

## **CBA Legal Library 2005 – SP2**

### **Frequently Asked Questions**

**Q: How do I save an Original Document?**

**A:** You can save an Original Document by selecting the File Menu, then choosing Save Form or 'Save As'. Saved forms in LL 2005 are saved in the Original Documents folder with the name you specify, plus a file extension of **.cbd**.

**Q: How do I save a client review document?**

**A:** You can save either Locked (read-only) or Draft (editable) Client Review document by selecting the appropriate Export button in the tool bar and then giving it a file name, then clicking save. These documents are saved in the in the Review Documents folder with the **.doc** file extension.

**Q: How does a recipient edit a Client Review document?**

**A:** Beginning with this version (SP2) Clients can review exported draft documents using only Microsoft Word (The Legal Library Document Editor is no longer required.)

**Q: How do I change the default save location for documents?**

**A:** Use the 'Default Save Location' menu item under the file menu.

**Q: Why am I sometimes prompted for a Password?**

**A:** To ensure the legal integrity of a Legal Library document, documents can only be modified using the Legal Library program. If you attempt to open a Legal Library document using 'straight' Microsoft Word, you will find that the document is password protected and cannot be opened.

**Q: How do I view line numbers?**

**A:** You can use the Auto-Line Numbering toolbar button (#) to toggle line numbering for the entire document on or off.

**Q: How do I access forms I created in Legal Library 4.0c?**

**A:** Legal Library 2005 has a document conversion tool available. Contact support if you need this tool.

Legal Library Technical Support is available from 7:30 am until 5:00 pm, Monday through Friday. Support can be reached by emailing [support@commercialmls.com](mailto:support@commercialmls.com) or by calling 425.820.3348 / 800.275.2522.