Precedents Drafting Aide User Guide

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.

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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

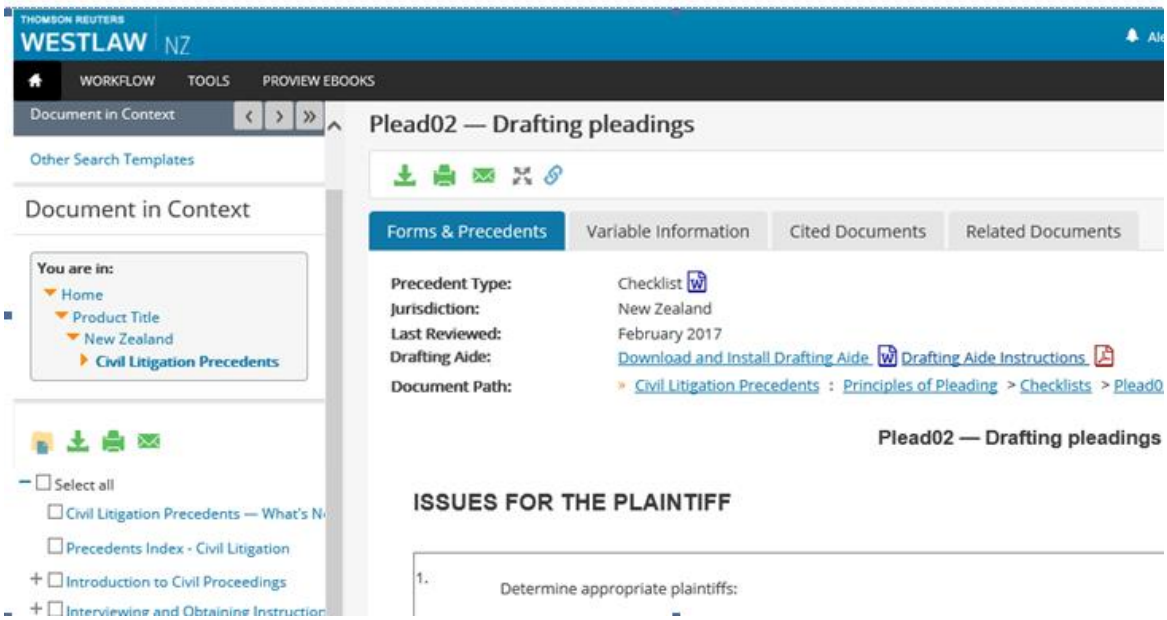
Westlaw

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 *Download and Install Drafting Aide* link:



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

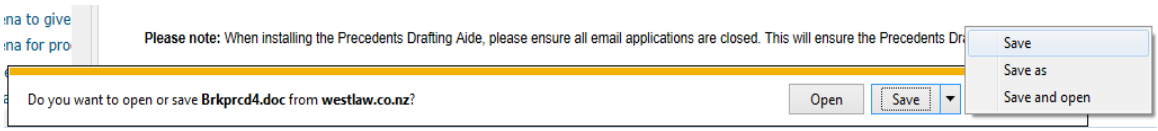
Internet Explorer 11

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?

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.



After saving you will get a message:

The Brkprcd4.doc download has completed.

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

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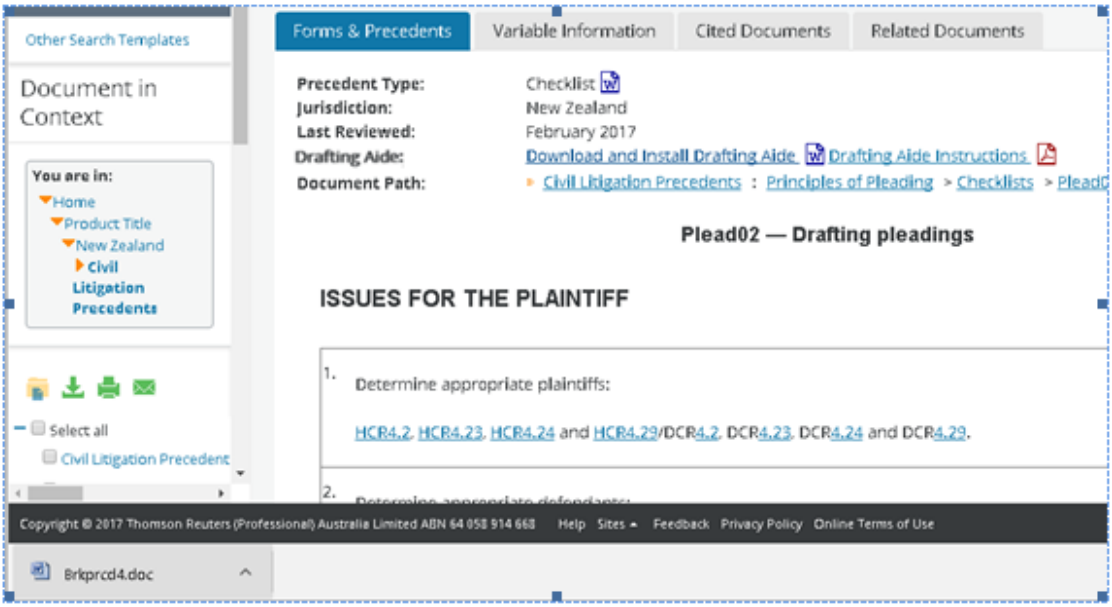
Chrome

After you click on the link *Download and Install Drafting Aide*, a link to the file *Brkprcd4.doc* will display on the bottom left corner of the webpage. Click on the link to open MS Word and start installing the Drafting Aide.



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		

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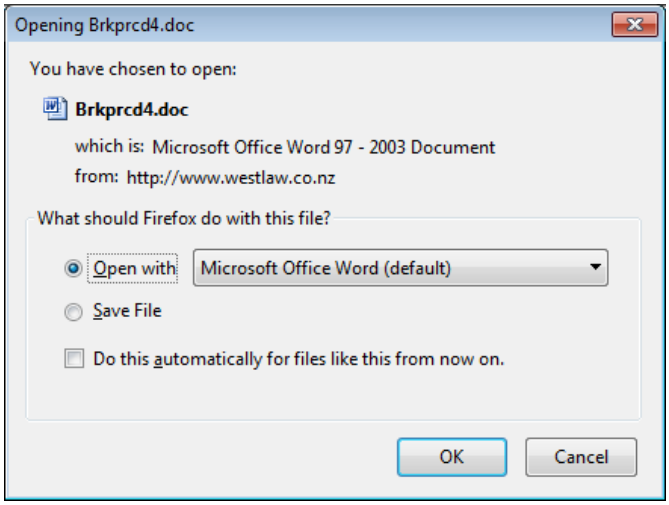
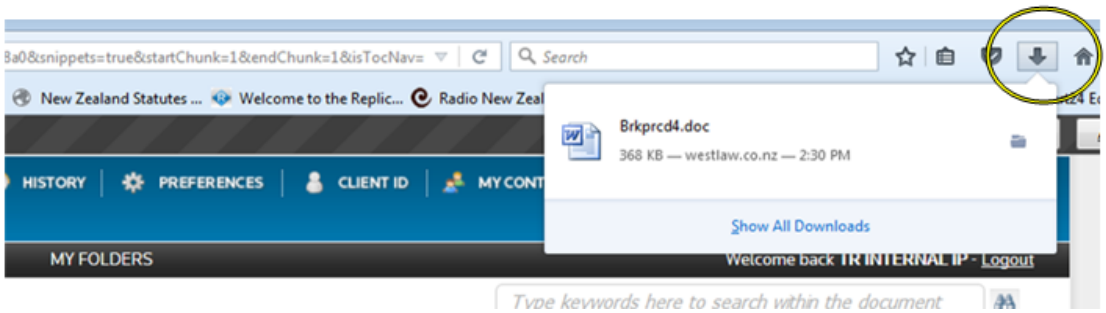
Firefox

After you click on the link *Download and Install Drafting Aide*, a dialog box will appear: *Opening Brkprc04.doc*. Select *Save File* and click *OK.*



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:



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		

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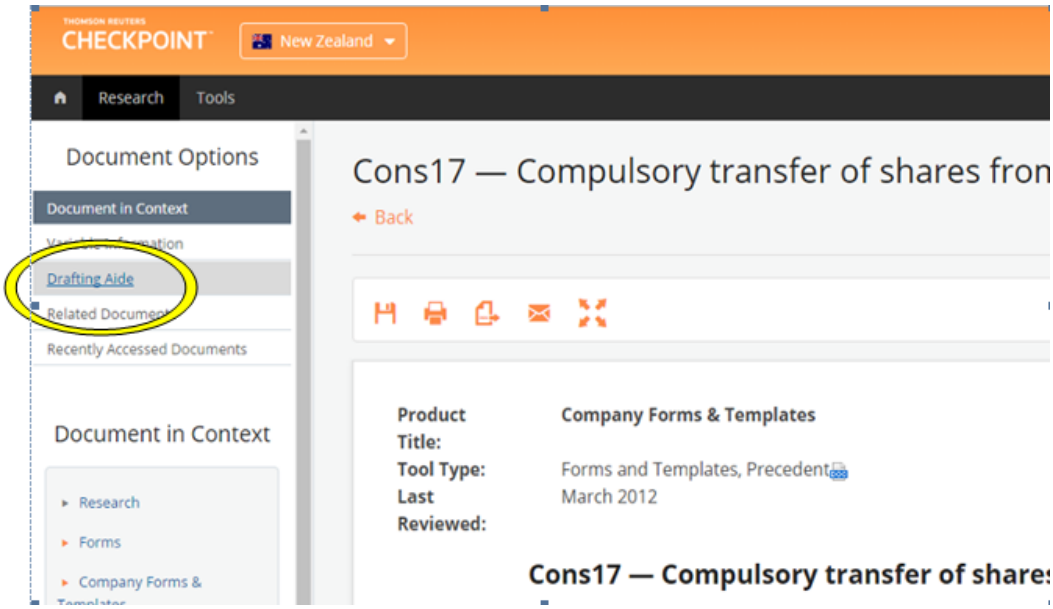
Checkpoint

Precedents Drafting Aide – Download instructions

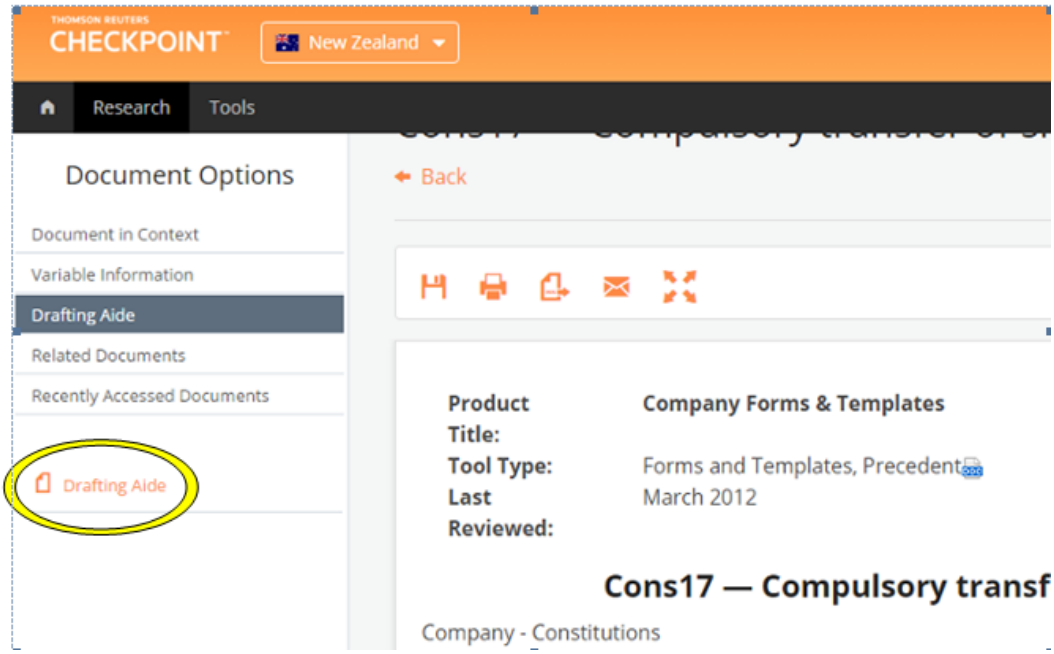
1. Close any email applications you have open (eg Outlook)

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

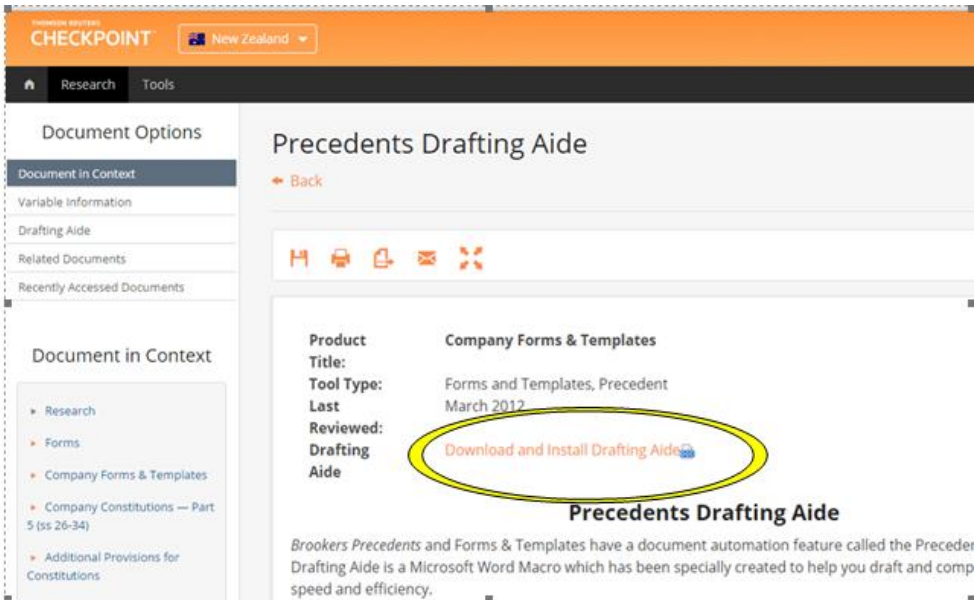
2. Go to any Precedent in Checkpoint and click on *Drafting Aide* in the left sidebar menu:



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:

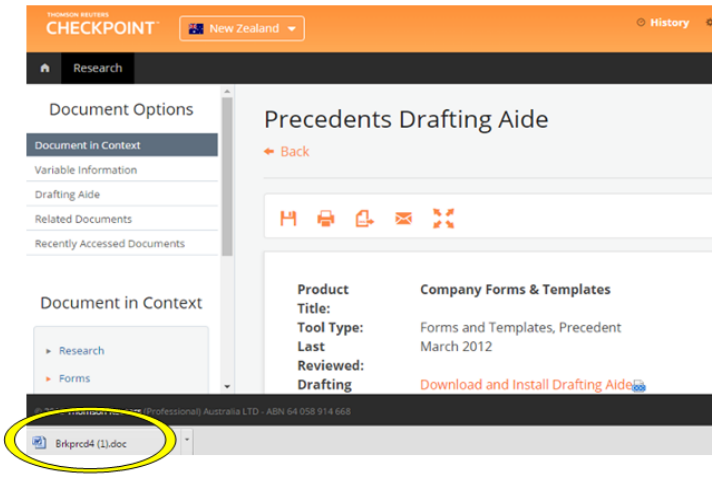
Internet Explorer 11 Chrome Firefox

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		

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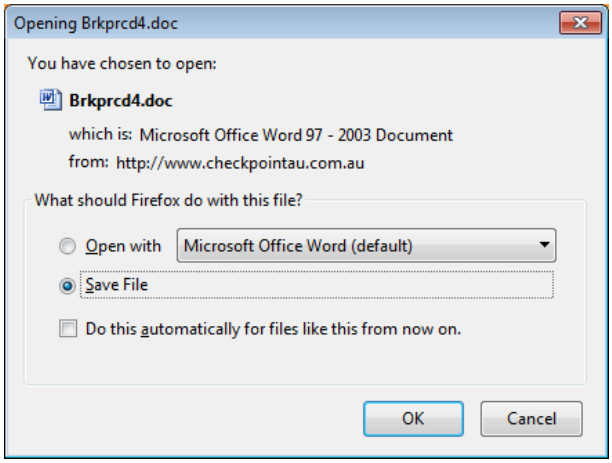
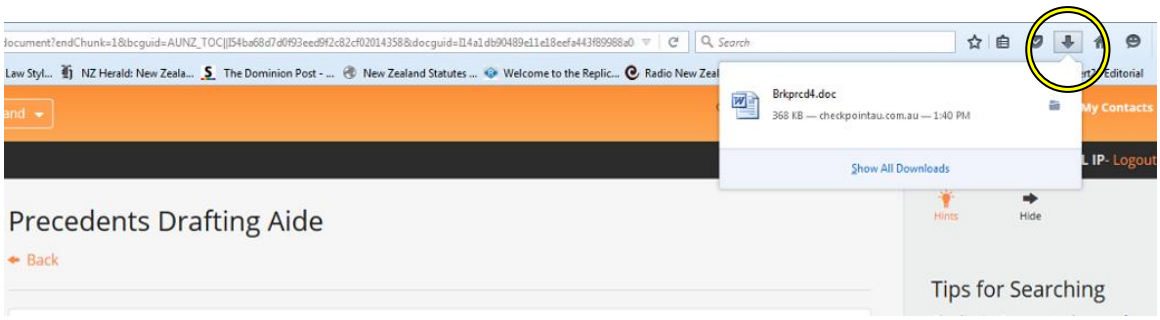
Firefox

After you click on the link *Download and Install Drafting Aide*, a dialog box will appear: *Opening Brkprc04.doc*. Select *Save File* and click *OK.*



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:



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		

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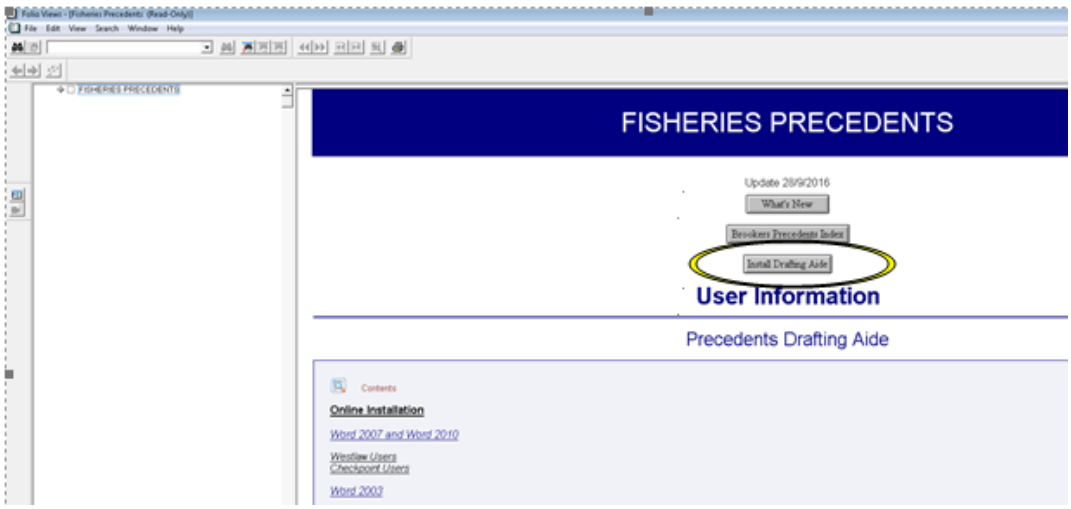
CD-Rom

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"



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
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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 | MS Word 2000

MS Word 2013 | MS Word 2003 | MS Word 97

MS Word 2010

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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)

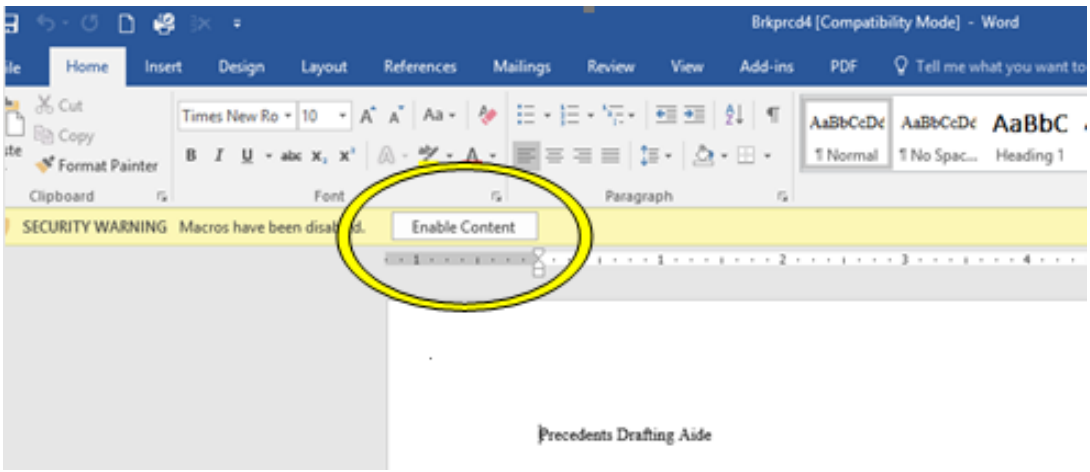
If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

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:

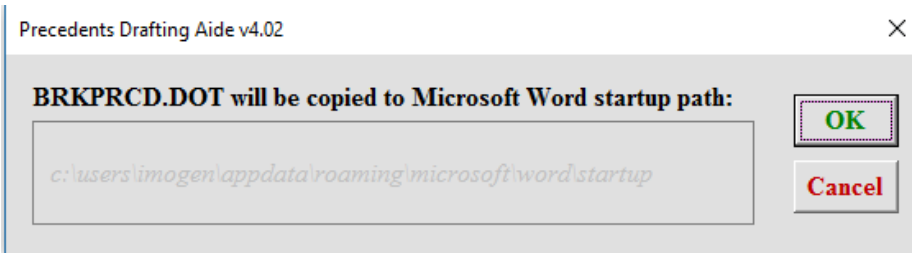
SECURITY WARNING Macros have been disabled. *Enable Content*



Click on *Enable Conten*t 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:

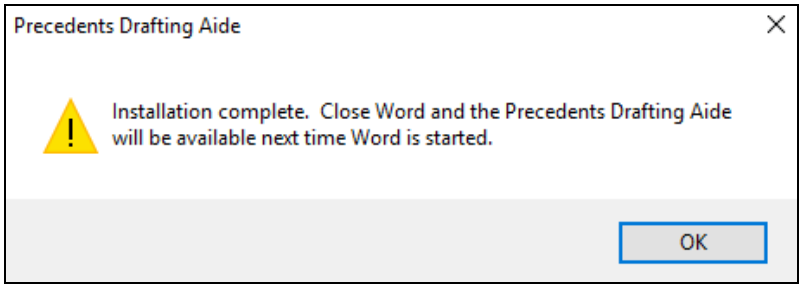


Click *OK* to copy Brkprcd.dot to the Microsoft Word startup path.

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

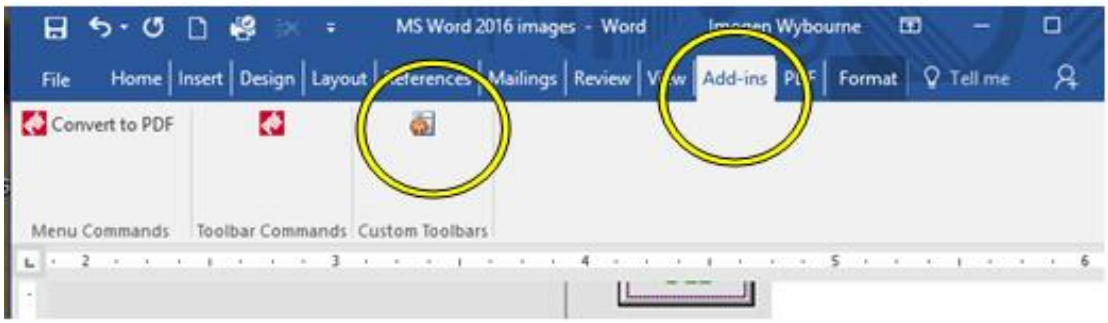
5. Click *OK* and restart MS Word to confirm the Drafting Aide has been installed

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



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:



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 Using the Drafting Aide below.

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

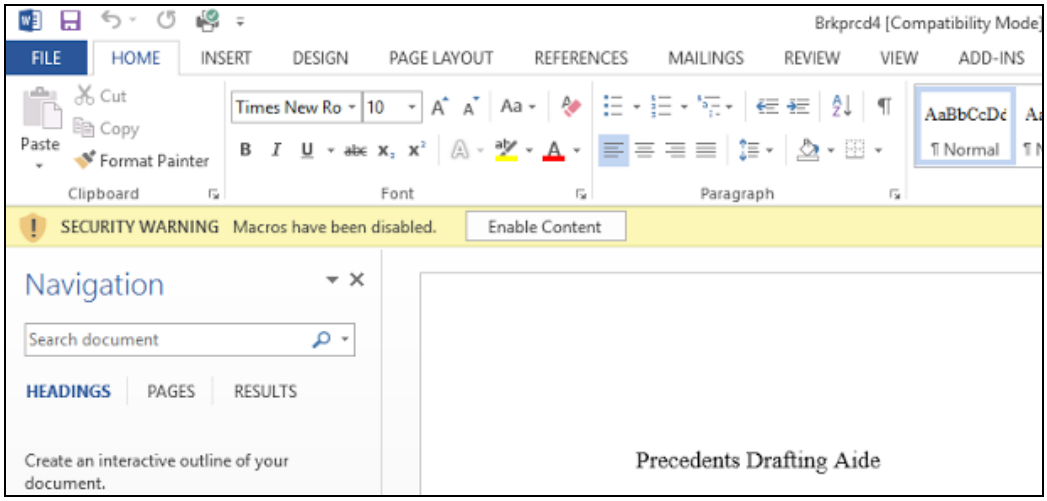
If *Brkprc4.doc* is not already open, locate the file and double click on it to open it in MS Word.

*(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:

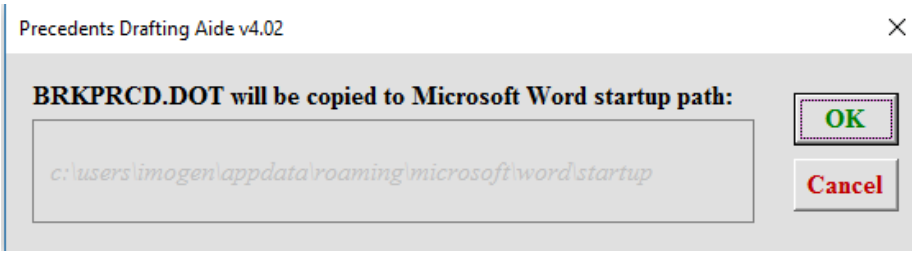
SECURITY WARNING Macros have been disabled. *Enable Content*



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:

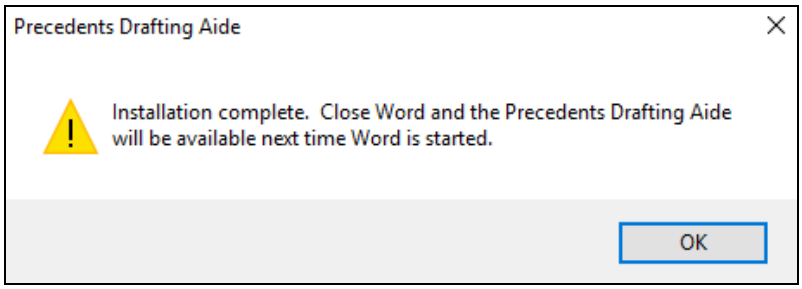


Click *OK* to copy Brkprcd.dot to the Microsoft Word startup path.

(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:



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:

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 Downloading and opening a Precedent 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 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)

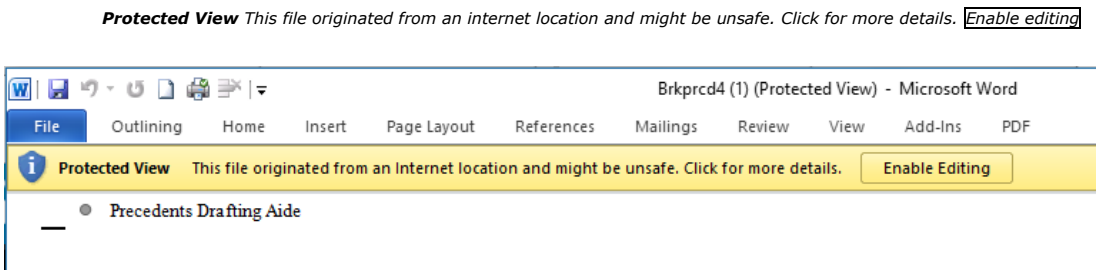
If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

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

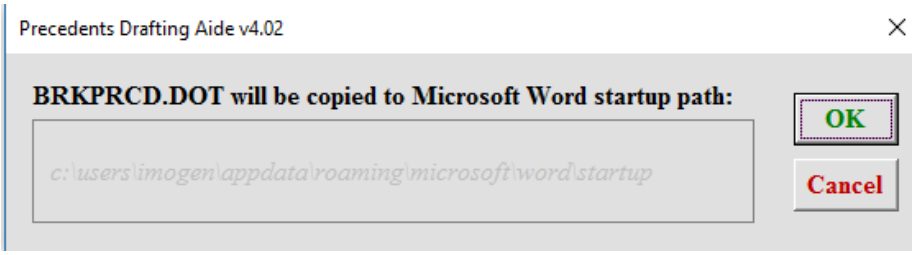
When MS Word 2010 opens, you may get a security warning:



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:

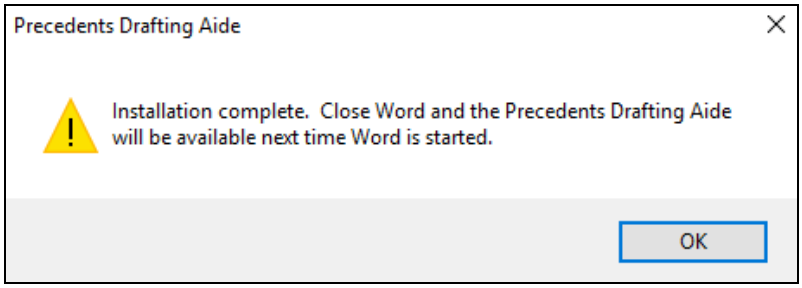


Click *OK* to copy Brkprcd.dot to the Microsoft Word startup path.

(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

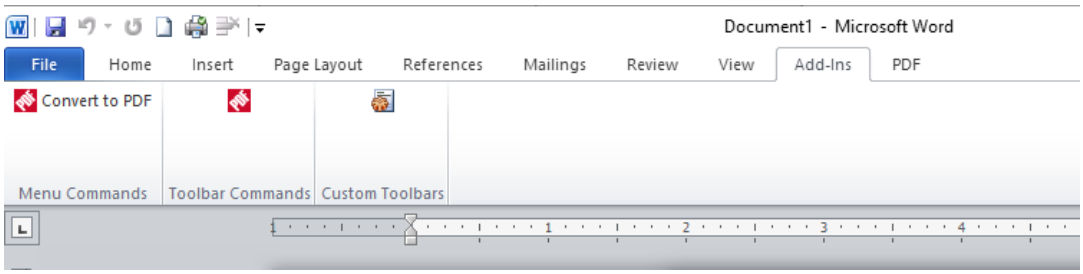
After clicking *OK* to copy Brkprcd.dot to the Microsoft Word startup path, you should see the dialog box below:



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:



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 Downloading and opening a Precedent 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 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.

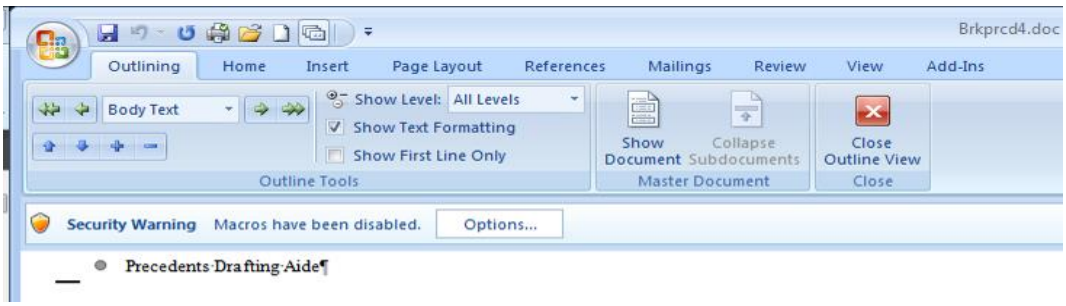
If *Brkprc4.doc* is not already open, locate the file and double click on it to open it in MS Word.

*(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

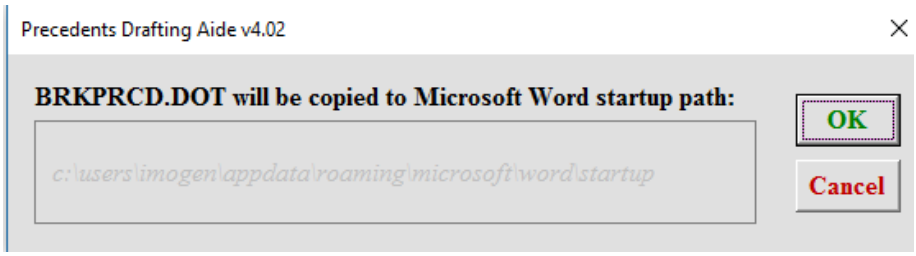


If so, click *Options.* The following dialog box will open:

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:

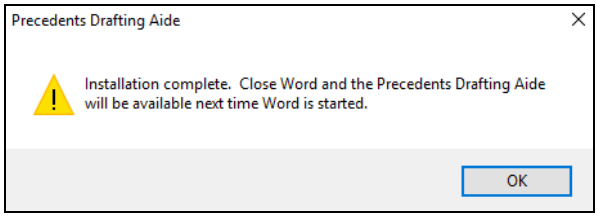


Click *OK* to copy Brkprcd.dot to the Microsoft Word startup path.

(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

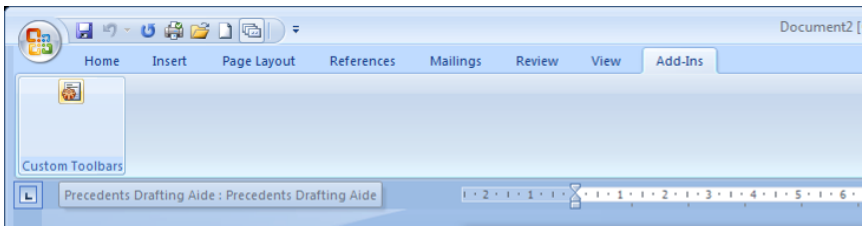
After clicking *OK* to copy Brkprcd.dot to the Microsoft Word startup path, you should see the dialog box below:



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:



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 Downloading and opening a Precedent 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 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)

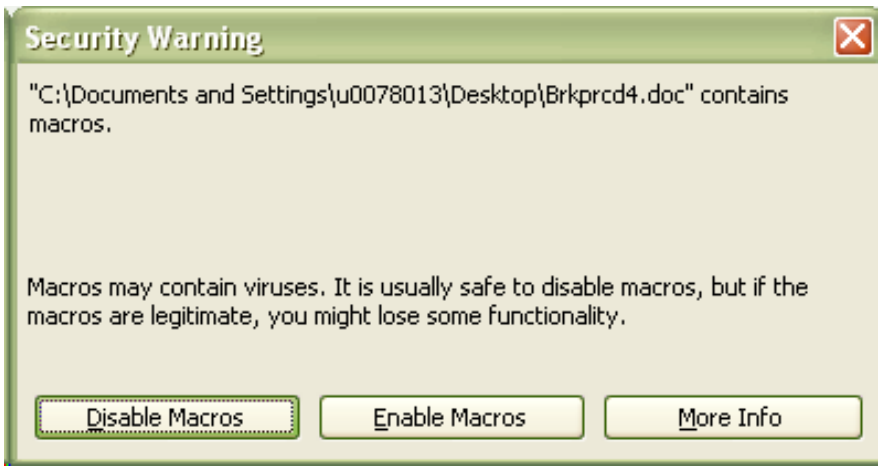
If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

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

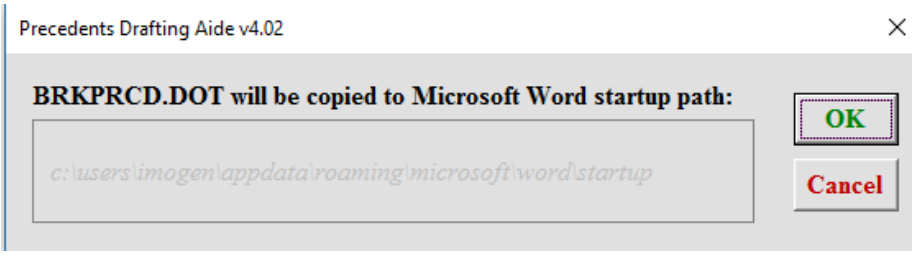
When MS Word 2003 opens, you may get a security warning:



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:

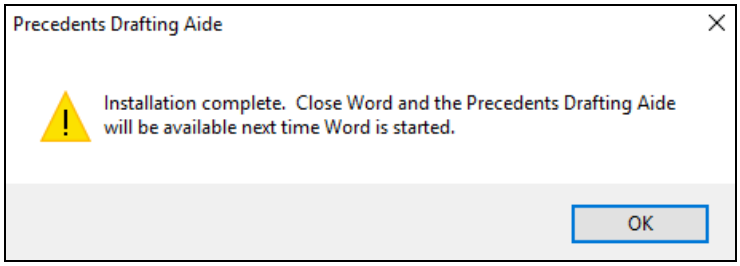


Click *OK* to copy Brkprcd.dot to the Microsoft Word startup path.

(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:



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 Using the Drafting Aide below.

For instructions on how to download a Precedent document from Westlaw NZ, Checkpoint or CD-Rom, go to Downloading and opening a Precedent 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)

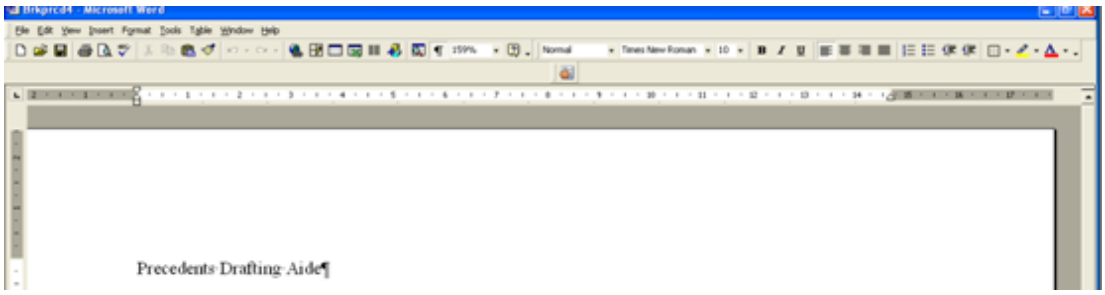
If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

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).*

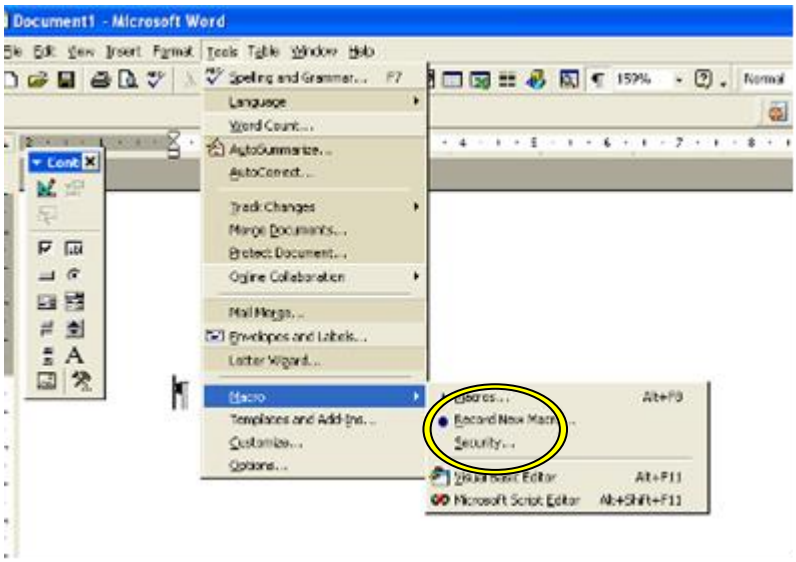
3. Completing installation

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

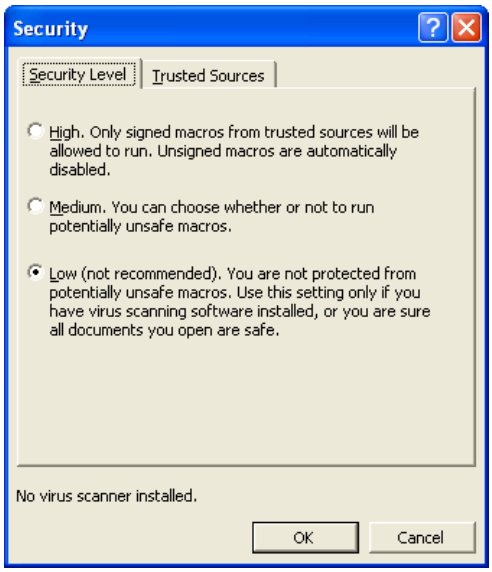


You may need to change the security settings to allow the Drafting Aide to install.

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



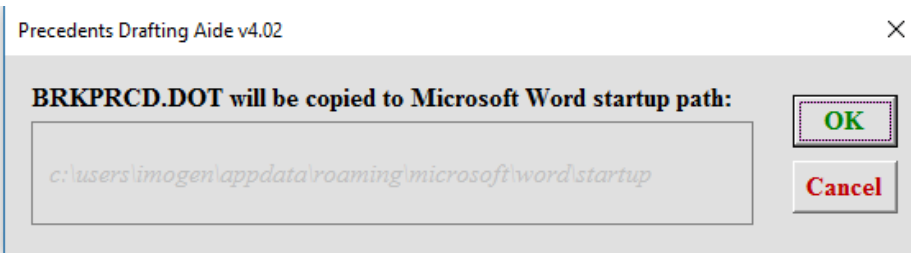
When you click on *Security*, the Security dialog box will open:



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:

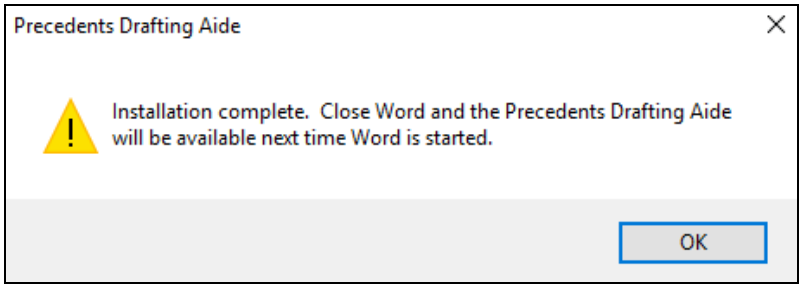


Click *OK* to copy Brkprcd.dot to the Microsoft Word startup path.

(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:



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 Using the Drafting Aide below.

For instructions on how to download a Precedent document from Westlaw NZ, Checkpoint or CD-Rom, go to Downloading and opening a Precedent 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 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)

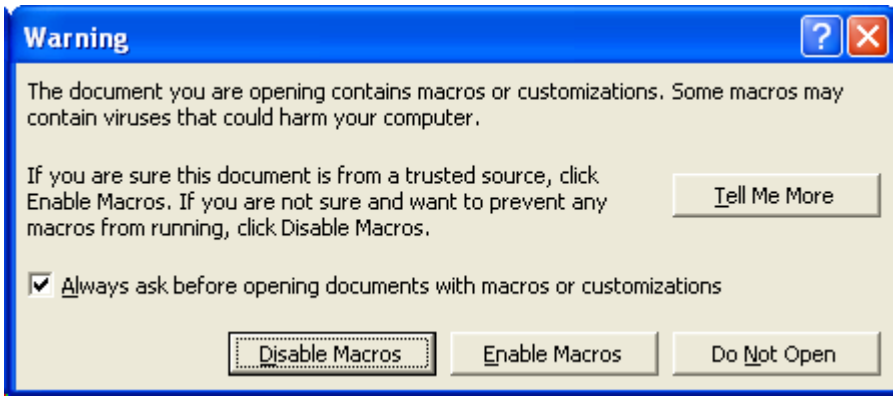
If you have just followed the instructions for downloading the Drafting Aide, the installation file (*Brkprc4.doc*) should already be open in MS Word.

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

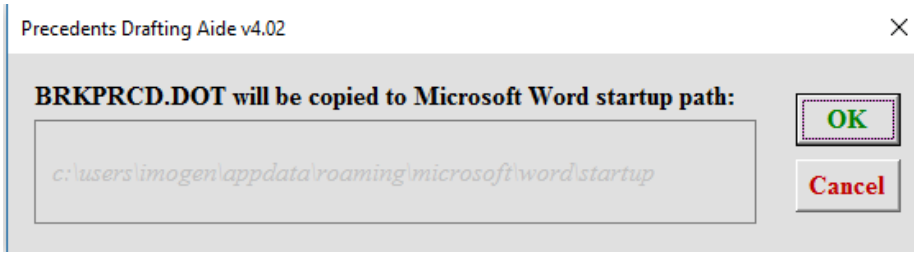
When MS Word 97 opens, you may get a security warning as you are about to install an MS Word Macro:



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:

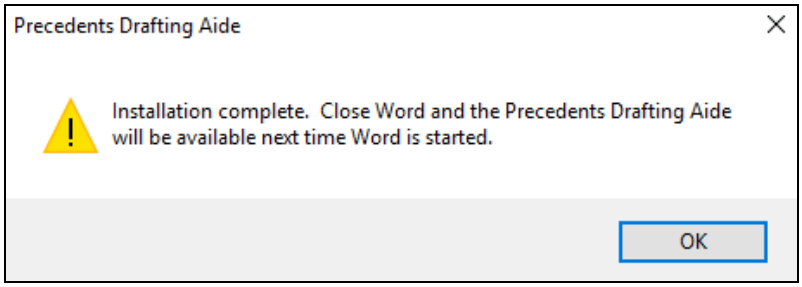


Click *OK* to copy Brkprcd.dot to the Microsoft Word startup path.

(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 Using the Drafting Aide below.

For instructions on how to download a Precedent document from Westlaw NZ, Checkpoint or CD-Rom, go to Downloading and opening a Precedent 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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Installation Trouble-shooting

For help with trouble-shooting, please contact our

Techcare service

Phone 0800 10 60 25 or

Email techcare.anz@thomsonreuters.com

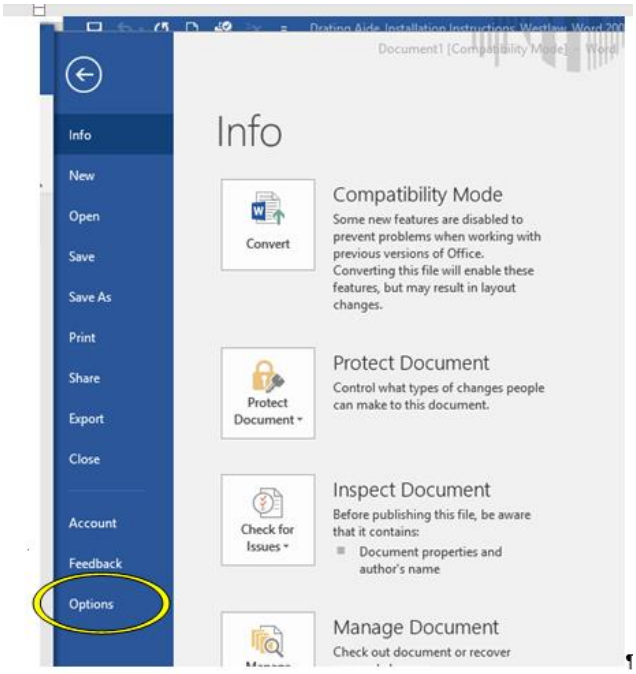
1. I got to the end of the installation process, but when I restarted MS Word, the Drafting Aide icon was not in the Add-ins tab (or in the Toolbar if using MS Word 2003 or below)

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

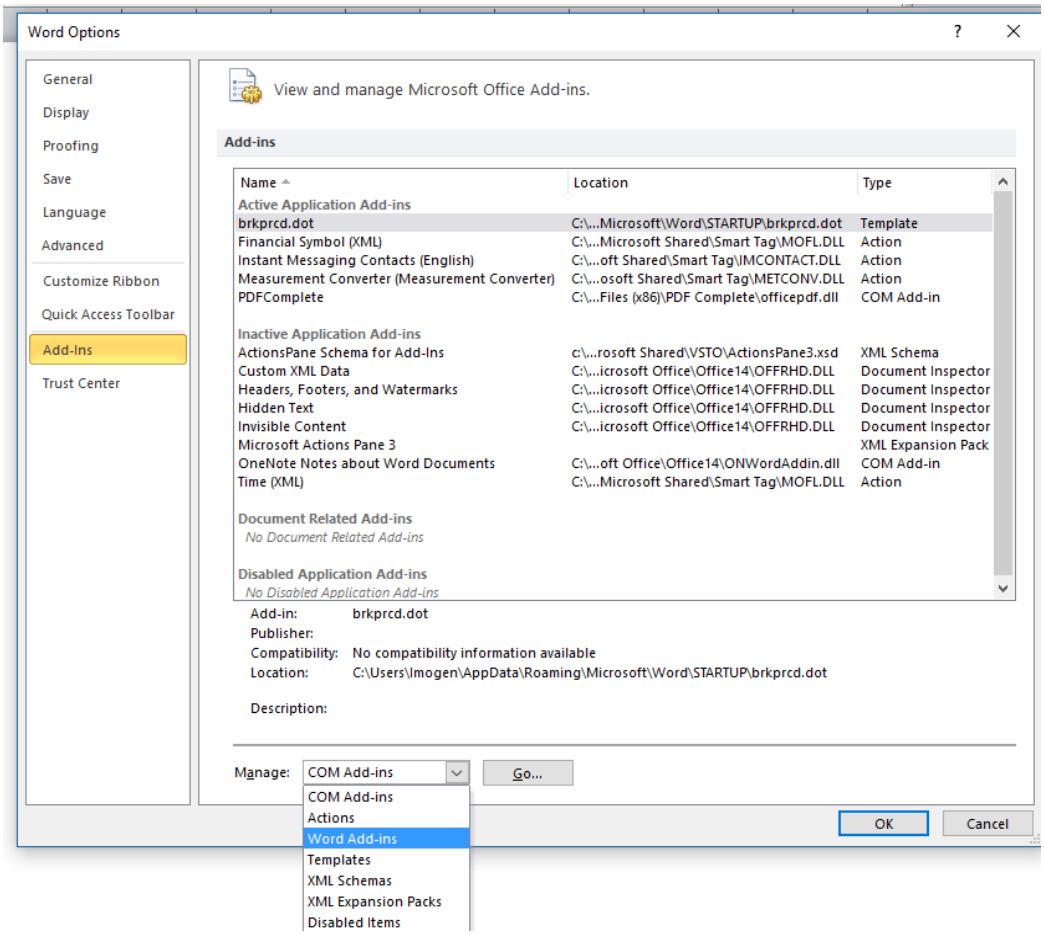
MS Word 2016 and 2013 MS Word 2010 MS Word 2007 MS Word 2003

MS Word 2016 and 2013

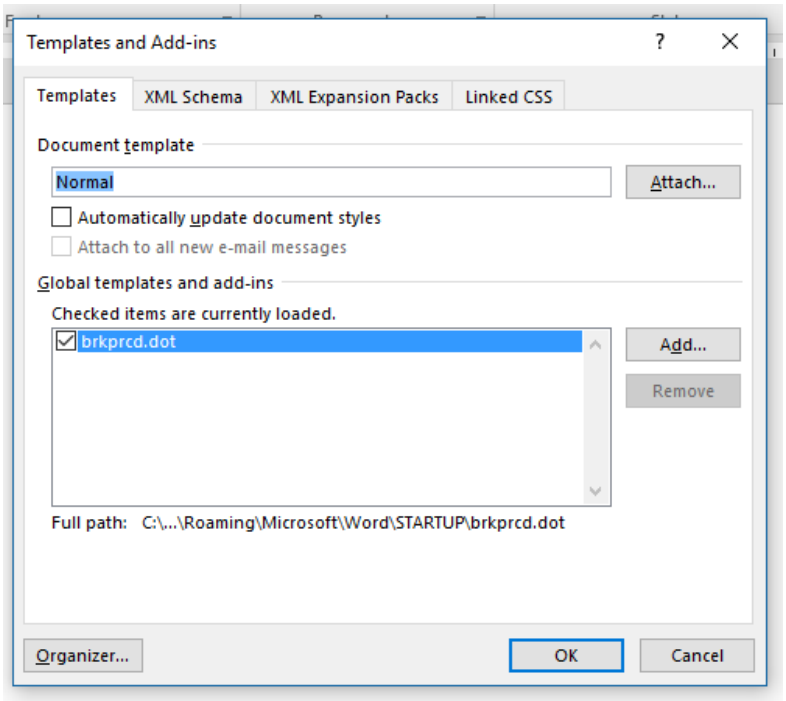
1. Click on the *File* tab
2. Click on *Options*



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



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



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 causes either:

- *the Add-ins tab to not appear; OR*
- *the Drafting Aide icon not to appear in the Add ins tab)*

5. 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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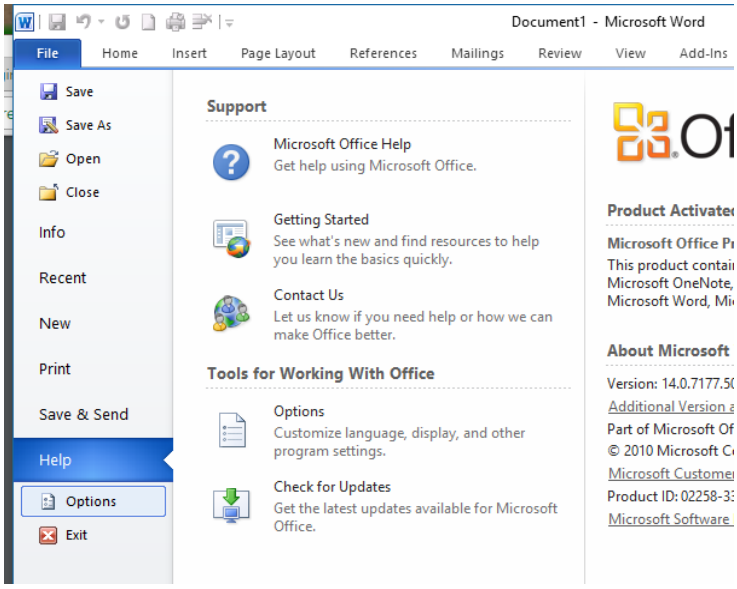
MS Word 2010

1. Click on the File tab

2. Click on *Options*

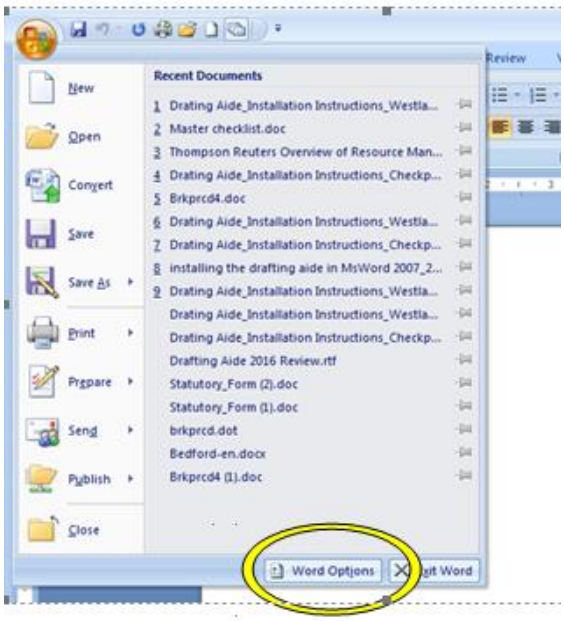


3. Follow instructions 3–5 as for MS Word 2016 and 2013 above

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 *techcare.anz@thomsonreuters.com*) 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 https://support.office.com/).

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 — see instructions under 4. below)?
- 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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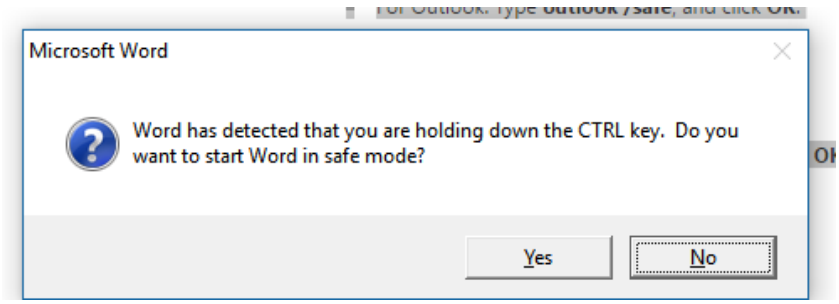
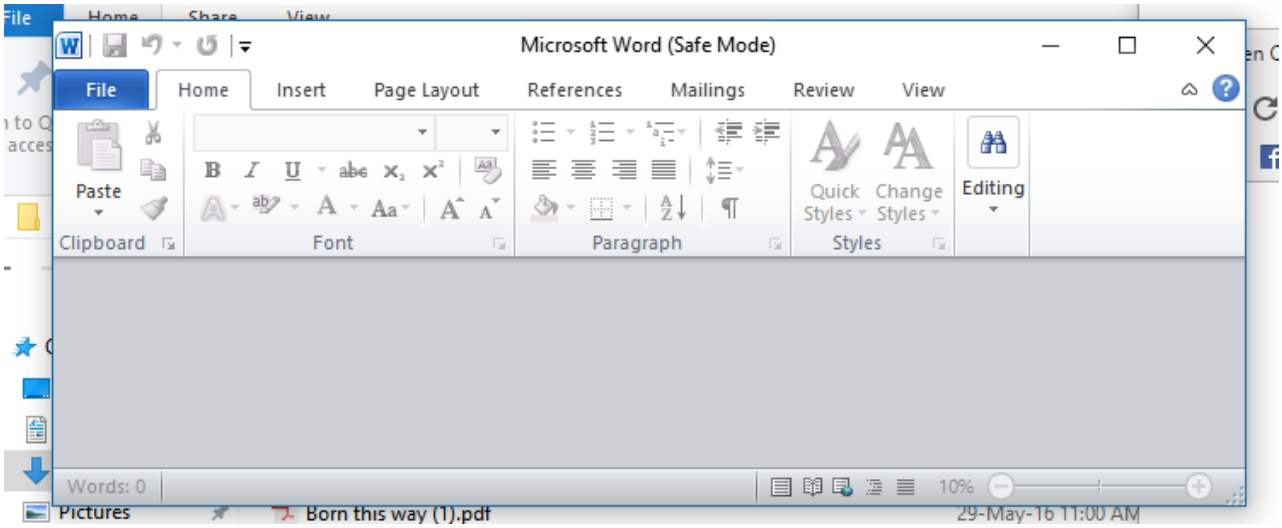
4. *I have Infinity Law and I can't install the Precedents Drafting Aide*

There is currently a conflict between the Infinity Law, MS Word add-in; and the Precedent's Drafting Aide add-in, which may interfere with installing the Precedents Drafting Aide. This conflict can be worked around by disabling the Infinity Law add-in during the installation process (the Infinity Law add-in will come back automatically the next time MS Word is started):

1. Close Word if it is open.
2. Open MS Word in "Safe mode" as follows:
   - Press the CTRL key at the same time as double-clicking on the MS Word icon document, or on a MS Word document (which can be any MS Word) document.
   - You should get a message like this



- When MS Word opens in safe mode there should be something at the top of MS Word confirming that it is open in safe more:



- When you have confirmed that MS word is open in safe mode, start the installation process again. Either:
    - Download the file *Brkprcd4.doc* again (see Downloading above); or
    - Find the file *Brkprcd4.doc* in your *Download* folder and double click on it to open MS Word.
- Follow the instructions for installing the Drafting Aide (see Installing above).
- After installing restart Word and the drafting aide should be in the add-ins tab and work perfectly! (assuming there is nothing else other than Infinity Law interfering with the process).

5. 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

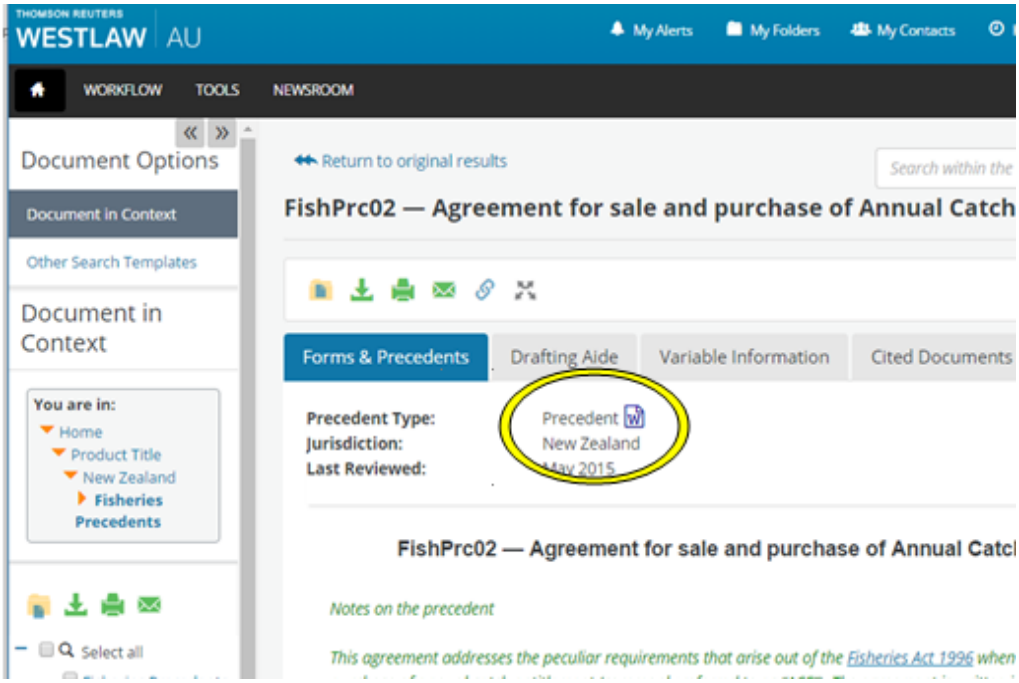
Please follow the instructions for the *Thomson Reuters* product you are using:

Westlaw NZ Checkpoint CD-Rom

Westlaw NZ

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

next to the *Precedent Type*:



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

Internet Explorer 11 Chrome Firefox

Internet Explorer 11

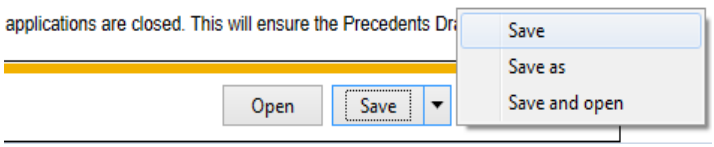
After you click on the *Word icon*, a dialog box will appear at the bottom of the webpage. You will be prompted:

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.



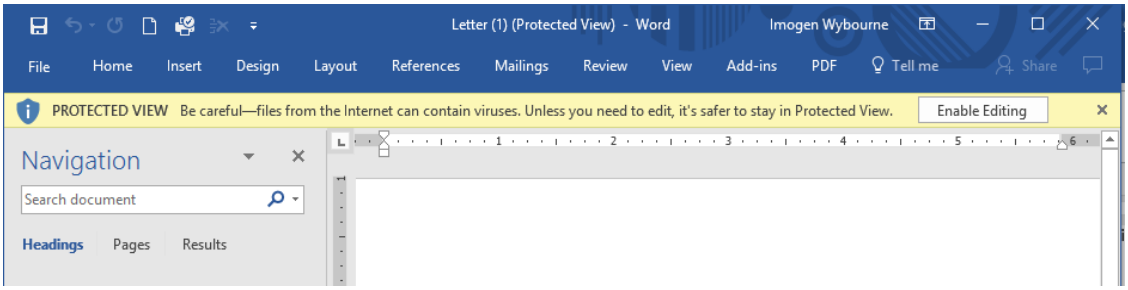
After saving you will get a message:

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:

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



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

Continue to the instructions for Using the Drafting Aide

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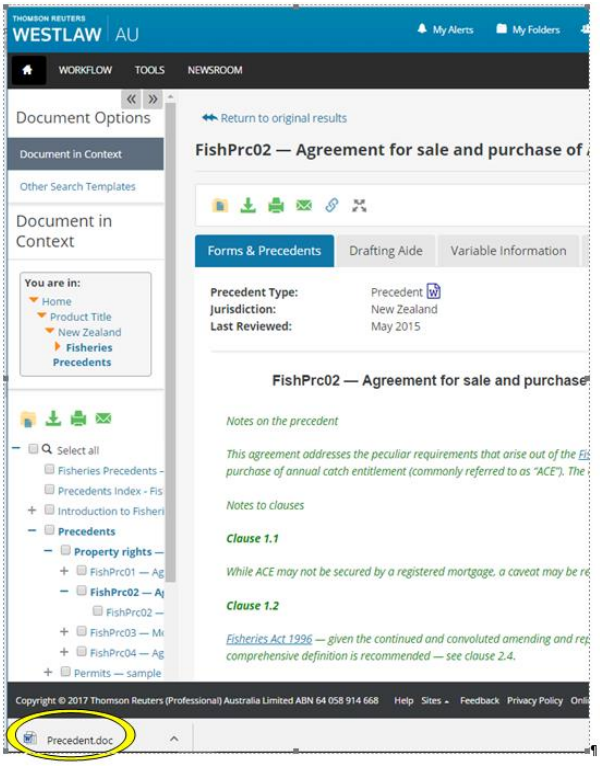
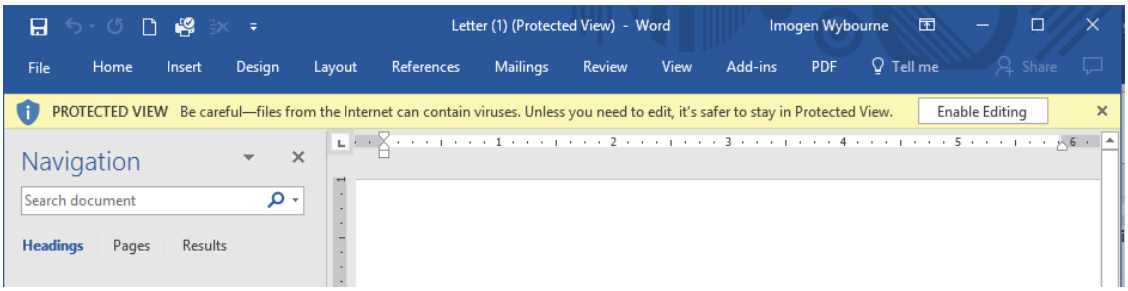
Chrome

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:



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

Continue to the instructions for Using the Drafting Aide

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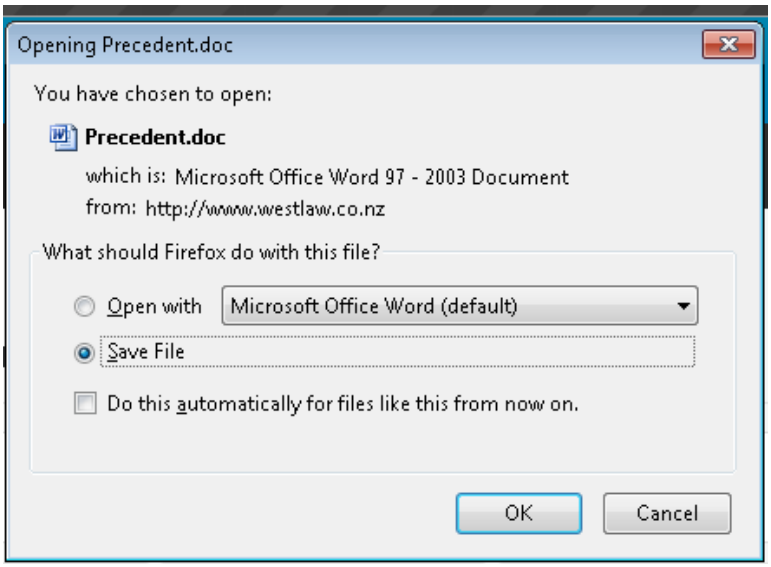
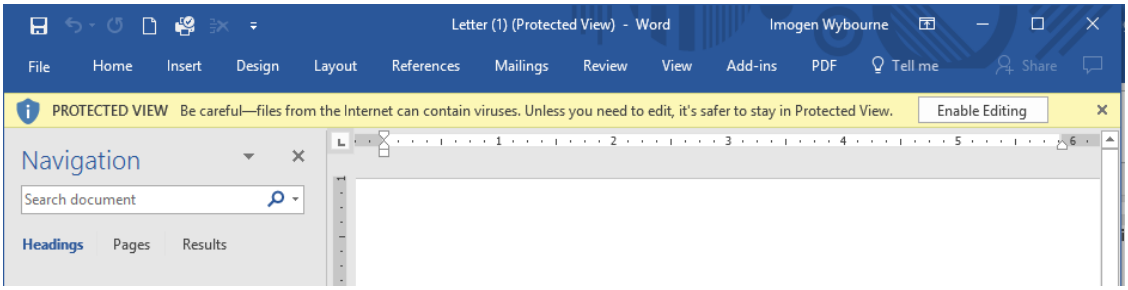
Firefox

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):



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



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

Continue to the instructions for Using the Drafting Aide

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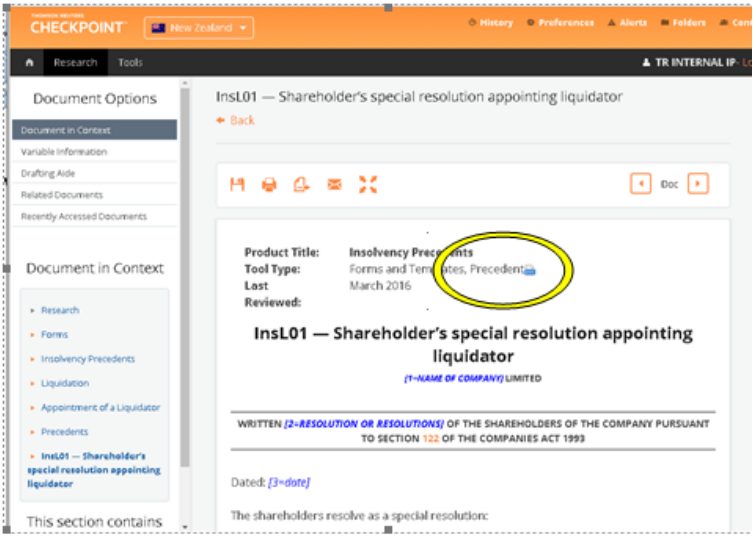
Checkpoint

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

next to the *Tool Type*:

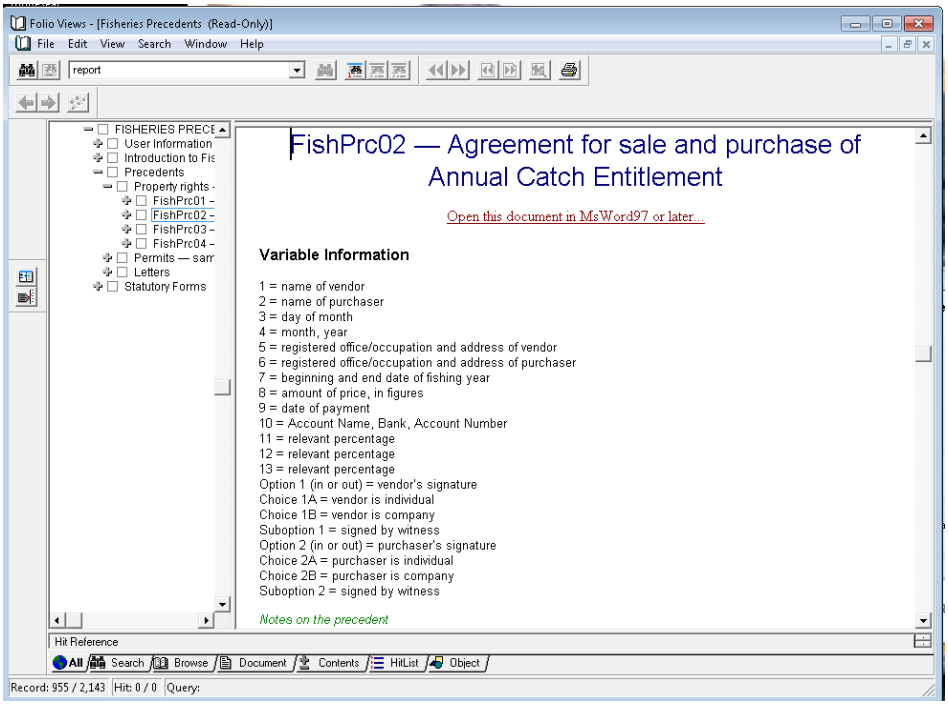


To save and open the Precedent, follow the instructions for your browser, as for Westlaw NZ above:

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.



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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:

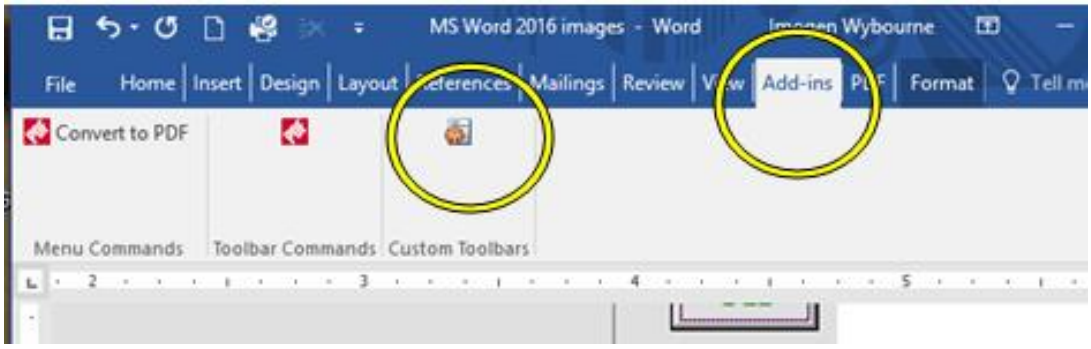
http://training.thomsonreuters.co.nz/

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

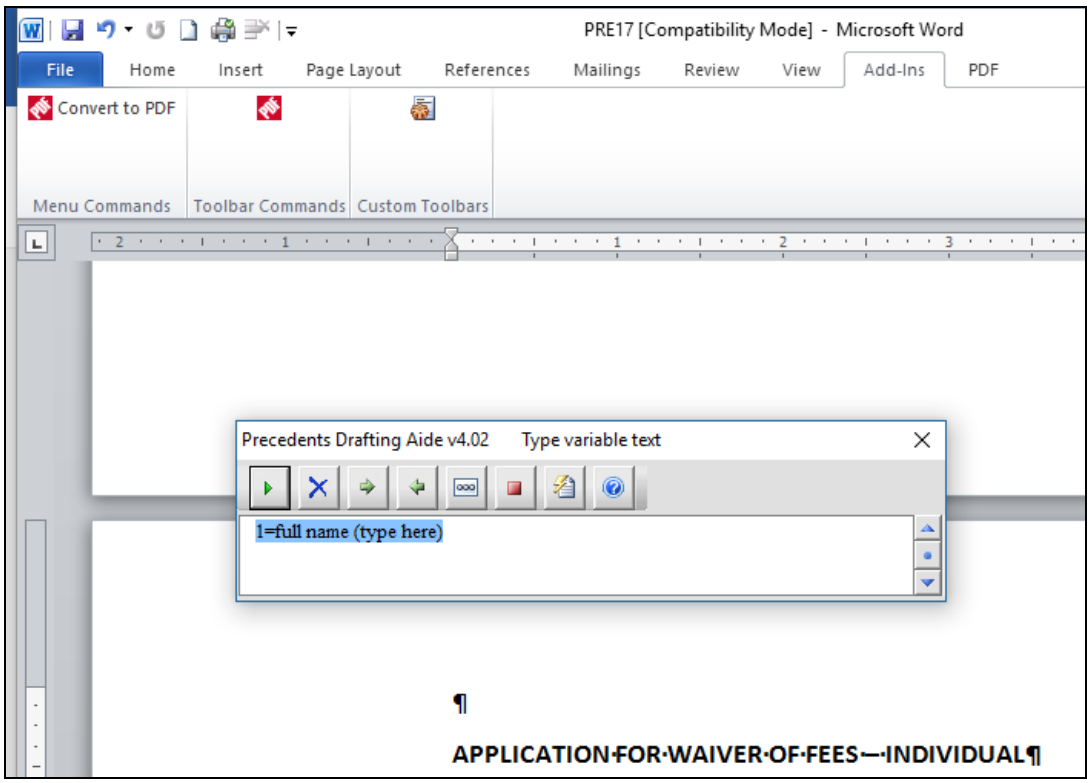
Launching the Drafting Aide

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):

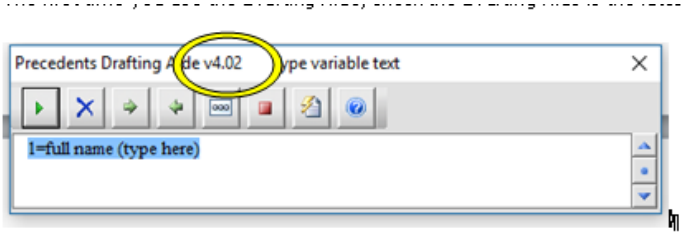


When you click on the Drafting Aide icon, the Drafting Aide will open, as below:



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:



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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.

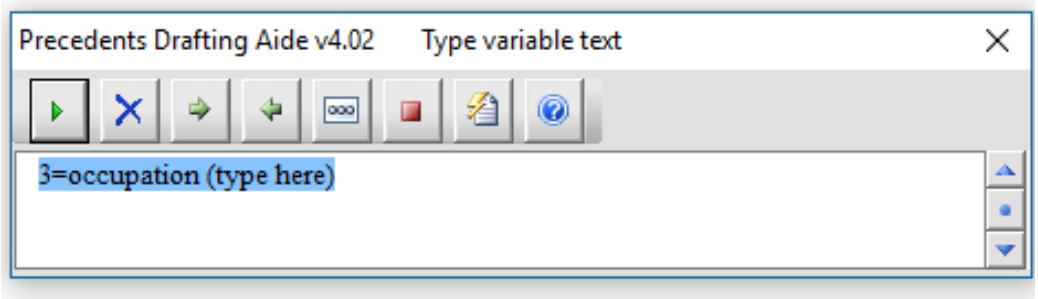
The Drafting Aide will take you through all the variables in a Precedent and allow you to fill in each piece of information one-by-one, without you having to type in the document itself; the Precedents Drafting Aide automatically inserts whatever you have typed or selected into the correct place(s) in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

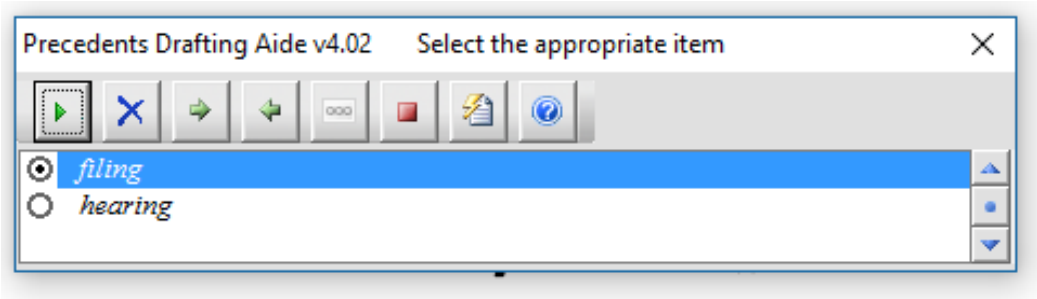
The *Thomson Reuters Precedents* documents contain the following types of variables:

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



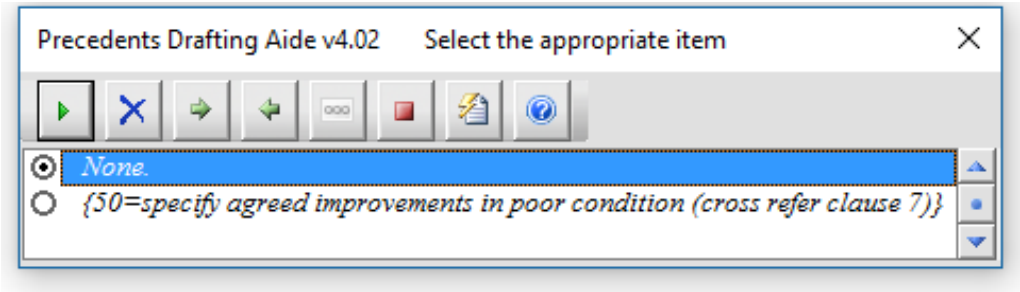
[3=occupation]

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]

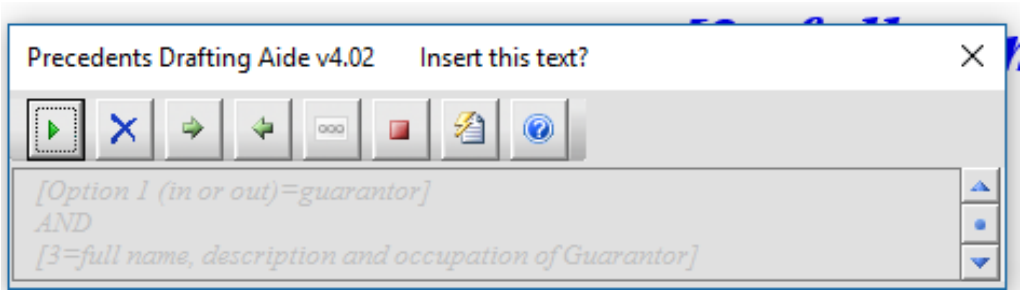
3. A **choice** variable, requiring you to choose which piece of text from a list you wish to insert, part of the choice being a request to insert further information, for example:



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:



[2=full name, description and occupation of Tenant]¶

"the Tenant"¶

<[Option 1 (in or out)=guarantor]¶

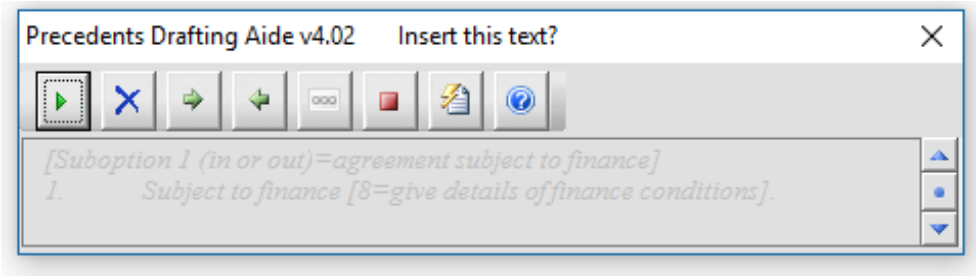
AND¶

[3=full name, description and occupation of Guarantor]¶

"the Guarantor">¶

¶

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



[We note the Agreement is:¶

~[Suboption 1 (in or out)=agreement subject to finance]¶

1. → Subject to finance [8=give details of finance conditions].~]¶

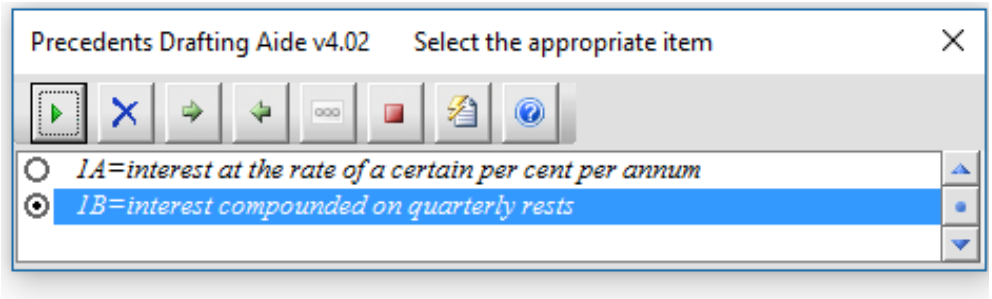
~[Suboption 2 (in or out)=agreement subject to other conditions]¶

2. → Subject to [9=describe other conditions of agreement].~]¶

~[Suboption 3 (in or out)=informing land agent of progress]¶

and we will keep you informed as to progress in regard to satisfaction of [10=the condition OR conditions].~]]¶

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:



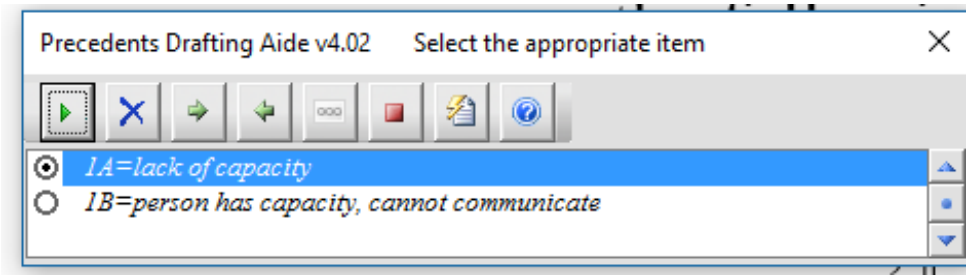
4. → **INTEREST ON PAYMENTS IN ARREARS**¶

#[Choice 1A=interest at the rate of a certain per cent per annum]¶

4.1 → If the Tenant defaults in the payment of the rent or other moneys payable pursuant to this Lease for *[16=number of working days]* working days then the Tenant shall pay on demand interest at the rate of *[17=penalty interest rate]* per cent per annum on the moneys unpaid from the due date for payment down to date of payment.#¶

#[Choice 1B=interest compounded on quarterly rests]¶

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·[21=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 its 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.

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Mouse navigation in the Drafting Aide

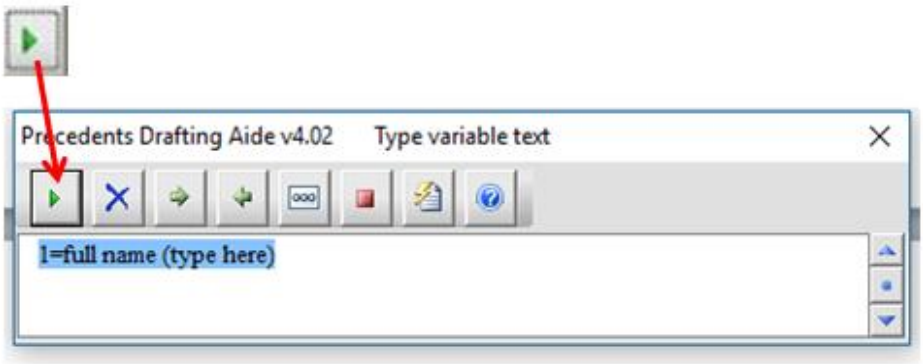
SINGLE Click: using the left mouse button, a single click will execute the required button or place the cursor in the input box.

Drafting Aide Buttons

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

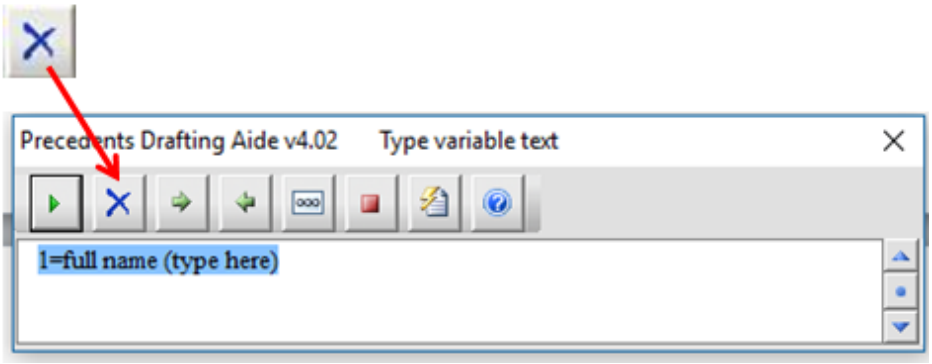
YES/OK: (ALT + Y)

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



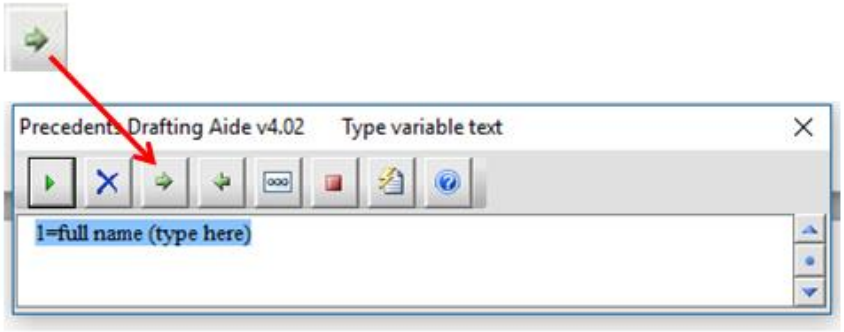
NO/DELETE VARIABLE: (ALT + D)

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



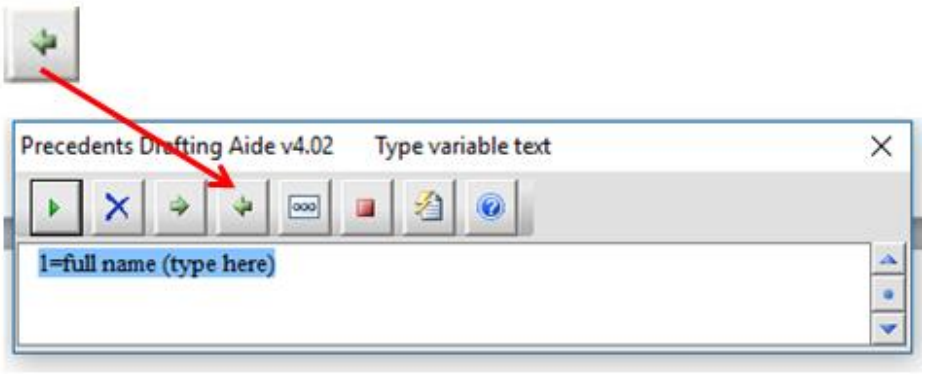
SKIP: (ALT + K)

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



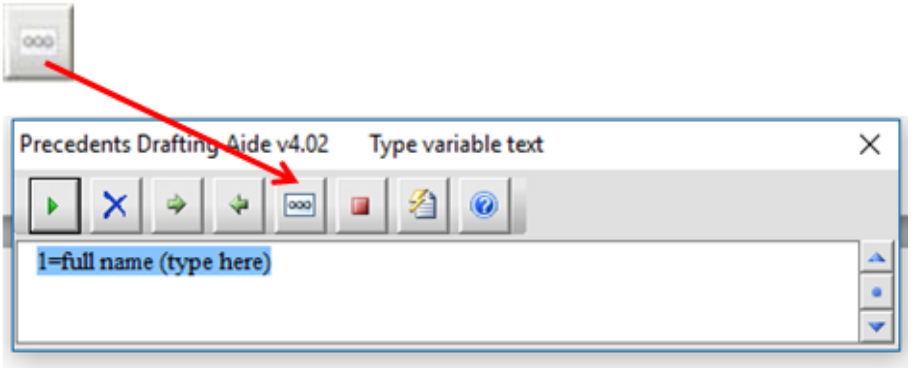
BACK: (ALT + J)

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



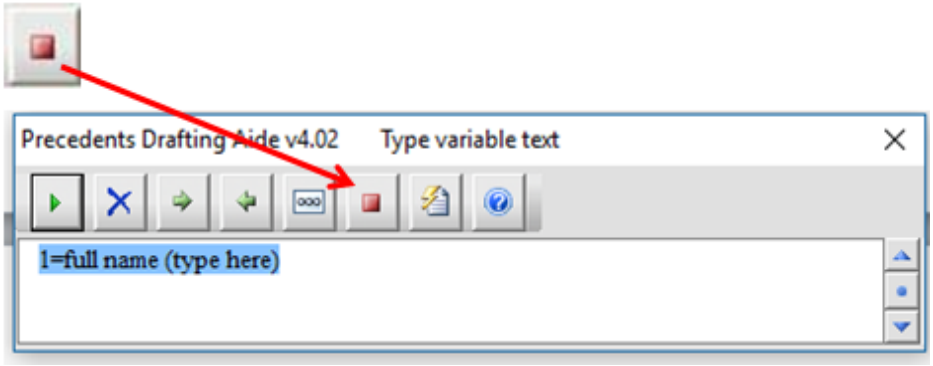
LEAVE BLANK: (ALT + B)

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

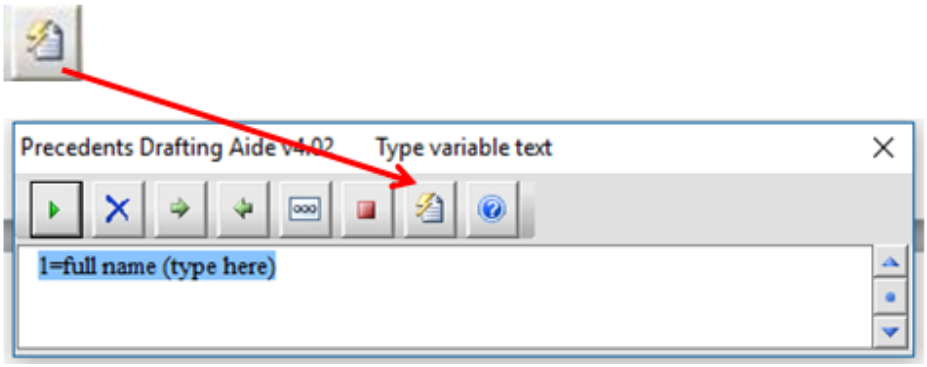


STOP: (ALT + S)

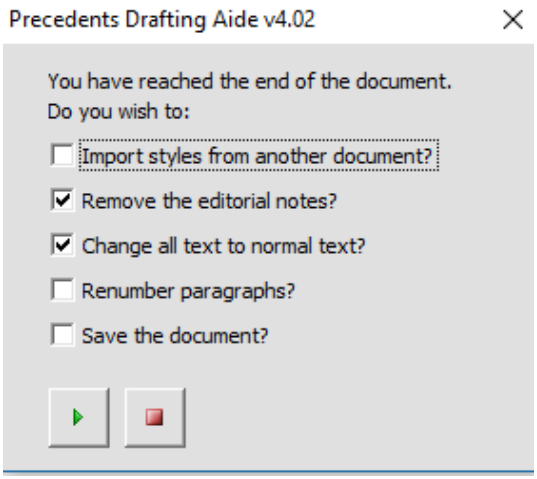
The STOP button will close the Precedents Drafting Aide.



Document reformat tools: (ALT + T):



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).

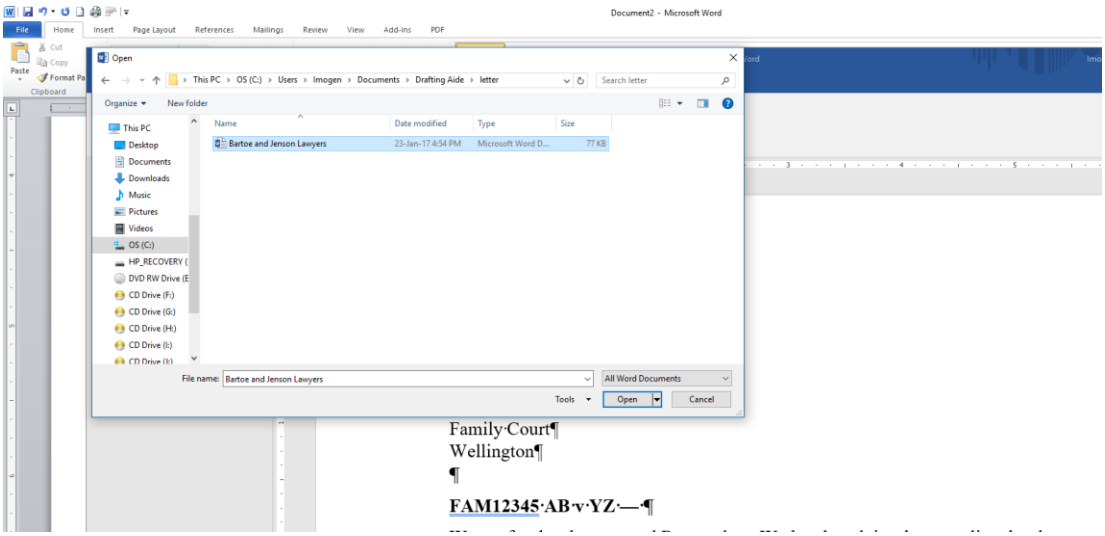


The available options are:

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.

3. **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.

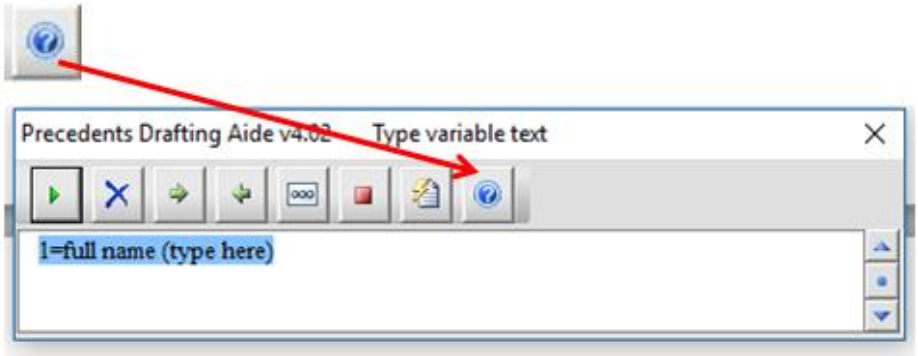
Cross-references: please note, the renumbering function does not currently resequence cross-references (references within a document to other clauses or paragraphs in the same document) to match renumbered paragraphs. If you use the renumbering function, any cross-references that are affected by the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

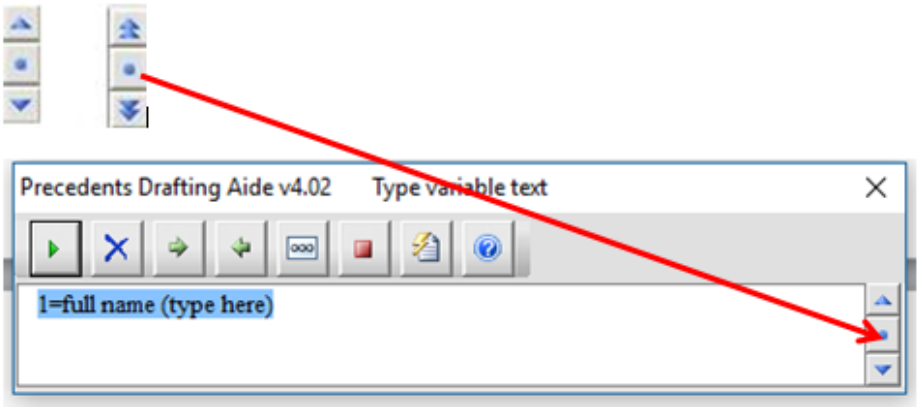
HELP: (ALT + H)

This button will open the Help information.



TOGGLE SCROLL OPTIONS:

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



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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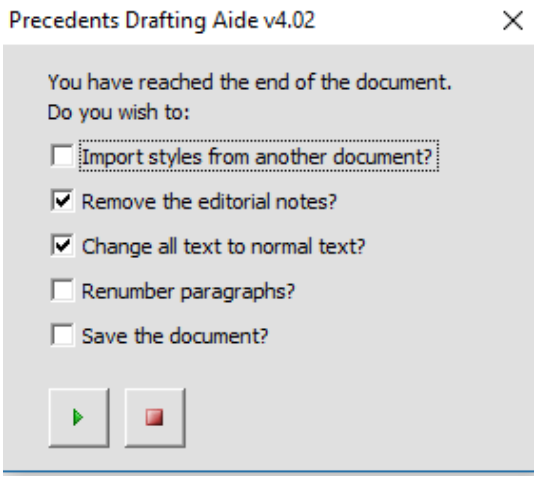
Document reformat tools

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 Tool*s are outlined under *Drafting Aide buttons*, above.

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Tips/FAQs

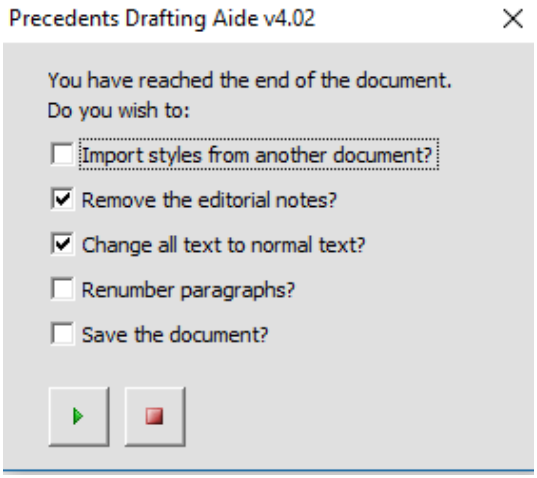
1. What if I'm using the Drafting Aide and I find I don't have all the information needed to fill in a Precedent – can I run the Drafting Aide again later on the same document to enter the rest of the information?

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:



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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