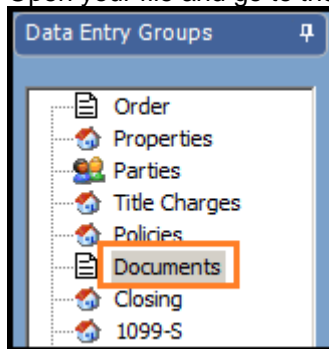# Using BP (BoilerPlate) Forms

Did you know that you can access forms in Documents that will allow you more flexibility in editing? These are called Boilerplate forms and their form names end with BP. This document explains how to locate and use these forms.
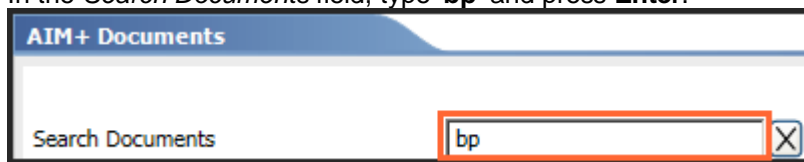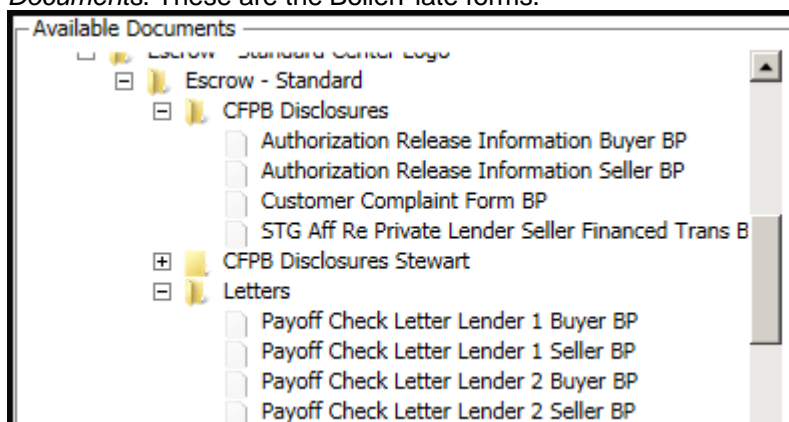
Locating BP Forms

Steps

1. Open your file and go to the **Documents** data entry group.

2. In the *Search Documents* field, type '**bp**' and press **Enter**.

3. All documents that contain **BP** in the form name (usually at the end of the form name) will appear under *Available Documents*. These are the BoilerPlate forms.
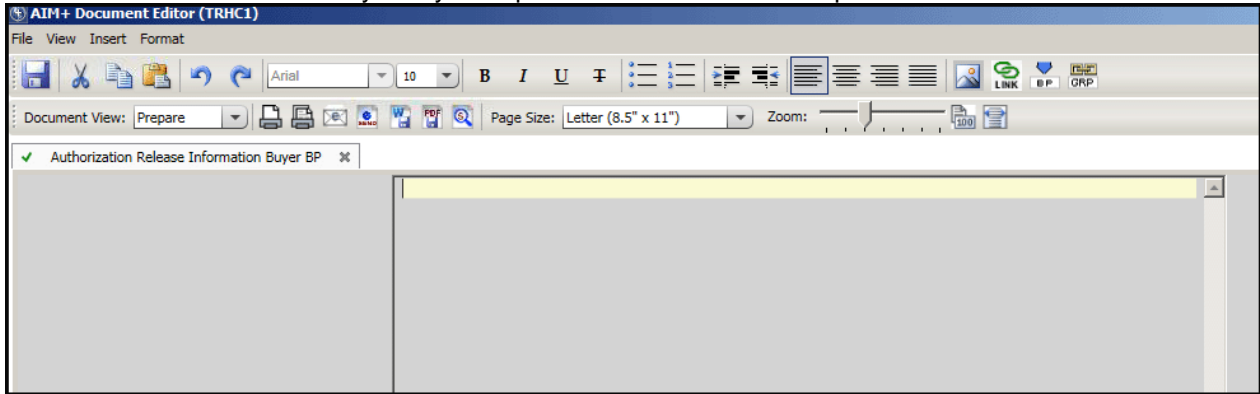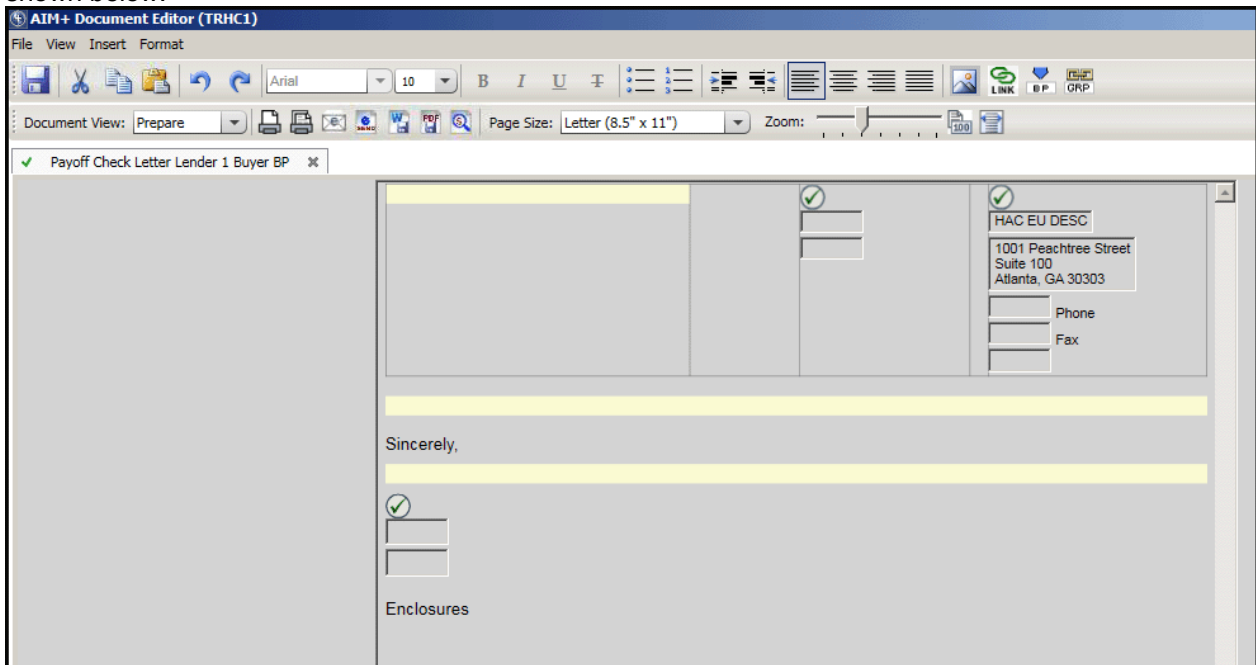
Using BP (BoilerPlate) Forms

Using BP Forms

Steps

1. Select a BP form from *Available Documents* by left-clicking on the form name, then drag it to **Selected Documents**.
2. Open the document by double-clicking the form name under **Selected Documents**.
3. Most BP forms will contain only one yellow placeholder as in the example below:
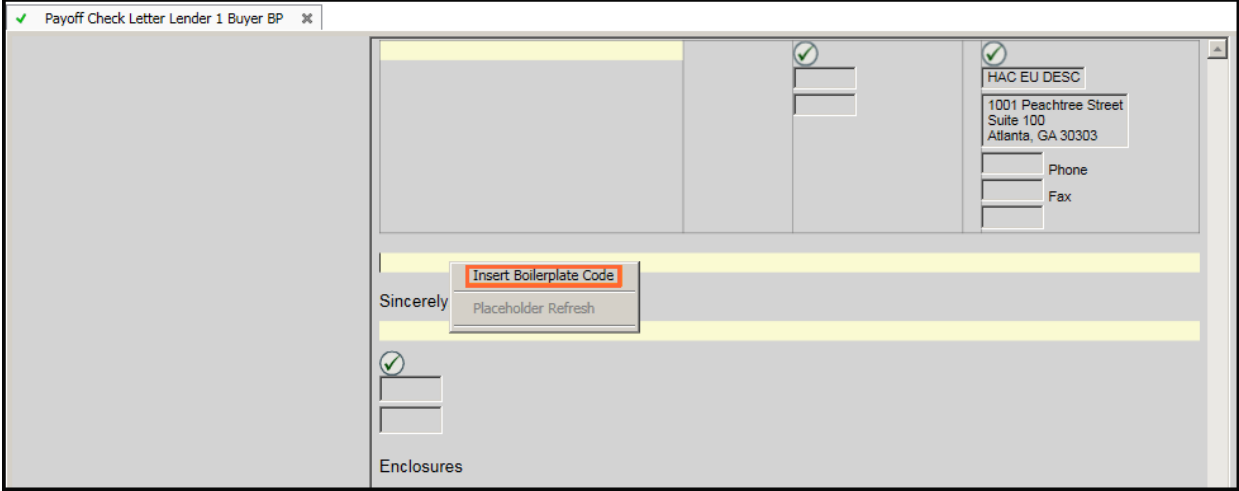

Some BP forms, such as letters, may contain other placeholders for such items as the logo or signatures, as shown below:
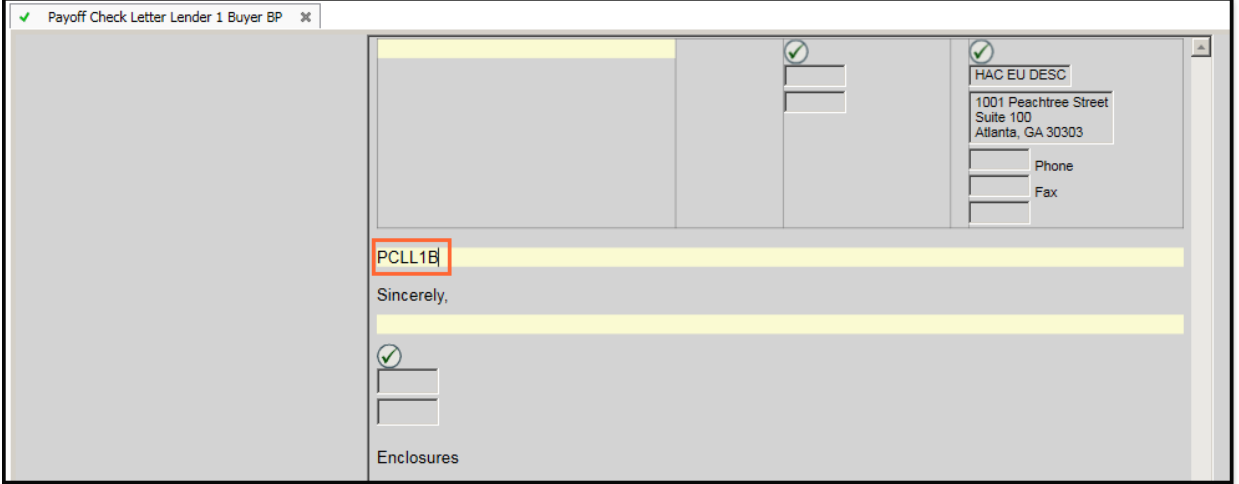
4. Place your cursor in the appropriate empty placeholder, right-click, then select **Insert Boilerplate Code**.
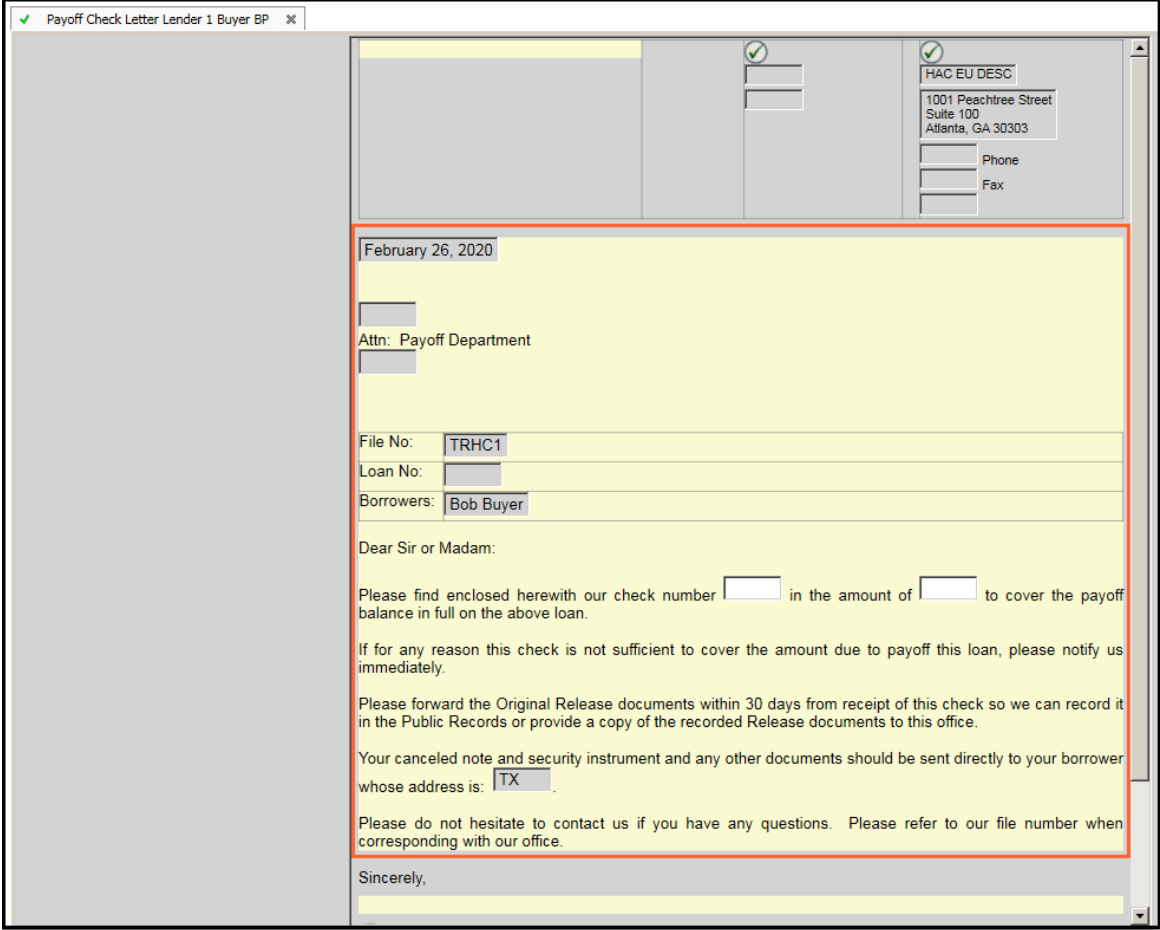

5. The boilerplate code for this form populates.

Using BP (BoilerPlate) Forms

6. Press **F3** on your keyboard. The body of the form displays.

7. All text within the yellow placeholder can be edited as desired.