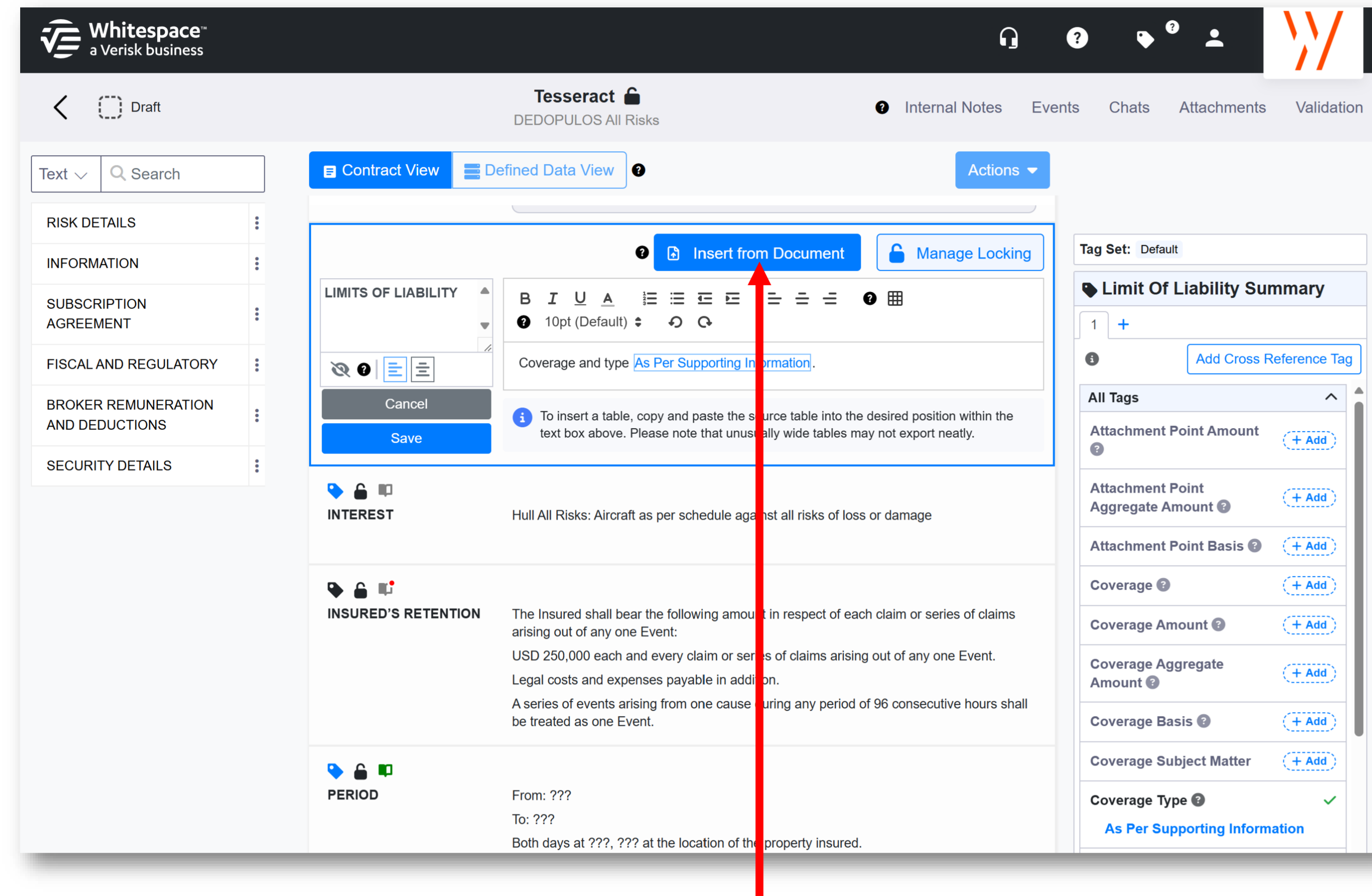


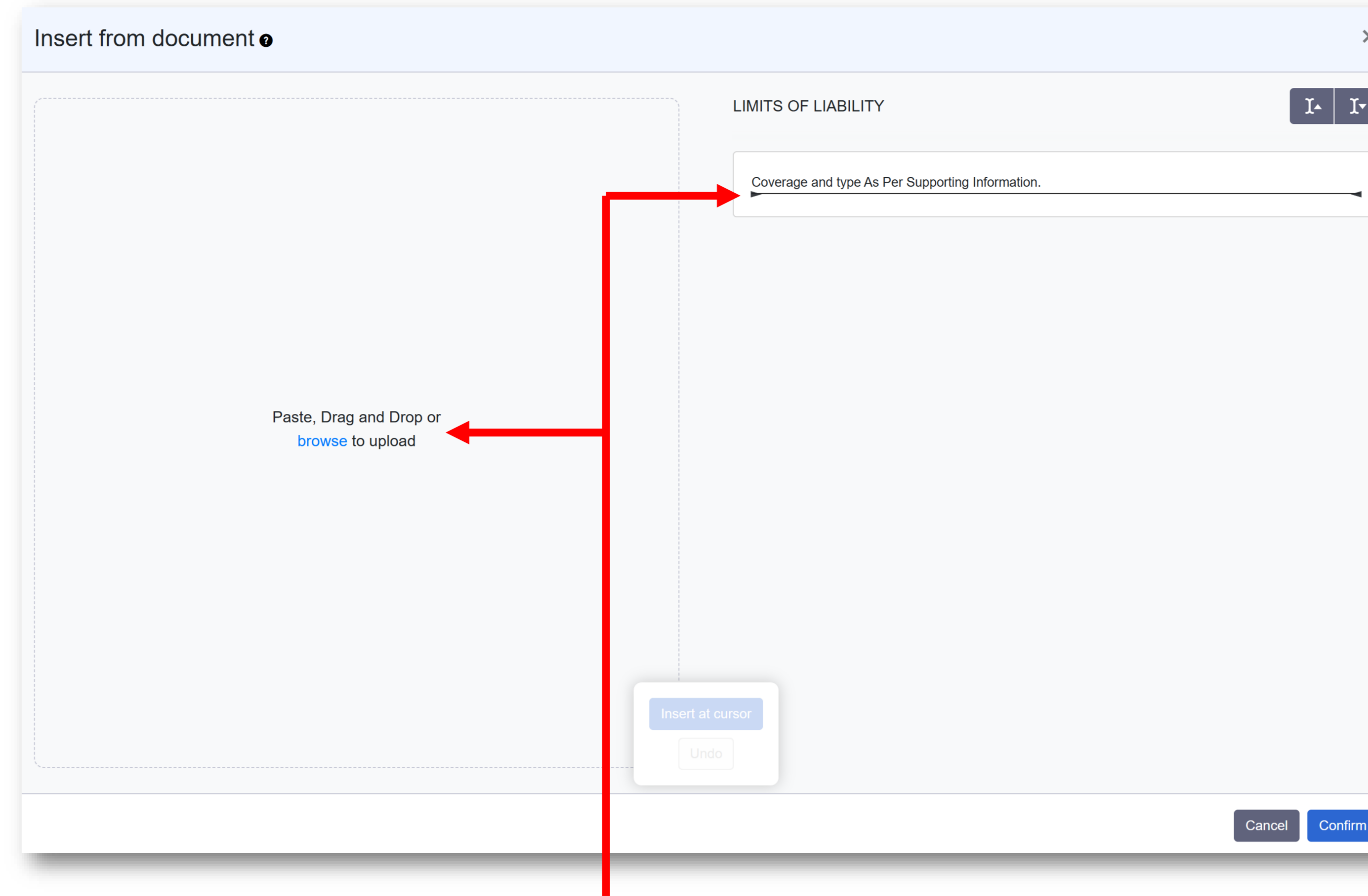
Inserting Text and Tables From a Digitised Document Into a Contract Heading

1.



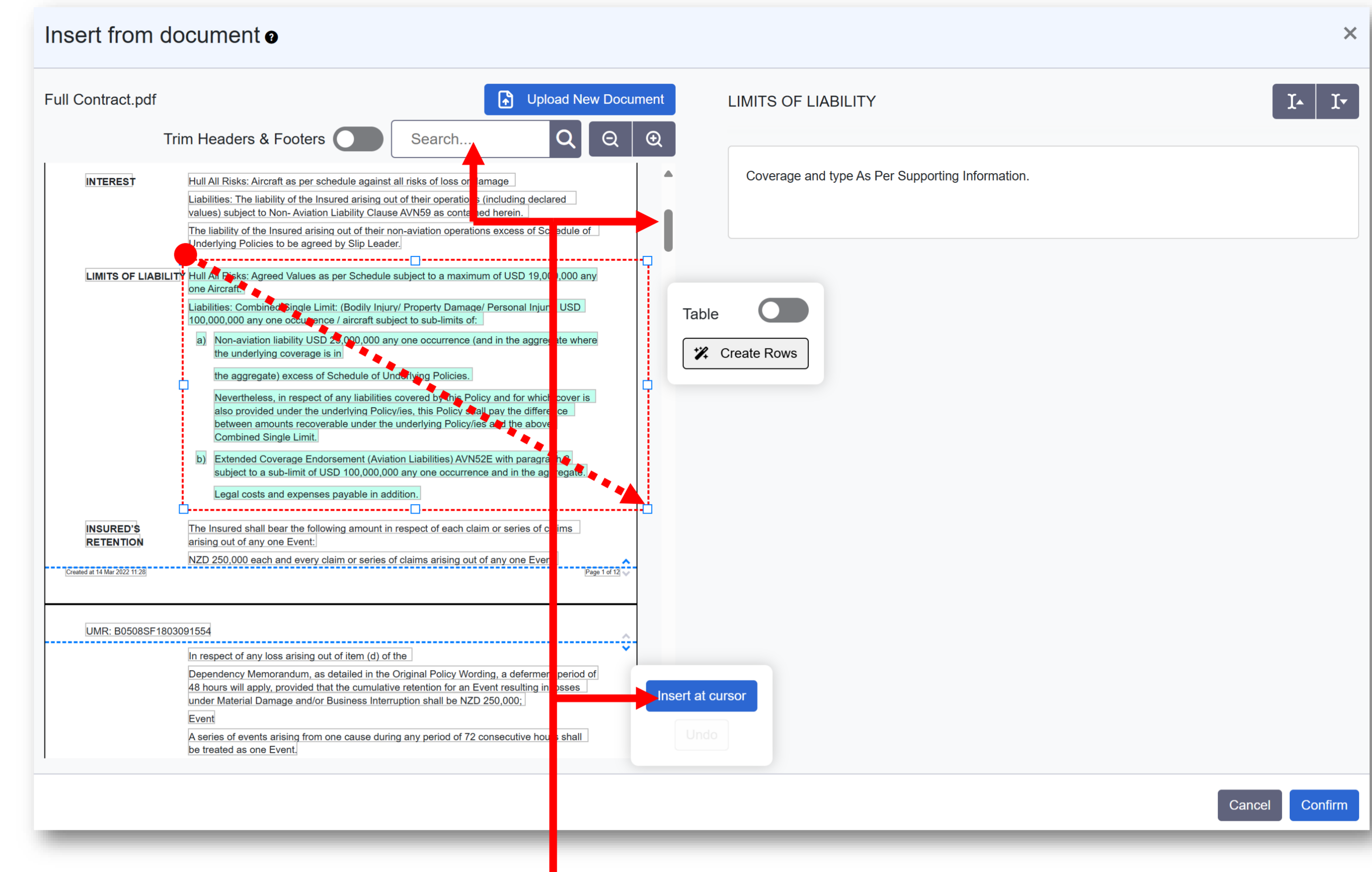
You can insert text and tables from a PDF or Word document directly into a contract heading. This keeps the great majority of the formatting, and preserves table functionality in the platform. Click 'Insert from Document'.

2.



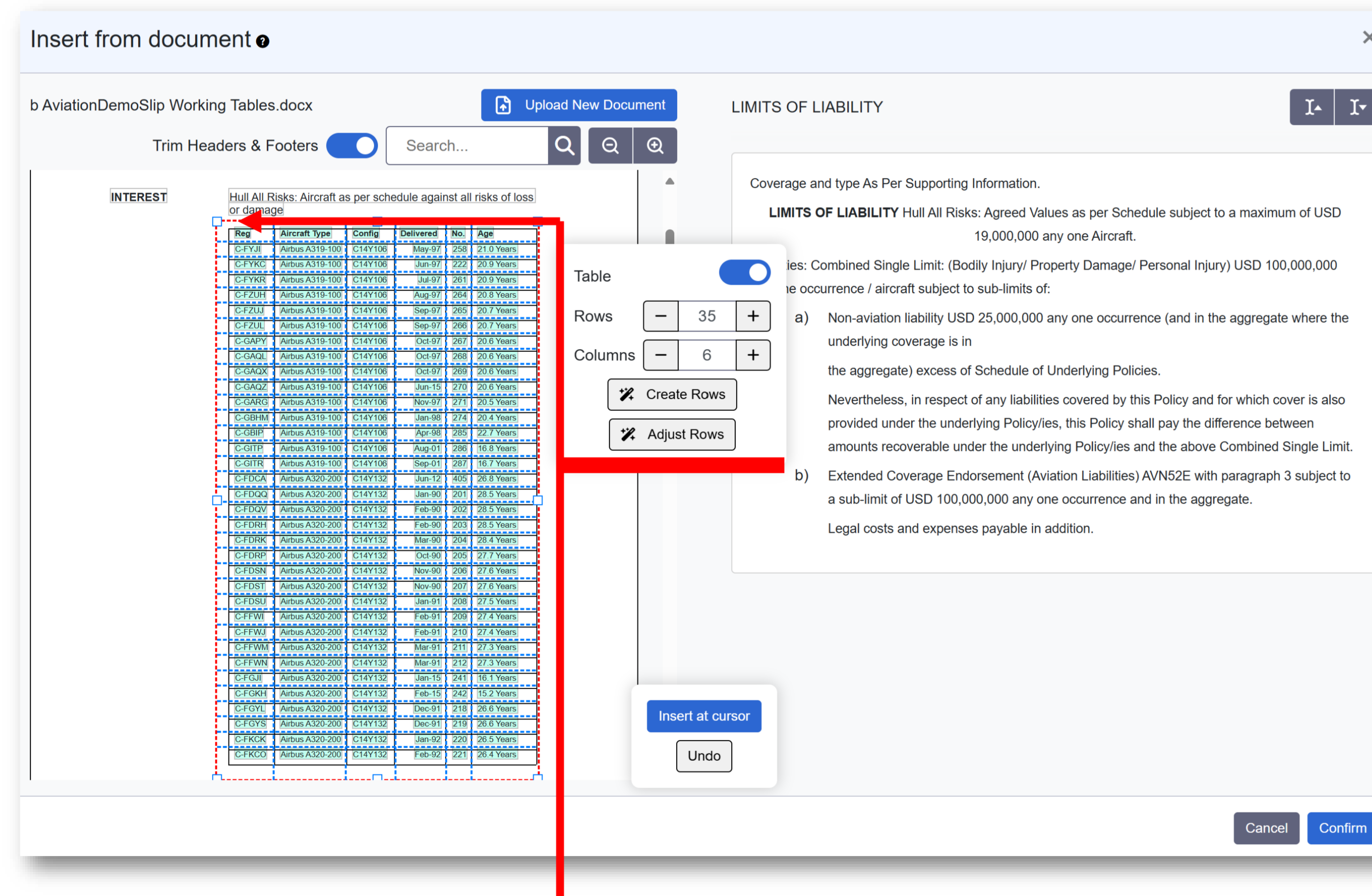
A preview of the contract heading is shown on the right. A slowly blinking line shows where new material will be inserted. To select the document to import from, drag and drop it or paste it into the left-hand pane, or click 'browse' to open it.

3.



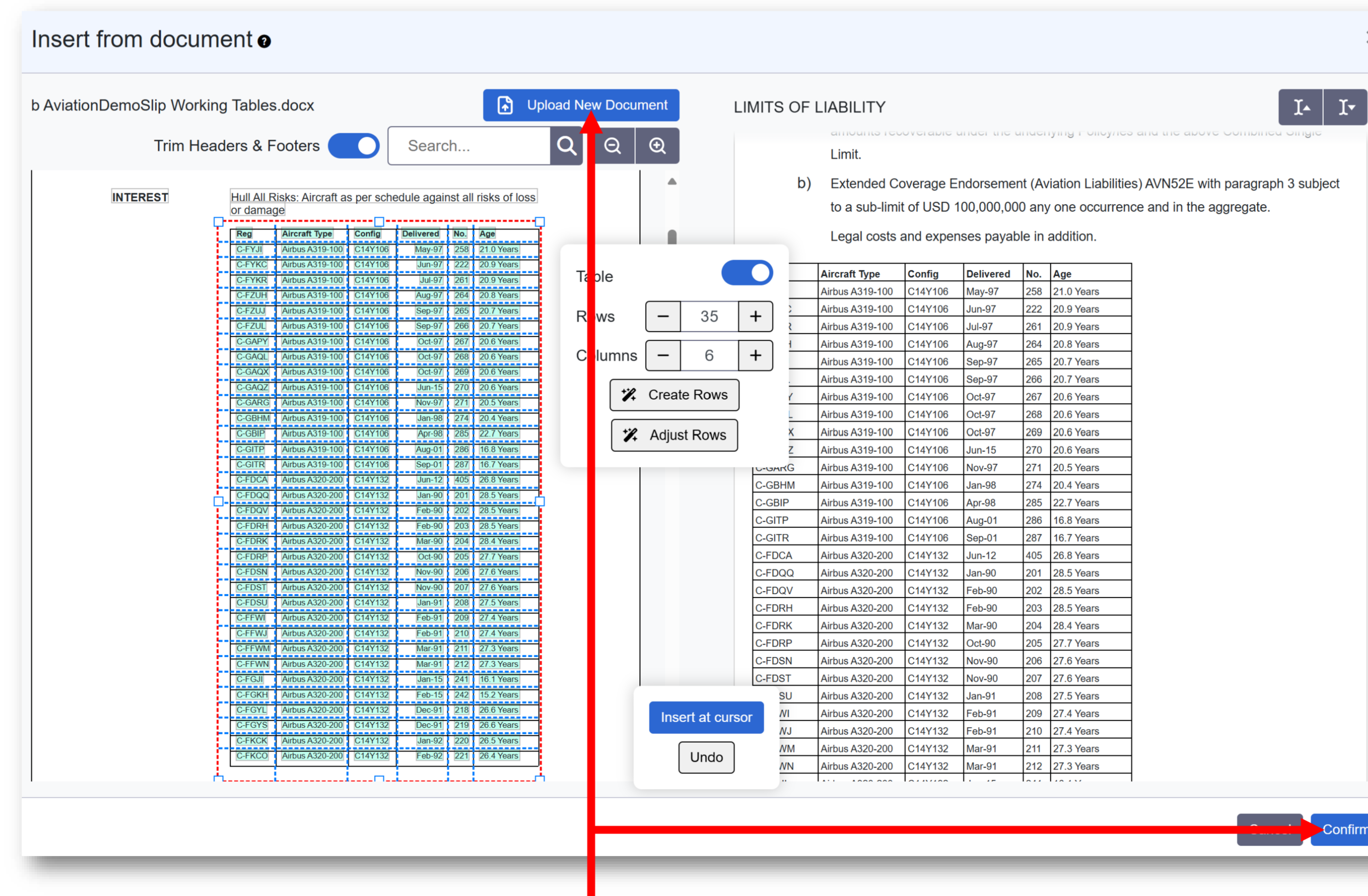
In the left hand pane, search or scroll to the content to import. Click and drag to draw a box around it, highlighting it. Click 'Insert at cursor' to add it to the right-hand pane, and 'Undo' to remove it again. To preserve left-justified text, add space on the right edge.

4.



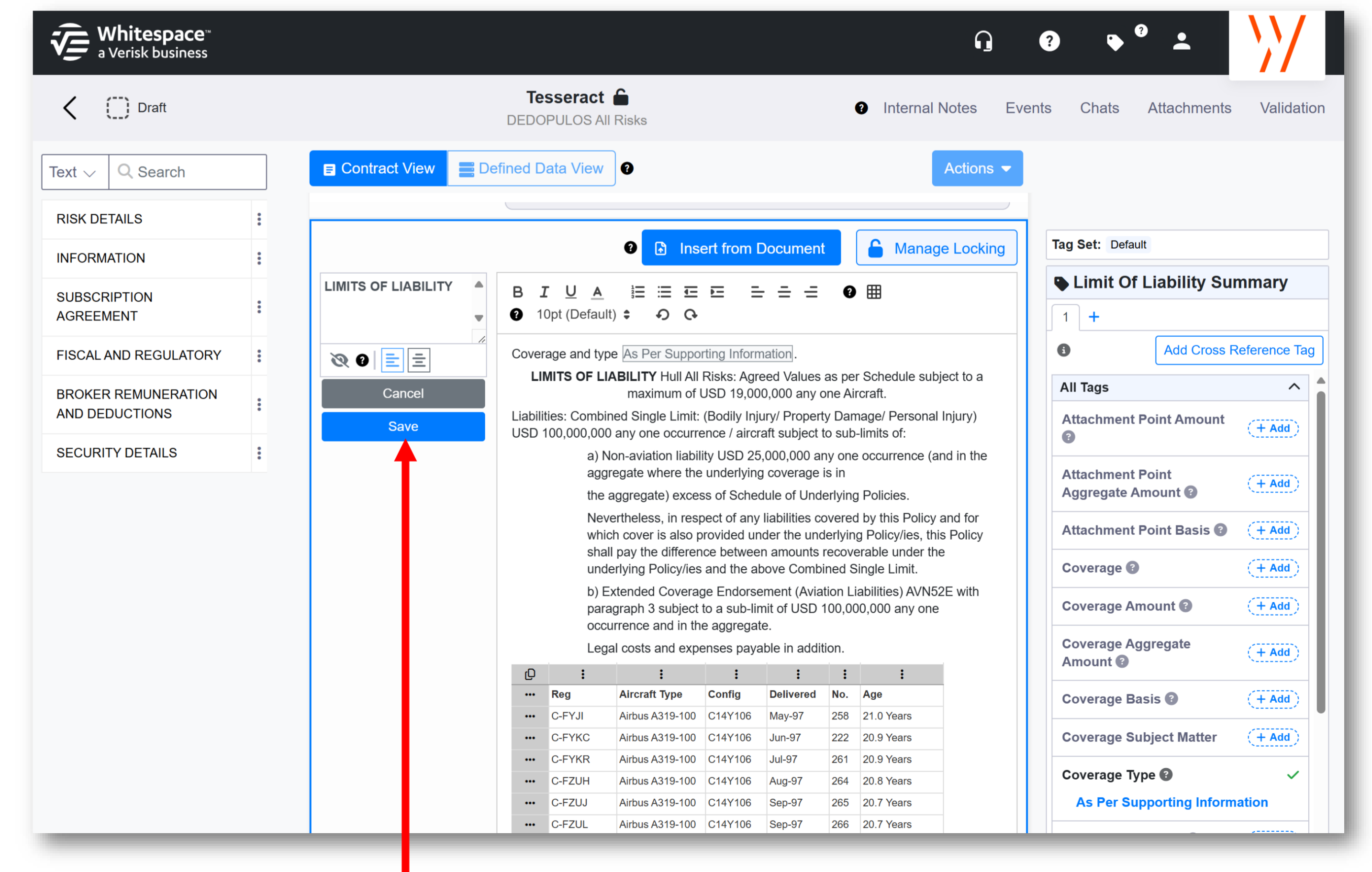
For tables, click and drag closely around the data and toggle 'table' on. Enter the number of rows and columns and click 'Create Rows' and 'Adjust Rows' for automatic detection. Dividers can also be added and dragged into place manually.

5.



You can make multiple insertions. Your chosen document stays loaded until you either click 'Upload New Document' or change to a different contract in the Platform. Click 'Confirm' to update the contract heading.

6.



The contract heading on the platform is revised to match the preview. New tables, indents, and bullet lists function as normal. Always make sure that the inserted content and formatting is correct. Click 'Save' to finalise the changes or 'Cancel' to discard.