

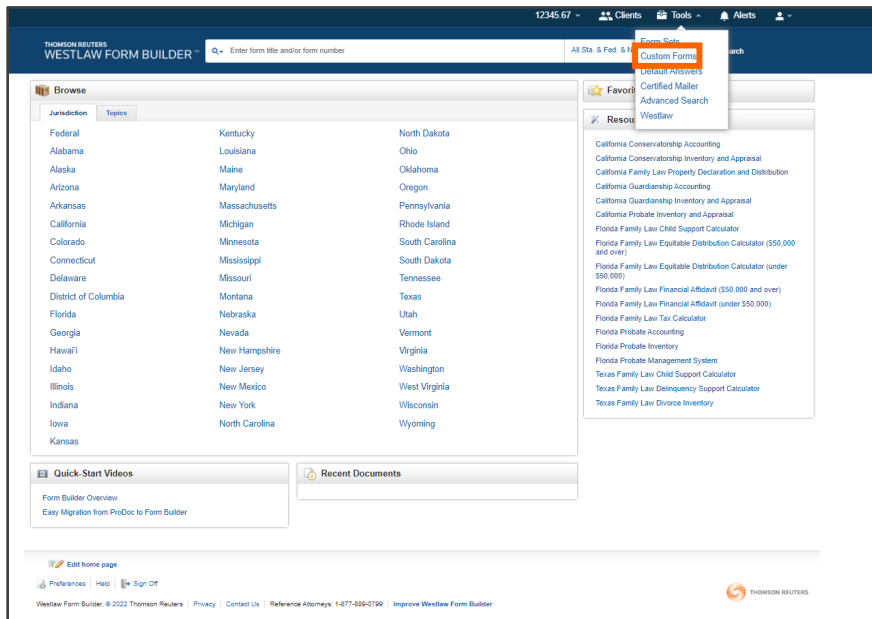
WESTLAW FORM BUILDER

How to organize and manage Custom Forms folders

Custom Forms are easy to organize and manage with folders in Westlaw Form Builder™.

Using Folders

To create a folder in Custom Forms, first select **Custom Forms** from the Tools drop-down menu on the homepage of Westlaw Form Builder.

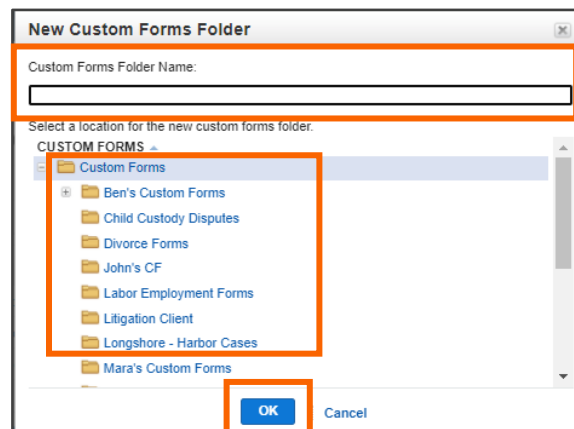
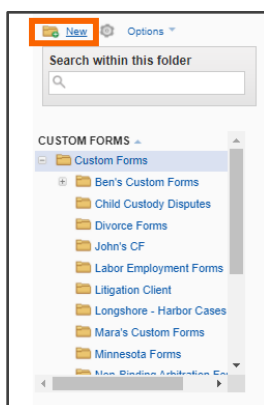


CREATE A FOLDER

Select **New** in the upper right area of the page.

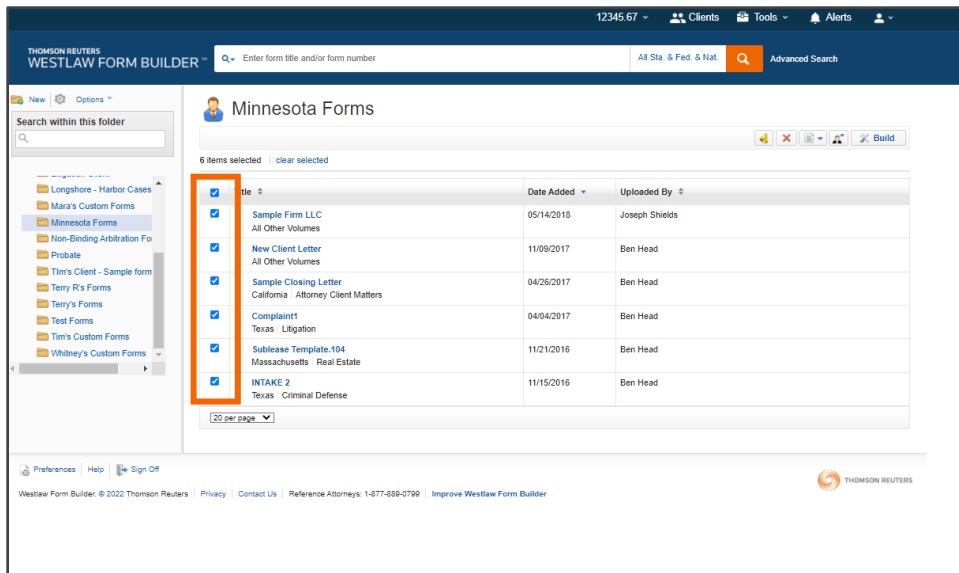
A **New Custom Forms Folder** lightbox will appear.

- 1) Enter the name of the folder in the **Custom Forms Folder Name** field. Below, a copy of all your current folders are displayed.
- 2) Select the **folder** you would like to place your new folder into.
- 3) Select **OK**.

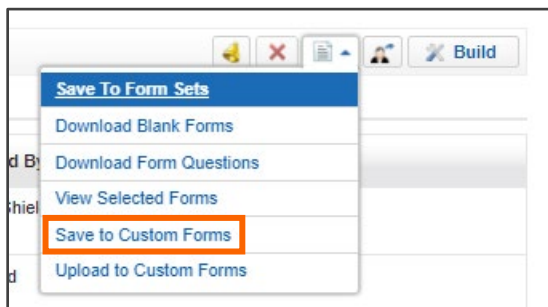


COPY OR MOVE CUSTOM FORMS TO A DIFFERENT FOLDER

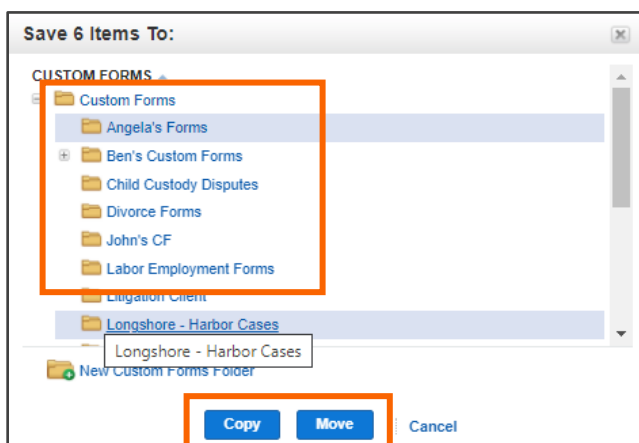
Select the form(s) you would like to move by checking the corresponding boxes.



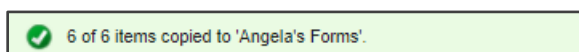
Then, select **Save to Custom Forms** under the toolbar in the upper right area of the Form Actions drop-down menu. This enables you to copy or move custom forms from one folder to another.



Select which **folder** you would like to copy or move the form(s) to and select **Copy** or **Move**.

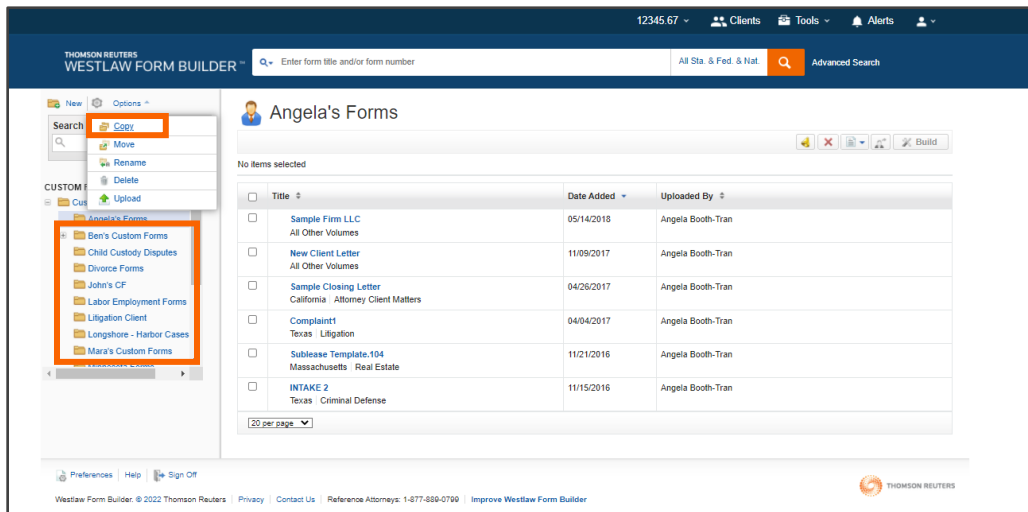


You will receive a confirmation message that your form(s) have been moved or copied.

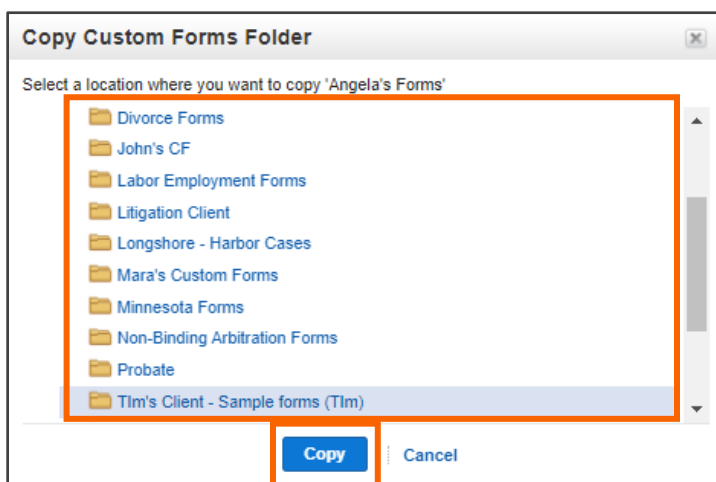


COPY OR MOVE FOLDERS

To copy a folder, select the **folder** you would like to copy on the left side of the **Custom Forms** page. Then, select **Copy** from the Options menu.



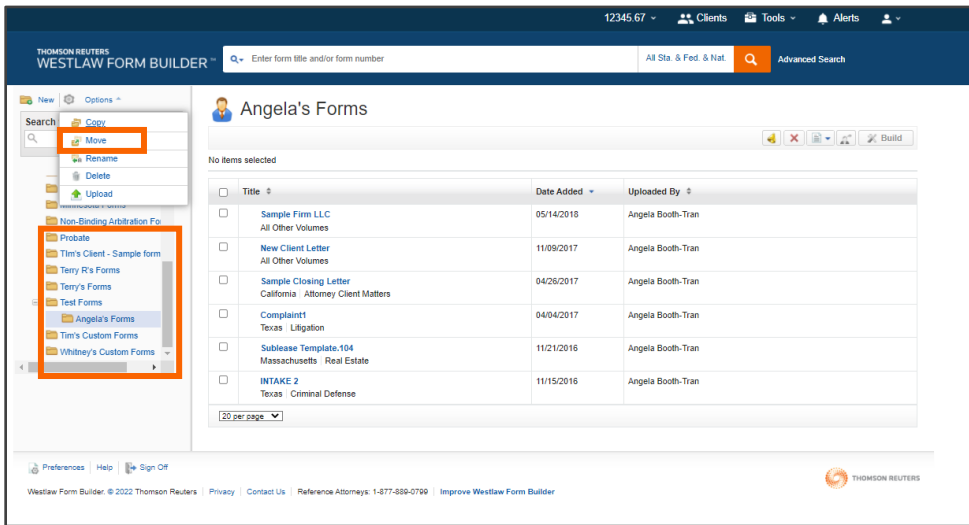
Select the **folder** you would like to place the folder in and select **Copy** from the **Copy Custom Forms Folder** lightbox.



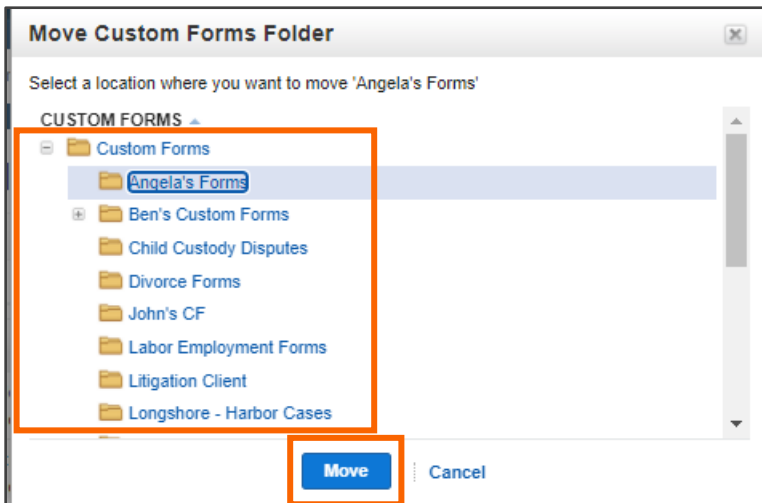
You will receive a notification that your folder has been copied.



To move a folder, select the **folder** you would like to copy on the left side of the **Custom Forms** page. Then, select **Move** from the Options menu.



Select the folder you would like to place the folder in and select **Move** from the **Move Custom Forms Folder** lightbox.

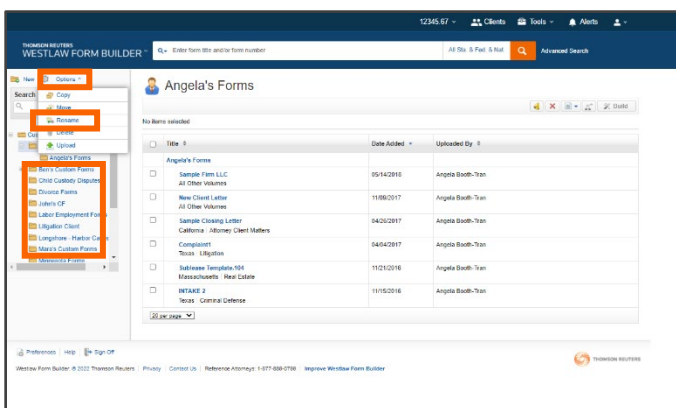


You will receive a notification that your folder has been moved.

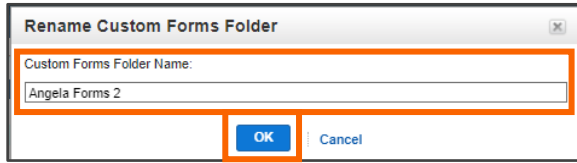


RENAME A FOLDER

Select the folder you would like to rename from the list of folders on the left side of the **Custom Forms** page. Then, select **Rename** from Options at the top.

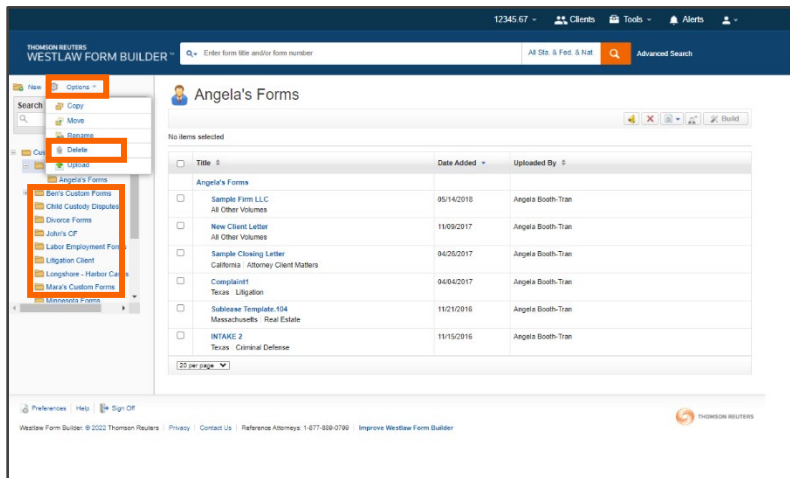


Enter the new name in the Custom Forms Folder Name field and select OK.

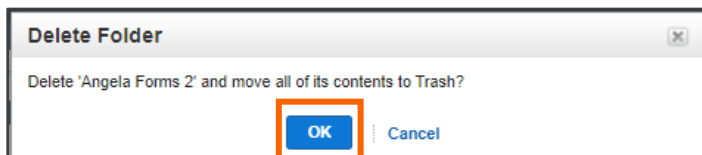


DELETE A FOLDER

Select the folder you would like to rename from the list of folders on the left side of the Custom Forms page. Then, select **Delete** from **Options** at the top.



Then, select OK to delete your folder.



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