



Document Planning

Module 1 – Document Planning

Version 1.0

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1. Document Planning for the Author

The art of document automation starts with an analysis of the precedent document to map out the required information and variables, and plan how to design a form questionnaire to capture the data.

This guide is designed to help you prepare your documents by assessing the requirements and then determining how to use Smarter Drafter's automation tools to apply:

- Fields – to insert the answer to questions into the Word template
- Logic – to interpret answers to questions and determine how the form/questionnaire behaves
- Conditional rules – to interpret answers to questions and determine how the Word template behaves
- Calculations – to use answers provided to produce alternate data
- Reusable content – to build form questions and document content that could be shared across other forms/documents
- Guidance notes – to provide the form filler with context and instructions when completing the form

Whether your documents are straightforward or complex, this guide will provide the clarity you need for successful results with Smarter Drafter.

2. Preparing Documents for Automation

2.1 Styles and Branding

Consider the style and brand guidelines that are relevant to your organisation. This may include font, layout colours and headers.

2.2 Versions

Consider if your document is in its final version and whether it contains all necessary clauses, terms and conditions.

2.3 Variables

When marking-up your document for automation, consider whether the document requires any:

- Fields
- Logic
- Conditional rules
- Calculations

- Reusable content
- Guidance notes

2.4 Document Formatting

To ensure your templates are well-structured and ready for automation in Smarter Drafter, it's important to use a document built with your firm's style guide and Normal.dot.

3. Marking Up Your Precedents for Automation

When an author submits a precedent for automation, it is essential that they identify the fields and variations required in the document. We recommend they use the following guidelines to mark-up their documents.

3.1 Fields

Fields are used in the document to insert the data provided by the filler when answering the questions in the form, eg client or matter-specific data like names, dates, court details etc.

- **Identifying fields:** Highlight all fields that require data entry in **yellow** and provide a description of the information required, e.g. **[Client Name]**, **[Matter Number]**, **[Appointment Date]**.

3.2 Logic

Logic is used when a form questionnaire requires alternative outcomes depending on previous answers given. This is based on applying conditions or setting criteria to be met, such as if/then/else statements, which determine the future behaviour of the form (e.g., "If the client is a company, ask for the company name and AON; if the client is an individual, ask for the full name and date of birth").

- **Identifying Logic:** Highlight all logic-based text in **blue** so it can be identified for the automation process.
- **Specify the conditions:** Use Word comments to add details explaining the conditions and alternative questions to be asked.
- **Identify the Word template alterations:** Use Word comments to mark-up the document text to indicate the text for each set of conditions.

Examples:

- If the contract is for a business, use the following clause: **[Business Clause]**.
- If the contract is for an individual, use: **[Individual Clause]**.

3.3 Calculations

Calculations are used if the document requires data that can be determined by the answers to other questions in the form, saving the filler from answering unnecessary questions, e.g. performing math equations, adding/subtracting dates, determining text for pronouns and plurals etc.

- **Identifying calculations:** Highlight all calculation related fields in **green**.
- **Include calculation details:** Provide a brief explanation of the calculation requirements.

Examples:

- **[Total Cost] = [Hourly Rate] x [Hours Worked].**
- **[Due Date] = [Today] + 14**

3.4 Reusable content: Clause Bank and Content Blocks

Reusable content is identified as any content that could be used in multiple documents (e.g. standard clauses or lengthy text). Smarter Drafter has 2 tools to facilitate reusing content that can be created and maintained as a single existence but reused across unlimited forms and documents:

- For a clause/text that is randomly used and considered on a case-by-case basis, it may be best to save these to the **Clause Bank** and manually pull the data into documents post-docgen.
- Where the use of the clause/text can be pre-determined during the automation process, these would be better handled using **Content Blocks** so that the inclusion of the text/clause is automatically processed.

An author should consider these tools when marking up documents. Builders may also be able to assist in identifying content that they've seen in multiple documents and can suggest ideas for reusable content.

- Identify Reusable text – Identify all standard clauses that you want to be able to use in multiple documents by highlighting them in **orange**.
- Add a note or comment for the builder suggesting how to handle the reusable content.

Example:

- **[governing law]** is a clause commonly used in contracts – by having this as reusable text, you can ensure the same wording of the clause is used by everyone and avoid errors and alterations.
- Court forms usually follow a standard set-up and content blocks can be used for the universal parts of the forms. If the court changes the layout of the forms, the updates can be made in a single content block which will instantly update all of the forms.

3.5 Guidance Notes

Guidance notes are used to provide the filler with useful information and context while filling in the form. These notes appear with the relevant questions to guide the filler while they're completing the form and removes the need to have commentary through the Word template which would then need to be manually removed post-docgen. Guidance notes can include links, formatted text, images etc.

- **Identify Guidance Notes:** Highlight all guidance, comments, or instructions through the document in pink.
- **Clarify Specific Requirements:** If there are unique instructions or conditional scenarios that the team needs to consider when creating a document, guidance notes are a tool that can communicate this information.

Example:

- [Ensure 14 days have lapsed since the letter of demand before issuing the default notice]
- [This letter must be sent to a street address]

3.6 Post DocGen Alterations

There may be text that is better handled within the generated Word document post docgen where there is more flexibility to build the text or the ability to complete it later, e.g. lengthy instructions, detailed lists.

- **Identify Post DocGen Alterations:** Highlight these areas in aqua.
- **Macrobuttons:** Use Word Macrobuttons for post-docgen inputs so that the filler can use F11 to easily navigate through these additional inputs.

Example:

- [INSERT DETAILED INSTRUCTIONS]
- [LIST ALL DOCUMENTS TO BE PROVIDED]

4. Document Planning for the Builder

4.1 Build a Document Map

It's recommended that you have some idea on how you want to build your questionnaire and the questions that are required to ask the form filler.

You may want to mark-up these areas of your document, use comments or add highlighted text to track your thoughts and remind yourself of your plan as you work through the questionnaire.

It's a good opportunity to see what questions could be grouped together and analyse what the document requires.

4.2 Consider the Degree of Automation Required

Consider what is going to help the form filler and drive useful automation vs what is going to frustrate them.

Assess how much automation you should include in the form. If you automate every possible variable, it may result in a lengthy and cumbersome process that does not deliver maximum efficiency.

Consider using other features to cater for less common variables, such as the clause bank for unique clauses and F11 form fields or macrobuttons which can be completed after the document is produced. It's a question of balance in every case. This may be a negotiation with the author to achieve the best outcome.

4.3 Cloning

If you already have a document that is very similar to the document you need to build - rather than recreating it, you can clone the existing one and then alter it for your new document.

You don't have to clone a whole document, you can also import sections from other documents if you only want certain parts.

See the Clone Forms, Sections and Fields guide.