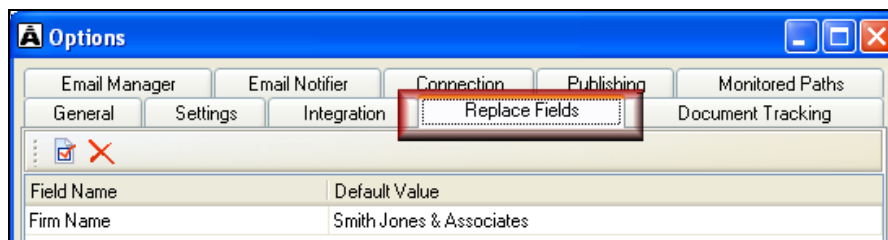


Acclipse Document Manager — Set up Auto Replace Fields

You can set up default values for replace fields that all team members can use when merging documents. For example, you can add your firm's name as the default value for a *Firm Name* field and save team members typing out your firm's name accurately each time they use it in a document. If a team member uses a field several times in a document, each instance of the field will update automatically with the assigned value when they click **Replace** on the *Replace fields* window. To set up default values for replace fields:

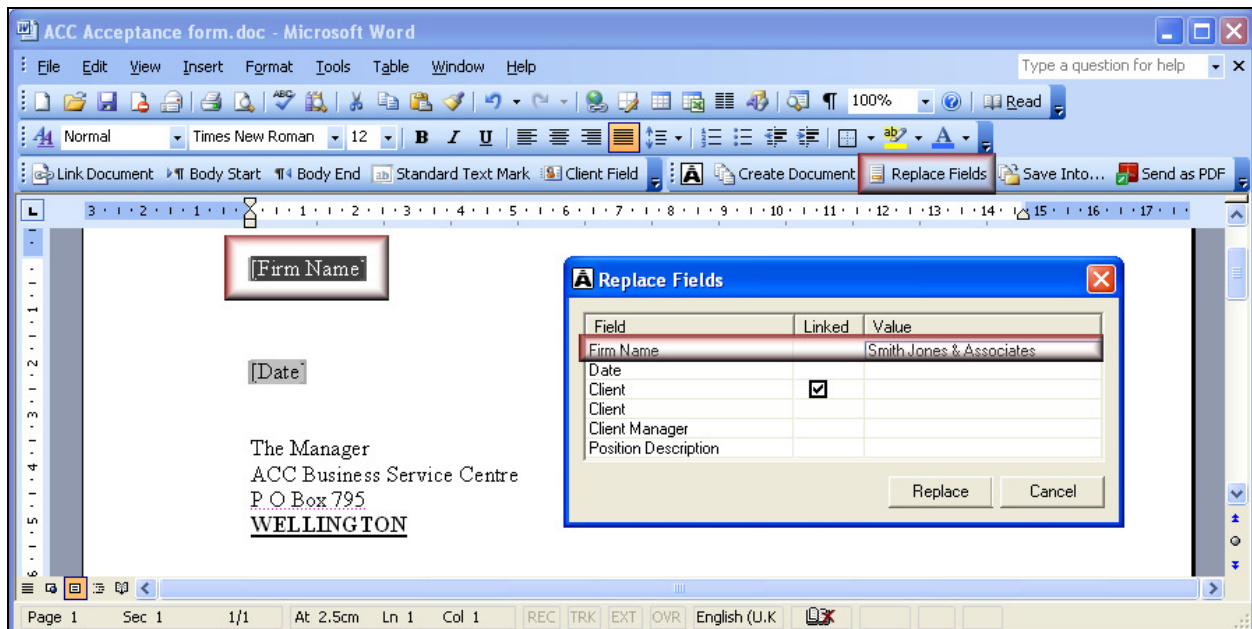
1. Log into the administration module.
2. Select **Tools** → **Options**.
3. Select the **Replace Fields** tab.
4. Click the *Add field default* icon.
5. Enter a name for the default field in the *Field Name* column.
6. Enter the text you want to replace the field name with in the *Default Value* column.
7. Create as many default replace fields as required.

In the following example *Firm Name* has been set up as an auto replace field with the value *Smith Jones & Associates*.



Setting up auto replace fields

When you open a document containing this auto replace field, the *Replace Fields* window automatically prepopulates the value for the field as *Smith Jones & Associates*.



Replacing auto replace fields