Puritas Springs Software
Law Office Computing

PURITAS SPRINGS SOFTWARE

Big On Being Small

Puritas Springs Software is a small, family owned company that has been in business since about 1986. At any given time we have less than six people working here and they're usually members of our immediate or extended family. From the standpoint of our law office customers, that's a good thing! The nine-to-five employee mentality never enters into the equation. We care about what we're doing, we try to do our best, and our goal is to make you happy; after all it's *our* business. If you're a firm handling complicated medical malpractice cases, you probably need a large staff of specialists and being small may not be a good thing. But when it comes to program develop-
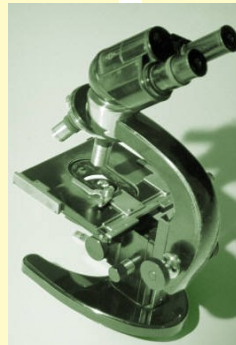
Smartphone Apps That Save $

A smartphone is part phone and part computer. Most attorneys probably own one already. Today's models combine the functions of a cell phone, portable media player, digital camera, GPS navigation unit, and Internet browser. Two popular examples are the Apple iPhone and Motorola's Android.

Here are a number of applications that you can

Smart Phone Ratings

Verizon

1. HTC Thunderbolt ($250)
2. LG Revolution ($200)
3. Samsung Droid Charge ($300)
4. Motorola Droid 3 ($200)
5. Motorola Droid X2 ($200)

Sprint

1. Motorola Photon 4G ($200)
2. Samsung Epic 4G ($100)
3. HTD Evo 3D ($200)
4. HTD Evo 4G ($100)
5. Samsung Nexus S 4G ($30)

T-Mobile

1. Samsung Galaxy S 4G ($100)
2. T-Mobile G2x ($150)
3. HTC Sensation 4G ($100)
4. Samsung Vibrant ($100)
5. T-Mobile Sidekick 4G ($100)

AT&T

1. Samsung Infuse 4G ($100)
2. Motorola Atrix 4G ($100)
3. HTC Inspire 4G ($100)
4. Samsung Captivate ($50)
5. Apple iPhone 3G S ($ -)

Big on Being Small

(Continued from page 1)

ment (at the least the kind we do) and customer support (the kind our customers need), being small is our biggest asset.

Here's an example. We called Apple Computers to ask for a recommendation on a computer to be used for development purposes. After a 5 minute wait we spoke with a customer service representative who didn't seem to understand the gist of what we were asking, Naturally, he referred our call to a support technician. After another five minute wait, we explained our question for the second time. We were placed on hold for another brief period and when the support technician returned he said he felt our call should be referred to a sales specialist. Another five minute wait on hold.

Now the first two reps were a bit hard to hear and remotely foreign sounding (not that that's a bad thing), so we were pleased that the third person was clear to hear and clearly English-speaking. (Again, foreign technical support is not inherently a bad thing, but it's got to be understandable to be effective).

The sales specialist—was not familiar with the subject matter of our question and instead of taking the time to understand our needs better, referred us to the developer department indicating that to become a developer we'd need to pony up a $100 enrollment fee. Remember now, all we wanted was a recommendation on which Mac computer to buy for purposes of developing Mac-

compatible software using a well known, and long established development system.

One thing that we learned from this experience is that Mac's technical support seemed to suffer from many of the same shortcomings that affect most big businesses. Instead of one person being able to "get the job done," so to speak, we were passed along the chain of command until we got tired and decided to try another tack. So much for the Mac illusion of superior support service. Attention Mac Zealots. Please, no emails or telephone calls. We love the Mac, we learned programming on one years ago, we recognize it as a great computer. Don't waste your time and ours by contacting us in this regard like high schoolers boosting their football team. Yeah, yeah, yeah, you're number one. Our gripe is with bigness, not Mac-ness.

What's different at Puritas Springs Software is that one person handles your call. And that person has extensive knowledge of both the law and the program you're calling about. You're never placed on hold while one person refers your problem to the next who refers it to the next in the knowledgebase hierarchy. Our average solution time is less than 15 minutes. How do we do it? Take a look at the brief article on page 5 of this issue for the details. That's our guarantee. So long as your software is current, all of this is done at no cost to you. That's part of what being a small business is all about!

Smartphone Apps That Save $

you to save money when grocery shopping , attending the theater, eating out and more. All of these applications are free to download on your smartphone. Note that not all these applications work on every smartphone. You need to see which ones are available for your particular smartphone.

The Coupons App

This application finds your location using GPS technology and then presents coupons issued by nearby retailers and restaurants. How do you redeem your coupon? You show them on your phone to the retailer as you check out. For Android.

Cellfire

Loads coupons from local grocery stores and other retailers. This application takes your selected discounts and puts them on your loyalty card account so that they're automatically applied at check out time. We didn't have the opportunity to try all these applications out, but we did try this one at Giant Eagle and it worked to save a buck on Fiber One. Very cool! For Android, Blackberry, iPhone and Windows Phone7.

FareCompare

As programmers, our idea of travelling is walking the garbage down the hill to the street on Monday mornings. But, if you're a real traveler, FareCompare may be your ticket. It tracks airline ticket price-drop alerts in real time. For iPhone.

Foursquare

Uses GPS technology to see where you are and then alert you to deals at nearby stores, restaurants and theaters. For Android, BlackBerry, iPhone and Palm.

Grocery IQ

You enter your shopping list into the application it tracks down applicable online coupons in real time. For Android and iPhone.

Grocery Smarts

This application tracks products and prices from various retailers (*i.e.*, CBS, Rite Aid, Target, Walgreens, and Walmart) and compares the manufacturer's coupons with any special deals available from the retailer to locate the best price.

Kayak

Another travel-related application that compares prices on flights (like FareCompare above) but also on hotels, rental cars and the like. For Android, Black-Berry, iPhone, Nokia, and Windows Phone7.

PriceGrabber

This application has been available for computers for years (www.pricegrabber.com). Now its available to be downloaded to your smartphone. It allows you to take a product and find the best price. For Android and iPhone.

Beyond Maximizing

On occasion, you may be viewing a picture or a video in *Windows Explorer* or *Windows Media Player* and would like to make it as large as possible. Instead of simply clicking on the maximize button, try pressing the <F11> key instead. *Windows* will enlarge the picture or video to the size of the entire screen allowing you to utilize the space normally taken up by the title bar at the top and the task bar at the bottom of the screen. With today's wide screen monitors, this additional vertical space can be quite useful. This is sometimes referred to as Full Screen mode. To return to normal *Windows* dimensions, just press the <Esc> key.

Navigation Pane

The pane that appears on the left side of *Windows Explorer* is called the **Navigation Pane**. It's useful for copying or moving files to frequently used locations on your hard drive. You may not know that you can add locations to the Favorites section by simply dragging and dropping a folder, a saved search, a library, or even a drive. If you are repeatedly working with a particular location, having it in the Favorites section of the Navigation Pane can be a real convenience. You can also change the order of items in the Favorites section by dragging them to a new location. Restore the defaults by right-clicking on Favorites and selecting Restore Favorite Links.

Win7 Pinups

Wouldn't it be great to have instant access to a favorite application or file? You can do just that by "pinning" an application or a file to the task bar. It couldn't be easier. Try any of these techniques: (1) if the program is already running, right-click the program's button on the taskbar and then click Pin this program to taskbar; (2) if the program isn't running find it by navigating the Start menu, right-clicking on the program's icon and selecting Pin to taskbar from the pop-up menu; or (3) click and drag a program's desktop icon or Start menu item to the taskbar.

XP Pinups

The *Windows XP* version of "pinning" items to the taskbar (as referred to above) is to customize what is called the **Quick Launch Bar**. The Quick Launch Bar is the section of the task bar to the immediate right of the Start button. Because it's almost always visible it provide ready access to programs and files. Not only is the functionality the same as "pinning" in *Windows 7*, but the technique for moving programs and files is about the same. Click the Start button and navigate to your desired program, then click and drag it to the Quick Launch Bar. Like "pinning" you can also put files on the Quick Launch Bar. Open *Windows Explorer*, locate the desired file or folder and drag and drop it on the Quick Launch Bar.

Competency Quiz III

We first published a computer competency quiz in 2002. For no particular reason, we waited nine before publishing another in 2011. From the feedback we've received from readers of the last issue, the Competency Quiz has been a fun and instructive section of *Law Office Computing*, and thus we've decided to give it another go instead of waiting another nine years.

1. Which of the following units of measurement represents the most capacity?

   a. 100GB
   b. 100KB
   c. 100MB
   d. 100TB

2. What does PDF stand for?

   a. pretty darn fine
   b. portable document format
   c. predefined document format
   d. none of the above

3. What does RTF stand for?

   a. routine transfer format
   b. right to front
   c. ready to format
   d. none of the above

4. Which IP address listed below would apply to a local network?

   a. 192.168.1.100
   b. 174.24.2.2
   c. FF.ED.AC.00
   d. none of the above

5. Which of the media types below holds the most information?

   a. CD
   b. DVD
   c. Blu-Ray
   d. Floppy diskette

6. What part of a window displays the name of the document and program (or the folder name if you're working in a folder)?

   a. menu bar
   b. start menu
   c. title bar
   d. none of the above

7. What part of a window contains items that you can click to execute commands and make choices in a program?

   a. menu bar
   b. task bar
   c. title bar
   d. none of the above

8. What part of a window provides a way to organize all your windows and contains a button for each window?

   a. menu bar
   b. task bar
   c. start menu
   d. none of the above

9. What is a special kind of window that asks a question, allows you to select options or provides information?

   a. dialog box
   b. MDI window
   c. information window
   d. none of the above

10. Which of the following windows can't be maximized?

   a. dialog box
   b. MDI window
   c. information window
   d. none of the above

ANSWERS: 1-d; 2-b; 3-d; 4-a; 5-c; 6-c; 7-b; 8-b; 9-a; 10-a.

Join The List

Several years ago we started sending out a monthly email to our email list subscribers. The monthly email contains news about new and pending software releases, important information about free and pay upgrades, legal and computer news, technical support materials, and law-office-useful *Windows* tips.

Out email list is what we refer to as an ethical list in that you have complete control over subscribing and unsubscribing. And when you unsubscribe, you really unsubscribe without any strings attached.

Another nice thing is that subscribing involves simply entering your email address. We do not require your name, address or other personal information. It only takes a minute. You can subscribe by visiting www.puritas-springs.com and clicking on the Join Email link near the top of our Home page. It can be aggravating to get daily or weekly emails—be assured our emails go out monthly.

11 Minutes

We've been using remote assistance for several years now and we immediately recognized it as a phenomenal support tool. Unfortunately, the first provider we tried had problems with the service and after a year or so of repeatedly broken connections we decided to try another provider— *LogMeIn Rescue*. Note that *Rescue* is a different product from the free version of LogMeIn that we've been touting to law offices in past issues.

Rescue, a more stable product, provided all the utility we had sought unsuccessfully from the earlier product we had tried. In the context of technical support it was a win-win situation. Law office have better things to do that call technical support, and software development companies have better things to do than give technical support.

And that's how the 11 minutes came into play. Over the last year, we evolved a policy that can be stated as follows: if, after a brief telephone conversation we're unable to solve your problem, we connect to your computer and take care of business. Our average resolution time is about 11 minutes. How's that? Heck, in typical technical support with other companies, we usually wait on hold that long before we even get to start discussing our problem with a technician, not to mention reaching a solution.
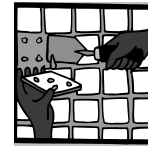
Tiling Windows

A few years ago, Microsoft was using what they called the multi-document interface (MDI). You may recall the MDI allowed you to have several documents open in your word processor at the same time. You could click on the Window menu and arrange documents side by side (tiling) or stacked and offset, like playing cards (cascading). Each arrangement had its advantages; tiling was great for side by side comparison and cascading was handy for allowing you to move easily among documents. For whatever reason, Microsoft abandoned the MDI in favor of using multiple instances of a program and placing each instance on a separate button on the task bar. By the time *Windows 7* came along, the task bar buttons of multiple instances of the same program were cascaded so that an additional mouse click was necessary to unstack the cascaded buttons allowing access to the individual documents.

Irrespective of whether this was change for the sake of change, it's still possible to get a similar effect. Press and hold the <Ctrl> key and click two or more of the window buttons on the taskbar. Release the <Ctrl> key, right-click the mouse on one of the selected buttons and then select Show Windows Side by Side. When you see the pop-up menu, you'll notice there are other choices as well, such as Cascade, Minimize Group, and Show Stacked.

Libraries

There's a feature of *Windows 7* that has not gotten much publicity but may be of use to law offices. We all know we can take different files and group them together by placing them in a folder. This is useful for collecting files applicable to a particular client, or that have something in common, for example various versions of divorce complaints that are used as templates.

Without question, folders provide a handy and necessary means for organizing the files on your hard drive. This is especially true in light of the size of today's drives. Imagine a drive without folders where hundreds of thousands of files were thrown together. If you think about it long enough (who has time for that?), you'll eventually come to the realization that, of course, there are no such things a physical folders and that folders are more of a concept than an actual thing. In reality, folders are more like lists that contain directions to where the files are physically located on your hard drive.

Well, *Windows 7* takes the concept of folders or directories one more step by allowing you to group different folders together—not in parent folders, but in what they call libraries. A library lets you assemble folders that may be located in various places rather than within one parent folder. You can think of it as an uber-folder. In fact, *Windows 7's* Documents isn't really a folder like you may have thought. It's a library. That's a brief introduction to libraries, now see what you can do with them. Better yet, consult the

Digital

TV—How Cool Is That?

Digital Inklings sometimes goes a bit far afield and this is one of those times. We were thinking recently about TV. In the 50's it was a brand new form of family entertainment and it was exciting. By the early to mid 60's TV sets began to incorporate color programming and TV watching become even more entertaining.

Then came the late 60's, 70's and 80's and TV gradually (or quickly) became uncool. It was trendy to say things like "I don't watch TV" or "TV's for idiots" and the like. Most of the people who said this watched TV anyway, they just didn't admit to it.

Then, around 1997, onto the scene came Netflix and streaming, with hundreds of TV programs old and new available for the viewing—whenever you want, episode by episode. This brought about the realization that TV had come full circle. Think about it, Hollywood didn't become the entertainment capital of the world for nothing. That's where the highest concentration of talent is—the best writers, the best musicians, the best actors, the best in entertainment.

Once we started watching shows like "Malcolm in the Middle," "That 70's Show", "Monk," "Seinfeld," The History Channel, Arts & Entertainment, and a host of others we came to the realization that maybe TV wasn't so bad after all. In fact, the ability to watch programs in their created order without interruption clearly demonstrated a principle that we

probably all knew all along—TV is great, commercial suck!

Misery Loves Company Dept.

Does your office ever have days when it feels like all you're doing is damage control and you're not really moving forward in your work? Large firms have on-site IT personnel to handle software, computer, network, and printing problems. What do you have?

Wouldn't it be nice to have experts on staff and never have any computing problems, like Puritas Springs Software for example? Be careful what you wish for because it might come true. Just to make you feel at home we thought we'd give you this short, impromptu inventory of computer-related problems we have on hand at any given time.

- At some point during the day or week, the *Windows 7* and *Windows Vista* computers will not be able to see the *Windows XP* computers on the network. Rebooting a *Windows 7* machine often fixes the problem, sometimes it doesn't.

- Starting *iTunes* on any *Windows 7* 64-bit machine brings up an error message saying *iTunes* was not installed properly and will not be able to burn CDs (which it seems to be able to do anyway).

- Every so often, if we run our CD burning software at the same time as our CD printing software, the printer will freeze and need to be rebooted.

Inklings

- Bulk printing (printing multiple documents from *Windows Explorer*) will bring up the error that *Word 2010* could not find or save the normal.dot file. Half the time one or more documents fail to print when that happens and we've got to sort through the documents one-by-one to determine which ones printed and which ones didn't.

- Half the time that we use the **Adobe PDF** viewer plug-in for *Internet Explorer* on the 32-bit *Vista* machine, the *Explorer* will lock up some time later in the session.

- Every so often *Adobe Flash Player*, the *Internet Explorer* media player plug stops working and attempting to use it will often lock up *Explorer* and require the application to be restarted. The only cure is to uninstall it and then reinstall it from the *Adobe* web site. This only happens on our *Windows Vista* machine.

- Once or twice a year, any one of our Gateway All-In-One computers will freeze and be unable to be rebooted. To fix the situation we must physically unplug the machine let it sit for about 15 minutes, plug the machine back into the wall socket, and then restart it.

- *Microsoft Publisher* in *Office 2010* will not allow vertical scrolling without first moving the cursor to the desired new location or clicking outside the document to remove the cursor entirely. Although this may not sound like much this is a colossal nuisance and/or bug. Curiously, *Publisher 2007* does not suffer from this problem.

- The free personal version of *Avira* antivirus software was just as bad as having a virus with its promotion screen popping up several times a day. By the way we have a fix for this nagging behavior on page 12.

- Message from our Scribe BravoSE Disk Printer: "The ink cartridge is low on ink. Would you like to change the cartridge?" Ordinarily this would be a helpful prompt, excepting that the cartridge is still full enough to print about 200 more disks. It has a robotic arm for placing disks on the printer tray. This allows you to put 100 disks on the spindle and walk away. What's worse is about the false error message is that when it occurs after each disk is printed, you must answer "No". So, you're essentially forced to paint the disks one-by-one thus defeating the automation. Wow!

These are just the few irritations we thought of off the cuff. We could definitely find more grains of sand in our computer gears if we looked harder and longer. The point is … well really there is no point. We just wanted to let you know that the next time you run into a problem and you're about to curse like a sailor, just remember you're not alone.

Google

If we were a member of the board of scholars that decide whether particular words make it into the dictionary. We'd campaign to have "Google" added as a verb as in "I need to google that." We know we've written about "googling" things before, but the utility of the technique cannot be overstated. The following shows not just the value of googling something but also provides the solution to what we think is a common problem with HP printers.

We recently acquired a new *Windows 7* computer and when we installed the printer driver for an old HP 3000 business inkjet printer everything seemed to work fine until we attempted to print multiple copies of a document. What we got was one copy and this error message:

Error: Unable to store job at printer.
Reason: Printer not configured to collate.
Solution: Install and EIO hard disk.

As for HP's recommended solution—not likely. Instead we googled "hp unable to store job." The search results contained the recommendation that we access Printer Properties and do two things:

1. Ensure that "mopier mode" is disabled; and
2. Ensure that "job storage is disabled."

Problem solved! And without purchasing an EIO hard disk—whatever the heck that is. Hey, let's google it and find out!

- **Free downloadable up-grades**.

- A **familiar look and feel**—no learning curve.

- Works in all versions of *Windows* including **Windows 7** & *Vista*.

- **Abbreviated worksheets**—everything on one screen/page—get your answers in seconds!

- **Detailed error checking and alerts**.

- **Shared Parenting Devia-tion—**supports every imaginable adjustment algorithm.

- **Three statutory table lookup methods**.

- **Annotated, statutory** and **abbreviated** worksheets.

- **No annual subscription or update fees**.

- **Companion CLE Course**—this course has been approved by the Supreme Court of Ohio Commission on Continuing Legal Education for 1.75 total CLE hours instruction. Must be purchased separately.

- Automatically calculates orders for incomes **over $150,000**.

- **Income Annualizer**—from paystub to annual income.

- **Local Tax Calculator**.

- **Support Scheduler**—track and calculate payments, arrearages, and interest.

- Performs **Line 8** and the **5.6% self-employment** adjustments automatically.

- **Sends forms to your word processor** for review, formatting, printing, emailing, faxing, making **PDFs**, *etc*.

Revised Ohio Child Support Guidelines

200+

You're in good company when you purchase *Revised Ohio Child Support Guidelines—Version 6 (WROCSG)*. Our customer scrolls boast more than 200 courts, and governmental, educational and non-profit agencies. Included in the list are domestic relations courts, juvenile courts, probate courts, child support enforcement agencies, Department of Human Services, Department of Job & Family Services, prosecutor's offices, appellate courts, law libraries and universities throughout Ohio.

The sidebar to the left doesn't cover everything, nor does it provide all the details. For example, in order to give you the best estimations of the child care credit, the **complete federal and state income tax calculations** are built in. That's right, complete federal and state income tax calculations are built in. A program without this ability can make errors amounting to over $1,000! *WROCSG* does it all and does it better. That's why it's the number 1 best-selling child support software in Ohio regardless of the claims of others.

Cash Medical Support

The current worksheets were designed to respond to Ohio's increasing number of families that can't afford to maintain health insurance on their children. As a result, the USDA's **Expenditures on Children by Families** are used to estimate the cost of health-related expenditures that a family incurs. These estimates are homogenized by the Ohio Department of Job & Family Services into a table that permits the preparer to calculate a "**cash medical support obligation."** Along the way, reference is also made to the **U.S. Department of Health & Human Services Poverty Guidelines** to establish a limit on the amount that can be assessed as "cash medical support." Again, *WROCSG* does it all automatically. You need not be concerned with either of these agencies' statistics—it's all built into *WROCSG*.

Leave The Driving To Us

Anyone completing the worksheet might justifiably think this is all more than a bit confusing. Don't worry about it. *WROCSG* **will save you hours of research by doing all the collateral calculations for you—even the income tax calculations related to the child care credit**.

The Bottom Line

We should mention that *WROCSG6* costs only a fraction at $99! You can purchase licenses for two computers for less than what other software costs for one. Better, easier to use and less than half the price of competing software. How can you go wrong?

Revised Ohio Child Support Guidelines—Cont.

CHILD SUPPORT COMPUTATION WORKSHEET SOLE RESIDENTIAL PARENT OR SHARED PARENTING ORDER

Name of Parties: Huston Test and Chris Adkins Case No: 123456

Number of Minor Children: 3

The following parent was designated as residential parent and legal custodian:

☐ - Mother   ☐ - Father   ☒ - Shared

Line No.		Father	Mother	Line No.		Father	Mother
1a	Employment	45,000.00	30,000.00	17	Basic obligation	20,310.26	
1b	O/T Bonus Yr 3	2,000.00	1,000.00	18a	Annual obl Fath	12,533.46	
	O/T Bonus Yr 2	2,100.00	1,100.00	18b	Annual obl Moth		7,776.80
	O/T Bonus Yr 1	2,200.00	1,200.00	19a	Child care Fath	4,800.00	
	Average	2,100.00	1,100.00	19b	Child care Moth		7,200.00
	Includible O/T	2,100.00	1,100.00	20a	Marginal costs	150.00	0.00
2a	Gross receipts	25,000.00	15,000.00	20b	Cash med supp	2,256.00	0.00
2b	Ordinary exps	1,200.00	1,000.00	21	a/c - Additions	4,443.12	1,895.36
2c	5.6% of AGI	1,332.80	784.00	21	b/d - Subtracts	1,895.36	4,443.12
2d	Adjusted AGI	22,467.20	13,216.00	22a	Obligation Fath	15,081.22	
3	Interest/divs	123.00	110.00	22b	Obligation Moth		5,229.04
4	Unemploymnt	321.00	100.00	23a	Obligor's obligtn	15,081.22	0.00
5	Workers Comp	200.00	20.00	23b	Non-means	100.00	0.00
6	Other income	1,000.00	1,000.00	23c	Actual obligation	14,981.22	0.00
7a	Total gross inc	71,211.20	45,546.00	24	a/c - Additions	4,443.12	0.00
7b	Health ins mx	3,560.56	2,277.30	24	b/d – Subtracts	2,701.74	0.00
8	Other children	2,930.00	2,950.00	25a	OAA Father	14,274.84	
9	Child support	200.00	200.00	25b	OAA Mother		0.00
10	Alimony	450.00	400.00	26a	AAO	14,274.84	0.00
11	Local taxes	1,391.34	886.32	26b	Any non-means	100.00	0.00
12	Work deductns	111.00	75.00	26c	AAO subtract	14,174.84	0.00
13	Ttl adjustmts	5,082.34	4,511.32	27a	Deviation sole	0.00	0.00
14a	AGI	66,128.86	41,034.68	27b	Deviation shared	-9,139.62	0.00
14b	Cash Supp Mx	3,306.44	2,051.73	28	Final Figure	5,841.60	5,035.22
15	Comb Income	107,163.54		29	For Decree	496.54	427.99
16a	% Father	61.710%		30	Final cash figure	2,256.00	0.00
16b	% Mother		38.290%	31	For decree	188.00	0.00

CHILD CARE EXPENSES

Must check one box in top row: >>>   ☒ - Ignore low income limits; ☐ -Use limits below; ☐ - Perform full tax calculation
☐ - Do not use Ohio child care credit;

Father

Total child care exps	4,800.00	**Use these limits:**		Exempt amount:	0.00
Qualifying expenses	0.00	Federal: 0.00		Federal tax liability:	6,889.00
Earned income	69,567.20	Ohio: 0.00		AMT:	0.00
Spouse's earned inc	0.00	**Tax calculation information:**		Foreign tax credit:	0.00
AGI	70,761.20	Filing status:		Federal credit:	0.00
No. of children	3	Std/Item deduction:	0.00	Ohio credit:	0.00

Mother

Total child care exps	7,200.00	**Use these limits:**		Exempt amount:	0.00
Qualifying expenses	0.00	Federal: 0.00		Federal tax liability:	2,726.00
Earned income	44,316.00	Ohio: 0.00		AMT:	0.00
Spouse's earned inc	0.00	**Tax calculation information:**		Foreign tax credit:	0.00
AGI	45,146.00	Filing status:		Federal credit:	0.00
No. of children	3	Std/Item deduction:	0.00	Ohio credit:	0.00

WEEKLY/MONTHLY BREAKDOWN

Health Insurance Provided	Per Week Per Child	Per Week Total	Per Month Per Child	Per Month Total
Child Support Obligation	37.45	112.34	162.27	486.80
Cash Medical Support	0.00	0.00	0.00	0.00
Processing Charges	0.75	2.25	3.25	9.74
Total	38.20	114.59	165.52	496.54
Health Insurance Not Provided				
Child Support Obligation	32.28	96.83	139.87	419.60
Cash Medical Support	14.46	43.38	62.67	188.00
Processing Charges	0.93	2.80	4.05	12.15
Total	47.67	143.01	206.59	619.75

All-In-One. Not only does the abbreviated short form worksheet have all the information contained on six or seven pages of the statutory worksheets, it also permits you to enter information directly on the screen. That means that you can literally complete worksheets in seconds without tabbing or scrolling repeatedly through pages of fields. Put in the names of the parties, the number of children, and the parties' respective income and you're done!

Ohio Spousal Support

Think of it as a pretrial/trial preparation tool because it does so much more than simply calculation spousal support.

Spousal Support/Alimony

Following the guidelines set forth in ORC § 3105.18(B), *Ohio Spousal Support Calculator (OSSC)* **provides a range of recommended spousal support figures that is not simply the result of a tax analysis or income equalization formula**. You can review the results and rationale by viewing its 40 forms and reports. Here are some highlights.

1. Income, Taxes, Support & Expenses (ITSE)

A side-by-side summary of the parties' taxable and nontaxable income along with personal and living expenses (essential and nonessential). Both before-tax and after-tax information is provided. Note that in addition to producing support recommendations, *OSSC* lets you preset a support amount of your own choosing in order to obtain a complete tax analysis at that prescribed level of support. There is a sample printout on page 11 of this catalog. Note that *OSSC* is now able to perform an **income equalization calculation that is accurate to within hundredths of a percent**.

2. Support v. Lifestyle

This report summarizes the information contained in the ITSE form **across a range of 28 different spousal support amounts**! We call it the Lifestyle form because it provides an instructive comparison of each party's ability to meet essential and nonessential living expenses at different levels of spousal support. Apart from the ITSE form, you'll find this report to be **one of the most revealing**. A sample is on the Demos/Downloads page of our web site.

3. Statutory Considerations

In a form that is more like a brief than an accounting spreadsheet, this report finds the difference between the parties' total incomes, then adjusts for payment of federal, state and local income taxes, and finally evaluates a range of spousal support awards in light of each party's ability to meet their personal and living expenses (*i.e.*, maintain their lifestyle).

In cases where spendable income doesn't meet living expenses, the analysis can be extended to distinguish between **essential and nonessential expenses**. Because the broken family unit necessarily imposes the financial hardship related to supporting two households on the income that previously supported one, you may find that categorizing expenses as essential or nonessential assumes increased importance in an analysis of the marital estate. A sample of this report is available at our web site as a downloadable PDF file on the Demos/Downloads page.

4. Set Spousal Support

This screen lets you deviate from any formulas or computer algorithms and set your own spousal support amount to be used in the tax calculations and expense comparisons. Just see what happens! **You're in control of the calculation, not the other way around.**

5. Child Support & Taxes

Included in *OSSC* is a child support calculator that is similar to the one in *Revised Ohio Child Support Guidelines.* What's unique about it is that it is fully integrated into the spousal support calculation. Of course at the same time it's doing all this, it is also considering the income tax consequences of the exchange and incorporating the results into the many available reports, *i.e.*, the Lifestyle form. The Tax Issues section has a breakdown of tax information related to **who should take the dependency exemptions** and how it affects both parties. When it's best to split the dependency exemptions, you are notified and referred to the Child Dependency Exemptions vs. Taxes report.

Companion CLE

OSSC has a companion CLE course. This course has been approved by the Supreme Court of Ohio Commission on Continuing Legal Education for 3.00 total CLE hours instruction. Note also that more than 2 hours of program instruction is built in to *OSSC*, however CLE must be purchased separately.

Ohio Spousal Support—Cont.

Sample Income, Taxes, Support & Expense Form

Husband: James Theodore Sample
Wife: Jane theres Sample

Case No.: 2009-DR-103567
Date: 2/8/2010

2009 Income, Taxes, Support & Expenses

Description	Husband	Wife	Total
Income			
Payroll - Wage/Bonus/Commission/etc	12,000	43,197	
Other Taxable Income			
Spousal Support (this marriage)	0	10,740	
Spousal Support (prior marriages)	0	0	
Other	62,631	0	
Total Taxable Income	74,631	53,937	128,568
Percentage of Total Taxable Income	58.048%	41.952%	
Spousal Support Paid (including prior marriages)	10,740	0	
Income, FICA, MedicareTaxes (only on taxable income & tax adjustments, *i.e.*, spousal support is a tax adjustment, but child support is not)			
Federal	3,398	5,693	
Earned Income Credit	0	0	
FICA/Medicare	918	2,766	
State	1,871	1,545	
Local	0	875	
Total Income Taxes	6,187	10,879	17,066
Nontaxable Income			
Child Support Received (this marriage)	0	7,164	
Child Support Received (prior marriages)	0	0	
Other	0	0	
Total Nontaxable Income	0	7,164	
Child Support Paid (including prior marriages)	7,164	0	
Total Taxable & Nontaxable Income Adjusted for Taxes & Payment of Spousal & Child Support	50,540	50,222	100,762
Percentage of Total Taxable & Nontaxable Income with Adjustments	50.158%	49.842%	
Essential Personal & Living Expenses			
Lodging (except lawn/snow service)	18,828	9,780	
Utilities (except cable tv, cellular srvc, long distance)	3,300	3,048	
Food & Household	0	6,000	
Transportation			
Car Payment	0	0	
Other (lease, gas, oil, maintenance, bus, *etc.*)	3,804	3,168	
Health (including health insurance)	9,552	0	
Other Insurance (excluding auto, home & health)	0	0	
Child-related (*i.e.*, tuition, books, *not including* support)	0	0	
Miscellaneous (*i.e.*, clothing, education, insurance)	1,200	1,589	
Debt (*i.e.*, loans, credit cards)	0	0	
Total Essential Living Expenses	36,684	23,585	60,269
Percentage of Total Essential Living Expenses	60.867%	39.133%	
Income/Deficit After Taxes & Essential Living Expenses	13,856	26,637	40,493
Nonessential Living Expenses	588	1,188	
Income/Deficit After Taxes & Nonessential Living Exps	13,268	25,449	38,717

These figures are based on yearly spousal support of $10,740; however, you can analyze any level of support by manually setting the support amount. Instantly, you'll see the tax consequences to the obligor and recipient. In addition, you'll see if the support recipient is able to meet necessary living expenses at that level of spousal support. Just as important, you can also see whether the obligor is able to meet his or her necessary living expenses. Other potentially vital information is the comparison of the relative ability of the parties to meet not only necessary expenses, but also ordinary but nonessential expenses.

Buying A Computer?

Here's a list of ratings of retailers from whom you may purchase computers. Note that even the lowest rated retailers pleased most their customers according to a recently published national survey . Ratings reflect survey respondent satisfaction with their purchase experience which included selection, price and service. Check out page 16 of this issue for our experience with TigerDirect.

Retail Web Sites

1. Amazon.com

2. Newegg.com

3. Costco.com

4. TigerDirect.com

5. QVC.com

Manufacturer Web Sites

1. Apple.com

2. Toshiba

3. HP/Compaq

4. Lenova

5. Sony

Walk-In Stores

1. Apple

2. Micro Center

3. Costco

4. Staples

5. Sam's Club

Uniform Domestic Relations Forms

In July 2010, the Supreme Court of Ohio adopted new domestic relations forms enabling judges and attorneys to enjoy state-wide uniformity in the maintenance and presentation of financial information, health insurance, and other child-related information in family law proceedings. Developed by a subcommittee of the Advisory Committee on Children, Families, and the Courts, the forms were proposed as a solution to the problems engendered in a system where 88 counties had developed 88 different sets of forms in family law cases. As a result, the uniform affidavits were drafted.

Better Looking Forms Faster

Would you prepare a brief on your typewriter? Of course not. All law offices use word processors instead. One of the primary advantages is the ease with which revisions can be made. If clients were perfect and brought all the information you needed in the first appointment, and never exaggerated or omitted any information, you could probably muck through with a typewriter. But the real world isn't like that. *Uniform Domestic Relations Forms (UDRF)* allows you to make changes, corrections and additions quickly and easily without messy white-out, or mismatched or misaligned typewriter fonts. With *UDRF* you just type ´n go—from zero to printed document in record time.

Saving Time Means Saving $

The creation of professional looking forms can be considered an end in itself, but producing better forms more quickly and efficiently allows you time for the pursuit of additional billable hours, or simply more time to yourself. Either way, you win.

Features

•**Works in All *Windows***. Developed in and optimized for *Windows 7* and *Vista*, *UDRF* runs in all 64- or 32-bit versions of *Windows*.

•**Open & Save Files To Disk**. Unlike many pdf web forms, *UDRF* lets you open and save your client information on your hard drive -- an indispensable feature for making revisions.

•**General Information Worksheet** for assembling and automatically completing the common, repetitive fields.

•**Continuation Pages**. For all the instances where you'll need them (and you will need them).

•**Auto-Math**. *UDRF* takes care of calculating and updating all your totals; if you make a change, the totals are updated instantaneously and automatically.

•**Auto-Text-Fit**. If you've got a bit more information than will fit on a line, *UDRF* will automatically shrink the font size until it fits.

•**Exports all forms (blank or completed) to your word processor** for printing, faxing, emailing or making PDFs (PDF-making functionality dependent on your word processor or owning *Adobe Acrobat*).

Family Law Practitioner's Apprentice

Mrs. Jones, you've got a lovely son, - er, daughter

If you've taken the first step towards automating your family law practice, you may have word processing templates that you use to generate Separation Agreements or Judgment Entries. Templates are good, but they have several drawbacks.

One is that changes related to gender and number can be difficult to track. For instance, have you ever reviewed a document at court and noticed an embarrassing, typographical error, like referring to the husband as "she?" Or making a reference to "children" when the parties have only one child? Over the years, familiarity with these documents makes errors increasingly difficult to spot.

Another drawback relates to global variables—that is, information that remains constant from one document to the next in the same case (for example, the case number, the parties' names and addresses, and a host of other items). **With *FLPA*, from the initial complaint to the final judgment entry, you're never required to re-enter that type of information from one document to the next.**

FLPA handles these issues by having you make one-time selections as to the gender of the parties and then *FLPA* consistently changes all the nouns, pronouns, verbs and adjectives to agree with your selections. Other basic information is handled similarly and globally.

In other words, once you enter the parties' names and case number in the worksheet, the information populates all the forms automatically. Formatting and typing captions is a thing of the past. You enter repetitive information once! **When it's correct the first time, you save time**. No more brainless grammatical errors in an otherwise perfect document.

Going Global

The faster you can generate perfect documents, the more you save in case preparation time and staff time. That's why we give you the added ability to (1) set global defaults via our **Default.flp** file and (2) modify the program templates to customize documents for your specific uses. So, if you have certain, customized provisions in a particular document, you could alter the corresponding document template to include your specific language—permanently.

Better Documents Faster

The whole point of *FLPA* is to produce better documents faster and present them to you in your word processor**. That makes it especially user-friendly to law offices. Why law offices? Because regardless of computer skills, they are expert word processors! After all, documents are a law office's stock-in-trade.

For more details visit the ***FLPA*** page of our web site. Click on the **Family Law** button.

Antivirus Or Virus?

We're always testing software and hardware that we think may be of use to our users and readers. One of those products is the personal version of *Avira* antivirus software. While the software worked well enough and has been recommended by Consumer Reports more than once, the nag screen prompting you to buy the commercial version rendered the software as annoying as a virus. Here's the fix.

Windows 2000/XP: (Pro versions do not require you to boot into Safe Mode)

1. Boot into Safe Mode (tap F8 repeatedly after you restart the computer).
2. Log in using the Administrator account.
3. Go to C:\Program Files\Avira\AntiVir PersonalEdition Classic\avnotify.exe.
4. Right-click avnotify.exe-> properties-> security-> advanced.
5. Under the Permissions tab click on SYSTEM under Permission entries:
6. Edit-> locate Traverse Folder / Execute File-> deny-> ok ->apply-> yes -> ok-> ok.
7. Reboot the computer into Normal Mode.

Windows XP Pro & Vista Business/Ultimate/Enterprise

1. Start-> Control Panel.
2. Administrative tools-> Local security policy.

Basic Ohio

Web Forms

We're sometimes asked what the difference is between our probate program and the court's web forms. It's a legitimate question and the answer is—speed and efficiency. That means preparing probate forms quickly and professionally. All successful probate practices, large and small, use software to prepare their forms. Here's why:

1. With the court's web forms, changes made after a form is completed are time-consuming and difficult to make. Perfect clients are few and far between. The information clients bring in is sometimes inaccurate and needs to be corrected, or trails in late and needs to be added. With the court's web forms, if you need to make changes after you're done, you have two choices: either do it over or paint over it with white out and correct it on a typewriter. With **WBOPF**, it's like typing in a word processor. Make the change and hit the print button. In addition, **changes and corrections are global**. That means that you can make one correction and the dozen or so forms where that information reappears are also corrected.

2. Web forms don't update dynamically. Change a figure in an inventory or accounting and you'll be recalculating all the dependent subtotals and totals. Once you made the necessary recalculations, you'll need to retype the pdf form or usewhite out. With **WBOPF**, you correct the property value (or whatever)

and all relevant subtotals and totals update automatically and instantaneously. In seconds.

3. Using web forms is slow and mistake-prone. It goes without saying that if you can make one change instead of a dozen, you can work faster. Also, when you're not re-typing, you don't risk making a mistake. Get it right once and that data automatically transfers to all the necessary forms.

4. The Court's PDF forms cannot be saved when completed. Unless you own *Adobe Acrobat* ($500) you can't save completed web forms, you can only print them. Even with *Adobe*, only individual forms can be saved easily. So at the end of the probate case, you have your client information scattered in 40 different files! With **WBOPF**, all your probate data is in one file. It can be saved, copied, and transported easily.

Main Window. **WBOPF** has a convenient **Main Window** that combines an on-line tutorial with the freedom of the *Windows* menu system. You won't need training or instructional videos. Just start at the top and work to the bottom. Help is right there.

Next of Kin & Legatees. Over half the standard probate forms involve the spouse, kin and legatees, so your probate program should **complete all the necessary notices, consents and waivers**. **WBOPF does exactly**

Probate Forms

that! If you have 40 beneficiaries, **WBOPF** completes all the appropriate notices, consents and waivers, *etc*. with a mouse click.

Quality Not Quantity. Instead of paying for hundreds of forms that you don't use or that are incorrect, we give you the **complete set of "Standard Probate Forms" as defined and promulgated under Rules 51 and 52** of the Supreme Court's Rules for the Superintendence of Ohio Courts. That's every standard decedent's probate form. And all screens and printouts are designed to comply with the typographical specifications set forth in Rules 51 and 52, *supra*.

Features

☒ **The Next Generation** program designed in **Windows 7** and **Vista**, **WBOPF** runs in the following *Windows 64-* and *32-bit environments, XP/2000/ME & 98*.

☒ **Handles calculations automatically; most forms complete themselves!** This includes not just the mathematically-oriented forms like the inventory and accounting forms, but also all consents, waivers and notices will contain the beneficiary name and address information automatically**.**

☒ **Exports probate files** to the **Ohio Estate Tax** program that can, in turn, export client data to the **U.S. Estate Tax** program—a true single entry system.

☒ **Capable of sending forms to your word processor** for final review, formatting and printing, or **spell-checking, grammar-checking, emailing, faxing, making PDFs**, *etc*. The functionality of your word processor is the only limitation.

☒ Inventory and Accounting form entries are **automatically sorted** by category.

☒ **Modifiable templates** for case-specific customization.

☒ Visit our web site and try our **free, fully functioning demo.** The site also has screen illustrations together with some sample forms.

County Specific Modules— Cuyahoga, Franklin, Hamilton

The last time we checked, about 22,000 of Ohio's 38,000 active attorneys were practicing in the big three counties. For that reason we developed special probate programs devoted to those counties.

Each county-specific program works like **WBOPF**, the main difference being the addition of many more forms. Included are forms that are not necessarily probate forms, but are often used in conjunction with probate forms, *i.e*., enclosure letters, transfer documents, and more. If you'd like a complete list of the included forms, visit our web site, go to the **WBOPF** page, and then the desired county (hyperlinks are near the top).

Antivirus Or Virus?

3. Click on Software Restriction Policy-> Action (at the top)-> create new restriction policies
4. Right-click additional rules-> new path rule.
5. Click Browse and navigate to C:\Program Files\(Avira) \AntiVir PersonalEdition Classic\ and double-click avnotify.exe.
6. Set the security level to Disallowed-> apply-> ok.

Vista Home Premium

1. Go to C:\Program Files\Avira\AntiVir PersonalEdition Classic\avnotify.exe.
2. Right-click avnotify.exe->properties->security tab.
3. Under the group or username SYSTEM click edit.
4. Put a checkmark under the DENY column for "read and execute".

If the above method causes you to reboot after each update:

1. Go to C:\Program Files\Avira\AntiVir PersonalEdition Classic\avnotify.exe.
2. Right-click avnotify.exe-> properties-> security tab-> advanced.
3. Under the permissions tab highlight SYSTEM-> edit-> locate Traverse Folder / Execute File-> deny-> ok -> ok-> yes-> ok-> ok.

Note: *Avira* changed the path in Version 9 to C:\Program Files\Avira\AntiVir Desktop

Tiger—Direct

The hard drive in our old Gateway computer (Model E-4500) died recently. We were intending to simply replace the old hard drive. Our online research disclosed that a new 120GB internal OCZ Vertex 3 was $188; and a new Crucial 128 GB internal hard drive was $165. Those weren't bad prices for replacement drives, but what really got our attention was that TigerDirect.com had a HP computer for $299! Wow!

The computer we received was no underpowered wimp. The new HP was a Model 100B with a 1.6GHz AMD processor, 2 GB of RAM, a 250 GB hard drive, a read/write DVD, an AMD Radeon graphics accelerator, 20" wide screen display and 32-bit *Windows 7*. By the way, it's an all-in-one unit. That means no wires all over the place and no clunky box under the desk. It's performed admirably for about 6 months now and if it lasts a few years it will prove to have been a super deal. If we were using the computer for AV media (which we're not) we'd have preferred a larger hard drive. Also, note that this computer does not come with *Microsoft Office*. Fortunately, we were able to transfer the *Office* license to the new computer.

As it turns out, to find a deal like this you've got to be on your toes with a little luck thrown in for good measure. We were unable to find a similar deal anywhere (including TigerDirect) and months later we noted the same computer was available at that price only as a refurbished model.

Ohio Estate Tax

Ohio Estate Tax for Windows (*WOET*) is one of our best sellers. Together with *Basic Ohio Probate Forms,* it is an unbeatable combination for completing probate forms and tax returns quickly, efficiently, and professionally. Once you use *WOET*, you'll never do returns any other way.

Included Forms & Schedules

Form 2	Ohio Estate Tax—Page 1	Form 3G	Resident GST Tax
	Recapitulation—Page 2	Form 3N	Nonresident Additional Tax
	Information—Page 3	Form 4	Nonresident Estate Tax
Schedule A	Real Property	Form 5	Estate & Additional Tax …
Schedule B	Stocks and Bonds	Form 12	Application for Consent
Schedule C	Mortgages, Notes and Cash	Form 12-A	Nonresident Appl for Consent
Schedule D	Insurance	Form 13	Appl for Consent to Transfer
Schedule E	Part I—Joint & Survivorship	Form 14	Tax Release
	Part II—Joint & Survivorship	Form 14-A	Nonresident Tax Release
Schedule F	Other Miscellaneous Property	Form 17	Estate & Additional Tax …
Schedule G	Transfers During Lifetime	Form 18	Close Corporation Valuation
Schedule H	Powers of Appointment	Form 21	Application for Certificate …
Schedule I	Annuities, Pensions, Retirement	Form 22	Certificate of Estate Tax …
Schedule J	Debts & Administrative Exps	Form 24	Certificate of Subordination …
Schedule K	Charitable Bequests	Form 34	Qualified Farm Property ...
Schedule M	Part I—Bequests to Spouse	Form 35	Worksheet for Developing …
	Part II—Bequests to Spouse	Form 36	Qualified Farm Property ...
Form 2X	Amended Ohio Estate Tax	Form 41	Application for Extension
Form 3	Ohio Resident Additional Tax		

The Solution—Version 8

- **Print shop quality** printed forms. **Approved by the Ohio Department of Taxation**.
- **Main Window.** Combines the features of a tutorial with the freedom of the *Windows* menu.
- *Vista compatible. WOET* runs in all versions of *Windows* including 7 and *Vista.*
- One-click access to on-line **stock and mutual fund valuations** (your own ISP is required).
- **Imports Probate (***WBOPF***)** file information.
- **Auto-fit Text**. *WOET* shrinks your answers to fit in the allotted space.
- **Compatible with** *W706.* Easy transfer to *U.S. Estate Tax*.
- **Sends forms to your word processor** for further editing, **spell-checking** or formatting.

U.S. Estate Tax

With **U.S. Estate Tax (W706)**, we followed the **Puritas Springs Software** philosophy—create an easy-to-use, reasonably priced program for small- and medium-sized law offices. The rest will take care of itself. **W706** is the last component of our **Probate Triple Pack.** The **Triple Pack** is designed to let you take probate information, export it to **Ohio Estate Tax**, and finally to **W706—**all from a single set of entries! If there was ever a probate time saver, the triple pack is it. See the products and prices listed on the inside back cover for the discounted **Triple Pack** price.

- **Windows 7 & Vista compatible**, but runs in all versions of *Windows.*

- **IRS-approved—**

your printed forms look **print-shop-perfect** on any printer.

- All **calculations are performed dynamically and automatically.**

- **Includes Schedules A through R-1, worksheets (Ln 9 & TG), and 20 custom continuation pages** for better organization and more professional looking printouts.

- Worksheets for beneficiaries, assets and debts. Each allows you to work with centrally located information that you can effortlessly **change, delete, insert, append,** *etc*.

- **Check Return** function reviews nearly 100 rules and reminders for testing a tax return prior to printing.

Murder In Hollywood

Mother—what is the phrase—she isn't quite herself today.
Anthony Perkins
Psycho 1960

My boyfriend stabbed himself on a knife I was holding.
Iris Adrian
Flamingo Road 1949

Very stupid to kill the only servant in the house. Now we don't even know where to find the marmalade.
Judith Anderson
And Then There Were None 1945

I don't like violence, Tom. I'm a businessman. Murder's a big expense.
Al Lettieri
The Godfather 1972

Was it murder … or something serious?
Dick Powell
Murder, My Sweet 1944

Golly, Mr. Wabbit, I hope I didn't hurt ya too much when I killed ya.
Elmer Fudd
Duck! Rabbit, Duck! 1953

Computer Ratings

These desktop computer ratings were published by Consumer Reports in December 2011 based on laboratory testing that considered performance, ergonomics, and versatility. For whatever reason, the computers tested came without monitors or speakers and you should consider that when you look at the prices quoted below. The model numbers on computers change reasonably quickly and therefore, you might consider the ratings in terms of a particular model rather than a specific model number. Finally, you may want to consider the all in one models that are rated on page 20.

1. Dell Studio XPS X8300-3576NBK ($900)

2. HP Pavilion Elite h8-1020 ($900)

3. Asus Essentio CM6850-07 ($830)

4. Acer AG3610-UR20P ($800)

5. Dell Inspiron I620-3748NBK ($700)

6. HP Pavilion Elite h8-1010 ($730)

7. Dell Studio XPS X8300-1225NBK ($750)

8. HP Pavilion HPE h8xt ($900)

9. Lenovo IdeaCentre K330B 77471GU ($980)

10. HP Pavilion Elite HPE-410y ($930)

The Best Printers

Here are some printer ratings that are based on test results conducted by a nationally known consumer reporting laboratory from December 2011.

Before we get into the ratings, we'd like to give you a few things to think about if you're thinking about buying a new printer for your law office. First, we've placed laser printers before ink-jet printers, because for professional legal work we don't think inkjet printers are appropriate. For one thing, the least little moisture or pressure and the ink usually smears. Second, it seems counterintuitive (at least to us) but the upkeep costs for a laser printer (essentially that is toner) are cheaper than that of an inkjet. This may be due in part to the fact that there is not much a market in black and white inkjets and therefore the normal color inkjet requires multiple ink cartridges. When you compare color lasers to color inkjets (more or an apples to apples comparison), inkjet costs are considerably cheaper. However, our take on this is—when was the last time you filed a complaint or brief in color?

Multi-Function (Printer/Scanner/Copier) Black and White Lasers

1. Dell 2355dn ($370)

2. Brother MFC-7360N ($170)

3. HP LaserJet Pro M1212nf MFP ($170)

4. Brother MFC-7460DN ($200)

5. Brother DCP-7060D ($160)

6. Brother MFC-7860DW ($250)

U.S. Income Tax for Estates & Trusts

How can we sell a Form *1041* program for $49.99?

Because we designed it specifically for non-professionals and small- to medium-sized law offices doing simple returns for small- to medium-sized estates and trusts. That means *U.S. Income Tax for Estates & Trusts* (*W1041)* is meant to handle the returns that law offices typically prepare. *W1041* gives you the ability to prepare professional-looking, simple returns at a low cost, making it worth your while to do the easy returns yourself without outsourcing them.

The reality for most law offices is that complicated returns are typically referred to specialist/preparers anyway, so why spend big bucks for a program that's designed to handle those types of returns? For the other 99% of commonly-filed returns, our *W1041* program is perfect!

Mandatory Electronic Filing

A return is considered filed by a tax return preparer if the preparer submits the return to the IRS on the taxpayer's behalf. For example, the act of submission includes the preparer dropping the return in the mailbox for the taxpayer. Acts such as providing filing or delivery instructions, an addressed envelope, postage estimates, stamps, or similar acts designed to assist the taxpayer in the taxpayer's efforts to correctly mail or otherwise deliver an individual income tax return to the IRS **do not constitute filing by the tax return preparer** or specified tax return preparer as long as the taxpayer actually mails or otherwise delivers the paper individual income tax return to the IRS.

Included Forms & Schedules

Forms & Schedules		Worksheets	
Form 1041	U.S. Estate & Trust—Page 1	Form 1041-ES	Estimated Tax
	U.S. Estate & Trust—Page 2	Schedule D	Unrecaptured Sec 1250 Gain
Schedule A	Charitable Deduction	Schedule D	Tax Worksheet
Schedule B	Income Distribution Deduction	Schedule D	Qualified 5-Year Gain
Schedule G	Tax Computation	Schedule D	Capital Loss Carryover
Schedule I	Alternative Minimum Tax	Schedule D	28% Rate Gain
Schedule J	Accumulation Distribution ...		
Schedule K-1	Beneficiary's Share	**Continuation Schedules**	
Form 1041-A	Informational Return	Form 1041	Line 1 Interest Income
Form 1041-ES	Estimated Tax Vouchers	Form 1041	Line 2a Dividend Income
Form 1041-QFT	Qualified Funeral Trusts	Form 1041	Line 15a Other Deductions
Form 1041-T	Allocation of Estimated Payments	Form 1041	Line 15b Subject to 2%
		Schedule D	Short-Term Capital Gains
		Schedule D	Long-Term Capital Gains

Miscellaneous

Complete published IRS Instructions for Form 1041 & associated schedules.

Complete IRS Publication 950-Introduction to Estate & Gift Taxes

Ohio Fiduciary Tax

Who Must File?

In general, all Ohio estates having any taxable income must file an Ohio Fiduciary Income Tax Return.

Trusts. All trusts meeting ANY ONE or more of the following requirements must file:

- The trust resides in Ohio, or

- The trust earns or receives income in Ohio, or

- The trust earns/receives lottery winnings paid by the Ohio Lottery Commission, or

- The trust otherwise has a nexus with or in Ohio under the Constitution of the United States.

Note that certain trusts are excluded from the filing requirements: grantor, charitable remainder, retirement, funeral, and a few other trusts.

A good rule of thumb is that if a trust "resides" in Ohio, has income, and is not on the exclusion list in the preceding paragraph, it must file a return.

As a practitioner, you can perform an analysis as to whether a tax return is required, or be safe and protect your client by filing a return. What would you do? For trusts and estates with no or little income, it makes sense to avoid the consequences of guessing wrong by filing a return.

Do A Return In Seconds

If you have **U.S. Income Tax for Estates & Trusts (W1041)**, preparing a print-shop-perfect, professional Ohio return takes only seconds because you can import the tax information from the federal program (**W1041**) directly into **Ohio Fiduciary Tax (WIT1041)**!

There's no learning curve. **Ohio Fiduciary Tax (WIT1041)** resembles our ever-popular **United States Income Tax for Estates and Trusts**. It's perfect for completing the kinds of returns that law offices typically handle. Budget-priced at $49.99, it pays for itself with the first return you prepare. It prints the entire basic form set and performs all calculations automatically.

Advice To Lawyers

Never, never, never, on cross examination ask a witness a questions you don't already know the answer to. Do it, and you'll often get an answer you don't want.

> Atticus Finch
> To Kill A Mockingbird

There is always room at the top.
> Daniel Webster
> American Statesman

When you have no basis for an argument, abuse the plaintiff.
> Cicero
> Roman Orator and Writer

In university they don't tell you that the greater part of the law if learning to tolerate fools.
> Doris Lessing
> English Writer

Black & White Lasers

1. HP LaserJet Pro P1606dm $160)
2. Brother HL-5370DW ($170)
3. Lexmark E260dn ($250)
4. HP LaserJet P2055dn ($300)
5. Brother HL-2270DW ($90)
6. HP LaserJet P2035n ($250)
7. Dell 1130n ($100)
8. OKI B411dn ($250)

Color Lasers

1. Dell 1250c ($160)
2. HP LaserJet CP1215 ($200)
3. Lexmark C540n ($250)
4. HP Color LaserJet CP2025n ($350)

Multi-Function Inkjets (Printer/Scanner/Copier)

1. Canon Pixma MG8120 ($200)
2. HP Photosmart Premium C309n ($250)
3. Canon Pixma MG6120 ($150)
4. HP Photosmart Premium Fax C410a ($180)
5. Dell P713w ($150)
6. Canon Pixma MX7600 ($350)

Color Inkjets

1. HP Officejet Pro 8000 Wireless ($130)
2. HP Officejet 6000 Wireless ($80)
3. Canon Pixma iP4820 ($80)
4. Canon Pixma Pro 9000 Mark II $450)
5. Canon Pixma iX6520 ($150)

☝ All-In-One Ratings

Like those on page 17, these ratings were also based on tests conducted by a national consumer reporting laboratory published in December 2011. In case you're not familiar, the all-in-one computer is just that—the monitor and computer box are contained in the same physical box. There's less mess especially if you've got a wireless mouse and keyboard. These computers are inclined to cost a bit more, but consider too that we were able to located a HP Touchsmart 100B for only $299! See page 16. Remember also, that although Apple claims 5 of the top seven positions in this category, much or most legal software is designed to run on the *Windows* operating system-not Mac OS. While this is usually not a problem, one might ask why buy a computer that requires emulation software at all. Why not just buy the hardware that it's trying to emulate? This eliminates any compatibility issues. Law offices typically have enough to deal with without worrying about these types of things. Not to mention the cost factor—you'll find deals in PCs, but not typically on Macs.

1. HP TouchSmart 610-1190f ($1,380)

2. Apple iMac MC813LL/A ($1,700)

3. Apple iMac MC510LL/A ($1,350)

4. Apple iMac MC509LL/A ($1,050)

5. Apple iMac MC309LL/A ($1,200)

6. Apple iMac MC508LL/A ($1,000)

Ohio Adoption Forms

Here's a short list of handy features that make *Ohio Adoption Forms—Version 3 (WAdopt3)* a good choice for you.

FEATURES

- Developed in and optimized for *Windows 7* and *Vista, WAdopt3* runs in all 64- and 32-bit versions of *Windows*.

- **Adult Adoption Forms Included** – Forms 19.0, 19.01 and 19.1 are included in addition to the standard probate adoption forms. See the complete list of included forms in the table below.

- **New General Information Worksheet** for managing, assembling and automatically completing the adoption forms.

- **New Accounting Worksheet**. The new accounting worksheet is easier to use than ever before.

- **Auto-Text-Fit**. If you've got a bit more information than will fit on a given line, *WAdopt3* will automatically shrink the font size until the text fits the designated field to give your forms a clean, professional look.

- **Exports all forms (blank or completed) to your word processor** for printing, faxing, emailing, **spell-checking, grammar-checking**, or making PDFs (PDF-making functionality dependent on owning *Adobe Acrobat*).

- **Future upgrades** can be downloaded automatically (Internet required; applies to *Version 3* only).

Included Forms & Schedules

	General Information Worksheet	Form 18.9	Petitioner's Account
Form 18.0	Petition for Adoption of Minor	Form 18.9	Petitioner's Account Con't Pg
Form 18.1	Judgment Entry Setting Hearing	Form 19.0	Petition for Adoption of Adult
Form 18.2	Notice of Hearing	Form 19.01	Judgment Entry ...
Form 18.3	Consent to Adoption	Form 19.1	Final Order of Adult Adoption
Form 18.4	Judgment Entry Finding ...		Petition of Foreign Adoption
Form 18.5	Interlocutory Order of Adoption		Consent to Name Change
Form 18.6	Final Decree of Adoption …		Affidavit of Adopted Person
Form 18.7	Final Decree of Adoption …	HEA 2757	Certificate of Adoption
Form 18.8	Adoption Certificate for Parents		Adoption Expense Worksheet

Ohio Guardianship Forms

Six Years of Free Upgrades?

That's what our old ***Ohio Guardianship Forms (WOGF***) users received when they purchased **WOGF** in 1998. Of course, we can't guarantee that the guardianship forms won't be overhauled next week, next month or next year; but, if history means anything, you'll get excellent mileage from **WOGF— Version 4**. During the extended life cycle of prior versions, we were happy and able to provide our customers with free upgrades and no annual maintenance fees. We believe that's a **very consumer-friendly record**. If you compare *Windows* during the same period, there have been *Windows 98*, *Windows ME, Windows 2000, Windows XP, Vista* and *7*.

Features

- Developed in **7** and ***Vista, WOGF*** runs in all prior 64- and 32-bit versions.

- **Attorney Fees**. **WOGF** keeps track of your time and services and can prepare an Application for Attorney Fees with a supporting itemized statement of time and services.

- One click access to **on-line stock and mutual fund valuations** (Internet service is, of course, required).

- **Conservatorships** – including Forms 20.0 through 20.2.

- **Revised worksheets** for handling financial information; cleaner and more USER-

FRIENDLY than ever before.

- **Auto-Text-Fit**. **WOGF** will automatically shrink text to fit in the allotted space.

- **Exports all forms (blank or completed) to your word processor** for printing, faxing, emailing, **spell-checking & grammar-checking**, or making PDFs (depending on your word processor).

- Future upgrades can be downloaded automatically (Internet required; applies to "current version" only).

Don't Repeat This!

Enter basic information once. **WOGF** automatically completes the forms based on your entries (*i.e.*, guardian and ward's name, address, *etc*.). **Enter assets and expenses once**. Send the entries to the appropriate forms by pointing and clicking. That means entering lengthy real estate legal descriptions and like items **only one time**.

Virtually Unlimited Form Copies and Continuation Schedules. Complete, display and print nearly limitless multiples of most waivers, notices, bank certificates, *etc*. The same goes for continuation pages of the inventory and accounting forms.

Want A Discount? You can now purchase **WOGF** as part of our ***Probate Combo*** or ***Probate Triple Pack*** and receive an additional discount from the already low price. See page 47

<CTRL><Z>

As Gomer Pyle once said, "shame, shame, shame!" if you're not aware of this little trick. It's *Windows* undo command. Not only can it come in handy when you're whipping along and make a mistake (remember white out), but in many instances it will go back several steps, sometimes many more than several. We've even heard of some clever variations where users wanted to save part of the text that would be erased by using undo. They got around it by selecting and copying the desired text, using the undo to wipe away all the changes, and then pasting the part they saved by copying. It comes in handy every once in a while.

Rescue Disk

In order to reduce manufacturing expenses, some computer manufacturers started cheaping out and not providing recovery disks with new computers. In case you don't know, a recovery disk contains *Windows* installation files, hardware drivers, and factory settings. You cannot get a recovery disk from Microsoft or *Windows*. If you don't have one or didn't get one, contact the company that made your computer and request one. Many will send you one upon request, other time there may be a nominal shipping and handling charge. In any event, when you need it, it's worth it's weight in gold and you'll be glad you have it. On a computer we recently purchased we were advised to create our own using the *manufacturer's* Recovery Management function.
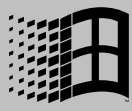
Windows Logo Key

If you're like us, you've largely ignored the *Windows* logo key that began appearing on keyboards some years ago. Microsoft regulates the appearance of the logo key and a licensing agreement dating back to 2003 required the new keyboard contain the logo key. We figured it must be there for a reason (aside from free advertising for Microsoft that is) and here's what we found:

Press the *Windows* logo key with these combinations:

By itself - Start menu

<R> - Run dialog

<M> - Minimizes all windows

<Shift><M> - Undo minimize

<F1> - *Windows* help

<E> - *Windows Explorer*

<F> - Find files or folders

<D> - Displays the desktop (we can't see how this differs from <M>!)

<Ctrl><F> - Find computer

<Tab> - Moves through Task Bar buttons

<Ctrl><Tab> - Cycles focus from Start Menu to Quick Launch to System Tray

<Break> - System Properties

Wrongful Death & Minor's Claims

Here's a short list of handy features that make *Wrongful Death & Minor's Claims—Version 4 (WMinor4)* a good choice for preparing your probate forms.

FEATURES

- Developed in **Windows 7** and **Vista,** runs in all prior 64- and 32-bit *Windows* versions.

- **Automatic form completion**– you complete our worksheets, and **WMinor4** completes the forms, including both text and math.

- **Time & Services Worksheet—**automatic computation of attorney fees including preparation of the Application and Judgment Entry.

- **Exports all forms to your word processor** for **spell-checking, grammar-checking**, printing, faxing, emailing, interlineating or making PDFs (PDF-making functionality dependent on your word processor or owning *Adobe Acrobat*).

- **Auto-Text-Fit**. If you have a bit more information than will fit in a form's given space, **WMinor4** will automatically shrink the font size until the text fits.

- **Network Versions Available** at big discounts. Everyone in the office can share the same set of files and backups can be performed from one location.

- **Download future upgrades free** (Internet required; *Version 4* only). See web site for free upgrade eligibility details.

Included Forms & Schedules

Wrongful Death			Form 22.1	Waiver & Consent
Form 14.0	Application to Approve …			Entry Approving Settlement
Form 14.0	Kin Continuation Page			Verification of Receipt …
Form 14.0	Claimant Continuation Page			Verification Continuation Page
Form 14.01	Entry Setting Hearing			Report of Distribution
Form 14.1	Waiver and Consent		**Miscellaneous**	
Form 14.1	Continuation Page			General Information Wrksht
Form 14.2	Entry Approving Settlement			Settlement Accounting Wrksht
Form 14.3	Report of Distribution			Time & Services Worksheet
Form 14.3	Net Proceeds Continuation			List of Medical Expenses
Form 14.4	Entry Approving Report …			List of Suit Expenses
Fiduciary				List of Time & Services
Form 15.7	Application for Authority …			Retainer Agreement
Minor's Claims				Application for Attorney Fees
Form 22.0	Application to Settle …			Judgment Entry …
Form 22.01	Entry Setting Hearing			

Loan Amortizer

More Tips

This new version has everything you could want or need in loan amortizing software.

Previewing/Printing

If you're preparing real estate documents and need to amortize a loan to obtain the monthly payment amount, *Puritas Springs Software's Loan Amortizer—Version 2 (Amortizer2)* will take care of all your needs. You won't just get the bottom line numbers like some calculators provide. *Amortizer2* gives you an itemized spreadsheet view of each and every payment in the entire schedule. It's compatible with all *Windows* word processors.

A Lifetime of Service

This is a program that lasts a lifetime. Owners of Version 1 enjoyed 7 years of free upgrades with no annual maintenance fees or other charges. **Cost of Ownership—hardly over $5 per year**.

Balloon Payments

Amortizer2 handles balloon payments better than most amortization programs. Instead of scanning page upon page of hard copy, *Amortizer2* has the balloon amount up front. See the screen illustration below.

Consumer Friendliness

Here's a neat feature. Click the **Impact of making extra mortgage payments** button and you'll see a dialog like the one below. Enter the amount of extra payment and *Amortizer2* will tell you how much you save over the life of the loan.
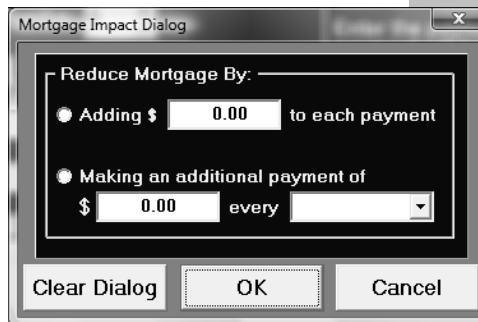
Computer Books

As you might expect, when *Windows 7* was released by Microsoft, *Vista* books (the previous *Windows* OS) took a nose dive in value. Regardless of their worth to vendors, their value to *Vista* users remains the same. If like to pick up computer books on the cheap, try one of these Internet bargain book vendors:

    edwardrhamilton.com,
    half.com, or
    booksprice.com

When we're scouting for books, we usually check Amazon first to see what the going price is. In many instances the customer reviews are enlightening, especially if a book is universally disliked. Once we've established that a book is worth getting, we check these three sites. There's no formula for finding a bargain, you've always got to do a bit of detective work.

Mortgage Impact Dialog

Reduce Mortgage By:

○ Adding $ [0.00] to each payment

○ Making an additional payment of $ [0.00] every [____]

[Clear Dialog] [OK] [Cancel]

PSS Loan Amortizer: Sample.AMT

File Options Help

Loan Date: 2/ 8/2008
Loan Amount: 150000
Term: Years: 30 Months: 0
Interest Rate: 5 %
Property Taxes: 3000
Insurance: 750

Impact of making extra mortgage payments — 0.00

Monthly Payment — [Calculate] 1,117.73

Balloon Payment — Enter the payment in which the balloon payment will be made:
Years: 0 Months: 0
Balloon Payment: [Calculate]

Payment No	Date	Payment	Principal	Balance	Interest	Taxes	Insurance	Principal-To-Date	Interest-To-Date	Taxes-To-Date	Insurance-To-Date	Principal YTD	Interest YTD	Taxes YTD	Insurance YTD
348	2/8/2037	$1,117.73	$762.86	$9,406.10	$42.37	$250.00	$62.50	$140,593.90	$139,626.99	$87,000.00	$21,750.00	$1,522.56	$87.91	$500.00	$125.00
349	3/8/2037	$1,117.73	$766.04	$8,640.06	$39.19	$250.00	$62.50	$141,359.94	$139,666.18	$87,250.00	$21,812.50	$2,288.60	$127.10	$750.00	$187.50
350	4/8/2037	$1,117.73	$769.23	$7,870.83	$36.00	$250.00	$62.50	$142,129.17	$139,702.18	$87,500.00	$21,875.00	$3,057.83	$163.10	$1,000.00	$250.00
351	5/8/2037	$1,117.73	$772.44	$7,098.39	$32.80	$250.00	$62.50	$142,901.61	$139,734.97	$87,750.00	$21,937.50	$3,830.27	$195.89	$1,250.00	$312.50
352	6/8/2037	$1,117.73	$775.66	$6,322.73	$29.58	$250.00	$62.50	$143,677.27	$139,764.55	$88,000.00	$22,000.00	$4,605.92	$225.47	$1,500.00	$375.00
353	7/8/2037	$1,117.73	$778.89	$5,543.85	$26.34	$250.00	$62.50	$144,456.15	$139,790.89	$88,250.00	$22,062.50	$5,384.81	$251.82	$1,750.00	$437.50
354	8/8/2037	$1,117.73	$782.13	$4,761.71	$23.10	$250.00	$62.50	$145,238.29	$139,813.99	$88,500.00	$22,125.00	$6,166.94	$274.91	$2,000.00	$500.00
355	9/8/2037	$1,117.73	$785.39	$3,976.32	$19.84	$250.00	$62.50	$146,023.68	$139,833.83	$88,750.00	$22,187.50	$6,952.34	$294.76	$2,250.00	$562.50
356	10/8/2037	$1,117.73	$788.66	$3,187.66	$16.57	$250.00	$62.50	$146,812.34	$139,850.40	$89,000.00	$22,250.00	$7,741.00	$311.32	$2,500.00	$625.00
357	11/8/2037	$1,117.73	$791.95	$2,395.71	$13.28	$250.00	$62.50	$147,604.29	$139,863.68	$89,250.00	$22,312.50	$8,532.95	$324.61	$2,750.00	$687.50
358	12/8/2037	$1,117.73	$795.25	$1,600.46	$9.98	$250.00	$62.50	$148,399.54	$139,873.67	$89,500.00	$22,375.00	$9,328.20	$334.59	$3,000.00	$750.00
359	1/8/2038	$1,117.73	$798.56	$801.89	$6.67	$250.00	$62.50	$149,198.11	$139,880.34	$89,750.00	$22,437.50	$798.56	$6.67	$250.00	$62.50
360	2/8/2038	$1,117.73	$801.89	$0.00	$3.34	$250.00	$62.50	$150,000.00	$139,883.68	$90,000.00	$22,500.00	$1,600.46	$10.01	$500.00	$125.00
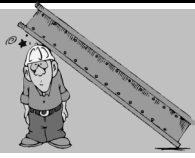
Ohio Workers' Compensation

This release of *Ohio Workers' Compensation Forms* (*WComp2*), benefitted greatly from the seven-year experience of its predecessor and the feedback of our valued customers.

WComp2 saves time and money by putting the **full complement of injured worker forms at your fingertips** without requiring Internet connectivity. **You'll never be forced to stop working on a case file because your connection is down**.

One of the biggest timesavers, however, is that the forms complete themselves. What's better than that for office efficiency and error-free forms. The **General Information Worksheet** accumulates almost 100 pieces of basic, repetitive information and instantaneously transfers it to all the other forms automatically. That means **you won't need to enter names, claim numbers and dates, *etc*. over and over again**.

Just as significant is the fact that **you won't worry about embarrassing typos** in your forms because if you get it right once (on the **General Information Worksheet**), that information will populate all the other forms without potential retyping errors.

If you're using BWC's web forms, **you're just not under-**standing WComp2's time-saving features. Think of how many times you re-enter the same information during the life of a claim. What about situations where you discover an error after completion. What do you do? Save each form separately and end up with 40 separate files as the claim progresses? Yikes! If you like to see an overview of the shortcomings of web pdf forms, take a look at pages 14 and 15 of this issue. What we're saying there about web-based probate forms applies to most government-published pdf forms including the injured worker forms in *WComp2*.

Get ready to enjoy a higher degree of organization in your form handling chores. **All the BWC forms are in a single file,** allowing you to move quickly from form to form for archiving, reviewing or editing. Forms are arranged numerically. All your clients are readily accessible.

WComp2 takes you one step closer to the ideal **paperless office**. Less typing, less paper, and easier access (can you keep years of hard copies from all your files with you at all times?). With a $10 USB RAM drive you can. If you have remote capabilities, you're literally never without a file. **Not just the file you're working on, but *every* file you've *ever* worked on!**

If you have a client, assistant or boss who never makes mistakes, you can skip this next point. However, those of us in the real world who need to make corrections, changes or additions will love *WComp2's* ability to reload a form, make adjustments and then **Print**. Try that a day later with the web forms. Oh wait. Sorry. You can't do that; you're going to need to do some retyping. With *WComp2* there's no re-entry, no re-typing, no white out, no recalculations, no slop. If you're doing forms on a typewriter, *WComp2* will be like dying and going to heaven.

WComp2 doesn't just complete and print forms, it also sends forms to your word processor where you can do interlineation and other editing. Once in your word processor, your completed forms can be **easily spell-checked, grammar-checked**, emailed, faxed, printed, made into PDFs, or whatever other functionality your word processor possesses.

Still not convinced? Try the **free, fully functioning demo** available on the Demo Download page at our web site. You can create files, complete forms, save files, print forms and do everything else the normal program does. The demo is new and contains additional features as requested by our users.

Ohio Bureau of Workers' Compensation

Deed & Document Pro

Here's why this little program was one of our best sellers.

Wizards — One click and *Deed & Document Pro's (WDeed)* Document Wizard takes you through your document step-by-step, asking simple questions and providing examples of the information requested.

Live Document Window. *WDeed* doesn't just pop out a complete deed or document. It has a "live" window where you can see your document come together as you proceed. What's more, it permits you to edit the document in that window and gives you a history button allowing you to back through each step of the document building process. Very, very cool!

Word Processor Compatibility — Another click of the mouse and you're in your word processor looking at a completed document. Old English fonts, character and paragraph formatting, **spell-checking and grammar-checking;** anything is possible. The only limit is your word processor, and today's word processors can do a lot.

Customizable Documents and Defaults — Not only can you preset unchanging information like the preparer's name, address, telephone number, *etc.*, you can also edit the document templates themselves to add the customized language that your office uses.

Global Defaults — We took the concept of the default answers to the next level. With global defaults you can now **set certain defaults**, *i.e.*, county name, year, preparer information, *etc.*, **for all 80 documents at the same time**.

Twice the Documents — We doubled the number of documents from the previous version. In order to add useful documents, we took a survey of our *WDeed* users and received excellent suggestions concerning the documents that law offices use most. As a result, there are now almost **80 deeds and documents**. Visit our web site for a complete list.

Saving Your Wizard Answers — *WDeed* gives you the option of saving your Wizard answers. This is useful when you want to redo a document without answering the Wizard questions a second time. This is also useful when you have similar but different documents. When using this feature, you preload your prior answers and change only those that require it. Think reciprocal wills **with one mouse click**.

Network Friendly — No, this is not a network program, but it's easy to set up for network centralization of documents and templates. The two advantages of this method are document sharing and simplification of the backup process. Please give us a call for multi-user licensing.

Quick-Create Buttons — A range of buttons exist for starting the Document Wizard and creating your documents with one click of the mouse.

PC Secrets

Hidden Wallpaper for Win7

If you've even changed your desktop wallpaper, you probably noticed that Windows comes with quite a collection to choose from. What we didn't know is that there are other collections hidden within your Windows installation. Here's how you can find them. Click on the Start button and type the following in the Search box: C:\Windows\Globalization\MCT Then press Enter. You'll find additional collections of backgrounds from Canada, South Africa, United Kingdom, Australia and many more countries.

Breaking Up Is Easy To Do

When you run multiple instances of the same application, *Windows* groups the taskbar icons into one cascaded group. To activate any one of these groups, you must click on the icon group and then make your selection from the expanded group of individual icons. There's a cure for this behavior. You can right-click on any vacant area of the task bar and select Properties from the context or pop-up menu. Go to the Taskbar tab of the dialog that appears and—

In *XP*: uncheck the box the Group taskbar icons checkbox;

In *Vista*: uncheck the Group similar taskbar buttons checkbox; and

In *Windows 7*: pull down the Taskbar buttons list and select Never combine.

Official Bank

In our previous issue we mentioned a telephone connection called magicJack. We thought that it could be of particular interest to law offices that wanted to add a phone line to their existing line for next to nothing, or for young offices that wanted to minimize their expenses.

magicJack is a phone line connection that plugs into the USB port of your computer. Once the jack is plugged in, it provides a standard RJ45 phone plug.

We've used magicJack daily for almost a year now and here are our findings:

Pros

Cost—The magicJack was $39 for the first year (because the cost of the jack was included) and $20 a year after that. Yeah, you're reading that correctly— $20 a year *not* a month! In fact, we were satisfied enough with its performance that we signed up for an additional 5 years for $69. Who can complain about phone service for about $1 a month?

Setup—was a no-brainer and only took a few minutes. Thank God for that. Remember, we're a software company and hardware issues are not within the scope of our special expertise.

Long Distance—is free anywhere in the U.S. or Canada. Contrast that with the local cable company's Internet phone service that assesses an extra charge for long distance.

Just One Look

The **Main Window** is your *MapQuest* roadmap for processing a bankruptcy filing. From top to bottom, from beginning to end, the *outline* or *tree view* logically organizes the data entry. Think of it as having the manual and tutorial built right into the program.

Main Window Tour

Start by clicking on the [+] to the left of the **Start Here** item to begin. You'll see:

1. **General Information**—this is nothing more than a help screen, like the Getting Started screen. It outlines the data entry process and provides information about the importance of completing the Voluntary Petition first.

2. **Voluntary Petition & Exhibits**—this step involves completing the multi-page Voluntary Petition along with any applicable exhibits.

3. **Property & Exemptions**— this is where you list the debtor's property. Regardless of whether the property is real estate or personal property, all property is listed in one place—the **Property Worksheet.** You will also select your exemption information here. The statutory exemption information is modifiable.

4. **Creditors & Debts**—this is

where you enter all your creditor information (name and address, *etc.*) together with related claim information (date of claim, amount of claim, *etc.*). Forget about the various schedules and continuation pages. All your creditor/claim information is in one place—on the **Creditor Worksheet**.

5. **Statement of Affairs**—this is the third and last worksheet where you enter answers to the questions in the **Statement of Affairs**.

6. **Current Income— Schedule I**—the schedule appears on your screen and you enter your answers line by line.

7. 7. **Current Expenses—Schedule J**— same as Schedule I, but for expenses.

You will have a pretty good feel for using the program simply by looking at the steps outlined in the **Main Window**.

Bankruptcy Processing
Send to Word Processor

WBank's **ability to send your bankruptcy petition, including all forms and schedules, to your word processor as a single, editable document opens a lot of doors.** Reviewing, formatting, spell-checking, grammar-checking, printing, emailing, faxing, making PDF files—it's all possible from your word processor. You're in control at this

ruptcy Forms

point. You can make decisions about where answers are placed and how they are formatted. If something needs to be changed, you don't think about it, you simply do it. This useful feature lets you make changes that are not possible in *WBank* itself. Using **Send to Word Processor**, not only can you modify and format your answers, but once the desired form is in your word processor, you can change the forms themselves! You can also use exotic printing functions like printing non-sequential pages, duplex printing, *etc*.

Means Test Forms

Of course, *WBank* includes the means test calculation forms, but it also includes and integrates all the extraneous IRS and Census Bureau data that is required to complete the forms. **Don't forget that this information changes every six months and those upgrades are free until the release of a new major version**. There are no annual

maintenance fees.

Print-Shop-Perfect Forms

WBank's printed output is unparalleled thanks to new design and layout techniques for rendering the various forms and schedules. *WBank* also uses a "shrink to fit" feature so that if you type more than will fit in a particular area of the form, *WBank* will reduce the font size of the text until it fits.

Chapters 7, 11, 12 & 13

All chapters use the same basic set of "Official Bankruptcy Forms" and *WBank* prepares them all. Some software companies make you buy each bankruptcy chapter separately!

Forms Included

All of the "Official Bankruptcy Forms" are included from Form 1 through Form 23. *WBank* also includes other various commonly used forms. **See the product**

Voicemail—is stored on the magicJack servers and is conveniently delivered as an email with attached wav file that can be played back by *Windows Media Player.*

**Free Services**—directory assistance, call waiting, voicemail and caller ID, call forwarding.

Cons

Noisy Connection—we may need to look into this more carefully in case the noise is peculiar to our particular setup, and this may not be a problem for other users, but our connection can be noisy to the point of annoyance. Not unacceptably noisy, just annoying.

Always On—Your computer must be on, therefore if you wanted to use magicJack as your sole or primary phone line you'd need to leave your computer on 24 hours a day, seven days a week. For us that was no problem because our computers are on 24/7 anyway, but for others that could be a problem and an added cost. We now understand that this is not a requirement if you purchase a $70 device in lieu of the $19 one.

Porting Phone Numbers—retaining our same telephone number was not an option when we signed up in May or June of 2011, however, starting on September 1, 2011 you should be able to keep your same local number by paying a nominal fee.

Technical Support—although we've never needed it, we understand that magicJack's technical support leaves a lot to be desired. If you don't need it, we guess it doesn't matter.
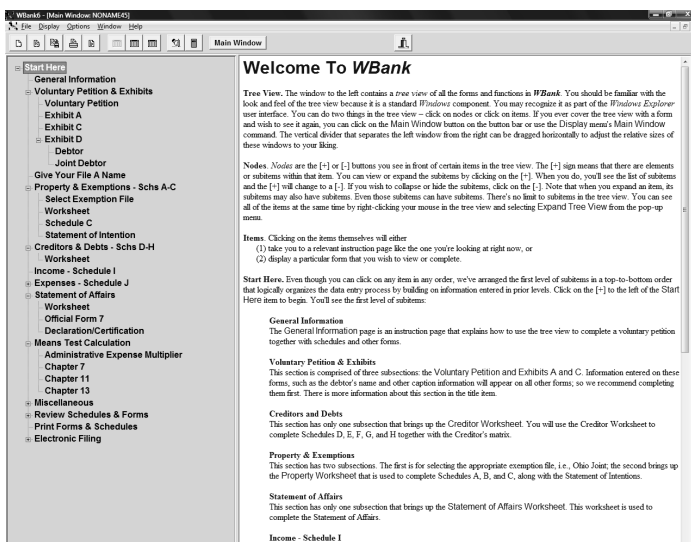
Law Office Management

Law Office Management Pack—Version 5 (LOM5) is made up of three components:

1. *ClientBase5 (CBase5)*
2. *BookBase5 (BBase5)*
3. *BillBase5 (BillB5)*

Component Overview

CBase5 is a name and address database that stores client names, addresses, telephone numbers and mroe. *BBase5* is an income and expense database that manages law office receipts and disbursements (client-related payments and expenses), and also expenses *unrelated* to clients such as payment of the office rent or utilities,

etc. Finally, *BillB5* prepares monthly/periodic billing.

1. Prints your personal letter-head at the top of each bill; no pre-printed stationery;

2. Balance forward is automatically transferred from the prior month's bill;

3. Prints client's full name and address positioned for standard window envelope;

4. Lists client payments and expenses since the last bill;

5. Includes up to 10 optional, user-defined fields;

6. Subtotals any "attached" itemized time/service statements;

7. Calculates a **balance due**;

8. Posts a new **balance forward** for next month's bill; and

9. Prints the entire bill and itemized time/service statements.

If you'd like to see what a simple printed bill looks like, visit our web site where we've included several downloadable PDF files containing screen views and sample printed reports.

ClientBase

CBase5 is the foundation of the *Law Office Management* trilogy. Of the many name and address programs, **what sets CBase5 apart is its relation to BBase5** and *BillB5*.

Here are some highlights, visit our **web site** for more info.

**List View/Table View**. Use one or both windows for viewing clients in customizable ways.

Sorting. Standard *Windows* behavior allows you to alphabetize or reverse-alphabetize by clicking a column header.

Hiding Columns. Too much information? Any of the 16 fields can be hidden.

Copy/Paste. A special copy/paste function works with any other *Windows* program—except that *CBase5* formats as a complete mailing address for insertion in a letter, *etc.*

Labels. Addresses in two standard Avery label compatible formats.

Fast Find. Zero in on a record in just a few keystrokes. No complicated searches or filters. Just hit <Ctrl><F>.
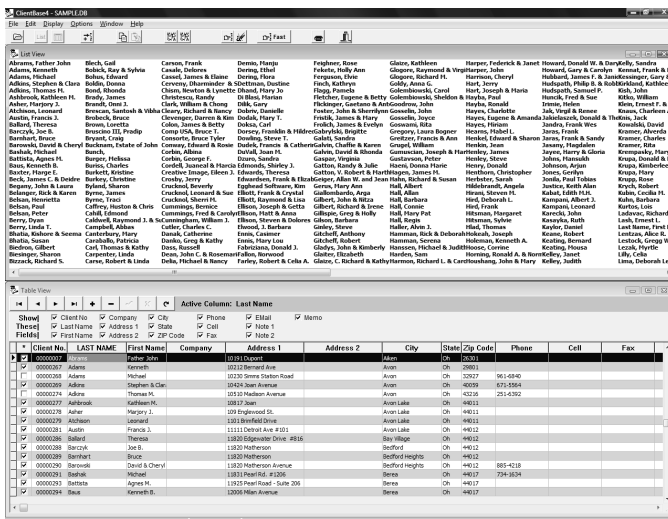
BookBase

BBase5 logs all financial transactions regardless of whether they are client-related.

No Timeslips Complexity. Two windows – the **Income Window** for income and receipts; the **Expense Window** for expenses and disbursements. That's it.

Sorting. Both the **Income** and **Expense Window** allow you to arrange your transactions on any field by clicking the column title.

**Hiding Columns**. Screen too busy? Hide any columns you don't want to see.

Intelliguessing. **BBase5** has *Quicken*-style incremental searching that speeds up data entry considerably.

Filters. One of the most powerful tools. Filters and exporting are the gateway to **BBase5's** extensive exporting capabilities, *i.e.*, sending data to *Excel.* Samples at our web site.

Check Printing. **BBase5** can print checks in a standard configuration.

Customizable. **BBase5** comes with income and expense categories that are tailored to law offices.

Fast Find. Zero in on a record in just a few keystrokes.
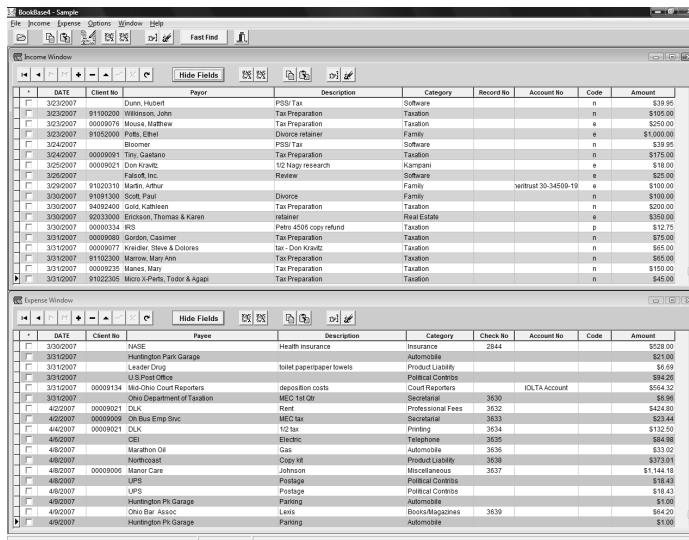
BillBase

BillB5 is a billing module that integrates with **CBase5** and **BBase5** to form an automated billing utility. From now on, the monthly billing will take only seconds. **BillB5** also includes an itemized statement function that lets you prepare and add itemized statements to your monthly billing statements. It also has a calendar and produces daily/weekly/monthly printouts.

Client Histories. Change one field in the billing record and you can create precise histories.

Autopilot Billing. Once you set up your monthly billing, **BillB5**

creates next month's file automatically. After that, you only add new bills to the monthly set.

Printing/Previewing. One at a time or in monthly/periodic sets.

Itemized Statements. Not all clients are charged flat fees. For hourly basis clients, there's an itemized statement function. Items automatically arrange chronologically. These itemized

statements can be attached to a client's monthly statement.

Calendar. **BillB5** has an enhanced calendar. You can assign any calendar item a client number and the itemized statement can import that item.

Personalized Billing. Brief memos remind your clients about upcoming events or payment reminders.

Interest. Charging interest on overdue balances adds an incentive to timely payment. You can do it with one click of your mouse.

Customizing Windows

Create Icons From Photos

One of the younger members of our Puritas Springs Software family had a small picture of herself and a friend as her user icon, the one you see when you enter your password and log in to *Windows*. The rest of us had either the default icon or one from the supplied collection, all of which are kind of boring and generic. i.e., race car, guitar, *etc*.

Here's one way to do that. Visit http://icofx.ro and download and install the application *IcoFX*. Assuming you've already decided on which picture you wish to import, find out what it's pixel dimensions are. You can do this by loading the picture into *Windows Paint* application, click on the Image menu and select Attributes. *Windows* icons come in three sizes: 32 pixels square for a medium icon, 48 pixels square for a larger icon, and 256 pixels square for the largest icon. If your picture is larger than 256 x 256 pixels, you may want to crop or shrink it using *Paint*.

Once *IcoFX* is installed and running, click on the File menu and select Import Image. From the resulting Open File dialog, browse to and select the photo you wish to convert into an icon. At this point, if your picture is larger than 256 pixels, you'll be asked for the size. With the picture imported, click on the Icon menu and select Create Icon from Image. Now sup-

Ohio Business Forms

Ohio Business Forms (OBF) can be thought of as the Secretary of State's business forms on steroids. This set of super-forms have two substantial advantages:

1. They eliminate redundant typing like retyping the name of the corporation a dozen times per form; and

2. They allow for easy changes and corrections; then press the print button. There's no messy whiteout or retyping.

OBF includes the following forms:

For Profit Corporation:

532	Initial Articles of Incorporation
521	Statutory Agent Update
540	Certificate of Amendment by Directors
541	Certificate of Amendment by Shareholders
561	Certificate of Dissolution
525	Application for Reinstatement

Not For Profit Corporation:

532	Initial Articles of Incorporation
521	Statutory Agent Update
541	Certificate of Amendment by Shareholders
522	Continued Existence Certificate
560	Certificate of Dissolution by Members
525	Application for Reinstatement

Professional Corporation:

532	Initial Articles of Incorporation
541	Certificate of Amendment by Shareholders
540	Certificate of Amendment by Directors
521	Statutory Agent Update
522	Continued Existence Certificate
560	Certificate of Dissolution by Members
525	Application for Reinstatement

Limited Liability Company:

533	Organization/ Reorganization
543	Certificate of Amendment
521	Statutory Agent Update
525	Reinstatement
562	Certificate of Dissolution

Limited Partnerships:

531	Application for Registration
542	Certificate of Amendment
521	Statutory Agent Update
525	Reinstatement
563	Certificate of Cancellation

Partnerships Having Limited Liability:

See our web site for a listing of included forms.

Miscellaneous Name Registration/Trade Mark:

See our web site for a listing of included forms.

Ohio Business Dissolution Kit

Years ago it was said that roughly six out of ten new businesses fail in the first five years. Recent information from the University of Michigan estimates that "more than 80 percent of new firms in the United States end up failing and about 10 percent of all U.S. companies fold each year." The University Record.

When a business fails, certain procedures must be followed. Small businesses, in particular, are notorious for ignoring the dissolution/cancellation procedures and most law offices are familiar with the way the Secretary of State and the Ohio Department of Taxation increasingly follow up on businesses that stop filing periodically required forms and returns.

Ohio Business Dissolution Kit (**OBDK**) is designed to organize and streamline the process of dissolving an Ohio business. The goal is to maximize your efficiency by helping you to complete and file the necessary forms and notices in a minimum amount of time. **OBDK** does this by assembling all the necessary forms and guiding you through the dissolution process.

It's Not Just The Forms — Sure, some of these forms are available on the Internet, but remember, **OBDK** lets you save all these documents in one file as a set. Furthermore, most of the forms complete themselves, significantly reducing your preparation time and eliminating opportunities for errors. If you're currently using available Internet

forms or your own word processing templates, **OBDK** will be a tremendous time-saver.

Word Processor Compatibility — One click of the mouse and you're in your word processor looking at a completed document. Not only can you edit your answers, but also the forms themselves can be modified! Font, character and paragraph formatting—the only limit is your own word processing skills.

Customizable Documents and Defaults — Like all our other programs, there's a Default file through which you can preset unchanging information like the preparer's name, address, telephone number, *etc*. This feature helps you avoid typing your office/preparer information over and over again.

Network Friendly — **OBDK** is easy to set up for network centralization of documents and templates. The two advantages of this method are document sharing and simplification of the backup process.

Context-Sensitive Help — Press <F1> and instantly receive the related help topic.

Pop-Up Menus — Right-click to access pop-up menus for common functions, *i.e*., saving, pre-

Customizing Windows

ply the resolution and color depth of the icon you wish to create and click Ok. You can now go you your User Account from Control Panel. In Control Panel's Classic View that would involve double-clicking on the User Accounts icon. From the Home view click User Accounts and Family Safety. If there are more than one account set up on your computer, click on the one that's yours. Regardless of how you get to your User Account window, you should see a link labeled Change your picture. Click on that link, then click on the Browse for more pictures link. Find your converted picture—it'll have the name you gave it when you created it—select it and click the Change Picture button.

Roll Your Own

Speaking of icons, you can also create your own icons from scratch using *Windows Paint* application that's in *Windows 7*. To start *Paint*, click the *Start* button, then All Programs and choose Accessories from the menu, then Paint. Click on the down arrow next to the Home tab and select Properties. In the Properties dialog, enter the size in pixels (32, 48 or 256). Zoom in and draw your picture. Once you've created your picture, click File I Save As, choose the 24-bit bitmap file type and save it with the extension ICO.

7:33 PM
3/20/2011

Hiding the Taskbar

For no particular reason we're not overly fond of this one, but we can see the sense in it. Today's computer screens (especially the wide ones) have plenty of horizontal space; it's vertical space that's lacking, so it's handy to make the taskbar disappear and gain the added room. It's easy to do, right-click your mouse in a vacant area of the taskbar and select Properties. Then check the box labeled Auto-hide. Now, your taskbar will disappear, reappearing when you move your mouse to the screen bottom.

Note that another way to save vertical space is to click on a vacant area of the taskbar and drag it to either side of the screen. When you let do of your mouse, the taskbar will dock to the side. After years of having the taskbar along the bottom of the screen, it takes a bit getting use to but if you've got plenty of horizontal space and want more vertical, this may be a solution. In *Windows 7* this can abe done by right-clicking on a vacant area of the task bar and selecting Properties. In the Properties dialog, pull down the Taskbar location on screen and choose the desired location from: top, bottom, left or

Living Trust & Estate Planner

***Word for Windows* and *Word-Perfect* – Compatibility**

WTrust lets you do all your formatting, previewing and printing in your word processor. Character formatting (*i.e.*, Old English fonts), special paragraph formatting, page breaks, spell checking and grammar checking, are all a piece of cake when you're in your word processor.

Breaking the Code

WTrust permits users to go into the program to customize documents. If, for example, you always use special language in your revocable living trusts, ***WTrust*** gives you access to the program templates. By modifying the templates, you can insert your handcrafted clauses. Then, every new document includes your language automatically.

Setting the Defaults

Templates are one thing, but there's also the matter of "filling in the blanks." Much information does not change from document to document. A typical example may be an attorney's name, address and telephone number. To expedite this process, ***WTrust*** lets you to set default information as part of the document fields but not part of the template. That way you needn't re-enter unchanging information.

The Problem & Solution

Most living trust software falls into two categories: **(1)** bargain basement stuff that's largely useless, and **(2)** extremely ex-

pensive, complicated packages designed to plan the estates of multimillionaires. If you're looking for trust software for your small- to medium-sized law office that serves ordinary people, you'll need to look long and hard, and you won't find much!

Living Trust and Estate Planner for Windows (***WTrust***) was created to fill the chasm between these two extremes. We think it's an extraordinary program designed for ordinary estates.

Document Wizards

You won't struggle with ***WTrust***. The **Document Wizard** takes you through each document, and provides examples of the information required. It can also suggest answers based on your worksheet entries. ***WTrust*** analyzes hundreds of places in the documents where there are nouns, verbs, adverbs, *etc.*, and makes sure that every insertion is grammatically correct. One of the most common problems with lengthy documents like trusts is that law offices have worked with them for so long and so often, the documents are nearly immune to proofreading. Furthermore, spell-checkers don't know when the word "of" is misspelled as the word "or." Consequently, it's easy for grammatical errors to be overlooked when preparing these documents. ***WTrust*** solves that problem by giving you a complete document you can — well, trust. That saves you from embarrassment when a client actually reads the document at home and finds mistakes, however incongruous.

HUD Forms

In recent years the **U.S. Department of Housing and Urban Development** implemented **updated Settlement Statement forms.** These forms were promulgated in response to widespread abuses in lending practices by banks and other financial institutions. The gist of these forms is to add a page that relates to describing differences between the institution's **good faith estimates** (GFE) of closing costs versus the actual closing costs. In addition to underscoring these differences, the new GFE form also contains a section that notifies the consumer about how the monthly payment can change (if applicable), what the maximum monthly payment may become (again, if applicable), and other information presumably important to the consumer/borrower.

Program Features

In the process of updating **WHUD**, we developed new methods for achieving printed output that's "print-shop-perfect" and a program interface that's intuitive and scaled for any computer screen. We've also added a couple of key documents such as IRS Form 1099-S and settlement checks in order to make **WHUD** more productive at closings rather than simply filling out the Settlement Statement.

- Fully interactive and **automatic HUD Forms 1 & 1A.**

- New set of fields for "**paid outside closing"** costs.

- Performs **tax prorations**.

- Prints a **tax proration summary table.**

- Performs **all calculations** automatically and instantly.

- In response to customer demands, we added more blank lines to key sections of the forms.

- Includes and automates **IRS Form 1099-S.**

- Prints **settlement check(s**).

- Versatile printing capabilities that automatically adjust to legal or letter size.

- **Expert tech support.** Not people who've had a weekend training course. All English-speaking.

Have It Your Way

In addition to simply printing the forms, **WHUD** lets you send your forms to your **word processor** where you can **review, edit, spell-check, grammar-check, print, email, make PDFs, fax**, *etc*. You don't need any special supplies to generate print-shop-perfect forms because **WHUD** is designed to use any printer and ordinary, letter or legal-size paper. You can do more than just modify forms; you can also open the **modifiable form templates** to **make permanent program form changes**. In addition, **WHUD** lets you enter text where amounts are expected. This is handy when you want to make notes or comments in the form's money fields.

Folder Icons

On pages 30 and 31 of this issue we describe a method for making icons and using them as your User Account icon. What we didn't mention is that you can use the same technique to create an icon that you can then associate with a folder to take the place of the generic icon.

Although the procedure is roughly the same for *XP* and *Vista*, in *Win 7* it's done like this. Right-click the folder icon and select Properties from the context or pop-up menu. Go to the Shortcut tab and click the Change Icon button. This brings up a browser that allows you to pick from the icons that come with *Windows* or browse to a specific ICO file.

Good Housekeeping

If you've got too many icons on your *Windows* desktop and many of those icons are ones you hardly ever use, try this. Create a folder by right-clicking on a vacant area of the desktop and select New I Folder. Give your new folder a name and then drag any of your unused icons onto the folder. You can also use this trick to organize groups of similar icons, like music files for example. In *Windows XP,* you can right-click a vacant area of the desktop and select Properties. Click Customize Desktop and under Desktop Cleanup click Clean Desktop Now. Follow the instructions in the Desktop Cleanup Wizard.

F.Lux

Much experimentation has been done related to light and its effect on us. Blue light for example (like from your television or computer monitor) has been found to interfere with peaceful sleeping if you're exposed to it during the two hour period before you retire.

Enter F.lux, a software product that makes the color of your computer's display adapt to the time of day, warm at night and like sunlight during the day. F.Lux can also make your computer screen look like the room you're in all the time. When the sun sets, it makes your computer look like your indoor lights. In the morning, it makes things look like sunlight again.

Tell f.lux what kind of lighting you have, and where you live. Then forget about it. F.lux will do the rest, automatically.

Here are the details:

1. Download the software by visiting http://stereopsis.com/ flux and click the big blue button in the middle of the screen labeled Download f.lux. Click Run, then I Agree (to the terms and conditions that we all pay such close attention to) and that's it as far as installation goes.

2. Once f.lux is installed, it is already working, but in order to configure it properly, you need to access it and accessing it is not very straightforward. The only way to fire it

Bright Clouds

Mac's answer to storage space issues on portable devices like the iPad that have comparatively little or none is the iCloud. The concept is not a new one and we've written about Internet storage in past issues. Basically its storage on the Internet that acts as a drive on your computer. The difference is that the drive is a bit slower and it's not a physical part of your machine like a hard drive. Instead, it' space on some company's, in this case Amazon's, Internet server.

The advantages of portable devices are that it costs less to manufacture the device without the physical hard drive. Also, the

space saved by excluding physical memory allows the portable computing device to be more compact. Another advantage is the ability to make information available to multiple devices, for example, your portable device (which you might carry to court) and your desktop and home computers which you use as your "main" machines.

Amazon has now made that technology free for users of all types of computers—it's called the Amazon Cloud Drive. Law offices could use the Cloud Drive for purposes of backing up their data (let's not at this point consider the ethical issues involved in storing confidential data on a

public storage device) and making data available to multiple computers without resorting a network hardware or remote connection software (*i.e.*, LogMeIn).

The amount of free online storage is 5GB which is reasonably hefty if you're not storing audio or video. By the way, our understanding is that if you purchase the audio or video from Amazon it doesn't count against your 5GB. Also, pay plans are available for 20 to 1,000GB of storage space. Here are the steps involved:

1. Browse to www.amazon.com/clouddrive/ learnmore and click on the Get Started button. One thing we noted in relation to this step is that because we already had an Amazon account or because we had a Kindle account, we already had a Cloud account. Curiously, our Kindle purchases were not visible on the Cloud drive.

2. Signing In. Again, if you already have an Amazon account, you can sign in using your existing user name and password. If you new to Amazon (if that's even possible), you'll use the normal initial signup procedure of picking a

On The Horizon

F.Lux

user name and password. Once that's done you're nearly finished.

3. At this point you'll see the welcome screen—several default folders to the left, and to the right some explanation as well as a big Upload Files button.

4. Clicking on the Upload Files button brings up a licensing screen that asks you to accept the terms and conditions of Cloud use. Of course, no one reads those things so we just clicked on the box that said we read it carefully and then clicked the Continue button like you'll end up doing.

5. Doing so brings up a security screen that asks you to copy a randomly generated 6-digit password in order to initiate an upload. Enter the password, click Continue.

6. Now you see a *Windows Explorer* type screen—left side folders, right side files. There's also an Upload Files button to add your first file.

7. Clicking on the Upload Files button brings up a typical Open File Dialog for you to browse and select the file or files you wish to upload. We uploaded a 3 MB file in a matter of seconds.

8. When the upload is complete you are returned to the *Explorer*-style screen and that's it. The standard file management commands are available from this screen, *i.e.*, download, delete, move copy, and rename. It's no big deal, but it's worth noting that our Kindle files were not present on the Cloud drive.

All in all, we think the Amazon Cloud drive is pretty nifty and can be quite useful. We think you will too. Check it out.
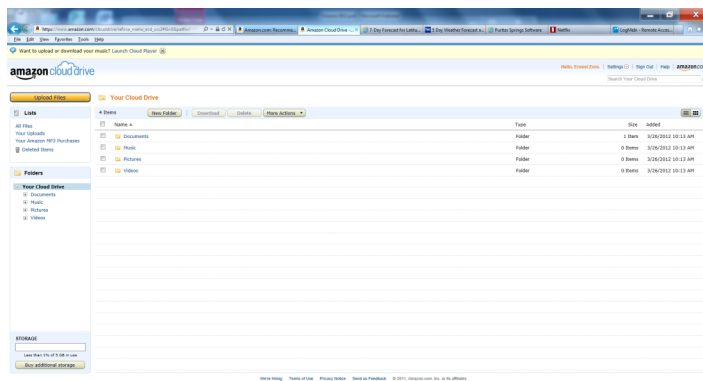
up is to click on the arrow in the system tray (the lower right icon area of your screen—where the time and date is) and click on the blue and yellow circle. That brings up the f.lux Settings window.

3. In the Settings window, click on the arrow where your location is described, enter your ZIP code and click Locate. If f.lux got your latitude and longitude correct, leave the values alone otherwise enter the correct values and click Ok.

4. Click on the Change Settings button and use the two sliders to adjust the temperature of your lighting during the day and night, i.e., daylight, fluorescent, halogen. It's recommended that you select the Slow transition speed. Click Done when you think you've got it right.

If you do have it right, your screen will look like the pages of a book under the current lighting conditions. If you've ever seen the screen on a e-book reader (like Kindle), that's what you're shooting for. If you don't like what you're seeing, it's easy to go back and make adjustments by repeating the steps described above. Now sleep easy.
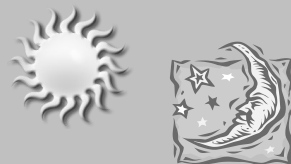
iLladvised Gifting

Our son celebrated his seventeenth birthday in March, and my wife and I bought him an iPhone. He just loved it. Who wouldn't? Just look at the cool illustration below.


I celebrated my birthday four months later in July, and my wife made me very happy when she bought me an iPad. It's practically a fully-functioning computer in the size of a tablet of paper.
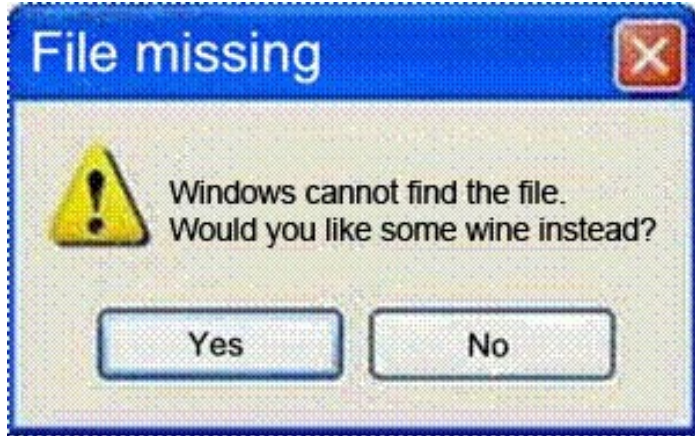

Our daughter's birthday was the very next month so we got her an iPod Touch. It's like a mini-iPad and it can do quite a bit. All her friends had one and you can see for yourself how cool it is at the top of the next column.

In Good

It was then that I made my mistake. When my wife celebrated her birthday in September, I got her an iRon (pictured below).
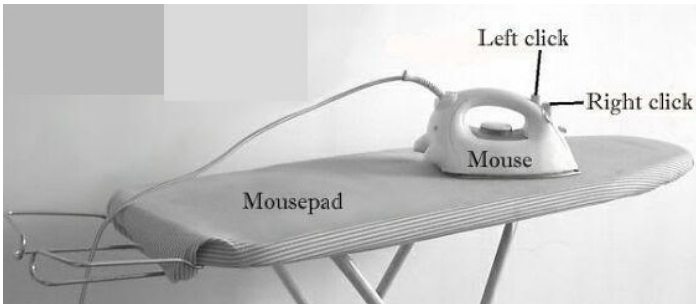
For whatever reason, she was super miffed in spite of the fact that I explained the iRon can be integrated into the home network with the iWash, iCook and iClean. (This inevitably activates the iNag reminder service.) I should be out of the hospital next month!

Humor

A programmer with a sense of humor. We don't know where the dialog shown above came from, but it's supposedly legitimate.

⊞

As They Said On Family Feud—Good Answer!

An elderly man was stopped at 2am and asked by the investigating police office where he was going at this time of night. The man replied, "I am on my way to a lecture about alcohol abuse and the effects it has on the human body, as well as problems related to smoking and staying out late. The officer ask skeptically, "Oh, really? And who would be giving that lecture at this time of night?"

"My wife," the man answered.

Giraffe Test

More in the continual flow of silliness that visits our email Inbox.

Stop and think about each question before deciding on your answer and proceeding.

1. How do you put a giraffe into a refrigerator?

Answer: Open the refrigerator, put in the giraffe, and close the door. This question tests whether you tend to do simple things in an overly complicated way.

2. How do you put an elephant into a refrigerator?

Answer: If you said open the refrigerator, put in the elephant, and close the refrigerator, you're wrong. The correct answer is open the refrigerator, take out the giraffe, put in the elephant and close the door. This tests your ability to think through the consequences of your previous actions.

3. The Lion King is hosting an animal conference. All the animals attend except one. Which animal does not attend?

Answer: The Elephant. The elephant is in the refrigerator. You just put him in there. This

tests your memory. Even if you did not answer the first three questions correctly, you still have one more chance to shine.

4. There is a river you must cross but it is populated by crocodiles, and you do not have a boat. How can you cross it?

Answer: You jump into the river and swim across. If you've been paying attention you would know that all the crocodiles are attending the meeting that was called to order by the Lion King. This question tests whether you learn quickly from your mistakes.

According to Anderson Consulting Worldwide, around 90% of the professionals they tested got all questions wrong. The future looks promising, however because many preschoolers got several correct answers.

⊞

Lodi v. Lodi (1985) 173 Cal App 3d 628.

A man sued himself for trying to raid his own trust fund. Oreste Lodi filed suit against himself in the Shasta County Superior Court. When the judge threw his case out, Lodi appealed to the 3rd Appellate District which affirmed the ruling of the lower court. The Appellate Court held: "This result cannot be unfair to Mr. Lodi. Although it is true that as plaintiff and appellant, he loses, it equally true that, as defendant and respondent, he wins! It is hard to imagine a more even handed application of justice. Truly it would appear that Oreste Lodi is that rare litigant who is assured of both victory and defeat regardless of which side triumphs."

Notebook Ratings

Here are some ratings and best buys based on laboratory tests performed on laptop computers that evaluated the following characteristics: performance, ergonomics, versatility and display. Notebooks found to be the best bang for the buck are in bold.

⊞

11" Display—best for mobility

1. Apple MacBook Air MC968LL/A ($1,000)

2. Apple MacBook Air MC505LL/A ($890)

⊞

13" Display—mobility without the performance sacrifices of an 11"

1. Samsung 900X3A-A03 ($1,530)

2. Apple MacBook Air MC965LL/A ($1,300)

3. Sony Vaio VPCZ2190X ($1,970)

4. Apple MacBook Air MC503LL/A ($1,130)

5. Toshiba Portege R835-P70 ($730)

6. Apple MacBook Pro MC700LL/A ($1,200)

7. Asus U36JC-B1 ($750)

8. Acer Aspire Timeline X AS3830T-6417 ($620)

9. Asus U33JC-A1 ($660)

10. **Toshiba Satellite** L735-S3210
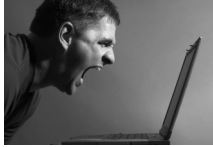
To: Technical

Bad Disk? No.
Bad Timing? Yes

I just purchased a new computer because my old one died. When I attempted to install my child support program, it wouldn't install. I think I have a bad disk, what should I do?

We get this question with some regularity because the child support program has been around for so long. In all likelihood, your problem is not a "bad" disk. Barring physical damage to the disk, CDs don't really "go" bad like magnetic floppies did in olden times.

What you're running into is a compatibility issue due to the fact that your 2008 child support disk was manufactured a year or so before the release of *Windows* 7 in October of 2009. Two problems can be encountered in this context. First, *Windows* 7 enhanced security may be requiring elevated installation privileges which were unnecessary in connection with installation of programs on prior versions of *Windows*. This problem can sometimes be circumvented by "exploring" the child support CD, right-clicking the setup.exe file, and selecting Run as administrator from the context or pop-up menu.

A couple points are worth mentioning. We suggested "exploring" the CD because in order to even see the setup.exe file, you must defeat the autostart feature of your CD or DVD player. You can do this by holding the <Shift> key down for about 10 seconds while you're inserting the CD in your drive; or by right-clicking on the CD/DVD drive in Computer (referred to as My Computer in previous versions of *Windows*) and selecting the Explore command.

Installing in this manner will often permit installation. Curiously, this is true even if you were logged on as an Administrator (and we're not going to get into the reasons for that right now).

The second problem that can be encountered when installing from an old disk is that the installation goes fine, but when you attempt to update to the current version of the program, you receive an error message. This almost always occurs because older versions of our programs downloaded the updated installation executable in the Program Files folder. What would be more natural, no? Well thanks to the pervasiveness of viruses, this is not allowed by the default installation parameters of *Windows* 7.

So, what do you do? You have two choices: call us and we'll assign you a password for downloading the most current version from our web site which you can then install without encountering the problems we've been discussing above. Or, if you're like us and you prefer to archive a hard copy of the program, send your original disk to us with a check made payable to "Puritas Springs Software" in the amount of $10, and we'll send you a replacement disk with the most recent version of the program.

Support

Mystery Solved

I lost all the information I typed into the file. This happens every once in a while, is there a something wrong with my program?

Every so often we get a call from a user that poses quite a stumper and this was one. It goes like this—the user was working in a file, saved their changes, and when they opened the file the following day, none of the changes were saved.

That's a tough one from several aspects. First, we've got a couple thousand programs out there and no one's having that problem. Second, the file's not damaged or corrupted, it's simply missing the additional information that was added.

Until the advent of remote assistance, this type of call was not an easy one to resolve. Fortunately, remote assistance allows us to get a look at a user's computer and having taken a peek at this particular user's machine, here's how we think they lose their data every once in a while.

The user opens the file in question, and then receives a phone call or some other interruption before they actually started working in their file. Life being what it is in the law office, they minimized the program, took a cal, checked their email, worked briefly in their word processor and a dozen other things. All that time, the program was minimized. An hour or so later, when the dust had settled, the user

decided to work again on the file in question and forgot that the file was already opened not noticing the minimize icon on the task bar.

As a result they started the application a second time and opened the same file that was already opened. At that point they had the same file, in the same condition or state of completion, opened twice.

The user worked in the file, saved their changes, and quit the program. Sometime later that same day, they noticed that the program was running on the task bar so they closed the program and saved their changes—

As TV's Emeril says -- "Bang!" This second save was the original file without the changes, and of course, it erased the file that contained the changes.

So where does the remote assistance enter into this diagnosis? In a telephone call alone, we would never have guessed it in a million years except that when we visited their computer, the user had the same application running twice on the task bar!

There are advantages to opening the same application twice, especially if you wish to compare files or copy and paste information from one to the other. It's a trade off however. The downside is that accidents like this can happen. In several new programs we've modified the startup procedure to prevent running the application twice simultaneously.

More Notebooks

14" Display—trading extra weight for a larger screen

1. Samsung QX411-W01 ($750)
2. HP Envy 14-2020nr ($1,000)
3. Lenovo Thinkpad Edge E420 ($550)
4. **HP Pavilion** dv4t ($500)
5. Dell Inspiron 14R-2nd Gen i5 ($600)
6. HP Pavilion dm4-2050us ($660)
7. Dell Inspiron 14z ($600)
8. Dell Inspiron I14RN4110-7616FIR ($530)
9. Sony Vaio VPCED11FX/L ($660)
10. Dell Inspiron 14R-2nd Gen i3 ($550)

**15 & 16" Display—best balance of portability, screen size and price**

1. Apple MacBook Pro MC721LL/A ($1,800)
2. Dell XPS 15z HD ($1,100)
3. Apple MacBook Pro ZOLZ ($1,900)
4. Samsung NP-RF511-S02US ($950)
5. Dell XPS 15 ($1,000)
6. Dell XPS 15z ($1,000)
7. **Gateway** NV57H26U ($450)
8. Dell Inspiron 15R-wnd Gen i5 ($700)
9. Asus N53SV-B1 ($950)
10. Toshiiba Satellite A665-3DV11X ($1,000)

Ignore Our Instructions

If you're performing a manual update of your Puritas Springs program, you can probably ignore the instruction to uninstall the "current" version *before* installing the new, downloaded version. Years of experience with the free update process taught us that law offices are busy places. Busy practicing law. Attorneys and staff don't typically sit around with nothing to do except sharpening their computer skills. In many instances, law office personnel are expert word processors, but take them out of their word processor and they're lost.

Another thing we noticed is that a substantial portion of our technical support calls were related to performing the free update. Our response was to design all new programs to be auto-updating. New programs are now just like iTunes or Turbo Tax. When you start them up, if you're connected to the Internet, the program will check with our web site to determine if there's a newer version. If there is, the program alerts you to that fact and gives you the choice of deciding whether you wish to download the upgrade. If you answer affirmatively, the program downloads and installs the new version automatically. If you decide not, the program opens normally. In terms of earlier versions that may not have that functionality, your manually downloaded file no longer requires you to uninstall. When in doubt go ahead and try the install. If it's not meant to be, you'll get an error message saying so and you can go
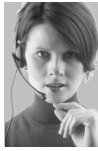
From: Technical

Working With RTF Templates

We occasionally receive inquiries about making changes to the RTF templates that are part of most our programs. What are the templates? Well, in most of our current programs, the RTF templates are files that are used to build the screens upon which you enter information and the forms and reports that you print. RTF stands for "rich text format" and was Microsoft's answer to Adobe's PDF format. Of course, that battle is long over and Adobe won, but the RTF format is still supported by Microsoft and still provides a means for exchanging information between third party programs (like ours) and *Microsoft Office*.

In fact, that's exactly how our programs send output to the word processor. They create a RTF file that is opened by *Microsoft Word*. Note that most word processors (including *Word-Pad*—if you want to include it) can open RTF files, but *Microsoft Word* probably works the best at preserving the sometimes complicated formatting that is involved in designing and laying out tax and legal forms.

Step 1. Identify the RTF file you wish to modify. For programs with just a few pages of forms, this is no big deal. The template files are always in a folder named "RTF." The RTF folder is always located by default in one of two places: either C:\Puritas\WBOPF6 \RTF (using **Basic Ohio Probate Forms** as an example) or C:\Program Files\Puritas\WROCSG6

\RTF (using the child support program as an example). Also, don't forget that if you have a 64 bit computer, the Program Files folder is named Program Files (x86). By double-clicking on a file you can view it in *Word* and see whether it's the one you want. For programs with hundreds of pages of forms (like **Basic Ohio Probate Forms** or **Official Bankruptcy Forms**), it's not so easy. Be guided by the fact that the templates and named "page0.rtf", "page1.rtf", "page2.rtf", *etc.*, and they're usually in the order that they appear on the **Display** menu. If necessary, give us a call and we can provide you with an index that identifies each page.

Step 2. Make Your Changes. Knowing two *Word* secrets will make like easier when it comes to editing. *First*, enable the function that shows special characters. This function is enabled by clicking the ¶ button or using the Ctrl+Shift+Y key combination. Doing so lets you see all the special characters such as line breaks, paragraph marks, and other hidden formatting characters. Second, because most pages are formatted as tables (like many web pages) you should locate the table command that shows gridlines. That allows you to see the lines that divide the table cells which are normally invisible. Now that you can see everything, you can go ahead and *carefully* make your changes. The key word here is carefully. As you'll quickly learn, it's easy to ruin a page mostly do to unwanted word wrapping within individual cells in the ta-

Support

ble. While it's easy to ruin a page, thankfully, it's also easy to restore a page thanks to the undo command (Ctrl+Z). Keep in mind that many forms, like tax returns, are format/content-approved by the governing authority (*i.e.*, the IRS or Ohio Department of Taxation), so you won't want to be making any massive changes.

Step 3. Save Your Changes. This is an easy one. Click the **Save** button or use the Ctrl+S key combination.

Step 4. Compress the File. Unfortunately, resaving the RTF file in *Word* places an unexpectedly large header on the file. How large? Well a relatively small 17KB file will become a whopping 107KB! As a result, it absolutely necessary that you reduce the size of the RTF file and restore the original header. This is very easy to do. Simple re-save the file using *WordPad*. If you perform this function very often, you'll find it convenient to keep a *WordPad* icon on your Desktop so you can simply drag and drop files onto it.

Step 5. Restore the Header. In a perfect computing world you'd be done, but in the real world this is not so. That's because the *WordPad* save function has a considerable flaw in that it does not save the margins as part of the file. Like Step 2 above, this is another process that can get ugly fast. That's because restoring the header with margins would typically involve knowing the RTF codes and implanting them in the appropriate place.

Even programmers hate this kind of tedium. The solution is opening the RTF file in *NotePad* (after all, the file is a text file), cutting away the first three or four lines of text (the *WordPad* header), and replacing it with the pre-packaged header we place in RTF folder. The header file bears the name header.txt or header.rtf.

In the text gibberish that is the RTF file, where does the header end? It ends just before—

{*\generator Msftedit 5.41.21.2508;} …

So, delete everything ahead of that line and paste the header we provide which usually ends with a line like:

\margl864\margr864\margt720 \margb360

Note that Msftedit version numbers may be different than the one we show above, but the "generator Msftedit" part should be easy enough to find. It's usually the fourth or fifth line in the file depending on your screen resolution and whether word wrapping is on. Like *WordPad*, we keep a *NotePad* icon on our desktop for purposes of dragging and dropping files on to it. It's remarkable how many times the *NotePad* icon comes in handy.

If you want to check your work, double-click the RTF file and see if opens and looks okay in *Word*. Just make sure you don't accidentally resave it *Word* because you'll remove the header you so carefully prepended in Step 5.

E-book Readers

E-book readers have won their way into our hearts. Irrespective of the love affair we have with paper, where else can you get classics like *Treasure Island* or *Pride and Prejudice* for free? Or the complete works of G.K. Chesterton (about 36 books) for $4.99? How about 15 of H.Rider Haggard's Allan Quatermain African adventure novels for $1.99?

Here's how *Consumer Reports* recently rated these nifty devices.

1. Barnes & Noble Nook Simple Touch Reader ($140)
2. Amazon Kindle Keyboard 3G ($190)
3. Amazon Kindle Keyboard 3G with Special Offers ($140)
4. Amazon Kindle Keyboard ($140)
5. Amazon Kindle Keyboard with Special Offers ($100)
6. Barnes & Noble Nook Color ($250)
7. Amazon Kindle ($110)
8. Amazon Kindle with Special Offers ($80)
9. Kobo eReader Touch Edition ($130)
10. Sony Reader Wi-Fi PRS-T1 ($150)

When you consider the ability to search text, highlight excerpts or review excerpts that others have highlighted, E-book readers have a lot to offer and you probably can't go wrong with any of the above. Our pleasing experience has been with the Amazon Kindle ($110).

Tuning Up Windows

IMPORTANT NOTE: Following that wise old maxim that if it's not broke, don't fix it. Only use these utilities on systems with obvious problems.

1. Revo Uninstaller (Freeware Version). Use it to scan for leftovers after performing a standard uninstall of an unwanted program. By leftovers we mean that it removes any files and *Windows* registry entries left behind by an individual program's uninstaller. There are 8 additional cleaning tools included with the download. You might even try using the fully functional 30-day trial version, do your cleanup, and then decide whether you want to make your purchase. At the very least you'll have begun cleaning up your system.

URL: http://www.revouninstaller.com/revo_uninstaller_free_download.html

2. CCleaner. Formerly Crap Cleaner (wonder why they changed the name), it sounds familiar and we may have mentioned this free utility in the past, but there's been a major upgrade that makes it worth looking at again. *CCleaner* finds redundant files and removes them. It also has a disk cleaner that truly cleans your hard drive (we mean compliant with the Department of Defense/National Security Administration standards). What's that? You thought all you had to do was delete a file to get rid of it? Not so! We

www.healthcarebluebook.com

This site is a free resource that provides information on healthcare costs and advice to consumers. It's a good starting point for checking out costs. When we pressed The Cleveland Clinic for the cost of umbilical hernia repair surgery they quoted us roughly $12,000. We guess you gotta pay extra for the best. The blue book listed that surgery in our geographic area as costing an average of $8,058.

http://virusscan.jotti.org/en

Jotti's malware scan web site is a free online service that enables you to scan suspicious files with several anti-virus programs. There is a 25MB limit per file. Files uploaded to this site are shared with anti-virus companies so the detection accuracy of their anti-virus products can be improved. If you do not want a file to be distributed, it is recommended that you do not submit it. For a bit more information about the Jotti site, see the article on pages 44 and 45.

www.virustotal.com

Like Jotti site, VirusTotal is a free online service that analyzes files and URLs enabling the identification of viruses, worms, trojans and other kinds of malicious content detected by anti-virus engines and website scanners. At the same time, it may be

Seeing

used as a means to detect false positives, *i.e.* innocuous files detected as malicious by one or more scanners.

VirusTotal's mission is to help in improving the antivirus and security industry and make the internet a safer place through the development of free tools and services. Watching it perform its scan using 25 or more of the leading virus scanners is impressive. Remember, however, that this site is for scanning individually submitted files. It can't scan your computer or substitute for antivirus software.

www.safeproducts.gov

This site is a publicly available consumer product safety information database website of the U.S. Consumer Product Safety Commission (CPSC). Through it, consumers, child service providers, health care professionals, government officials and public safety entities can submit reports of harm involving consumer products. Manufacturers (including importers) and private labelers so identified receive a copy of the report, and have the opportunity to comment on them. Reports and manufacturer comments are published at this site for anyone to search.

www.naic.org

The National Association of Insurance Commissioners (NAIC)

The Sites

More Tuning Up

is the U.S. standard-setting and regulatory support organization created and governed by the chief insurance regulators from the 50 states, the District of Columbia and five U.S. territories. Through the NAIC, state insurance regulators establish standards and best practices, conduct peer review, and coordinate their regulatory oversight. NAIC staff supports these efforts and represents the collective views of state regulators domestically and internationally. NAIC members, together with the central resources of the NAIC, form the national system of state-based insurance regulation in the U.S. If you're interested in auto insurance rate comparisons, the following page of their site contains that information, just append the following to the site address above:

/state_web_map.htm.

http://answers.microsoft.com/en-us

When software stopped including hardcopy manuals (sometimes the pdf manuals aren't that helpful either), sites like this one became more valuable to users. It's a site that is maintained by Microsoft for the purpose of providing a forum for user contributed computer questions that are answered by Microsoft employees as well as other presumably knowledgeable users. The best answers get voted up so the ideas and fixes you find on the site are significantly more reliable that

simply googling a problem and then needing sort through tens of thousand of idiotic hits.

Of course you can search the database of questions and answers, but you'll probably want to pose your own questions eventually. To do that you need to sign in, and to do that you need to have or start a Microsoft Live account.

As a test, we signed in (as it turns out we already has a Microsoft Live account that we never used) and posed the question about scrolling that we referred to the in the Digital Inklings article on pages 6 and 7 of this issue.

This site reminded us a lot of Expert's Exchange except that it was free and the content was related exclusively to Microsoft products like *Windows* and *Office*. We did receive a response within six or so hours, but unfortunately, the responses didn't fist the problem.

http://msdn.microsoft.com/en-us/windows/apps/br229516

Curious about the new version of *Windows* (Version 8) expected mid to late 2012? You can download a preview copy from the developer's website. Because it's a very early version, it's only for the adventurous and probably has a considerable way to go before it's ready for prime time. None the less, if you go in for being the first on your block, this site's where you can get it.

were particularly impressed by the list of programs that it cleans up after: *Internet Explorer, Firefox, Google Chrome, Opera, Safari, Windows Media Player, eMule, Google Toolbar, Netscape, Microsoft Office, Nero, Adobe Acrobat, McAfee, Adobe Flash Player, Sun Java, WinRAR, WinAce, WinZip, GIMP* and other applications. It also cleans up your browsing history, cookies, Recycle bin, memory dumps, file fragments, log files, system caches, application data, autocomplete form history, and various other data.

URL: http://www.filehippo.com/download_ccleaner/

3. Soluto. In CNET's own words: *Soluto* is a program. that analyzes your system and compares its findings with an online knowledge base that proposes solutions to various performance bottlenecks. It focuses on three areas: *Chop Boot*, which reduces your startup time; *Lighten Web Browser*, which shows you how to speed up your surfing by optimizing your Web browser; and *Heal Crashes*, which tries to fix any problems causing programs to crash.

URL: http://soluto.en.softonic.com/

4. SMART. Instead of using *Windows 7's* tool for analyzing startup programs, use *SMART* instead. It can free up resources that are typically consumed at startup without the perils potentially inherent in using msconfig.

Infected or Not Infected

We receive a communication from a user whose identity is irrelevant informing us that his ESET antivirus software had detected a virus in our *Living Trust and Estate Planner—Version 2*. Our first thoughts were—how can that be? We're running, not one, but multiple virus protection packages and never heard a peep. Regardless, you've absolutely got to follow up on stuff like this so the better part of two days was spent isolating each of our computers and running virus scans, adware scans and malware scans.

After you start a scan, you quickly realize that in light of the size of today's typical hard drive, a single scan can take up to three hours. If you're talking about running three or four scans, you're essentially shutting things down for the day.

At the time we didn't remember ever hearing of ESET (which we have now come to respect as a great company) and we wondered at the conclusion of our testing whether ESET was generating what is known in the business as a false positive. Our testing, by the way, disclosed no virus or other type of malevolent infection—keeping in mind that these days there's viruses, spamware, adware, spyware all of which can be scanned for separately but are known collectively as malware.

Based on our clean bill of health, we visited the ESET web site and followed the instructions for reporting or investigat-
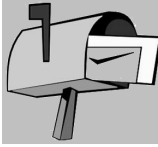
Inbox

To The Rescue

I just tried to upgrade the **FLPA2** program. I checked to see if an upgrade was available. There was. I downloaded it. I was then instructed to deleted from my Control Panel the current program. I did. I then checked in my downloads folder and there was no Puritas download there. Where would program have put the download? Now I don't have the program I paid for at all.

David E. Beitzel, Esq.

Answer: We can't have that! We'll figure something out. The downloaded file (setupflpa2.exe) usually goes wherever you save your FL2 files. By default that location is C:\Puritas\FLPA2\Files. By the way, you no longer need to remove the program before installing the new version. Please accept our sincere thanks for your inquiry.

Reply: Thank you. Found it. Got it installed. Glad to hear you took out the "uninstall" step to upgrade.

To All: By the way, this advice applies to just about all our programs. The download, whether manual or automatic, goes wherever you store your client files. That could be your C: drive or the server. Mr. Beitzel also rightly noted that although our instructions tell you to go to Control Panel and manually uninstall the program *before* installing the new version, this step is no longer necessary unless your re-installing the same version due to corruption, *etc*.

### Methinks I Smell A Rodent

Urgent Respond Needed

Good day to you,

I am sincerely Sorry for bugging into your privacy, it's due to a business deal in my bank valued at some millions of dollars, as a foreigner I want you to partnership with me to invest. I am Mr. James C. Morrow, Chief Risk Officer with my firm here in Hong Kong, this opportunity will be of mutual benefit to the two of us. I would provide you with all the necessary documents to lay claims and also I would avail you with the modalities we shall follow once I hear from you Because of my position in office, please endeavour to keep to yourself These issue concerning this proposal. If you are interested, kindly get back to me with your full contact information's and phone number via my personal email
(jamesc.morrow@yahoo.com)
Upon your response I will give you more details about this transaction, if you are not interested, you can delete this mail.

Thanks

 Mr. James C. Morrow.

Answer: Gosh, millions of dollars! We'd love to partner with you, but there's something about seeing fifteen (probably more) typographical, grammar and usage errors in your brief email of four or five sentences that undermines our faith in you. Anyone stupid enough to fall for this gag probably doesn't have an email account anyway.

Inbox
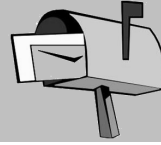
Open Office

Nice talking to you. The full path to the *Open Office* word processor is C:\Program Files\OpenOffice.org 3 \program\swriter.exe. Also, as discussed, it will open and save RTF documents.

Chuck Zeisler
Technology Consultant

Answer: Thanks a million, Chuck. I think your information will be valuable to many of our other users.

To All: Chuck's email was the answer to a question I had asked him about the free word processor called *Open Office*. As many users are aware, all of our Puritas Springs Software programs are capable of sending their output to a word processor as well as a printer. As expected, in our experience, the process works best with *Microsoft Word* because Microsoft developed the RTF format. However, most other word processors also hand RTF files. The method for connecting a word processor with our programs is to go to the Options menu of our program and select the Set Word Processor item. In the dialog box that appears, there are three choices: Word, WordPad and Other. If you select Other, a text input box appears wherein you must enter the path to your word processor. In talking over some point with Chuck I asked him to let me know what the path to the *Open Office* word processor was and that was his answer. Evidently it

worked. He went to the Set Word Processor dialog, selected other and placed the path noted above in the text input dialog.

Getting A Plug The Hard Way

I was signing up to be on your email list and there were two checkboxes. One for Puritas Springs Software and one for The Mel Peters Project. Naturally, I checked the first box, but what's the second one for?

Dennis McClelland

Answer: Very observant of you. The second checkbox is for a separate mailing list maintained as a subsite of the Puritas Springs Software site. It is maintained by our technical guru Ernie and some musician friends including Mel Peters, one of the original members of the 1950s vocal group The Marcels. The Marcels (as you might recall if you're old enough) had the 1961 national hit Blue Moon. The Marcels were elected into the Vocal Hall of Fame in 2002. You can take a listen to Mel and Ernie by searching "Mel Peters Déjà Vu" at YouTube. You might also find one or more productions hidden discretely at the Puritas Springs website at:

www.puritas-springs.com/music/music.aspx

We thought you'd never ask.

ing a false positive. This is the email we sent to ESET:

Our company develops software for private law offices. The attached file was developed in house and the file is presumed to be triggering a false positive for the following reasons:

1. The program was developed on a virus-free machine.

2. When the file was submitted to 18 other leading virus scanners, it was concluded to be virus free.

3. An ESET scan performed on August 8, 2011 agreed with a previous Jotti scan that the subject file was not infected.

Please accept our sincere thanks for your assistance. If any additional information if required, please feel free to contact us at your convenience.

The above email was submitted to ESET on a Saturday around 9am EST. The following response was received that same day at about 2pm:

Thank you for your submission. It is a false positive of our scanner and this issue will be fixed in our next signature update.

Regards,

Sukenik Pavol
ESET Malware Researcher

That's how false positives are investigated and a 5-hour response time was both unexpected and greatly appreciated.

Win8

You've probably heard about the new version of Windows already, Version 8. It's scheduled for release for June 2012 but Microsoft has been known to run a little late in this regard so perhaps we might expect it in about October about 3 years after *Windows 7* became available.

What'll be new about it? Microsoft says it will support USB 3.0, Live ID integration, the Windows Store, the ability to run from a USB Flash drive, and easier restore options. Personally these additions don't mean much to us. Not they're not good things, but nothing that would prompt us to update to it unless we bought a new computer that came with it. In fact, isn't that the way it always is. We go through our fair share of computers here at Puritas Springs and we can't remember ever upgrading an operating system. For one thing, the machines we've bought over the years have been power-matched to the current operating system; because newer operating systems always demand more powerful hardware, it usually doesn't make sense to keep your computer and update the operating system. Other new things about *Win8* are the Metro style interface partly modeled after a graphic/typography system used at public transportation systems (no kidding). If that doesn't whet your appetite (and frankly it doesn't do much for us), you can get a free copy by downloading the developer preview version that is available as explained on page 43 of this issue.

Product Upgrades

We no longer print version information here because, by the end of the mailing cycle, most of it is no longer current. It's better to simply refer you to the page of our web site containing that information. *First*, it's updated almost daily. *Second*, web pages don't have the physical size limitations of paper, so we can include much more information.

AUTOMATIC UPGRADES

Most all our programs now have the ability to download upgrades automatically. When you start a program, it determines whether you are connected to the Internet and checks for an available upgrade. If one is available, you are asked whether you wish to download it. If you select **Yes**, the new version is downloaded and installed automatically.

In almost all cases this avoids the necessity of needing to manually install upgrades; however, if your system does not permit automatic upgrading, the manual upgrade instructions can be found in your pdf manual on each program's **Help** menu.

CHECKING THE CURRENT VERSION

By "current version" we mean the latest available version of a program. One way to determine the current version is to visit our web site (**www.puritas-springs.com**), and click on the **Version Info** link that appears near the top of every page. All the programs are listed in alphabetical order along with brief summaries of the changes. By

comparing the current version to the version number of your software, you can see if you're out of date and what you're missing. Another way is to click on your program's **Help** menu and select **Download Upgrade** and then **Check Availability**. If a newer version is available, it will give you the option of downloading it.

UPGRADING FOR DUMMIES

If you must manually perform the upgrade and you need specific, step-by-step upgrading instructions, we've got just the thing. Click on the **Upgrade Instructions** link near the top of every page of our web site and you'll find everything you need to get the latest and greatest.

JOINING OUR EMAIL LIST

We cannot emphasize enough the importance and benefits of getting on our email list. Here are two:

- Special discounts and deals are available via our email-only sales.

- Subscribers get advance notice of updates and new releases.

You can join by visiting our **Home** page and clicking on the **Join Email** link near the top. No registration or personal information is required, simply enter your email address in the text input field and click the **Submit** button. Don't forget that if you have security or spam prevention software, you may need to add us to your white list.

Purchaser Information

Name:_____

Address:_____

City, State ZIP:_____

Telephone:_____

Card No. & Exp Date:_____

Card Security Code:_____

Email Address:_____

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In This Issue

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Expounding on what makes Puritas Springs Software special as a small company; no telephone menus to navigate, and knowledgeable, English-speaking technical support.

Electronics Ratings—

From smart phones to desktop computers to all-in-one computers to printers to notebooks, we've got the ratings—quick and easy to understand listings with including the best and the best prices, all in this issue. If you're thinking of buying, look here first.

Competency Quiz—

The third installment of our law office computer competency quiz. Learn a little something, then brag about your score, or ….

Digital Inklings—

Our usual rants and raves about what can and does go wrong with computing in the law office.

And More—

News about product development, *Windows* tips, hints of special interest to law offices, and some laughs thrown in for good measure.