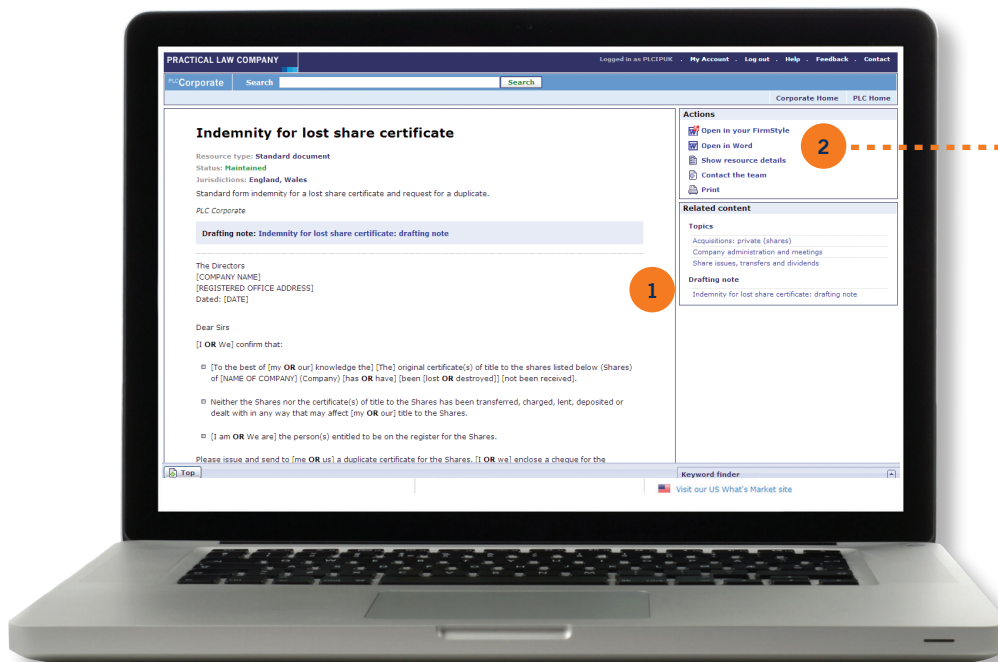




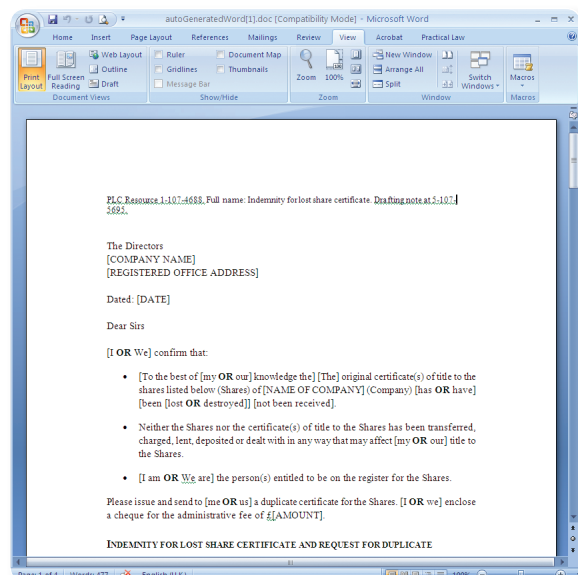
How to use PLC standard documents

Open a standard document



Click on your chosen standard document to view it in your browser.

1. The drafting note can be found at the bottom of the abstract or integrated into the standard document.
2. To download into Microsoft Word, click 'Actions' and 'Open in Word'.



For a guide to using PLC Word templates, please visit www.practicallaw.com/0-101-3271

Open a standard document in your house style

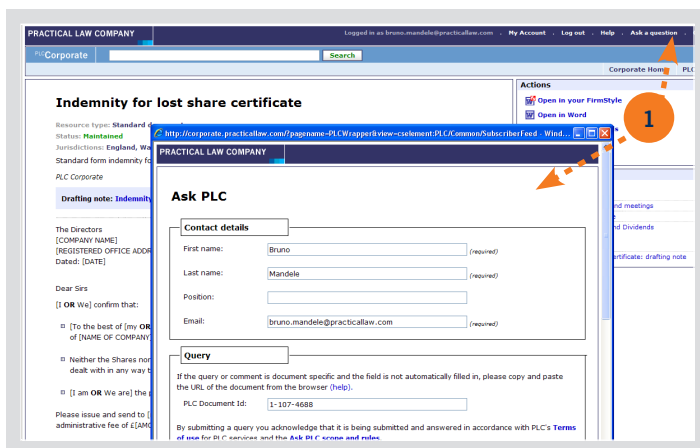
PLC standard documents can be customised in your house style, using our FirmStyle tool. This lets you download standard documents in Word pre-formatted to match the appropriate margins, fonts, spacing, heading, numbering and definition styles for your organisation. Visit www.practicallaw.com/about/firmstyle for more information.

Change formatting to match the look of the surrounding text

When copying new text into a PLC standard document Word template, please note that it may have formatting applied to it (such as font type or size), which differs from the formatting in the PLC standard document. If you want the formatting of the new text to match the formatting in the PLC standard document, follow these steps.

1. Select the text that you want to move or copy. Right click and 'Copy' or press 'CTRL+C' to copy the text.
2. Click where you want to paste the text, right click and paste or press 'CTRL+V'.
3. Click 'Paste Options', which appears after you paste the text.
4. If the text you are pasting includes portions of formatting that you want to preserve, such as bold or italicised words, click 'Match Destination Formatting'. If you want to remove all original formatting from the text you are pasting, click 'Keep Text Only'.

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