

8. Customising Precedents

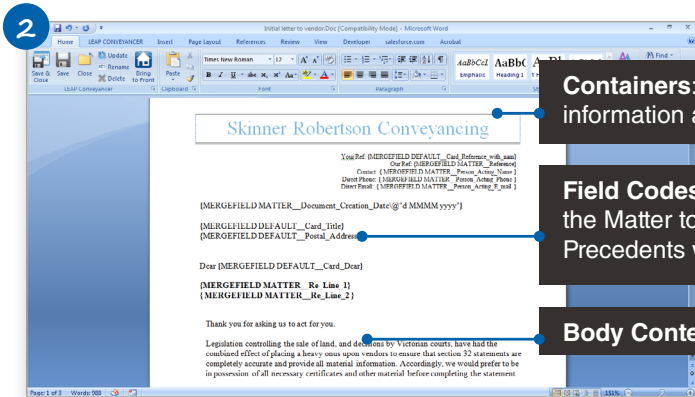
LEAP Conveyancer comes with a comprehensive suite of up-to-date forms and legally drafted precedents that you can duplicate and customise.

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1 Best Practice

Find a LEAP Conveyancer form or Precedent that is close to what you want, duplicate it and then modify to suit your needs. This way you can reuse the Field Codes and Containers.

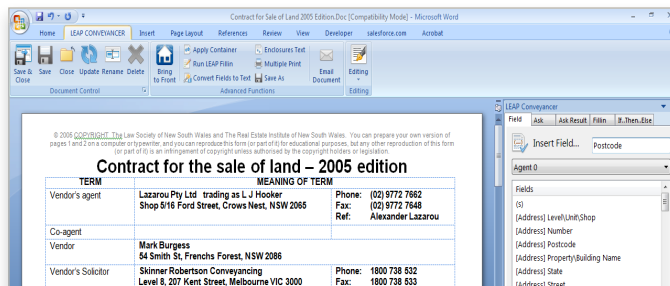
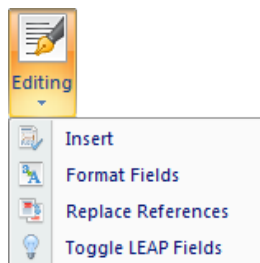
- Best practice
- Anatomy of a Form or Precedent
- Duplicating and Modifying a Precedent
- Working with Field Codes
- Updating Header and Footer Containers
- Moving Precedents
- Creating a New Precedent from Scratch



4 Working with Field Codes

Toggle between field codes and your data click **Alt+F9**.

LEAP Office toolbar > Editing icon > **Insert**. Find the appropriate Field Code, click in the document and click **Insert**. Show hidden fields option can simplify the fields displayed.



3 Duplicating:

Right-click > **Duplicate Precedent**.

Modifying:

Right-click > **Modify Precedent**.

Moving:

Open the precedent and Save As onto your computer. Right-click in the destination folder and select **Import Precedent**. Delete the original Precedent in the old folder.

Creating New:

Right-Click > **New Precedent**. Create the body or paste content from another document.

5 Updating Header and Footer Containers

Double-click the Header or Footer to open and edit the container. Double-click outside of the area to close.

Edit Document types: In any open Matter > More > **More Document Types**. Select to document type to edit.

- Create Document
- New Precedent...
- New Folder...
- Import Precedent...
- Duplicate Shortcut
- Create Shortcut
- History of Changes...
- Find Target Precedent
- Rename...
- Delete...

