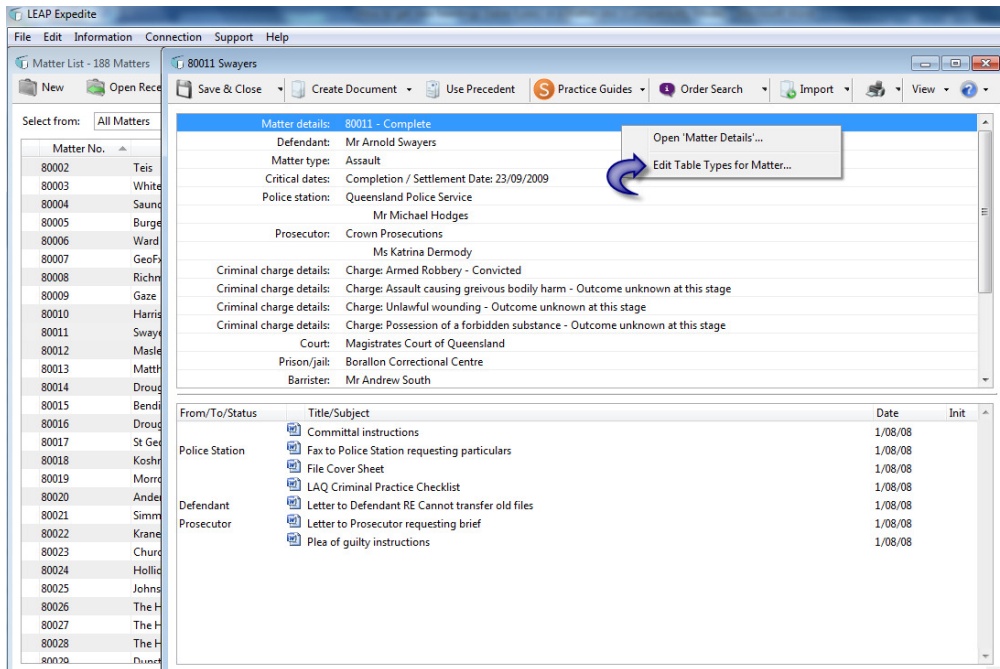


## HOW TO ADD & REMOVE HEADINGS (TABLE TYPES) FROM A MATTER

Table types are the headings that will appear in your matter for data entry (i.e. Purchaser, Vendor, Property Details, Marriage & Separation Details etc.). To modify the table types you see in your matter, follow the steps below:

1. Open up the matter;
2. Right click on any of the existing headings and select "Edit Table Types for Matter..."



3. You will be presented with a dialog displaying two columns; one containing the currently displayed Table Types and one containing the Other Possible Table Types that may be used. For more options, tick the box "Show All" at the bottom of the dialog. Use the green arrows to move the appropriate ones to the left hand side, reorganize the order in which they appear and click OK.

