

Working with By Lawyers precedents

Inserting a new clause

Before inserting a new clause, enter a few extra line spaces or returns. Delete the extra spaces later.

The simplest way of inserting a new clause is to select and copy the clause above, along with its heading, and paste it below the existing clauses. This ensures the clause style, including the underline and any associated numbering or bullets, is retained. Now paste in or manually edit the new information.

If pasting content from an external source, such as another word document or an internet page, select **Paste Special** from the home ribbon or menu and then **Unformatted Text**.

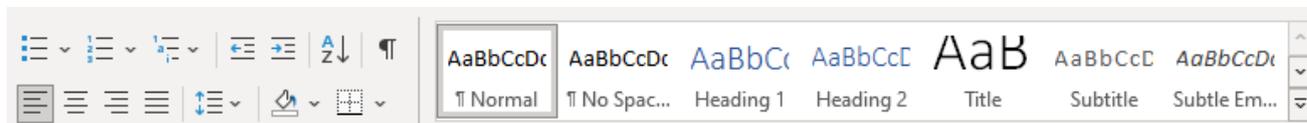
Should this process result in irregular formatting, then follow the appropriate steps.

Deleting a clause

To delete a clause, simply select the whole clause including the heading if there is one and then press Delete. This will automatically correct the numbering sequence. Also delete any extra line spaces.

Creating a new clause from scratch

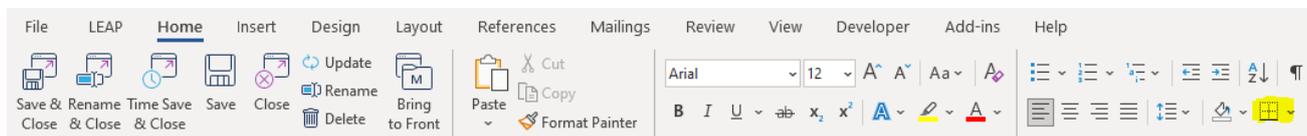
Create the new heading, then on a separate line create the body text of the clause. Apply the required formatting from the Styles menu on the home tab by highlighting the text and then clicking on the required style. To find out what the existing style is, highlight a portion of text and see which style appears in the Styles menu.



Alternatively use Format Painter, or the keyboard shortcut **Ctrl + Shift + C** to copy and then **Ctrl + Shift + V** to paste, and apply the formatting from an existing clause within the document.

Removing unwanted lines above or below a paragraph

If unwanted lines appear above or below a paragraph, place the cursor above or below the lines and use the Borders button on the Home ribbon to deselect any applied borders by clicking on them once.



This step may have to be repeated more than once depending on the number of border lines appearing.

Updating the table of contents

The table of contents uses the formatting attached to the headings to automatically populate the table. Following the above procedures when amending a document will ensure that the table of contents will continue to work and correctly reflect any amendments.

Once paragraphs and headings have been inserted or removed, scroll up to the table of contents, right click on the heading Table of Contents and select **Update Field** then **Update entire table**.

Alternatively, the keyboard shortcut to update the table of contents is to have the cursor in the table of contents and press **F9**.

Correcting a numbered list

The simplest way to correct a numbered list – also called an ordered list – is to apply the correct formatting from the Styles menu.

Alternatively, copy the formatting via **Ctrl + Shift + C** from where it is correct and paste, using **Ctrl + Shift + V** where needed.

If a numbered list needs to be restarted, right-click the number to be changed and select **Restart at 1**.

If a different number is required, right-click on the number and select **Set Numbering Value** and enter the desired number.

If the numbered list is to continue, right-click and selecting **Continue Numbering**.

This applies regardless of whether the list format is (1), (a) or (i).

Execution clauses

The execution clauses within the deeds and agreements populate from the party details entered on the cards for the LEAP matter.

Blank execution clauses, for when the party details are not noted in LEAP, are available in the folder **Blank Deeds, Agreements, Statutory Declarations & Execution Clauses**. This folder is in every matter plan at the bottom of the first folder: **Getting the Matter Underway**.

Delete the existing execution clause and replace it with the appropriate blank execution clause then enter the details manually.

LEAP for Word Add-in

Many By Lawyers precedents use a Word add-in called LEAP for Word. This makes it easy to enter information directly within a precedent.

When opening a supported precedent, you will be presented with a side panel that contains a series of questions or requests for information that will populate the precedent.

When opening a precedent that supports the LEAP for Word add-in for the first time, you will be prompted with the following:



Click **Trust this add-in**.

The LEAP for Word add-in will be automatically installed by Microsoft Office on your computer.

The add-in allows for information to populate in a precedent based on the selections made and information entered in the panel. Click the Update Document button when done:

LEAP for Word

Deed of settlement

Execution clause for the client:

- Individual
- Company
- Attorney
- Authorised officer

Execution clause for the other side:

- Individual
- Company
- Attorney
- Authorised officer

Client is the claimant:

- Yes
- No

Estate has an executor OR administrator:

Executor

Applicant relationship to deceased:

Update Document

Selections and entries can be changed and new values will replace the original values upon clicking the **Update Document** button.

See the LEAP Community page [Document Fields](#) for more information.

Need help?

If these tips and tricks haven't addressed your precedent issue, please don't hesitate to contact By Lawyers: 02 4858 0619 or askus@bylawyers.com.au.