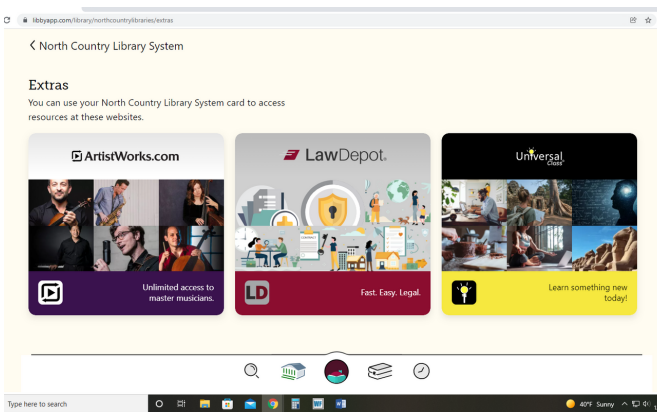
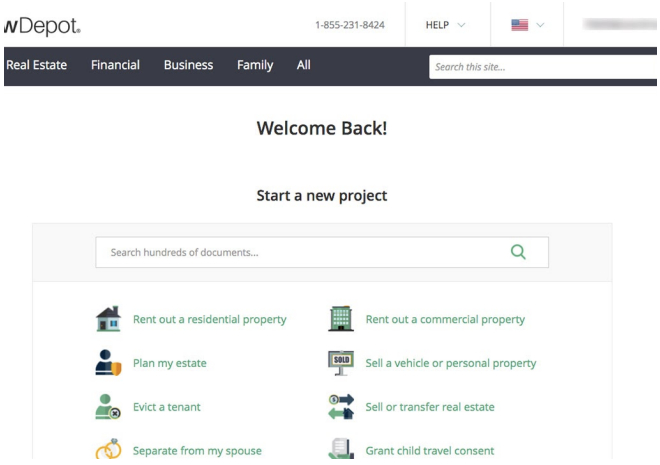
# LawDepot How to Guide

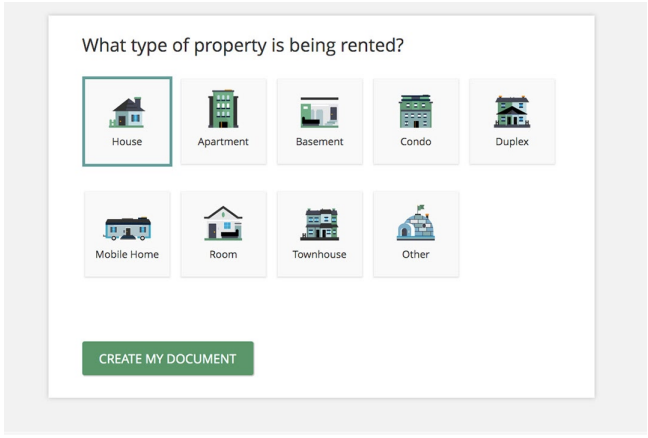



## ACCESSING

Go to catalog.ncls.org and click on the Law Depot button in the right side column.

1. Click the Law Depot icon
2. Enter library account details and click Sign-In
3. Then, click Next
4. Then, click Open
5. Then, click Get Access



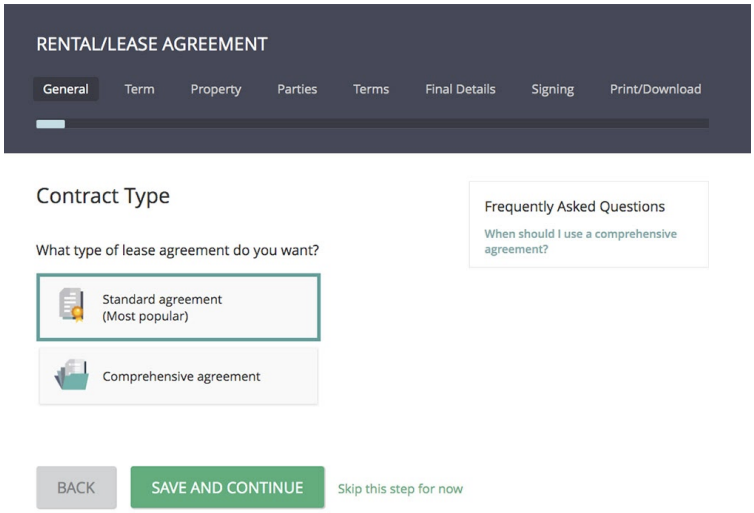




## FIND & SELECT A DOCUMENT

Use the menu bar to choose a category tab to browse documents of a specific type,
OR start typing in the search bar if you know what you're looking for,
OR scroll down the homepage for the popular documents list.

Once you find the document you need, answer the prompts and then click Create My Document.

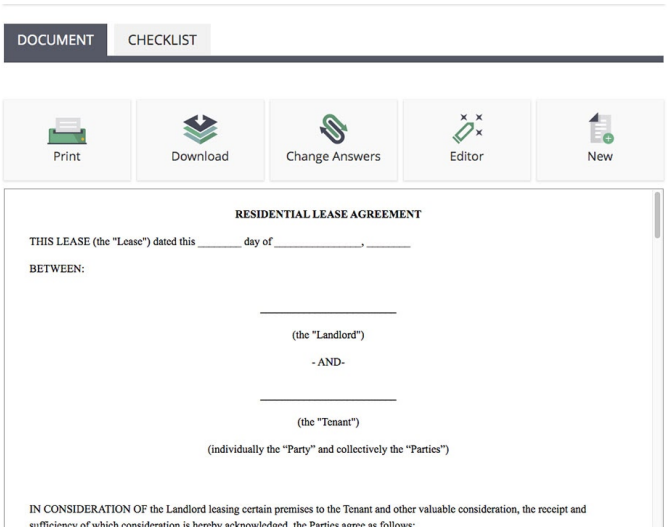
**FUN FACT: YOU CAN ACCESS LAW DEPOT FROM THE SHELF OF YOUR LIBBY APP**




## FILLING OUT DOCUMENTS

Law Depot will ask a series of questions to guide you through the document creation process. Fill in the information for each step, and then click Save and Continue.

If you don't have or don't know the information for a step, click Skip this step for now- you can always go back and edit answers later.




When finished answering questions, Law Depot presents your document for review. You can print, download, change answers, edit, or start a whole new document.

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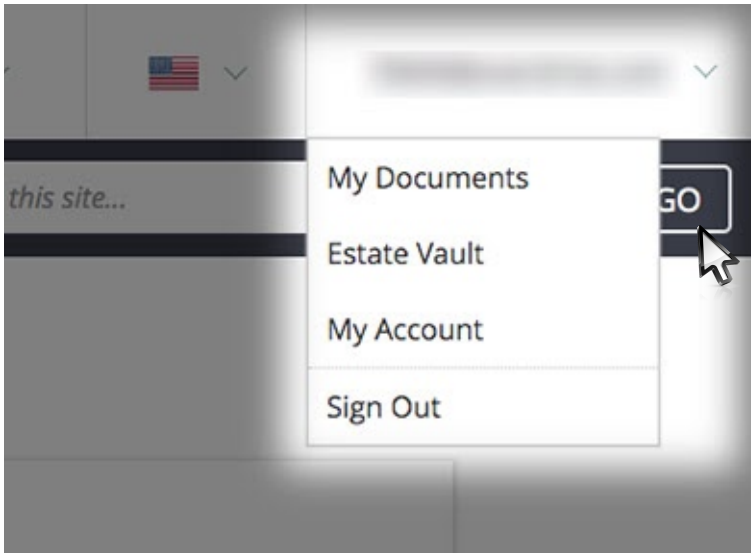


## ACCESSING FINISHED DOCUMENTS

To find your completed documents, hover over your account in the top-right corner, click My Documents and a window will pop up with a list of all your documents.

Note: if you're accessing documents on a later date, you may need to go through the steps above to sign in again.

**FUN FACT: YOU CAN USE THE EDIT FEATURE TO CHANGE SPECIFIC WORDING WITHIN THE DOCUMENT**