

STANDARD LEGAL™

| The Standard Legal Network, LLC | www.StandardLegal.com | support@StandardLegal.com |

GETTING STARTED : STANDARD LEGAL DOCUMENT SOFTWARE v 6.1

Thank you from Standard Legal! With this software package, you can create the valid legal forms you need quickly and easily without the expense of hiring an attorney. Just follow along with the step-by-step instructions provided to create finished documents that are legal and valid in all USA states.

USING THE SOFTWARE

To use the PDF-based software from Standard Legal, your computer or mobile device must have **Adobe Reader**, a program that is factory-installed on many devices. If the program is not installed on your computer or device, it can be downloaded for FREE at <http://get.adobe.com/reader/> or by visiting your device's app store.

It is strongly suggested that you use the most up-to-date version of **Adobe Reader** available. To check for version number and updates, look under the HELP link in the main menu of Reader. This document works best with the latest version of Acrobat Reader, but it is compatible with versions 8 and 9 as well. Javascript must be active.

If you are certain **Adobe Reader** is installed but double-clicking on a Standard Legal PDF file does not launch the Reader program automatically, then start Reader directly and select File>Open from the Reader menu and browse your way to the legal forms on your system.

The process for completing a document is simple: launch the document you wish to complete using Reader, read the content on each screen then select the NEXT> button, then answer the questions as presented. If a question is not clear from the field's title, click on the (?) icon next to the field and a detailed explanation of the

information required will be presented in a pop-up window. Once you finish all of the questions, click the SAVE DATA IN FORM button to create a copy of the document with your answers saved within. Once saved, review the full document to ensure it looks and reads as you expect, then print the forms and sign (notarize) as instructed.

The attorney-created content in this legal forms software is drafted to cover the most common situations and allows choices to be made for a number of personal variables. If you believe the content clearly does not fit the nature of your personal situation, please contact Standard Legal with your concern.

PRINTING THE PDF FORMS

NOTE: the buttons and form field indicators that appear when viewing the document pages within the software will not print with the finished documents

Printer margins are set within a dialog box that appears when the Print command is selected. These margins may be adjusted in your system to match the printer's capabilities.

In many cases, a printer automatically adjust its margins to suit the document.

Printer margins on Standard Legal's forms are set at 1 inch at the top, 3/4 inch left and right, and 1/2 inch at the bottom. The variation is due to the footer; the primary content sits 1 inch from the edge on all sides. There is no reason to adjust the margins of the document within the software itself, but rather you should always adjust your printer's setting to meet the specs above.

If the print area shown in the Print dialog box is smaller than the margins listed above, the best option is to select 'Size to Fit' for the document size. If the print area is larger than the margins listed above, select 'Print at 100%' or 'Actual Size'.

Please read the help manual provided with your printer if you need further instructions on how to adjust your printer's margins.

CONTACTING TECHNICAL SUPPORT

While Standard Legal cannot and does not offer any legal advice, we are happy to help you with any technical issues regarding the software, its download, and other use issues.

The most common error regarding the use of the software or the completion of a legal document is that the user has not fully read the instructions provided. Please read all of the instructions provided carefully, including the introduction sections and the field-specific instructions under the (?) icons.

If you have read all of the information provided and are still having difficulty completing the forms, you may wish to check our website's 'Frequently Asked Questions' section at <https://www.StandardLegal.com/faqs/> for software-use issues, or the 'Ask Standard Legal' section at <https://www.StandardLegal.com/ask/> for common question-and-answer topics on specific legal categories.

If you still have an issue after reviewing the FAQs and Ask sections, contact support through our website at <https://www.StandardLegal.com/support/>.

Once again, thank you from Standard Legal!

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