PAPER SOFTWARE

Contract Tools

User Guide

Paper Software LLC
papersoftware.com

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Contents

Welcome to Contract Tools

Contract Tools is a powerful Word add-in for drafting and analyzing contracts.

To learn how to get started with Contract Tools, see Chapter 1, “Getting Started” on the next page.

Note: This user guide is not intended to be a guide to drafting contracts, provide legal advice, or create an attorney-client relationship. This user guide, and Contract Tools itself, cannot substitute for the advice of an attorney. You should consult an attorney before you enter into any contract.

Chapter 1

Getting Started

Install Contract Tools. Begin a free trial. Enable Contract Tools in Word. Activate Contract Tools using an activation key. Connect to your organization's license server. Get a tutorial of Contract Tools.

1.1 Installing Contract Tools

To install Contract Tools, you need PaperSoftwareContractToolsSetup.exe (visit https://papersoftware.com/support.html to download this file).

You may need to have an administrator account on your computer to install Contract Tools.

To install Contract Tools:

1. Find PaperSoftwareContractToolsSetup.exe on your computer, and then double-click it to open Contract Tools Setup.
2. When Contract Tools Setup is finished, click Finish.

   Note: On computers with Word 2007, you must install Contract Tools only for you, not for everyone who uses your computer. To install Contract Tools only for you, choose “Only me (*[Your User Name]*)”, not “Everyone who uses this computer”, in the Installation Type dialog of Contract Tools Setup.

When you install Contract Tools, you also install Contract Tools’ prerequisites. For a list of prerequisites, see Section 1.8, “Prerequisites for Installing Contract Tools” on page 9. To learn how to troubleshoot problems with installing prerequisites, see Section 14.1, “Contract Tools Setup Won’t Download Prerequisites” on page 48.

After you install Contract Tools, you can try it for free for 7 days; see Section 1.2, “Trying Contract Tools” on this page to learn more. If you have a Contract Tools subscription, you can activate Contract Tools using your activation key; see Section 1.3, “Activating Contract Tools” on the next page to learn more.

When you open Word after installing Contract Tools, this alert message may appear: “The solution cannot be installed because it is signed by a publisher whom you have not yet chosen to trust. If you trust the publisher, add the certificate to the Trusted Publisher List.” To learn how to add Paper Software to your list of trusted publishers, see Section 1.5, “Adding Paper Software as a Trusted Publisher” on page 8.

After you install Contract Tools, you may need to enable it in Word; see Section 1.6, “Enabling Contract Tools” on page 9 to learn how.

To learn how to uninstall Contract Tools, see Section 13.4, “Uninstalling Contract Tools” on page 46.

1.2 Trying Contract Tools

After installing Contract Tools (see Section 1.1, “Installing Contract Tools” on the previous page), you can try it for free for 7 days.

To begin a trial of Contract Tools:

1. Open a document or create a new document in Word.
2. Click Begin Trial.

   Note: Once you begin a trial, it cannot be suspended.

After your trial, you can keep using Contract Tools by entering the activation key you receive when you buy a subscription. To buy a Contract Tools subscription, visit https://papersoftware.com. To learn about activating Contract Tools with an activation key, see Section 1.3, “Activating Contract Tools” on the next page.

To learn how to troubleshoot problems with beginning a trial, see Section 14.5, “Contract Tools Cannot Connect to Activation Server” on page 50 and Section 14.6, “Contract Tools Won’t Activate due to Disabled Network Adapters” on page 51.

1.3 Activating Contract Tools

To use Contract Tools after your trial (see Section 1.2, “Trying Contract Tools” on the previous page), you need the activation key you receive when you buy a subscription. To buy a Contract Tools subscription, visit https://papersoftware.com. To retrieve a lost activation key, visit https://papersoftware.com/activation.html.

Generally, you activate Contract Tools by sending your activation key over the internet.

To activate Contract Tools over the internet:

1. Open a document or create a new document in Word.
2. Enter your activation key, and then click Activate.

If you cannot activate Contract Tools over the internet, you can activate Contract Tools offline. When you activate Contract Tools offline, you save a request file, upload this request file at https://papersoftware.com/offline-activation.html to get a response file, and then activate Contract Tools by opening the response file.

To activate Contract Tools offline:

1. Open a document or create a new document in Word.
2. Choose Activate Offline from the pop-up menu at the top of the Contract Tools pane.
3. Enter your activation key, and then click Save Request File. Choose where you want to save the request file, and then click Save.
4. Visit https://papersoftware.com/offline-activation.html and upload the request file. When you upload the request file, you download a response file.
5. Click Open Response File. Find the response file on your computer, select it, and then click Open.

You can use a response file only once. If you need to activate Contract Tools offline again, follow the steps listed above to get another response file. It’s OK to delete the request file and response file after you’ve activated Contract Tools.

You can use your activation key to activate Contract Tools on one computer at a time. If you want to activate Contract Tools on a different computer, you should first deactivate Contract Tools on your current computer. If you forget to deactivate Contract Tools on one computer before you try to activate it on another, you can deactivate Contract Tools on your other computers when you activate Contract Tools on your current computer. See Section 13.1, “Deactivating Contract Tools” on page 44 to learn more.

Note: You cannot deactivate Contract Tools offline.

If you buy a Contract Tools subscription before the end of your trial, you can still activate Contract Tools using your activation key. To do this, choose Subscription from the pop-up menu at the top of the Contract Tools pane to show the Subscription view, click Enter Activation Key, and then follow the steps listed above.

If your organization uses Contract Tools License Server to administer Contract Tools, you should connect Contract Tools to Contract Tools License Server instead of activating it. See Section 1.4, “Connecting to Contract Tools License Server” on the next page to learn more.

To learn how to troubleshoot problems with activating Contract Tools, see Section 14.5, “Contract Tools Cannot Connect to Activation Server” on page 50 and Section 14.6, “Contract Tools Won’t Activate due to Disabled Network Adapters” on page 51.

1.4 Connecting to Contract Tools License Server

If your organization uses Contract Tools License Server to administer Contract Tools, you can start using Contract Tools by connecting to your organization's license server.

To connect Contract Tools to Contract Tools License Server:

1. Open a document or create a new document in Word.
2. Choose "Connect to License Server" from the pop-up menu at the top of the Contract Tools pane.
3. Enter the IP address and port of your organization's license server. Your system administrator can provide the IP address and port that you should use.
4. Click Connect.

To learn how to disconnect from Contract Tools License Server, see Section 13.2, "Disconnecting from Contract Tools License Server" on page 45.

1.5 Adding Paper Software as a Trusted Publisher

Word may require add-ins like Contract Tools to be signed by a trusted publisher. To check this, choose File > Options > Trust Center, click Trust Center Settings to show the Trust Center dialog, click Add-ins on the left of the Trust Center dialog, and then check whether the "Require Application Add-ins to be signed by Trusted Publisher" checkbox is selected.

To use Contract Tools when Word requires add-ins to be signed by a trusted publisher, you must add Paper Software to your list of trusted publishers.

To add Paper Software to your list of trusted publishers:

1. Right-click PaperSoftwareContractToolsSetup.exe (visit https://papersoftware.com/support.html to download this file), and then choose Properties from the menu that appears.
2. Click Digital Signatures at the top of the PaperSoftwareContractToolsSetup.exe Properties window.
3. Select Paper Software LLC in the signature list, and then click Details.
4. Click View Certificate in the Digital Signature Details window.
5. Click Install Certificate in the Certificate window.
6. In Windows 8.1 and later, choose Current User. Click Next.
7. Choose "Place all certificates in the following store", and then click Browse.
8. Select Trusted Publishers in the Select Certificate Store window, and then click OK.
9. Click Next, and then click Finish.

After you add Paper Software to your list of trusted publishers, you may need to enable Contract Tools in Word; see Section 1.6, "Enabling Contract Tools" on the next page to learn how.

1.6 Enabling Contract Tools

You may need to enable Contract Tools in Word before you can use it. To enable add-ins in Word, you use the Add-ins pane of Word Options. To show the Add-ins pane, choose File > Options > Add-ins. Contract Tools appears as Paper Software Contract Tools in the Add-ins pane.

To enable Contract Tools when it appears below Inactive Application Add-ins:

1. Choose COM Add-ins from the Manage pop-up menu at the bottom of the Add-ins pane, and then click the Go button. The COM Add-ins dialog appears.
2. Select the Paper Software Contract Tools checkbox, and then click OK.

To enable Contract Tools when it appears below Disabled Application Add-ins:

1. Choose Disabled Items from the Manage pop-up menu at the bottom of the Add-ins pane, and then click the Go button. The Disabled Items dialog appears.
2. Select Paper Software Contract Tools, and then click Enable.

Note: If you cannot enable Contract Tools in Word 2007, make sure that Contract Tools is installed only for you, not for everyone who uses your computer. A simple way to do this is to uninstall and reinstall Contract Tools. See Section 13.4, “Uninstalling Contract Tools” on page 46 and Section 1.1, “Installing Contract Tools” on page 5 to learn more.

1.7 The Contract Tools Tutorial

You can use the Contract Tools Tutorial (Contract Tools Tutorial.rtf) to learn how to use Contract Tools. To download the Contract Tools Tutorial, visit https://papersoftware.com/support.html.

Note: When you open the Contract Tools Tutorial in Word, it may open in Protected View. You cannot use Contract Tools in Protected View. To use Contract Tools with a document that opens in Protected View, click Enable Editing at the top of the Word window to exit Protected View, click Contract Tools at the top of the Word window to show the Contract Tools ribbon tab, and then click the On / Off button to turn on Contract Tools. To learn about Protected View, search for “protected view” in Word Help.

1.8 Prerequisites for Installing Contract Tools

On all computers, Contract Tools requires Windows 7 or later, Word 2007 or later, Visual C++ 2010 Redistributable Package, and Visual Studio 2010 Tools for Office Runtime.

On computers with Windows 7 and 8.1, Contract Tools requires .NET Framework 4.5.2 or later. On computers with Word 2007, Contract Tools also requires .NET Framework 3.5.

To download an installer for this	Visit
Visual C++ 2010 Redistributable Package	https://www.microsoft.com/en-us/download/details.aspx?id=5555
Visual Studio 2010 Tools for Office Runtime	https://www.microsoft.com/en-us/download/details.aspx?id=48217

To download an installer for this	Visit
.NET Framework 4.5.2	https://www.microsoft.com/en-us/download/details.aspx?id=42643
.NET Framework 3.5	https://www.microsoft.com/en-us/download/details.aspx?id=21

By default, when you install Contract Tools (see Section 1.1, “Installing Contract Tools” on page 5), you also install Contract Tools’ prerequisites, so you shouldn’t need to download the installers listed above. To learn how to troubleshoot problems with installing Contract Tools’ prerequisites, see Section 14.1, “Contract Tools Setup Won’t Download Prerequisites” on page 48.

Chapter 2

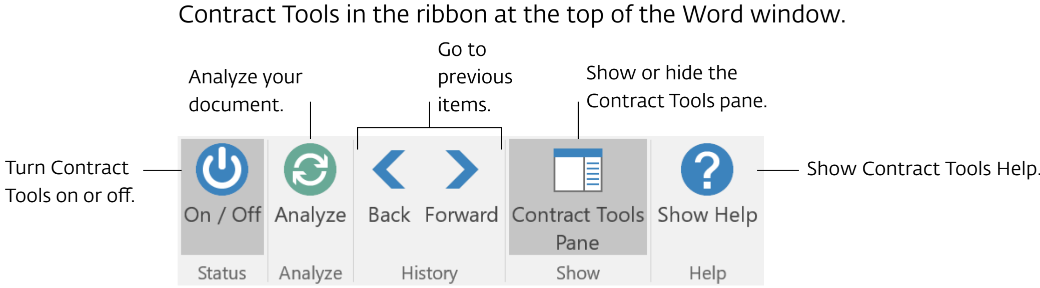
Tools and Techniques

Learn about controls you can use to navigate and review your document.

To learn about	Go to
Turning Contract Tools on and off; showing and hiding the Contract Tools pane	Section 2.1, “The Contract Tools Ribbon Tab” on this page
Navigating your document; going back to items to which you’ve previously navigated	Section 2.2, “Navigation Tools” on the next page
The Contract Tools pane	Section 2.3, “The Contract Tools Pane” on page 13

2.1 The Contract Tools Ribbon Tab

You can use the buttons in the Contract Tools ribbon tab to turn Contract Tools on or off, show or hide the Contract Tools pane, and more. To show the Contract Tools ribbon tab, click Contract Tools in the ribbon at the top of the Word window.



On / Off: Click the On / Off button to turn Contract Tools on or off. You can choose whether Contract Tools is on or off when you open documents; see Chapter 12, “Setting Preferences” on page 43 to learn how.

Analyze: Click the Analyze button to update Contract Tools’ analysis. To learn about other ways to update Contract Tools’ analysis, see Section 3.2, “Updating Contract Tools’ Analysis” on page 17. To learn general information about how Contract Tools analyzes your document, see Chapter 3, “Analyzing Documents” on page 16.

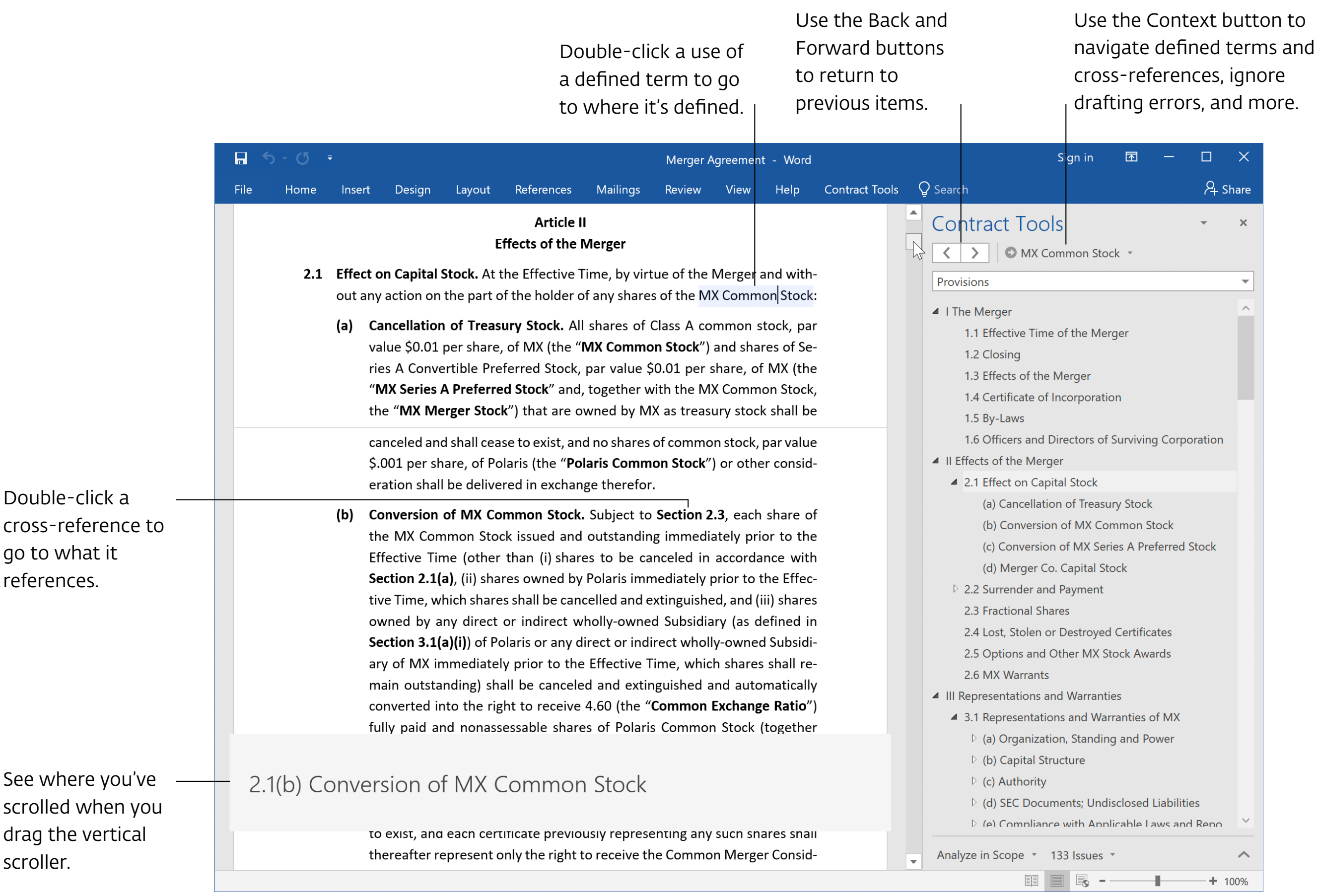
Back and Forward: Click the Back and Forward buttons to return to items to which you've previously navigated. You can also use the Back and Forward buttons in the Contract Tools pane; see Section 2.2, "Navigation Tools" on this page to learn more.

Contract Tools Pane: Click the Contract Tools Pane button to show or hide the Contract Tools pane. To learn about the Contract Tools pane, see Section 2.3, "The Contract Tools Pane" on the next page.

Show Help: Click the Show Help button to show Contract Tools Help. You can also use the Contract Tools Tutorial to learn about Contract Tools; see Section 1.7, "The Contract Tools Tutorial" on page 9 to learn more. For more resources about Contract Tools, visit https://papersoftware.com/support.html.

2.2 Navigation Tools

You can use a variety of tools and techniques to navigate your document.



Scrolling: When you drag the vertical scroller, the name of the part of the document to which you've scrolled appears at the bottom of the Word window. To stop this information from appearing, choose Preferences from the pop-up menu at the top of the Contract Tools pane to show the Preferences view, and then deselect the "Show location when dragging the vertical scroller" checkbox.

Double-clicking: When you double-click a use of a defined term (see Chapter 5, "Working with Defined Terms" on page 21 to learn more), you go to where it's defined. When you double-click a cross-reference (see Chapter 6, "Working with Cross-References" on page 25 to learn more), you go to what it references. When you set the insertion point (cursor) within text that you can navigate by double-clicking, it's highlighted in blue. Navigating by double-clicking does not change your document in any way. To turn off navigating by double-clicking, choose Preferences from the pop-up menu at the top of the Contract Tools pane to show the Preferences view, and then deselect the "Navigate defined terms and cross-references by double-clicking" checkbox.

Context button: You can use the Context button at the top of the Contract Tools pane to navigate defined terms and cross-references, to see the name of the part of the document you're working with, and more. See Section 2.3.2, "The Context Button" on the next page to learn how.

Back and Forward buttons: Click the Back and Forward buttons at the top of the Contract Tools pane to return to items to which you've previously navigated. You can also use the Back and Forward buttons in the Contract Tools ribbon tab; see Section 2.1, "The Contract Tools Ribbon Tab" on page 11 to learn more.

To learn more about the Contract Tools pane, see Section 2.3, "The Contract Tools Pane" on this page.

2.3 The Contract Tools Pane

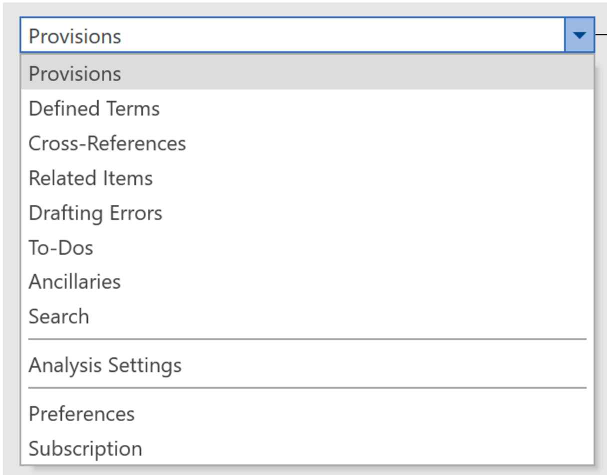
You can use the controls in the Contract Tools pane to navigate and manage provisions, defined terms, and other items in your document. To show the Contract Tools pane, click the Contract Tools Pane button in the Contract Tools ribbon tab (see Section 2.1, "The Contract Tools Ribbon Tab" on page 11 to learn more).

You can set Contract Tools pane preferences by using the controls in the Preferences view. To show the Preferences view, choose Preferences from the pop-up menu at the top of the Contract Tools pane.

To learn about	Go to
Views within the Contract Tools pane	Section 2.3.1, "Contract Tools Pane Views" on this page
Using the Context button to navigate defined terms and cross-references, ignore drafting errors, and more	Section 2.3.2, "The Context Button" on the next page
Viewing a list of potential issues in your document	Section 2.3.3, "The Issues Pop-Up Menu" on page 15
Updating information in the Contract Tools pane	Section 2.3.4, "The Analyze Button" on page 15

2.3.1 Contract Tools Pane Views

You can use the views within the Contract Tools pane to navigate provisions, manage drafting errors, find text, and more. To show a Contract Tools pane view, use the pop-up menu at the top of the Contract Tools pane.



Use the pop-up menu to show one of the Contract Tools pane views.

To learn about this view	Go to
Provisions	Section 4.2, “Navigating Provisions” on page 20
Defined Terms	Section 5.3, “Managing Defined Terms” on page 23
Cross-References	Section 6.2, “Managing Cross-References” on page 25
Related Items	Chapter 7, “Finding Related Items” on page 27
Drafting Errors	Section 8.2, “Managing Drafting Errors” on page 34
To-Dos	Chapter 9, “Finding To-Dos” on page 35
Ancillaries	Chapter 10, “Working with Ancillaries” on page 37
Search	Chapter 11, “Finding Text” on page 39
Preferences	Chapter 12, “Setting Preferences” on page 43

You can use the Assistant view to show a second Contract Tools pane view. To show the Assistant view, click the arrow at the bottom right of the Contract Tools pane.

As you work with views in the Contract Tools pane, you may want to switch back to your document by using your keyboard instead of your mouse or trackpad. To do this, press the Esc (Escape) key.

2.3.2 The Context Button

The Context button appears at the top of the Contract Tools pane to the right of the Back and Forward buttons. The Context button changes based on what you select in your document. You can select items in your document by clicking them or by setting the insertion point (cursor) using the arrow keys.

When you select this	You can use the Context button to do this	To learn more, go to
Defined terms	Go to where the defined term is defined; show uses of the defined term in the Defined Terms view	Chapter 5, “Working with Defined Terms” on page 21

When you select this	You can use the Context button to do this	To learn more, go to
Cross-references	Convert text in the cross-reference to an automatically updating Word field; go to what the cross-reference refers to	Chapter 6, "Working with Cross-References" on page 25
Drafting errors	Ignore the drafting error; undo ignoring	Chapter 8, "Proofreading Documents" on page 29
Other text	See the name of the part of the document you've selected	

When you can do more than one action with a selected item, an arrow appears to the right of the Context button, and you can click the arrow to choose an action.

2.3.3 The Issues Pop-Up Menu

You can use the Issues pop-up menu at the bottom of the Contract Tools pane to see a list of the following items:

- Unused defined terms and defined terms that are used only once (see Chapter 5, "Working with Defined Terms" on page 21 to learn more)
- Cross-references whose referenced item is unknown (see Chapter 6, "Working with Cross-References" on page 25 to learn more)
- Drafting errors (see Chapter 8, "Proofreading Documents" on page 29 to learn more)
- Placeholders, bracketed text, highlighted text, and similar items (see Chapter 9, "Finding To-Dos" on page 35 to learn more)

To learn more about an item in the Issues pop-up menu, choose an item from the menu.

To choose which items appear in the Issues pop-up menu, choose Preferences from the pop-up menu at the top of the Contract Tools pane to show the Preferences view, and then select or deselect the Issues Pop-Up Menu checkboxes.

2.3.4 The Analyze Button

You can click the Analyze button at the bottom of the Contract Tools pane to update Contract Tools' analysis. To learn about other ways to update Contract Tools' analysis, see Section 3.2, "Updating Contract Tools' Analysis" on page 17. To learn general information about how Contract Tools analyzes your document, see Chapter 3, "Analyzing Documents" on the next page.

Chapter 3

Analyzing Documents

Learn about the kinds of information that Contract Tools finds. Update Contract Tools' analysis. Analyze all or part of a document. Import and export analysis settings. Learn about analyzing a document when you use Track Changes.

To learn about	Go to
What Contract Tools finds when it analyzes your document	Section 3.1, "Analyzing Generally" on this page
Ways to reanalyze your document as you make changes	Section 3.2, "Updating Contract Tools' Analysis" on the next page
Setting the scope of Contract Tools' analysis	Section 3.3, "Analyzing Part of a Document" on the next page
Saving ignored defined terms, ignored drafting errors, and so on	Section 3.4, "Saving Analysis Settings" on page 18
Excluding deletions from Contract Tools' analysis when you use Track Changes	Section 3.5, "Analyzing when Using Track Changes" on page 18

3.1 Analyzing Generally

When Contract Tools analyzes your document, it finds the following items:

- Provisions, provision numbers, and provision titles (see Chapter 4, "Working with Provisions" on page 20)
- Defined terms and uses (see Chapter 5, "Working with Defined Terms" on page 21)
- Cross-references (see Chapter 6, "Working with Cross-References" on page 25)
- Common contract drafting errors (see Chapter 8, "Proofreading Documents" on page 29)

- Placeholders, bracketed text, highlighted text, and similar items (see Chapter 9, “Finding To-Dos” on page 35)
- Ancillaries (see Chapter 10, “Working with Ancillaries” on page 37)

Information about these items appears in views within the Contract Tools pane; see Section 2.3.1, “Contract Tools Pane Views” on page 13 to learn more.

By default, Contract Tools ignores content within tables when it analyzes your document. To make Contract Tools analyze content within tables, choose Analysis Settings from the pop-up menu at the top of the Contract Tools pane to show the Analysis Settings view, and then deselect the “Don’t analyze tables” checkbox. To learn about tables in Word, search for “tables” in Word Help.

3.2 Updating Contract Tools’ Analysis

Generally, Contract Tools updates its analysis automatically as you type and delete text. To turn off automatic updating, choose Preferences from the pop-up menu at the top of the Contract Tools pane to show the Preferences view, and then deselect the “Update analysis when typing and deleting text” checkbox.

After you make certain kinds changes to your document (for example, editing a defined term or pasting text), it’s a good idea to make Contract Tools reanalyze your document.

Here are ways to make Contract Tools reanalyze your document:

- Click the Analyze button at the bottom of the Contract Tools pane (see Section 2.3, “The Contract Tools Pane” on page 13 to learn more). When there are changes in your document that Contract Tools hasn’t analyzed, the Analyze button becomes blue.
- Save your document. To quickly save your document, press Control-S. To stop Contract Tools from analyzing your document when you save, choose Preferences from the pop-up menu at the top of the Contract Tools pane to show the Preferences view, and then deselect the “Analyze when saving” checkbox.
- Click the Analyze button in the Contract Tools ribbon tab (see Section 2.1, “The Contract Tools Ribbon Tab” on page 11 to learn more).

3.3 Analyzing Part of a Document

You can make Contract Tools analyze only a part of your document. This is useful if you want to exclude content from Contract Tools’ analysis, for example:

- A cover page, a table of contents, and other content that may appear at the beginning of a document
- Signature blocks, exhibits, schedules, and other content that may appear at the end of a document

This is also useful if you want to analyze a contract that’s part of a larger document.

To make Contract Tools analyze only a part of your document:

1. Select the part of your document that you want Contract Tools to analyze. To select text, drag the mouse pointer over some text. Or, set the insertion point (cursor) at the beginning of the text that you want to select, and then Shift-click the end of the text that you want to select.

2. Click the arrow to the right of the Analyze button at the bottom of the Contract Tools pane to show the Analyze pop-up menu.
3. Choose “Set Scope of Analysis to Current Selection” from the Analyze pop-up menu.

   By default, Contract Tools automatically sets a suitable scope of analysis when you open a document. To turn this off, choose Preferences from the pop-up menu at the top of the Contract Tools pane to show the Preferences view, and then deselect the “Set scope of analysis when opening documents” checkbox. Contract Tools does not automatically set a new scope of analysis if the document already has one.

   To see the scope of analysis, choose “Show Scope of Analysis” from the Analyze pop-up menu. To make Contract Tools analyze your entire document, choose Analyze Entire Document from the Analyze pop-up menu.

   Note: Documents that have a scope of analysis include a hidden bookmark named _PaperSoftwareContractToolsAnalysisRange. When you choose Analyze Entire Document, you delete this hidden bookmark. To learn about bookmarks in Word, search for “bookmarks” in Word Help.

3.4 Saving Analysis Settings

In Word 2010 and later, Contract Tools saves the following items with your documents as custom XML data by default:

- Options you choose in the Analysis Settings view (choose Analysis Settings from the pop-up menu at the top of the Contract Tools pane to show)
- Ignored defined terms (see Section 5.3, “Managing Defined Terms” on page 23)
- Ignored drafting errors (see Section 8.2, “Managing Drafting Errors” on page 34)
- Ignored ancillaries (see Chapter 10, “Working with Ancillaries” on page 37)

To disable saving these items with your documents, choose Preferences from the pop-up menu at the top of the Contract Tools pane to show the Preferences view, and then deselect the “Save analysis settings as custom XML data” checkbox. To learn about custom XML data, search for “custom XML data” in Word Help.

If you choose not to save these items with your documents, or if you use software that removes custom XML data from your documents, you can export these items to a location on your computer, and then import them when you use Contract Tools. To import or export these items, click Import or Export at the top of the Analysis Settings view.

3.5 Analyzing when Using Track Changes

As you work on your document, you may use Track Changes to make your edits easy to see. To learn about Track Changes in Word, search for “track changes” in Word Help.

Contract Tools analyzes text that appears within your document. Because of this, if you delete text while using Track Changes and you set Track Changes to show deletions inline with other text, then Contract Tools analyzes your deletions along with other text.

To exclude deletions from Contract Tools' analysis while using Track Changes, you can adjust Track Changes settings to either hide deletions or show them next to your document. To adjust Track Changes settings, you use the controls in the Tracking group within the Review ribbon tab.

Here are ways to exclude deletions from Contract Tools' analysis when you use Track Changes:

- Hide deletions. To do this:
  - In Word 2016 and 2013, choose Simple Markup or No Markup from the "Display for Review" pop-up menu at the top of the Tracking group.
  - In Word 2010 and 2007, choose Final from the "Display for Review" pop-up menu at the top of the Tracking group.
- Show deletions next to your document. To do this:
  - In Word 2016 and 2013, choose All Markup from the "Display for Review" pop-up menu at the top of the Tracking group, and then choose Show Markup > Balloons > Show Revisions in Balloons.
  - In Word 2010, choose Final: Show Markup from the "Display for Review" pop-up menu at the top of the Tracking group, and then choose Show Markup > Balloons > Show Revisions in Balloons.
  - In Word 2007, choose Final Showing Markup from the "Display for Review" pop-up menu at the top of the Tracking group, and then choose Balloons > Show Revisions in Balloons.

After adjusting Track Changes settings, it's a good idea to make Contract Tools reanalyze your document; see Section 3.2, "Updating Contract Tools' Analysis" on page 17 to learn how.

Chapter 4

Working with Provisions

Learn about ways to navigate provisions.

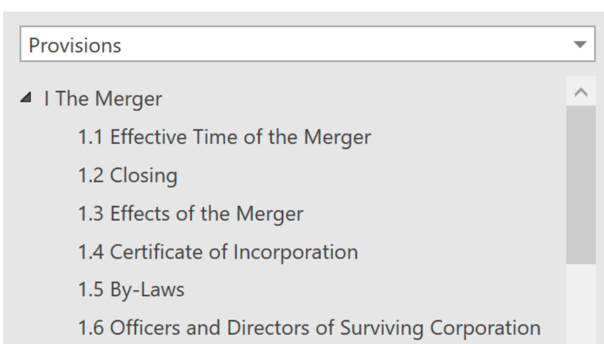
4.1 Finding Provisions

When analyzing a document, Contract Tools finds provisions, provision numbers, and provision titles.

To learn more about how Contract Tools analyzes documents, see Chapter 3, “Analyzing Documents” on page 16. To learn about troubleshooting problems with finding provisions in documents laid out using tables, see Section 14.7, “Contract Tools Won’t Find Content” on page 52.

4.2 Navigating Provisions

You can use the Provisions view to navigate provisions. To show the Provisions view, choose Provisions from the pop-up menu at the top of the Contract Tools pane.



To go to a provision, click the number or title of a provision in the view.

Chapter 5

Working with Defined Terms

Manage the words and phrases that Contract Tools interprets as defined terms. Find defined terms in multiple documents. Ignore and restore defined terms. Complete uses of defined terms by choosing from a list of suggestions.

To learn about	Go to
How Contract Tools finds defined terms	Section 5.1, "Finding Defined Terms Generally" on this page
Including defined terms found in another document	Section 5.2, "Finding Defined Terms in Multiple Documents" on the next page
Navigating, ignoring, and restoring defined terms	Section 5.3, "Managing Defined Terms" on page 23
Defined term autocompletion	Section 5.4, "Completing Uses of Defined Terms" on page 23

5.1 Finding Defined Terms Generally

By default, Contract Tools interprets words and phrases enclosed in double quotation marks (" ", " ") or guillemets (« », ‹ ›) as defined terms. In Word 2010 and later, you can also make Contract Tools find defined terms based on text formatting. To choose how Contract Tools finds defined terms, use the Defined Terms controls in the Analysis Settings view.

It's a good idea to make Contract Tools find defined terms based on text formatting only if defined terms in your document are not enclosed in double quotation marks or guillemets.

When Contract Tools finds defined terms, it ignores some words and phrases that would otherwise be interpreted as defined terms as long as they're not used:

- Words and phrases that are preceded by *definition of*, *heading*, *trademark*, and so on
- Words and phrases that are followed by *as set forth*, *format*, *shall exclude*, and so on

In addition, Contract Tools ignores numbers and amounts of money when it finds defined terms; see Appendix A, “Finding Amounts of Money” on page 55 to learn about the currencies Contract Tools detects.

You may want Contract Tools to ignore certain kinds of words and phrases when it finds defined terms.

To make Contract Tools ignore certain kinds of words and phrases when it finds defined terms:

1. Choose Analysis Settings from the pop-up menu at the top of the Contract Tools pane to show the Analysis Settings view.
2. Use the Defined Terms checkboxes in the Analysis Settings view to select the kinds of words and phrases you want Contract Tools to ignore.

Select this	To make Contract Tools ignore these kinds of words and phrases
Words and phrases that appear in US statutes and regulations	closely held employee benefit plan hazardous substance well-known seasoned issuer
Lowercase words and phrases defined in the Uniform Commercial Code	account debtor electronic chattel paper net proceeds uncertificated security
Common jargon	and blue sky earn-out flex

In general, the words and phrases that you can make Contract Tools ignore when it finds defined terms are lowercase.

Note: Contract Tools always interprets ignorable words and phrases as defined terms when they appear in a list of defined terms and definitions.

To learn about troubleshooting problems with finding defined terms in documents laid out using tables, see Section 14.7, “Contract Tools Won’t Find Content” on page 52.

5.2 Finding Defined Terms in Multiple Documents

You can make Contract Tools include defined terms that it finds in another document. This is useful when you’re working with related documents: for example, a document that uses defined terms located in a separate definitions list.

The document with the defined terms that you want to include must be open in Word, and it must not be a new, unsaved document.

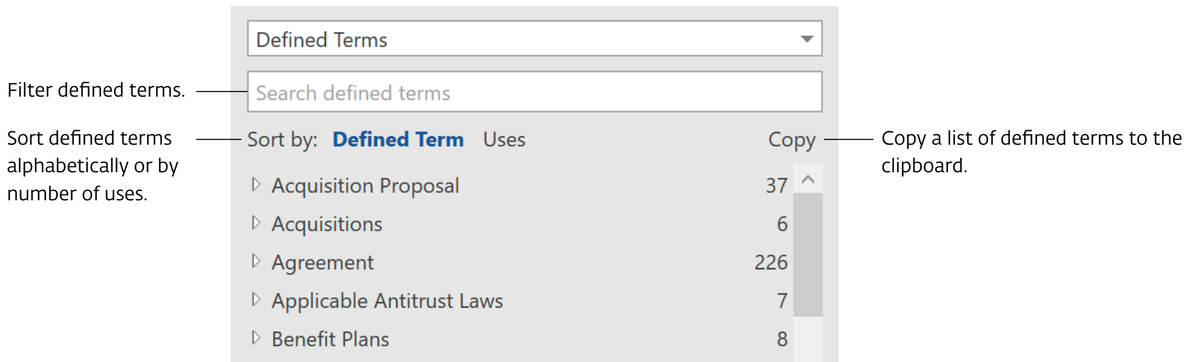
To make Contract Tools include defined terms that it finds in another document:

1. Choose Analysis Settings from the pop-up menu at the top of the Contract Tools pane to show the Analysis Settings view.

2. Choose the document with the defined terms that you want to include from the “Include defined terms found in” pop-up menu. If the document that you want to choose doesn’t appear in the menu, make sure the document is open in Word and is not a new, unsaved document.

5.3 Managing Defined Terms

You can use the Defined Terms view to manage defined terms. To show the Defined Terms view, choose Defined Terms from the pop-up menu at the top of the Contract Tools pane.



Here are ways to use the Defined Terms view:

- To find a defined term in the view, type all or part of the defined term you want to find in the search field at the top of the view.
- To sort defined terms alphabetically or by number of uses, click one of the buttons at the top left of the view.
- To copy a list of defined terms to the clipboard, click the Copy button at the top right of the view.
- To go to where a defined term is defined, click a defined term in the view. To learn about other ways to go to where a defined term is defined, see Section 2.2, “Navigation Tools” on page 12.
- To show where a defined term is used, click the disclosure triangle next to a defined term.
- To ignore a defined term, click a defined term in the view to select it, and then click the Ignore button at the bottom of the view or press the Backspace key. Defined terms you ignore are saved with your document by default; see Section 3.4, “Saving Analysis Settings” on page 18 to learn more.
- To restore a defined term you’ve ignored, choose Show Ignored Defined Terms from the Options pop-up menu at the bottom of the view, select the ignored defined term you want to restore, and then click the Restore button at the bottom of the view or press the Backspace key.
- To quickly restore all ignored defined terms, choose Restore All Ignored Defined Terms from the Options pop-up menu at the bottom of the view.

5.4 Completing Uses of Defined Terms

When you start typing a use of a defined term, Contract Tools shows a list of defined terms that might be used to complete the one you’re typing. You can choose one of the suggested defined terms, or you can continue typing to refine or ignore the suggestions. To choose a defined term, use the Up Arrow and Down Arrow keys to select a defined term, and then press the Right Arrow key. You can also choose a defined term by clicking it.

To stop the list of defined terms from appearing, choose Preferences from the pop-up menu at the top of the Contract Tools pane to show the Preferences view, and then deselect the "Suggest ways to complete defined term uses" checkbox.

Chapter 6

Working with Cross-References

Navigate cross-references. Make cross-references automatically update as you edit your document.

6.1 Finding Cross-References

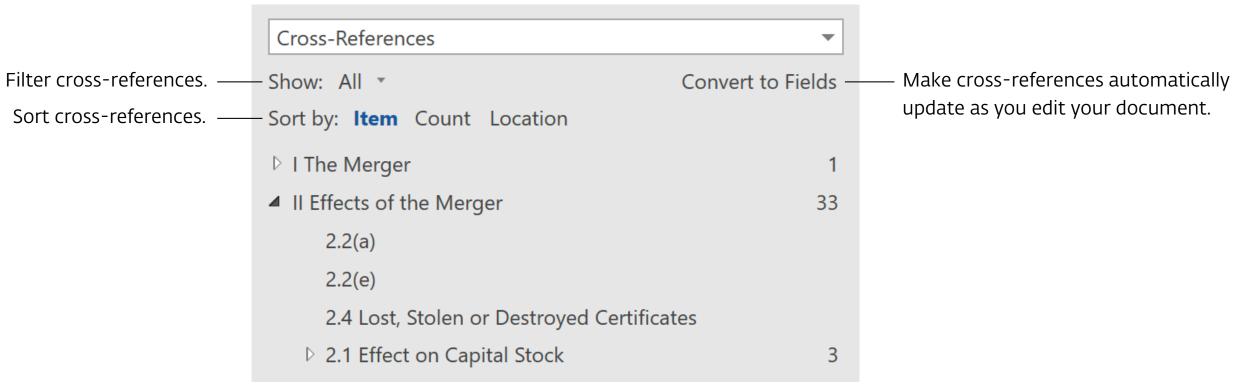
When analyzing a document, Contract Tools finds text that looks like cross-references, and then finds the items to which these cross-references refer based on the text of the cross-references and provision numbers in your document (see Chapter 4, “Working with Provisions” on page 20 to learn more about provisions).

Contract Tools may not find all cross-references. For example, Contract Tools may not find cross-references that look like inline list markers. Also, Contract Tools may not find the items to which all cross-references refer.

To learn more about how Contract Tools analyzes documents, see Chapter 3, “Analyzing Documents” on page 16.

6.2 Managing Cross-References

You can use the Cross-References view to navigate cross-references. You can also use the Cross-References view to convert cross-references that consist of only text to automatically updating cross-references that include Word fields (search for “fields” in Word Help to learn more). To show the Cross-References view, choose Cross-References from the pop-up menu at the top of the Contract Tools pane.



Here are ways to use the Cross-References view:

- To convert all cross-references that consist of only text to automatically updating cross-references that include Word fields, click "Convert to Fields" at the top right of the view. You can also convert individual cross-references using the Context button; see Section 2.3.2, "The Context Button" on page 14 to learn more.
- To show all cross-references or a kind of cross-reference, use the Show pop-up menu at the top left of the view.
- To sort cross-references by referenced item, by count, or by location, click one of the buttons at the top of the view.
- To go to where a cross-reference appears in your document, click a cross-reference in the view.
- To go to the item to which a cross-reference refers, sort the Cross-References view by location, and then click the arrow to the right of the cross-reference. To learn about other ways to go to the item to which a cross-reference refers, see Section 2.2, "Navigation Tools" on page 12.

Chapter 7

Finding Related Items

Find provisions and other items that are related to an item that you choose.

You can use the Related Items view to find items that are related to an item that you choose. For example, you can use the Related Items view to find provisions that contain cross-references to the provision that you're working with.

To show the Related Items view, choose Related Items from the pop-up menu at the top of the Contract Tools pane.

Here are ways to use the Related Items view:

- To choose the item to which the Related Items view applies, click text within your document.
- To sort related items alphabetically or in the order in which they appear in your document, click Item at the top left of the view. To sort related items by number of items, click Count at the top left of the view.
- To see more information about a related item, click the disclosure triangle next to the item.
- To go to a related item, click an item in the view.
- To go back to the item to which the Related Items view applies, click the Scope button at the top right of the view.

Note: Because Contract Tools may not find all cross-references, the Related Items view may exclude some cross-references. To learn more about cross-references, see Chapter 6, “Working with Cross-References” on page 25.

Chapter 8

Proofreading Documents

Check your document for common contract drafting errors.
Ignore and restore drafting errors.

You can use Contract Tools' Proofreader to check your document for common kinds of contract drafting errors.

To learn about	Go to
Kinds of drafting errors the Proofreader finds; underlining drafting errors; ignoring words and phrases while proofreading	Section 8.1, "Checking for Drafting Errors" on this page
Navigating, ignoring, and restoring drafting errors	Section 8.2, "Managing Drafting Errors" on page 34

8.1 Checking for Drafting Errors

The Proofreader checks for the following kinds of drafting errors:

- Capitalized words and phrases that are not uses of a defined term
- Duplicate defined terms
- Miscapitalized defined terms
- In Word 2010 and later: inconsistently formatted provision titles, defined terms, cross-references, and ancillary references
- Problems with provision numbering, list numbering, and alphabetization of definitions lists
- Unmatched punctuation, specifically brackets ([ ], ( ), { }), curly double quotation marks (“ ”), and guillemets (« », ‹ ›)

To learn about	Go to
Provisions	Chapter 4, “Working with Provisions” on page 20
Defined terms	Chapter 5, “Working with Defined Terms” on page 21
Cross-references	Chapter 6, “Working with Cross-References” on page 25
Ancillaries	Chapter 10, “Working with Ancillaries” on page 37

Note: The Proofreader does not check for drafting errors within comments, footnotes, and endnotes. Search for “comments”, “footnotes”, and “endnotes” in Word Help to learn about these items.

Drafting errors are underlined in your document. This underlining does not change your document in any way. To change the color of drafting error underlining, choose Preferences from the pop-up menu at the top of the Contract Tools pane to show the Preferences view, click the color well next to Underline Color, and then choose a color. To hide drafting error underlining, deselect the “Underline drafting errors” checkbox in the Preferences view.

The Proofreader ignores some errors by default. To choose the kinds of errors that the Proofreader ignores, choose Analysis Settings from the pop-up menu at the top of the Contract Tools pane to show the Analysis Settings view, and then use the Drafting Errors controls.

Adjacent uses of defined terms: When the Proofreader checks for capitalized words and phrases that are not uses of a defined term, it ignores adjacent uses of defined terms. To make the Proofreader find adjacent uses of defined terms, deselect the “Ignore adjacent uses of defined terms” checkbox.

Duplicate defined terms: The Proofreader ignores pairs of singular and plural duplicate defined terms (for example, *Affiliate* and *Affiliates*) that appear in the same paragraph. To make the Proofreader find these items, deselect the “Ignore singular and plural duplicates in the same paragraph” checkbox.

Miscapitalized defined terms: The Proofreader finds only miscapitalized defined terms that have a mix of uppercase and lowercase letters. For example, if *Material Contract* is a defined term, then the Proofreader finds *material Contract*, but not *material contract*. To make the Proofreader find all miscapitalized defined terms, use the Miscapitalized Defined Terms controls.

You can make the Proofreader ignore certain kinds of capitalized words and phrases when it checks for those that are not uses of a defined term.

To make the Proofreader ignore certain kinds of capitalized words and phrases:

1. Choose Analysis Settings from the pop-up menu at the top of the Contract Tools pane to show the Analysis Settings view.
2. Click More Options, and then select the kinds of capitalized words and phrases you want the Proofreader to ignore.

Select this	To make the Proofreader ignore these kinds of capitalized words and phrases
Accounting and finance terms	Goldman, Sachs & Co. PricewaterhouseCoopers Baa3 New York Stock Exchange *The Wall Street Journal*
Arbitration forums	American Arbitration Association Judicial Arbitration and Mediation Services JAMS
Business entities	Paper Software LLC Paper Software, Inc. OOO Paper Software Paper Software, SA/NV Paper Software s.à r.l.
Business entity terms	Board of Directors Audit Committee Chief Executive Officer Assistant Secretaries Articles of Formation
Canadian government bodies	Bank of Canada Canada Mortgage and Housing Corporation Department of Foreign Affairs and International Trade
Canadian statutes	Bankruptcy and Insolvency Act Food and Drugs Act Winding-up and Restructuring Act
Contact information	Attention Facsimile Email
Dates and times	Midnight Friday December Eastern Standard Time
Government bodies	Consumer Financial Protection Bureau Department of Justice Ministry of Defence
Incentive plans	Approved Share Option Scheme Long Term Incentive Plan Restricted Stock Plan
Intergovernmental organizations	European Union United Nations World Trade Organization

Select this	To make the Proofreader ignore these kinds of capitalized words and phrases
Jargon	Amended and Restated Plan of Merger Article Federal Form of Notice Stock Purchase Agreement Risk Factors
Law firms	Adams and Reese Krieg DeVault Wyatt, Tarrant & Combs
Names and honorifics	James Smith, Esq. Dr. Mary Johnson
Places	Central America United States of America British Columbia New York City Bailiwick of Guernsey
Regulations and forms	International Traffic in Arms Regulations Form W-8BEN Regulation S-X Rule 144A Schedule 14D-9
Self-regulatory organizations	Accounting Principles Board Financial Industry Regulatory Authority Public Company Accounting Oversight Board
Statute titles	Bankruptcy Code Companies Act Treaty of Amsterdam
Technology terms	PDF Internet MIT License
UK government bodies	Bank of England Financial Services Trade and Investment Board Her Majesty's Treasury
UK public general acts	Contracts (Rights of Third Parties) Act Financial Services (Banking Reform) Act Income and Corporation Taxes Act
Uniform laws	National Conference of Commissioners on Uniform State Laws UCC Uniform Gifts to Minors Act

Select this	To make the Proofreader ignore these kinds of capitalized words and phrases
US federal courts	Supreme Court of the United States United States Court of Appeals for the Second Circuit United States Court of Federal Claims Southern District of New York
US federal government bodies	Federal Reserve System Patent and Trademark Office Electronic Data Gathering, Analysis, and Retrieval System Flood Insurance Rate Map
US federal statutes	COBRA Food, Drug, and Cosmetic Act Worker Adjustment and Retraining Notification Act
US state business entity regulators	Delaware Secretary of State Secretary of State of New York Virginia State Corporation Commission
US state business entity statutes	General Corporation Law of the State of Delaware New York Partnership Law Beverly-Killea Limited Liability Company Act
US state courts	Delaware Court of Chancery New York Supreme Court California Court of Appeal for the First District

The Proofreader always ignores the following kinds of capitalized words and phrases when it checks for those that are not uses of a defined term:

All caps: The Proofreader ignores paragraphs set in all uppercase letters (all caps).

Alphanumeric codes: The Proofreader ignores alphanumeric codes (such as *B26354*).

Capitalized words at the beginnings of sentences: The Proofreader ignores capitalized words that appear only at the beginnings of sentences. In addition, the Proofreader ignores words commonly used to begin sentences (such as *The*, *Each*, and *Notwithstanding*) when they appear at the beginnings of sentences, even if they also appear elsewhere.

Currencies: The Proofreader ignores currencies (such as *US Dollars*, *USD*, *Euros*, and *EUR*). To learn about the currencies Contract Tools detects, see Appendix A, “Finding Amounts of Money” on page 55.

Numbers: The Proofreader ignores numbers (such as *One*, *One Hundred Million*, and *First*).

Provision titles: The Proofreader ignores provision titles when they appear at the start of a provision and when they appear within parentheses or square brackets ([ ]).

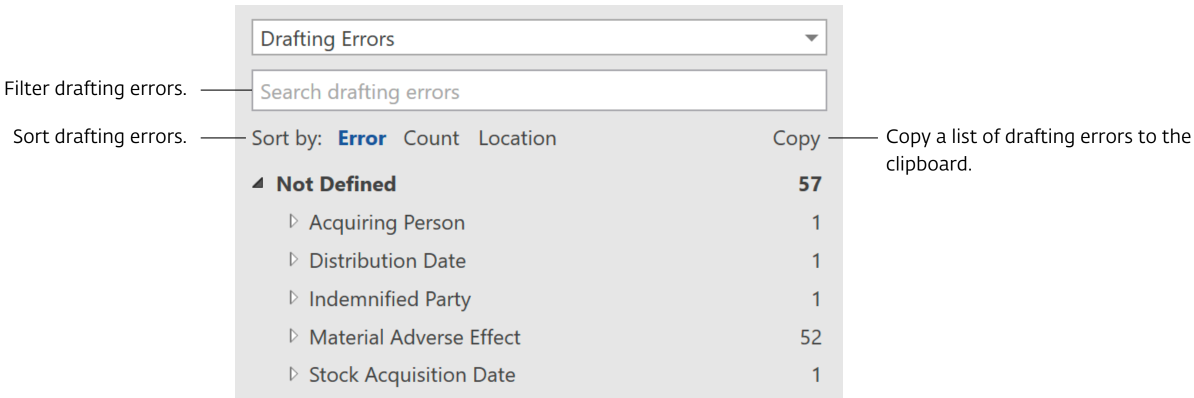
Quotation marks: The Proofreader ignores capitalized words and phrases enclosed in double quotation marks (“ ”, " ") or guillemets (« », ‹ ›).

Singular and plural forms of defined terms: You may use singular defined terms in their plural forms, and plural defined terms in their singular forms (for example, you may define *Subsidiary* but use *Subsidiaries*). The Proofreader ignores singular and plural forms of defined terms. To learn about defined terms, see Chapter 5, “Working with Defined Terms” on page 21.

To learn how to manage drafting errors, including how to ignore drafting errors, see Section 8.2, “Managing Drafting Errors” on this page.

8.2 Managing Drafting Errors

You can use the Drafting Errors view to manage drafting errors. To show the Drafting Errors view, choose Drafting Errors from the pop-up menu at the top of the Contract Tools pane.



Here are ways to use the Drafting Errors view:

- To find a drafting error in the view, type all or part of the drafting error you want to find in the search field at the top of the view.
- To sort drafting errors by category, by count, or by location, click one of the buttons at the top left of the view.
- To copy a list of drafting errors to the clipboard, click the Copy button at the top right of the view.
- To go to where a drafting error appears, click a drafting error in the view.
- To ignore a selected drafting error, click a drafting error in the view to select it, and then click the Ignore button at the bottom of the view or press the Backspace key. You can also use the Context button to ignore drafting errors; see Section 2.3.2, “The Context Button” on page 14 to learn how. Drafting errors you ignore are saved with your document by default; see Section 3.4, “Saving Analysis Settings” on page 18 to learn more.

  Note: You ignore categories of drafting errors, not individual drafting errors. You cannot ignore list order errors and unmatched punctuation errors.
- To restore a drafting error you’ve ignored, choose Show Ignored Drafting Errors from the Options pop-up menu at the bottom of the view, select the ignored drafting error you want to restore, and then click the Restore button at the bottom of the view or press the Backspace key.
- To quickly restore all ignored drafting errors, choose Restore All Ignored Drafting Errors from the Options pop-up menu at the bottom of the view.

To learn about drafting errors generally, see Section 8.1, “Checking for Drafting Errors” on page 29.

In addition to the Drafting Errors view, you can use the Issues pop-up menu at the bottom of the Contract Tools pane to see a list of potential problems in your document. To learn more about the Issues pop-up menu, see Section 2.3.3, “The Issues Pop-Up Menu” on page 15.

Chapter 9

Finding To-Dos

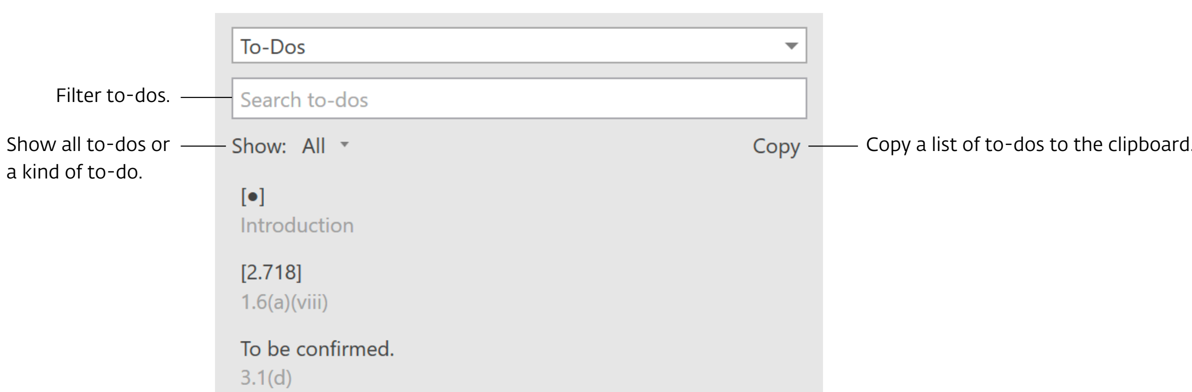
Find placeholders, bracketed text, highlighted text, comments, and more.

The To-Dos view shows a variety of items that may be unfinished:

- Placeholders (for example: _, [_], {_}, [•], {*}; also sequences of three or more space characters)
- Text enclosed in square brackets ([ ]) or curly brackets ({ })
- Highlighted text (search for “highlight” in Word Help to learn more)
- Comments, footnotes, and endnotes (search for “comments”, “footnotes”, and “endnotes” in Word Help to learn about these items)

Note: Contract Tools does not flag text like *[intentionally omitted]*, *[Reserved.]*, and so on as to-dos.

To show the To-Dos view, choose To-Dos from the pop-up menu at the top of the Contract Tools pane.



Here are ways to use the To-Dos view:

- To find a to-do in the view, type all or part of the to-do you want to find in the search field at the top of the view.

- To show all to-dos or a kind of to-do, use the Show pop-up menu at the top left of the view.
- To copy a list of to-dos to the clipboard, click the Copy button at the top right of the view.
- To go to where a to-do appears in your document, click a to-do in the view.

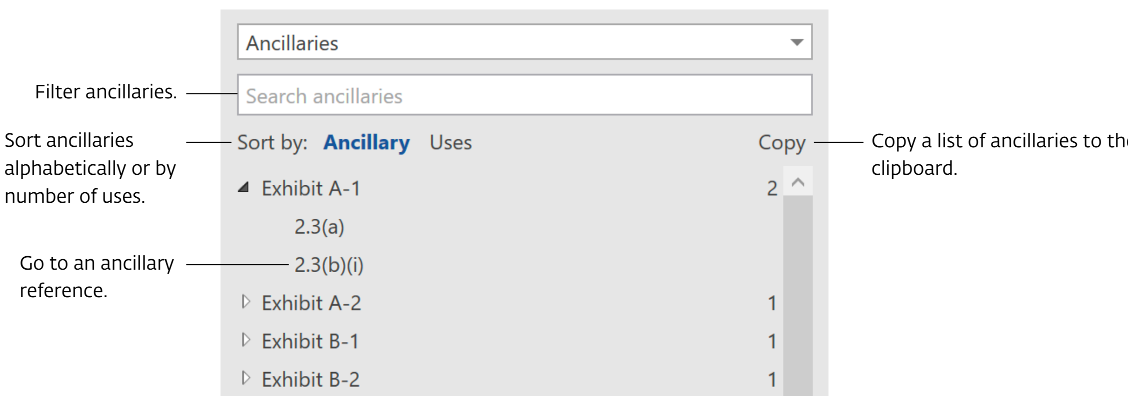
Chapter 10

Working with Ancillaries

Find references to other documents.

Some documents refer to exhibits, schedules, and so on. In Contract Tools, these items are called *ancillaries*.

You can use the Ancillaries view to find references to ancillaries. To show the Ancillaries view, choose Ancillaries from the pop-up menu at the top of the Contract Tools pane.



Here are ways to use the Ancillaries view:

- To find an ancillary in the view, type all or part of the ancillary you want to find in the search field at the top of the view.
- To sort ancillaries alphabetically or by number of uses, click one of the buttons at the top left of the view.
- To copy a list of ancillaries to the clipboard, click the Copy button at the top right of the view.
- To show the locations of ancillary references, click the disclosure triangle to the left of an ancillary.
- To go to an ancillary reference, click its location in the view.
- To ignore an ancillary, click an ancillary in the view to select it, and then click the Ignore button at the bottom of the view or press the Backspace key. Ancillaries you ignore are saved with your document by default; see Section 3.4, “Saving Analysis Settings” on page 18 to learn more.

- To restore an ancillary you've ignored, choose Show Ignored Ancillaries from the Options pop-up menu at the bottom of the view, select the ignored ancillary you want to restore, and then click the Restore button at the bottom of the view or press the Backspace key.
- To quickly restore all ignored ancillaries, choose Restore All Ignored Ancillaries from the Options pop-up menu at the bottom of the view.

Chapter 11

Finding Text

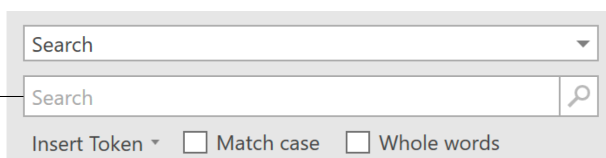
Find words and phrases in your document. Use tokens to find numbers, monetary amounts, dates, and more.

To learn about	Go to
Finding words and phrases	Section 11.1, “Finding Text Generally” on this page
Using tokens to find numbers, monetary amounts, and so on	Section 11.2, “Finding Numbers, Amounts of Money, and Dates and Times” on the next page

11.1 Finding Text Generally

You can use the Search view to find all instances of words and phrases in your document. To show the Search view, choose Search from the pop-up menu at the top of the Contract Tools pane.

Search for words and phrases.



To find text:

1. Type the text you want to find in the search field.
2. Press Enter or click the search button (looks like a magnifying glass).

   Search results appear below the search field, and the number of search results appears on the right of the search field.

   To limit search results, select “Match case” or “Whole words”.

   Match case: When “Match case” is selected, you search for the uppercase and lowercase letters you enter in the search field exactly as you enter them. When “Match case” is deselected, you can use uppercase and lowercase letters interchangeably in the search field. For example, if you search for *partner* when “Match case” is selected, you find *partner* but not *Partner*. If you search for *partner* when “Match case” is deselected, you find both *partner* and *Partner*.

Whole words: When “Whole words” is selected, you find only what you enter in the search field. When “Whole words” is deselected, you find text that contains what you enter in the search field. For example, if you search for *partner* when “Whole words” is selected, you find *partner* by itself, but not in words like *partnership*. If you search for *partner* when “Whole words” is deselected, you find *partner* by itself and in words like *partnership*.

In addition to words and phrases, you can find amounts of money, dates and times, and more; see Section 11.2, “Finding Numbers, Amounts of Money, and Dates and Times” on this page to learn how.

Note: When you use the search field:

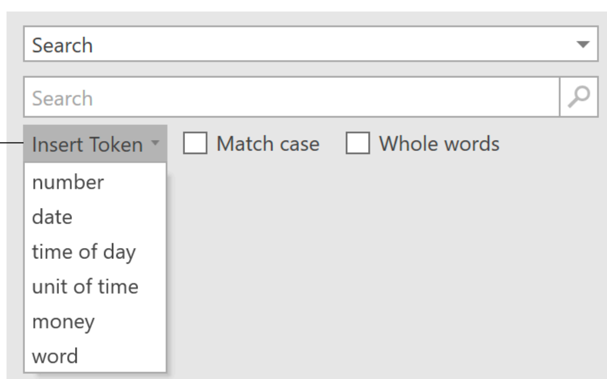
- You search only the part of your document that Contract Tools analyzes (see Section 3.3, “Analyzing Part of a Document” on page 17 to learn more)
- You do not find text within comments, footnotes, and endnotes (search for “comments”, “footnotes”, and “endnotes” in Word Help to learn about these items)
- You do not find provision numbers, cross-references, and ancillaries

To learn about other ways to find	Go to
Provisions	Chapter 4, “Working with Provisions” on page 20
Cross-references	Chapter 6, “Working with Cross-References” on page 25
Ancillaries	Chapter 10, “Working with Ancillaries” on page 37

11.2 Finding Numbers, Amounts of Money, and Dates and Times

You can use tokens in the search field to find numbers, dates, monetary amounts, and more. To insert tokens in the search field, choose a token from the Insert Token pop-up menu below the search field.

Add a token to the search field.



Here are tokens you can use to find numbers, amounts of money, and dates and times:

Use this token	To find this	For example
number	Digits, comma-separated numbers, decimals, percentages, and numbers in word form	1 1.0 one 50% fifty percent fifty per cent fifty per centum 10,000,000 10 million ten million 1st first 58th fifty-eighth
date	Dates formatted in common ways	August 30, 2010 30 August 2010 30th of August 1st day of January
time of day	Times of day formatted in common ways	9:30AM 9:30 a.m. 9:30am 9:30 12:00 noon 5:00p.m. 5:00 pm 5:00 5 PM 12:00 midnight
unit of time	Commonly used measures of time	seconds minutes hours days weeks months quarters years anniversary
money	Monetary amounts denominated in the currencies listed in Appendix A, “Finding Amounts of Money” on page 55	$100 one hundred euros 100 zł 100 ringgits
word	Any word	

You can use number, word, and the other tokens together with text to find a variety of phrases. The following table shows some examples.

When you search for this	You can find phrases like this
number shares	1,000 shares 10 million shares ten million shares
word stock	A Stock B Stock Common Stock Preferred Stock
number to number	4.25 to 1.00 3.0 to 1.0 one to one
number (number)	ten (10) fifty percent (50%) one hundred (100,000)
money (money)	ten million dollars ($10,000,000) fifty pounds sterling (£50.00) one million euros (¥10,000,000,000)
number unit of time	48 hours 90 days six months four quarter two years fifth anniversary
number word unit of time	10 business days first fiscal quarter

To learn about finding text generally, see Section 11.1, “Finding Text Generally” on page 39.

Chapter 12

Setting Preferences

Set Contract Tools to be turned off when you open documents. Learn about other ways to customize how you work with Contract Tools.

You can set Contract Tools preferences by using the controls in the Preferences view. To show the Preferences view, choose Preferences from the pop-up menu at the top of the Contract Tools pane.

Here are preferences that you may want to change:

By default, this happens	To make this happen	Use these controls	To learn more, go to
Contract Tools turns on automatically when opening documents	Set Contract Tools to be turned off	Deselect "Turn on when opening documents"	Section 2.1, "The Contract Tools Ribbon Tab" on page 11
The Contract Tools pane appears on the right of the Word window	Make the Contract Tools pane appear on the left; hide the Contract Tools pane	Use the Contract Tools Pane controls	Section 2.3, "The Contract Tools Pane" on page 13
Contract Tools reanalyzes when you save	Set Contract Tools to reanalyze manually	Deselect "Analyze when saving"	Section 3.2, "Updating Contract Tools' Analysis" on page 17
Drafting errors are underlined in yellow	Choose a different color for underlining; hide underlining	Use the Drafting Errors controls	Chapter 8, "Proofreading Documents" on page 29

Chapter 13

Deactivation, Subscription Management, and Uninstalling

Deactivate Contract Tools on your current computer to activate it on a different computer. Disconnect from your organization's license server. Update your billing information. Cancel your Contract Tools subscription. Uninstall Contract Tools to remove it from your computer.

To learn about	Go to
Using Contract Tools on a different computer	Section 13.1, "Deactivating Contract Tools" on this page
Allowing others to use Contract Tools when your organization uses Contract Tools License Server	Section 13.2, "Disconnecting from Contract Tools License Server" on the next page
Cancelling your Contract Tools subscription	Section 13.3, "Managing Your Subscription" on the next page
Removing Contract Tools from your computer	Section 13.4, "Uninstalling Contract Tools" on page 46

13.1 Deactivating Contract Tools

If you want to activate Contract Tools on a different computer, you should first deactivate Contract Tools on your current computer.

To deactivate Contract Tools:

1. Choose Subscription from the pop-up menu at the top of the Contract Tools pane to show the Subscription view.
2. Click the Deactivate Contract Tools button.

Note: When you deactivate Contract Tools, you do not cancel your subscription; see Section 13.3, “Managing Your Subscription” on this page to learn how to cancel your subscription. Also, when you deactivate Contract Tools, you do not remove it from your computer; see Section 13.4, “Uninstalling Contract Tools” on the next page to learn how to remove Contract Tools from your computer.

When you activate Contract Tools on a different computer, you must enter an activation key. If you need to retrieve a lost activation key, visit https://papersoftware.com/activation.html. To learn general information about activating Contract Tools, see Section 1.3, “Activating Contract Tools” on page 7.

If you forget to deactivate Contract Tools on one computer before you try to activate it on another, you can deactivate Contract Tools on your other computers when you activate Contract Tools on your current computer.

To deactivate Contract Tools on your other computers:

1. On your current computer, enter your activation key, and then click Activate; see Section 1.3, “Activating Contract Tools” on page 7 to learn more. An alert message that says “Do you want to deactivate Contract Tools on all of your computers?” appears.
2. Click Yes to deactivate Contract Tools on your other computers and activate Contract Tools on your current computer. If you change your mind about deactivating Contract Tools on your other computers, click No.

To learn how to troubleshoot problems with deactivating Contract Tools, see Section 14.5, “Contract Tools Cannot Connect to Activation Server” on page 50.

13.2 Disconnecting from Contract Tools License Server

If your organization uses Contract Tools License Server to administer Contract Tools, you may want to disconnect Contract Tools from the server to allow others within your organization to use Contract Tools.

Here are ways to disconnect Contract Tools from Contract Tools License Server:

- Choose Subscription from the pop-up menu at the top of the Contract Tools pane to show the Subscription view, and then click the Disconnect button.
- Quit Word.

Note: Turning off Contract Tools by clicking the On / Off button in the Contract Tools ribbon tab does not disconnect Contract Tools from Contract Tools License Server. Also, hiding the Contract Tools pane does not disconnect Contract Tools from Contract Tools License Server. To learn about turning off Contract Tools and hiding the Contract Tools pane, see Section 2.1, “The Contract Tools Ribbon Tab” on page 11.

To learn how to connect to Contract Tools License Server, see Section 1.4, “Connecting to Contract Tools License Server” on page 8.

13.3 Managing Your Subscription

You can update your billing information or cancel your Contract Tools subscription.

To manage your Contract Tools subscription:

1. Choose Subscription from the pop-up menu at the top of the Contract Tools pane to show the Subscription view.
2. Click the Manage Subscription button.

13.4 Uninstalling Contract Tools

You can uninstall Contract Tools to remove it from your computer.

Before you uninstall Contract Tools, you should deactivate it; see Section 13.1, "Deactivating Contract Tools" on page 44 to learn how.

To uninstall Contract Tools:

1. Show a list of applications on your computer. Here are ways to do this:
    - In Windows 10 version 1703 and later, choose Start > Settings (looks like a gear) > Apps.
    - In Windows 10 version 1607 and earlier, choose Start > Settings (looks like a gear) > System > Apps & features.
    - In any version of Windows, open Control Panel, and then click "Uninstall a program" at the bottom left of the Control Panel window.
2. Find Paper Software Contract Tools in the list of applications, select it, and then click the Uninstall button.

    Note: When you uninstall Contract Tools, you do not cancel your subscription; see Section 13.3, "Managing Your Subscription" on the previous page to learn how to cancel your subscription.

    You can remove add-ins like Contract Tools from Word by using the controls in the COM Add-ins dialog. To show the COM Add-ins dialog, choose File > Options > Add-ins to show the Add-ins pane of Word Options, choose COM Add-ins from the Manage pop-up menu at the bottom of the Add-ins pane, and then click the Go button.

    Removing Contract Tools from Word by using the COM Add-ins dialog does not uninstall Contract Tools from your computer. It's not a good idea to remove Contract Tools from Word without also uninstalling it. If you remove Contract Tools from Word without uninstalling it, you may not be able to restore Contract Tools to Word if you change your mind about removing Contract Tools from Word.

    It's OK to uninstall Contract Tools without removing it from Word.

Chapter 14

Troubleshooting

Learn how to solve problems with Contract Tools. Find version information for Windows, Word, and Contract Tools.

Here are tips for resolving issues that might arise when you use Contract Tools.

To learn about this issue	Go to
Contract Tools Setup stops when it's downloading prerequisites	Section 14.1, "Contract Tools Setup Won't Download Prerequisites" on the next page
Contract Tools doesn't start, but no alert messages appear	Section 14.2, "Contract Tools Won't Start" on the next page
Contract Tools doesn't start, and an alert message appears	Section 14.3, "Contract Tools Won't Start due to an Error" on page 49
The Contract Tools pane doesn't appear, even though the Contract Tools ribbon tab appears	Section 14.4, "The Contract Tools Pane Won't Appear" on page 50
Contract Tools doesn't activate or deactivate because it can't connect to the activation server	Section 14.5, "Contract Tools Cannot Connect to Activation Server" on page 50
Contract Tools doesn't activate because of a problem with network adaptors	Section 14.6, "Contract Tools Won't Activate due to Disabled Network Adapters" on page 51
Contract Tools doesn't find provisions, defined terms, and other items that appear in your document	Section 14.7, "Contract Tools Won't Find Content" on page 52
Word becomes unresponsive when closing a document	Section 14.8, "Closing a Document Takes a Long Time When Using Multiple Add-Ins" on page 52
Word shuts down unexpectedly (crashes) when using Contract Tools and other add-ins on a touch or stylus device	Section 14.9, "Word Quits Unexpectedly When Using Multiple Add-Ins on a Computer with a Touchscreen or Stylus" on page 52
Contract Tools can't be updated, and an alert message appears	Section 14.10, "Contract Tools Won't Install Updates" on page 53

To help you resolve an issue with Contract Tools, we may need information about your computer; see Section 14.11, "Finding Information About Your Computer" on page 53 to learn more.

See Section 14.12, "Disabling Word Add-ins" on page 54 to learn how to disable a Word add-in.

14.1 Contract Tools Setup Won't Download Prerequisites

What happens: When you're installing Contract Tools (see Section 1.1, "Installing Contract Tools" on page 5), the message "Downloading prerequisite software" appears in the Contract Tools Setup window, and a progress indicator (a moving bar) shows the status of the download. The progress indicator doesn't move.

What this means: When you install Contract Tools, you also download and install other Microsoft software that Contract Tools requires (see Section 1.8, "Prerequisites for Installing Contract Tools" on page 9 to learn more). Most likely, firewall software (or similar software) is preventing Contract Tools Setup from connecting to the internet to download this other software.

What you should do: Temporarily disable your firewall software, or configure it to allow Contract Tools Setup to connect to the internet. The documentation for your firewall software should have instructions on how to do this. As an alternative, you can download and install Contract Tools' prerequisites. For information about Contract Tools' prerequisites, including links to installers, see Section 1.8, "Prerequisites for Installing Contract Tools" on page 9.

14.2 Contract Tools Won't Start

What happens: When you open a document in Word, both the Contract Tools ribbon tab and the Contract Tools pane fail to appear (see Section 2.1, "The Contract Tools Ribbon Tab" on page 11 and Section 2.3, "The Contract Tools Pane" on page 13). No alert messages appear.

What this means: It's possible that Contract Tools failed to install successfully, or that Contract Tools has been uninstalled (see Section 13.4, "Uninstalling Contract Tools" on page 46). It's also possible that Contract Tools is disabled in Word.

What you should do: Confirm that Contract Tools is installed on your computer and enabled in Word.

To confirm that Contract Tools is installed:

1. Show a list of applications on your computer. Here are ways to do this:
   - In Windows 10 version 1703 and later, choose Start > Settings (looks like a gear) > Apps.
   - In Windows 10 version 1607 and earlier, choose Start > Settings (looks like a gear) > System > Apps & features.
   - In any version of Windows, open Control Panel, and then click "Uninstall a program" at the bottom left of the Control Panel window.
2. Make sure that Paper Software Contract Tools appears in the list of applications.

See Section 1.1, “Installing Contract Tools” on page 5 to learn how to install Contract Tools.

Note: On computers with Word 2007, make sure that Contract Tools is installed only for you, not for everyone who uses your computer. A simple way to do this is to uninstall and reinstall Contract Tools. See Section 13.4, “Uninstalling Contract Tools” on page 46 and Section 1.1, “Installing Contract Tools” on page 5 to learn more.

To confirm that Contract Tools is enabled in Word:

1. Choose File > Options > Add-ins to show the Add-ins pane of Word Options.
2. Make sure that Paper Software Contract Tools appears below Active Application Add-ins in the list of add-ins.

See Section 1.6, “Enabling Contract Tools” on page 9 to learn how to enable Contract Tools.

If Contract Tools still won’t start after confirming that it’s installed and enabled, send an email to support@papersoftware.com.

If an alert message that says “Error starting Contract Tools” appears when Word starts, the file in which Contract Tools preferences are saved may be damaged; see Section 14.3, “Contract Tools Won’t Start due to an Error” on this page to learn more. If the Contract Tools pane doesn’t appear even though the Contract Tools ribbon tab appears, there may be an issue with another Word add-in; see Section 14.4, “The Contract Tools Pane Won’t Appear” on the next page to learn more.

14.3 Contract Tools Won’t Start due to an Error

What happens: When you open Word, an alert message that says “Error starting Contract Tools” appears. Both the Contract Tools ribbon tab and the Contract Tools pane fail to appear (see Section 2.1, “The Contract Tools Ribbon Tab” on page 11 and Section 2.3, “The Contract Tools Pane” on page 13).

What this means: Most likely, the file in which Contract Tools preferences are saved is damaged.

What you should do: If you delete the file in which Contract Tools preferences are saved, Word will create a new version of this file with default preferences the next time Contract Tools starts. This should resolve the issue.

To make Word create a new Contract Tools preferences file:

1. Quit Word.
2. Open File Explorer and navigate to C:\Users*[Your User Name]*\AppData\Local\Microsoft_Corporation. If you can’t see the AppData folder, click View at the top of the File Explorer window, and then select the “Hidden items” checkbox in the Show/hide group.
3. In the Microsoft_Corporation folder, there should be a folder with a name that begins with PaperSoftwareContractTool_Path_ and ends with a series of random characters. Move this folder to the Recycle Bin. (This folder and its contents are generated by Word. It contains folders named with Word version numbers, and each of these folders contains a file named user.config. These files contain the preferences you set in the Preferences view.)

4. Open a document in Word to start Contract Tools.

   If Contract Tools still won't start, send an email to support@papersoftware.com.

   If no alert messages appear when you start Contract Tools but Contract Tools still fails to start, you should confirm that Contract Tools is installed on your computer and enabled in Word; see Section 14.2, "Contract Tools Won't Start" on page 48 to learn how. If the Contract Tools pane doesn't appear even though the Contract Tools ribbon tab appears, there may be an issue with another Word add-in; see Section 14.4, "The Contract Tools Pane Won't Appear" on this page to learn more.

14.4 The Contract Tools Pane Won't Appear

What happens: When you open a document in Word, the Contract Tools pane fails to appear, even though the Contract Tools ribbon tab appears (see Section 2.3, "The Contract Tools Pane" on page 13 and Section 2.1, "The Contract Tools Ribbon Tab" on page 11).

What this means: Most likely, another add-in is changing the default behavior of Word such that the Contract Tools pane cannot appear. (Litéra LexPro has been reported to cause this behavior.)

What you should do: Disable your other Word add-ins and see whether this resolves the issue. To learn how to disable a Word add-in, see Section 14.12, "Disabling Word Add-ins" on page 54.

If the Contract Tools pane still won't appear, send an email to support@papersoftware.com.

If both the Contract Tools ribbon tab and the Contract Tools pane fail to appear, see Section 14.2, "Contract Tools Won't Start" on page 48 and Section 14.3, "Contract Tools Won't Start due to an Error" on the previous page.

14.5 Contract Tools Cannot Connect to Activation Server

What happens: When you try to begin a trial of Contract Tools (see Section 1.2, "Trying Contract Tools" on page 6), or when you try to activate or deactivate Contract Tools (see Section 1.3, "Activating Contract Tools" on page 7 and Section 13.1, "Deactivating Contract Tools" on page 44), an alert message that says "Contract Tools cannot connect to activation server" appears.

What this means: To begin a trial and to become activated or deactivated, Contract Tools must send and receive information over the internet. Because of the way your network or computer is configured, Contract Tools cannot send and receive information over the internet.

What you should do: Make sure that your computer is connected to the internet, that you can visit https://wyday.com using Internet Explorer, and that antivirus and firewall software is configured to allow communication from Word.

To diagnose and resolve this issue:

1. Make sure your computer is connected to the internet. One way to do this is to use a web browser to go to a website that you visit regularly. If you cannot visit this website, connect to the internet, and then try activating or deactivating Contract Tools again.

2. If your computer is connected to the internet, try using Internet Explorer to visit https://wyday.com, the website of Contract Tools' license management system. (It's important to use Internet Explorer because Contract Tools' license management system uses the same proxies that Internet Explorer uses.) If you cannot visit https://wyday.com using Internet Explorer, ask your system administrator to unblock wyday.com.
3. If you connect to the internet through a proxy server, you may need to change Contract Tools' proxy settings. To do this, click Proxy Settings, and then use the Proxy Settings controls. Your network administrator can provide the proxy settings that you should use.
4. If you can visit https://wyday.com, then most likely, antivirus or firewall software is blocking communication from Word. To identify antivirus or firewall software that's blocking communication, temporarily disable this software, and then see whether you can activate or deactivate Contract Tools. The documentation for your antivirus or firewall software should have instructions on how to configure it to allow communication from Word.

If Contract Tools still cannot connect to the activation server, send an email to support@papersoftware.com.

Instead of activating Contract Tools over the internet, you can activate Contract Tools offline; see Section 1.3, "Activating Contract Tools" on page 7 to learn how.

Note: You cannot deactivate Contract Tools offline.

If an alert message about disabled network adapters appears when you try to activate Contract Tools, see Section 14.6, "Contract Tools Won't Activate due to Disabled Network Adapters" on this page.

14.6 Contract Tools Won't Activate due to Disabled Network Adapters

What happens: When you try to begin a trial of Contract Tools (see Section 1.2, "Trying Contract Tools" on page 6), or when you try to activate Contract Tools (see Section 1.3, "Activating Contract Tools" on page 7), this alert message appears: "To activate Contract Tools, you must enable all of your computer's network adapters."

What this means: To prevent unauthorized use, Contract Tools' license management system creates a profile of your computer's hardware. Because some of your network adapters are disabled, Contract Tools' license management system cannot create this profile.

What you should do: Enable any disabled network adapters, and then try to activate Contract Tools again.

To enable your computer's network adapters:

1. Open Control Panel, and then choose Network and Internet > Network and Sharing Center > Change adapter settings. In Windows 10, you can also choose Start > Settings (looks like a gear) > Network & Internet > Change adapter options.
2. Right-click any disabled network adapters (highlighted in gray), and then choose Enable from the menu that appears.

If Contract Tools still won't activate, send an email to support@papersoftware.com.

If an alert message that says “Contract Tools cannot connect to activation server” appears when you try to activate Contract Tools, see Section 14.5, “Contract Tools Cannot Connect to Activation Server” on page 50.

14.7 Contract Tools Won’t Find Content

What happens: When Contract Tools analyzes your document, it fails to find provisions, defined terms, and other content, even though these items appear in your document.

What this means: Most likely, your document is laid out using tables (search for “tables” in Word Help to learn more). By default, Contract Tools ignores content within tables when it analyzes your document.

What you should do: Make Contract Tools analyze content within tables.

To make Contract Tools analyze content within tables:

1. Choose Analysis Settings from the pop-up menu at the top of the Contract Tools pane to show the Analysis Settings view.
2. Deselect the “Don’t analyze tables” checkbox.

14.8 Closing a Document Takes a Long Time When Using Multiple Add-Ins

What happens: While using Contract Tools and other Word add-ins, Word becomes temporarily unresponsive (freezes) when closing a document.

What this means: Most likely, another add-in (possibly one related to a document management system) is performing a time-consuming task with data that Contract Tools uses to keep defined terms, drafting errors, and other items in sync with documents while there are unanalyzed changes.

What you should do: Disable the other add-in; see Section 14.12, “Disabling Word Add-ins” on page 54 to learn how. If you can’t disable the other add-in, choose Preferences from the pop-up menu at the top of the Contract Tools pane to show the Preferences view, and then deselect “Sync analysis while there are unanalyzed changes”. You may need to restart Word after you do this. To learn how to reanalyze your document when there are unanalyzed changes, see Section 3.2, “Updating Contract Tools’ Analysis” on page 17.

14.9 Word Quits Unexpectedly When Using Multiple Add-Ins on a Computer with a Touchscreen or Stylus

What happens: While using Contract Tools and other Word add-ins on a computer with a touchscreen or a stylus, Word quits unexpectedly (crashes).

What this means: Because of a problem with Windows Presentation Foundation (WPF) and PenIMC.dll, a Microsoft library used on touch and stylus devices, Word may quit unexpectedly while using multiple Word add-ins on tablet computers and similar devices if some add-ins require .NET Framework 4 or later and others require .NET Framework 3.5 or earlier. (Contract Tools requires .NET Framework 4.5.2 or later; to learn about other Contract Tools prerequisites, see Section 1.8, "Prerequisites for Installing Contract Tools" on page 9.)

What you should do: Disable add-ins that require .NET Framework 3.5 or earlier. The documentation for your add-ins should specify which version of .NET Framework they require. To learn how to disable a Word add-in, see Section 14.12, "Disabling Word Add-ins" on the next page. As an alternative, contact the developers of these add-ins and ask them to update their add-ins to require .NET Framework 4 or later.

14.10 Contract Tools Won't Install Updates

What happens: When you click "Check for Updates" in the Subscription view, this alert message appears: "Checking for Updates - Access is denied."

What this means: Most likely, your system administrator used an administrator account to install Contract Tools for everyone who uses your computer, and your account does not permit updating Contract Tools when it's installed in this way.

What you should do: Ask your system administrator to update Contract Tools using an administrator account. Your system administrator can use PaperSoftwareContractToolsSetup.exe, available at https://papersoftware.com/support.html, to do this.

14.11 Finding Information About Your Computer

If you need help with Contract Tools, send an email to support@papersoftware.com.

To help you resolve an issue with Contract Tools, we may need information about your computer.

To learn how to find this	Go to
Windows version	Section 14.11.1, "Confirming Windows Version Information" on this page
Word version	Section 14.11.2, "Finding Word Version Information" on the next page
Contract Tools version	Section 14.11.3, "Finding Contract Tools' Version Number" on the next page

14.11.1 Confirming Windows Version Information

If you're not sure which version of Windows you use, or if you need to check whether you use the 32-bit or 64-bit version of Windows, you can find this information on your computer.

Windows 10:

- Choose Start > Settings (looks like a gear) > System > About.

You can also use Control Panel: choose System and Security > System.

Windows 8.1:

1. Open Settings. To do this, use your mouse or trackpad to set the pointer at the top-right or bottom-right corner of the screen until buttons appear, and then click the Settings button (looks like a gear).

2. Click “Change PC settings”, and then choose PC and devices > PC info.

Windows 7:

- Open Control Panel, and then choose System and Security > System.

14.11.2 Finding Word Version Information

You can find information about your version of Word.

Word 2016 and Word 2013:

1. To find the version number, choose File > Account.
2. To confirm whether you use the 32-bit or 64-bit version of Word, click the About Word button; *32-bit* or *64-bit* appears at the top of the About Microsoft Word dialog.

Word 2010:

- Choose File > Help. The version number and *32-bit* or *64-bit* appears below About Microsoft Word.

Word 2007:

1. Click the Office button at the top left of the Word window, and then click Word Options at the bottom right of the menu that appears.
2. Click Resources on the left of the Word Options dialog. The version number appears below “about Microsoft Office Word 2007”. (The 32-bit version of Word 2007 is the only one available.)

14.11.3 Finding Contract Tools’ Version Number

To find Contract Tools’ version number, choose Subscription from the pop-up menu at the top of the Contract Tools pane to show the Subscription view. Contract Tools’ version number appears at the bottom of the view.

14.12 Disabling Word Add-ins

You can disable Word add-ins.

To disable a Word add-in:

1. Choose File > Options > Add-ins to show the Add-ins pane of Word Options.
2. Find the add-in you want to disable in the table that appears, examine its entry in the Type column, and then choose the suitable option from the Manage pop-up menu at the bottom of the Add-ins pane. For example, choose COM Add-ins if COM Add-in appears in the Type column, and choose Templates if Template appears in the Type column. Click Go.
3. Use the controls in the dialog that appears.

Appendix A

Finding Amounts of Money

Learn detailed information about the currencies you can find when you use the money token.

You can use the `money` token to find dollars (for example, *1 dollar* and *10 dollars*), cents (for example, *1 cent* and *10 cents*), and monetary amounts denominated with a dollar sign ($).

You can also use `money` to find monetary amounts denominated in the following currencies:

Currency	Symbol	ISO 4217 code	For example
Argentine peso	AR$, Ar$	ARS	AR$100 100 Argentine pesos 100 Argentinian pesos 100 ARS ARS 100
Australian dollar	A$, AU$, Au$	AUD	A$100 AU$100 100 Australian dollars 100 AUD AUD 100
Brazilian real	R$	BRL	R$100 100 Brazilian reais 100 Brazilian reals 100 BRL BRL 100
British pound sterling	£	GBP	£100 100 pounds 100 British pounds 100 pounds sterling 100 GBP GBP 100

Currency	Symbol	ISO 4217 code	For example
Canadian dollar	C$, CA$, Ca$, CAN$, Can$, CDN$, Cdn$	CAD	C$100 Can$100 CDN$100 100 Canadian dollars 100 CAD CAD 100
Chilean peso	CH$, Ch$	CLP	CH$100 100 Chilean pesos 100 CLP CLP 100
Chinese renminbi yuan	¥, RMB	CNY	¥100 RMB 100 100 renminbi 100 renminbi yuan 100 yuan 100 yuan renminbi 100 CNY CNY 100
Czech koruna	Kč	CZK	100 Kč 100 Kc 100 Czech korunas 100 Czech korunys 100 CZK CZK 100
Danish krone	kr, DKr	DKK	kr100 100 DKr 100 Danish krone 100 Danish kroner 100 DKK DKK 100
Euro	€	EUR	€100 100 euros 100 EUR EUR 100
Hong Kong dollar	HK$, H.K.$	HKD	HK$100 100 Hong Kong dollars 100 HKD HKD 100
Hungarian forint	Ft	HUF	100 Ft 100 forints 100 HUF HUF 100

Currency	Symbol	ISO 4217 code	For example
Indian rupee	₹, ₨	INR	₹100 ₨100 100 Indian rupees 100 INR INR 100
Indonesian rupiah	Rp	IDR	Rp100 100 Indonesian rupiahs 100 IDR IDR 100
Israeli new shekel	₪, NIS	ILS	₪100 NIS 100 100 shekels 100 new sheqels 100 new Israeli shekels 100 Israeli new shekels 100 sheqalim 100 ILS ILS 100
Japanese yen	¥	JPY	¥100 100 Japanese yen 100 yen 100 JPY JPY 100
Malaysian ringgit	RM	MYR	RM100 100 Malaysian ringgits 100 MYR MYR 100
Mexican peso	MEX$, Mex$	MXN	Mex$100 100 Mexican pesos 100 MXN MXN 100
New Zealand dollar	NZ$, N.Z.$	NZD	NZ$100 100 New Zealand dollars 100 NZD NZD 100
Norwegian krone	kr, NKr	NOK	kr100 100 NKr 100 Norwegian krona 100 Norwegian krone 100 Norwegian kroner 100 Norwegian kronor 100 NOK NOK 100

Currency	Symbol	ISO 4217 code	For example
Pakistani rupee	₨	PKR	₨100 100 Pakistani rupees 100 PKR PKR 100
Philippine peso	₱, PhP, Php, P$	PHP	₱100 P$100 100 Philippine pesos 100 Philippine pisos 100 PHP PHP 100
Polish złoty	zł	PLN	100 zł 100 zl 100 zlotys 100 złotys 100 PLN PLN 100
Qatari riyal	QR	QAR	QR100 100 riyals 100 QAR QAR 100
Russian ruble	₽, руб, PP, pp, P, p, RR, rr, Rub, rub	RUB	₽100 100 руб 100 RR 100 rubles 100 roubles 100 RUB RUB 100
Singapore dollar	S$	SGD	S$100 100 Singapore dollars 100 SGD SGD 100
South African rand	R	ZAR	R100 100 rand 100 ZAR ZAR 100
South Korean won	₩	KRW	₩100 100 Korean won 100 KRW KRW 100
Swedish krona	kr, SKr	SEK	100 kr 100 SKr 100 Swedish krona 100 Swedish kronor 100 SEK SEK 100

Currency	Symbol	ISO 4217 code	For example
Swiss franc	FR, Fr, SFR, SFr	CHF	Fr100 SFr 100 100 Swiss francs 100 CHF CHF 100
Taiwan new dollar	NT$, N.T.$	TWD	NT$100 100 New Taiwan dollars 100 Taiwan new dollars 100 Taiwan dollars 100 TWD TWD 100
Thai baht	฿	THB	฿100 100 Thai bahts 100 THB THB 100
Turkish lira	₺, TL	TRY	₺100 100TL 100 Turkish lira 100 TRY TRY 100
US dollar	US$, U.S.$	USD	US$100 U.S.$100 100 US dollars 100 U.S. dollars 100 United States dollars 100 USD USD 100
United Arab Emirates dirham	DH, Dh, dh	AED	Dh 100 100 dh 100 dirhams 100 AED AED 100

To learn more about finding text, see Chapter 11, “Finding Text” on page 39.

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