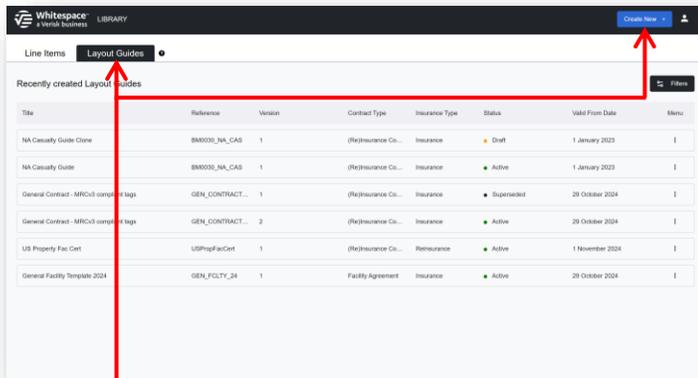


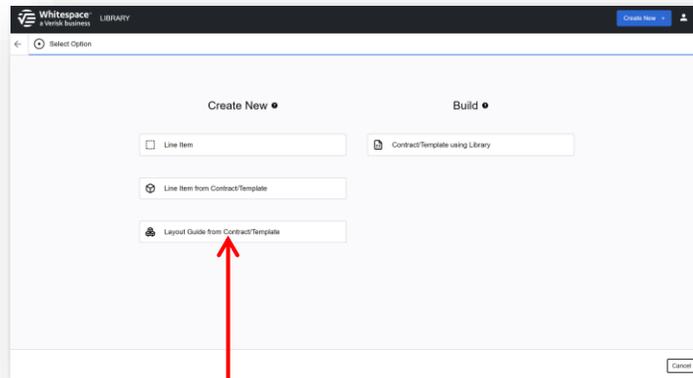
Importing Layout Guides into the Contract Library

1.



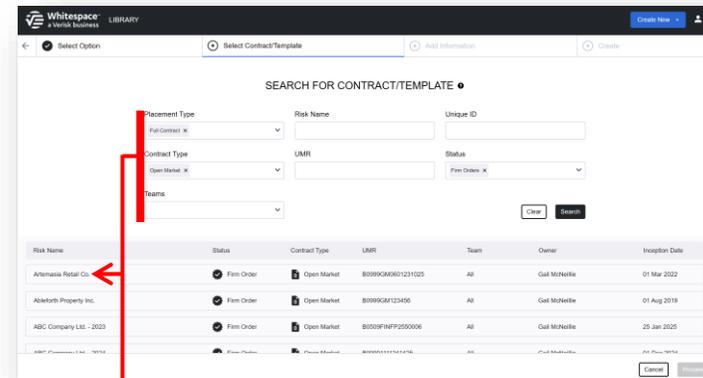
Layout Guides record the order of a contract or template's headings, clauses, and wordings. They are used in the Contract Builder to quickly assemble a new template or contract. To see a list of your Layout Guides, click the 'Layout Guides' tab. To import a new one, click 'Create New +'.

2.



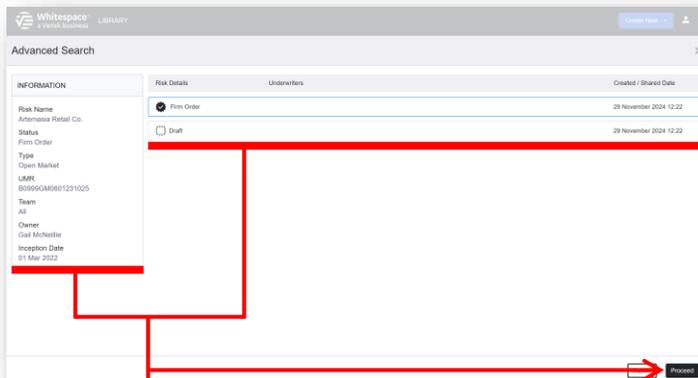
Under the 'Create New' heading, click 'Layout Guide from Contract/Template'.

3.



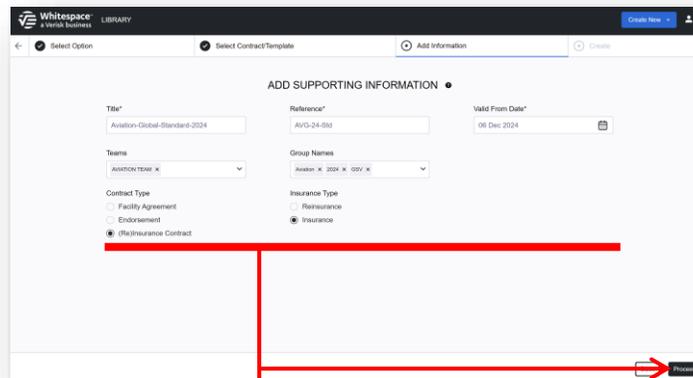
The 'Select Contract/Template' pane lists all the templates and contracts that you have access to in the Whitespace platform. You can add various search terms to filter the list. Click your selected entry in the list to proceed.

4.



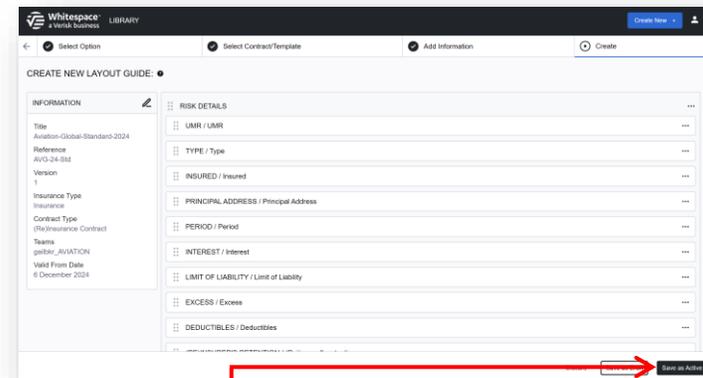
Check the 'Information' summary and the document status to ensure you have selected the right template or contract, and click 'Proceed' again.

5.



Supporting information provides filter information to describe the Layout Guide. Starred items are mandatory. Group names are extremely flexible, and allow Layout Guides and Line Items to be associated with each other. When the information is fully populated, click 'Proceed'.

6.



The Layout Guide generated from the platform document replicates its section headings and contract headings, without other content. To move a heading, click and drag the six-dot icon to its left to a new position. When the new Guide is complete, click 'Save as Draft' (editable but not usable) or 'Save as Active' (usable but not editable) to create it.