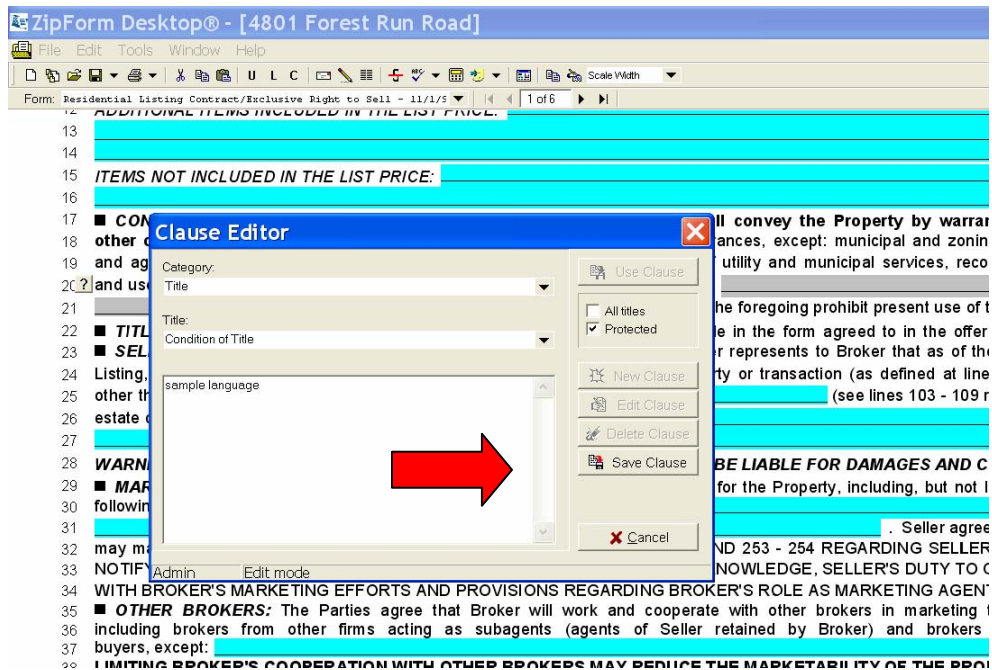


Using the Clause Editor in ZipForm Desktop

ZipForm's Clause Editor (pencil icon on tool bar) is a great tool for language that is used frequently. It allows you to compose and catalog an unlimited number of clauses which can be easily pasted into an active field, saving you from having to type a clause repeatedly. You may create, edit or delete your own clauses or purchase Wisconsin Real Estate Clauses (available as a download from www.wra.org/zipform for \$25) and modify those.

ZipForm Desktop allows you to create and edit clauses while working in a transaction.

1. To create a clause select the pencil icon to open the Clause Editor. Enter a category, title and text for your clause. Click Save.



2. When you want to insert a clause into a form, select the pencil icon, choose a clause and click “Use Clause.”

