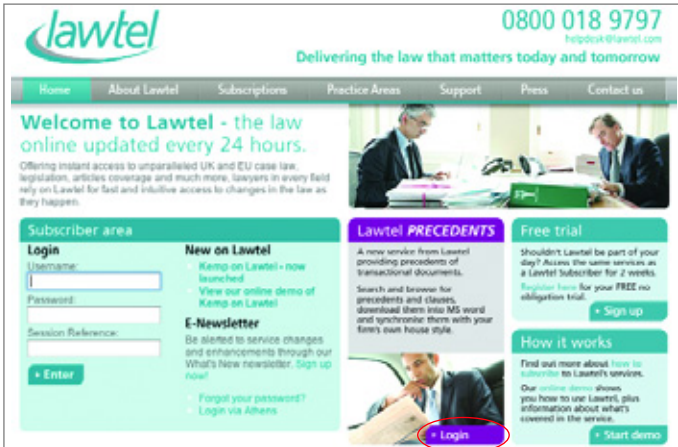


Lawtel *PRECEDENTS* User Guide



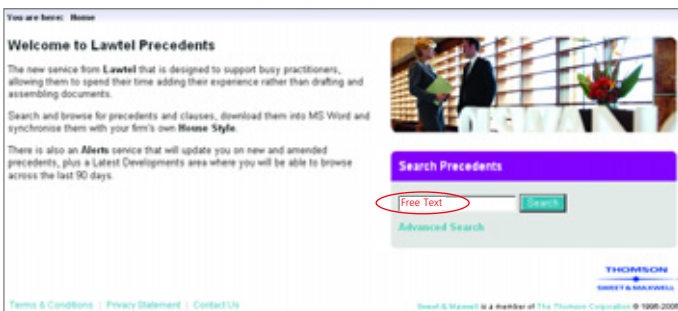
1 Access Lawtel Precedents via www.lawtel.com

Click the Precedents **login** button to take you to Lawtel Precedents. Enter your username and password and click **Login**. Tick **Remember Login** to avoid logging in each time.



2 Lawtel Precedents Homepage

From the Lawtel Precedents Homepage you can perform a **Free Text Search** that will search across the whole of the Precedents site, or for a more detailed search click **Advanced Search** underneath the search box.



3 Search and Browse

By selecting a practice area tab you will be able to access the **Search and Browse** page for a broad free text search or a focused advanced search.

A. Free Text Searching

If a broader search is required then the free text box should be used. To view your search results click the relevant precedent title, you can then click on the result for a particular clause which will skip straight to the individual clause selected.

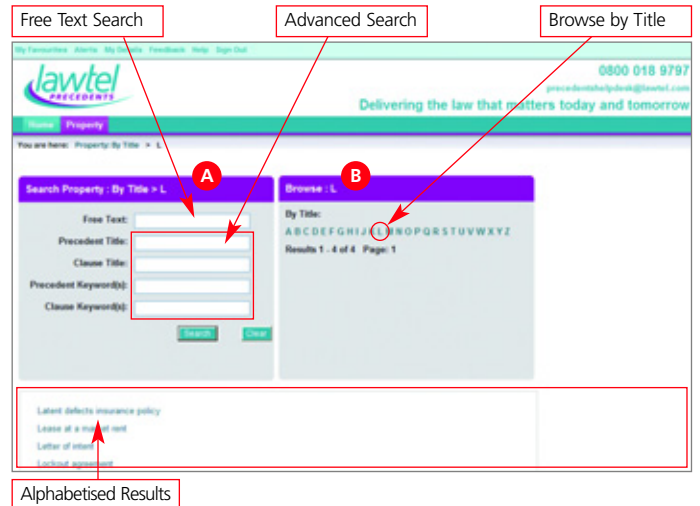
B. Advanced Searching

To conduct a focused Advanced Search use the precedent title, clause title, precedent keyword and clause keyword fields. To view your search results click the relevant precedent title, you can then click on the result for a particular clause which will skip straight to the individual clause selected.

C. Browsing Precedents by Title or Subject

If you know the precedent you are looking for, select the appropriate letter in the alphabet list and browse the listed results. You can then search within the alphabetised results by using the advanced search fields.

The content of the precedent can be browsed by subject category. All precedents and clauses have been categorised according to Sweet and Maxwell's taxonomy. Select the subject area you wish to browse and the relevant precedents will be displayed. You can then search within these subject results.

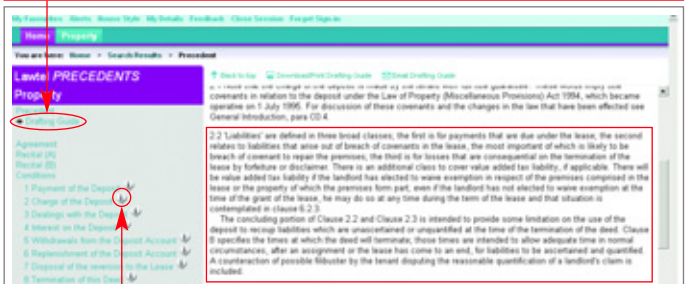


4 Using Precedents Documents

Once you have opened a precedent, click on any of the links in the left-hand panel to go directly to that part of the document



Click on the drafting guide link to access expert commentary



Click on the information icon for guidance relating to the specific clause

5 House Style Tool

The **House Style tool** allows a nominated subscriber in a firm (the **Super Subscriber**) to set the firm's house style by choosing from a series of options. The font, size and style can be set for the body text of the precedent and the precedent title. A table of contents can be automatically generated each time a precedent is downloaded, page numbers can be included, and your company logo can be uploaded so that it always appears on the front page of a precedent. Once the house style has been set, any precedent that is downloaded will appear as an rtf (rich text format) document in that style. The house style can be amended as necessary using the tool, but once it is set it will affect all downloaded precedents and clauses.

You are here: [Property: By Title](#) > > [Search Results](#) > [House Style](#)

House Style: Font

Please choose your preferred style and size of font by selecting from the options offered below. Click the **Next** button to proceed to the next choice, the **Back** button to return to the previous page, or **Cancel** to abandon your changes.

Font	Size
<input checked="" type="radio"/> Arial	<input type="radio"/> 10
<input type="radio"/> Courier New	<input checked="" type="radio"/> 11
<input type="radio"/> Georgia	<input type="radio"/> 12
<input type="radio"/> Times New Roman	<input type="radio"/> 14
<input type="radio"/> Trebuchet MS	
<input type="radio"/> Verdana	

<< Back Cancel Next >>

Choose your font style and font size

6 My Favourite Precedents and Clauses

By clicking the **Add to My Favourite Precedents** link within a precedent or clause, a bookmark link will be created, where you can rename the precedent or clause and add a note to it. You can also sign up to be alerted by email when that precedent or clause has been amended. You can access your bookmarked links quickly and easily by clicking the **My Favourites** link at the top of the screen.

Click to add a precedent to your list of favourites

Tick to receive alerts

Click here to access your list of favourite precedents

7 Alerts

New and Amended Precedents and Clauses

New precedents and clauses will be published on Lawtel Precedents periodically, and will be amended as and when the law changes. To ensure that you always have the most up-to-date versions you can sign up to receive an email to alert you when any content has been added to the service.

8 Latest Developments

Lawtel Precedents also includes the **Latest Developments** feature, enabling you to browse through the most significant legal developments, news and press releases relating to and affecting precedents.

Latest Developments are selected exclusively from a number of sources by Lawtel Precedent's editorial team. The feature includes articles from legal sections of national newspapers, press releases from government and non-government departments, plus legislative changes and the most recent relevant case law.

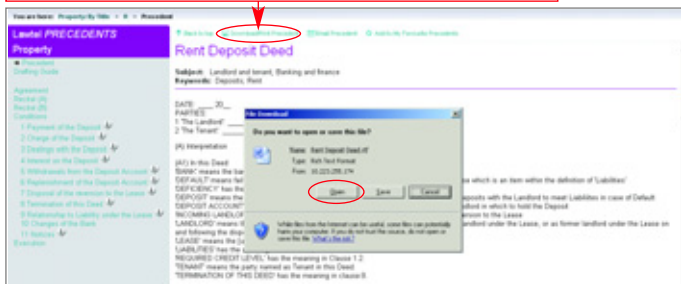
You can browse through **Latest Developments** in date order, and view abstracts in an easy-to-use table.

9 Delivery Options

Download/Print

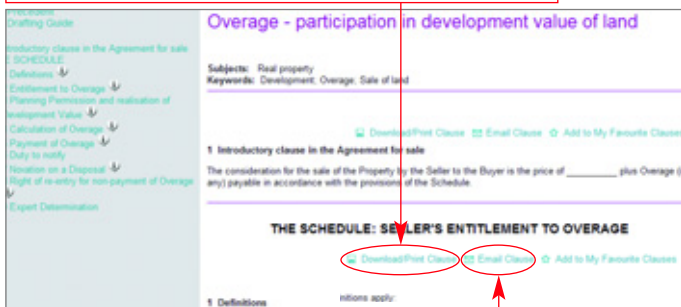
All precedents and clauses can be downloaded as an rtf document and then either saved to your computer or printed. If your firm has set up the **House Style tool**, then any precedent or clause that is downloaded will appear in your firm's prescribed house style.

Click here to download and print the full document



Precedents and clauses can be downloaded and printed from the search results page or from the actual document. To download and print a full precedent, click the **Download/Print Precedent** link at the top of the page. To download and print a clause, simply click the **Download/Print Clause** link situated to the right of the individual clause.

Click here to download and print the clause

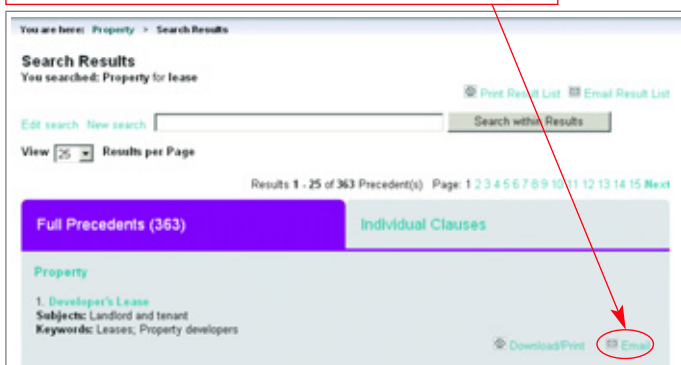


Click here to email the clause

Email

All precedents and clauses can be emailed to your inbox. To email the precedent in full, click on the **Email Precedent** link at the top of the precedent. To email a clause, click on the **Email Clause** link situated to the right of the individual clause. Precedents and clauses can be emailed to your inbox from the search results page or from the actual document.

Click here to email the precedent



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