

# CBA Legal Library 2005

## Help File

(Updated September 22, 2005)

### Overview

The CBA Legal Library (CBA\_LL) works just like Microsoft Word. The major difference is that before beginning work on a document, you need to specify which type of document to work on from the File menu or drop-down box on the toolbar.

The CBA Legal Library 2005 supports 4 types of documents:

1.) **New Custom Forms** that are interactive forms that you fill out on-screen. You can also edit the body of the text of the forms. If you make modifications to the body of the text, the document will show these changes as crossed-out letters (for deletions and/or small capital letters for insertions).

New custom forms have the extension ".cbf"

2.) **Saved Custom Forms** are simply versions of the custom forms that you have modified and saved.

Saved custom forms have the extension ".cbd"

3.) **Read-Only Forms for Client Review Forms** are special versions of Saved Custom Forms that custom forms that you can send to your clients for review and edit. These documents can be opened without the need to have the Legal Library installed on the user's machine.

Client review forms have the extension ".doc"

4.) **Standard Forms** (formerly called "hard Copy forms") are forms with blank lines that you can print out and fill in by hand or with a typewriter.

Standard forms have the extension ".cbp"

We could also mention a fifth type of document, of which there is only one instance: CBASStartup.doc. This document acts as the gateway to the CBA Legal Library; opening this document is the only way to begin a session with the CBA Legal Library.

### **New Features for 2005**

#### **Multiple Word Sessions**

Legal Library 2005 allows users the flexibility of running multiple Word sessions for ease of copying and pasting text to and from .cbd documents and .doc documents.

Legal Library and Outlook, as well as MS Word, can be run simultaneously without causing application conflicts.

Document Compare, see description under Tools Menu section below.

Save Form As, see description under File Menu section below. This feature saves a .doc file which can be sent to clients via email and gives them the ability to make changes to the fill in fields and modify the document text without having the Legal Library 2005 application installed.

Legal library doc viewer

\*\*\*Finally the file CBA\_LL.Dot is the file that contains all of the Visual Basic code that runs the CBA Legal Library. Unlike all other files that comprise the CBA Legal Library, this file is **always** installed to “C:\CBA\_LL”. Your install CD contains two copies of this file, one for Word 97/2000 and one for Word 2002 (Office XP).

The install program copies the correct version of this file based on the version of Word that you are running during install. If you upgrade from Word 97/2000 to Word 2002, you will need to reinstall the Legal Library to get the correct version CBA\_LL.Dot onto your system.\*\*\*

## Basic Operation

Begin the CBA Legal Library by double-clicking on the icon that was copied to your desktop during installation. This Icon looks like a yellow legal pad with the letters \*\*\*‘Legal Library 2005’\*\*\* on it. Alternatively, you can open MS Word and click on the Legal Library button in the tool bar..

When the document loads you will see the CBA\_LL toolbars and menus in place, and the CBA Logo on the one page of CBAStartup.Doc. Use the **File/LL Form List** command to bring up a list box with the 40+ custom ‘template’ forms that comprise the CBA Legal Library 2005. You can select a form, or multiple forms to edit, by checking the box next to the form(s) you want, then selecting ‘OK’ button. The form is then opened and you can begin by selecting and edit mode. Select ‘Fill-in’ mode to fill in empty fields. Use the tab key or mouse to move from field to field.

If you wish to edit the actual text that makes up the body of the document, you can switch into *Modify Text* mode by selecting ‘Modify Body Text’ from the Edit Mode menu, or by selecting the Modify Text button on the Toolbar which has the image “**ABC**” on it. Then you can toggle back into *Fill-in-Form* mode by using the corresponding menu item or toolbar button.

## Menu Item Reference

### ***File Menu***

#### **LL Form List...**

This command brings up a list box with the 40+ custom forms that comprise the ‘template’ form collection of the CBA Legal Library. You can select a form, or multiple forms to edit, by

checking the box next to the template name you want, then hitting the 'OK' button. The form(s) is then opened and you can begin editing the form by filling in the empty fields. Use the tab key to move from field to field.

### **Open Saved LL Form...**

This command brings up a standard MS Word File/Open dialog box that by default is pointing to the *SavedCustom* sub-folder in the CBA Legal Library folder. It allows you to open any form from the CBA Legal Library that had been previously saved. These forms will all have the extension ".cbp".

### **Open Selected Standard Form...**

This command brings up a list of the 40+ standard 'hardcopy' forms that comprise the 'hardcopy' form collection of the CBA Legal Library 2005. You can select a form to view and print by checking the box next to the template you want, then selecting 'Open Selected Standard Form', then selecting 'OK'.

### **File\Print Current Form...**

This command opens the standard MS Word print dialog box. Here you can configure your printer and select which pages of your document you would like to print.

### **Save Form**

This command will save the current form you are editing with a .cbd file extension and ask you to save it to a default location, My Documents \ Legal Library \ Original Documents. The file will remain opened for further editing.

### **Save Form As...**

This command will save the current form you are editing with a .doc file extension and ask you to save it to a default location, My Documents \ Legal Library \ Review Documents.

### **Close Form**

This command will prompt you if you want to save the current form you are editing, and then will close the document.

### **Exit**

After asking if you want to save any modifications you have made, this command closes all open documents.

## ***Edit Menu***

### **Undo**

This command reverses the most recent change to the document you are editing.

### **Redo**

This command reinstates the most recent change to the document you are editing

## ***Edit Mode***

### **Fill-In-Fields**

This command sets CBA Legal Library to the Edit Mode in which the only changes that can be made are those to pre-defined fields in the document.

### **Modify Document Text**

This command sets CBA Legal Library to the Edit Mode in which changes that can be made are those to pre-defined fields in the document.

### **Reject Changes**

This command is the same as the 'Undo Revisions' command in earlier version of the CBA Legal Library. It is not enabled unless the current selection contains text that has been revised.

## ***Tools Menu***

### **Keep Paragraphs Together**

This command tells word to not split a paragraph across page boundaries when printing.

### **Document Compare**

This command allows the user to compare a .cbd (Original Document) against a .doc(Review Document) and allow the differences between the two to be accepted or rejected.

## **Help**

### **CBA Legal Library Help**

Opens this document

### **About CBA Legal Library**

Basic information about the Legal Library, the users license file and the expiration date..

## **Appendix B. Files included in the CBA Legal Library**

AD_1	Disclosure of Agency or Non-Agency
AR	Arbitration Rider
BB_1	Retainer Agreement
BUA	Back-Up Addendum to Purchase and Sale Agreement
CB	Co-Brokerage Agreement
DTR	Deed of Trust Rider
DW	Waiver of Right to Receive Real Property Transfer Disclosure
EMN	Earnest Money Note
GR-LS	Gross Lease
HMA	Hazardous Materials Addendum
LLR	Limitation on Landlord's Liability Rider
LN	Claim of Lien
LOR	Guaranty of Tenant's Lease Obligations Rider
LP_L	Lead Based Paint Disclosure for Leases & Rentals
LP_S	Lead Based Paint Disclosure for Purchases & Sales
LR	Release of Listing
MT_LS	Multi-Tenant Lease Agreement

N_1A	Promissory Note - Fixed Rate of Interest
OR	Option to Extend Rider
OTB	Option to Buy Real Estate
PI	Commercial Property Information
PR	Parking Rider
PS_1A	Purchase & Sale Agreement
PS_2	Bus. Op. Purchase & Sale Agreement
PS_2A	Bus. Op. Real Estate Addendum
PSA	Addendum/Amendment to P&S Agreement
PS-AS	Assignment & Assumption Agreement
PSR	Rescission of Purchase and Sale Agreement
RC	Recording Cover Sheet
RL	Release of Lien
RPTD	Real Property Transfer Disclosure Statement
RR	Rent Rider
RUR	Retail Use Rider
ST_LS	Single Tenant Lease Agreement
Sub-Ls	Sublease Agreement
UA	Utility Charges Addendum to P&S Agreement
VLA	Vacant Land Addendum
XA	Exclusive Agency Listing Agreement
XB	Business Exclusive Sale Listing Agreement
XL	Exclusive Lease Listing Agreement
XS	Exclusive Sale Listing Agreement