



Editing your Title of Proceedings

From the Main Dialog page choose Edit Current File . Click  Create or Edit Title, Backpage and Re line to open the dialog.




To make *formatting changes* to the Title of Proceedings, click .

A Microsoft® Word document will open. Edit the text (i.e. underline, strikethrough, hard returns, etc.), save your changes, close the document and return to ACL2.

Click on  Refresh preview to update the Title of Proceedings.

Locking the Title of Proceedings

Once you have made formatting changes to the Title of Proceedings, ACL2 will automatically . If further edits are required, simply uncheck to unlock.

Spelling and Grammar Changes


Spelling and/or grammar changes to the Title of Proceedings should be made in the File Details dialog. This will ensure the changes will be reflected in all future documents.



Any party information that is changed in the main File Details dialog (i.e. spelling) is **NOT** automatically reflected in the Title of Proceedings.



Click  AUTO Re-generate Title of Proceedings to see the change(s).

AUTO Re-generate vs. Refresh Preview

Select  AUTO Re-generate Title of Proceedings to update the Title of Proceedings when you have added a party to the file or made spelling or grammatical changes.



Re-generate options will remove all manual formatting changes such as bold, italics, and hard returns.

Select  Refresh preview to update the Title of Proceedings when you have made formatting changes using .