

CONSTRUCTION FORMS & CONTRACTS – EDITING IN RTF USER GUIDE

Contained in this Guide

This guide contains instruction and screenshots illustrating the following:

- How to unlock RTF forms
- How to edit the RTF

Advice and Disclaimer - IMPORTANT

This editing guide is meant to assist you to place your logo and company information on the form.

We strongly advise you not to change anything else in the form.

We do not provide technical support beyond this guide.

We also strongly advise you not to change the content of the form itself.

Everything included in the form must be included for the form to be legal and valid in the state of California.

Builder's Book, Inc. has done everything in its power to ensure that all the forms contained in this CD-ROM/Download are up-to-date with the most current California construction laws. Changing content of the form will render the form invalid for use in the state of California. We do not recommend editing the content of the forms.

Tech Support Limitations

Because of the wide variation in hardware/software setups, Builder's Book, Inc. cannot provide technical support for hardware, software or applications that you may want to use in conjunction with the enclosed file(s). Specifically, we cannot provide support for making customizations to the RTF or PDF versions files beyond those covered in this User Guide.

We do not provide technical support beyond this guide.

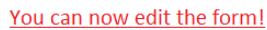
License Agreement, Copyright and Disclaimer of Warranty

All rights reserved. All our Forms and Contracts are protected by copyright law and are the property of Builder's Book, Inc. This User Guide also falls under copyright.

Please thoroughly read the License Agreement, Copyright and Disclaimer of Warranty file included in this CD-ROM/Download.

Step 1: Go to any form you want to edit and open it.
Step 2: Go to the “Review” tab.
Step 3: Click on “Restrict Editing”
Step 4: Click on “Stop Protection”

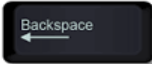
Click on the REVIEW tab

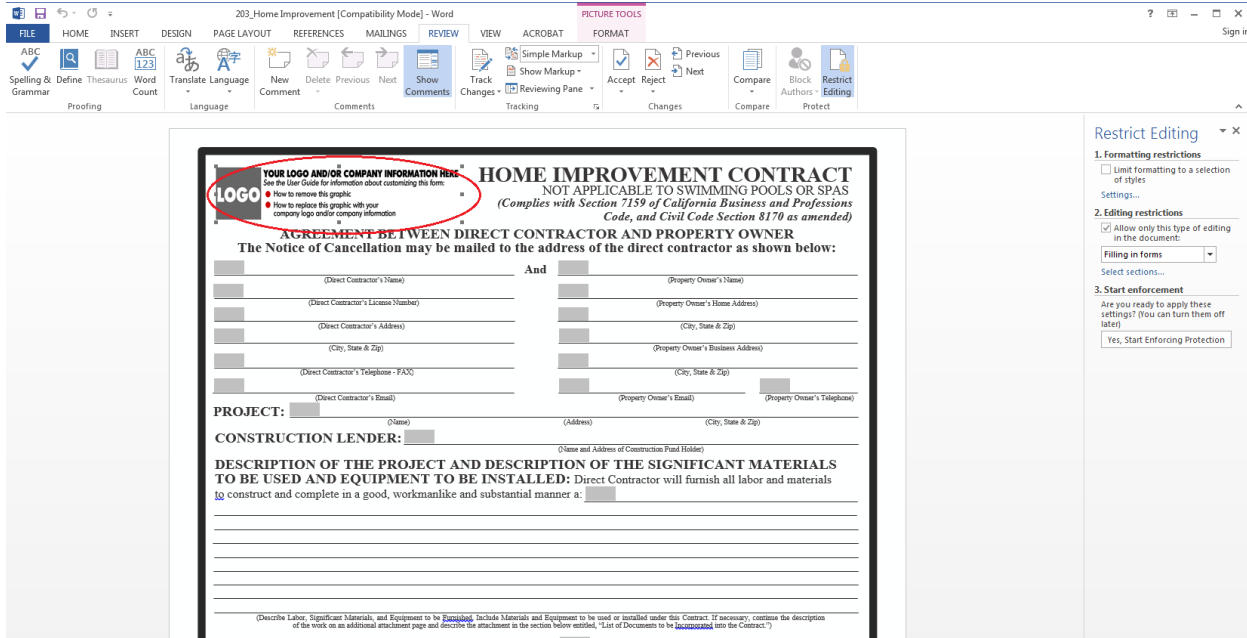


Your form is now unlocked!

Placing the logo

Step 1: After unlocking the form, you're able to access all the fields including the one with the logo.

Click on  and then the Backspace Key 



203_Home Improvement [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ACROBAT

Spelling & Grammar Proofing ABC 123 Define Thesaurus Word Count Language Translate Language New Comment Delete Previous Next Show Comments Comments Tracking Track Changes Reviewing Pane Accept Reject Next Previous Compare Block Authors Restrict Editing Protect Changes Compare Protect

YOUR LOGO AND/OR COMPANY INFORMATION HERE
See the User Guide for information about customizing this form.
How to remove this graphic.
How to replace this graphic with your company logo and/or company information.

HOME IMPROVEMENT CONTRACT
NOT APPLICABLE TO SWIMMING POOLS OR SPAS
(Complies with Section 7159 of California Business and Professions Code, and Civil Code Section 8170 as amended)

AGREEMENT BETWEEN DIRECT CONTRACTOR AND PROPERTY OWNER
The Notice of Cancellation may be mailed to the address of the direct contractor as shown below:

And

(Direct Contractor's Name) (Property Owner's Name)
(Direct Contractor's License Number) (Property Owner's Home Address)
(Direct Contractor's Address) (City, State & Zip)
(City, State & Zip) (Property Owner's Business Address)
(Direct Contractor's Telephone - FAX) (City, State & Zip) (Property Owner's Email) (Property Owner's Telephone)

PROJECT: (Name) (Address) (City, State & Zip)
CONSTRUCTION LENDER: (Name and Address of Construction Fund Holder)

DESCRIPTION OF THE PROJECT AND DESCRIPTION OF THE SIGNIFICANT MATERIALS TO BE USED AND EQUIPMENT TO BE INSTALLED: Direct Contractor will furnish all labor and materials to construct and complete in a good, workmanlike and substantial manner a:

(Describe Labor, Significant Materials, and Equipment to be furnished. Include Materials and Equipment to be used or installed under this Contract. If necessary, continue the description of the work on an additional attachment page and describe the attachment in the section below entitled, "List of Documents to be Incorporated into the Contract.")

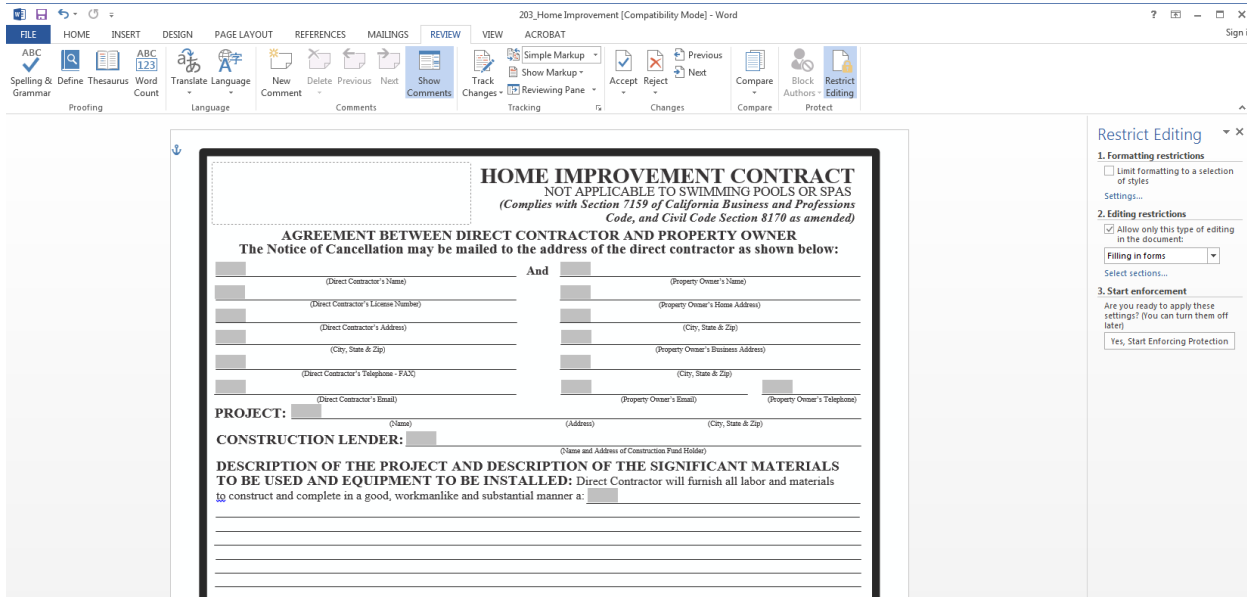
Restrict Editing

1. Formatting restrictions
☐ Limit formatting to a selection of styles
Settings...

2. Editing restrictions
☒ Allow only this type of editing in the document:
Filling in forms
Select sections...

3. Start enforcement
Are you ready to apply these settings? (You can turn them off later)
Yes, Start Enforcing Protection

You will then be left with the following:



203_Home Improvement [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ACROBAT

Spelling & Grammar Proofing ABC 123 Define Thesaurus Word Count Language Translate Language New Comment Delete Previous Next Show Comments Comments Tracking Track Changes Reviewing Pane Accept Reject Next Previous Compare Block Authors Restrict Editing Protect Changes Compare Protect

HOME IMPROVEMENT CONTRACT
NOT APPLICABLE TO SWIMMING POOLS OR SPAS
(Complies with Section 7159 of California Business and Professions Code, and Civil Code Section 8170 as amended)

AGREEMENT BETWEEN DIRECT CONTRACTOR AND PROPERTY OWNER
The Notice of Cancellation may be mailed to the address of the direct contractor as shown below:

And

(Direct Contractor's Name) (Property Owner's Name)
(Direct Contractor's License Number) (Property Owner's Home Address)
(Direct Contractor's Address) (City, State & Zip)
(City, State & Zip) (Property Owner's Business Address)
(Direct Contractor's Telephone - FAX) (City, State & Zip) (Property Owner's Email) (Property Owner's Telephone)

PROJECT: (Name) (Address) (City, State & Zip)
CONSTRUCTION LENDER: (Name and Address of Construction Fund Holder)

DESCRIPTION OF THE PROJECT AND DESCRIPTION OF THE SIGNIFICANT MATERIALS TO BE USED AND EQUIPMENT TO BE INSTALLED: Direct Contractor will furnish all labor and materials to construct and complete in a good, workmanlike and substantial manner a:

(Describe Labor, Significant Materials, and Equipment to be furnished. Include Materials and Equipment to be used or installed under this Contract. If necessary, continue the description of the work on an additional attachment page and describe the attachment in the section below entitled, "List of Documents to be Incorporated into the Contract.")

Restrict Editing

1. Formatting restrictions
☐ Limit formatting to a selection of styles
Settings...

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☒ Allow only this type of editing in the document:
Filling in forms
Select sections...

3. Start enforcement
Are you ready to apply these settings? (You can turn them off later)
Yes, Start Enforcing Protection

Step 2: Now simply Copy and Paste your logo in this blank area and adjust as you see fit.

The screenshot shows a Microsoft Word document titled '203_Home Improvement [Compatibility Mode] - Word'. The 'REVIEW' tab is selected in the ribbon. The 'Restrict Editing' task pane is open on the right side of the window. The main content of the document is a 'HOME IMPROVEMENT CONTRACT' form. The form includes a logo for 'BROWN'S SOUL INC.' and a title 'HOME IMPROVEMENT CONTRACT'. Below the title, it states 'NOT APPLICABLE TO SWIMMING POOLS OR SPAS' and '(Complies with Section 7159 of California Business and Professions Code, and Civil Code Section 8170 as amended)'. The form is divided into sections for 'AGREEMENT BETWEEN DIRECT CONTRACTOR AND PROPERTY OWNER' and 'CONSTRUCTION LENDER'. The 'AGREEMENT' section includes fields for 'Direct Contractor's Name', 'Direct Contractor's License Number', 'Direct Contractor's Address', 'Direct Contractor's Telephone - FAX', 'Direct Contractor's Email', 'Property Owner's Name', 'Property Owner's Home Address', 'Property Owner's Business Address', 'Property Owner's Email', and 'Property Owner's Telephone'. The 'CONSTRUCTION LENDER' section includes fields for 'Name', 'Address', and 'City, State & Zip'. The 'Restrict Editing' task pane on the right shows the following settings: 1. Formatting restrictions: Limit formatting to a selection of styles (unchecked). 2. Editing restrictions: Allow only this type of editing in the document (checked). Filling in forms (selected in the dropdown). 3. Start enforcement: Are you ready to apply these settings? (You can turn them off later). Yes, Start Enforcing Protection (button).

Step 3: After you're done adding your logo re-lock the form.

Click on the "Review" tab.

Click on the "Editing Restriction"

Check the box under "2.Editing Restrictions"

Select "Filling in forms" from the dropdown menu.

Click "Yes, Start Enforcing Protection"

The screenshot shows the same Microsoft Word document as before, but with the 'Restrict Editing' task pane settings updated. The 'Restrict Editing' task pane is open on the right side of the window. The settings are: 1. Formatting restrictions: Limit formatting to a selection of styles (unchecked). 2. Editing restrictions: Allow only this type of editing in the document (checked). Filling in forms (selected in the dropdown). 3. Start enforcement: Are you ready to apply these settings? (You can turn them off later). Yes, Start Enforcing Protection (button). The 'Filling in forms' option is highlighted with a red circle, and the 'Yes, Start Enforcing Protection' button is also highlighted with a red circle.

A box will pop up. Create a password if you want.
Either way, click “OK” when you’re done.
You will now be able to fill in the form.

The screenshot shows a Microsoft Word document titled "203_Home Improvement [Compatibility Mode] - Word". The ribbon includes FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, DEVELOPER, and ACROBAT. The REVIEW tab is active, showing options like All Markup, Show Markup, Track Changes, and Reviewing Pane. A "Restrict Editing" task pane is open on the right, showing settings for formatting, editing, and start enforcement. The main document content is a "HOME IMPROVEMENT CONTRACT" form. The form includes a logo for "BROWN'S SON'S INC." and the following text: "HOME IMPROVEMENT CONTRACT", "NOT APPLICABLE TO SWIMMING POOLS OR SPAS", "(Complies with Section 7159 of California Business and Professions Code, and Civil Code Section 8170 as amended)", "AGREEMENT BETWEEN DIRECT CONTRACTOR AND PROPERTY OWNER", and "The Notice of Cancellation may be mailed to the address of the direct contractor as shown below:". The form contains several fields for contractor and owner information, including Name, License Number, Address, City, State & Zip, Telephone - FAX, and Email. A "PROJECT:" field is also present. Below the form, there are sections for "CONSTRUCTION LENDER:" and "DESCRIPTION OF THE PROJECT AND DESCRIPTION OF THE SIGNIFICANT MATERIALS". A "Start Enforcing Protection" dialog box is open in the center of the screen, prompting the user to "Enter new password (optional):" and "Reenter password to confirm:". The "OK" button is circled in red.

HOME IMPROVEMENT CONTRACT
NOT APPLICABLE TO SWIMMING POOLS OR SPAS
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AGREEMENT BETWEEN DIRECT CONTRACTOR AND PROPERTY OWNER
The Notice of Cancellation may be mailed to the address of the direct contractor as shown below:

_____ And _____
(Direct Contractor's Name) (Property Owner's Name)

_____ (Direct Contractor's License Number) _____ (Property Owner's Home Address)

_____ (Direct Contractor's Address) _____ (City, State & Zip)

_____ (Direct Contractor's Telephone - FAX) _____ (Property Owner's Telephone)

_____ (Direct Contractor's Email) _____ (Property Owner's Address)

PROJECT: _____ (Name) _____ (Address) _____ (City, State & Zip)

CONSTRUCTION LENDER: _____ (Name and Address of Construction Fund Holder)

DESCRIPTION OF THE PROJECT AND DESCRIPTION OF THE SIGNIFICANT MATERIALS

Start Enforcing Protection
Enter new password (optional): _____
Reenter password to confirm: _____
OK Cancel

Restrict Editing
1. Formatting restrictions
☐ Limit formatting to a selection of styles
Settings...
2. Editing restrictions
☒ Allow only this type of editing in the document:
Filling in forms
Select sections...
3. Start enforcement
Are you ready to apply these settings? (You can turn them off later)
Yes, Start Enforcing Protection