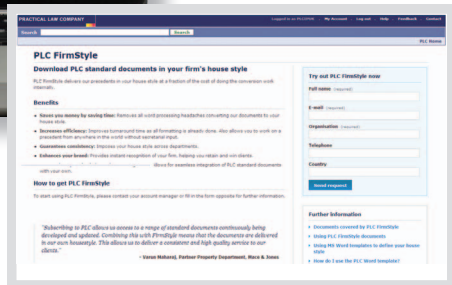




How to use practical law tools



PLC FastDraft

PLC FastDraft is an automated document tool that helps you to create advanced first drafts in half the time, by using shortcuts such as importing data from your existing projects, from your contacts or from Company's House.

By answering key questions you can create a central project, from which multiple documents can quickly be created.

To view recently added and commonly used PLC FastDraft documents grouped by practice area, please visit www.practicallaw.com/about/fastdraft and select 'FastDraft news'.

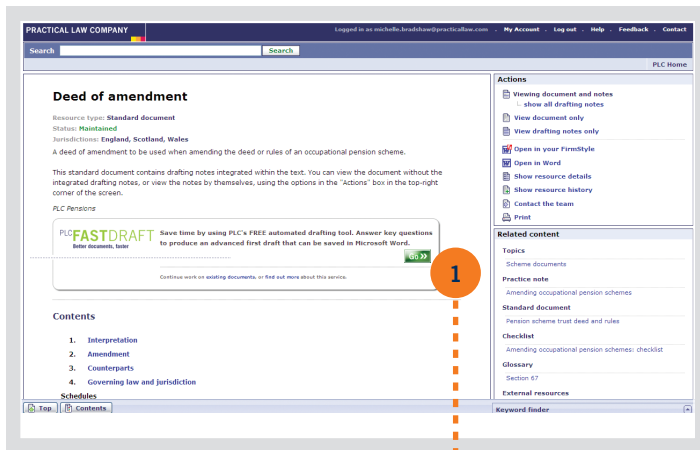
You can also find PLC FastDraft documents by browsing PLC's standard documents. Wherever see the **PLC FASTDRAFT** logo, it means that the document is available in FastDraft.

Documents available in PLC FastDraft

PLC standard documents are available in PLC FastDraft format in the following practice areas:

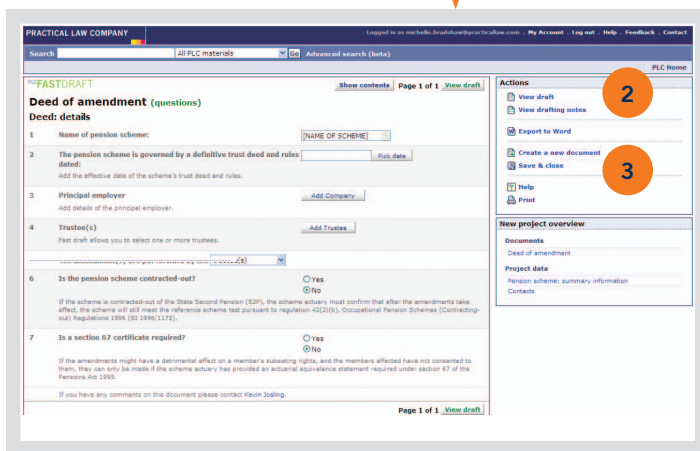
- Corporate
- Commercial
- Property
- Employment
- Private Client
- IP/IT
- Finance
- Pensions
- Public Sector



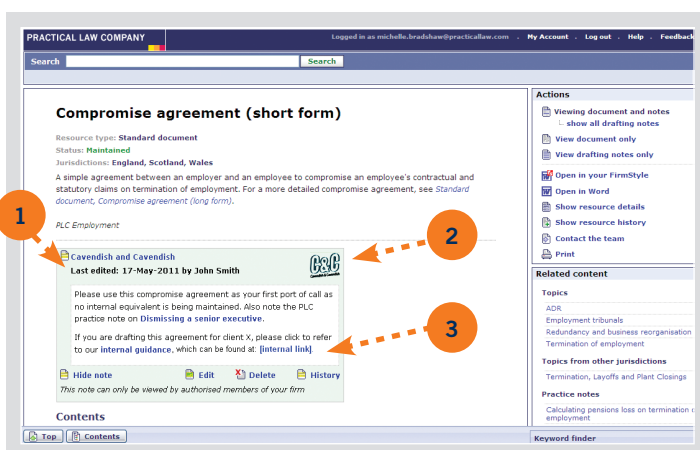


Get started

1. Simply click on the **Go >>** button in each ^{PLC}FastDraft document to start the questionnaire and begin building your project.
2. Once you have completed the questions, click **'View Draft'** to view your document within your browser or **'Export to Word'** to view in Microsoft Word.
3. Click **'Save & Close'**. You can make amendments at a later date.
4. To return to a document you can click **'My FastDraft Projects'** on any service homepage.



PLC Annotation

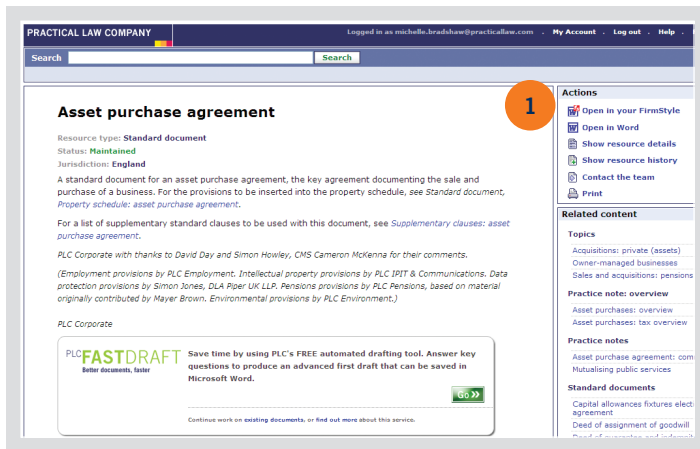


PLC Annotation allows you to create and maintain your own notes on PLC's resources. Your notes can be as detailed or as brief as you like and you can include links to your own internal resources. Only users at your organisation are able to view your notes and you can set individual permissions to determine who can read, create or edit them.

PLC Annotation uses a simple text editor interface, which includes:

1. Author and last edit date.
2. Your logo.
3. The option to create links to internal know-how.

PLCFirmStyle

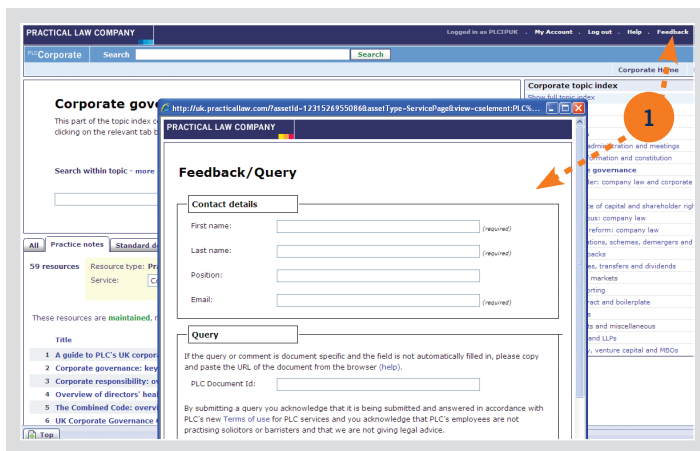


PLCFirmStyle allows you to download PLC standard documents in your house style at a fraction of the cost of converting documents internally.

Following consultation with PLC's FirmStyle team, we can program the system to download any standard document from PLC, already customised with the appropriate margins, fonts, spacing, heading, numbering and definition styles for your organisation.

1. When this is set up, you will see a 'Open in your FirmStyle' option in the 'Actions' box. Click on this link and the document will be downloaded into Microsoft Word and formatted to your pre-programmed requirements.

Contact us



If you need help using PLCFastDraft or would like to set up PLCAnnotation or PLCFirmStyle for your organisation, please contact us using the 'Feedback' ① link in the top right-hand corner of our site, or call the training team on +44 (0) 207 202 1220.

To request additional training, please e-mail training@practicallaw.com.