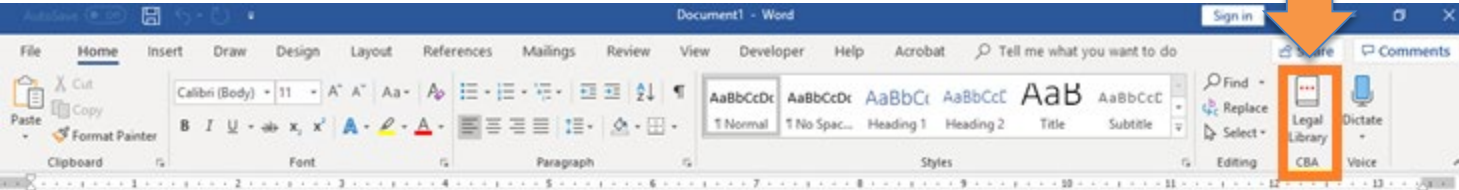


# Saving Legal Library Transactions

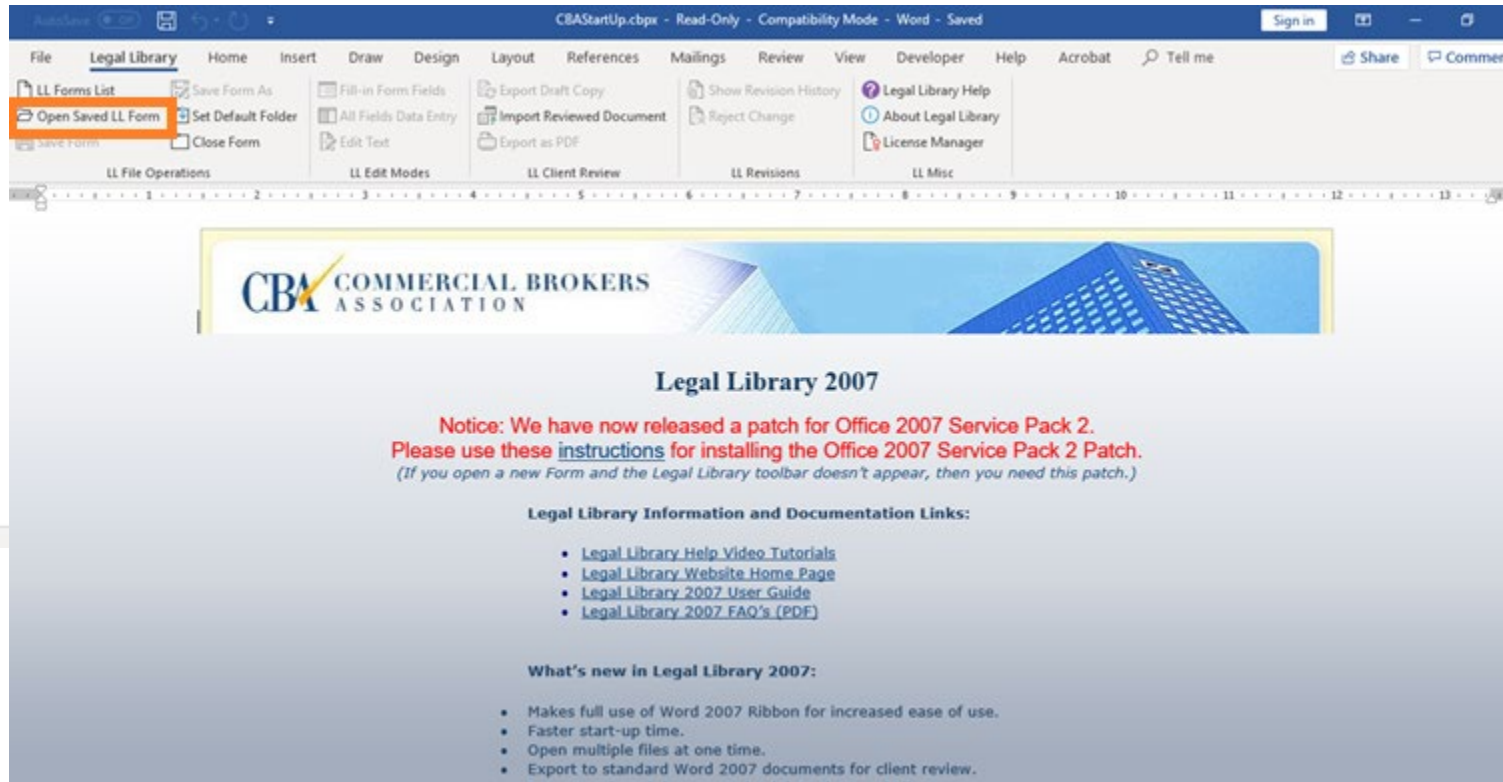
In this guide we will review how to save transactions as PDFs from the Legal Library tool

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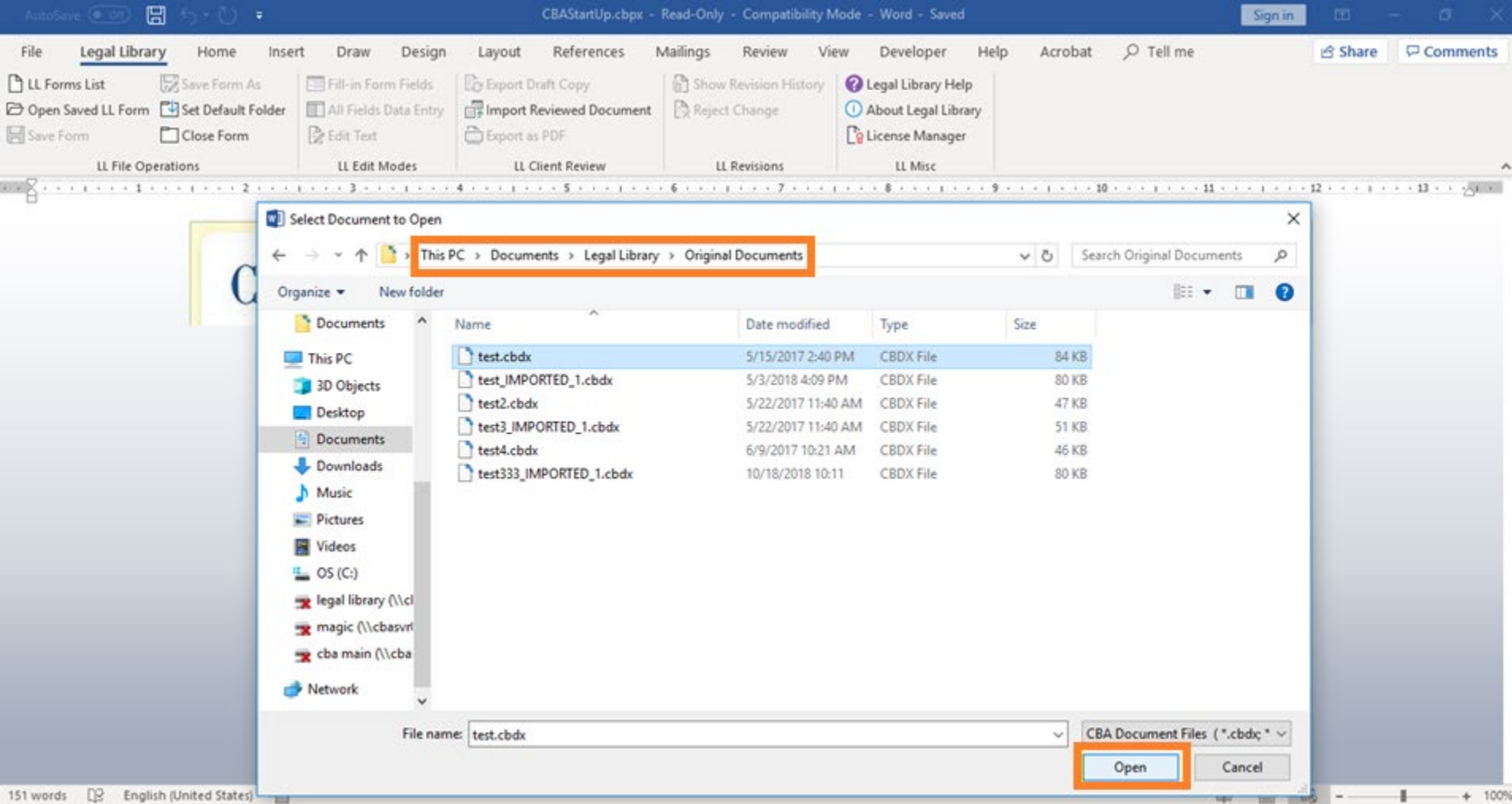
Open Microsoft Word and click the Legal Library button



Click on Open Saved LL Form



**Click on the first transaction – This process will need to be repeated for every transaction**

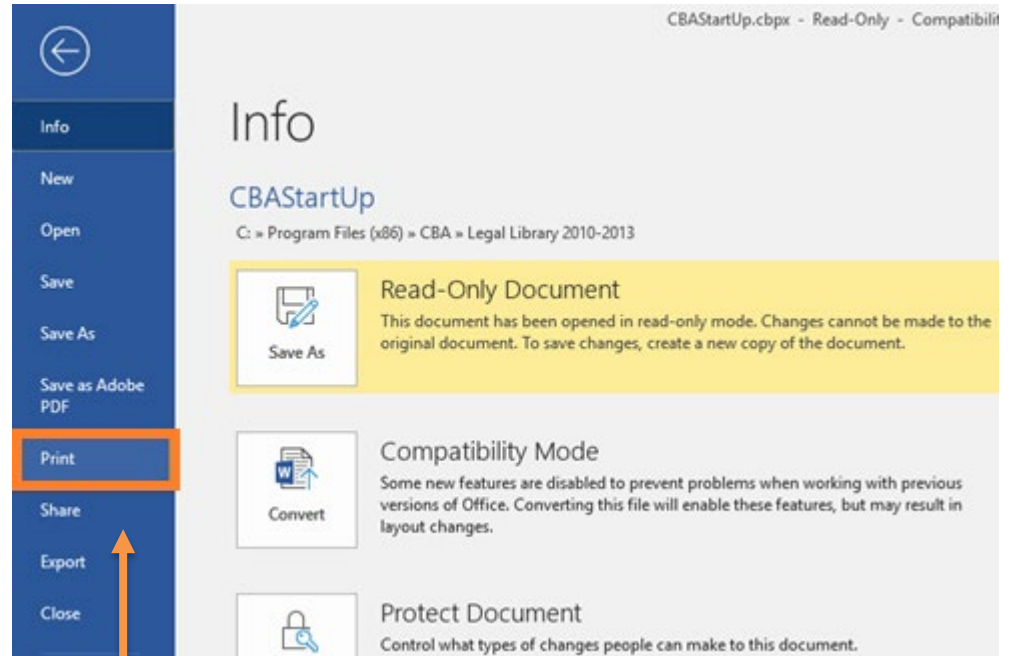
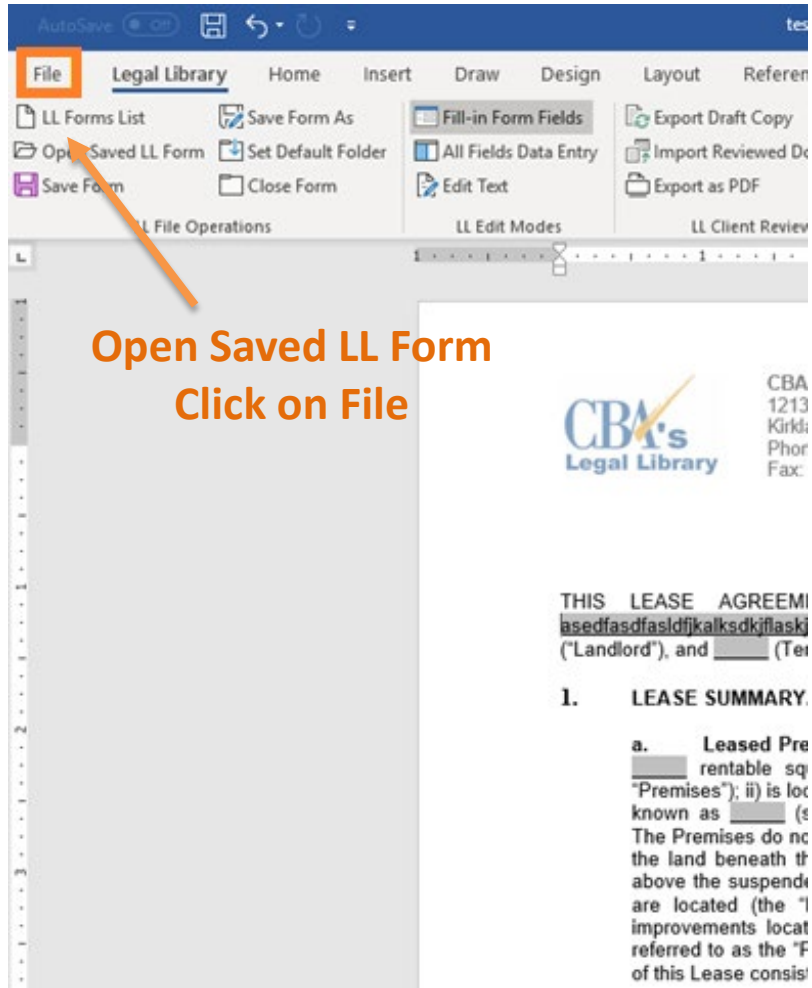


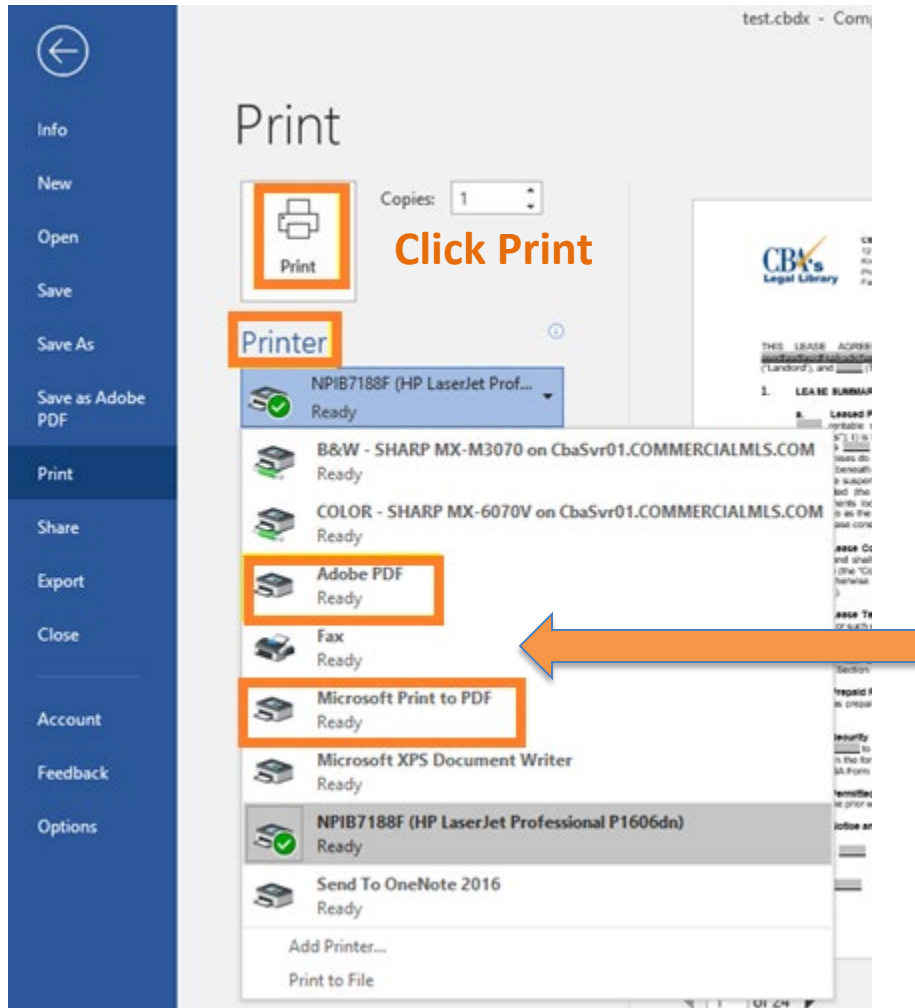
The screenshot shows a software application window titled 'test.cbxdx - Compatibility Mode - Legal Library - Saved'. The ribbon includes tabs for File, Legal Library, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, Developer, Help, Acrobat, Tell me, Share, and Comments. The 'Legal Library' tab is active, showing options like 'Export as PDF' which is highlighted with an orange box and an arrow pointing to it. A text annotation 'Click on Export as PDF' is placed next to the arrow.

An 'Export CBA Document to PDF' dialog box is open, showing a file explorer view of 'This PC > Documents > Legal Library > Original Documents'. The file list contains:

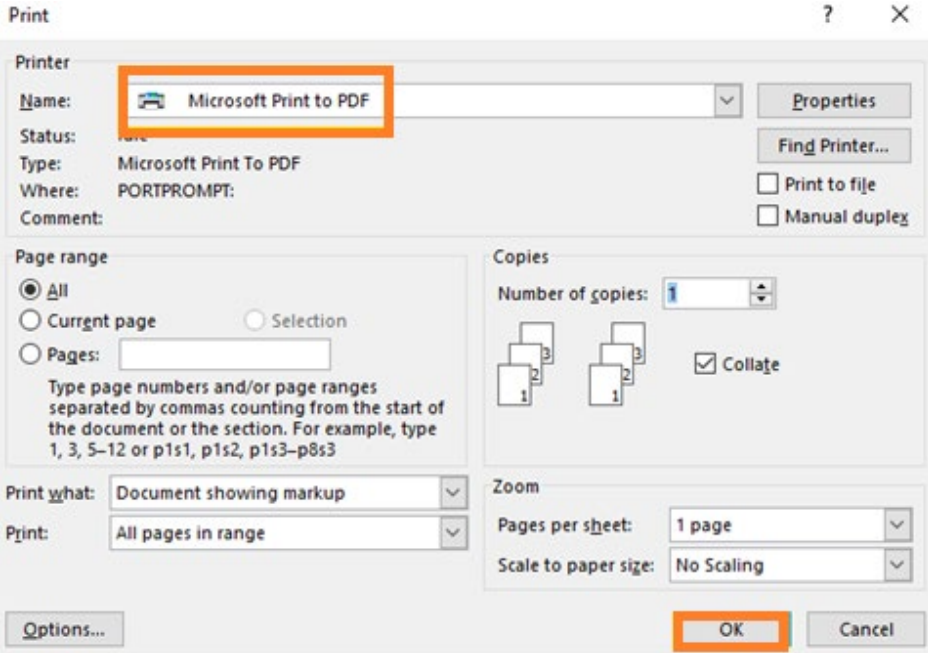
Name	Date modified	Type	Size
test1.pdf	6/9/2017 10:22 AM	Adobe Acrobat D...	235 KB
test2.pdf	6/9/2017 10:21 AM	Adobe Acrobat D...	235 KB
test5.pdf	6/9/2017 10:19 AM	Adobe Acrobat D...	248 KB

The 'File name' field contains 'test1.pdf', which is highlighted with an orange box and an arrow. A text annotation 'Name your file' is placed above the box. The 'Save as type' dropdown is set to 'PDF Client Review Docs (\*.pdf)', with an arrow pointing to it and a text annotation 'Save as PDF'. The 'Save' button is also highlighted with an orange box.

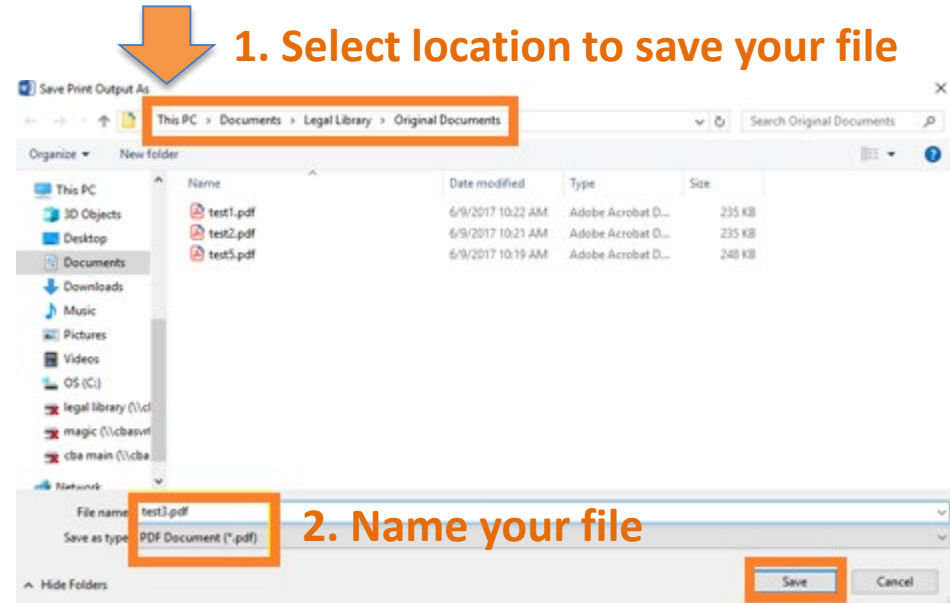




Select your printer –  
Either Adobe PDF or  
Microsoft Print to PDF



  
**Select OK**



  
**1. Select location to save your file**

  
**2. Name your file**

  
**3. Click Save**