

# Build forms the way you work.

## An intuitive new experience in Thomson Reuters Westlaw™ Form Builder.

Manually filling in forms is time-consuming, tedious, and can cause errors you often don't catch until it's too late. Form Builder has always been a better, more accurate way to create forms. Now it's designed to work the way you do, so it's even easier to use.

### We heard you

Form Builder users told us they would prefer to easily move around the form, answering questions in the order that made sense for them. In other words, they didn't want to follow a strict linear drafting format.

### Self-Guided Mode

### The new Form Builder experience

Creating forms with Form Builder is now far more flexible, and more attuned to the way you need to work. You get the same time-saving automation and reliable accuracy Form Builder has always provided with even more control over how you choose to create your forms.

### The new self-guided Form Builder lets you:

- Complete the form in the order you choose
- Answer key questions to display related questions needed to complete your form
- Track how much of the form you have left to complete
- Know what the form will look like, long before you're done

**View** – and download – your form with completed answers anytime during the process.

**Use** the Table of Contents to track your progress, locate errors and warnings, and navigate form questions.

**Add** answers to your Default Answer Set with one click.

**Enter** lists more quickly using Tables.

**Be alerted (\*)** to unanswered required questions.

**Get help** with Help window displays next to current interactive question (when enabled).

**Related Question Display**

Answer key questions to display related questions required to complete the form to your specifications.

Answer the key question first to display related questions pertinent to your circumstances.

Additional Questions display as you fill the form, to assist in completion of the form

**Graphical Mode**

Table of Contents provides easier navigation through long forms.

Page links within the table of contents allow you to jump directly to any page.

Questions and Help are displayed when activated. Default answers can be created in just one step.

Tables displayed in interactive lightboxes for easier data entry. (not shown)

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