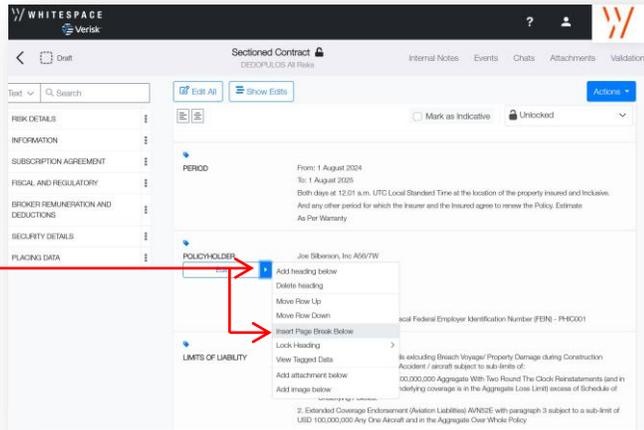


Managing Page Breaks in Contracts

There are two different ways you can manage the page breaks in the contracts you export out of the Whitespace Platform. These are: (item 1) choosing to insert a page break after specific contract headings, and (item 2) deciding which contract sections end with a page break.

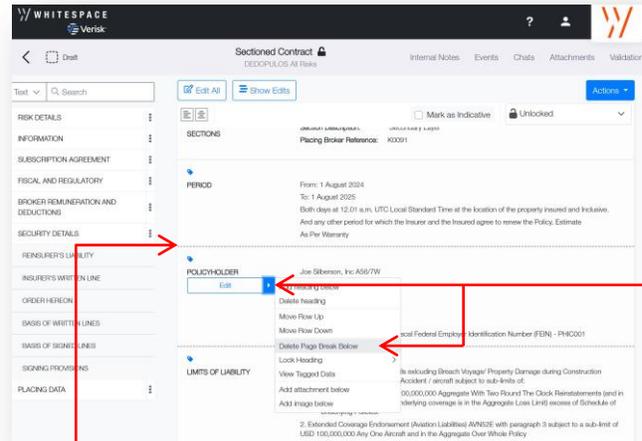
1.



You can manually insert a page break at the end of any contract heading:

- Mouse over the contract heading.
- Click on the arrow that appears below the title.
- Select 'Insert Page Break Below' from the pop-up list of options.

Please note: You will have different options on the pop-up list for contracts at different stages in the placing process, but the 'Insert Page Break Below' option will always be there.

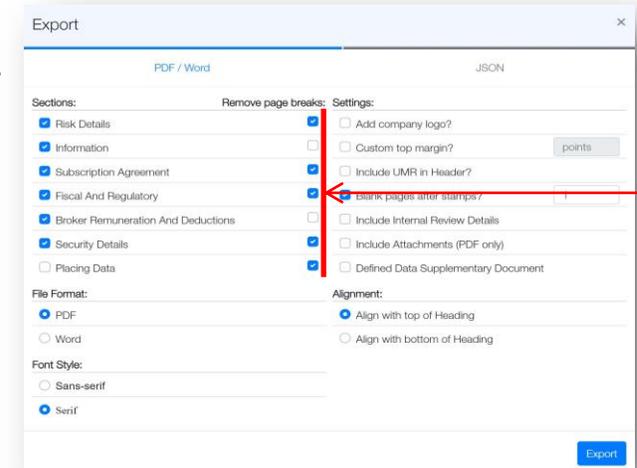


Once you have inserted a page break, this is shown in the contract view as a dotted line below the heading.

You can also remove any manually-inserted page break:

- Mouse over the contract heading immediately above the page break.
- Click on the arrow that appears.
- Select 'Delete Page Break Below'.

2.



During export, each contract section can end with an optional page break.

These section breaks are **disabled** for each section by default, so that the contract exports as one continuous piece.

You can enable any of these automatic end-of-section breaks during the export process – so that the following section starts on a new page – by unticking the section's 'Remove page breaks' entry on the Export screen.

Please note: The options shown above have no effect on manually inserted page breaks (item 1). They only change the automatic breaks after each section.