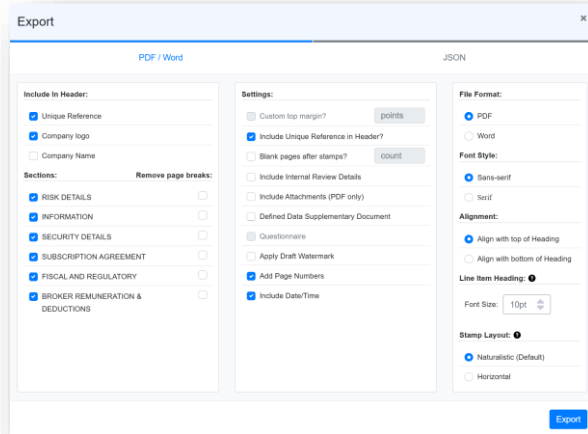


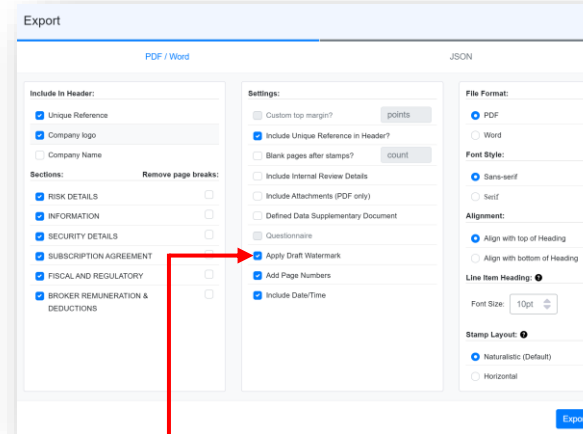
Selecting Export Options When Exporting Contracts to PDF or Word

1.



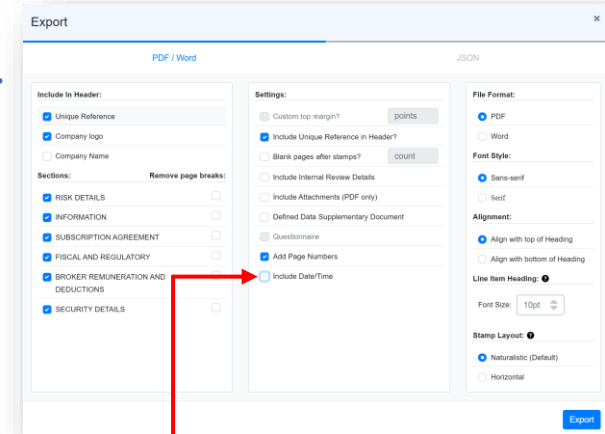
The 'Export' screen's layout has been revised. All previous options remain available, and some new ones have been added. The system remembers your selections, and applies them to the 'Preview' option in Contract View.

2.



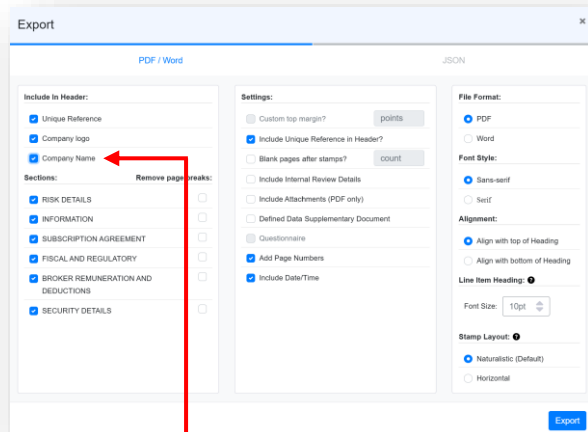
When exporting a **draft** stage contract, select the 'Apply Draft Watermark' setting to add a large red 'DRAFT' watermark across the page, as per image [6] below. This ensures the document will not be mistaken for a final version by colleagues or clients.

3.



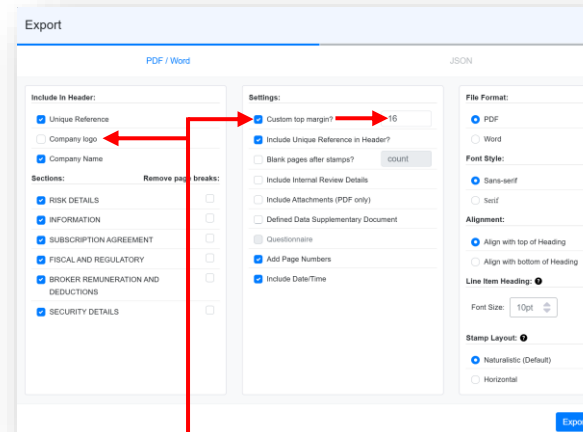
By default, contracts are exported with a date and time footer label that records when the PDF or Word document was exported. To remove this label, deselect the 'Include Date/Time' setting.

4.



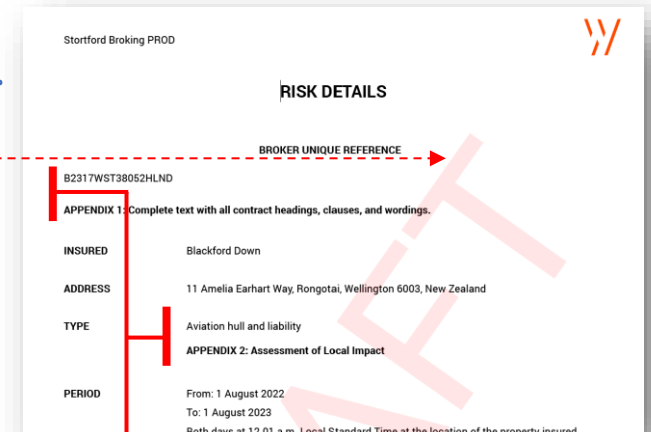
In addition to showing the broking company's logo to the right hand side of the exported document's header, it is also possible to add the broking company's name to the left hand side of the header by selecting the 'Company Name' option.

5.



Existing functionality lets you set a custom size for the header, measured in points, if the broking company's logo is not included in the header of the exported document. Enable the 'Custom top margin?' setting and enter the desired margin size.

6.



In exported documents, the in-contract text referring to an Inline PDF attachment now automatically takes its alignment from the contract heading text directly above it. This functionality does not require any settings to be selected or deselected.