Legal Library 2007
User Guide

Legal Library Button

After a successful installation of Legal Library 2007, the Legal Library button appears on the standard Word Ribbon. Clicking this button is the preferred method of starting Legal Library 2007.

Legal Library Tab

After clicking on the Legal Library button, the button disappears and the Legal Library tab appears as the left-most tab of the Word Ribbon

The Legal Library tab contains 5 different groups of buttons that together give you access to the primary functionality of the Legal Library program. The Groups are

- LL File Operations
- LL Edit Modes
- LL Client Review
- LL Revisions
- LL Misc

The buttons/commands that comprise each group are itemized beginning on page 3.

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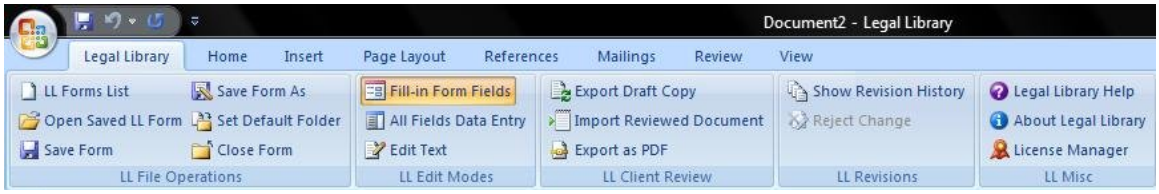
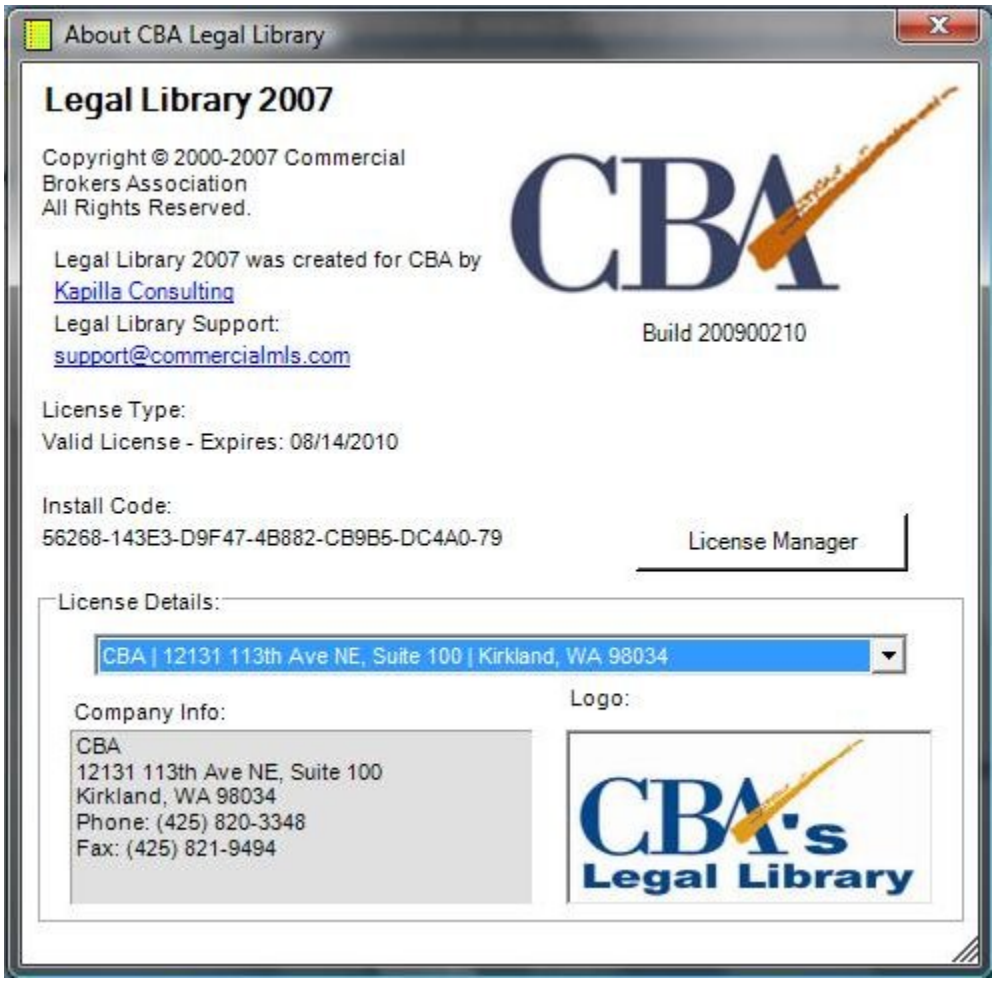
Before you begin

If you see Disabled Commands

When fully installed with a valid license the Legal Library tab will appear like this:



Instead, if almost all of the commands in the Legal Library tab are disabled (grayed-out), this is an indication that you need to import a license, using the Import License command. You can verify your current license status using the 'About Legal Library' command.



Getting Help

Help for the Legal Library is always available via support@commercialmls.com.

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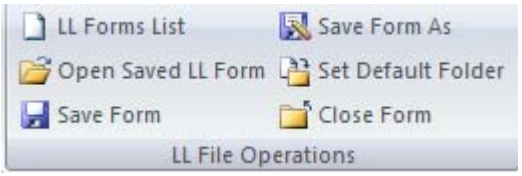
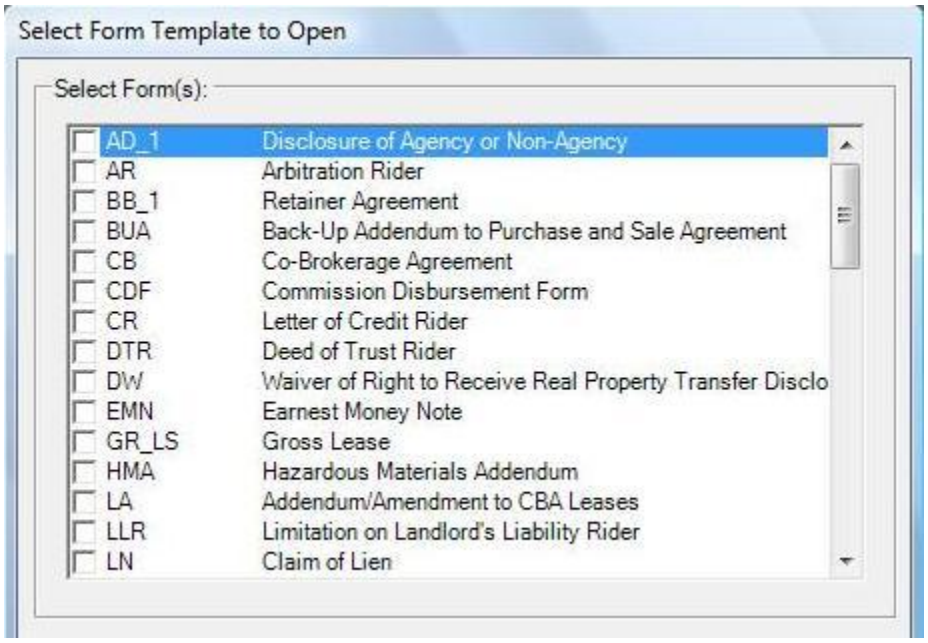
Legal Library Tab Groups

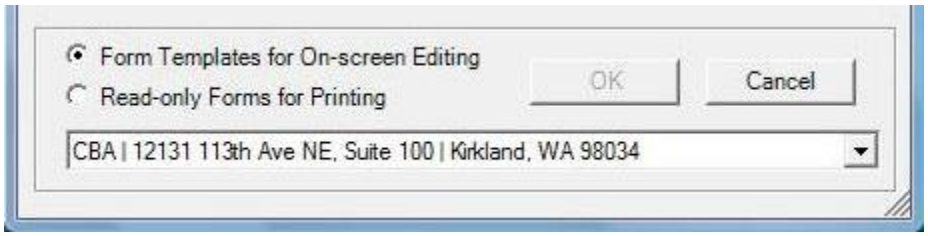
LL File Operations Group



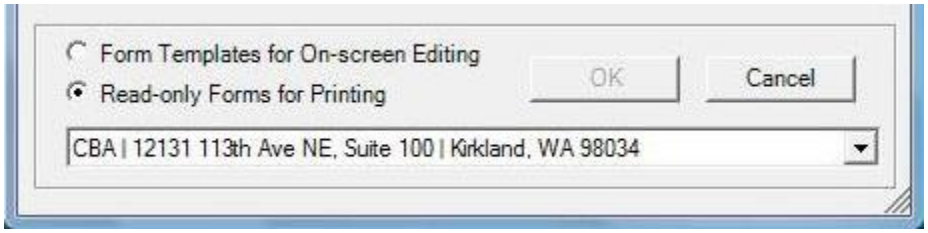
LL Forms List
This command opens a dialog box which presents a list of all the available form templates in the Legal Library. You can select one or more form templates, with each one opening in its own window. Form templates have the **.cbfx** extension.



Form Templates for On-screen Editing
Check this Option to open a new form for editing.



Read-only Forms for Printing
Check this Option to open a Blank Printable version of the selected form.

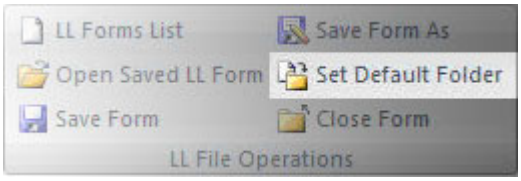


Open Saved LL Form
This command allows you to access forms you have previously saved in Legal Library 2007. When selecting this option an Open File dialog box will appear, allowing you to open files with the **.cbdx** extension. **Note**: Now you can import saved Legal Library 2005 documents (with the **.cbd** extension).This function had not worked previously because of a known Word 2007 bug.

Save Form
This command allows you to save a form template as a completed document (*filename***.cbdx**). The default location for these files is in the My Documents \ Legal Library \ Original Documents folder.

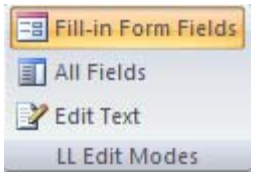
Save Form As
This command allows you to save and rename a previously saved completed document, by providing either a new name and/or a new location for the document.

Set Default Folder
This command allows you to specify what folder on your computer or network should be used as the default folder for saving and opening completed documents (**.cbdx** files).



Close Form
This command allows you to close the current form and prompts you to save the completed document.

LL Edit Modes Group

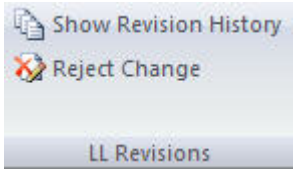


Fill-in Form Fields
Form templates and completed documents always open in this mode. This command allows you to fill-in the fields of the current form template by moving through the document from field to field. These changes are not tracked as revisions. Previously made revisions are shown in black, with all insertions converted to SMALL CAPS.

All Fields Data Entry
When you are in Fill-in-Fields mode, this button becomes enabled. It opens a form that shows a line-by-line list of all the fill-in fields of the form. You can enter text in each line as described. Once you finish filling-in the fields, click the Apply button to populate the actual document fields with the text you have entered.

Edit Text
This command allows you to modify text in the body of the document (boilerplate text). You can insert and delete text in this mode, plus import images, insert comments and highlight text for making certain areas of your document stand out. While in Edit Text mode all revisions will show in blue; insertions are in *italics* and deletions are shown as ~~strike-throughs~~. After the document is saved, the revisions are shown in black and all insertions are converted to SMALL CAPS.

LL Revisions Group



Show Revision History
This command allows you to view a listing of all changes that have been made to the text of a document, who made them and when they were made. Changes made within the Legal Library while in Fill-in-Form mode are not included.

Reject Revisions
This command is enabled when you click on a part of the document that shows revision marks. It allows you to un-do that particular revision. You can also perform this action by right-clicking on the revision and selecting Reject Revision. (Accept Revisions is not available in the Legal Library)

LL Client Review Group

Export Draft Copy
This command allows you to save a ***draft*** document for client review in Word 2007 format. (*filename***.docx**). This means that the documents will have a 'draft' watermark and can be edited by clients. In order to edit the documents, no other software is required. All changes made by your client will be visible as either insertions (SMALL CAPS) or deletions (~~strike-through's~~).

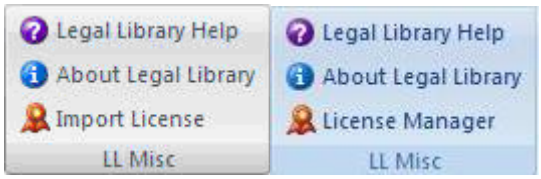
After the document has been exported, open your e-mail program and use the attachment function to attach your exported draft Word document.

The recipients must have either Word 2007 or the Office Compatibility Pack for Word 2007 installed.

Import Reviewed Document
This command allows you to take draft **.docx** documents that have been reviewed by your client and returned to you, and import them back in to Legal Library. In this process they are given a **.cbdx** extension and can then be reviewed and edited by the Legal Library program.

Export as PDF
This command allows you to save a **read-only** document for client review in Adobe PDF format. This means that clients will be able to review the documents using Adobe Reader but will not be able to make any changes.

LL Misc Group



Legal Library Help
This command opens up this document.

About Legal Library
This command opens up the About box which allows you to review your license status, to request a new license when needed, and to import a new license into the Legal Library through the License Manager.

Import License
If you have a brand-new installation of Legal Library or an older installation with an expired license, this command allows you to request and then import a new license

License Manager
If you have a current installation of Legal Library and your license as expired, this command allows you to Auto-Renew / Request a new license.

Auto-Renew Existing License
Just enter your e-mail address and click, “Update License with new Expiration Date”.
Then close & restart Legal Library for the change to take effect.

Auto-Download New License
To download and install a new license you must provide your company's unique Legal Library Customer ID. You should have received your company's Legal Library Customer ID from a CBA website or email, or from your company's primary CBA contact. If don’t have this Customer ID#, Please contact Legal Library support at: support@commercialmls.com.

Manual License Request

- Follow on-screen instructions under section 1, if you have Microsoft Outlook (**Not Outlook-Express**)
- Follow on-screen instructions under section 2, if you have any other type of e-mail client.
- Under section 3, press the, "Import License File" after you have received & downloaded your license file attached to the email we've sent you. Select the license file, and then click the, "Open" button on the explorer window.

Legal Library will ask you to close Legal Library and restart Legal Library.
After doing so, Click, "File" button, then LL Forms List. Your new license is now in effect.

Auto Updates

As with Legal Library 2005, updated form templates and program files will be automatically downloaded as needed. For this version of Legal Library, however, the check for updates takes place during shut-down rather than during start-up. This should allow your start-up time to be a little bit quicker. Normally the program will check for updates, which runs very quickly – a few seconds -- however if it is taking longer than you want, you can hit cancel at any time to stop the process.

If you feel that you are not receiving auto updates when they pop-up. Please be sure to close Outlook (and all other open Microsoft Word windows) once a week, before closing Legal Library, to insure that the Legal Library updates are being applied.

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Forms Index

AD_1	Disclosure of Agency or Non-Agency
AR	Arbitration Rider
BB_1	Retainer Agreement
BUA	Back-Up Addendum to Purchase and Sale Agreement
CB	Co-Brokerage Agreement
CDF	Commission Disbursement Form
DTR	Deed of Trust Rider
DW	Waiver of Right to Receive Real Property Transfer Disclosure
EMN	Earnest Money Note
GR-LS	Gross Lease
HMA	Hazardous Materials Addendum
LLR	Limitation on Landlord's Liability Rider
LN	Claim of Lien
LOI	Letter of Intent
LOR	Guaranty of Tenant's Lease Obligations Rider
LP_L	Lead Based Paint Disclosure for Leases & Rentals
LP_S	Lead Based Paint Disclosure for Purchases & Sales
LPB-20	Short Form Deed of Trust
LR	Release of Listing
MT_LS	Multi-Tenant Lease Agreement
N_1A	Promissory Note - Fixed Rate of Interest
OR	Option to Extend Rider
OTB	Option to By Real Estate
PI	Commercial Property Information
PR	Parking Rider
PS_1A	Purchase & Sale Agreement
PS_2	Bus. Op. Purchase & Sale Agreement
PS_2A	Bus. Op. Real Estate Addendum
PSA	Addendum/Amendment to P&S Agreement
PS-AS	Assignment & Assumption Agreement
PSR	Rescission of Purchase and Sale Agreement
RC	Recording Cover Sheet
RL	Release of Lien
RPTD	Real Property Transfer Disclosure Statement
RR	Rent Rider
RUR	Retail Use Rider
ST_LS	Single Tenant Lease Agreement
Sub-Ls	Sublease Agreement
UA	Utility Charges Addendum to P&S Agreement
VLA	Vacant Land Addendum
XA	Exclusive Agency Listing Agreement
XB	Business Exclusive Sale Listing Agreement
XL	Exclusive Lease Listing Agreement
XS	Exclusive Sale Listing Agreement
17	NWMLS Form 17 - Seller Disclosure Statement Improved Property
17C	NWMLS Form 17C - Seller Disclosure Statement Unimproved Property