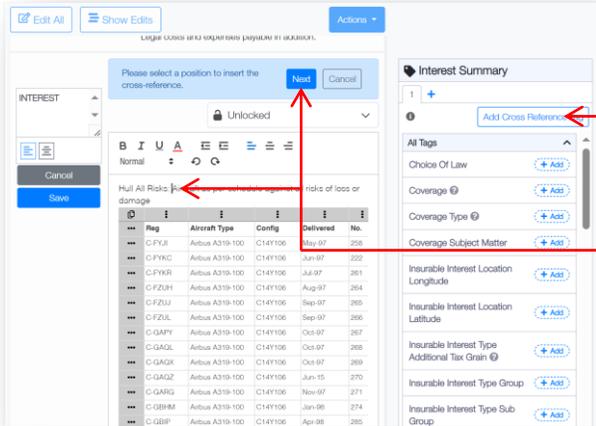


Using Cross-Reference Data Tags

1.

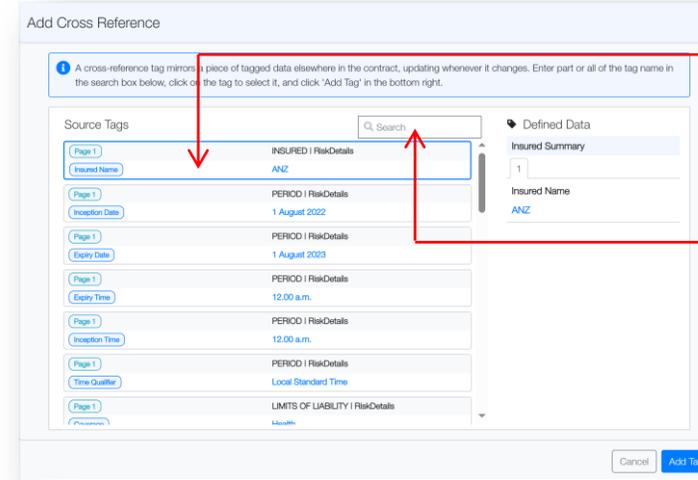


To add a cross-reference tag to the text you are editing, click the white 'Add Cross Reference Tag' button.

Select the location in the text to insert the cross-reference tag and click 'Next'.

Cross-reference tags duplicate an existing defined data tag record. They can be placed under any contract heading, and are updated when the source tag changes, removing the need to update the same information in multiple locations.

2.

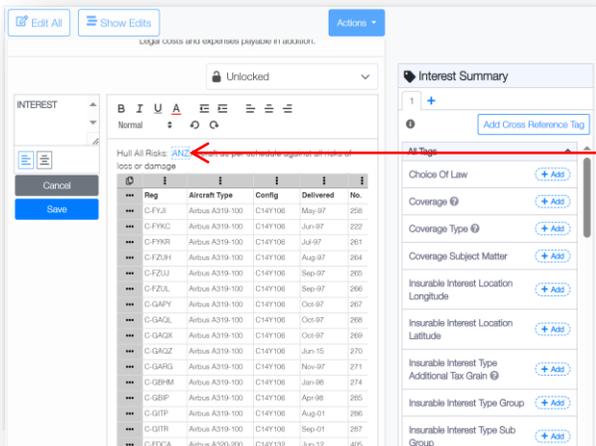


Select an existing defined data tag from the list, which is ordered by contract heading.

You may also filter the list for a tag name by typing in the 'Search' box.

Click 'Add Tag' to duplicate the selected tag into the contract text as a cross-reference.

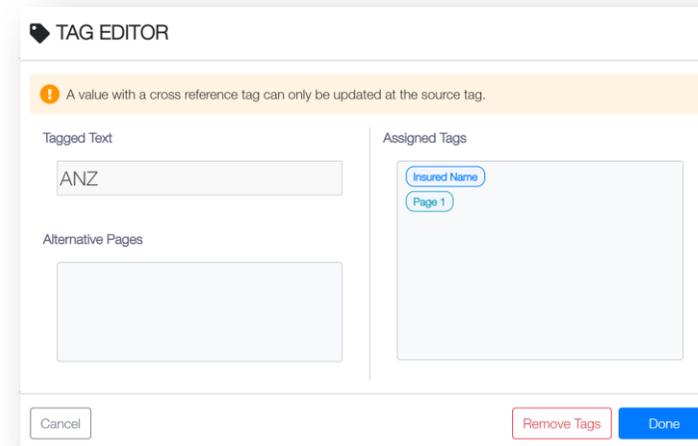
3.



During editing, and at other times when tagged text is highlighted in the contract, cross-reference tags are shown with a dotted blue outline rather than a solid one.

Like other tags, cross-reference tags appear as normal text except during editing or when using other functionality that highlights them.

4.



Cross-reference tags cannot be edited individually. They are always identical to the current content of the source tag that they are a copy of.