to MS Word 2016.

If MS Word freezes or hangs during installation, it is possible there is something in your own IT environment that is preventing the Drafting Aide from installing successfully.

You may contact Techcare (0800 10 60 25 or email <u>TechCare.ANZ@thomsonreuters.com</u>) or, your own IT support (if you have any) if you need help to trouble-shoot such problems. (Support is also available directly from Microsoft; see <u>https://support.office.com/</u>).

Some things an IT support person should check would be:

- Was there an email application that was open when the Drafting Aide was being installed?
- Are the latest MS Word updates installed (there may be an issue that has been resolved in a recent update)?
- Are there incompatible *Add-ins* installed in the copy of MS Word you are using (if so, it may be necessary to disable these before installing the Drafting Aide)?
- Are there security settings set up by your IT systems administrator (eg which block you from installing a macro) that might be preventing the Drafting Aide from installing?
- Are there any other software/operating system conflicts causing MS Word to freeze/hang (check if any other new software has been installed recently that might be causing conflicts, or; check Microsoft support forums for any known conflicts: https://support.office.com/)?

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4. Can I install the Drafting Aide on an Apple computer?

While *Thomson Reuters Precedents* are not compatible with Apple computers, if the user is running Windows emulation software, both the Precedents and the Precedents Drafting Aide should run as normal inside the emulated Windows environment.

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Downloading and opening a Precedent

Please follow the instructions for the *Thomson Reuters* product you are using:

Westlaw NZ

Checkpoint

CD-Rom

Westlaw NZ

To download a Precedent, click on the Word document icon:



next to the Precedent Type:

WORKFLOW TOOLS	NEWSROOM	
Ocument Options	A Return to original results	Search within th
Document in Context	FishPrc02 — Agreement for sale and purchase	of Annual Catc
Other Search Templates		
Document in	▲ ▲ ◎ Ø ×	
Context	Forms & Precedents Drafting Aide Variable Information	Cited Documen
You are in: Home Product Title New Zealand Fisheries	Precedent Type: Jurisdiction: Last Reviewed:	
Precedents	FishPrc02 — Agreement for sale and purch	ase of Annual Cat
8 ± ⊕ ∞	Notes on the precedent	
- 💷 Q. Select all	This agreement addresses the peculiar requirements that arise out of t	he Fisheries Act 1996 wh

Please continue to the instructions for the web browser you are using:

Internet Explorer 11	<u>Chrome</u>	<u>Firefox</u>
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Internet Explorer 11

After you click on the *Word icon*, a dialog box will appear at the bottom of the webpage. You will be prompted:

Do you want to open or save Precedent.doc from westlaw.co.nz?

Click Open if you wish to open the file (and save it later from within MS Word).

Click Save to save the file first before opening.



By default, the file will save to the *Downloads* folder. If you click on the dropdown menu next to *Save* you will have the option to *Save as*, to save the file to another location of your choice.

applications are closed. This will ensure the Precedents Dr	Save
Open Save 🔻	Save as Save and open

After saving you will get a message:

The Precedent.doc download has completed.

You will be given the option to Open, Open folder or View downloads.

Click Open to open the Precedent:

The Precedent.doc download has completed.	Open	•	Open folder	View downloads	×

When the Precedent opens, you may get a security warning asking if you wish to enable editing, for example:

	5-0) 🤗 :			Lett	Imogen Wybourne 🗖 —						×			
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Add-ins	PDF	© Tell	me			
1 PR	OTECTED VI	EW Beca	reful—files i	from the Inter	met can contain	viruses. Unless	you need to	o edit, it's s	afer to stay in	Protected	View.	Enab	le Editing		×
Navi	gation		-	× .	8	· 1 · · · i	2 .		. 3	4		5		6	
	document		Q	•											
Heading	gs Pages	Resul	ts												

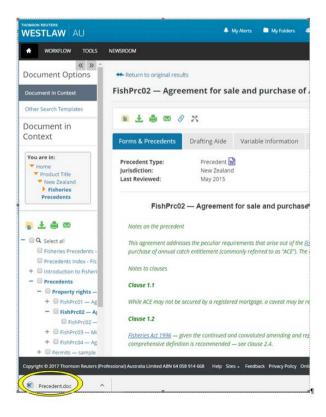
If so, enable editing (to allow you to use the Precedent).

Continue to the instructions for Using the Drafting Aide

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Chrome

After you click on the *Word icon*, a link to the file *Precedent.doc* will display on the bottom left corner of the webpage. By default, the file will download to the *Downloads* folder on your computer.



Click on Precedent.doc to open the Precedent.

When the Precedent opens, you may get a security warning asking if you wish to enable editing, for example:

🗄 5-0 🗅	🤗 🔆 🗧	Letter (1) (Protected View) - Word				Imogen Wybourne 🖬 — 🗆 🗧					
File Home	Insert Design	Layout	References	Mailings	Review	View	Add-ins	PDF	₽ Tell I	me 🔉 🎗 s	
PROTECTED VIEW	Be careful—files fr	om the Interr	net can contain	viruses. Unless	you need to	edit, it's s	afer to stay in	Protected	View.	Enable Editing	×
Navigation Search document Headings Pages	Results		8	• 1 • • • 1	2 .		. 3 1	4 .		5	· 26 · 2

If so, enable editing (to allow you to use the Precedent

Continue to the instructions for Using the Drafting Aide

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Firefox

After you click on *Word icon*, a dialog box will appear: *Opening Precedent*.doc. Select *Open with Microsoft Office Word (default)* and click *OK* to open the Precedent in MS Word (By default, the file will save to your *Downloads* folder):

Opening Precedent.do	c 💌
You have chosen to	open:
👜 Precedent.doo	:
which is: Micro	osoft Office Word 97 - 2003 Document
from: http://w	www.westlaw.co.nz
-What should Firefo	do with this file?
Open with	Microsoft Office Word (default)
Save File	
🔲 Do this <u>a</u> uto	matically for files like this from now on.
	OK Cancel

When the Precedent opens, you may get a security warning, asking if you wish to enable editing, for example:

H	5-0 C) 🥰 🗦	× Ŧ		Lett	er (1) (Protecte	ed View) - V	Nord	Ime	ogen Wybo	ourne	E –	
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Add-ins	PDF	♀ Tell (me 94	
🚺 Pi	ROTECTED VIE	W Becare	eful—files fro	om the Inter	net can contain							Enable Editin	
Nav	igation		>	< L	¥••••	• 1 • • • •	2 .		. 3 1	4		5 1	· · 26 ·
Search	n document		- م] :									
Headir	ngs Pages	Result	5	-									

If so, enable editing (to allow you to use the Precedent

Continue to the instructions for Using the Drafting Aide

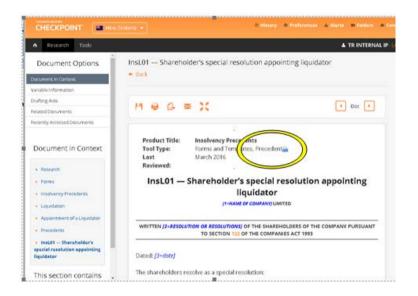
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Checkpoint

To download a Precedent, click on the Word document icon:



next to the Tool Type:

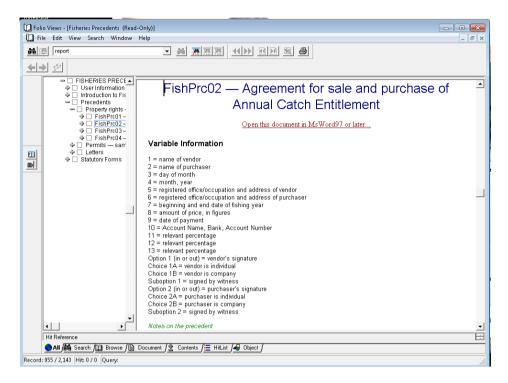


To save and open the Precedent, follow the instructions for your browser, as for Westlaw NZ above:

Internet Explorer 11 Chrome Firefox

CD-Rom

Simply click on *Open the document in MS Word* 97 or later beneath the Precedent title to open the document in MS Word.





Using the Drafting Aide

For additional help with using the Drafting Aide, our Trainers are there to assist.

You may request help through the Training website:

http://training.thomsonreuters.co.nz/

The Training website also offers training resources such as videos, User Guides and webinars.

Launching the Drafting Aide

After opening a Precedent, launch the Drafting Aide by clicking on the Drafting Aide icon



You will find the Drafting Aide icon in the *Add-ins* tab (MS Word 2007-2016) or in the Toolbar (MS Word 2003 and below):

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File Home	Insert Design Layo	ut references Mailings	Review V w Ado	d-ins PLF Format	t 🛛 Tell m
Convert to PDF	2		C		
Menu Commands	Toolbar Commands	Custom Toolbars			
L · 2 · ·	3		4 + + + +	5	
•					

When you click on the Drafting Aide icon, the Drafting Aide will open, as below:

👿 I 🔒	්) - ඒ 🗋) ∰]× [-	Ŧ		PRE17 [Co	mpatibility	Mode] - I	Microsoft Wo	rd
File	Home	Insert	Page Layout	References	Mailings	Review	View	Add-Ins	PDF
	vert to PDF	*							
			nmands Custom						
L	· 2 · · ·	1		· · · · · ·	· · · <u>1</u> · · ·		. 2	• • • • • :	3 • • • 1 • •
		Prece	dents Drafting Ai	ide v4.02 Typ	e variable text			×	
		•	× ⇒ 4		2				_
		1=fi	ıll name (type he	re)				•	
•				¶					
-				APPLICA		WAIVER	OF·FEE	SINDIV	IDUAL¶

Drafting Aide version

The first time you use the Drafting Aide, check the Drafting Aide is the latest version. The current version is v4.02:

	ig mao io aro iaco.
Precedents Drafting Alle v4.02 prevariable text	×
l=full name (type here)	-
	-
	h

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Variables

Variables are the bits of information that you fill-in in a form document (such as: [company name], [address], etc); they are called "variables" because they vary each time you fill in the form.

The Drafting Aide will take you through all the variables in a Precedent and allow you to fill in each piece of information one-by-one, without you having to type in the document itself; the Precedents Drafting Aide automatically inserts whatever you have typed or selected into the correct place(s) in the form.

Where a variable occurs several times in a document – for example, [respondent's name] – you only need to type that variable once in the Drafting Aide and it will be copied automatically to all the other places in the document where it appears.

Types of variables

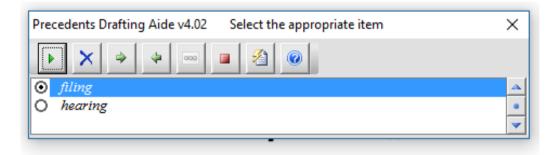
The Thomson Reuters Precedents documents contain the following types of variables:

1. A request to fill in certain **information**, for example:

Precedents Drafting Aide v4.02 Type variable text	Х
3=occupation (type here)	<u>A</u>
	•

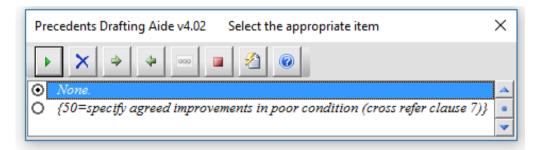
[3=occupation]

2. A **choice** variable, requiring you to choose which piece of text from a list you wish to insert, for example:



[6=filing OR hearing]

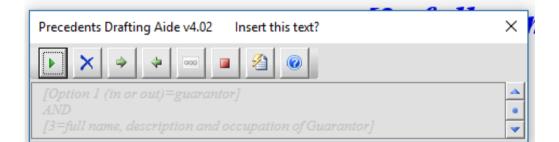
3. A **choice** variable, requiring you to choose which piece of text from a list you wish to insert, part of the choice being a request to insert further information, for example:

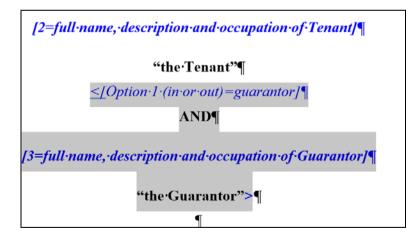


2. - IMPROVEMENTS:¶

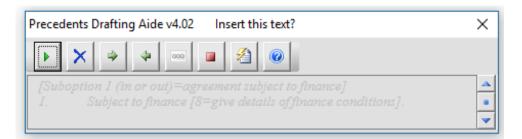
Improvements in poor condition for which the Tenant is not required to provide deferred maintenance: $[49=None...OR...{50=specify} agreed improvements in poor condition (cross refer clause 7)}]$

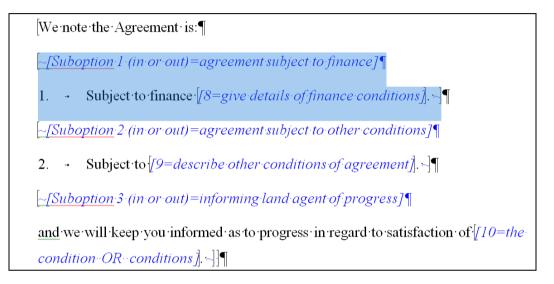
4. An **option** whether or not to include a piece of text or a clause, for example:



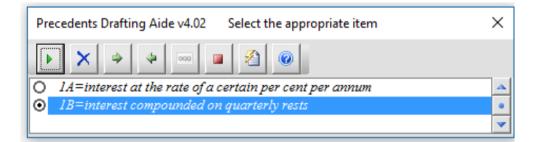


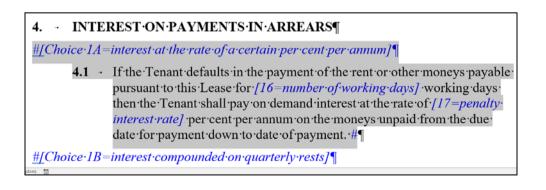
5. A **suboption** (ie, an option that is within another option). For example:



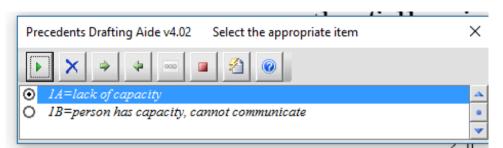


6. A **choice** between two or more sections of the document (these sections can be just a phrase, or several clauses in length), where you can only include one of the alternative selections, for example:





7. A subchoice (ie, a choice within another choice), for example:



+[Subchoice·1A=lack·of·capacity]¶
(b) → The·specified·person·lacks, wholly·or·partly, the·capacity·to· understand the nature, and to foresee the consequences, of decisions in respect of matters relating to [21=his··OR··her]· personal care and welfare; +¶
+[Subchoice·1B=person·has·capacity, cannot communicate]¶

(b) - The specified person has the capacity to understand the nature, and to foresee the consequences, of decisions in respect of matters relating to [2]=his OR her] personal care.

The variables appear in blue text in the documents.

Keyboard navigation in the Drafting Aide

- TAB: use the TAB key to navigate your way through the available options on the dialog box.
- ENTER: use the ENTER key to execute the selected button or to insert your typed text.
- **SPACE**: use the SPACE key to execute the selected button.
- CTRL + ENTER: will create a new line when entering text.
- ARROW keys: use the ARROW keys to navigate between different choices in the variable information box.
- **SHORTCUT** Keys: each button has it's own shortcut keys place your mouse over the button to see the keys required or refer to the list below.

Please note: When using Word 2000 the text in the Precedents Drafting Aide may not be automatically highlighted. To overcome this, simply press the TAB key and the text will be automatically highlighted.

<u>Return to top</u>

Mouse navigation in the Drafting Aide

SINGLE Click: using the left mouse button, a single click will execute the required button or place the cursor in the input box.

Drafting Aide Buttons

Press the *Ctrl* key and click on a button below to jump to the explanation for that button:



YES/OK: (ALT + Y)

The OK button will replace the highlighted variable with either your text or your selected option or choice.

Precedents Drafting Aide v4.02 Type variable text	×
I=full name (type here)	
r-run name (type nete)	•

NO/DELETE VARIABLE: (ALT + D)

The NO button will remove the highlighted text from the document. Including the preceding space if appropriate.

×	
Precedents Drafting Aide v4.02 Type variable text	×
1=full name (type here)	
and the second product of the second s	
	×

SKIP: (ALT + K)

The SKIP button will skip the highlighted variable and then locate and highlight the next available variable.

*	
Precedents Drafting Aide v4.02 Type variable text	×
l=full name (type here)	*
	•

BACK: (ALT + J)

The BACK button will allow a user to modify a previously completed variable.

4	
Precedents Drafting Aide v4.02 Type variable text	×
► × → → ∞ ■ 2 @	
	•

LEAVE BLANK: (ALT + B)

The LEAVE BLANK button will replace the highlighted variable with one of the three available spaces: 2cm, 6cm and 12cm.

000	
Precedents Drafting Aide v4.02 Type variable text	×
1=full name (type here)	

STOP: (ALT + S)

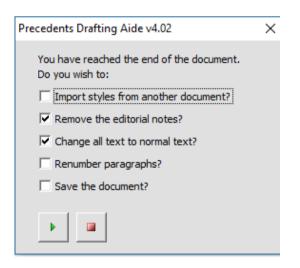
The STOP button will close the Precedents Drafting Aide.

Precedents Drafting Aide v4.02 Type variable text	×
1=full name (type here)	<u>A</u>
	*

Document reformat tools: (ALT + T):

2	
Precedents Drafting Aide V4.02 Type variable text	×
1=full name (type here)	
	-

This button will present you with a pop-up box with several options. (This box will also pop up automatically when there are no more variables to fill, or if you exit out of the Drafting Aide).



The available options are:

1. **Import styles from another document** – this will allow user to import formatting styles from another document.

If *Import styles from another document?* Is selected, when you click the play button at the bottom of the dialog box, you will be taken to the *documents folder* to select a document from which you would like styles to be imported.

Browse to the document you would like to use, select that document and then click *Open*. The styles from that document will then be imported into the Precedent (this may take a few moments).



- 2. **Remove editorial notes** this will remove all instances of green italicised editorial notes and any external logos or graphics present in the document.
- Change all text to normal text this will change the colour of the blue variable text to black and its style to non-italic.
- 4. **Renumber paragraphs** allows users to renumber paragraphs/subparagraphs automatically after removing or adding paragraphs/subparagraphs.

The renumbering function can work with several different paragraph label formats (and combinations of label formats – ie where several different label formats are used within one document):

- A., B., C.
- 1, 2, 3
- 1.,1.1, 1.11...2., 2.1, 2.11...
- (i), (ii), (iii)
- (a), (b), (c)

Any time you add paragraphs to or remove paragraphs from a *Thomson Reuters Precedent*, if you use the *Renumber Paragraphs?* function, it will go through the document and renumber/resequence all the

paragraph/subparagraph labels that are out of sequence (NB provided any added paragraphs/subparagraphs have the same formatting/styling as other items in the same list).

You may use the renumbering function on a *Thomson Reuters Precedent* on its own, (for example, if you filled in all the variables earlier, but later decide to add new paragraphs/subparagraphs or to remove paragraphs/subparagraph - or both). Just:

- open the document;
- launch the Drafting Aide;
- click on the *Reformatting Tools* button;
- select the Renumber Paragraphs? option; and
- click the *play* button.

Cross-references: please note, the renumbering function does not currently resequence crossreferences (references within a document to other clauses or paragraphs in the same document) to match renumbered paragraphs. If you use the renumbering function, any cross-references that are affected by the renumbering will need to be updated manually.

Using the renumbering function on documents that are not *Thomson Reuters Precedents*: Please note, the renumbering function may not necessarily work on documents other than *Thomson Reuters Precedents*. For the renumbering function to work, paragraphs and subparagraphs must be formatted/styled in a particular way. *Thomson Reuters Precedents* are pre-edited so all the paragraphs and subparagraphs are already in the correct style to allow the renumbering function to work.

5. **Save the document** – this will allow you to save the document at the same time as exiting the Drafting Aide.

HELP: (ALT + H)

This button will open the Help information.

0	
Precedents Drafting Aide v4.02 Type variable text	×
1=full name (type here)	-
	~

TOGGLE SCROLL OPTIONS:

This feature will allow you to toggle between scrolling within the Drafting Aide box (the default) and scrolling through the document (while the Precedents Drafting Aide continues to run).

* *	
Precedents Drafting Aide v4.02 Type variable text	×
▶ X → ↓ ∞ ■ 2 0 1=full name (type here)	

Clicking on the *dot* toggles between the two *scroll* options.

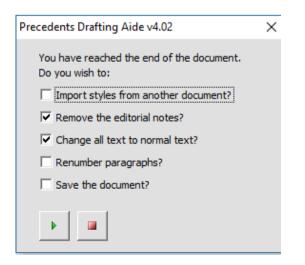
Moving the Drafting Aide Dialog Box

The Dialog Box may be moved from its current position on the screen by holding down the left mouse button on the dialog box title bar, labelled *Precedents Drafting Aide*, and dragging the dialog box to a new position on the screen.

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Document reformat tools

When all the variables in a Precedent have been filled; or, if the user exits out for the Drafting Aide, the *Document reformat tools* dialog box will open automatically:



These tools may also be accessed within the Drafting Aide by pressing the *Document Reformat Button*:



The instructions for the Document Reformat Tools are outlined under Drafting Aide buttons, above.

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Tips/FAQs

1. What if I'm using the Drafting Aide and I find I don't have all the information needed to fill in a Precedent – can I run the Drafting Aide again later on the same document to enter the rest of the information?

You may partially fill in a Precedent and then re-run the Drafting Aide on it to fill in more information later, as many times as you need to.

If you run the Drafting Aide and skip over some variables, the next time you run the Drafting Aide it will take you straight to those variables you did not fill in the last time (it will do this even if previously you changed all the variables from blue to black text using the *Document Reformatting Tools*).

2. I already used the Drafting Aide to fill in all the variables in a Precedent – now I've added/removed some paragraphs and I need to renumber the paragraphs again – can I use the Drafting Aide just to renumber paragraphs?

If you run the Drafting Aide on a document where all the variables are already filled in, the Drafting Aide will take you straight to the *Document Reformatting Tools* dialog box:

Precedents Drafting Aide v4.02	\times
You have reached the end of the document. Do you wish to:	
Timport styles from another document?	
Remove the editorial notes?	
✓ Change all text to normal text?	
Renumber paragraphs?	
Save the document?	

If you wish to renumber the paragraphs, just tick *Renumber paragraphs*? and click the *play* button (there is no need to untick the two default options that are already ticked).

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Using the Drafting Aide – Trouble-shooting

1. The Drafting Aide is not enabled (Word 2003, Word 2000 and Word 97)

Sometimes Word decides to disable the Precedents Drafting Aide. In Word, click *Help*, *About*, *Disabled Items*. *Disabled Items* may list the Drafting Aide. You can enable the Precedents Drafting Aide by clicking *Enable*.

2. Renumbering has not worked properly

If you use the renumbering function and renumbering does not work as you expected, there may be a bug in the document. Please contact one of the Precedents Editors:

elani.rawson@thomsonreuters.com

imogen.wybourne@thomsonreuters.com

3. There seems to be an error in the Precedent

Please contact the Precedents Editors, (see the previous problem).

4. Any other problem

If there is anything else you need help with to do with using the Drafting Aide (or, if you need help with any of the issues above) you may contact our Trainers through the Training website:

http://training.thomsonreuters.co.nz/

The Training website also offers training resources such as videos, User Guides and webinars.

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