

Puritas Springs Software

Volume 98, Issue 2

A New Computer For \$339?

We don't mean some used 386SX. We're talking about a new 150Mhz Pentium. In an earlier issue, we mentioned that we had to replace a computer because it wasn't compatible with our network adapters when we networked our lab. Of course, it's cheaper to find a compatible network adapter card rather than replace the whole computer, but we had other reasons that made a wholesale replacement desirable.

New, fully-loaded systems range in price from \$2,500 and up, but because the computer we were replacing was regularly but not frequently used, **we were interested in replacing it as inexpensively as possible**. Some of our initial considerations were: (1) we would use the monitor, hard drive and CD-ROM from the old computer; and (2) we weren't interested in equipping the replacement with sound or fax/modem cards.

Our first step was to browse through the latest issue of *Computer Shopper* magazine. In case you're unfamiliar, *Computer Shopper* is a monthly magazine of telephone book proportions that you'll find at most bookstores and magazine stands. Normally, you'd be irritated at the advertisement/article ratio, but when we're shopping, it's exactly what we want.

On page 477 we found what we wanted—**bare bones systems**. A bare bones system is a computer that has a motherboard, CPU, power supply, internal memory, floppy drive, video card and case. Actually, you can find bare bones systems in any configuration. It's like Burger King—you can have it your way. A bit more searching disclosed AmeriComp, Inc. (1-800-217-2667), a business located in the

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Every so often, our amusement park graphic generates some questions. We're fond of the graphic because Puritas Springs Software had its start on the site of the now defunct Puritas Springs Park. The park was opened in 1898 on the west side of Cleveland over-



looking Rocky River Valley. Owner John E. Gooding is credited with introducing the first horse-drawn and steam-powered carousels in Ohio. The main attraction was the Cyclone roller coaster that many still remember. For more information, or a virtual ride on the Cyclone, visit www.apbooks.com/puritas.htm.

Web At Work

www.bigbook.com

Imagine a telephone book that covers the entire United States. This site lets you find a business anywhere in the country along with street maps, customer ratings, etc.

It provides a good starting point for doing research about out-of-state companies.

www.answers.com

Use this site if you think the answer to your question might be somewhere on the Internet, but you don't know where to look, or you don't have the time to do the research. This site is administered by a team of expert Internet researchers who will get you the answer to your question within 24 hours. The cost ranges from \$1.79 to \$11.99 depending on the difficulty of finding your

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Taking Us Where We Don't Want To Go

Windows 95's design was touted as being the result of extensive usability testing whose purpose was to make system and program operation easier and more intuitive. So why the remodeling of *Windows 98* into a Web centric interface?

Some speculate that the reason is Microsoft's desire to crush Web browser competitor Netscape by integrating the Web browser into the *Windows* interface and obviating any need for a separate browser. To followers of software development, the scenario is a familiar one.

Microsoft says that Web browser integration is simply an evolutionary step in *Windows* development, citing past improvements such as the graphics interface (via Apple), disk compression (via Stacker) and type fonts (via Adobe) to mention a few that we know of.

Just what path is Microsoft's next evolu-

tionary step headed down? Is there more to Microsoft's plan than consumer freindliness? Read this excerpt from Microsoft's software license agreement for *Internet Explorer*:

"NOTE ON JAVA SUPPORT. THE SOFTWARE MAY CONTAIN SUPPORT FOR PROGRAMS WRITTEN IN JAVA. JAVA TECHNOLOGY IS NOT FAULT TOLERANT AND IS NOT DESIGNED, MANUFACTURED, OR INTENDED FOR USE OR RESALE AS ON-LINE CONTROL EQUIPMENT IN HAZARDOUS ENVIRONMENTS REQUIRING FAIL-SAFE PERFORMANCE, SUCH AS IN THE OPERATION OF NUCLEAR FACILITIES, AIRCRAFT NAVIGATION OR COMMUNICATION SYSTEMS, AIR TRAFFIC CONTROL, DIRECT LIFE SUPPORT MACHINES, OR WEAPONS SYSTEMS, IN WHICH THE FAILURE OF JAVA TECHNOLOGY COULD LEAD DIRECTLY TO DEATH, PERSONAL INJURY, OR SEVERE PHYSICAL OR ENVIRONMENTAL DAMAGE."

Ouch! No mutual admiration society here. If Microsoft thinks JAVA is that bad, why bother with it? JAVA, by the way, is a development language that has become a standard of sorts for Internet programming. It may be no coincidence that JAVA is the language embraced by Netscape's rival browser.

It's their business how they run their companies; the unfortunate thing is that the battle for browser domination is being fought on our computers at the expense of our time and productivity. We thought it was a bad omen when we started *Office 97's Outlook* and the first thing it did was dial out to connect to the Web—on its own!

Now there may very well be a time when we want our schedulers to autoconnect to the Internet, but let us decide when that time comes. Believe it when we tell you that we were unable to get **Outlook** to stop dialing out. When our tolerance was finally maxed out, we uninstalled **Outlook** and haven't used it since.

There's also Netscape *Navigator's* curious feature of installing itself as *Windows* default Web browser every time you use it, often

"We thought it was a bad omen when we started Office 97's Outlook and the first thing it did was dial out to connect to the Web—on its own!"

... For \$339?

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greater Cleveland area. We phoned in our

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Looking Through Windows

How many versions of *Windows* are there out there? In any law office you might find *Windows 3.1*, *Windows for Workgroups 3.11*, *Windows 95* or *Windows NT*. Soon there'll be *Windows 98* (to be released later this year) and a new version of *Windows NT*. Which version should you choose for your law office?

"You may find that the choice (of Windows version) is easy because your computer hardware makes one version more suitable than another."

With respect to *Windows 3.1* and *Windows for Workgroups 3.11*, note that Microsoft discontinued selling and supporting them last December. Therefore, if you're able to purchase either of these two products off the shelf, consider them dated goods.

Be aware of the minimum hardware requirements for each version of *Windows*. You may find that the choice is easy because your computer hardware makes one version more suitable than another.

Windows 3.1 - 386SX computer with 8 Meg of internal memory and floppy drive.

Windows for Workgroups 3.11 - 386SX computer with 8 Meg of internal memory and floppy drive.

Windows 95 - 486 computer with 16 Meg of internal memory and CD-ROM drive.

Windows 98 - Pentium computer with 32 Meg of internal memory and CD-ROM drive.

Windows NT - Pentium computer with 32 Meg of internal memory and CD-ROM drive.

Microsoft publishes a slightly different set of minimum hardware requirements. The difference is our set assumes you're going to use the computer to do typical law office work. In other words, if you're working with lengthy briefs or using modern legal software, Microsoft's minimum requirements may not suffice.

We think a law office's best bet at the present time is *Windows 95*, unless you're setting up a client/server network or your hardware won't support it. *Windows NT* runs a close second, but lacks an automated upgrade process. It also has compatibility problems with some hardware and software including notebook computers.

... Web To Work

(Continued from Page 1)

answer. If it takes longer than 24 hours, the answer.com people will contact you for permission to continue researching.

www.microsoft.com/office/freestuff/dlpages/sr1off97.htm

This site contains Microsoft's recently released *Office Service Release* that cures problems users have thus far reported. Naturally, the fixes are free for the downloading. Note that if you already downloaded a patch before 8/16/97, you'll need to patch the patch. In that case, you can find the fix to fix the fix at www.microsoft.com/officefreestuff/office/dlpages/sr1offup.htm.

www.microsoft.com/office/freestuff/excel/dlpages/xl8p1.htm

Same as above only this site contains fixes that correct certain mathematical errors in

Legal Definitions

Lawyer: A man who helps you get what's coming to him.

Jury: A group of twelve men selected to decide who has the better lawyer.

Digital

The Case of the Inscrutable Theodore T. Justice

Basic Ohio Probate Form owners: Does the name “Theodore T. Justice” ring a bell? How does the name “Theodore T. Justice” appear, as if from nowhere, under the judge’s signature line on certain forms? This is the story of how it got there. Why it stays there, and maybe even how to get rid of it.

It all started on a night like any other night. We were combing through user suggestions, and we had hit on a streak of lame ones. We were getting quite a laugh. It could have been the 8 or 9 cups of coffee, but at the time we thought they were a scream.

In the midst of our laughter, with no segue whatsoever, we came on the following suggestion: “It’s okay that the judge’s name transfers everywhere automatically from the general worksheet, but sometimes I’d like to change the name on the forms themselves.”

That was it. Twenty-five words or less. We were working on the then-to-be-released **WBOPF Version 3**, so the timing couldn’t have been better. Ernie, our team leader, broke the silence by announcing, “We’ll have the judge’s name transfer as always, BUT we’ll let the user change the name if they want.” So far so good.

He continued: “The rule is simple. If the judge’s name is empty on a form, a judge’s name entered on the worksheet will be transferred to any form that is blank. Conversely, if the judge’s name already appears on the form no transfer takes place.”

It sounded pretty good. Especially his use of the word “conversely”. We love it when he talks intelligently to us. Ernie’s rule almost made sense then, and it still does. After devoting an entire night to making it happen, by 5 a.m. we were pretty pleased.

“I tested it and it works like a champ,” Ernie announced triumphantly. We should have known right then and there. An obvious programming violation. Never use the word

“champ” at 5 a.m.

It was about a week later when the first call came in about—Theodore T. Justice. There hadn’t been silence like that in the lab since Ernie’s CD player died. What happened? We went to the disk maker and took a look at the code. We decided that when the program was tested, someone typed “Theodore T. Justice” into the judge’s name field of the DEFAULT file’s General Information Worksheet. As soon as that happened, the judge’s name immediately followed Ernie’s rule and transferred to the all the blank forms. *Conversely*, because the forms were then “completed”, they refused to accept any further transfer of the judge’s name from the General Information Worksheet.

Our fix was to have someone go through the dozen or so forms where the judge’s name occurs and erase it. Resave the DEFAULT file and it’s a done deal. When the user puts the judge’s name on the worksheet, it automatically transfers to all the forms. If it needs to be changed on a form, it can be retyped on that form alone. Nothing could be simpler.

It didn’t faze us a bit when someone called a month later about—Theodore T. Justice. “They probably have an old disk,” Ernie said, thinking the problem had already been fixed. You could imagine our surprise (and subsequent cursing) when we checked the serial number, and it was a new disk.

Ernie became thoughtful— you could tell because he was doing that thing where he chews the skin around his fingernails. “Repeat the purge,” he muttered. Back to the lab we went. We reloaded the DEFAULT file, removed the judge’s name from form whatever. Once bitten, twice shy, we checked the other forms and saved the file.

Ernie nearly choked when someone called up technical support about six months later with a reported sighting of, guess who? Judge Theodore T. Justice. We could tell the Judge Justice thing was getting to Ernie. He claimed to have

“It sounded pretty good. Especially his use of the word ‘conversely’. We love it when he talks intelligently to us. Ernie’s rule almost made sense then, and it still does.”

Inklings

(Continued from Page 4)

quit smoking, but every once in a while you could see wisps of smoke in his office. We all knew it was to time to "Repeat the purge."

Well, it's been about 10 months and we haven't had a Theodore T. Justice sighting in a while. In the interim, you can bet we've tried to obliterate Judge Justice from that DEFAULT file enough times to make us

believe in poltergeists. The lesson of this inkling, and there is one, is if you want to expunge Judge Justice, follow these steps:

- 1 File|Open the DEFAULT file.
- 2 Delete the judge's name if there is one from the General Information Worksheet.
- 3 Display every other form in the entire probate set that has the judge's name and delete it. This involves displaying and changing about a dozen or more forms. Remember to use the Close Active Window command periodically so you don't layer too many forms on your screen and run out of memory.
- 4 Save the DEFAULT file by pressing on the Save button.

- 5 Now that you've got the DEFAULT file the way you want it, get the heck out of the file as fast as possible. You can do that **and** test your work at the same time by clicking on the File menu's New command.

The desired final result is that Judge Justice is gone forever. When you enter a judge's name on the General Information Worksheet, it automatically transfers to all the probate forms. Better still, if you need to change the judge's name on any particular form, you can do it easily by retyping it right on that form.

So ends, we hope, the tale of the Inscrutable Theodore T. Justice.

Respectfully submitted,

Judge Theodore T. Justice

... Want To Go

(Continued from Page 2)

replacing Microsoft's *Internet Explorer* in the process. Of course, *Internet Explorer* does the same thing. When you run it, it replaces the default browser, usually *Navigator*.

We can't say enough good things about the Web, but let's not devote 90% of the operating system to 10% of what we do! Law offices spend most of their time generating documents. Letters, briefs, wills, deeds, contracts, forms of all sorts—you name it. It's called word processing. Most other types of offices aren't much different. Internet access should be garnishment, not the meal itself.

There are already excellent word processors in existence. Both *Word for Windows* and *WordPerfect* have 10 to 15 years of evolution behind them. File and printer sharing works just fine in *Windows 95's Network Neighborhood*. Why is Internet access suddenly so fundamental to *Windows 98* that its removal, in the words of Bill Gates, "breaks applications, degrades other aspects of the operating system and leaves consumers worse off than before."?

What does that mean? Either our word processors won't work without the Internet, or our word processors will be dialing out for pizza every time we start them? Maybe Microsoft's new version will automatically send e-mail to your congressman complaining bitterly about the Department of Justice's suit against Microsoft.

Call it healthy competition gone bad. Call it whatever. All you can do is choose *not* to buy products that appear to boast of innovation for the sake of innovation and not because they do the job better. Good luck.

"We can't say enough good things about Web access, but let's not devote 90% of the operating system to 10% of what we do!"

Federal Products

Official Bankruptcy Forms

We simply couldn't be satisfied with a good bankruptcy program in the midst of a dozen others. **Our success has depended on two things—having the best program at the best price.** With the advent of the **new bankruptcy forms that become mandatory in March 1998**, what better time to graduate to a new level?

We included program changes we learned over the past few years and other innovations that significantly increase user-friendliness and enhance the user experience in general. Having the best price means

Be satisfied



dropping our current price from \$299.99 to \$199.99!

Don't forget that you can try our demo of this program free by visiting our Web site, or for

\$6.00 via the order form on page 27.

Be the best

New & Improved Features Include:

- ◆ On-form data entry; no edit menus—just start typing
- ◆ Improved, print-shop-perfect forms including March 1, 1998 changes
- ◆ Consolidated and integrated worksheets make data entry easier than ever before
- ◆ Complete petitions quickly and easily without getting the 3rd degree; no black boxes, no question and answer format
- ◆ More goof-proofing and help than ever before—if you do the wrong thing, **WBank2** does the right thing
- ◆ Electronic creditors' matrix—create creditor matrix on disk for jurisdictions requiring or accepting **electronic matrices**

◆ **Automates the following forms:**

Form 1 - Voluntary Petition & Exhibit A
 Form 2 - Declaration Under Penalty Of Perjury
 Form 3 - Application and Order to Pay Filing Fee ...
 Form 4 - List of Creditors Holding 20 Largest Unsecured ...
 Form 5 - Involuntary Petition with continuation pages
 Form 6 - Summary of Schedules
 Form 6A - Real Property with continuation pages
 Form 6B - Personal Property with continuation pages
 Form 6C - Exempt Property with continuation pages
 Form 6D - Secured Creditor's Claims + continuation pgs
 Form 6E - Unsecured Priority Creditors + continuation pgs
 Form 6F - Unsecured Nonpriority Creditors + continuation
 Form 6G - Executory Contracts & Unexpired Leases + cont
 Form 6H - Codebtors with continuation pages
 Form 6I - Current Income of Individual Debtors
 Form 6J - Current Expenditures (joint and/or separate)
 Schedule of Monthly Income & Expenses of Business Debtor
 Form 6 Cont - Declaration Concerning Debtor's Schedules
 Form 7 - Statement of Financial Affairs (newly organized)
 Form 8 - Individual Debtor's Statement of Intention
 Form 9A - Notice of Commencement of Case ...
 Form 9B - Notice of Commencement of Case ...
 Form 9C - Notice of Commencement of Case ...
 Form 9D - Notice of Commencement of Case ...
 Form 9E - Notice of Commencement of Case ...
 Form 9E(Alt) - Notice of Commencement of Case ...
 Form 9F - Notice of Commencement of Case ...

Form 9F(Alt) - Notice of Commencement of Case ...
 Form 9G - Notice of Commencement of Case ...
 Form 9H - Notice of Commencement of Case ...
 Form 9I - Notice of Commencement of Case ...
 Form 10 - Proof of Claim
 Form 11A - General Power of Attorney
 Form 11B - Special Power of Attorney
 Form 12 - Order and Notice for Hearing On Disclosure Statement
 Form 13 - Order Approving Disclosure Statement and ...
 Form 14 - Ballot for Accepting or Rejecting Plan
 Form 15 - Order Confirming Plan
 Form 17 - Notice of Appeal
 Form 18 - Discharge of Debtor
 Form 19 - Certification and Signature of Non-Attorney
 Form 20A - Notice of Motion or Objection
 Form 20B - Notice of Objection to Claim

- ◆ **Speed buttons** provide one-click functionality for saving or loading files, printing a particular schedule or form, and more
- ◆ **Dynamic, help balloons** pop-up to give you instant help on button or other mouse functions
- ◆ Complete reorganization of the bankruptcy information into fewer **centralized, integrated, easy-to-use worksheets**

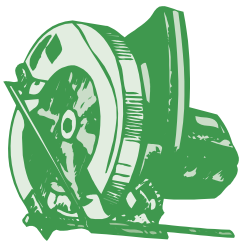


Good Programs Don't Happen By Accident

We know we've said it before, but we can't emphasize enough that program changes and enhancements occur as a result of feedback from our users. That's how our **Basic Ohio Probate Forms** and **Ohio Estate Tax for Windows** programs became Ohio's Number One Probate Software. Consequently, when we completed the new probate combo last April, we couldn't wait to turn our attention to a complete re-vamping of our **Official Bankruptcy Forms for Windows**.

Our own technical support lines provided the greatest source of information. By taking calls from users, we get direct access to issues about what users like and what they don't like. It may be self-serving, but we take great interest in these calls. By making our programs easier to use and by trying to trap user errors, there's a dual benefit—you don't need technical support AND there's one less tech support call to answer. Our 11-year track record helps.

That's our pledge—programs that are easy to use at a reasonable cost.



Building On What We Know

United States Estate Tax Return

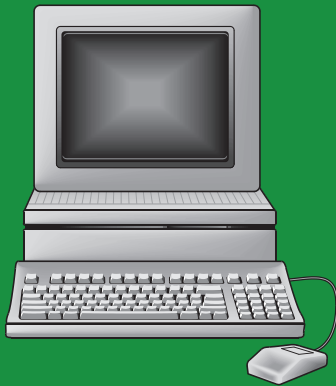
At **Puritas Springs Software** every new program builds on prior programs and pushes the technological envelope by incorporating features that are commonly found in state-of-the-art *Windows* programs. We listen carefully to technical support calls and pinpoint areas where beginners have problems in order to make newer programs easier to learn.

As a result, our new ***United States Estate Tax Return (W706)*** program is the culmination of everything we've learned since 1985. As usual, we're offering ***W706*** at a price you can't refuse. Even if you don't do federal estate tax returns regularly, you'll find that using this program once will more than pay you back in terms of time saved, organization and professional-looking results.

- ✎ **Forms that scale themselves automatically on your screen** so that the entire width of a form will fit perfectly without annoying horizontal scrolling; of course, we've made it so that you can also change the form scaling to whatever you like.
 - ✎ Like our new probate and estate tax programs, we've done away with Edit menus. Now **you simply point to a portion of the form and fill it out**. It's that simple; it's that direct.
 - ✎ **Color coded screens** tell you immediately whether text is part of the form, something you entered, or a calculation result. You can also override certain entries in cases where you must change the way an answer is calculated.
 - ✎ Help files contain a **complete, hyper-linked copy of the Form 706 instructions** *in addition to* the regular Help files that have been compiled to include all the regular information with **more topics, more explanations and more illustrations**.
 - ✎ **Print-shop-perfect forms** that are ready for signing and filing using any printer.
 - ✎ **Exploding input boxes** so that users with lower resolution screens are able to clearly see their entries even at low scalings.
 - ✎ **New file maintenance commands** for deleting files, copying client files to floppy disk, and retrieving client files from floppy disks.
 - ✎ Worksheets for entering next of kin and beneficiaries, and assets and debts. Each worksheet allows you to enter information in a number of ways, and you can **delete, insert, append and sort your entries** in any manner you like. Editable grids, dynamic edit boxes, and more.
-

Comprehensive List of Included Forms and Schedules

Form 706	U.S. Estate Tax Return - pages 1-3	Schedule L	Net Losses During Administration
Schedule A	Real Estate	Schedule M	Bequests, etc., to Surviving Spouse
Schedule A-1	Section 2032A Valuation - 4 pages	Schedule O	Charitable, Public and Similar Gifts
Schedule B	Stocks and Bonds	Schedule P	Credit for Foreign Death Taxes
Schedule C	Mortgages, Notes, and Cash	Schedule Q	Credit for Tax on Prior Transfers
Schedule D	Insurance on the Decedent's Life	Schedule R	Generation-Skipping Transfer Tax - 3 pgs
Schedule E	Jointly Owned Property	Schedule R-1	Generation-Skipping Transfer Tax
Schedule F	Other Miscellaneous Property	Schedule S	Increased Tax on Excess Retirement
Schedule G	Transfers During Decedent's Life	Continuation	Unlimited for all appropriate schedules
Schedule H	Powers of Appointment	Worksheet TG	Taxable Gifts Reconciliation
Schedule I	Annuities	Line 9 Worksheet	Gift Tax on Gifts Made After 1976
Schedule J	Funeral and Administrative Expenses	Table B Wrksht	Federal Adjusted Taxable Estate
Schedule K	Debts of the Decedent, Mortgages, Liens	Sch Q Wrksht	Credit for Tax on Prior Transfers



U.S. Gift Tax Return Form 709

- ⇒ Same easy-to-use look and feel as our *Probate Combo* and *U.S. Estate Tax Form 706* programs.
- ⇒ Print-shop-perfect forms identical to the IRS published Form 709 set, and ready for filing.
- ⇒ Complete IRS printed instructions are included as a searchable, indexed and linked *Windows* help file.
- ⇒ Only \$39.99.

Ohio Products

Basic Ohio Probate Forms

When we released *Probate Combo for Windows (WBOPF)* in 1995, we set new standards for software excellence. At that time, about the best “software” available consisted of disks full of dumb probate forms templates. Forms had no intelligence and worse still, they didn't even handle the accounting part of a probate! It was hardly any better than making templates using your own word processor.

Law offices needed intelligently integrated probate forms. If you enter a decedent's name, address and date of death once, why reenter it on multiple other probate forms? Ditto for assets and debts. If you enter a lengthy real estate legal description once, why retype it on the Inventory, then on the Certificate of Transfer, and later again on the Final Account?

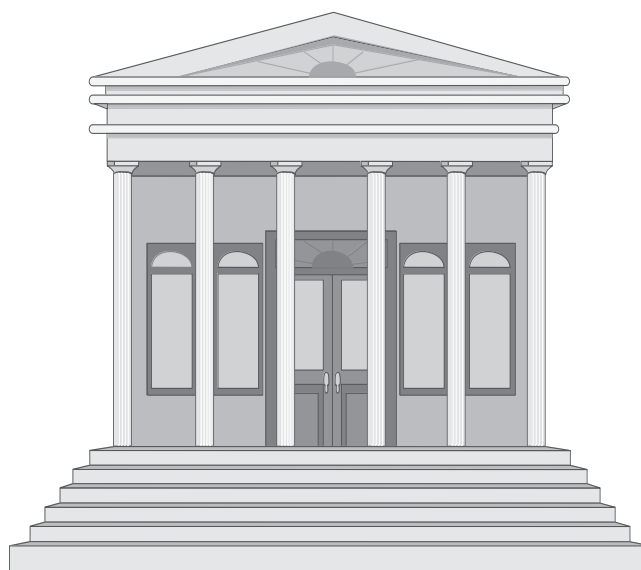
A probate program must handle financial information. Once you enter a real estate value, for example, the value ought to appear automatically on the Inventory (under the appropriate category, of course); it should also appear automatically on the Final Account (under the appropriate category, of course); the value should also appear on any of a dozen other probate forms that require this information—automatically.

A Probate Processor

Like using a word processor, *WBOPF* makes preparation of probate forms more organized and infinitely easier to change or correct. *WBOPF* automates the preparation of *all* the Standard Probate Forms from **Form 1.0—Surviving Spouse, Next of Kin, Legatees and Devisees** through **Form 13.7—Waiver of Notice of Hearing on Account**.

Print-Shop-Perfect Probate Forms

Every form is fully formatted, picture perfect and ready to file. **Strict compliance** with the printing specification set forth in Rules 16 and 17 of the Supreme Court Rules for Superintendence for



Courts of Common Pleas assures a professional looking form that is ready for filing in probate court.

Compatibility With *Ohio Estate Tax* and *U.S. Estate Tax for Windows*

One of **WBOPF**'s most popular features is its compatibility with our *Ohio Estate Tax for Windows (WOET)* software. **WBOPF** can create a nearly complete **WOET** file that you need only check over and then print. This, in itself, saves hours of time and reduces errors that may occur in the preparation of the Ohio Estate Tax form. The process is extremely easy. Simply mark an asset or debt to direct it to a particular schedule of the Ohio Estate Tax form. Then select "Create Estate Tax File" from the **WBOPF** menu. One click and it's done! **WBOPF** creates a complete **WOET** file that you can load into **WOET** and print, ready to file.

We went one step further with our new *U.S. Estate Tax for Windows*. With it, you can import a file from the *Ohio Estate Tax* program and avoid any retyping to complete the federal return!

Make sure you stay tuned for our upcoming release of Form 1041 estate and trust income tax return.

Here's a *partial* checklist of some of our recent innovations:

- ☒ If there are 10 kin, in 10 different states, and each needs a particular notice, you can have **WBOPF3** prepare all ten different copies in one step.
- ☒ **WBOPF**'s form limitations were relatively generous, but our new **WBOPF3** removes all limitations with respect to many necessary forms, *i.e.*, Form 2.2 - Notice of Probate of Will, Form 6.1 - Schedule of Assets, Form 6.3 - Notice of Hearing on Inventory, Form 10.A - Notice to Distributee, Form 12.1 - Certificate of Transfer, Form 13.1 - Receipts and Disbursements, and Form 13.5 - Notice of Hearing on Account. You'll get unlimited copies of these forms.
- ☒ We made provisions for co-fiduciaries.
- ☒ The ability to insert, move, sort and delete individual assets or debts in their respective worksheets.
- ☒ No edit menus. Not that the edit menus of earlier versions were hard to use, but in **WBOPF3** if you want to change a particular field on a form, just click on it or <TAB> to it like you do in any Windows program. Pressing <ENTER> will automatically move you from field to field on a probate form. This streamlines the data entry process.
- ☒ An enhanced ability to transfer information to the *Ohio Estate Tax* program with no limitations as to the number of continuation pages any schedule may require.
- ☒ We increased the content of our help files 500%. We added more explanations, more troubleshooting, more graphics, more of everything.
- ☒ While we were at it, we dumped any limitation about spacing down to a new line in text descriptions. Now there are no limitations as to carriage returns or blank lines in asset and debt descriptions.

The list goes on, but if you've used Version 1 or 2, you get the idea, and you can quickly appreciate the utility of these revisions.

Ohio Estate Tax

Version 3

What would our new probate program be without its companion *Ohio Estate Tax*? **WOET3** has all of the new look and feel of **WBOPF3**. We added forms and features, and increased user friendliness.

- ✓ Although our forms already had a **print shop quality** look, we added all the rules and shading of the forms as printed and published by the Ohio Department of Taxation. As always, the forms are approved by the Ohio Department of Taxation.
- ✓ The original version's three continuation schedules were really handy, but you wanted **unlimited continuation pages for all the schedules**. That's what **WOET3** implements. It can generate an unlimited number of continuation pages for the following forms: Schedule A, Schedule B, Schedule C, Schedule D, Schedule E - Part I, Schedule E - Part II, Schedule F, Schedule G, Schedule H, Schedule I, Schedule J, Schedule K, Schedule M - Part I, and Schedule M - Part II.
- ✓ Did we mention that **WOET3** can prepare an **unlimited number of Form 14 Tax Releases**?
- ✓ How about adding the following forms:
 - Form 12 - Application for Consent to Transfer
 - Form 14 - Tax Releases (multiple and unlimited)
 - Form 22 - Certificate of Estate Tax Payment, etc.
 - Form 24 - Application for Extension of Time to File

- ✓ **No edit menu. No input dialogs.** Simple, one step data entry. If you want to change a particular field on a form, just click on it, or TAB to it like you do in any *Windows* program. Pressing ENTER will automatically move you from field to field on a probate form. This streamlines the data entry process.
- ✓ A **centralized work area for assets and expenses**. The same asset can be sent to multiple schedules, handy for completing Schedule M's.
- ✓ Increased content in our **help files**. More explanations, more troubleshooting, more graphics, more of everything.
- ✓ Communicates with **WBOPF3** so that Estate Tax returns complete themselves automatically based on information you enter in the probate program.
- ✓ Allows quick and easy changes; updates all supporting forms and schedules instantaneously.
- ✓ Has *Windows* clipboard copy, cut and paste capability for interaction with other programs or word processors like *WordPerfect* or *Word for Windows*.
- ✓ Uses *Windows* multiple document interface so you can see multiple schedules and forms at the same time for comparison or

Revised Ohio Child Support Guidelines

House Bill 352, which became effective January 1, 1998, changed the child support worksheets partly in order to comply with certain federal guidelines dealing with the language of the worksheets themselves. However, our new release of *Revised Ohio Child Support Guidelines for Windows (WROCSG)* is much more than a minor revision to comply with current law. In making our changes, we applied the principle that has worked so well for us over the years – that is, if the new program doesn't incorporate the best and newest programming techniques and isn't easier to use, it isn't worth the trouble. **Our motto for this program is "Zero Learning Curve."**

We brought all our expertise to bear in this new version and were able to make it more powerful, yet smaller in size than its predecessor. One particular area we focused on was the statutory guidelines for the treatment of shared parenting plans. Where earlier versions of the Ohio Revised Code were silent on the treatment of shared parenting versus sole residential orders, newer versions of ORC §3113.215 contain more specific standards within which shared parenting plans may be dealt with via the child support worksheet (HB 352, 1/1/98; HB 408, 10/1/97).

Aside from making *WROCSG* easier to use, we also focused on making the shared parenting aspects of the worksheets as logical and straightforward as possible.

We think we accomplished our goal by incorporating a 1-2-3, push-button clarity. The number of other changes and improvements is substantial. See our catalog for additional features and information.

- ◆ Complete, context-sensitive help with statutory citations.
- ◆ Accommodates percentage rate or flat fee processing charges (poundage).
- ◆ Implementation of the old alternate low income tables for calculation of pre-1994 orders.

Line 26 - Comments, Rebuttal, Adjustments

Shared Parenting Adjustment - ORC 3113.215(B)(6)(b) - Choose One

☒ Amount of Time Spent with Each Parent
Enter percent of time with Obligor, i.e., 0.20 is 20%:

☐ Ability to Maintain Housing
Enter Obligor's Cost of Maintaining Home:
Enter Obligor's Available Income:

☐ Child Care/School/Med/Dental
Enter Obligor's Fixed Expenses:

☐ Other "extraordinary circumstances"
Enter Amount of Adjustment:

Adjustments Unrelated to Shared Parenting - Choose One

☐ Enter the adjustment to obligor's annual obligation:

☐ Enter the amount you want Line 27 to equal:

OK Cancel Let Me Read ORC 3113.215(B)(6)(b) Help

More Probate Products

Ohio Guardianship Forms

The Original "New Look" Program

Ohio Guardianship Forms for Windows (WOGF) was the first of our legal software to adopt the second generation look and feel—a status all of our *Windows* programs now have.

WOGF uses the same basic data entry scheme as our popular *Basic Ohio Probate Forms for Windows* program. It has the following two characteristic features:

- An ultramodern interface with 3-D dialogs and controls; pop-up hint balloons, tool bar with speed buttons, compressed file saving.
- Integration of **Borland International, Inc.'s Redistributable Borland Database Engine** for simpler and **unlimited** data entry and note taking capabilities.

The licensed addition of *Borland's* database and development tools assures you the highest quality of software, and compatibility with other database managers.

Comprehensive

We left out nothing. *WOGF* includes *every* standard probate guardianship form. Here's the list:

Form 15.0	Next Of Kin Of Proposed Ward
Form 15.01	Judgment Entry - Setting Hearing On Application For Appointment Of Guardian
Form 15.1	Waiver Of Notice And Consent
Form 15.2	Fiduciary's Acceptance - Guardian
Form 15.3	Guardian's Bond
Form 15.4	Letters Of Guardianship
Form 15.5	Guardian's Inventory (<i>6 complete pages</i>)
Form 15.6	Application To Release Funds To Guardian
Form 15.7	Application For Authority To Expend Funds
Form 15.8	Guardian's Account (<i>6 complete pages</i>)
Form 15.81	Bank Certificates (<i>20 certificates</i>)
Form 15.9	Oath Of Guardian
Form 16.0	Application For Appointment Of Guardian Of Minor
Form 16.1	Affidavit
Form 16.2	Selection Of Guardian By Minor Over Fourteen Years Of Age
Form 16.3	Notice Of Hearing For Appointment Of Guardian Of Minor
Form 16.4	Notice Of Hearing On Application For Appointment
Form 16.5	Judgment Entry - Appointment Of Guardian Of Minor
Form 17.0	Application For Appointment Of Guardian
Form 17.1	Statement Of Expert Evaluation
Form 17.2	Consent By Prospective Ward
Form 17.3	Notice To Prospective Ward Of Application And Hearing
Form 17.4	Notice Of Hearing For Appointment Of Guardian
Form 17.5	Judgment Entry - Appointment Of Guardian For Incompetent Person
Form 17.7	Guardian's Report
Form 17.8	Investigator's Report

"Print-Shop-Perfect" Forms

Spectacular printing is the hallmark of our successful *Probate Combo for Windows*. It means every guardianship form rolls out of your printer looking like the court's own forms. Every form comes off your printer **fully formatted**, picture perfect and **ready for filing**. **Strict compliance** with the typographical specification set forth in Rules 16 and 17 of the Supreme Court Rules for Superintendence for Courts of Common Pleas means forms are acceptable in all probate courts.

We're Only Gonna Say This Once!

Enter basic information only once. **WOGF** automatically completes all the forms based on your single entry (*i.e.*, guardian and ward's name, address, telephone number, age, *etc.*, and court information, county name, court title, presiding judge, *etc.*). **Enter assets and liabilities once**. Send the entries to the appropriate forms by pointing and clicking. That means entering lengthy legal descriptions **only one time**. Like a conductor, you direct the assets and expenses to the various forms by merely waiving your mouse cursor.

Stand-Alone

WOGF is not a *WordPerfect* template or macro. **WOGF** is a complete system in itself. It **automatically completes and formats the probate guardianship forms** based on information you put in the worksheets. It **prints picture perfect probate forms on all printers—laser, inkjet, even dot matrix**. All printer fonts are part of *Windows* and maintained internally and automatically. You don't need to buy additional software fonts or hardware font cartridges.

No Cranial Overload

Don't fix it if it ain't broke! We stuck with the identical approach to probate data entry that you told us you liked in *Probate Combo for Windows*. Written and designed by an Ohio attorney, it works the way *you* want probate software to work. The screens and printouts look **exactly** like the preprinted forms you normally use. No special training is necessary. **WOGF** completes, calculates and formats the probate forms automatically. So it's as easy to use as a word processor. Of course, there is extensive on-line help through *Windows*, and there is our easy to read, printed software owner's manual. However, **WOGF** is easy and intuitive, so you can dig in immediately. If you do have a problem, our expert telephone support staff can answer **any** question. Also, there's no mandatory annual upkeep fee for maintenance releases or technical support. No headaches.

Another Reminder

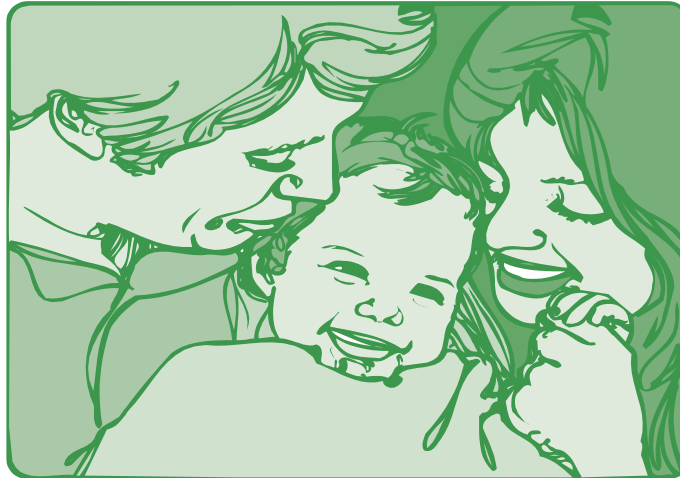
In case you have old programs, manuals or old advertising materials with an incorrect address or telephone number, you should note our new mailing address, telephone number and area code. See page 27.

More Blessed To Give Than To Receive

If you know of a good Web site that is related to the practice of law, don't keep it to yourself. Let us know about it and we'll include it on our new *Law Library* Web page. You'll find links to searchable statutory and case law, and other legal research materials.

NEW

ADOPTION OF MINORS



OHIO REVISED CODE CHAPTER 3107

This release of our new Adoption software coincides with the Ohio Supreme Court's issuance of the new Form Series 18. Completing adoptions forms couldn't be easier. Handles all accounting.

Form 18.0	Petition for Adoption	Form 18.5	Interlocutory Order
Form 18.1	Judgment Entry	Form 18.6	Final Decree
Form 18.2	Notice of Hearing	Form 18.7	Final Decree
Form 18.3	Consent to Adoption	Form 18.8	Adoption Certificate
Form 18.4	Judgment Entry	Form 18.9	Petitioner's Account

Wrongful Death and Claims of Minors

When you have a winning formula, you don't make changes. So, following in the footsteps of our *Probate Combo*, *Wrongful Death & Minor's Claims for Windows* has no edit menus. If you want to fill out a portion of the probate form, simply click in that spot on the form and begin typing. All calculations, transfer of common information, and waivers and consents complete themselves automatically.

Because the Ohio Supreme Court just published a completely new set of standard probate forms for wrongful death and minor's claims in 1997, there's no time better than the present to check out this recent release. We've not only included standard forms, but we've included automated retainer agreements and self-compiling lists for medical, suit expenses and other expenses.

General Forms

General Information Worksheet - for entering common information that shows up on every form.

Disbursement/Expense Worksheet - for entering and organizing financial aspects of settlement and probate.

Spouse/Child/Kin Worksheet - for entering and organizing wrongful death beneficiaries and survival claims.

List of Medical Expenses & Other Payees - self-preparing exhibit listing medical and other expenses.

List of Suit Expenses - self-preparing exhibit listing all suit expenses.

Retainer Agreement - a retainer agreement that lets you fill in a couple bits of key information.

Wrongful Death Forms

Form 14.0 Application to Approve Settlement

Form 14.1 Waiver and Consent

Form 14.2 Entry Approving Settlement

Form 14.3 Report of Distribution

Minor Claims Forms

Form 22.0 Application to Approve Settlement

Form 22.1 Waiver and Consent

Form 22.2 Entry Approving Settlement

Form 22.3 Verification of Receipt and Deposit

Form 22.4 Report of Distribution and Entry

Miscellaneous Legal Programs



Deed & Document Pro

Here's a brief list of what makes **Deed Pro for Windows** such a handy workhorse for deed work (besides the \$49.95 price):

- 📖 **Ease of use, ease of use, ease of use**; if you can't complete deeds faster and more efficiently than you can with a typewriter or word processor, you better start looking for another job.
- 📖 **Dynamic flying help balloons** are active everywhere in the program. So if you're unsure what to enter in a particular area, just let your mouse cursor rest for a second, and a hint will appear; turn dynamic hints on and off depending on your preference.
- 📖 **Deed Pro's color-coded edit boxes** let you know at a glance whether a particular area of the deed or document is to be completed by you, or will be completed by **Deed Pro**; also, you can override any of **Deed Pro's** entries by merely typing in what you want instead.
- 📖 A **tool bar with speed buttons** lets you perform all common operations (*i.e.*, loading and saving deeds to disk, previewing, and printing) with just one quick click of your mouse.
- 📖 By clicking on the Grantor or Grantee buttons and indicating the number and gender of the party, **Deed Pro will complete over half the deed before you even start typing**; you won't need to scratch your head about what goes where, and you'll know that all the nouns, pronouns, adverbs, adjectives, *etc.* are correct.

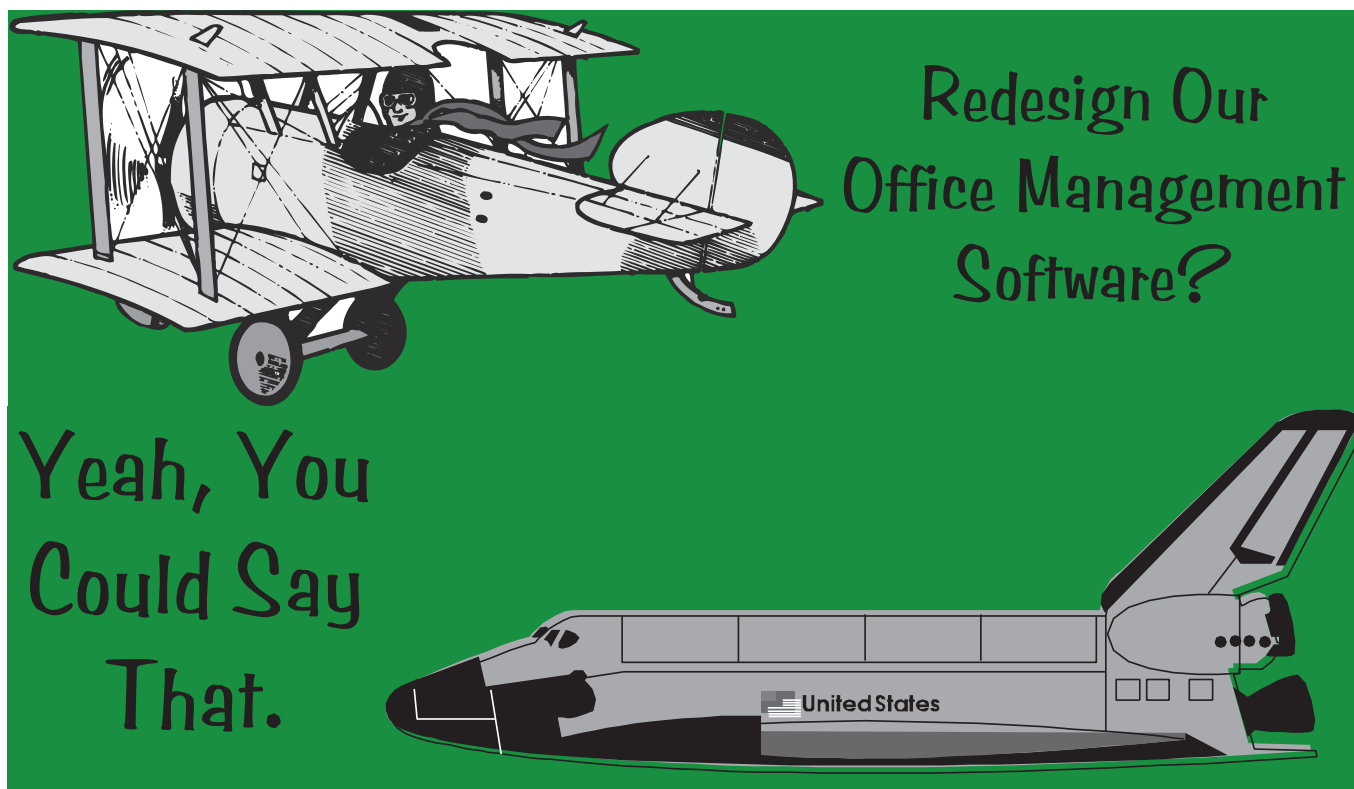
📖 The forms on the screens look like the forms do on paper. So you don't have to wonder what your deeds will look like when you print them.

📖 Like all state of the art *Windows* word processors, **Deed Pro for Windows** has a **Print Preview** feature that lets you see *exactly* what your printed form will look like, including page breaks, *before* you waste any paper.

📖 **Deed Pro** allows **copying and pasting to or from any other Windows programs** (*i.e.*, *WordPerfect* or *Word for Windows*), using the standard copy/paste keystrokes; it can also copy entire deeds to the *Windows* clipboard simply by pressing one button.

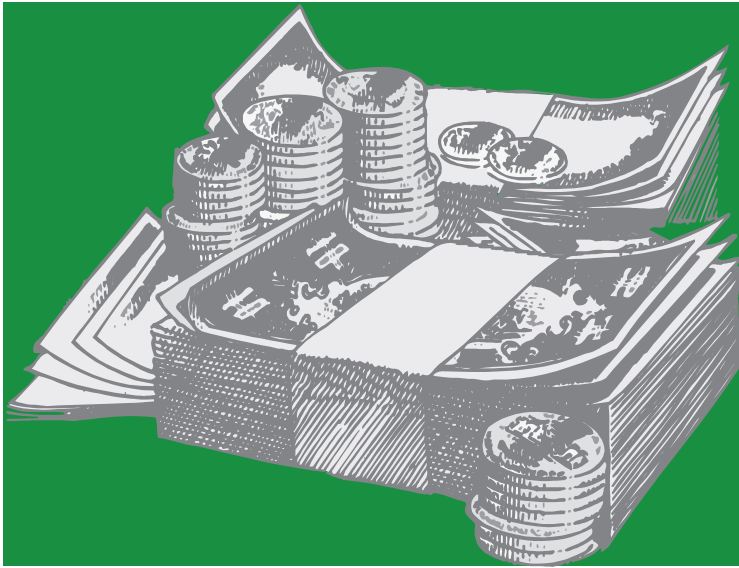
📖 We've doubled the number of documents **Deed Pro** can handle by including the following: **Warranty Deed with Survivorship, Warranty Deed Without Survivorship, Quit-Claim Deed, Executor's Deed Under Will, Statutory Fiduciary's Deed, Survivorship Affidavit, Promissory Note, Mortgage Deed, Living Will, and Durable Power of Attorney for Health Care.**

📖 The legal description editor now supports all common word processor functions like cut/copy/paste, word-wrap, *etc.*, and best of all, it's **seamlessly integrated** into the deed form itself. Therefore, you don't have to save legal descriptions separately or operate the legal description editor as if it were a separate program (as was true of our DOS ver-



We always thought *ClientBase* was one of the easiest name and address programs to use and now *ClientBase2* has even more to offer.

- ☎ **Auto-Dialer.** *CBASE2* not only looks up the phone number for you, it also dials the phone. All you have to do is pick up the phone and have something to say (fax/modem card required).
- ☎ **Pop-up menus** for common operations like copying a name and address to the clipboard, editing or deleting names and dialing the phone.
- ☎ A tool bar with **speed buttons** provides one-click execution for sorting, searching, *etc.*
- ☎ **Dynamic, hint balloons** appear when the mouse cursor rests in an area of the worksheet, providing instant help about the various *Windows* controls.
- ☎ **Integrates with *BookBase* and *BillBase* to form a complete office bookkeeping and billing system** that keeps and organizes all client name and address information, tracks all client payments and business expenses, and prepares monthly billing statements.
- ☎ **Easy to learn, easy to use.**
- ☎ **Auto-Addresser feature** - pastes formatted names and addresses into other *Windows* programs capable of clipboard interaction such as *WordPerfect* or *Word for Windows* word processors; a fast and easy way to paste names and addresses into letters and eliminate the chance of misspelling a name or making a mistake in an address.
- ☎ **Windows interface** makes data entry fast and easy using the **mouse or keyboard**.
- ☎ **Prints** laser sheet address **labels** (Avery No. 5160), continuous feed dot matrix address labels (Avery No. 4013), **telephone directories** and full format name and address hard copies.
- ☎ **Exports and imports ASCII files** for compatibility with other *Windows* spreadsheet, database or word processor software.
- ☎ **Search and sort-select** capabilities.



BookBase2

"Imagine a state of the art, easy to use bookkeeping and billing program customized for law offices."

We've reworked our original **BookBase for Windows** in a big way. You told us you were interested in a **simple** bookkeeping program that's powerful and **customized for your law practice**. Just as important, it's **easy and natural to use**.

Studies show that **the average person uses about 20% of a program's features**. So what's the point in paying big money for complicated office bookkeeping programs with volumes of manuals and a feature set you hardly use? It's probably the 256-color pie charts that your accountant doesn't even want to see.

BookBase2 has some **super improvements**, including:

- **Check Printing** in the standard, *One-Write* compatible, one check per sheet laser style.
- **Intelliguesses** bookkeeping entries before you start typing.
- Can maintain and balance separate checking accounts.
- Updated, 3-D *Windows* interface.
- Lightning-fast, sort on any field capabilities.
- Choose recurring entries from dynamically updated history lists.
- Customizable screen adjustment features for maximum ease of vision.

For added power, **BookBase2** works with **ClientBase2** and **BillBase2** to form a complete office name and address, bookkeeping and billing system.

- **Simple to learn**, no complicated setup, operates right out of the box.
- Prints or displays **daily, monthly or yearly income and expense reports**.
- **Password protected** for additional security.
- **Customizable** income class and expense account labels for tailoring the system to your law practice.
- **Automatically inserts dates and auto-increments check numbers** for speedy data entry.
- Extensive **search, select and segregation capabilities**.



BillBase2 Reengineered

As with *ClientBase2* and *BookBase2*, *BillBase2* received a complete workover. It completes **Puritas Springs Software's** law office management system, in the form of a billing module that integrates with *ClientBase2* and *BookBase2* to form an automated billing utility. From now on, the monthly billing will take only seconds. *BillBase2* also includes an **itemized statement module** that lets you prepare and incorporate itemized statements into your monthly billing.

Once your billing file is established, press one button and *BillBase2* performs these steps:

- Starts with a **balance forward** which is **automatically transferred** from the prior month's bill.
- **Prints your own personal letterhead** or caption at the top of the bill—you won't need to buy special billing stationery ever again.
- **Looks up the client's full name and address** and prints it on the bill positioned for folding and placement in a window envelope—no more typing envelopes.
- Prints and **itemizes any additional charges** to the client's bill since the last bill, *i.e.*, filing fees, transcript costs, *etc.*
- Prints and **credits any client payments** made since the date of the last bill (or any date you choose).
- Contains up to **five optional fill-in fields** for special entries such as client discounts.
- Calculates and prints a **present balance due**.
- Calculates a **new balance forward** and **automatically creates a new billing file for next month**.

Sure, those features get the job done, but we weren't satisfied just yet, so we added the following features:

- **Preview** individual bills on screen prior to printing.
- **Prepares and date-sorts itemized statements** which can be incorporated into the automated monthly billing.
- Updated, 3-D *Windows* interface.
- Customizable screen adjustment features for maximum ease of vision.



The ? Page

? Our computer locks up occasionally and the only way we can get it working again is to press the restart button and re-boot. This almost always happens in the afternoon and not necessarily when we're using the same program(s). Could you help us?

It's difficult to say why a computer locks up. It's almost like saying "my car won't start." It could be out of gas, could be a dead battery, blocked fuel line or any number of other causes. What distinguishes your question is the fact that you mentioned your problem usually occurs in the afternoon. Every time you start a program (*i.e.*, your word processor) and shut it off, it's possible to lose a chunk of memory. Programmers refer to these as memory leaks. Over the course of a day, if you start and quit your word processor a dozen or so times along with other applications, losing a bit of memory each time, your computer eventually feels the pinch, runs out of memory and sometimes crashes or locks up without warning. If you are using an older computer with minimum internal memory, it's not too hard to push the memory limit. The reason it usually doesn't happen in the morning is because you haven't turned your applications on and off many times and therefore the loss of memory has not accumulated to the point where it interferes with program operation. There are several cures for the problem. First, you could install more memory. More memory is always a good thing and has never been cheaper. With extra memory, the little chunks you lose during the day may not so readily challenge your computer's memory limits. Ziff-Davis Laboratories recently reported that "the amount of RAM a computer has is by far the most important factor in determining overall benchmark performance." A second way to deal with the problem is to reboot your computer during the lunch break. Rebooting restores any

lost memory. Finally, be aware that *Windows* is a multi-tasking environment. That means that you can run several programs simultaneously. If you're turning your word processor on and off many times during the course of a day, consider minimizing it instead of exiting the program. When you need it again, you simply restore it instead of restarting it. If you don't know what we mean by "minimizing", check your *Windows* manual or help files.



? When I visit your Web site and click on a link, I sometimes receive a message saying "URL Not Found." What does this mean?

Web sites can be more temporary than one might think. Individuals or companies rent space on an Internet computer, lose interest or go out of business, and stop maintaining a site. Other companies move from one Internet Service Provider to another and change addresses. It's possible to click on a link on our **Law Library** page and receive such an error. That means the site is either down or moved. Whenever you attempt to link to such a site, you get a "URL Not Found" error message. URL stands for Uniform Resource Locator. The URL represents the unique location on the world Internet where a particular site (page) can be found. The URL can be likened to a street address. When you get the URL error message, the Internet is telling you the site moved and left no forwarding address. Sometimes the error message screen doesn't even have an exit or return link. About all you can do at that point is press on the "Back" button that returns you to the page you were looking at when you clicked on the bad link.

"If you don't know what we mean by 'minimizing', check your Windows manual or help files. If you use Windows regularly, you should definitely know how to do this."

The ? Page Continued



Sometime ago you wrote that you could hit **CTRL ESC** in Windows 3.1 to see what programs are running in the background. Our office recently upgraded to *Windows 95* and **CTRL ESC** doesn't work. Is there a way to do this in *Windows 95*?

The new sneak peak key combination is the old, familiar **CTRL ALT DEL** — better known as the “three finger salute.” When all else fails, the three finger salute can be the only solution. In *Windows 95*, it brings up a **Close Program** dialog that is essentially the same as the *Windows 3.1*'s **Task List**. When an application freezes, you can often regain control by performing the salute, selecting the errant application and clicking on the **End Task** button. The **Close Program** dialog is also good for seeing what tasks are running in *Windows 95*'s background. In a telephone conversation with Microsoft's technical support, they recommended keeping the list as short as possible. This is especially true if you're having problems with your computer. Try the salute and see what you find. You may be surprised. The only caveat is *don't end tasks whose function is unknown*; you could easily cause a crash by ending a task that is critical to the *Windows 95* operating system. Rebooting will usually cure the problem if you accidentally do.



There are certain programs I use everyday, like my word processor and fax software. Can I start them automatically in *Windows 95*?

Yes, if you know how to create a shortcut. From the **Start** button go to **Programs** and find *Windows Explorer*. On the left side of your *Explorer* screen look for the **Windows** folder. Within the **Windows** folder you'll find the **Start Menu** folder. Inside that folder you'll find the **Programs** folder; and within that folder the **StartUp** folder. Any shortcut *Windows 95* finds in the **StartUp** folder is

automatically started when you start *Windows 95*.



How do you create a shortcut in *Windows 95*?

Creating a shortcut is *very easy* to do, harder to describe. Here's an example of creating a *NotePad* shortcut. When you finish this demonstration, you can double-click the *NotePad* shortcut to start it without navigating the **Start** button's heirarchical menu.

- 1 Start *Windows Explorer* and maximize it (it fills your whole screen).
- 2 On the left side of the *Explorer* screen, click on the plus (+) sign in front of the **Windows** folder.
- 3 Click on the + in front of the **Start Menu** folder.
- 4 Click on the + in front of the **Programs** folder.
- 5 Click on the **Accessories** folder; you'll see the *NotePad* application on the right side of your screen.
- 6 On the left side, scroll upward so that you can see the **Desktop** icon which is at the top. Make sure you click only on the scroll bar when you scroll upward. On the right you should still be able to see the *NotePad* application file.
- 7 Finally, with your **RIGHT** mouse button, drag the *NotePad* file icon on the right side of the screen and drop it on the desktop icon.
- 8 Close *Explorer*.

You'll find a *NotePad* shortcut on your *Window 95* desktop. You can do this with any programs you use often—your word processor, for instance.



To: Technical Support

RE: Why are there sort numbers in all the worksheets?

All of our programs that manipulate multiple “records” such as income and expense items and property lists use the *Borland Database Engine (BDE)*. The BDE is used and respected worldwide. Programs that use the BDE are *Official Bankruptcy Forms*, *U.S. Estate Tax*, *U.S. Gift Tax*, *Basic Ohio Probate Forms*, *Wrongful Death & Minors Claims*, *Adoption of Minors* and *Ohio Estate Tax*.

In each of these programs there are one or more *worksheets* in which you enter information as requested about creditors, income, debts and more. The individual *records* you enter on the top half of the worksheet screen becomes part of the table on the bottom half of the screen. The table, which is nothing more than an arrangement of row and columns, is also known in computer parlance as a *database*.

In all of our programs that utilize sort numbers in the worksheets (and they almost all do), you can set the sort number or record number to force that records placement in a particular order in the table below.

The bankruptcy programs handles that automatically with an Alphabetize button that automatically sets the sort number based on the alphabetical order of the creditor’s name. In the estate tax program, however, you may want an order that’s not alphabetical. You may want to put all the bank accounts together, and all the stocks and bonds together, *etc.*

If you had all the information you needed when you started a file, and you never made any mistakes, and never had to add anything you’d be set. However, in the typical law office environment of running from crisis to crisis, it’s more likely you will need to do one or more of these things, and that’s where sort numbers come in handy.

From the outset, we found it’s easiest to arrange your sort numbers in multiples of

10. We recommend 1000, 1010, 1020, *etc.* **The worksheet will handle sort numbers for you automatically so long as you Add records instead of Inserting them.** Know the difference! Add adds records to the end of the table. Insert inserts a record *in front of* the record you’re on at the time you perform the insert operation.

In the event you ever did want to insert a record, for example, a bank account was newly discovered, you could click in the table portion of the worksheet on the bottom half of your screen to position your *pointer*. The pointer is the black triangle you see in the leftmost part of the table. You want to click on the record *in front of* which the new record will be inserted.

Now when you Insert, a new blank record will be created with a sort number one less, hence in front of, the record with the pointer.

The only rule about sort numbers is that they must be unique. Like social security numbers, no two records can have the same sort number.

Where users get into trouble is when they number their records consecutively. That can cause problems in two ways. **First**, you can’t insert anything between numbers 5 and 6, so you make it impossible to insert a record without violating the unique number rule. **Second**, if you accidentally insert a record instead of adding it, the worksheet will attempt to create a record with a number one less than the record being pointed to. However, if that number is already used by another record, a key violation results.

If you follow these simple guidelines when you use the worksheets, your work should be effortless. Because these tables act similarly in nearly all our programs, when you’ve mastered one program, you’ve mastered them all.

“The only rule about sort numbers is that they must be unique. Like social security numbers, no two records can have the same sort number.”

From: Technical Support

RE: Secret Copy/Paste

We explained the following copy/paste technique in a previous issue, but we talk to so many people who never heard it before, it's worth repeating.

Wherever you can drag over and highlight text, you can use the **CTRL INS** keys to *copy* the highlighted text to *Windows*' invisible clipboard. From the clipboard you can *paste* the text anywhere you need a copy of that text. Text is pasted by using the **SHIFT INS** key combination.

What's nice about these key combinations is they work regardless of whether the program has an Edit menu with Copy and Paste commands. They also work in every version of *Windows*.

One use for this technique would be copying a real estate legal description to or from your word processor to our probate program's asset worksheet. Or from your word processor to our deed program's legal description text entry area.

The possibilities are only limited by your ingenuity. Remember they work between any *Windows* programs. They even work with DOS programs and *Windows* programs.

If you ever find yourself jotting down a piece of information on scrap paper only to enter that information in another *Windows* program, you could be using the copy/paste technique described above. This also assures an error free copy of the information.

"Wherever you can drag over and highlight text, you can use the **CTRL INS** keys to copy the highlighted text to *Windows*' invisible clipboard. From the clipboard you can paste the text anywhere you need a copy of that text. Text is pasted by using the **SHIFT INS** key combina-

RE: Upgrade Notices

If you have any of the following programs, you may be eligible for a free upgrade. You must send us your original program disk (no Borland disks or manuals need be returned), and **you must include a self-addressed, stamped return mailer.**

WARNING: Make sure you match the eligibility criteria shown below, as we cannot be responsible for handling or returning disks that are not eligible for upgrade.

Programs & Eligible Serial Numbers:

Official Bankruptcy Forms - Version 2.03 - any number lower than 803119. This applies to **Version 2 only.**

U.S. Estate Tax - Version 1.12 - any number lower than 711259.

U.S. Gift Tax - Version 1.02 - any number lower than 711049.

Wrongful Death & Minor's Claims - Version 1.07 - any number lower than 711189.

Adoption of Minors - Version 1.01 - any number lower than 803190.

Basic Ohio Probate Forms - Version 3.22 - any number between 703150 and 711199.

Ohio Estate Tax - Version 3.25 - any number between 703150 and 802230.

Revised Ohio Child Support Guidelines Version 3.04 - any number between 802179 and 803199.

Hints & Useless Information



Bankruptcy Code Free for Browsing

If you need a copy of the bankruptcy code, look to a site maintained by Cornell University. The address is: www.law.cornell.edu/uscode/11/ch7.html.



Bankruptcy LawFinder

This site is paydirt for doing bankruptcy research. You'll find links to each Circuit Court's opinions and more. Keyword searching is possible with links to actual case texts. The site is www.agin.com/lawfind. If we rated sites, this would be get five stars.



Tax Forms and Publications

If you're ever out of a particular tax form or you need an oddball form that you don't ordinarily keep in the office, this is the site to visit. You can get IRS publications as well, including the classic income tax Publication 17 in its entirety: www.irs.ustreas.gov/prod/forms_pubs



Ohio Supreme Court Decisions

The place to perform full text searches of decisions can be difficult to find when you're in a hurry. Use this extended pathlist to cut directly to the chase: www.sconet.ohio.gov/samples/search/queryhit.htm.



6th Circuit Opinions

Here's another extended address that takes you to the full text of U.S. 6th Circuit Court of Ohio's decisions. Cases are keyword searchable.

www.law.emory.edu/6circuit/6casearch.html



Bankruptcy Case Law

Here's a site with the full text of the U.S. Supreme Court's bankruptcy cases. The site is keyword searchable. <http://supct.law.cornell.edu/cgi-bin/mysearch.pl>



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We've begun working on an income tax program for estates and trusts that will prepare IRS Form 1041. We hope to have the program ready for prime time by April or May.

We'll be upgrading our guardianship and office management programs sometime soon. These programs haven't been revised for several years, and we've had many requests for additional features and other worthy suggestions that we think will improve these programs a thousand fold. We do not have tentative release dates at this time.

Finally, if you'd like to see us develop a program covering a specific area of the law, please give us a call and let us know your thoughts.

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