

Arkansas Form Book Frequently Asked Questions

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Order at the Fastcase Bookstore -

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*Members - Call Michele Glasgow - (501) 801-5661 - at the Arkansas Bar Association to obtain discount code.

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Can I purchase an electronic copy?

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How do I download a complete chapter of the Arkansas Form Book?

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From either your search results list or from the Outline in the Browse function, click on the form you want. The form will open up on the right portion of your screen. In the top right corner, click on the "Download This Document" icon (looks like a down arrow). The Download Options dialog box appears, and you can choose whether to download the document in pdf or Word. Click on "Download" to complete the download process. It should temporarily appear either in the top right or bottom left portion of your screen. If you don't click on it there in time, type in CTRL + J to open the downloads list in your browser.

Can I download an entire chapter in Word?

No. Chapters can only be downloaded in pdf format.

How do I get the member discount code?

Call Michele Glasgow - (501) 801-5661 - at the Arkansas Bar Association to obtain the discount code. (available to members only)

Can I use more than one discount code in an order?

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I want to purchase the Business Associations Bundle, and I don't see an option for that:

In print – Purchase each book individually, and for each one, enter the discount code for the Business Organization Bundle (contact Michele Glasgow at (501) 801-5661 for the member discount code).

In electronic format – Access Fastcase through the ArkBar website by clicking on the Fastcase button. From the Fastcase home screen, click on either the Arkansas Business Associations Handbook or the Arkansas Form Book Business Organizations Edition. You have immediate access to the table of contents. Expand the table of contents so that you can see the individual forms. Click on any form, and the "Purchase now" screen will open. There will be two options available – purchase just this book, or purchase the Business Organizations Bundle. The only price shown here is the member price, because you are already logged on through your ArkBar membership. Once you have subscribed, you can access the forms through either the Browse function or the search function.

I've downloaded a document in Word, and need formatting help:

How do I delete the header and footer? Double click in the header or footer, highlight the material, and press delete.

My document has indented lists that look weird. How do I fix that?
This happens because the document contains soft returns instead of hard returns at the end of each line. You can use the Find and Replace function in Word to automatically make all those replacements with a single set of keystrokes.

Open the Find and Replace dialog box by clicking on the “Replace” button on the right side of your ribbon.

Make sure your cursor is in the “Find What” box, click on “More” – “Special” – “Manual Line Break.”

Then click in the “Replace with” box, click on “Special” – “Paragraph Mark”

Click on “Replace All”

[Note: View the short video on the ArkBar Practice Handbooks page for a demonstration.]