

WESTLAW FORM BUILDER

How to reuse answers on any form

Reuse any length answers on any document and for any Client with Quick Text in Westlaw Form Builder™.

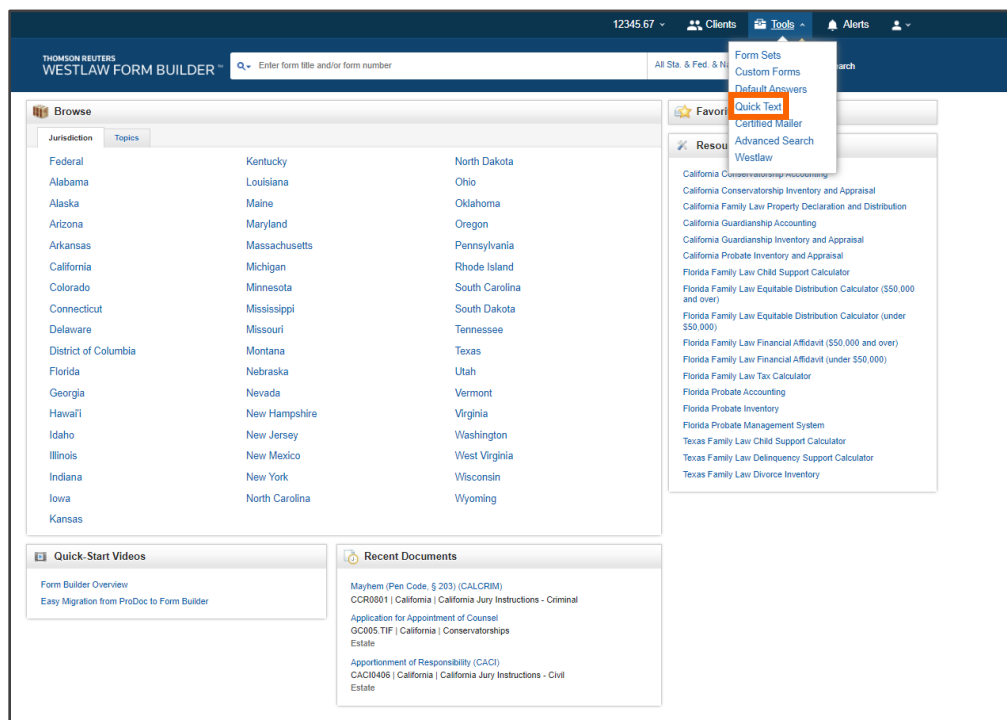
OVERVIEW OF QUICK TEXT

Quick Text is:

- 1) Available to use with forms in both Guided and Self-Guided Modes.
- 2) Available for use with both text and graphical forms.
- 3) Enables you to reuse answers of variable lengths, from single word to a long text answer.

LOCATING QUICK TEXT

Access Quick Text from the **Tools** drop-down menu.



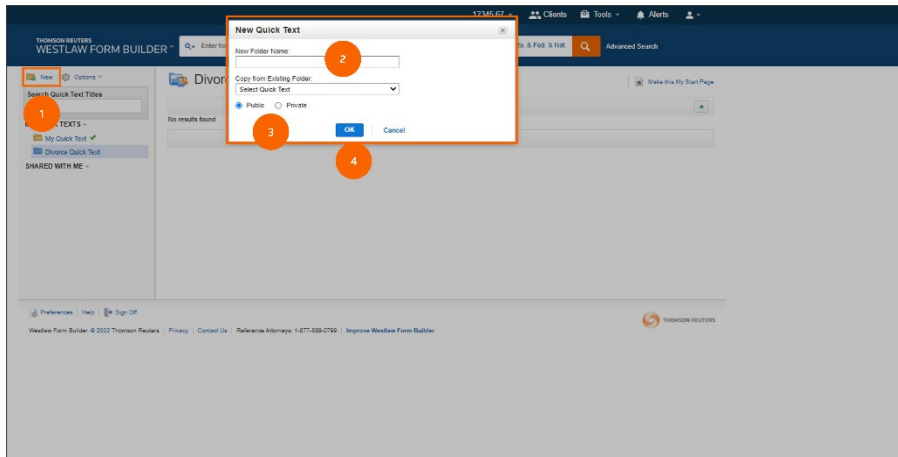
MY QUICK TEXT MANAGEMENT PAGE

On the Quick Text Management Page you can create, organize and share your Quick Texts.

Create a folder

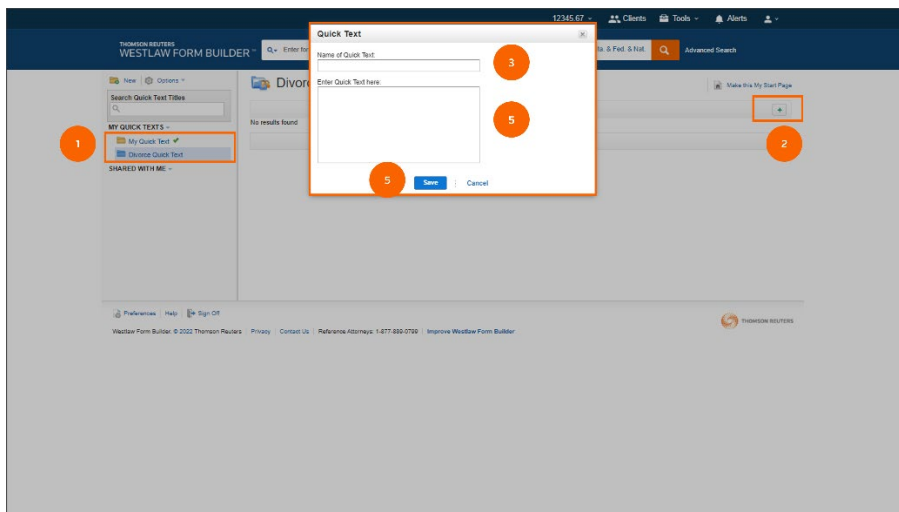
- 1) To create a new folder, select New in the upper, right area of the page.
- 2) Then, **name** your folder.
- 3) Select if you want it to be **Public** or **Private**.

4) Finally, select OK.



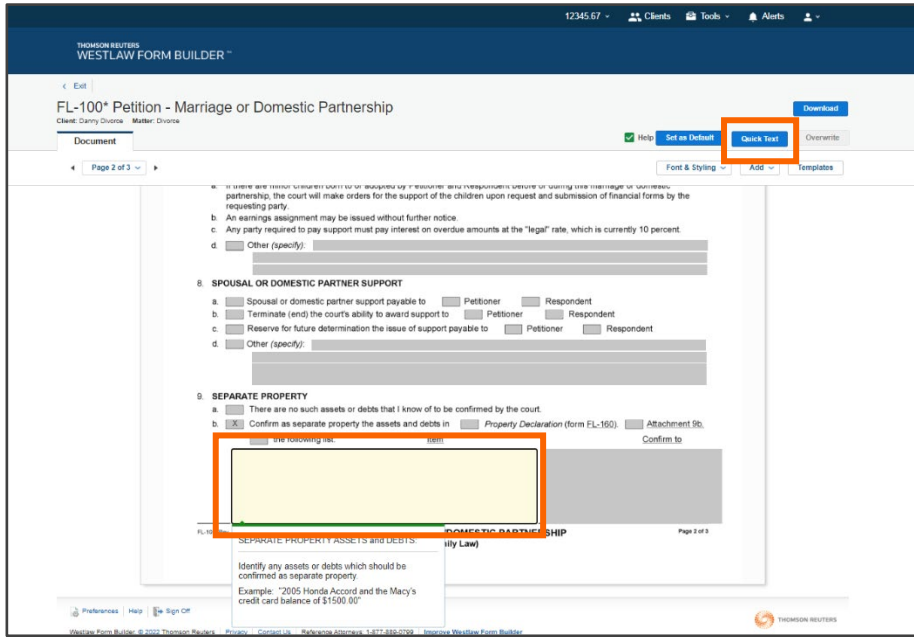
Creating a new Quick Text

- 1) Select the **folder** you would like to place the Quick Text in.
- 2) Select the **plus** sign in the upper, right area of the page.
- 3) **Name** your Quick Text.
- 4) **Enter** your Quick Text language.
- 5) Select **Save**.






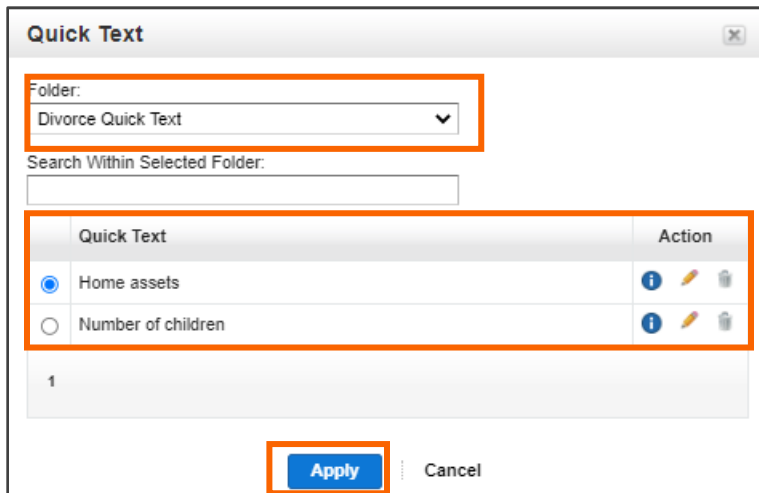
ADDING QUICK TEXT TO A DOCUMENT

Select the applicable **field** you'd like to add text to. Then, select **Quick Text**.



Then, select the **Folder** your **Quick Text** is in, select the **Quick Text** you'd like to add and select **Apply**.

Note: You can see a preview of the text by selecting  , edit the text with the  , or delete the Quick Text with  .



LOOKING FOR MORE INFORMATION?

Visit legal.thomsonreuters.com/en/products/form-builder.