

# Encyclopaedia of Forms and Precedents

## March 2004

## **CONTENTS**

### **1.0 ENCYCLOPAEDIA OF FORMS AND PRECEDENTS**

### **2.0 UNIQUE FEATURES**

2.1 Navigation Bar

2.2 Sitemap

2.3 HotDocs

2.4 Builder

### **3.0 OTHER INFORMATION**

3.1 Content Support

3.2 Technical Support

3.3 Training

3.4 Business Support

# 1. Encyclopaedia of Forms and Precedents

Encyclopaedia of Forms and Precedents consists of the following sections.

## **The Service**

The most comprehensive collection of precedents available in the United Kingdom, with official forms, concise commentary on the law and full annotations.

## **Forms and Precedents**

The complete Fifth Edition of the Encyclopaedia of Forms and Precedents as updated by the Service issues. The Encyclopaedia contains over 10,000 forms and precedents covering all areas of non-litigious practice.

## **Clause Bank**

A bank of over 4,000 practice-specific model clauses in over 300 subject classifications. Alternative phrases and sub-clauses are indicated in each clause, as are defined terms and optional wording.

## **Index and Form Finder**

The latest versions of the Consolidated Index and Form Finder. The Index references all material in the Encyclopaedia. The Form Finder is an additional listing of the locations of the forms and precedents only by subject for ease of navigation around the core content of the Encyclopaedia.

## **Contributors**

A complete list of all current titles in and contributors to the Fifth Edition of the Encyclopaedia of Forms and Precedents. It is updated each time a new volume is published.

## **Rates, Fees and Duties (Information Binder)**

The Information Binder of the looseleaf Service of the Encyclopaedia containing details of, amongst other things, taxation, stamp duties, fees, and Land Registry information.

## **Noticeboard**

Information relating to updating, summaries of title schemes, and bulletins on specific topics.

## 2.0 Unique Features

### 2.1 Navigation Bar

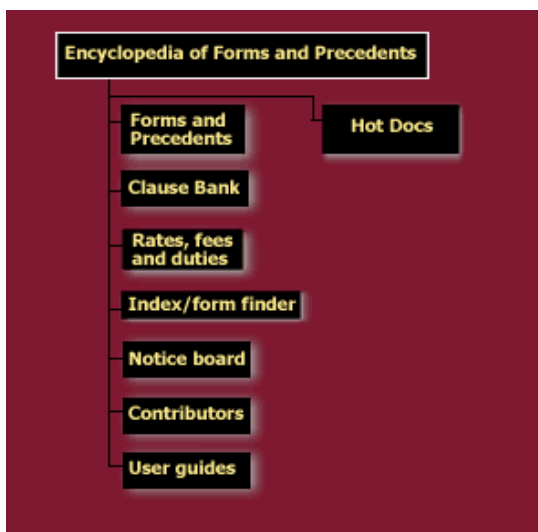
To access a database within Encyclopaedia of Forms & Precedents, select from the navigation bar on the Home Page of the service.



Selecting 'Home' from the Navigation Bar will link to the Butterworths.com Home Page. Selecting 'Encyclopaedia of Forms and Precedents' returns the Encyclopaedia of Forms and Precedents Home Page.

### 2.2 Sitemap

Users may also navigate Encyclopaedia of Forms and Precedents by using the sitemap. The sitemap can be accessed from the navigation bar.



The Encyclopaedia of Forms and Precedents sitemap is shown above. Areas can be accessed by left clicking on the required section.

## 2.3 HotDocs

The Encyclopaedia of Forms and Precedents site also contains HotDocs™.

The HotDocs™ software is a separate program from NETbos™ that allows the user to view and complete forms, for example a Companies House Form or a Tax Form.

A complete list of Forms available in HotDocs™ can be reached via the sitemap or by clicking on the HotDocs icon on the Home Page.



This will take you to the HotDocs™ page. Forms can be searched from this page either by form title or by the issuing body. To search, click on 'show forms' in the screen opposite, insert the relevant search criteria and click 'search'. To view all the fillable forms, click on 'show forms' and 'search'.

The Encyclopaedia of Forms and Precedents Direct also contains a selection of interactive precedents using HotDocs™ document assembly software. This enables a draft document to be produced for review by answering a series of relevant questions. To view the precedents available in this format, click on 'show precedents' and 'search' - the precedents are listed alphabetically

Title	<input type="text"/>
Issuing Body	<input type="text"/>
Show Forms	<input type="checkbox"/>
Show Precedents	<input type="checkbox"/>
<input type="button" value="Search"/>	

## 2.4 Builder

Builder is a web-based application to aid the creation of precedents that originate from the LexisNexis service: Encyclopaedia of Forms & Precedents. Clauses or Precedents can be copied from the main product to the builder application. Once exported to Builder, the text can be manipulated to create a customised clause or precedent. Builder automatically deletes footnotes, saving time and effort.

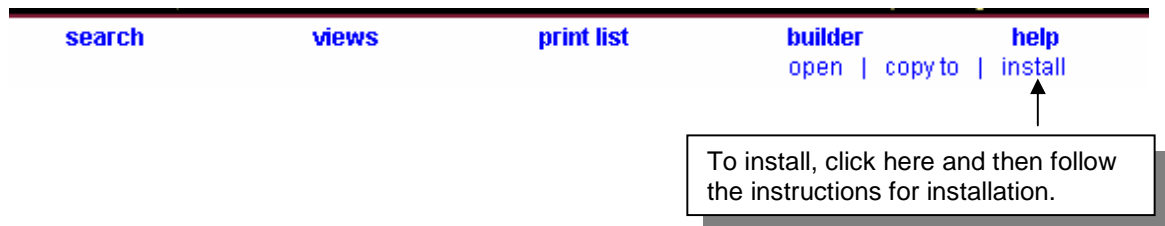
Within Builder the user can:

- Change the order of the paragraphs
- Delete paragraphs
- Save the contents to an html file or word document, which can then be re-opened at a later date

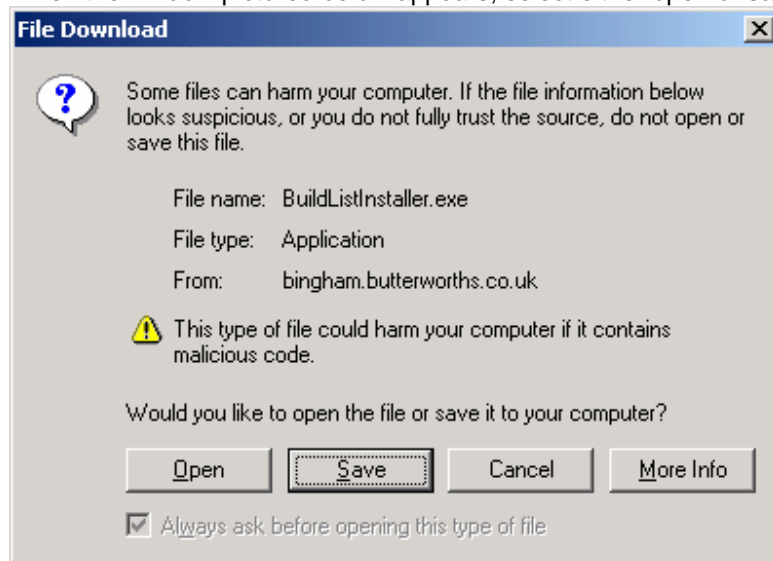
- Export directly to Word
- Renumber the paragraphs
- Email the contents of Builder

### 2.4.1 Installation

The Builder application must be installed before it can be used. To install builder, hover the mouse over the blue builder button in the Netbos menu bar and click on **install**.



When the window pictured below appears, select either open or save to download the application.



If Open is selected from the File Download screen, follow the instructions contained in the InstallShield Wizard.

If save is selected from the File Download screen, select the location you wish to save the application to and select save. You may then go to the location of the saved file and open it. You will then be taken through the InstallShield Wizard.

## 2.4.2 Using Builder

Builder is available from the NETbos™ toolbar in Encyclopaedia of Forms and Precedents.

Text can be copied to builder in two ways:

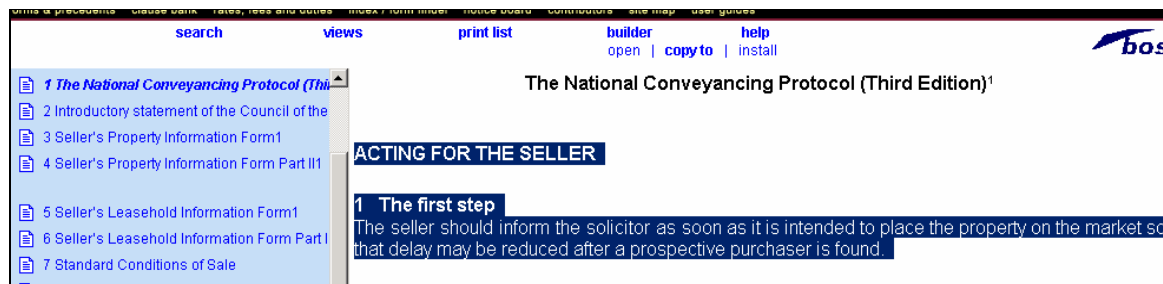
### 1. Right Mouse Click

- Highlight text required to be copied to Builder (for example, an individual clause).
- Right Mouse click
- Select copy to Builder
- Open Builder by selecting open in NETbos™ menu bar to view the copied text

### 2. NETbos™ menu bar

- Copy complete precedent
- From the builder button in the NETbos™ menu bar, select copy to
- From the builder button in the NETbos™ menu bar, select open
- View the copied text

Further clauses or precedents can be selected and copied to Builder in the same way, enabling the creation and manipulation of precedents.

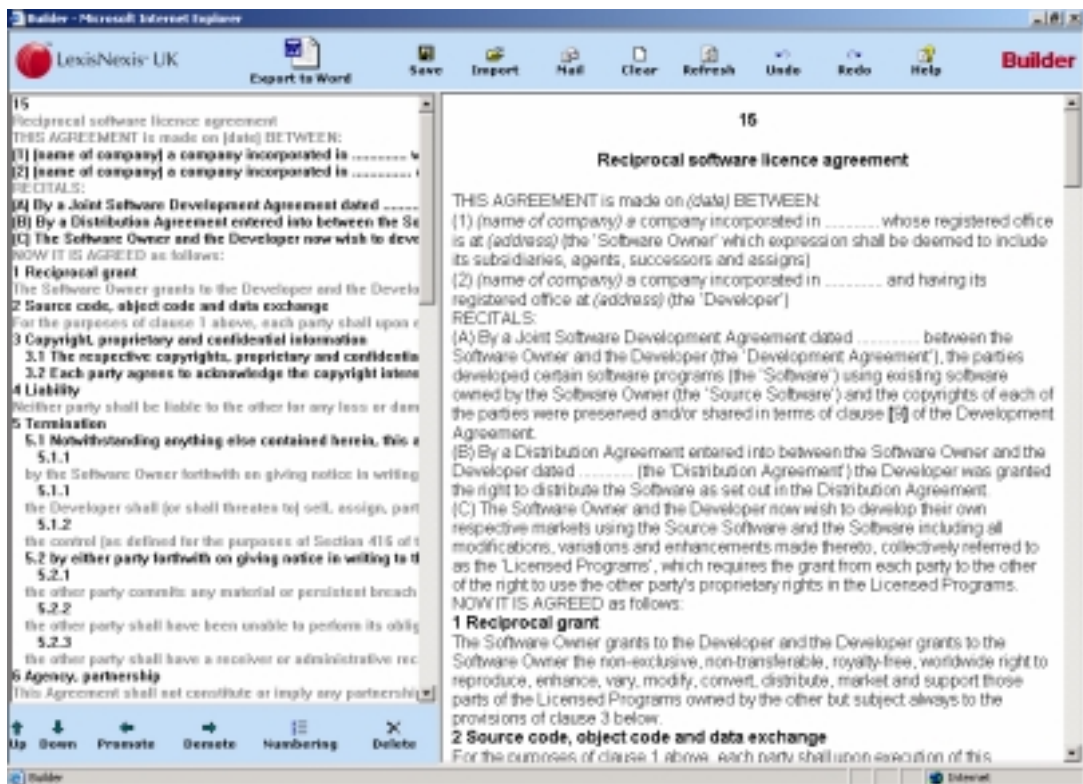


Clauses and precedents will remain in the builder application as further text is added. To clear the text held in Builder, select the clear icon in the Builder toolbar.

Builder is divided into two separate windows: the editor window (left hand frame) and the display window (right hand frame). The document is constructed in the editor window. The display window will show you how your finished document will look.

Editor window

Display window



For further information on Builder, please refer to the [help file](#) within Builder.

## 3.0 Other Information

### 3.1 Content Support

If you have a query about the content of the Encyclopaedia of Forms & Precedents please call the LexisNexis UK Helpline. Assistance is available from Monday to Friday 07.30 – 18.30. we welcome feedback from our customers

**Tel:** 0800 00 77 77

**For calls from outside the UK:** +44 (0) 1483 252 100

**Email:** [ContentSupport@LexisNexis.co.uk](mailto:ContentSupport@LexisNexis.co.uk)

### 3.2 Technical Support

Support for our on-line services is available:

08.30 – 17.30 Monday to Friday

**Tel:** +44 0845 30 50 500

**Fax:** +44 (0) 1483 257 917

**Email:** [technical.helpdesk@lexisnexis.co.uk](mailto:technical.helpdesk@lexisnexis.co.uk)

**Website:** <http://cohen.butterworths.co.uk/techbos/index.htm>

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling:

- What internet browser are you using?
- What product do you subscribe to?
- Your username and password for our service?
- Do you have a network or a standalone PC?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

### 3.3 Training

Please contact us to find out more about our comprehensive training courses and to reserve a place.

**Tel:** (44) 0207 400 4639

**E-mail:** [training@lexisnexis.co.uk](mailto:training@lexisnexis.co.uk)

### 3.4 Business Support

For assistance with trials and password confirmation queries

**Tel:** 0800 00 77 77

**For calls from outside the UK:** +44 (0) 1483 257726

**Email:** [businesssupport@LexisNexis.co.uk](mailto:businesssupport@LexisNexis.co.uk)