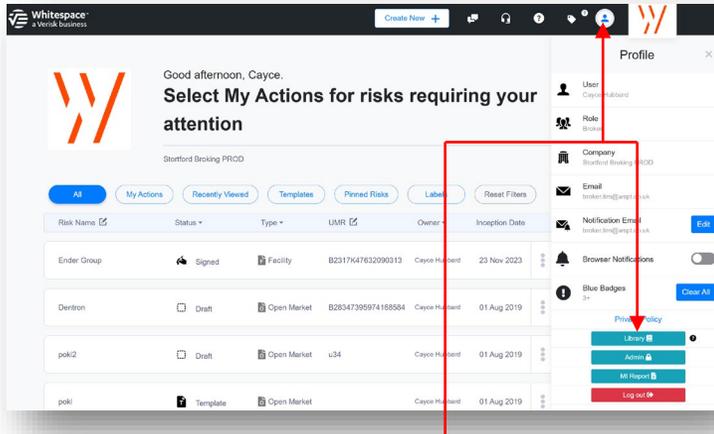


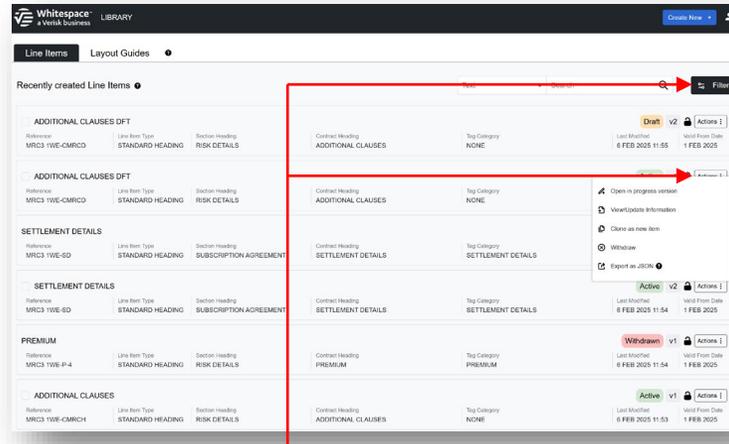
# A Quick Overview of the Contract Library

1.



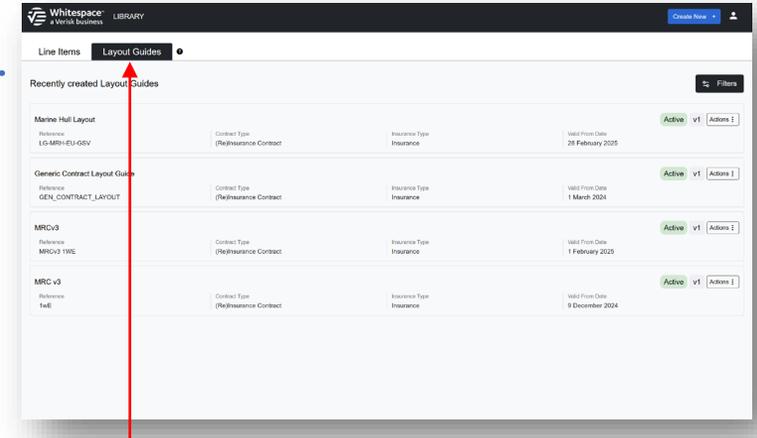
Whitespace users who have been given 'Library Access' permission in the Admin portal can enter the Library by clicking their profile icon and then selecting 'Library' below.

2.



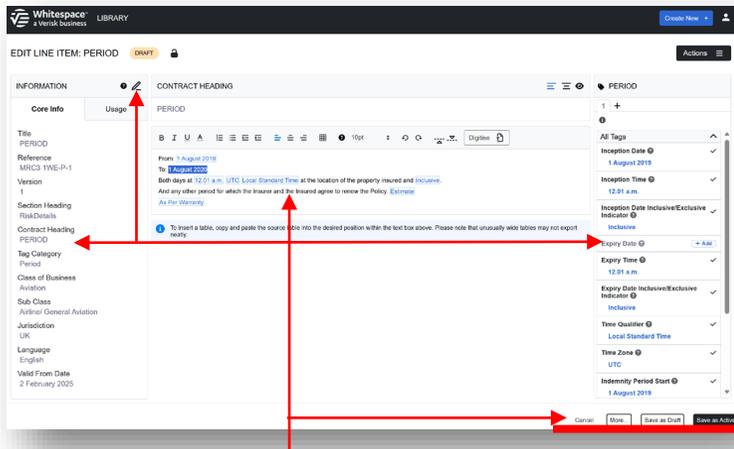
The Library opens on its dashboard, showing a full list of Line Items it contains. This list can be filtered or scrolled. Click on an Item's white 'Actions' button to view it ('Active' items) or edit ('Draft' items) it, clone it as a new draft, export it, and more.

3.



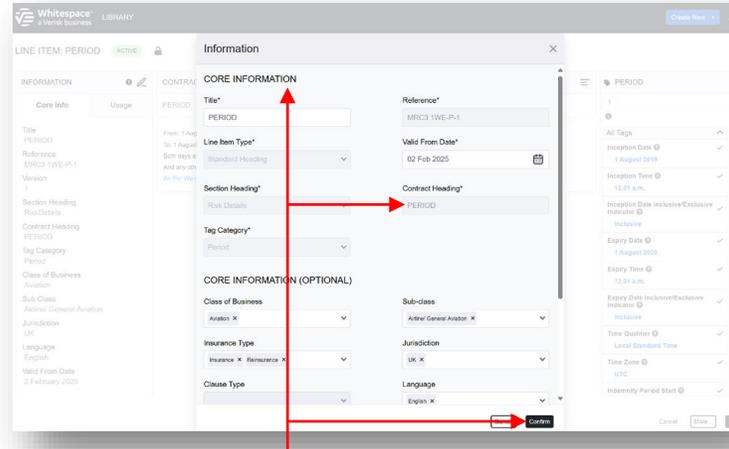
Click the dashboard's 'Layout Guides' tab to switch to a full list of the Library's Guides. Again, you can filter or scroll, or click 'Actions'. Just like Line Items, 'Active' Guides can be used but not edited, while 'Draft' items can be edited but not used.

4.



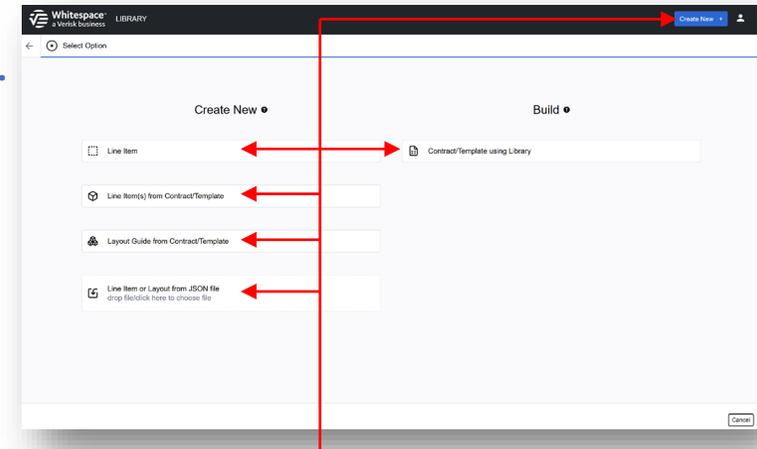
Viewing an 'Active' Line Item, or editing a 'Draft', opens Line Item view. The view shows metadata, text, and tags. Edit text and tags as usual, if at 'Draft'. Edit metadata ('Draft' and 'Active') by clicking the pencil. Save when ready.

5.



Clicking the pencil icon opens the information panel where you can edit metadata. Non-editable fields are greyed out. Update the information as required, and click 'Confirm' to return to Line Item view.

6.



Click the 'Create New +' button to add to the Library or use the Builder. Select 'Line Item' to manually add an Item, 'Line Item(s)...' to add multiple Items from the Platform, 'Layout Guide...' to create a new Layout Guide, '...from JSON file' to import a Line Item, or 'Contract/Template...' to create a new contract or template in the Whitespace Platform.