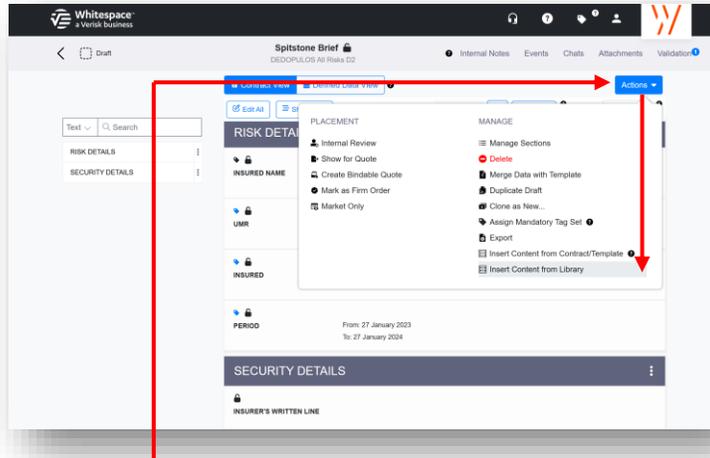


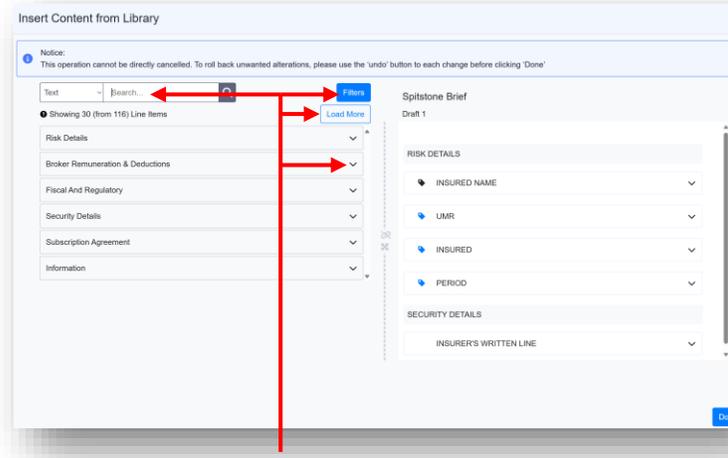
Inserting Library Line Items into a Contract or Template

1.



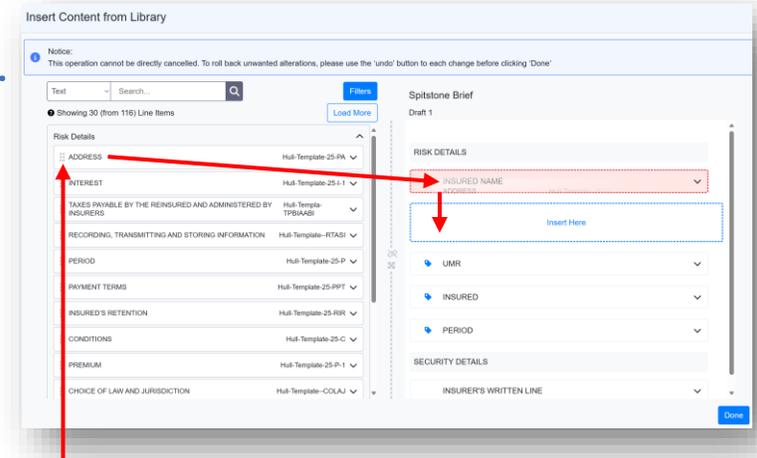
Open the contract or template to add Library content to, click the blue drop-down 'Actions' button, and select 'Insert Content from Library'.

2.



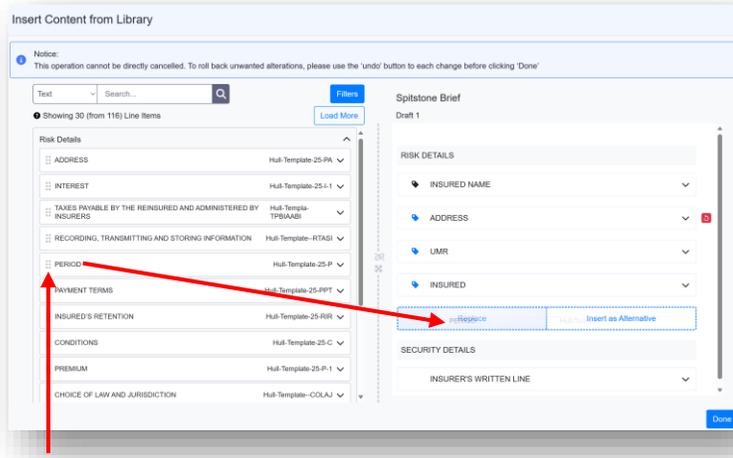
To find the line item/s you need, load the library with the 'Load More' button, search by text or tags, filter the list of contents, and/or expand the section and contract headings to see the text content.

3.



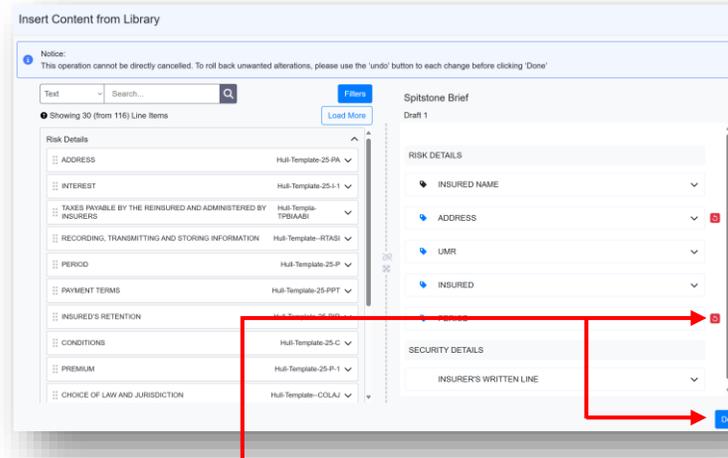
Click and hold a line item's six-dot icon and drag it from the left half of the page to the right. Hover over a contract heading to insert the line item below it, then drop into the 'Insert Here' box.

4.



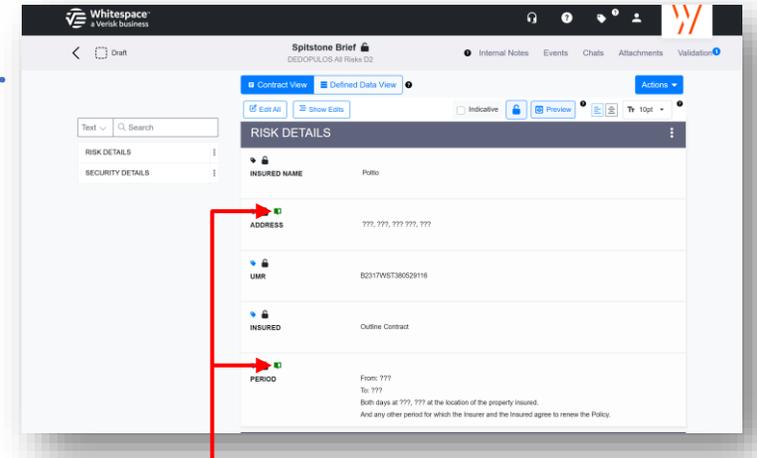
If the line item already exists in the destination contract/template, you must drop it onto the matching contract heading, choosing to either 'Replace' the existing entry or 'Insert as Alternative', which adds the line item below the current version, preserving both.

5.



To undo an insertion or replacement, click the red undo icon next to the revised contract heading. When the operations are complete, click 'Done'.

6.



Inserted contract headings are automatically tracked against their parent library line item to clearly show updates, as indicated by the book icon. Green shows that source and destination match.