1. Introduction
   1. Where this project came from. Spent several hours one weekend putting together signature packets and I knew there had to be a better way. So I wrote this software
   2. Explain how it works – searches for hidden text snippet, then prints that page to PDF and then in the end collates all the pages together.
   3. Has been in use sporadically around the firm, but excited that there will be a larger group using it
   4. Important to note that this is in beta. If you encounter any errors, please let me know so I can improve on it. Also, please be sure to always double check the signature packets for completeness before circulating.
   5. Also, if have Windows 10 (or the new Lenovo laptops) be sure to download the new version, which fixes a compatibility issue with the new version of Windows.
2. Installing the software
   1. Downloading
   2. Be sure to copy and paste to location, and don’t open document and Save as
      1. Should be called “Microsoft Word Macro-Enabled Document” and not “Microsoft Word Document” in Explorer
   3. Walk through setup
   4. Restart Word
   5. When upgrading, don’t have to repeat these steps. Just download the new version of the Word document and copy and paste it over the old version.
3. Walkthrough hidden text
   1. Turning hidden text on and off
   2. How to make text hidden
4. Walkthrough coding your documents
   1. Add snippet for each party
   2. Discuss where to put snippet. Recommend at top and away from block in case block changes
5. Advanced coding
   1. Limit – use Promissory Note
   2. Pages – use DOT
   3. Separate packets – use DOT
6. Things to keep in mind
   1. May not want to code every signatory on a signature page. If same individual signs for multiple parties, they probably only want to sign 1 page for all parties instead of a separate page for each party.
      1. Highlight Thomas Barnes in guaranty
   2. Signature pages breaking across 2 pages with hidden text
      1. Use bad doc
      2. Will result in extra page being included
7. How to run generator