Thomson Reuters Precedents

Drafting Aide Instructions

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, after which it is available every time you use MS Word.

Contents

1 Downloading the Drafting Aide installation file

The first step in installing the Drafting Aide is to download the installation file (Brkprcd4.doc).

The instructions for downloading the installation file are the same regardless of whether you are using Westlaw New Zealand or Checkpoint New Zealand to access *Thomson Reuters Precedents*.

(1)   **Close any email applications you have open (e.g. Outlook)**

<mark>Please note that having email applications open during installation may prevent the Drafting Aide from installing properly.</mark>

(2)   **Go to any Precedent and click on the *Download and Install Drafting Aide* link**

Westlaw New Zealand example:

Checkpoint New Zealand example:

(3) **Download the Drafting Aide installation file (*Brkprcd4.doc*)**

By default, the installation file will download to the *Downloads* folder on your computer.

If prompted to do so, click on *Open* to open the file in MS Word and begin installation immediately.

Alternatively, you can navigate to the *Downloads* folder (now or later) and open the file from there to begin installation.

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2 Installing the Drafting Aide into MS Word

Once you have downloaded the Drafting Aide installation file to your computer (from Westlaw New Zealand or Checkpoint New Zealand), the next step is to install the Drafting Aide into MS Word.

Follow the instructions below for the version of MS Word you are using.

Troubleshooting

If you encounter any problems installing the Drafting Aide, check Installation Troubleshooting below

OR

Contact our ANZ TechCare team for assistance:

Phone 0800 10 60 25

Email TechCare.ANZ@thomsonreuters.com

2.1 MS Word 2016 or later

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

Please note that 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 above, 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 you saved it 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, you may see a security warning as below. Click on *Enable Content* to allow the Drafting Aide to install:
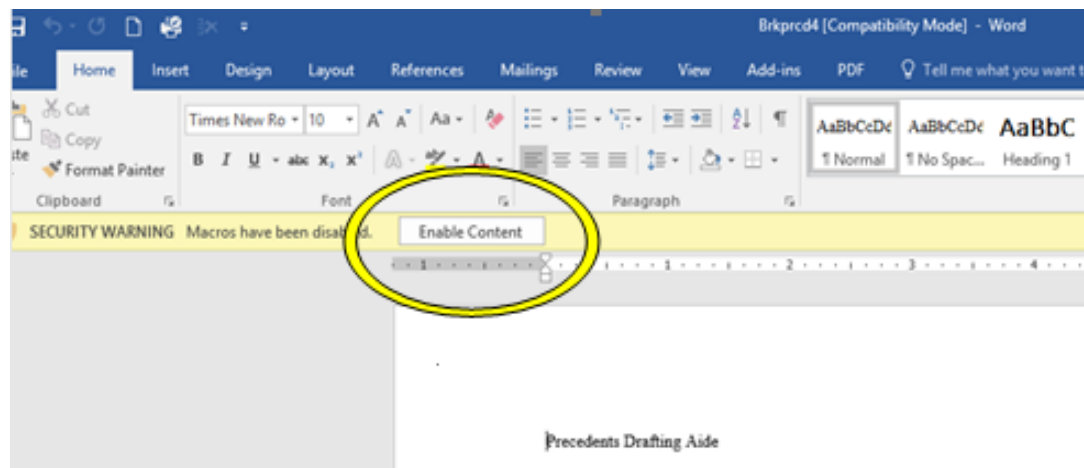
(4) Click *OK* to copy *Brkprcd.dot* to the MS Word startup path

After clicking *Enable Content* the following dialog box will appear:
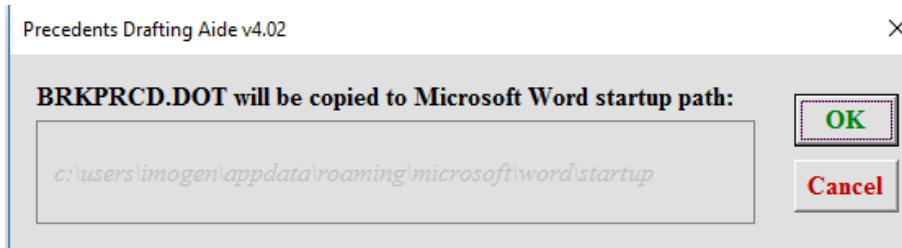
Click *OK* to copy Brkprcd.dot to the MS Word startup path. (This will make the Drafting Aide available every time you use MS Word.)

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

After clicking *OK* to copy Brkprcd.dot to the MS Word startup path, you should see the dialog box below:
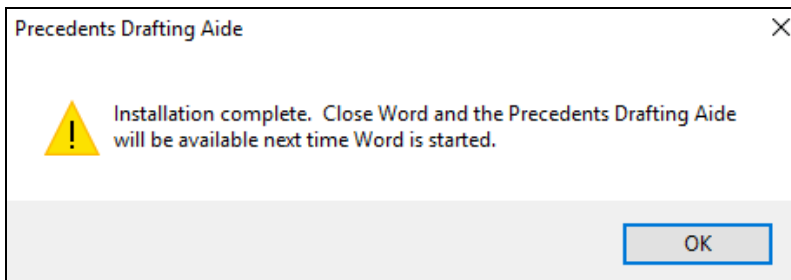
Click *OK* and restart MS Word (if it does not restart automatically).

(6) After restarting MS Word, confirm that the Precedents Drafting Aide has been installed successfully

Once MS Word has restarted, go to the *Add-ins* tab and look for the Drafting Aide icon as below:
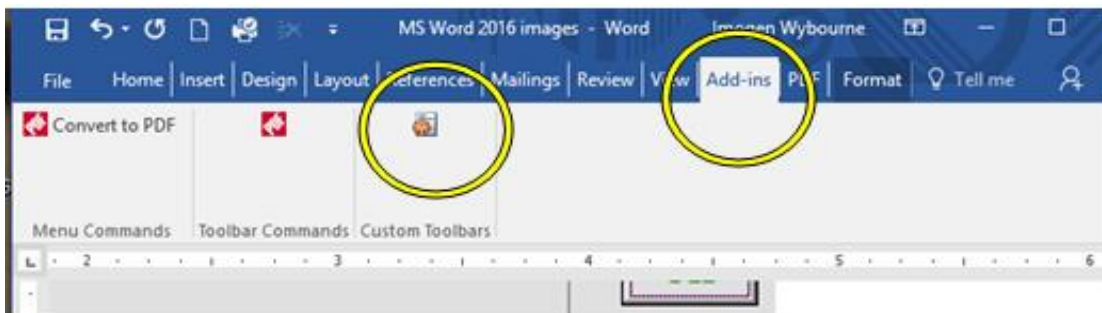
The Drafting Aide icon looks like this:
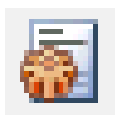
If the Drafting Aide icon is in the *Add-ins* tab, then the installation was successful.

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 New Zealand or Checkpoint New Zealand, go to Downloading and Opening a Precedent below.

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2.2   MS Word 2013

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

==Please note that 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 above, 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 you saved it 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 MS Word 2013 opens, you may get a security warning as below. Click *Enable Content* to allow the Drafting Aide to install:
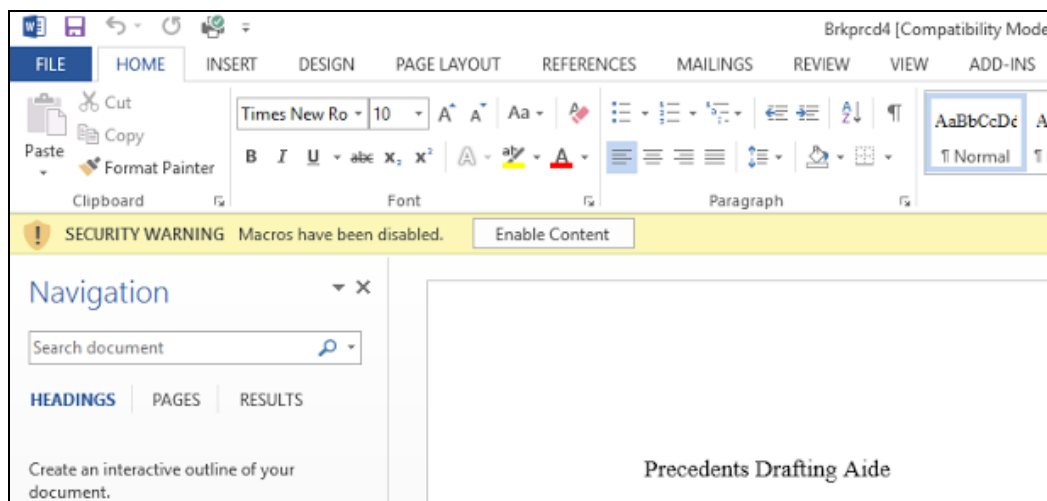

(4)   Copy Brkprcd.dot to the MS Word startup path

After clicking *Enable Content* the following dialog box will appear:
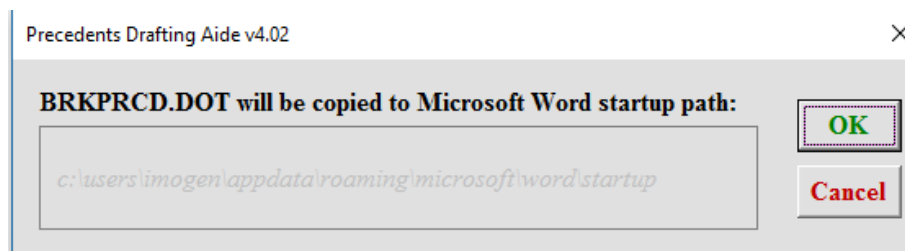
Click *OK* to copy Brkprcd.dot to the MS Word startup path. (This will make the Drafting Aide available every time you use MS Word.)

**(5)   Click *OK* to complete installation and restart MS Word 2013**

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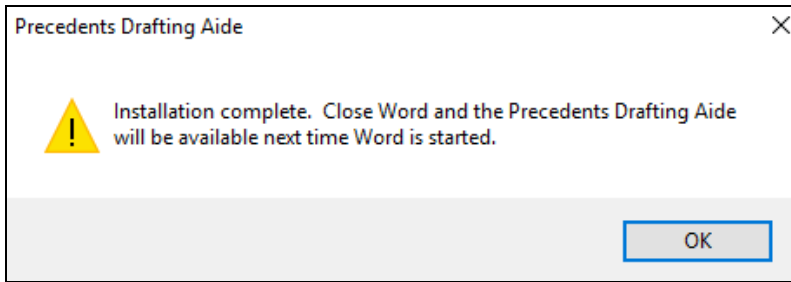


Click *OK* and restart MS Word (if it does not restart automatically).

(6)   After restarting MS Word 2013, confirm that the Drafting Aide has been successfully installed

Once MS Word has restarted, go to the *ADD-INS* tab and look for the Drafting Aide icon as below:

The Drafting Aide icon looks like this:
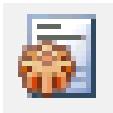
If the Drafting Aide icon is in the *ADD-INS* tab, then the installation was successful.

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 New Zealand or Checkpoint New Zealand, go to Downloading and Opening a Precedent below.

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2.3   MS Word 2010

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

Please note that 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 above, 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 you saved it elsewhere). Once you have found the file *Brkprc4.doc*, double-click on it to open it in MS Word.

(3) ***Enable Editing* to allow the Drafting Aide to install**

When MS Word 2010 opens, you may get a security warning as below. Click *Enable Editing* to allow the Drafting Aide to install:
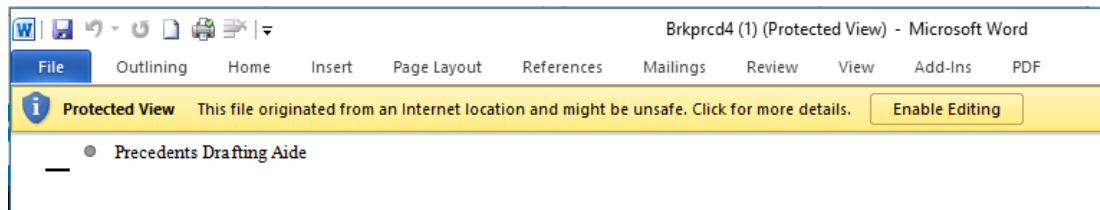
(4) **Click *OK* to copy Brkprcd.dot to the MS Word startup path**

After clicking *Enable Editing* the following dialog box will appear:
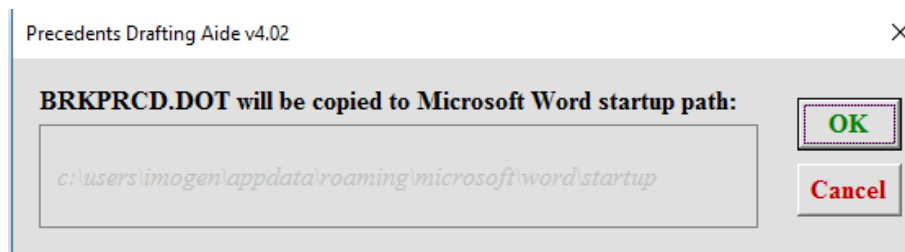
Click *OK* to copy Brkprcd.dot to the MS Word startup path. (This will make the Drafting Aide available every time you use MS Word.)

(5) **Click *OK* to complete installation and restart MS Word 2010**

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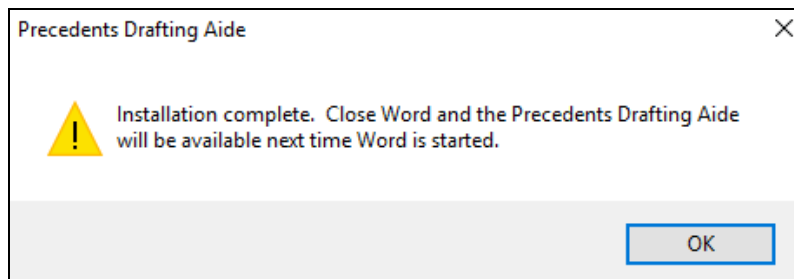

Click *OK* and restart MS Word (if it does not restart automatically).

(6) **After restarting MS Word 2010, confirm that the Drafting Aide has been successfully installed**

Once MS Word 2010 has restarted, go to the *Add-ins* tab and look for the Drafting Aide icon as below:
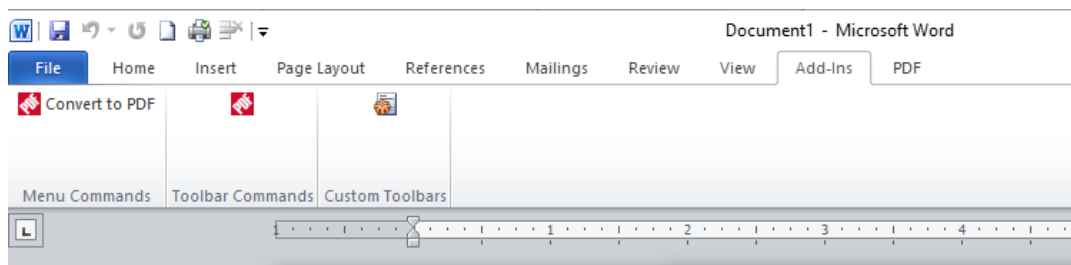
The Drafting Aide icon looks like this:
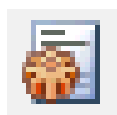
If the Drafting Aide icon is in the *Add-ins* tab, then the installation was successful.

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

For instructions on how to download a Precedent document from Westlaw New Zealand or Checkpoint New Zealand, go to <u>Downloading and Opening a Precedent</u> below.

2.4   MS Word 2007

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

<mark>Please note that having email applications open during installation may prevent the Drafting Aide from installing properly.</mark>

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

If you have just followed the instructions for downloading the Drafting Aide above, 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 you saved it elsewhere). Once you have found the file *Brkprc4.doc*, double-click on it to open it in MS Word.

(3)   Enable the content to allow the Drafting Aide to install

When MS Word 2007 opens, you may get a security warning as below:
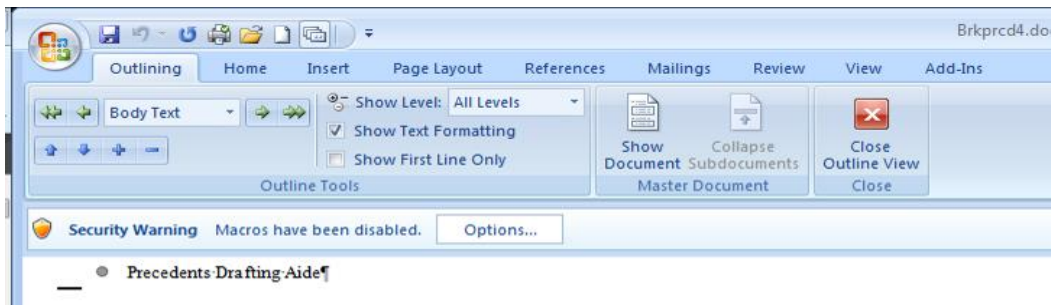
If so, click *Options.* The following dialog box will open:
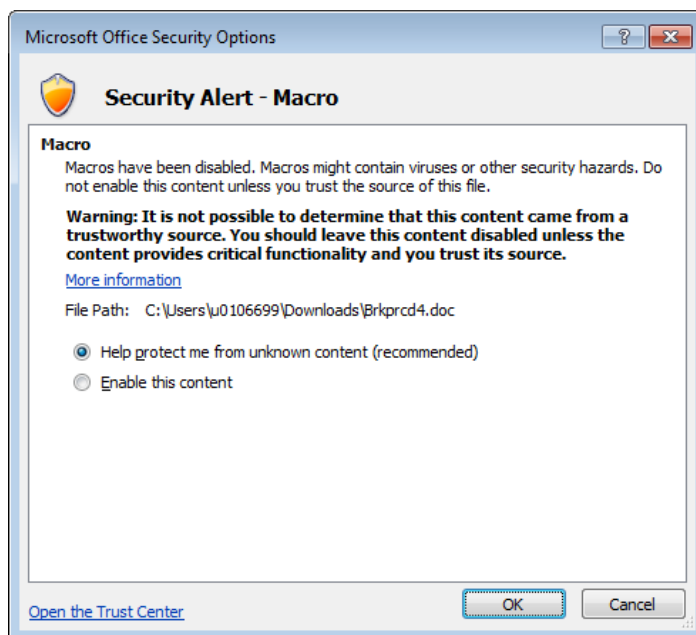
Select *Enable this content* and click *OK.*

(4) **Click *OK* to Copy Brkprcd.dot to the MS Word startup path**

After clicking *OK* to *Enable this content*, the following dialog box will appear:
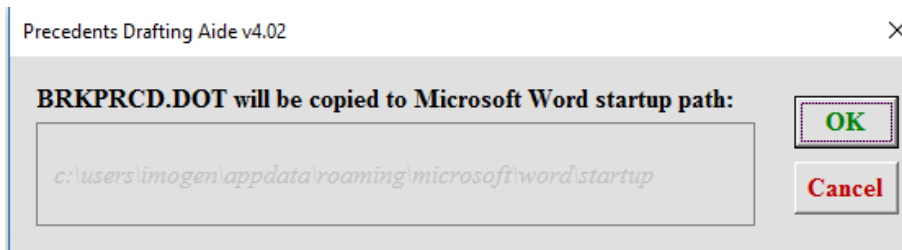
Click *OK* to copy Brkprcd.dot to the MS Word startup path. (This will make the Drafting Aide available every time you use MS Word.)

**(5)** **Click *OK* to complete installation and restart MS Word 2007**

After clicking *OK* to copy Brkprcd.dot to the MS Word startup path, you should see the dialog box below:
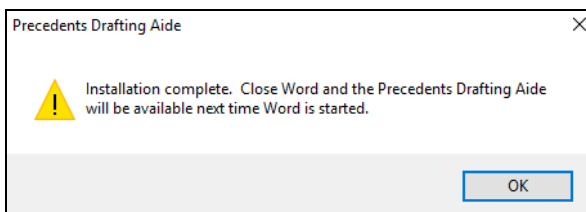
Click *OK* and restart MS Word (if it does not restart automatically).

(6) **After restart MS Word 2007, confirm that the Drafting Aide has been successfully installed**

Once MS Word 2007 has restarted, go to the *Add-ins* tab and look for the Drafting Aide icon as below:
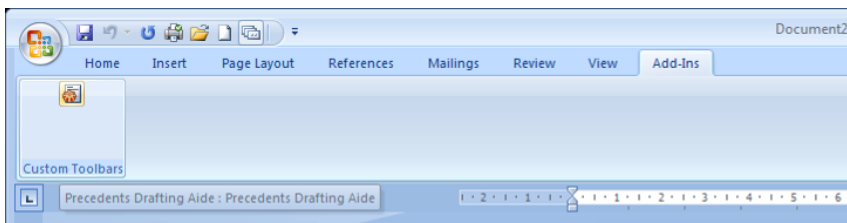
The Drafting Aide icon looks like this:
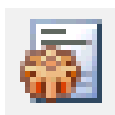
If the Drafting Aide icon is in the *Add-ins* tab, then the installation was successful.

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 New Zealand or Checkpoint New Zealand, go to Downloading and Opening a Precedent below.

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2.5 MS Word 2003

(1) **Ensure any email applications on your computer are closed (e.g. Outlook)**

Please note that 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 above, 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 you saved it elsewhere). Once you have found the file *Brkprc4.doc*, double-click on it to open it in MS Word.

(3)   **Click *Enable Content* to allow the Drafting Aide to install**

When MS Word 2003 opens, you may get a security warning:
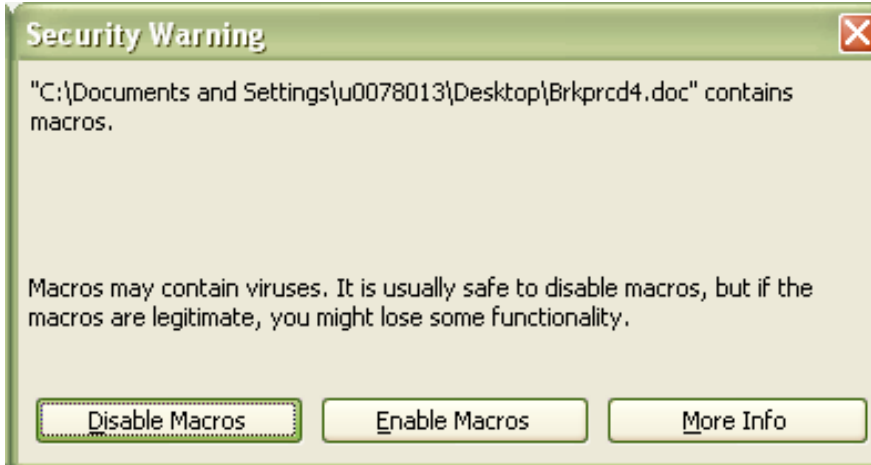
If so, click *Enable Macros* to allow the Drafting Aide to install.

(4)   **Click *OK* to copy Brkprcd.dot to the MS Word startup path**

After clicking *Enable Macros* the following dialog box will appear:
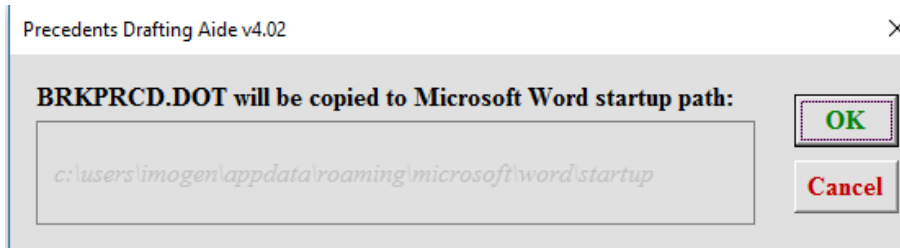
Click *OK* to copy Brkprcd.dot to the MS Word startup path. (This will make the Drafting Aide available every time you use MS Word.)

**(5)**   **Click *OK* to complete installation and restart MS Word 2003**

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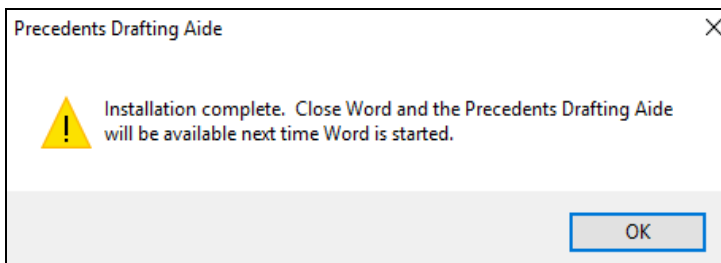

Click *OK* and restart MS Word (if it does not restart automatically).

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

Check for the Drafting Aide icon in the Toolbar:
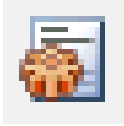
If the Drafting Aide icon is on the Toolbar, then the Drafting Aide has been installed successfully.

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 New Zealand or Checkpoint New Zealand, go to Downloading and Opening a Precedent below.

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2.6   MS Word 2000

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

Please note that 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 above, 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 you saved it elsewhere). Once you have found the file *Brkprc4.doc*, double-click on it to open it in MS Word.

(3)   Completing installation

When MS Word 2000 opens, you will see the words *Precedents Drafting Aide*.
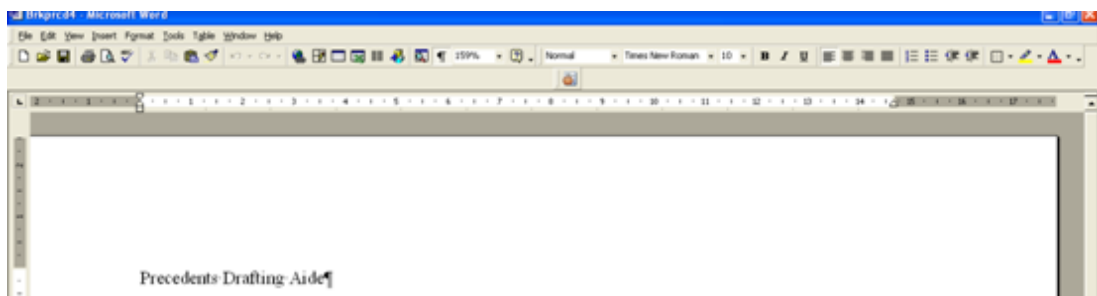
You may need to change the security settings to allow the Drafting Aide to install.

Click on the *Tools* menu at the top of the page, then on *Macro* and finally *Security*:
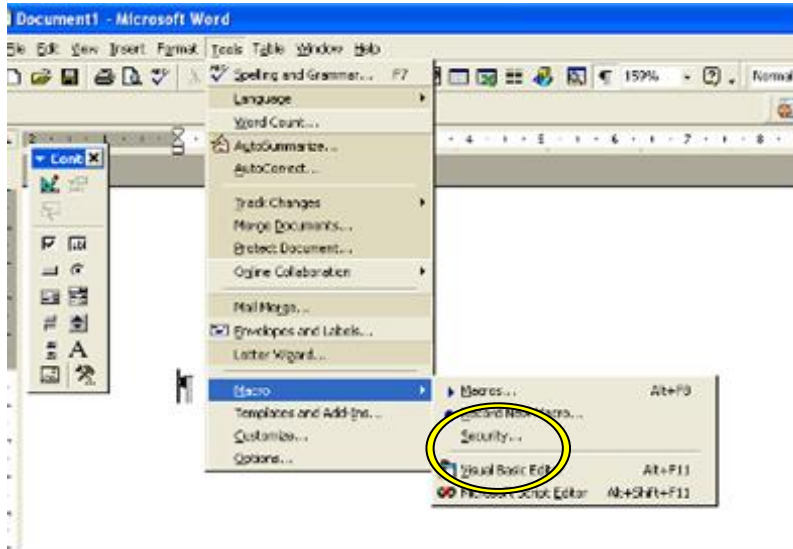
When you click on *Security*, the Security dialog box will open:
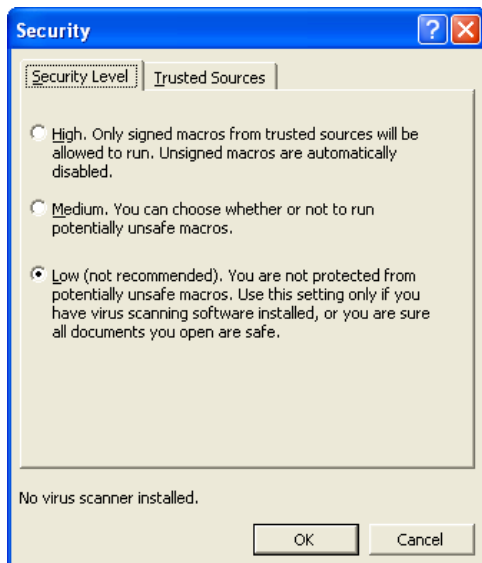
Select *Low* so you are able to install the Drafting Aide and then click *OK*.

**(4)   Click *OK* to copy Brkprcd.dot to the MS Word startup path**

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

Click *OK* to copy Brkprcd.dot to the MS Word startup path. (This 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 MS Word startup path, you should see the dialog box below:
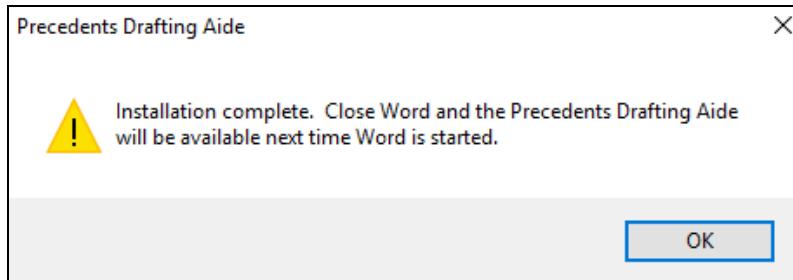
Click *OK* and restart MS Word (if it does not restart automatically).

(6)   After restarting MS Word 2000, confirm that the Drafting Aide has been successfully installed

Look for the Drafting Aide icon in the Toolbar:
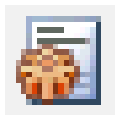
If the Drafting Aide icon is in the Toolbar, then the installation was successful.

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 New Zealand or Checkpoint New Zealand, go to Downloading and Opening a Precedent below.

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2.7   MS Word 97

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

==Please note that 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 above, 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 you saved it elsewhere). Once you have found the file *Brkprc4.doc*, double-click on it to open it in MS Word.

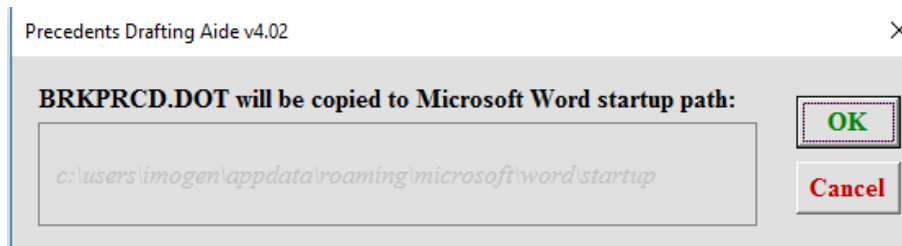**(3)**   **Complete installation**

When MS Word 97 opens, you may get a security warning (as you are about to install an MS Word macro):
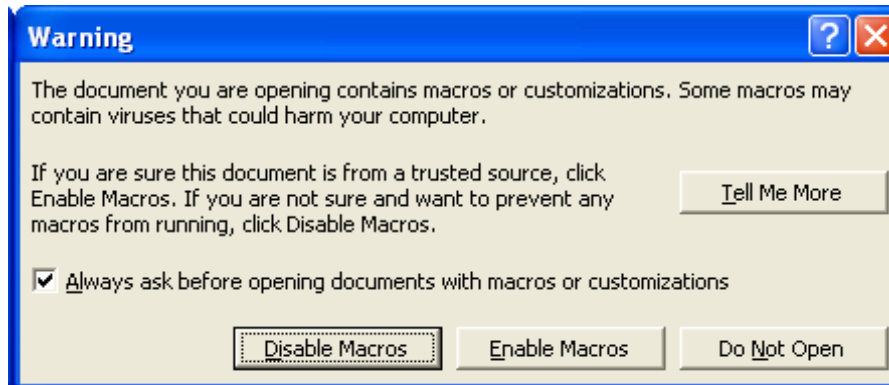
Click *Enable Macros*. (If you click *Disable Macros* the *Drafting Aide* will not install.)

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

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

Click *OK* to copy Brkprcd.dot to the MS Word startup path. (This 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 MS Word startup path, you will see the dialog box below:

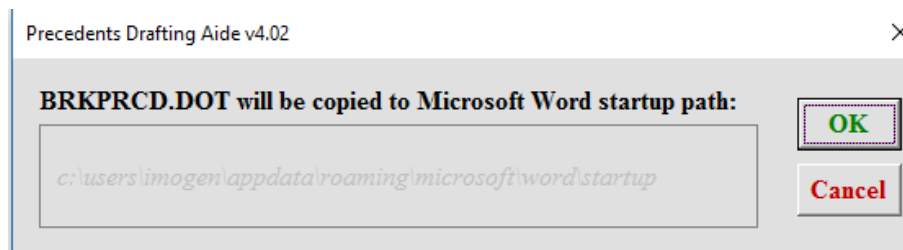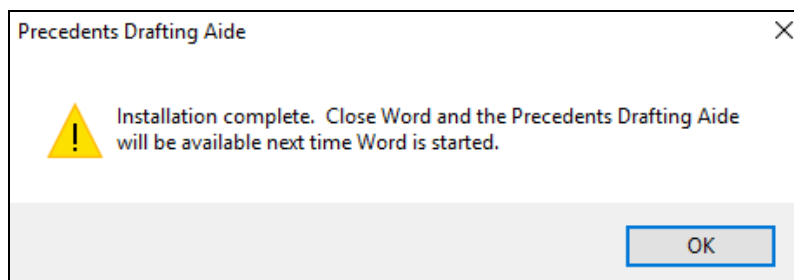Click *OK* and restart MS Word (if it does not restart automatically).

(6)   **After restarting MS Word 97, confirm that the Drafting Aide has been successfully installed**

Look for the Drafting Aide icon in the Toolbar:
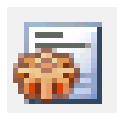
If the Drafting Aide icon is in the Toolbar, then the installation was successful.

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 New Zealand or Checkpoint New Zealand, go to Downloading and Opening a Precedent below.

<u>Troubleshooting</u>

If you encountered any problems installing the Drafting Aide, check <u>Installation Troubleshooting</u> below

OR

Contact our ANZ TechCare team for assistance:

Phone 0800 10 60 25

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

3   Installation Troubleshooting

Additional help

For additional help with troubleshooting, please contact our ANZ TechCare team:

Phone 0800 10 60 25

Email TechCare.ANZ@thomsonreuters.com

3.1   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 earlier)

3.1.1   MS Word 2013 or later

(1)   Click on the *File* tab.

(2)   Click on *Options*:
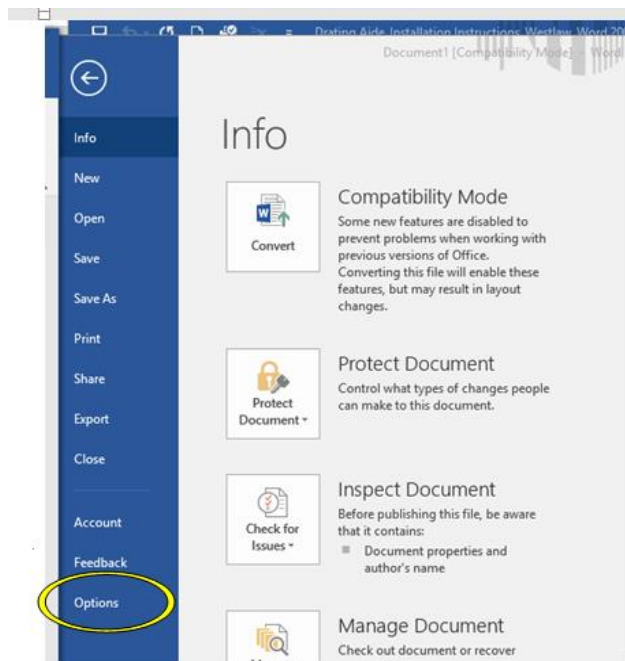
(3)   Click on *Add-ins*, then select *Word Add-ins* from the drop-down menu at the bottom of the window and click *Go*:
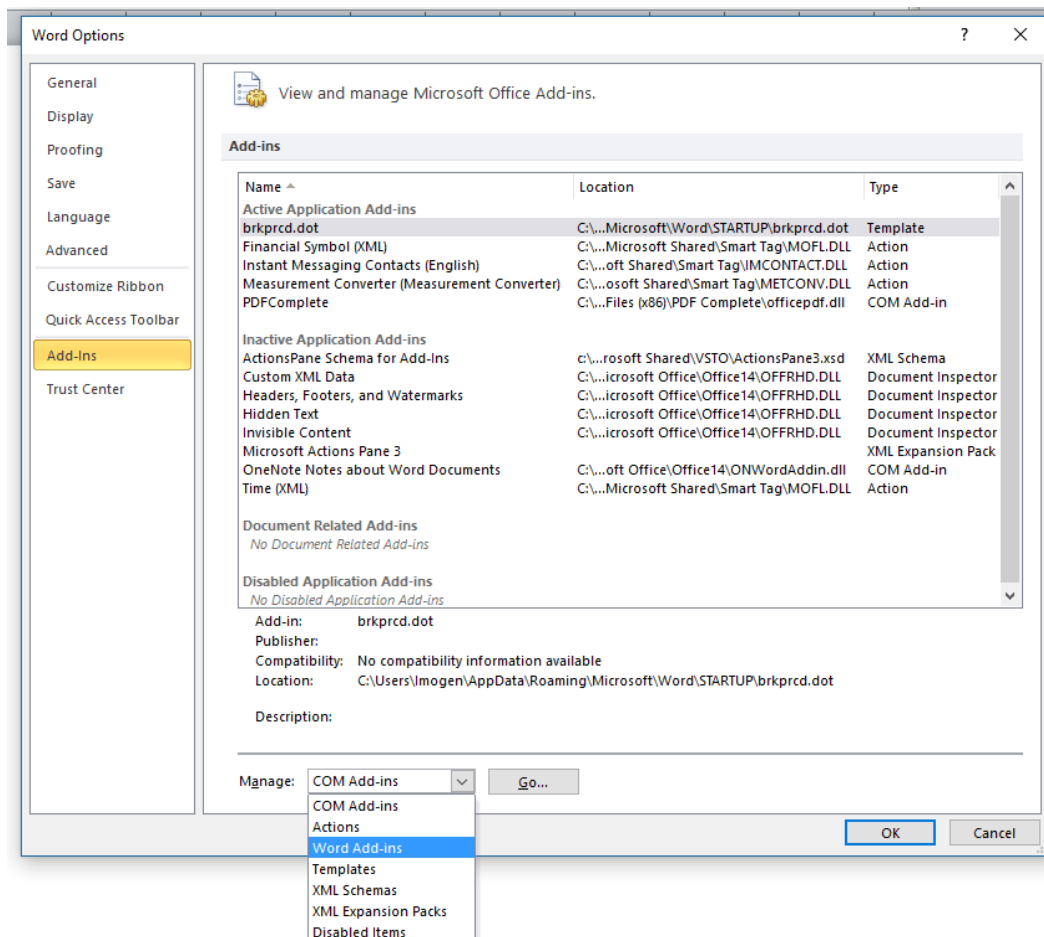
(4)   Check in the list of *Global templates and add-ins* for the file name *brkprcd.dot*:
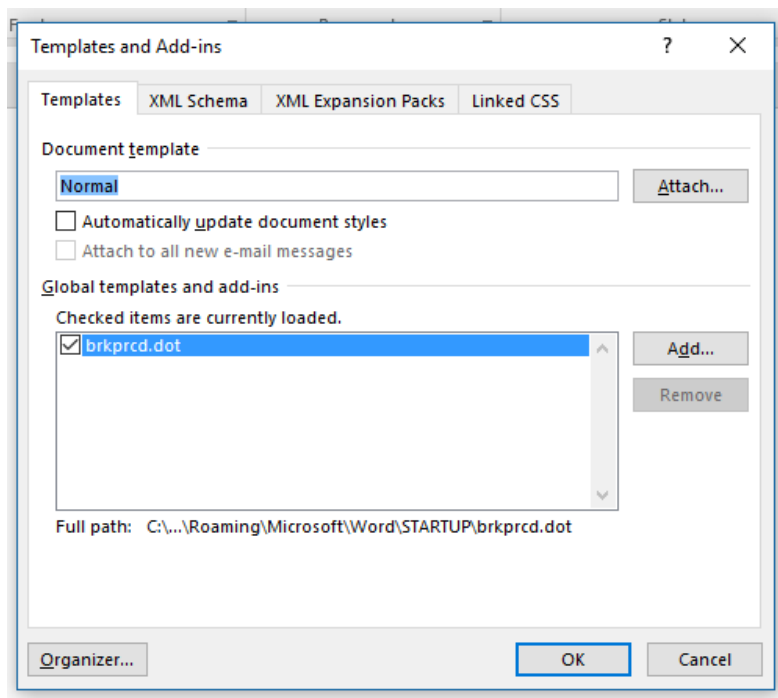
If the checkbox next to the file name *brkprcd.dot* is not ticked, tick it and click *OK*.

(If the checkbox is not ticked, this causes either (a) the *Add-ins* tab to not appear or (b) the Drafting Aide icon to not 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.

3.1.2   MS Word 2010

(1)   Click on the *File* tab.
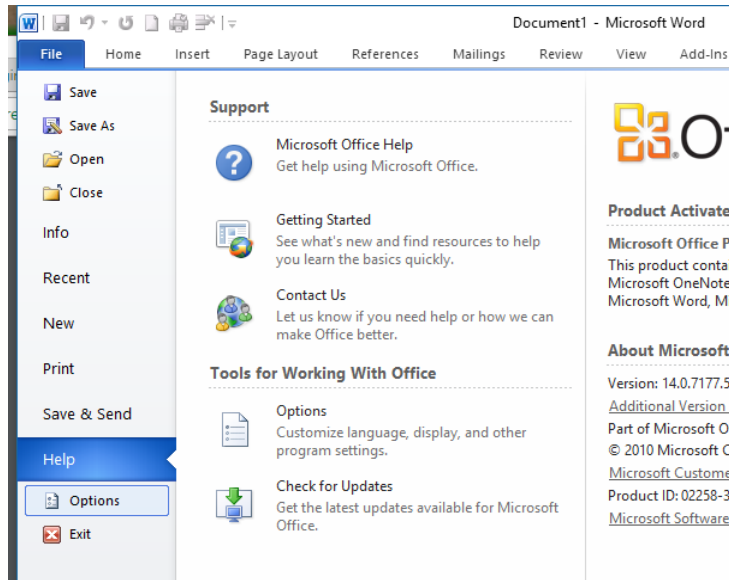
(2)   Click on *Options*:

(3)   Follow instructions (3)–(5) as for MS Word 2013 or later above.

3.1.3 MS Word 2007

(1)   Click on the *File* tab.

(2)   Click on *Word Options*:
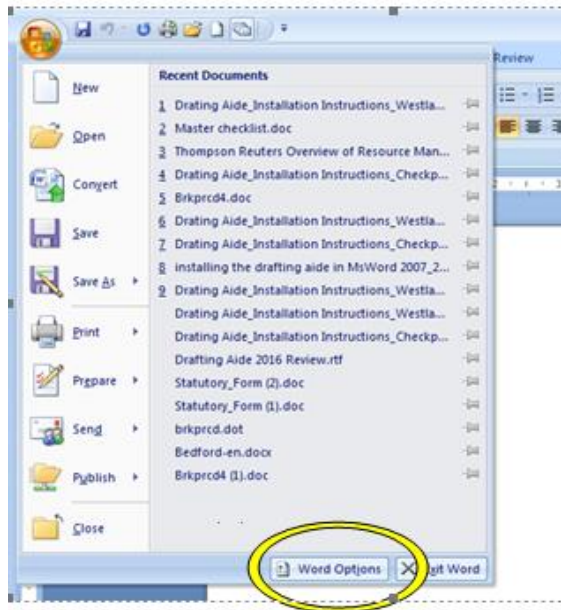
(3)   Follow instructions (3)–(5) as for MS Word 2013 or later above.

3.1.4 MS Word 2003 or earlier

(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 2013 or later above.

(4)   Once you have followed these instructions, the Drafting Aide icon should appear in the Toolbar.

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3.2 I got to the end of the installation process, but when I restarted MS Word there was no Add-ins tab (MS Word 2007 or later)

Follow the instructions in [3.1] above.

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3.3 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.

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.

Please contact our ANZ TechCare team (phone 0800 10 60 25 or email TechCare.ANZ@thomsonreuters.com) or your own IT support (if you have any) if you need help to troubleshoot such problems. (Support with MS Word is also available directly from Microsoft: see https://support.microsoft.com/.)

Some things an IT support person can check are:

- 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 [3.4] below.)

- Are there security settings set up by your IT systems administrator (e.g. 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.microsoft.com/.)

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3.4   I have Infinity Law and I can't install the Precedents Drafting Aide

There is a conflict between Infinity Law's MS Word add-in and the Precedents 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 MS 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:
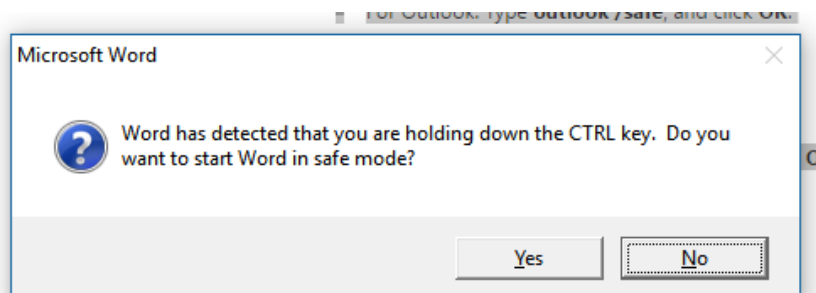
When MS Word opens in safe mode, there should be something at the top of MS Word confirming that it is open in safe more:
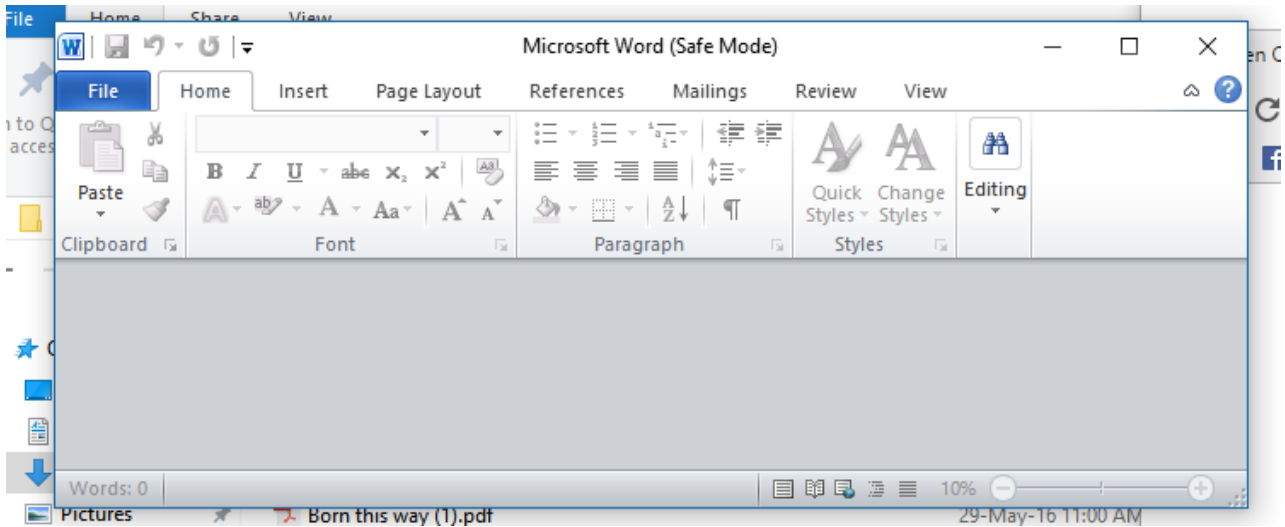
- When you have confirmed that MS Word is open in safe mode, start the installation process again. Either:
    - download the file *Brkprcd4.doc* again (see Downloading the Drafting Aide installation file above); or
    - find the file *Brkprcd4.doc* in your *Download* folder and double-click on it to open MS Word.
- Follow the instructions for installing the Drafting Aide (see Installing the Drafting Aide into MS Word above).
- After installing, restart MS Word. The Drafting Aide should be in the *Add-ins* tab and work as normal (assuming there is nothing else other than Infinity Law interfering with the process).

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3.5 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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<div style="border:1px solid black; padding:10px; text-align:center;">

Additional help

For additional help with troubleshooting, please contact our ANZ TechCare team:

Phone 0800 10 60 25

Email TechCare.ANZ@thomsonreuters.com

</div>

4 Downloading and Opening a Precedent

(1) **Click on the *Precedent Type* link (in Westlaw New Zealand) or *Tool Type* link (in Checkpoint New Zealand) of the target Precedent**

Westlaw New Zealand example:

Checkpoint New Zealand example:

(2)   Download the Precedent

By default, the file will download to the *Downloads* folder on your computer.

If prompted to do so, click on *Open* to open the file in MS Word and use the Precedent immediately.

Alternatively, you can navigate to the *Downloads* folder (now or later) and open the file from there.

(3)   Open the Precedent and (if required) enable editing

When the Precedent opens, you may get a security warning asking if you wish to enable editing, for example:
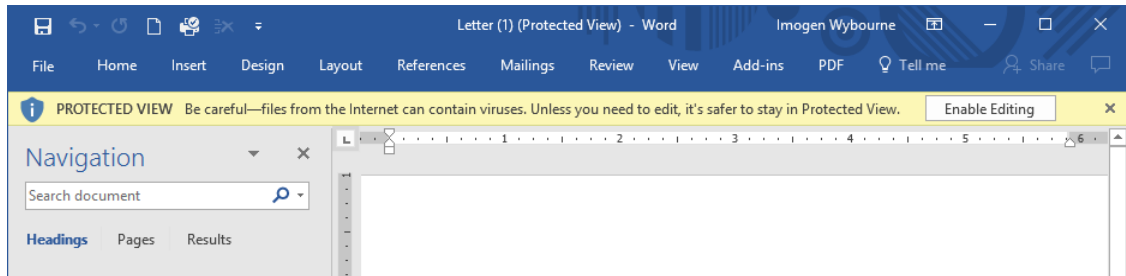
If so, enable editing (to allow you to use the Precedent).

Continue to the instructions for Using the Drafting Aide below.

<u>Troubleshooting</u>

If you encounter any problems downloading and opening a Precedent, contact our ANZ TechCare team for assistance:

Phone 0800 10 60 25

Email TechCare.ANZ@thomsonreuters.com

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5   Using the Drafting Aide

<div style="border:1px solid; padding:1em;">

<u>Training & Support</u>

For additional help with using the Drafting Aide, our Trainers can assist. You can request help through the Training & Support website:

https://support.thomsonreuters.co.nz/

The Training & Support website also offers resources such as user guides, FAQs, tips, videos and webinars.

</div>

5.1   Launching the Drafting Aide

5.1.1   Drafting Aide icon

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

The Drafting Aide icon is in the *Add-ins* tab (MS Word 2007 or later) or in the Toolbar (MS Word 2003 or earlier):

When you click on the Drafting Aide icon, the Drafting Aide will open as a dialog box:
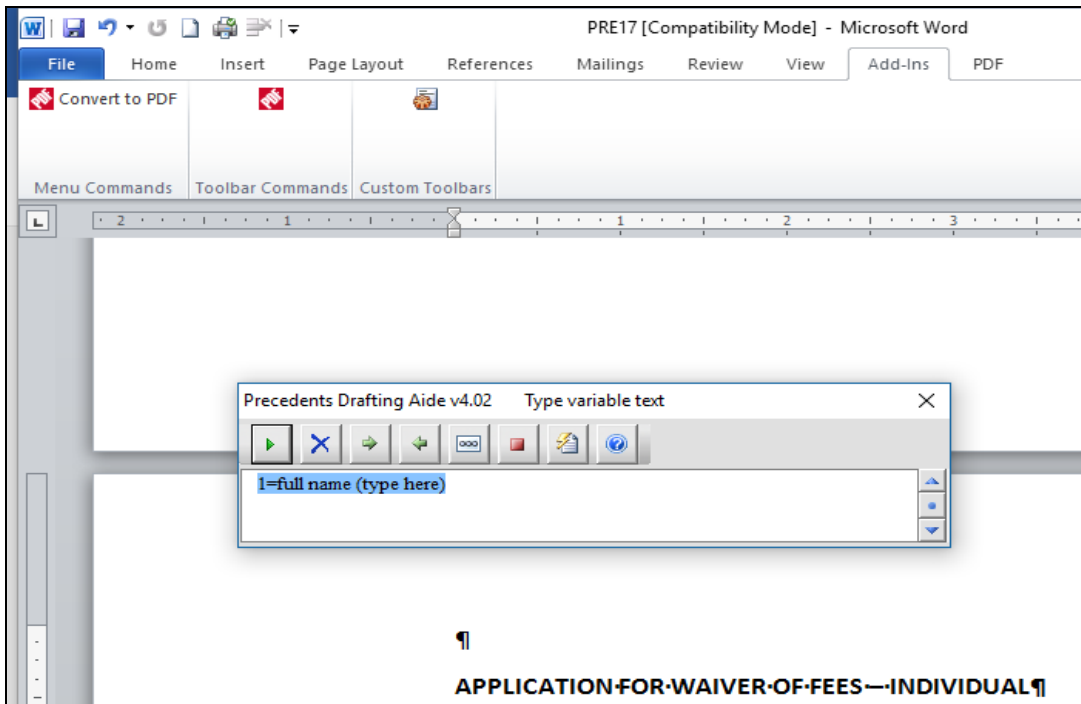
5.1.2   Drafting Aide version

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

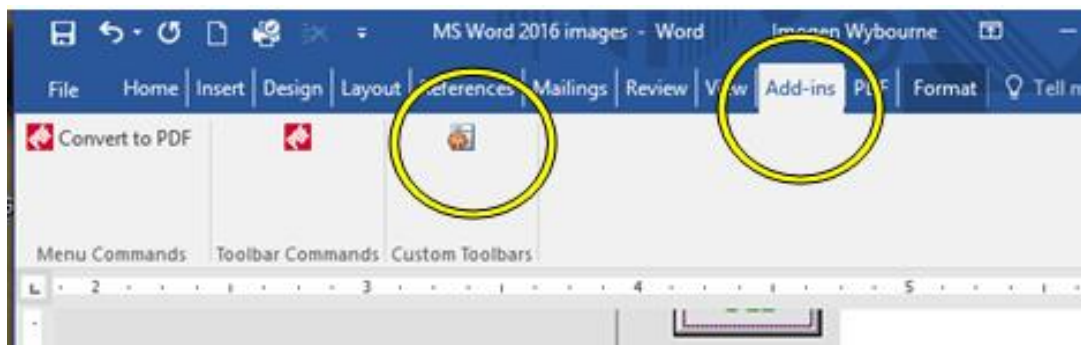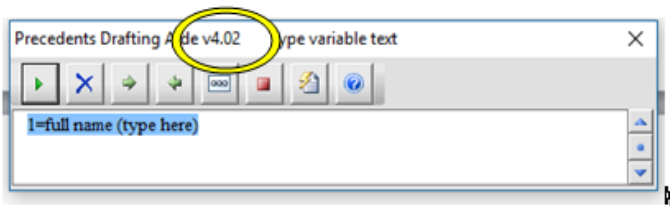### 5.1.3   Moving the Drafting Aide dialog box

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 v4.02*) and dragging the dialog box to a new position on the screen.

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5.2   Variables

Variables are the bits of information you enter in a Precedent (e.g. *[1=company name]*, *[2= address]* and so on); they are called "variables" because they vary each time you use the Precedent. The variables appear in blue italicised text in the Precedent.

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 Drafting Aide automatically inserts whatever you have typed or selected into the correct place(s) in the document.

Where a variable occurs several times in a Precedent, you only need to type in the information once and it will be copied automatically to all the places in the Precedent where it appears.

The *Thomson Reuters Precedents* documents contain several types of variables.

5.2.1 Information variables

An **information variable** prompts you to type in certain information. For example:
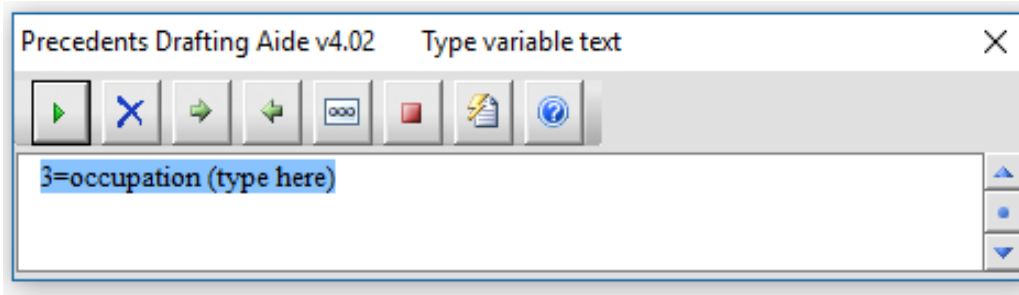
[3=occupation]

5.2.2 Choose-text variables

A **choose-text variable** prompts you to choose which piece of text from a list you wish to insert. For example:
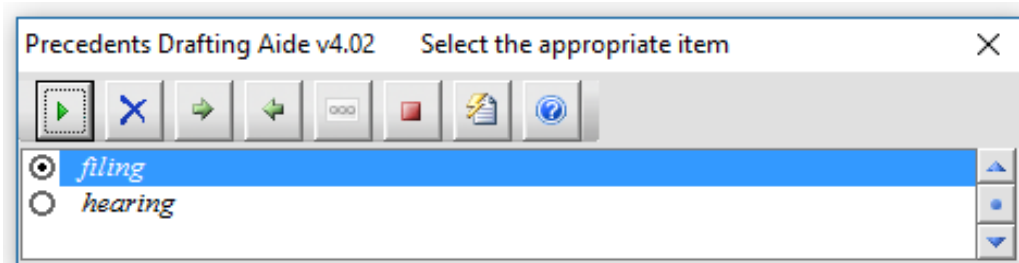
[6=filing OR hearing]

5.2.3 Option variables

An **option variable** prompts you to include or exclude certain text/information. For example:

5.2.4 Suboption variables

A **suboption variable** is a further option within an option. For example:

5.2.5   Choice variables

A **choice variable** prompts you to choose between two (or more) sections of text/information (these sections can be just a phrase or several sentences/paragraphs in length), where you can only include one of the alternative selections. For example:

```
Precedents Drafting Aide v4.02    Select the appropriate item          ✕

  ▶   ✕   ➡   ⬅   ⚬⚬⚬   ■   ▤   ⓘ

○   1A=interest at the rate of a certain per cent per annum          ▲
◉   1B=interest compounded on quarterly rests                        •
                                                                     ▼
```
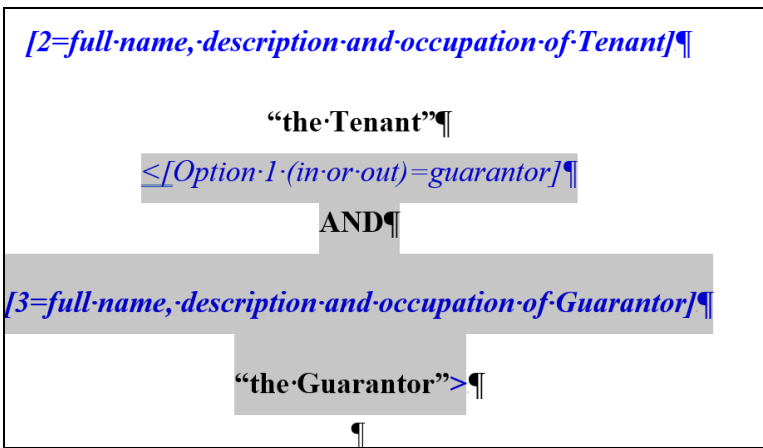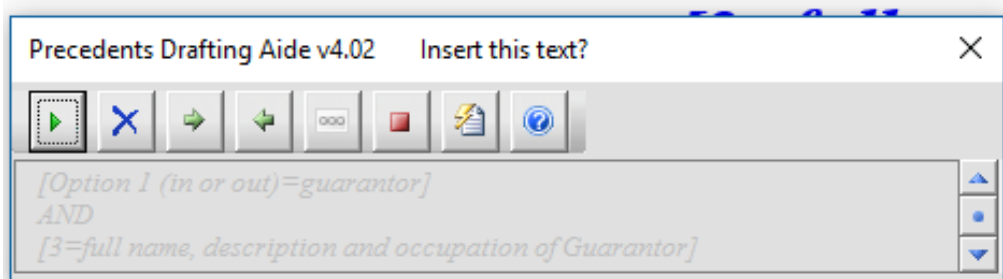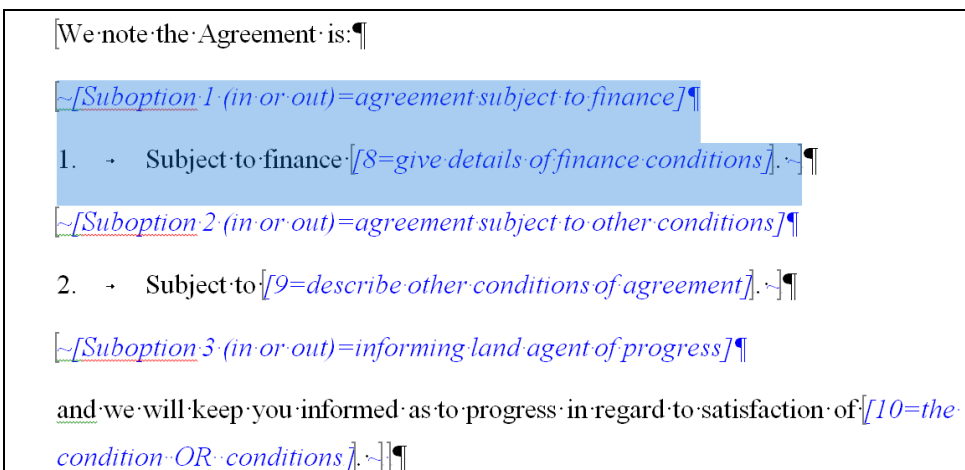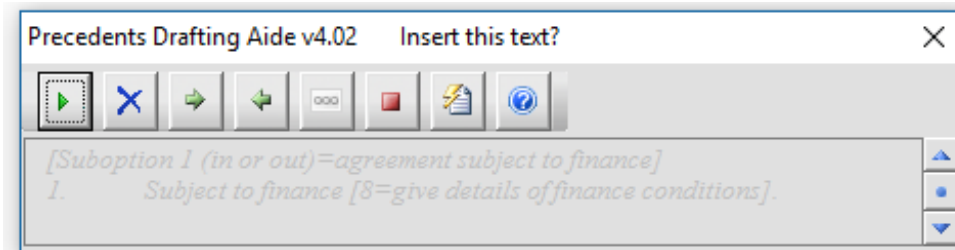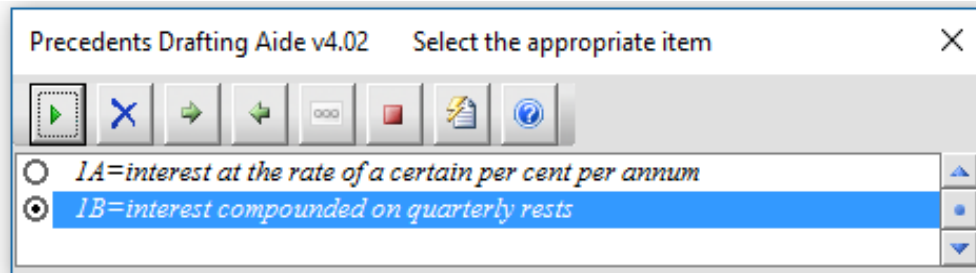
---

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]¶

5.2.6   Subchoice variables

A **subchoice variable** is a further choice within a choice. For example:

```
Precedents Drafting Aide v4.02    Select the appropriate item          ✕

  ▶   ✕   ➡   ⬅   ⚬⚬⚬   ■   ▤   ⓘ

◉   1A=lack of capacity                                               ▲
○   1B=person has capacity, cannot communicate                       •
                                                                     ▼
```
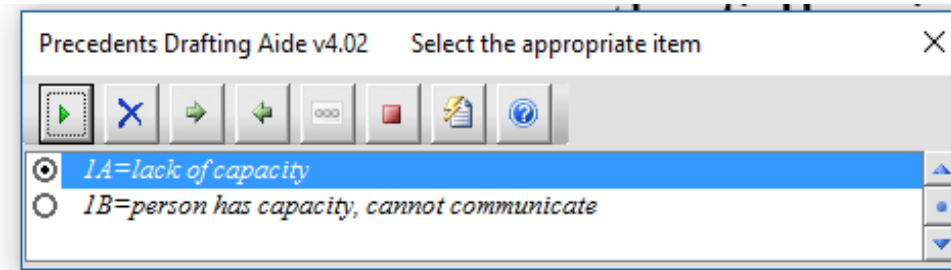
+[Subchoice·1A=lack·of·capacity]¶

   (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·

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5.3   Navigation in the Drafting Aide

5.3.1   Keyboard navigation

- **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**: this 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.

5.3.2   Mouse navigation

- **Single click**: using the left mouse button, a single click will execute the required button or place the cursor in the input box.
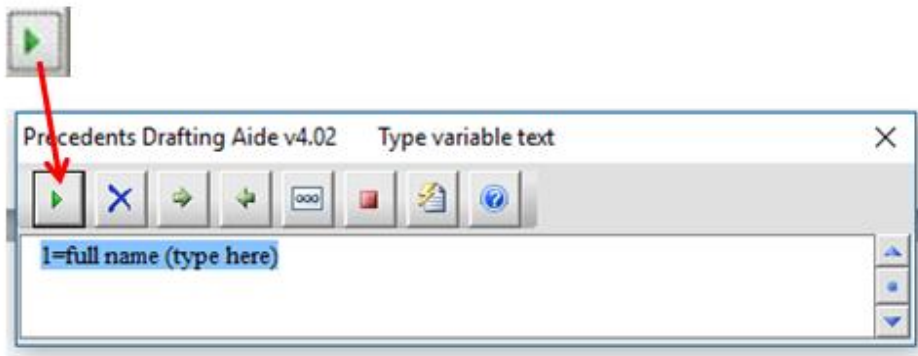
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5.4   Drafting Aide buttons

There are eight buttons in the Drafting Aide, plus scrolling options. Click on the button icons below to jump to the explanation for that button:

5.4.1   YES/OK button (ALT + Y)

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

5.4.2 NO/DELETE button (ALT + D)

The NO button will remove the highlighted text from the document, including the preceding space if appropriate.
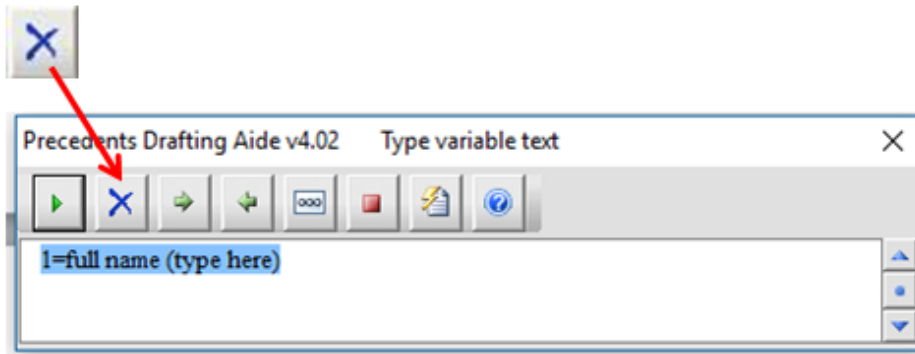
5.4.3 SKIP button (ALT + K)

The SKIP button will skip the highlighted variable and then locate and highlight the next available variable.
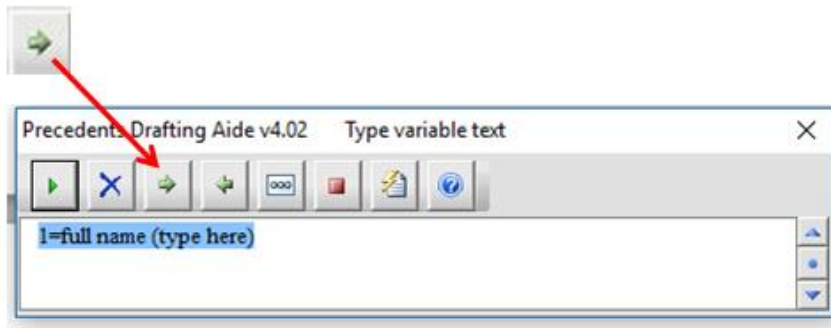
5.4.4 BACK button (ALT + J)

The BACK button will allow a user to modify a previously completed variable.
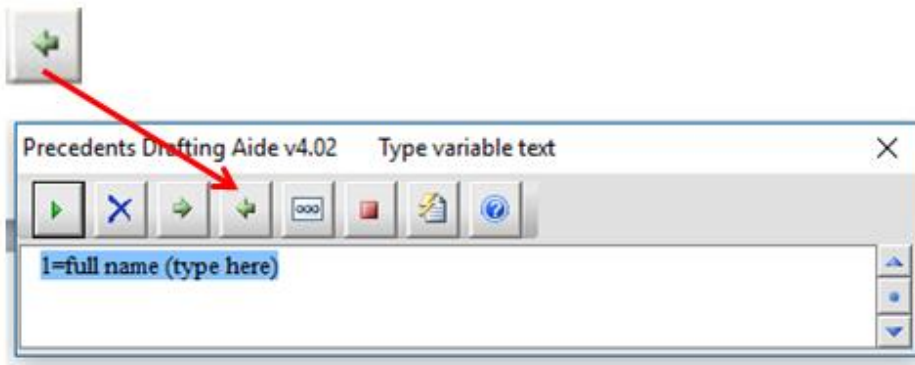
5.4.5 LEAVE BLANK button (ALT + B)

The LEAVE BLANK button will replace the highlighted variable with one of the three available spaces: 2 cm, 6 cm and 12 cm.
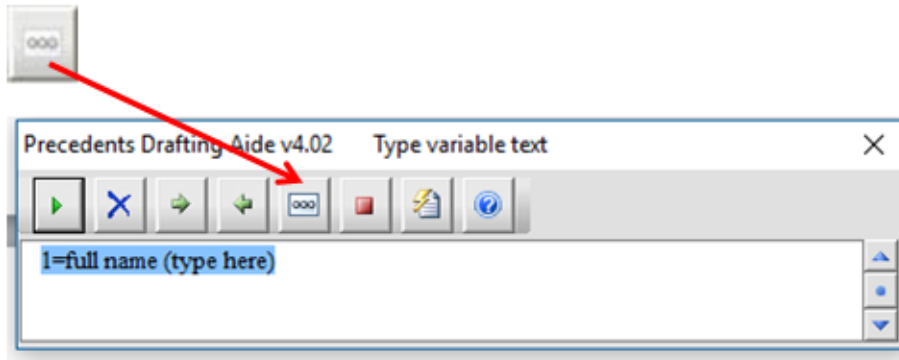
5.4.6 STOP button (ALT + S)

The STOP button will close the Precedents Drafting Aide.
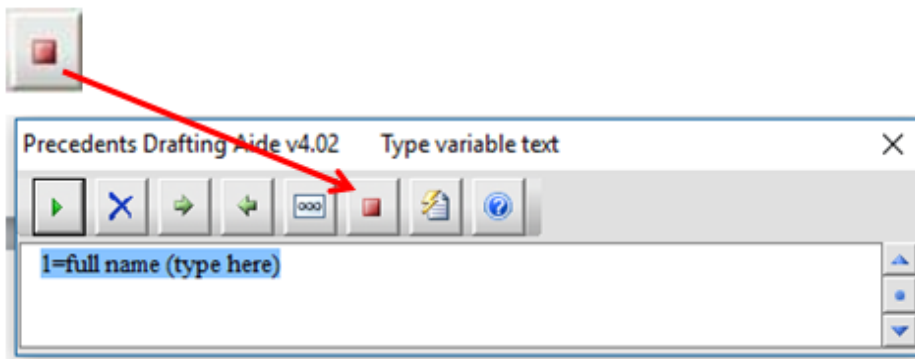
5.4.7 DOCUMENT REFORMAT button (ALT + T)
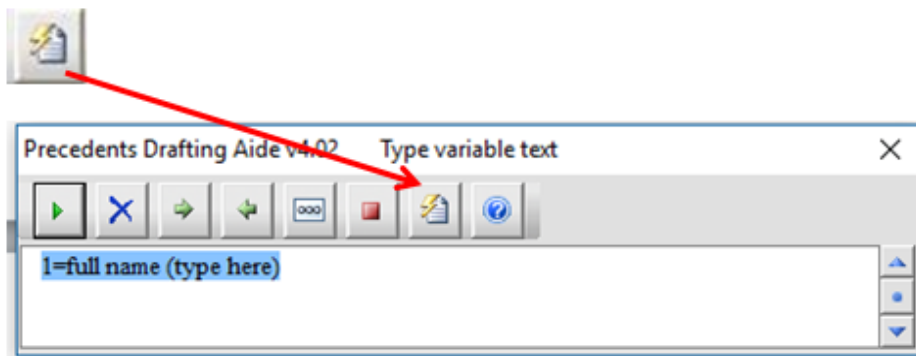
The DOCUMENT REFORMAT button will present a pop-up box with several tools for reformatting the document. (This box will also pop up automatically when there are no more variables to fill, or if you exit out of the Drafting Aide.)
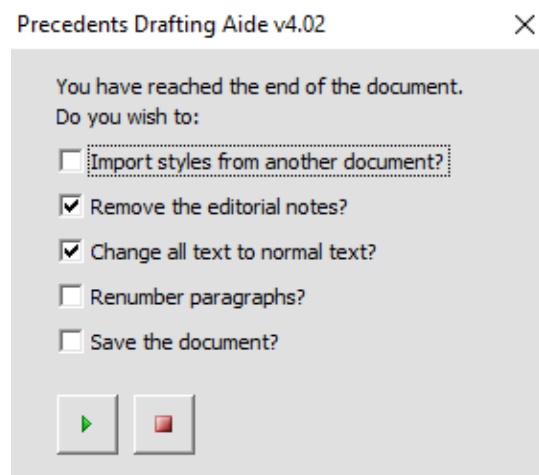
The tools are explained at [5.5] below.

5.4.8 HELP button (ALT + H)

This button will open the Help information.
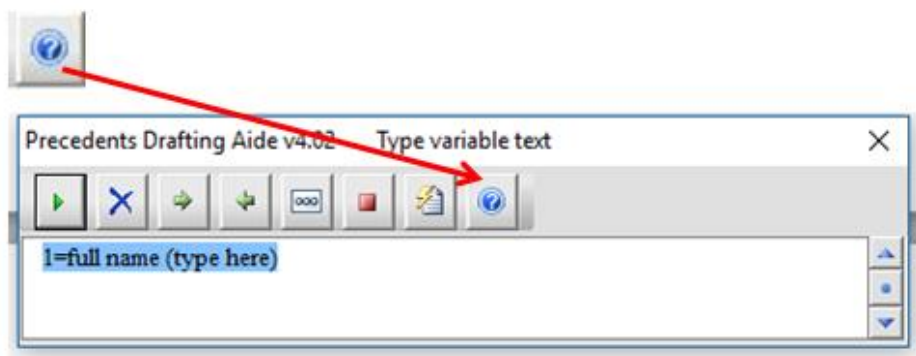
5.4.9 SCROLL options (small or large)

This feature allows you to toggle between scrolling through the document in small steps (the default) or larger steps while the Drafting Aide continues to run. Click on the *dot* to toggle between the two scrolling options.
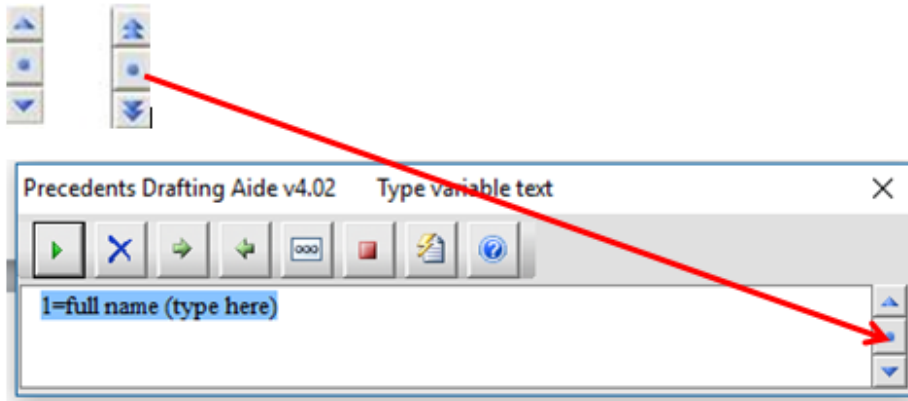
5.5 Document reformat tools

When all the variables in a Precedent have been filled, or if the user exits out of the Drafting Aide (using the STOP button), the *Document reformat* dialog box will open automatically:
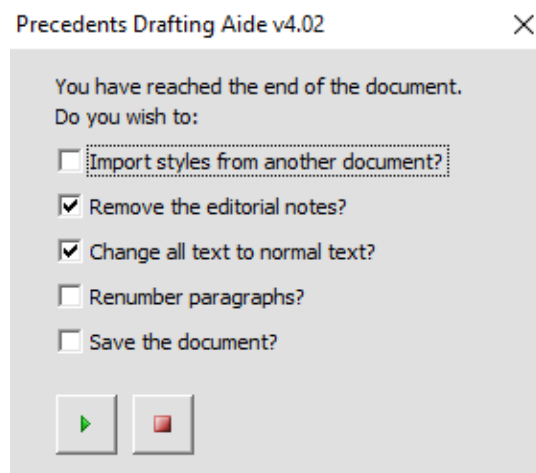
As noted at [5.4.7] above, these tools may also be accessed while using the Drafting Aide by pressing the DOCUMENT REFORMAT button:

Each tool is explained below.

5.5.1 Import styles from another document

This tool will allow the 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).

5.5.2 Remove editorial notes

This tool will remove all instances of green italicised editorial notes and any external logos or graphics present in the document.

5.5.3 Change all text to normal text

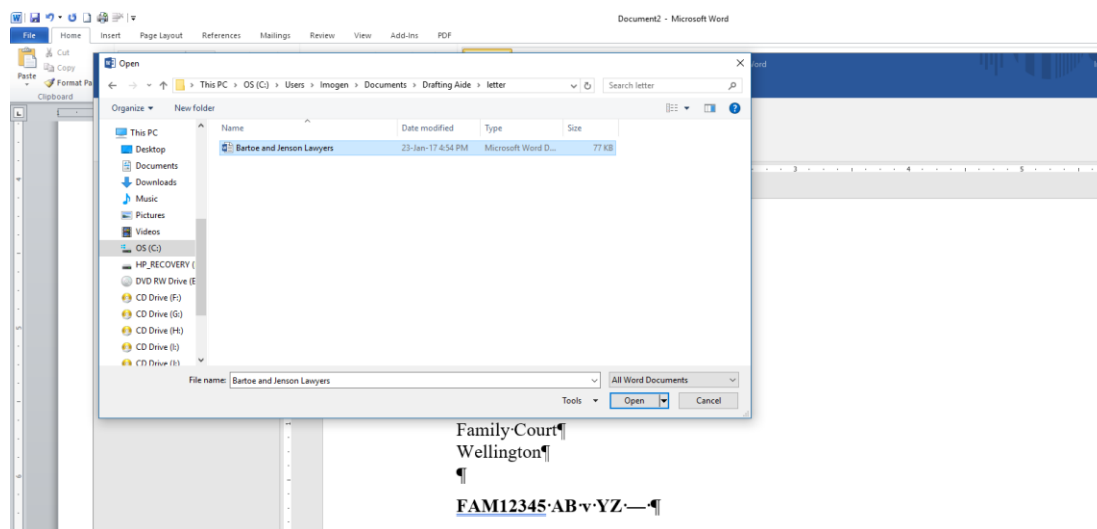This tool will change the style of variable text from blue/italicised to black/non-italicised.

5.5.4 Renumber paragraphs

This tool allows users to renumber labelled paragraphs (and subparagraphs) automatically after adding or removing paragraphs in a Precedent via the Drafting Aide (e.g. by including or excluding option/suboption variables) or at a later time (see below).

The renumbering function can work with several different paragraph label formats (and combinations of label formats, i.e. where several different label formats are used within one document):

- A., B., C.

- 1, 2, 3

- 1.,1.1, 1.1.1 … 2., 2.1, 2.1.1 …

- (i), (ii), (iii)

- (a), (b), (c)

Any time you add or remove labelled paragraphs from a Precedent and then use the *Renumber paragraphs* function*,* it will go through the document and renumber/resequence all the paragraph labels that are out of sequence (**provided** any added paragraphs have the same formatting/styling as other items in the same list).

You may use the *Renumber paragraphs* function on its own. For example, if you filled in all the variables earlier, but later decided to add new paragraphs and/or remove existing paragraphs:

- Open the document.

- Launch the Drafting Aide.

- Click on the DOCUMENT REFORMAT button (if it does not open automatically).

- Select *Renumber paragraphs?* in the dialog box.

- Click the PLAY button at the bottom of the dialog box.

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

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

5.5.5 Save the document

This tool will allow you to save the document at the same time as exiting the Drafting Aide.
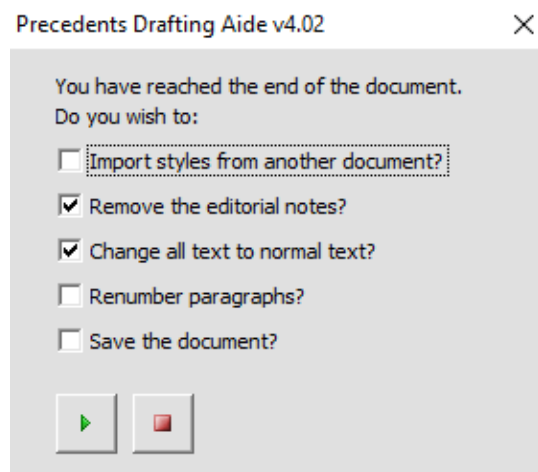
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5.6 Tips/FAQs

5.6.1 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 the Drafting Aide, and then re-run the Drafting Aide over 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 the 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 reformat* tools.)

5.6.2 I already used the Drafting Aide to fill in all the variables in a Precedent, and 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 reformat* 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).

5.7 Troubleshooting

5.7.1 The Drafting Aide is not enabled (MS Word 2003 or earlier)

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

5.7.2 Renumbering has not worked properly

If the renumbering function 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

kevin.leary@thomsonreuters.com

5.7.3 There seems to be an error in the Precedent

Please contact one of the Precedents Editors (as above).

5.7.4 Any other problem

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

https://support.thomsonreuters.co.nz/

The Training & Support website also offers training resources such as user guides, FAQs, tips, videos and webinars.

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