

Practical Law Canada – Transcript

Automated Documents

Thomson Reuters Contract Express is trusted by the world's leading law firms and corporations to generate standard legal documents from automated templates, reducing or eliminating the delays, costs, bottlenecks, and risks inherent with manual drafting.

Contract Express and Thomson Reuters Practical Law Canada have partnered to bring you Practical Law Canada Automated Documents.

With Automated Documents, you can quickly draft customized agreements and contracts using best-in-class Practical Law Canada Standard Documents that have been automated with Contract Express software. To automatically produce a first draft, simply complete the guided questionnaire.

Here's how it works.

Within Practical Law, in the Featured section, select **Practical Law Automated Documents**.

If your firm also subscribes to Contract Express and/or Drafting Assistant, you can access these Automated Documents from these respective solutions, as well.

From the Automated Documents page, you will have access to several templates across multiple practice areas.

Select the **Start Drafting** button to begin the Automated Document questionnaire.

Thanks to the patented intelligent reasoning engine in Contract Express, Automated Documents presents users with a dynamic questionnaire that changes your question selection depending on your answers to the previous question, creating a complete and custom document as you work.

The document opens with a preview pane to the right of the questionnaire so you can see how your answers impact the document.

The format of the preview pane can be modified from the **View** link at the top of the page.

As you start working through the questionnaire, the preview will take you to the relevant part of the document.

Answers you have entered appear in blue. You can also click the blue text in the preview to be taken to the applicable question.

The plus and minus sign at the top left of the preview pane allows you to modify the size of the preview text. Links to the full drafting notes in the Standard Document provided at every stage, so you can review them while you are drafting.

The progress bar shows how much of the document has been completed, and you can select the bar to display the Table of Contents. The green checkmarks indicate that all the required information for that section has been completed. Selecting a section of the Table of Contents takes you to that section of the questionnaire.

You can also navigate through the questionnaire using the **Previous** and **Next** buttons at the top of the page. Or if you would like to collapse the preview pane and view the questionnaire in the full pane, you can select the **Hide Preview** button at the top of the page.

Once you select **Save & Close** from your document, you are taken to the document dashboard from which you can download the Word version of your document by selecting its title. You can re-edit your questionnaire answers, and rename or delete the document. You can also access previous versions and see the completion status of your document.

From here, you can also access the My Projects page, which includes all of your Practical Law Automated Document content. You can also folder your documents using the **New Folder** link or start a new document by accessing a questionnaire from the **New Project** link.

The New Project link allows you to search for a questionnaire across all templates, recent templates or templates organized by practice area category.

Contract Express and Thomson Reuters Practical Law Canada. Together, they create Practical Law Canada Automated Documents to help you work confidently, work efficiently, work productively, and work to exceed expectations.