

# Q&A Tables in Folios

In this walkthrough, a pleading form fetches its caption from a Folio of captions for various venues. You will add fields to the Folio so they can be filled in from the Q&A Table.

You will:

- Copy a Q&A Table into the “Sample Captions” Folio
- Automate the captions with Fields for client name, opponent name, cause number, and pleading title



Coordinating Q&A Tables between forms and Folios can lead to astounding results:

- When boilerplate paragraphs are fetched into a document, language within the boilerplate can be customized with information from the Q&A Table of the target document.
- Passages in Folios can contain Conditions that resolve according to answers in the target form’s Q&A Table.

**1 Quick Start**

- Open this [Sample Captions](#) Folio document and [import](#) it
- Open this [Motion](#) form

**2 Take a look at the form**

- This “Fetch” answer asks the form user to choose a venue from the “Sample Captions” Folio
- When the form is Filled, the selected caption is fetched here.

Label	Question	Answer
<b>Court</b>		click Fetch to choose
CaseVenue	Case venue?	??
CauseNum	Cause number?	??
PldgTitle	Title of pleading?	Motion to Dismiss Charges
<b>Parties</b>		
ClientName	Name of client?	?? ??
OppName	Name of opponent?	?? ??

**3 Copy the Q&A Table**

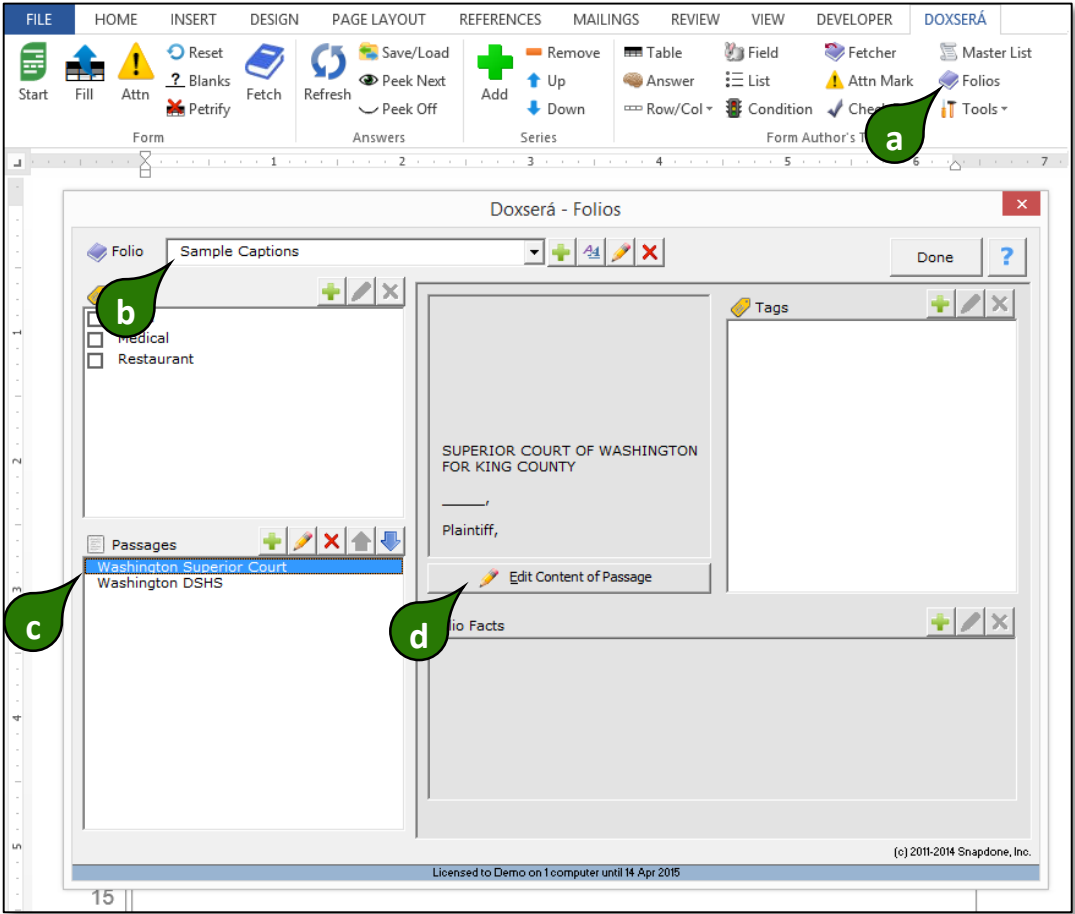
- Select the whole Q&A Table, making sure to include the “phantom” column along the right edge.
- Copy

Label	Question	Answer
<b>Court</b>		
CaseVenue	Case venue?	??
CauseNum	Cause number?	??
PldgTitle	Title of pleading?	Motion to Dismiss Charges
<b>Parties</b>		
ClientName	Name of client?	?? ??
OppName	Name of opponent?	?? ??

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### Open the Folio document

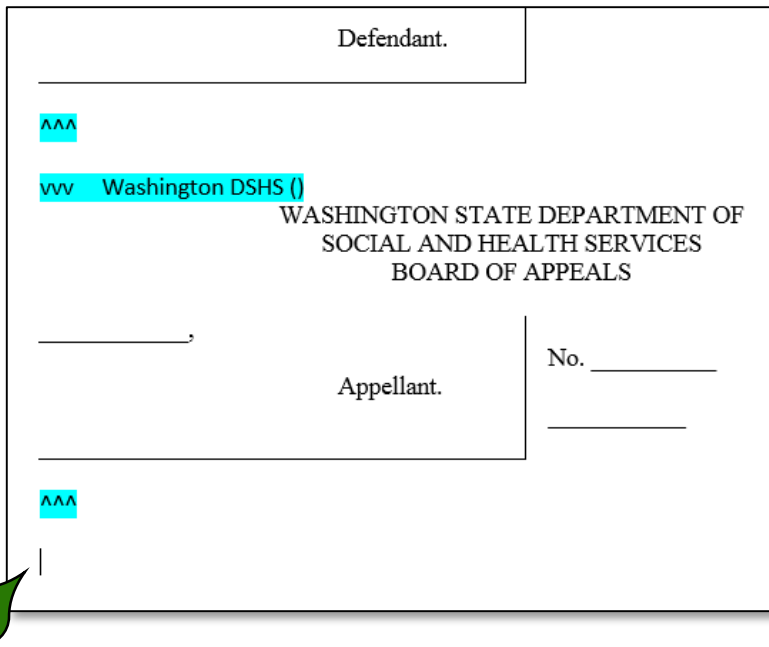
- a Click **Folios**
- b Select the **Sample Captions** Folio
- c Select any Passage
- d Click **Edit Content of Passage**



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### Paste the Q&A Table

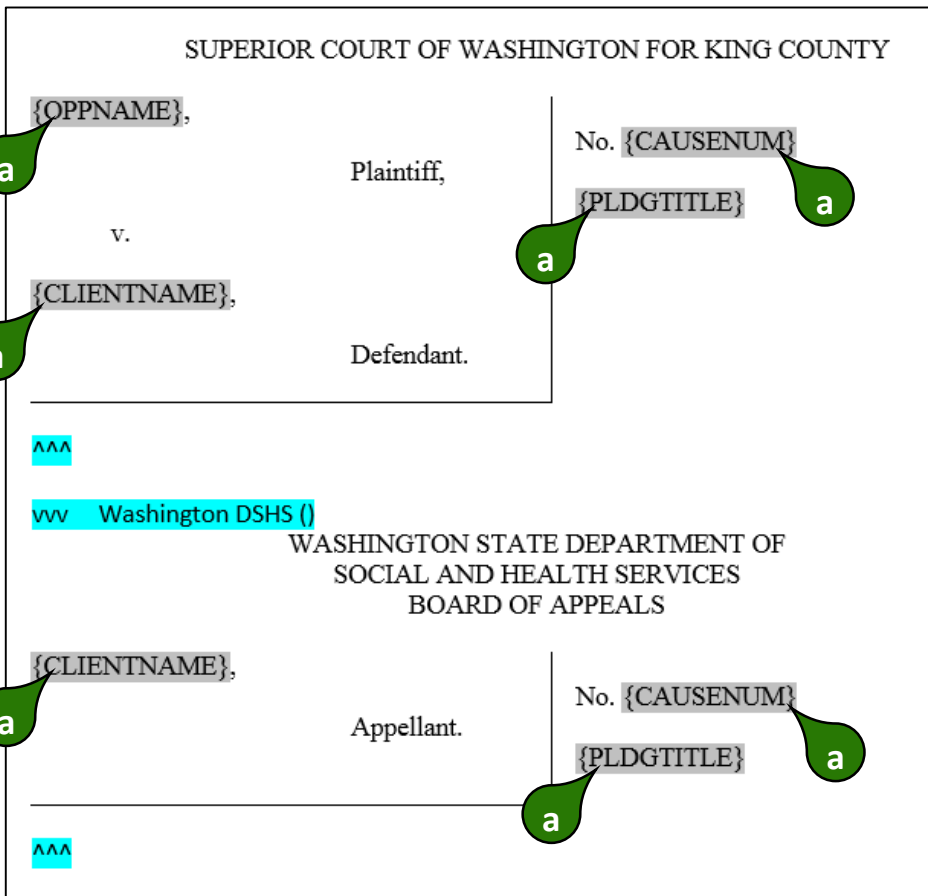
- a Place the cursor at the end of the Folio document, making sure it is below the final blue ^^^
- Add a hard page break (**Ctrl+Enter**), then Paste



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### Add Fields

- a Use the **Field** command to replace all the blanks in the Passages with Fields



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### Save your work

- Click **Folios** then **Save** to save changes to the Folio

## ... and Presto

The form and Folio are complete. When the form is **Filled**, answers from the Q&A Table are used to fill in not only the Fields in the original form, but also Fields in the fetched caption.

5	SUPERIOR COURT OF WASHINGTON FOR KING COUNTY	
6		
7	JANE SMITH,	No. 123-45678
8	Plaintiff,	MOTION TO DISMISS CHARGES
9	v.	
10	JOHN DOE,	
11	Defendant.	
12	Defendant John Doe moves the Court to rule that all charges against him be dismissed.	
13	RESPECTFULLY SUBMITTED on this ___ day of _____.	
14	TIC, TAC & TOE, PLLC	
15	By: _____	
16	Joseph Toe, Attorney at Law	
17	Attorneys for John Doe	
18		

### ▲ Q&A Tables in Folios

#### Related Info

 Overview  Walkthrough  Lesson  Video  Guide

 [Folio Overview](#)

 [Q&A Table in Folios](#)

 [Create a Folio](#)