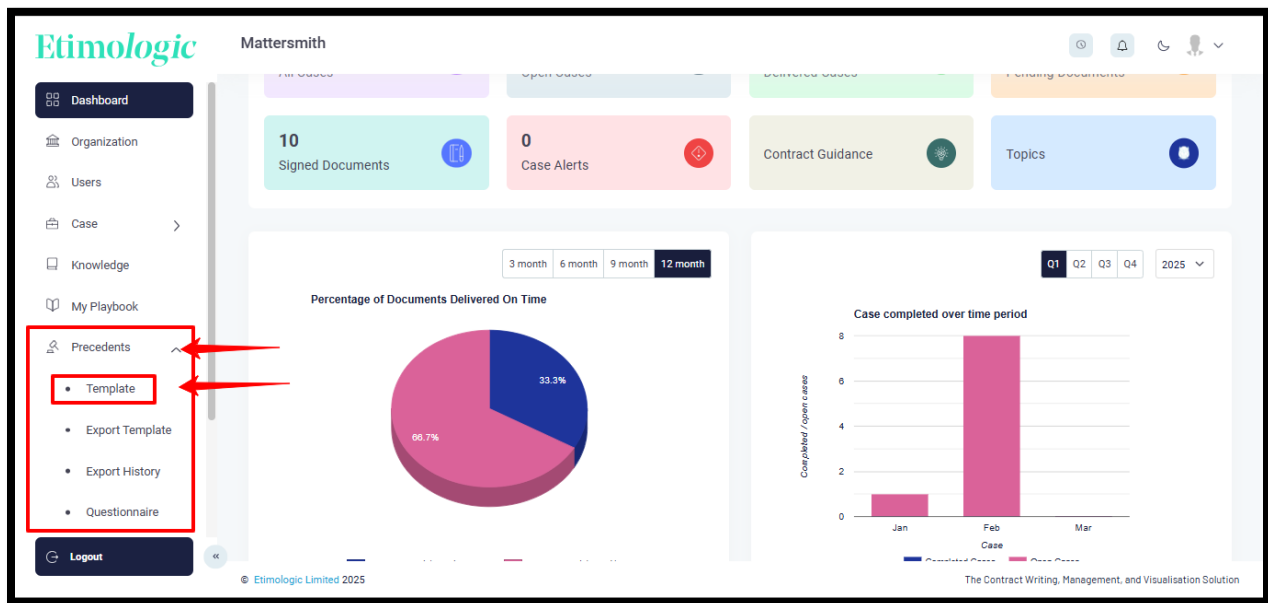
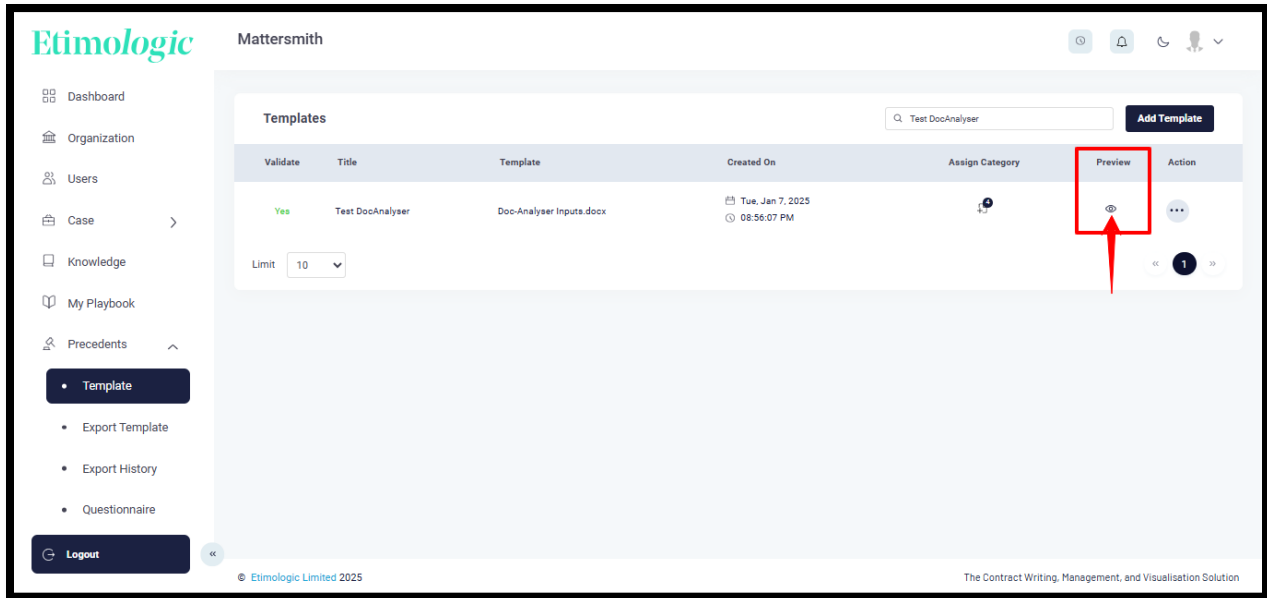


How to Create a Document from a Template

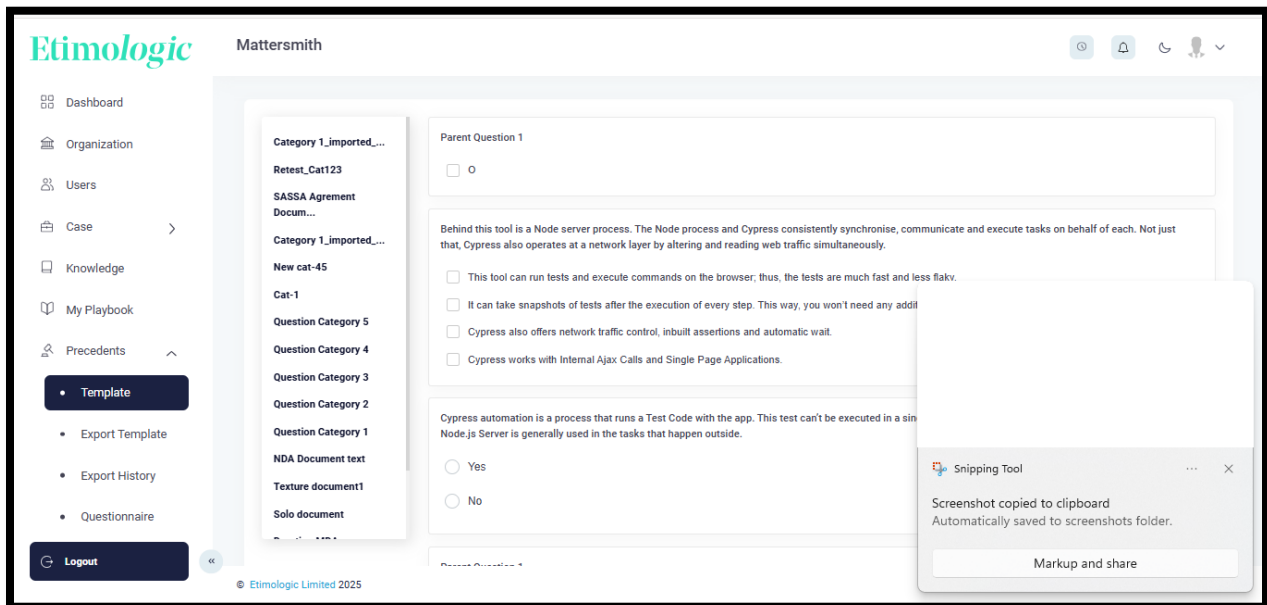
1. Open Mattersmith and from the Dashboard click on 'Precedents' from the left-hand menu, this will expand to give 2 further options; then choose 'Template'.



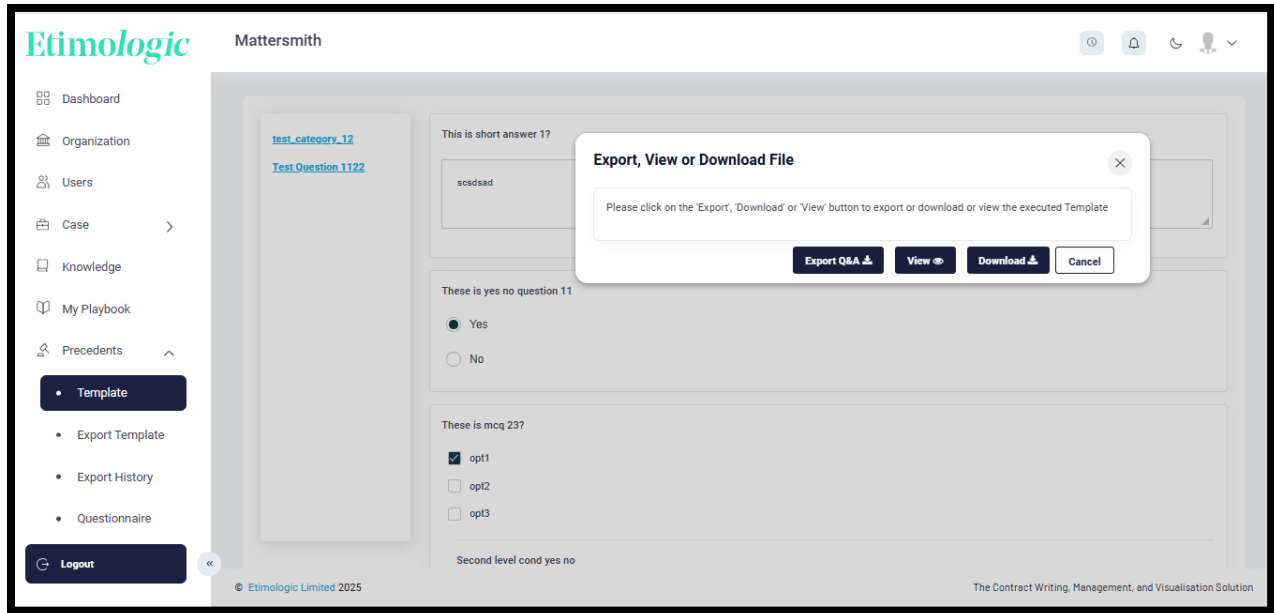
2. Identify the template you wish to use to generate the new document and click on 'Execute' ('Preview' for admin users) on the right-hand side of the screen. The search feature can be used to quickly locate the correct template.



3. Questions will appear on the page and once completed you can click on 'next' in the bottom right-hand corner of the screen to fill out the remaining questions, or 'previous' if you need to change an answer. Complete all the questions otherwise the document will be incomplete and may not make sense.



4. Once all the questions have been completed click 'Submit'. A pop-up dialogue box will appear with the options: 'Download' or 'cancel'. If you click on 'Download', a downloadable word document will appear. If you open this document it will open in Word and you can then save it to your computer.



5. If you click the 'Cancel' button this will take you back to the questions so that you can edit or verify your answers before downloading the generated document.

You can stop creating a new document at any time by clicking on the 'cancel' button in the bottom left-hand side of the screen. Note that if you do this, none of the answers to the questions you have answered up to this point will be saved.