

# Puritas Springs Software

Volume 99

Issue 2

## Buying Brand X

Several issues ago we ran a story about purchasing a Pentium computer for under \$400. The company was Americomp and they're located in Solon, Ohio. We still have the computer and it still works fine, but there's a downside to buying computers from unknown companies and that's the subject of this article.

Sometime in February we were looking for a new computer because we were adding a new programmer and needed another work station. In the past, we purchased new equipment from different companies. Our thinking was that software development and testing is more thorough when performed on a variety of computers and peripherals rather than on one "standardized" system. This is especially true based on architectural differences from one computer or printer manufacturer to the next.

In keeping with this philosophy, we've had computers made by Tandy, Lapine, Professional Technologies, AT&T, Dell, Gateway, Americomp, Tagram, Treasure Chest and probably a few others we can't remember. As you can tell from the lineup, we've purchased more than our share of Brand X computers. Lapine is out of business. Tagram doesn't advertise and may also be belly-up. Treasure Chest, for reasons we can only guess, changed its name to TC Computers.

We've had some nightmarish experiences with several of the no-name companies, but not enough to stop buying Brand-X computers—at least until this past February. It was then that we found a local no-name company that "custom-built" one to our specifications. We took delivery of the system on February 4,

(Continued on page 2)

Not infrequently, we get requests for our mailing lists, customer phone numbers, conventional advertising, Web advertising and customer references.

Our policy on these issues is in keeping with our disdain for telephone solicitation. We don't want any part of it. Also, we believe we can't accept outside or



Internet advertisements because it compromises our ability to provide impartial reviews of different hardware and software products— which we do from time to time.

Law offices routinely deal with confidential matters, so we'd be crazy not to assume they prefer the anonymity.

## Toodlee-oo Yahoo!

When the Internet was young and larger companies were beginning to see the commercial worth of a Web presence, Microsoft cited Yahoo! as a "Subject Tree" in their *Windows 95 Internet Kit* as well as other printed materials. The Microsoft Network software went so far as to provide a link on its home page to the Yahoo! search engine.

Not any more. As Yahoo! grew and aligned itself with Marc Andreessen (cofounder of Netscape Communications) and Sun Microsystems, Yahoo! did a disappearing act from everything Microsoft.

So if you're one of the many Internet users for whom MSN is the service provider, and you wondered what happened to the Yahoo! link, forget about it.

| <i>Index</i>  | <i>Page</i> |
|---|-------------|
| <i>P3=PU</i>  | 3           |
| <i>Digital Inklings</i>                               | 4           |
| <i>Official Bankruptcy Forms</i>                      | 6-7         |
| <i>U.S. Estate Tax &amp; Gift Tax returns</i>         | 8-9         |
| <i>U.S. Income Tax for Estates &amp; Trusts</i>       | 10          |
| <i>Ohio Probate Forms &amp; Estate Tax</i>            | 11-13       |
| <i>Revised Ohio Child Support Guidelines</i>          | 14          |
| <i>Ohio Guardianship Forms</i>                        | 15-16       |
| <i>Adoption of Minors</i>                             | 17          |
| <i>Wrongful Death &amp; Minor's Claims</i>            | 18          |
| <i>Deed &amp; Document Pro</i>                        | 19          |
| <i>Law Office Management Pack</i>                     | 20-23       |
| <i>Web Sites &amp; News</i>                           | 24          |
| <i>Upgrade Notices &amp; Misc. Product Info</i>       | 25          |
| <i>Questions, Technical Support, Hints &amp; Tips</i> | 26-30       |

# ... Buying Brand X

(Continued from page 1)

1999. That evening we experienced problems with our credit card software. No big deal except when we telephoned for technical support to ask some questions about the internal modem, we repeatedly received the message that all lines were busy and that we should leave our message via voice mail. Worse still, the e-mail recording indicated that the voice mail box was full.

The next morning we returned to the store where we bought the computer and asked for some information about the modem. The technician was not helpful. His suggestion was to pull the machine apart, jot down the numbers on the modem card and explore the Internet to look for more information—not what we wanted to hear.

We struggled through the weekend, finally getting the credit card software to work, and installing a dozen other applications on the new machine. Everything installed from a CD ROM; it wasn't until Sunday night that we received an error message saying our 3.5" disk was no good. We tried another disk and got the same message. Then another. Obviously it was time to test these disks on another computer and, as we feared, they were fine.

Back to the computer store Monday morning. The technician said it was probably a driver conflict due to some software we installed and that we should reinstall *Windows*. The technician also recommended that if we continued to have problems, we should take the computer to the main factory some 40 miles away.

Monday night we reinstalled *Windows*, but the problem didn't go away. By now we had logged about 40 hours solving the credit card software problem, configuring the computer to be used in our lab and dealing with the floppy drive problem.

Tuesday morning we were back at the computer store. Again, the technician implied that it was something we had done and that they could reinstall *Windows 98* from scratch *at our added expense*. Our ardently delivered restatement of the history resulted in the technician

granting our motion and reinstalling *Windows 98* at no charge

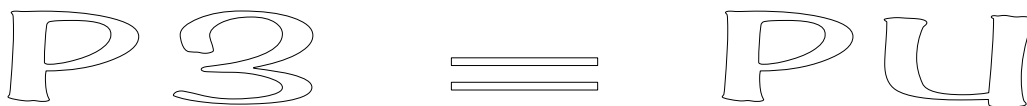
We sat and watched while the technician reformatted the hard drive and reinstalled *Windows 98*, while he answered incessant telephone calls and waited on customers. With interruptions the whole process took the better part of two hours. It was with a great deal of pride that we at last heard the technician exclaim he couldn't get the 3.5" floppy drive working. During the entire process, Ernie snuck over to a floor model and found it's floppy drive wasn't working either.

With that we were told that certain hardware components needed replacement. When we returned later that day, the technician said he had replaced the floppy drive, the floppy drive cable and the motherboard, all to no avail.

When they said they would rebuild the computer from scratch, common sense finally got the better of us and we refused. It came as no surprise that there would be a \$300 restocking fee. Why should we be surprised? We were expecting it and had previously prepared a written chronicle of the sales history disputing the application of the restocking fee.

The next day we broke our no-two-the-same policy and bought a Gateway. There is no moral to this story because you can have these problems with a computer from IBM, Dell, Gateway or any of the big names. The distinction of the big name companies is their added tolerance for returns. What do we know: we're in the process two months later of contesting the VISA charge.

***“There is no moral to this story because you can have these problems with a computer from IBM, Dell, Gateway or any of the big names. The distinction of the big name companies is their added tolerance for returns. What do we know: we're in the process two months later of contesting the VISA charge.”***



Around the beginning of this year, Intel rolled out the new Pentium III chip that is now finding its way into manufacturer's top-of-the-line computers. The first systems introduced ran at speeds of 450 and 500 MHz. Aside from speed, the processor's main improvement is the addition of 70 new instructions (processor commands) that enhance functions such as Internet video compression and speech recognition, 3-D geometry processing and 2-D image editing.

***"That's the technical description of the Pentium III improvements, but what's in it for law offices? The answer is nothing. In tests performed by PC Magazine Labs, 'the Pentium III provided marginal improvements under existing software.'"***

That's the technical description of the Pentium III improvements, but what's in it for law offices? The answer is nothing. In tests performed by PC Magazine Labs, "the Pentium III provided marginal improvements under existing software." (March 23, 1999). In fact, "marginal improvement" is putting it kindly. In business applications testing, the improvement in performance was less than 1%!

One of the reasons for this lack of improvement is that the bus speed of the new machines is the same as the Pentium II machines—100 MHz. The bus speed is the speed at which the processor performs functions such as moving data, operating peripherals, etc. Consequently, the 100 MHz bus can be thought of as a bottleneck or weak

link above which additional processing speed has little or no effect.

At the time this article is being written, the price premium for a Pentium III system is over \$300, sometimes way over. In light of the available test data, however, there's nothing to justify the added cost in the context of normal business or law office computing. The only situations where the price premium might be worth the cost would be if your business used 3-D rendering (architects?), professional entertainment uses (video and music), and games.

Another aspect of the Pentium III's new architecture is the introduction of a processor serial number that can be read by a software controller. Supposedly meant to be a security feature, civil liberties groups are up in arms because the identification number gives vendors and others the means to track user activities on the Internet. The issue is sensitive enough that several groups have called for a boycott of the Pentium III. We don't know enough about the processor ID feature to pass final judgment on it, but at first glance it seems the typical consumer could unknowingly provide a lot of information they might rightfully want to keep confidential, or at least not public.

Sooner or later, the Pentium II will be phased out and replaced by the Pentium III, but our advice is until that time comes, choose the Pentium II and save yourself some money that could put to better use, *i.e.*, additional memory, your pocket, *etc.*

## In Good Humor

Only lawyers can write documents containing 5,000 words and call it a brief.

\* \* \*

If you can't get a lawyer who knows the law, get one who knows the judge.

\* \* \*

At last count, there were over 40 million laws enacted to enforce the original Ten Commandments.

\* \* \*

It takes a lot of suits to keep a lawyer well dressed.

\* \* \*

One thing all lawyers agree on: Be nice to everybody. You never know who may show up on the jury.

# D i g i t a l

Did you ever have one of those days where the computer's giving you a hard time, and you wonder what you did to cause the problem? Maybe you didn't do anything. Maybe it's the program or computer that's screwed up. Here's a short and incomplete list of some of the biggest gaffes in the industry.

## Active Deskflop

In our Spring 1998 issue we railed against Microsoft's plan to integrate Internet connectivity into the *Window*'s operating system. At that time, Microsoft was posturing in connection with the litigation by the Department of Justice. Bill Gates was making statements to the effect that removing Internet connectivity from the new *Windows* would "break applications, degrade other aspects of the operating system and leave consumers worse off than before." You could replenish the soil of many Ohio farms with that manure.

Regardless of the lawsuit, Microsoft went full steam ahead with its plan to kill off Netscape (who makes the competing Web browser) by making Internet Explorer (Microsoft's browser) an integral part of the operating system. A by-product of this strategy is that "Active Desktop" became a high-profile feature of the *Windows 98* release.

It's hard to imagine how a roomful of highly paid businessmen ever thought the public would embrace the Active Desktop. For one thing, to be truly active, the computer needs to be on-line all the time. This creates obvious problems for the vast majority of households having only one telephone line. With businesses the problem is not the number of phone lines, but rather that word processing and spreadsheet applications have little or no need for contemporaneous Internet access.

As we've said before, it's not that there isn't a ton of great stuff on the Web, it's just that 99% of the businesses go on for a specific purpose, perform the necessary functions, and get off line.

In light of these fundamental drawbacks, consider that Active Desktop makes computers run very s-l-o-w-l-y. In many instances, the computer goes beyond slow and simply freezes. The next problem is that Active Desktop is really a sort of live wallpaper. Unfortunately, when people are using their computers, their applications ordinarily consume all of the viewable area. Consequently, the Active Desktop is buried unseen beneath one or more application windows.

By 1999 the verdict was in. Active Desktop was *the* industry flop of 1998. We told ya so.

## Tape Backups

We have audio cassette tapes and decks from the 70's that still work. Why is that we have we have five or six computer tape drives that don't? You can understand encountering a bad machine every once in a while, but we've had more bad tape drives than good ones.

Another vexing thing about tape drives is that the few times we needed to read a tape, there would be some kind of tape error that kept us from getting the information we wanted! A backup system with 50% reliability is little better than no backup system at all. If you want our advice, install a second hard drive in your computer or use *Windows 95/98*'s built-in network and backup your critical files from one machine to another.

## Infrared Communications

This is another of the computer industry's many "all dressed up but no place to go" ideas—the infrared port on some of your computer peripherals. It's the little tinted window on your printer or portable computer. It's there presumably so you can transfer information between components without wiring them together. Not a soul uses these ports for these

***"We have audio cassette tapes and decks from the 70's that still work. Why is that we have we have five or six computer tape drives that don't? You can understand encountering a bad machine every once in a while, but we've had more bad tape drives than good ones."***



# Inklings

(Continued from Page 4)

simple reasons:

1. Excepting portables, desktop computers don't come equipped with infrared transceivers, so you need to buy one.

2. Even if you buy the transceiver, you need to locate an unused serial port on your computer into which you can plug the transceiver. Most computers have only one serial port and many times it's used by the mouse.

3. The printer infrared port and transceiver must be within 3 feet of each other and facing each other with less than 15 degrees of deviation from the axis intersecting the port and the transceiver.

Is it any wonder no one uses these things when all you have to normally do is plug the printer into your computer with a simple printer cable? Considering the limitations of infrared transmissions, why bother?

## Office 2000/Word for Windows

How many times are we going to have to buy the same damn word processor? We know what you're thinking, but legal programs are

different. Programs like Intuit's *Turbo Tax* must be revised annually due to numerous changes in the tax law and the forms. The question is what's changed so much about typing letters that warrants a new word processor being reissued every two years?

The truth is that no one would buy a new word processor (or operating system for that matter) when the old one works just fine. The reality is that Microsoft has bundling deals with the computer manufacturers that requires them to install a particular operating system and selected applications when they sell the computer. The result of this policy is that you don't choose to buy *Windows 98* when you buy your new computer. It comes

with it. You had no choice. It's the same with the *Office Suite*. It comes pre-installed; you have no choice but to use it. This is what ended WordPerfect's tenure as the law office word processor of choice. Don't believe for a minute, however, that the cost of this "free" software isn't incorporated into the overall cost of the system. Okay, maybe this issue is more marketing genius than stupidity, but we still hate it.

## Microsoft Network/Outlook

Has anyone noticed that these programs don't work right? As this column is being written, the MSN Sign In box has popped up twice on the screen. Our primary question is why does this occur on its own without a request from the user? A point we didn't even mention is that *the computer is already on line and signed in*. The next problem of consequence we experienced was after we collected our e-mail, *Outlook* would insist on terminating our Internet connection.

Of course we know about the option you can set to tell it not to terminate, but *Outlook* didn't care about that. It terminated anyway. We remedied that by replacing *Outlook* with the *Eudora* e-mail program and haven't had the problem since. We don't have space to tell you about the month when our e-mail went into cyberspace and was never heard from again!

While we're on the subject, we can hardly wait to dump Microsoft as our ISP. They have two access numbers for the entire Greater Cleveland area. At least one number is the same one AOL uses, which is reason enough to change because of the inability to log on after the kids get out of school (*i.e.*, between 5 p.m. and 11 p.m.).

***"How many times are we going to have to buy the same damn word processor? ... what's changed so dramatically in the art of typing letters that warrants a new word processor being reissued every two years?"***

# Federal Products

## Official Bankruptcy Forms

Our goal over the years has always been the same—creating the best program at the best price. The latest edition of our bankruptcy program is another step in that direction.

We included programming changes and other innovations that significantly increase user-friendliness.

Giving you the best value means **dropping our price from \$300.00 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 31.

### New & Improved Features Include:

- ◆ Prepares the standard Official Bankruptcy Form set for **Chapters 7, 11, 12 and 13** bankruptcies
- ◆ A **stand-alone program** that needs no other software to generate petitions
- ◆ **On-form data entry; no edit menus**—just start typing
- ◆ **Print-shop-perfect forms** on laser, inkjet or even dot matrix printers
- ◆ Consolidated and integrated worksheets make data entry **easier than ever** before
- ◆ 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 pgs  
 Form 6G - Executory Contracts & Unexpired Leases + cont pgs  
 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**

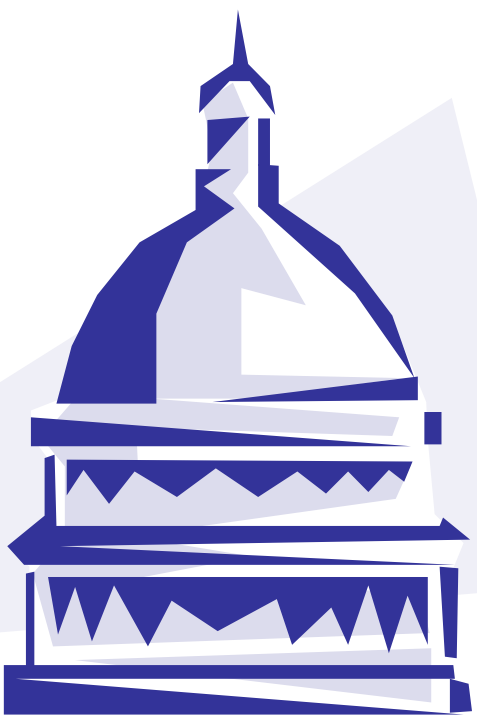


# Good Programs Don't Happen By Accident

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 you, our users. That's how our **Basic Ohio Probate Forms** and **Ohio Estate Tax for Windows** programs became Ohio's premier probate software. Consequently, we couldn't wait to turn our attention to a complete revamping of our **Official Bankruptcy Forms for Windows**.










Our own technical support lines provided the greatest source of information. By taking calls from users, we learned what you like and don't like. It may be self-serving, but we take great interest in these calls. By making our programs easier to use and trapping user errors, there's a dual benefit—you have a reduced learning curve AND there's one less tech support call to answer. Our 11-year track record speaks for itself.

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



# United States Estate Tax

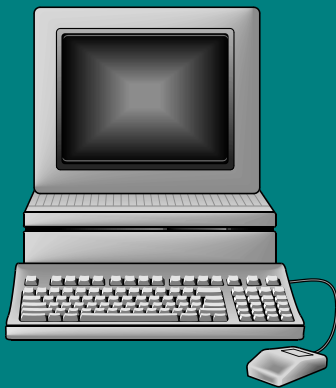
In July 1998, the Internal Revenue Service published new Estate Tax forms for decedents dying after December 31, 1997. In addition to minor changes, two new schedules were added—Schedule T for family-owned businesses and Schedule U for conservation easements. Our new Form 706 program has the following features:

-  Not merely an upgrade of our previous version, but **a completely new program** that incorporates our newest programming techniques along with your best suggestions.
-  Screens look exactly like the 706 forms and all **calculations are performed dynamically and automatically.**
-  Now featuring **context-sensitive help**, meaning you can highlight a menu command, press **F1** and go straight to the related help topic. The help files contain a **complete, hyper-linked copy of the Form 706 instructions**, *in addition to* the complete text of Publication 590 – Introduction to Estate and Gift Taxes.
-  **Network Friendly.** A new set of options make network installation and maintenance easier than ever before.
-  Aside from the two new schedules, we've created **about 25 new custom continuation pages** for added organization.
-  **IRS-approved** printed forms look **“print-shop-perfect”** on any *Windows* printer.
-  Redesigned worksheets for entering beneficiaries, assets and debts. Each worksheet allows you to work with centrally located information that you can effortlessly **change, delete, insert, append and sort** as you like.
-  Push-button implementation of common functions such as saving files, printing forms, etc.
-  A Check Return function that features a checklist of nearly 100 points and reminders for preparing the final return.



## 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 T       | Qualified Family-Owned Business          |
| Schedule G   | Transfers During Decedent's Life        | Schedule U       | Conservation Easement Exclusion          |
| Schedule H   | Powers of Appointment                   | Worksheet TG     | Taxable Gifts Reconciliation             |
| Schedule I   | Annuities                               | Worksheet TG     | Taxable Gifts Reconciliation             |
| Schedule J   | Funeral and Administrative Expenses     | Line 9 Worksheet | Gift Tax on Gifts Made After 1976        |
| 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.
- ⇒ User-friendly price of only \$39.99.

# U.S. Income Tax For Estates & Trusts

## Responding To Your Requests

Over the years, we've had many requests for a program that automates the preparation of Form 1041, U.S. Income Tax Return for Estates and Trusts. So we introduced **W1041**, the latest complement to our existing probate collection of programs (shaded box at right).



**Basic Ohio Probate Forms**  
*Ohio Estate Tax*  
*U.S. Estate Tax*  
*U.S. Gift Tax*  
*Adoption of Minors*  
*Wrongful Death & Minor's Claims*

## The Lineup & The Lowdown

**W1041** has all the forms in the Internal Revenue Service's Form 1041 set. All forms are approved by the Internal Revenue Service. The complete list is in the shaded area to the right. We also want you to know what **W1041** does *not* cover. There are many collateral forms that are used for complex returns involving on-going businesses (Form 1040's Schedule C) or farm property (Form 1040's Schedule F). There are probably 50 additional forms that can be involved in complex returns; however, for simple and normal returns, **W1041** is all you need and all at the right price. Keep in mind that there's no reason why you can't use your normal federal tax software for computing business, farm income, depreciation and the like.

|                      |   |
|----------------------|---|
| <b>Form 1041</b>     | <b>U.S. Income Tax for Estates &amp; Trusts</b>                             |
| <b>Schedule A</b>    | <b>Charitable Deduction</b>   |
| <b>Schedule B</b>    | <b>Income Distribution Deduction</b>  |
| <b>Schedule D</b>    | <b>Capital Gains and Losses (available in unlimited continuation pages)</b> |
| <b>Schedule G</b>    | <b>Tax Computation</b>  |
| <b>Schedule I</b>    | <b>Alternate Minimum Tax</b>  |
| <b>Schedule J</b>    | <b>Accumulation Distribution for Complex Trust</b>                          |
| <b>Schedule K-1</b>  | <b>Beneficiary's Share (available in multiple copies)</b>                   |
| <b>Form 1041-A</b>   | <b>U.S. Information Return - Trust Accumulation of Charitable Amounts</b>   |
| <b>Form 1041-ES</b>  | <b>Estimated Tax Worksheet</b>  |
| <b>Form 1041-ES</b>  | <b>Estimated Tax Vouchers</b>   |
| <b>Form 1041-QFT</b> | <b>U.S. Income Tax Return for Qualified Funeral Trusts</b>                  |
| <b>Form 1041-T</b>   | <b>Allocation of Estimated Tax Payments to Beneficiaries</b>                |

## The IRS Filing Requirement

The Tax Code requires Form 1041 to be filed by nearly every estate or trust with a federal identification number. **The actual filing requirement is:**

**"The fiduciary (or one of the joint fiduciaries) must file Form 1041 for a domestic estate that has gross income for the tax year of \$600 or more."**

Even if you're not handling million dollar estates, it's hard to find one that doesn't meet the filing criteria. **At a price of \$39.95, W1041 pays for itself as soon as you do one simple return.**

# Ohio Products

## Basic Ohio Probate Forms - Version 3.5

### New Forms

**Effective October 1, 1998**, the following forms changed: Form 6.1, Form 9.0, Form 9.1, Form 9.2, Form 9.3 (deleted), Form 10.0, Form 10.1, Form 10.2, Form 10.3 (deleted), Form 12.0, and Form 12.1. Some forms, *i.e.*, Form 6.1 changed superficially, but others changed substantially—specifically the Form 12 – Certificate of Transfer set. So **for probate practitioners, this new package is a necessity.**

### New Program

With the new forms in effect, it was a prime opportunity for us to study technical support calls and user suggestions in order to make the new **WBOPF35 the easiest to use program we've ever written.** It's no exaggeration to say we've spent hundreds of hours kicking **WBOPF** up to new levels of user friendliness. Whether you've tried the program in the past or currently use it, you'll be amazed at this new version and wonder how you've been able to 'get along without it!

### New Help Files

The new help files are about **25% bigger** than in the prior version. Again, studying our users—what they like, and what they don't like, paid big dividends. These are not cosmetic changes; they are designed to eliminate problems and achieve our goal—**zero learning curve.** Help files are now keyed to make them **context sensitive.** This means you can press **F1** on any menu command and get instant help. If you have a problem, **WBOPF35** can often find the topic you need to get going again.

### New Tutorial

If you are a new user getting acquainted with **WBOPF35** for the first time or an experienced user looking for tips on creating better looking forms, the new tutorial can take you step-by-step, from beginning to end through creating a probate file, entering information and printing forms. The tutorial was written and designed to accompany a new **SAMPLE** file that acts as a step-by-step example of the written tutorial.

When we released *Basic Ohio Probate Forms for Windows (WBOPF)* in 1995, we set new standards for probate software. At that time, about the best “software” available was probate form 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 using a 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? You should even be able to take the legal description and transfer it to Schedule A or E of the Ohio Estate Tax return.

**A probate program must handle financial information.** Once you enter a real estate value, for example, the value should appear automatically on the Inventory (in the appropriate category, of course); it should also appear automatically on the Final Account (in the appropriate category); the value should also appear on any of a dozen other probate forms that require this information—automatically. The same applies for the transfer of this asset to the Ohio Estate Tax return.



Here’s a *partial* checklist of some of *Version 3.5’s* features:

- ☒ **Handles all calculations automatically; most forms complete themselves automatically!**
- ☒ **Prepares every probate form in the Standard Probate Form set** as set forth in Rules 16 and 17 of the Supreme Court’s Rules for the Superintendence of Common Pleas Courts.
- ☒ Has the **ability to export probate files** to the Ohio Estate Tax program that can, in turn, export a file to the U.S. Estate Tax program - a true single entry system.
- ☒ If there are 10 kin, in 10 different states, and each needs a particular notice, you can have **WBOPF35 prepare all ten different copies in one step**. Our new **WBOPF35** makes available the following forms in multiple sets: Form 1.0 - Surviving Spouse, Next of Kin, Form 2.2 - Notice of Probate of Will, Form 4.4 - Notice of Hearing, Form 5.3 - Notice of Application to Relieve, Form 5.5 - Form 6.1 - Schedule of Assets, Form 6.3 - Notice of Hearing on Inventory, Form 10.2 - Notice of Hearing, Form 10.4A - Notice to Distributee, Form 12.1 - Certificate of Transfer, Form 12.2 - Entry Issuing Certificate, Form 13.1 - Receipts and Disbursements, and Form 13.5 - Notice of Hearing on Account.
- ☒ The ability to insert, move, sort and delete individual assets or debts in their respective worksheets.
- ☒ Context sensitive help. If you have a question about a particular command, merely highlight the command and press **[F]**. The program takes you immediately to the related help topic. We increased the content of our help files 500%. We added more explanations, more troubleshooting, more graphics, more of everything.
- ☒ Push button operation of common program functions such as starting, loading or saving files, printing forms, etc.
- ☒ Available in a **special Franklin County version** that can be purchased as a stand-alone program or as an adjunct to our regular **Basic Ohio Probate Forms**.

### In Good Humor

After a three-hour charge to the jury, the judge finally asked: “Are there any other questions before the jury retires?”

“Yes, Your Honor,” said the foreman, “could you please explain again what is a plaintiff and what is a defendant?”



# Wow! A Completely New Ohio Estate Tax Program

Do you need this new version? Absolutely! We don't perform major upgrades like this one unless required by law. The estate tax forms changed during 1998 and counties are now requiring the new forms; but we did a lot more than simply implement the newest form changes. We completely rewrote ***Ohio Estate Tax for Windows, Version 3.5 (WOET35)*** to incorporate your best suggestions over the years and **nearly doubled the available forms!** In addition to the forms listed in the box to the right, we added much-needed, specialized continuation sheets for handling additional co-tenants on Schedule E as well as Form 12's real property disclosures.

***WOET35*** is not a template. It's a stand-alone, state-of-the-art *Windows* program that runs in all versions of *Windows*. It does more than give you a place to type in the information; it actually completes the forms automatically and performs all the math and tax look-up functions as well.

***WOET35*** can also import probate files so you can prepare returns with a minimum of retyping. It also exports files to our ***U.S. Estate Tax*** program.

All forms generated by ***WOET35*** are approved by the Ohio Department of Taxation and have our trademark "**Print-Shop-Perfect**" look.

- Form 2 – Estate Tax Form
- Form 2 – Recapitulation
- Form 2 – Information
- Schedule A – Real Property
- Schedule B – Stocks and Bonds
- Schedule C – Mortgages, Notes and Cash
- Schedule D – Insurance
- Schedule E – Part I – Joint & Survivorship Property
- Schedule E – Part II – Joint & Survivorship Property
- Schedule F – Other Miscellaneous Property
- Schedule G – Transfers During Lifetime
- Schedule H – Powers of Appointment
- Schedule I – Annuities, Pensions, Retirement Plans
- Schedule J – Debts & Administration Expenses
- Schedule K – Charitable Bequests
- Schedule M – Part I – Bequests to Surviving Spouse
- Schedule M – Part II – Bequests to Surviving Spouse
- Form 2-X(I) - Amended Ohio Estate Tax Resident Return
- Form 5 – Ohio Estate and Additional Tax Return Filing Notice
- Form 12 – Application for Consent to Transfer
- Form 14 – Tax Release
- Form 17 – Ohio Estate and Additional Tax Estimated Payment
- Form 21 – Application for Certificate of Release of Lien
- Form 22 – Certificate of Tax Payment/Real Property Disclosure
- Form 34 – Qualified Farm Property Valuation Election Application
- Form 35 – Worksheet for Developing Value of Qualified Farm
- Form 36 – Qualified Farm Annual Report for Estate Tax Valuation
- Form 36-A – Certificate of Subordination of Tax Lien
- Form 41 – Application for Extension of Time to Pay



# Revised Ohio Child Support Guidelines

This is the same program used by **Domestic Relations Courts, Juvenile Courts, Probate Courts, Child Support Enforcement Agencies, Departments of Human Services, Prosecutor's Offices, Appellate Courts, Law Libraries and Universities all over Ohio.** Our latest 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—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 take up less disk space. One particular area we focused on was the statutory guidelines for the treatment of shared parenting plans. While earlier versions of the Ohio Revised Code were silent on the treatment of shared parenting versus sole residential orders, newer versions of O.R.C. §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).

We addressed the issue of **shared parenting in a more logical and straightforward manner than ever before.** We think we accomplished our goal by incorporating a 1-2-3, push-button clarity. The number of other changes and improvements is substantial.

- ◆ 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.
- ◆ Buff-colored, scaleable screens for easy viewing on any computer at any screen resolution.
- ◆ Arrearage and interest calculator.
- ◆ Plus all the other features that made prior versions of *WROCSG* our best selling program.

**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, ie., 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:

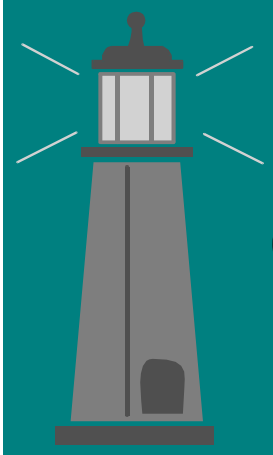
Adjustments Unrelated to Shared Parenting - Choose One

☐ Enter the adjustment to obligor's annual obligation:

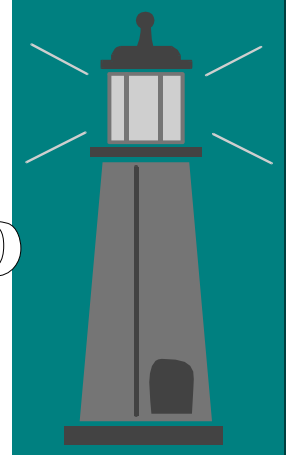
☐ Enter the amount you want Line 27 to equal:

☒ OK ☐ Cancel

# More Probate Products



## Ohio Guardianship Forms



### The Original “New Look” Program

**Ohio Guardianship Forms (WOGF2)** was our very first *Windows* program to use the *Borland Database Engine* and sport the new *Windows* three-dimensional sculptured interface. Since its release in 1995, we’ve had the opportunity to take hundreds of calls from users with suggestions and requests for additional features. We listened carefully and this new **WOGF2** release is the culmination of all our knowledge and efforts.

### Comprehensive

We left out nothing. **WOGF2** 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 ( <i>multiple</i> )                            |
| 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>unlimited 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>unlimited pages</i> )                               |

|            |  |
|------------|--|
| Form 15.81 | Bank Certificates ( <i>multiple</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 ( <i>multiple</i> ) |
| Form 16.4  | Notice Of Hearing On Application For Appointment ( <i>multiple</i> )       |
| 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 ( <i>multiple</i> )          |
| 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 **Probate Combo**. It means every form looks like the court’s own forms—**fully formatted**, picture perfect and **ready to file**. All forms are in **strict compliance** with Rules 16 and 17 of the Supreme Court Rules for Superintendence of Common Pleas Courts.

## We're Only Gonna Say This Once!

Enter basic information only once. **WOGF2** 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.

## More Features

**Network Friendly.** We designed **WOGF2** with a new network friendliness that permits centralized file-keeping and easy, one-step backing up of client files. **WOGF2** contains detailed instructions that make tricky network installations a breeze.

**Virtually Unlimited Form Copies and Continuation Schedules.** **WOGF2** permits you to complete, display and print nearly limitless multiples of most waivers, notices, bank certificates, *etc.* The same goes for the continuation pages of the inventory and accounting forms.

**ZERO Learning Curve.** We've made **WOGF2** easier to use and learn than ever before. In fact, if you used any of our probate programs, you know how to use **WOGF2** already! Even still, we made design changes that make **WOGF2** as goof-proof as possible, including **context-sensitive help**.

**Automated Form Filling.** In case you didn't already know, **WOGF2** can automate probate form completion to an extent you didn't imagine possible. We also redesigned the screen and printouts to assure compatibility with *all* forms of computers and printers – easy and errorless.

## 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. **WOGF2** 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, **WOGF2** 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.

### Our New Address

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 31.

### Set Your Sites on Us

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 where you'll find links to searchable statutory and case law, and other legal research

# 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 Minor's Claims

When you have a winning formula, you don't make changes. 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, transfers of common information, and waivers and consents complete themselves automatically.

Because the Ohio Supreme Court published a **new** set of standard probate forms for wrongful death and minor's claims in October 1998, there's no time better than the present to check out this recent release. We've not only included standard forms, but we've also included automated retainer agreements and self-compiling lists for medical, suit 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** - an attorney's retainer agreement.

## 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



## Ohio's Deed and 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 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.

\* Available for Ohio only.



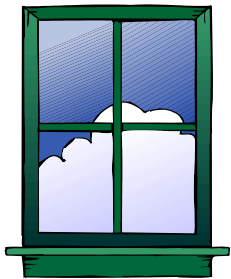
# Five Questions To Ask About Bookkeeping, Billing & Calendar Programs



**1. What's out there?**



**2. It costs how much?**



**3. Is it a 32-bit program designed for  
*Windows 95* or *98* or *NT*?**



**4. Does it run on a network?**



**5. How hard is it to learn?**

# Answers

**1** We browsed through several legal periodicals, including the *American Bar Association Journal*, *Ohio Lawyer*, *Ohio Law Weekly*, and the *Ohio State Bar Association Report*. **We found either little or no bookkeeping/billing software that was devoted to law offices.** One package that came close at \$299 needed an additional package to enable it to do the billing!

**2** Sit down for this one. If you find a product advertised, chances are there is no price or they want to send a salesperson. Either way, you won't be happy with the disclosure. **Billing packages routinely start at about \$500 for a single-user**

**installation to \$2,000-\$10,000 for network versions up to five users.**

**3** Believe it or not, some of the programs out there are still DOS-based. Now that *Windows 3.1* has been dead for years, they're finally getting 16-bit *Windows* versions together — too little too late.

**4** This is a corollary to question 2. Either it's not networkable or it starts at \$2,000. Those are your choices.

**5** Beware if it comes with a 500+ page manual, or you need to attend a training seminar. By far the most common complaint we've heard about existing billing programs is that they're way too complicated.

# Law Office Management Pack

The following pages describe **Puritas Springs Software's** answer to these questions—the ***Law Office Management Pack***. It's a name and address, billing and bookkeeping set of programs designed specially for law offices. It's also networkable and just as importantly, it's reasonably priced! We also added some much-requested features like the **Docketing/Calendar** and **TimeKeeper** components. Read on if you want to know more.

**Attention Windows 3.1 Users:** If you don't have *Windows 95/98* or *NT*, we still have available the original 16-bit version of the ***Law Office Management Pack*** that runs in all versions of *Windows*. The original version has most of the features described on the following pages, but it is not a network program.

# What's New

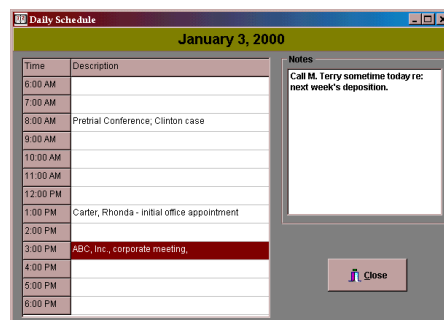
**Networks!** That's what's new. What's so special about networks? Two things. First, **name and address, bookkeeping, billing and calendar data is centrally located.** Did you ever change a client's address and then have to run from computer to computer making sure everyone had the change? Not so with the **Law Office Management Pack.** Centrally located files are used by everyone in the office, so that when a change is made by one user, everyone else can see it. A second benefit is that its centrally located files make it **easy to backup** all your data files because everything is on one computer.

**BookBase3 Reporting.** Now you have more ways to get back what you put in. **Search** for information inclusively or exclusively on any field with instant, on-screen results.

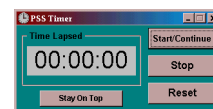
**Sortable** on any field. Plus a **Report Creator** that generates **WordPad** text documents (viewable in any word processor) for formatting and printing. **BBase3** lets you select within any range of dates, including all or any number of accounts, including all transactions or certain transactions as designated by search text, payor/payee, income or expense categories and subtotaling by year/month or by category, payee or account.

## Calendar/Docketing.

It's like getting an extra program for free. **Bill-Base3** now lets you keep calendar information in the form of Day-Timer journal with additional note area. The calendar can be searched and printed.



**Stop Watch.** Is your work ever interrupted with phone calls, unscheduled meetings, etc.? Now you can keep track of your time with a stop watch on your **Windows** task bar. The timer can be started, stopped and reset, so it's perfect for tracking of billable hours.



**Start Me Up.** Our goal is to make programs easy to use. Unfortunately, the billing/bookkeeping systems need more setup than other software. Fortunately, the **Office Management Pack** has a **Start Me Up Wizard** that will take care of creating name and bookkeeping files and linking all the software packages together—automatically.

**Context Sensitive Help.** If you need help with a command, just highlight it and press the **[F1]** key. Instantly, you'll be viewing the help topic appropriate to that command. Other page components also have context-sensitive help as well as informative error messages.

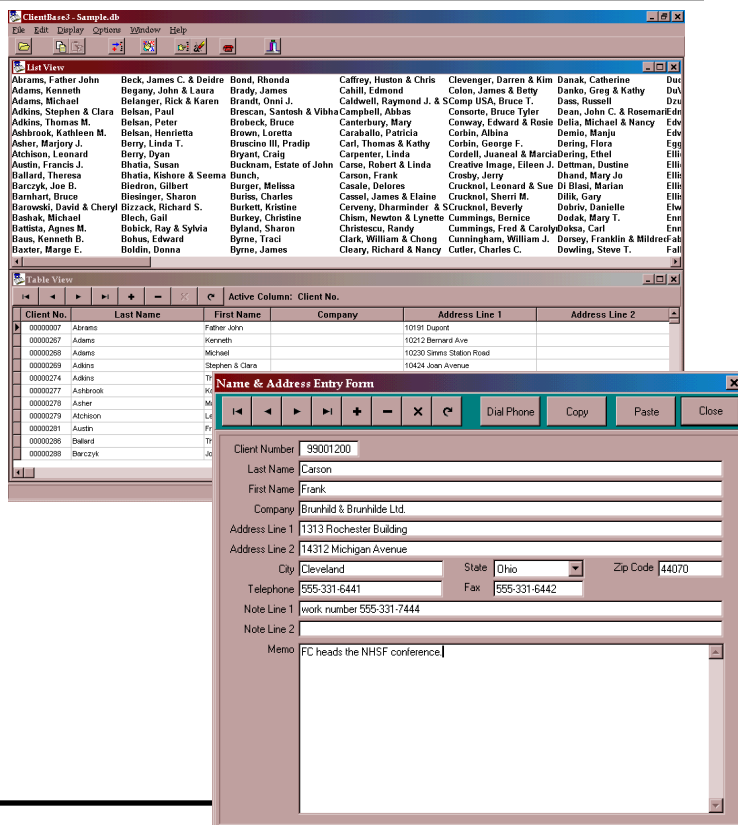
**SYSTEM REQUIREMENTS:** Windows 95, Windows 98

# ClientBase3

**Auto-Dialer.** **CBASE3** not only looks up the phone number for you, but it also dials it. All you have to do is pick up the receiver and have something to say (fax/modem card and intelligent conversation not included).

**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.

**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.



# BookBase3

| Date    | Client No | Payor                    | Description           | Category    | Receipt No          | Account No | Code | Amount   |
|---------|-----------|--------------------------|-----------------------|-------------|---------------------|------------|------|----------|
| 3/05/98 | 0000000   | Falco, Inc.              | Review                | Software    |                     |            | e    | \$25.00  |
| 3/05/98 | 9102101   | Merri, Arthur            | Family                |             | entrust 30-34509-11 |            | e    | \$100.00 |
| 3/05/98 | 9109100   | Scott, Paul              | Divorce               | Family      |                     |            | n    | \$100.00 |
| 3/05/98 | Adams, C  | Gail, Kathleen           | Tax Preparation       | Taxation    |                     |            | n    | \$200.00 |
| 3/05/98 | 9203000   | Brickson, Thomas & Karen | Refiner               | Real Estate |                     |            | e    | \$350.00 |
| 3/05/98 | 0000000   | IRS                      | Pets 4506 copy refund | Taxation    |                     |            | p    | \$12.75  |
| 3/05/98 | 0000000   | Gordon, Cassian          | Tax Preparation       | Taxation    |                     |            | n    | \$75.00  |
| 3/05/98 | 0000007   | Kreider, Steve & Dolores | tax - Don Kravitz     | Taxation    |                     |            | n    | \$65.00  |
| 3/05/98 | 9110200   | Marlow, Mary Ann         | Tax Preparation       | Taxation    |                     |            | n    | \$65.00  |
| 3/05/98 | 0000000   | Merri, Mary              | Tax Preparation       | Taxation    |                     |            | n    | \$150.00 |
| 3/05/98 | 0000188   | Phillips, Tom & Shirley  | Tax Preparation       | Taxation    |                     |            | n    | \$45.00  |

**Check Printing** in the standard printer configuration of one check per sheet with the check in the middle position.

**Inserts dates and check numbers automatically** for speedier data entry.

**Intelliguesses** bookkeeping entries as you begin typing.

**Maintains and balances** separate accounts.

Choose recurring entries from history lists.

**Customizable** income class and expense account labels for tailoring the system to your law practice.

Extensive **search, select and segregation capabilities**.

Improved sorting and search capabilities.

**Extensive reporting criteria** for generating viewable, printable reports; **compatible with word processors**; just follow the easy instructions. Both the generated report and report criteria can be saved to disk.

**Create Report**

Follow These Steps To Create A Report

1. Enter Title/Caption for Report: Monthly Income For 1998
2. Enter Range of Dates: From: 1/1/98 To: 12/31/98
3. Select Accounts to Include:
4. Select Transactions:
5. Subtotal by: Months

# BillBase3

## One-Button Billing

- 1 **Starts with a balance forward** that is transferred from the prior month's bill.
- 2 **Prints your personal letterhead** at the top of the bill—no more special billing stationery.
- 3 **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.
- 4 **Prints and itemizes any additional charges** to the client's bill since the last bill, *i.e.*, filing fees, transcript costs, *etc.*
- 5 **Prints and credits any client payments** made since the date of the last bill (or any date you choose).
- 6 Contains up to **five optional fill-in fields** for special entries such as initial retainers and client discounts.
- 7 **Calculates and prints a present balance due.**
- 8 Calculates a new balance forward and **automatically creates a new billing file for next month.**

## Additional Features

**Preview** individual bills on screen prior to printing.

**Prepare and date-sort itemized statements** that can be incorporated into the monthly billing.

A **calendar** feature lets you access a searchable and printable daily/hourly log for scheduling court appearances, client appointments, meetings, *etc.*

You can add **customized special notes** to bills notifying of repeat billings, upcoming court dates, *etc.*

If you choose, you can add **interest on unpaid balances** that are carried from month to month.

**Calendar**

January 2000

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

Month:   Year:



## Web Sites & News



[www.ny.frb.org/pihome/svg\\_bnds/sb\\_val.htm](http://www.ny.frb.org/pihome/svg_bnds/sb_val.htm)

If you've ever been put on hold trying to obtain **values of savings bonds**, check out this site. It lets you perform the computation to obtain redemption values for U.S. Savings Bonds. Guaranteed to save time and



[www.bankrate.com](http://www.bankrate.com)

hassles.

The **Bank Rate Monitor** lets you find the lowest interest rates & calculates mortgage payments, auto loans, home equity loans & credit cards. This site also provides news



[www.kbb.com](http://www.kbb.com)

and information that is consumer relevant.

**Kelley's Blue Book.** Stop your subscription to *Edmonds* and save yourself some money. You can work up some pretty sophisticated car and truck evaluations if you know your options and equipment. This could save a lot of time in preparing probate or bankruptcy valuations.



<http://lcweb2.loc.gov/law/GLINv1/GLIN.html>

The **Global Legal Information Network** (GLIN) maintains and provides a database of laws, regulations, and other complementary legal sources. The documents included in the database are contributed by the governments of the member nations from the original official texts which are deposited, by agreement of the members, in a server initially at the Library of Congress. The basic elements of this database are: (1) full texts of the documents in the official language of the country of origin; (2) summaries or abstracts in English; and (3) thesauri in English and in as many official languages

as are represented in the database. The summaries or abstracts are linked electronically to the corresponding full texts. Currently, information can be searched in English using the instructions appearing on the screen.



[www.dumblaws.com](http://www.dumblaws.com)

Okay, this one probably belongs on the "Useless Information" page, but it's a web site so we put it here. Someone with a lot of time on their hands has assembled archaic and just plain dumb laws and arranged them by state. Who knows, maybe you can cite one of these laws in closing argument as an example of legislative folly.

More than 70 U.S. government agencies pro-



[www.fedstats.gov](http://www.fedstats.gov)

duce statistics of interest to the public. The **Federal Interagency Council on Statistical Policy** maintains this site to provide easy access to the full range of statistics and information produced by these agencies for public use.

This FindLaw site provides a **directory of business legal forms**. In it you'll find general



<http://www.findlaw.com/11stategov/indexcorp.html>

information and assistance, instructions for forming a corporation, information on limited liability companies, limited partnerships, marks and names, filing fees, UCC filings and other information. The information is arranged by state.



## Upgrade Notice & Misc. Product Info

### Download Your Upgrades

Our goal is to keep a constant vigil on tax programs and attempt to make upgrades accessible to you as soon as they are available. Toward that end, we are instituting a policy similar to that maintained by the largest tax software companies in the business. By contacting us for instructions (if don't already have them), you can easily check whether a **W1041** or **W706** upgrade is available and **obtain the upgrade immediately**. When you call us, make sure you have your disk number handy so we can verify your eligibility.

Why are upgrades necessary? Tax programs are time critical. Final versions of the tax forms and instructions are released in mid/late December and users typically expect their software ASAP. Due to these time constraints, it has been customary to issue upgrades as soon as additional testing or user reports bring problems to light. We are not aware of a single tax software publisher that does not issue such upgrades and we are susceptible to the same vagaries.

**If you do not have Internet access or have difficulty with the unzipping process**, you must check with us via telephone periodically to verify that you have the latest version of the **W1041** or **W706** program. Upgrades are free, but it will be necessary for you to mail us your original disk with a self-addressed, stamped envelope. Your upgrade will be processed the same day we receive it.

Newly-released versions usually achieve stability within three to six months after release. Therefore, these special upgrade download pages will only be maintained for a finite period of time. For the **W1041** program, that would be approximately May 23, 1999; for the **W706**, approximately June 1, 1999.

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

The Version numbers are only included below to let you know what the current version is as of the time of publication. Eligibility for free upgrades is determined solely on the basis of the disk serial number except where indicated differently.

**WARNING:** Make sure you match the serial number eligibility criteria below. We cannot be responsible for returning disks that are ineligible.

### Programs & Eligible Serial Numbers:

**Official Bankruptcy Forms - Version 2.15** - any number lower than 902230.  
**Upgrade offer applies only to Version 2.**

**U.S. Estate Tax - Version 2.11** - any number lower than 904190. **Upgrade offer applies only to Version 2.**

**Adoption of Minors - Version 1.07** - any number lower than 902230.

**Basic Ohio Probate Forms - Version 3.69** - any Version 3.50 or greater.

**Ohio Estate Tax - Version 3.56** - any Version 3.50 or greater.

**Revised Ohio Child Support Guidelines Version 3.17** - any number between 802179 and 904230.

# The ? Page

**? Our law office has a Hewlett-Packard laser printer, Series IIP, and it's very slow. Is there anything we can do to speed it up?**

You're getting a lot of mileage out of that old IIP, so good for you. The IIP shipped with 512KB of memory which is less than the 1.5 Meg that Microsoft recommends as the *Windows* minimum configuration. On text documents you may not bump up against the memory limit, but with graphics or forms that contain shading, drawn lines, various fonts and styles, *etc.*, it's easy to slow or freeze your printer. If your printer is still in good shape, our first recommendation is to purchase a 1 Meg memory upgrade card for the printer. That would bring your printer's memory up to the recommended minimum. There's another trick you can try, however. Go into the Printer Setup/Properties dialog and try reducing the Printer Resolution from 300 dots per inch to 150. Unless you're printing graphic intensive content, you'll be hard pressed to notice the difference, yet the 150 dpi setting requires half the memory of the 300 dpi setting. Finally, if you're using software like our child support program, you can go to Options|Shade Caption and remove the check mark. By defeating the shaded caption, you decrease the memory required to print the support worksheet.

**We have a HP deskjet printer. Even when we check Collate in the Print dialog, the pages aren't collated. What's wrong?**

It's not your fault. The deskjet printer setup or properties has a parameter called Ordered Printing. In order to get your printed pages in reverse, collated order, you must check the Ordered Printing parameter AND the Collate box. Then you'll get your printouts in the order you desire.

**There are many times when we'd like to delete a file without**

**? sending it to the Recycle Bin. Is there a way to do this?**

Yes. To delete a file in *Windows Explorer*, you right click your mouse and select Delete in the pop-up menu. This send the deleted file to the Recycle Bin. Many times you know in advance that you won't need the file ever again. If your hold your **SHIFT** key down while you select the Delete command, the file will be deleted without being sent to the Recycle Bin.

**Every once in a while we'd like to capture what's on a screen and print it out. Is there a way to do this without buying special software?**

We knew there was a reason engineers put the Print Screen key on your keyboard, and this is it. *Windows* has the built-in capacity to send the active window or dialog box to the clipboard. All you have to do is get what you want to capture on your screen and then hold the ALT key down while you tap the Print Screen key. This sends a picture of the window or dialog to your clipboard. From there you can open your *Windows* word processor and paste the image into your document. Once it's pasted into your document you can print it, shrink it, enlarge it or whatever. This is how we create the screen shots you sometimes find in our owner's manuals.

# The ? Page (Continued)

**? We use *Word for Windows* as our word processor. When we place a date in our letters and later load that same document, we noticed that the original date is updated. Is there a way to retain the original date that the letter was written?**

When you insert a date in a document you usually select the **Date and Time...** item on the **Insert** menu. When you do, a **Date and Time** dialog box appears from which you can select the format you want and it appears in your document. What you may not notice in the **Date and Time** dialog is that there is a **Update automatically** checkbox at the bottom. We suspect that you have that box checked. Therefore, if you insert a date and days, weeks or months later load that file, the date and/or time is automatically updated. To keep that from happening, remove the checkmark from the **Update automatically** checkbox. This problem can come up in another way. Let's say you have a template for creating a skeletal letter that contains your stationery header, date and closing. When you select **New** from the **File** menu and then choose your document template, you want the date of the letter to contain "today's" date. The problem arises after you finish typing and save the letter; if you open the letter at a later date, you probably won't want the date to automatically update. The way to defeat this update is when you create the new document (using the **File|New** command described above), click on the date field (the entire date should turn gray) and then press **CTRL SHIFT F9**. The field will be unlinked and the date will remain unchanged regardless of when you might reopen the document.

**? I think my computer is running out of disk space. Is there anything I can do short of buying a new hard drive?**

Yes. You're entering the twilight zone when you have less than 15 to 25% free memory. In *Windows 95* or *98* you can try these steps. In *Windows 3.1*, **ScanDisk** must be started from **DOS** and there is no **Recycle Bin**. Before attempting to reclaim disk space, you should first do a **ScanDisk**. To scan your disk click **Start|Programs|Accessories|Scan Disk**. The **ScanDisk** utility will check your hard drive for problems and possibly find bad files and permit you to delete them. Next step is to right-click on the **Recycle Bin** icon and select **Empty Recycle Bin**. If you haven't emptied your **Recycle Bin** in a while you could reclaim several Meg. The next step would be to delete the files in your **C:\Windows\Temporary Internet Files** directory. Each Web page you view leaves a file in this directory. After a bit of Web surfing you'll find hundreds of files in this directory. Deleting the files in the directory could reclaim 10 to 20 Meg. There is also a **C:\Windows\Temp** directory that can be emptied. Remember to delete files so that they don't go to the **Recycle Bin**, or re-empty the **Recycle Bin** at the end of this step. If these steps don't free up enough space, you could try the **DriveSpace** utility to compress the hard drive. You start the **DriveSpace** utility by clicking **Start|Programs|Accessories|System Tools|DriveSpace**. When the **DriveSpace** window appears, highlight the **C** drive (it's probably highlighted already) and then click on the **Drive** menu and then the **Compress** command. The **DriveSpace** utility compresses the contents of your hard drive and makes *Windows* think your hard drive is larger than it really is. Of the three procedures described above, **DriveSpace** will probably produce the most gains.

# To: Technical Support

**RE: We have the new *U.S. Estate Tax* program and it's much improved from the prior version. One thing we noticed, however, is when we import a file from the *Ohio Estate Tax* program some assets and expenses incorrectly appear on Schedule J. Are we doing something wrong?**

No, we screwed up. In certain instances, the conversion process mistakenly sends Ohio Estate Tax entries to Schedule J of the U.S. Estate Tax return. We have since made the necessary corrections to the program, so if this happens on your system, send us your disk with a self-addressed, stamped return mailer and we'll send you the revised *W706* immediately.

**RE: Sometimes when we print documents across our network, the forms come out either very tiny or very large. What causes this?**

We've noticed the same thing on rare occasions. After studying the problem for some time, we found that it only occurs when you switch printers from within our program's **Printer Setup** dialog. Under certain conditions, the identity of the printer is changed, but the printer resolution is not updated. As a result, the newly-chosen printer prints the document at the resolution of the prior printer. If the two printers have the same resolution, there's no detectable side effect; however, if the printers have different resolutions, the result is immediately apparent as you have noticed.

**RE: What's the best way to set the *Law Office Management* program up for more than one attorney?**

Users have called and informed us of ways they have handled this situation. Here's a few ideas you may want to consider.

First, in *ClientBase3*, users have called to tell us they preface the client number they assign with the attorney's initials. For example, instead of using 8 digit dates (as we suggest, *i.e.*, 99040100 being the zeroeth client entered on April 1, 1999) you might use a number like EFZ94010. The only restriction is the eight-character limit. Using this technique, you could sort the name and address database according to client number and a particular attorney's clients would be sequentially listed. By selecting the EFZ range for printing, you could print a list of such clients.

Alternately or additionally, in *BookBase3*, you could use the **Account No.** field as a means to identify the attorney to whom an income or expense item is related. This would allow you create reports wherein you could segregate the transactions assigned to that account.

There may be other ways to accomplish the same things, but these are two methods our users have suggested. Another way might be to keep things completely independent by having a separate *ClientBase3* and *BookBase3* file for each attorney. A drawback to this method would be that when you use *BillBase3* or *BookBase3*, you would have to set the file links in the **Options** menu to the files that were applicable to the attorney on whose bookkeeping or billing you were working. That adjustment, however, could be done in seconds. The hard part would not be setting the options, but *remembering* to set the options. The attraction of this method is that you have more alternatives available in terms of creating reports in *ClientBase3* and *BookBase3*.



# From: Technical Support

## RE: Screen Area

Many users don't realize you can set the screen area of your monitor in order to maximize your view. Screen area is the number of dots your monitor will display horizontally and vertically. The more dots your monitor displays, the "larger" your viewable area becomes. Naturally, when you are word processing, the more you can see of your document at one time without scrolling, the easier your typing and editing will be.

You will, however, reach a point of diminishing returns when the screen area you set will shrink the text so small that it will be illegible or hard to read at best. As a rule of thumb, we find the following resolutions match up best with the corresponding monitor sizes:

| Monitor size | Screen Area     |
|--------------|-----------------|
| 14"          | 640 x 480 dots  |
| 15"          | 800 x 600 dots  |
| 17"          | 1024 x 768 dots |

Remember, these are guidelines and comfortable viewing depends on the quality of your monitor as well as the quality of your eyesight. If at all possible, we recommend a minimum screen area of

800 x 600 for law offices. Here's why:

Law offices deal primarily with word processing and word processing involves working with documents that are usually 8.5" wide by 11" long. Almost all monitors use a display resolution of 96 dots per inch. Therefore, in order to display a line 8.5" wide at a display resolution of 96 dpi, you need a horizontal screen area of 816 dots (8.5 x 96).

Comparing the required 816 dots of viewing area required to view a complete line of text with the table above, you can see that the 800 x 600 screen area fits best. In reality, most documents require a left and right margin so the 16 dot difference does not impact your ability to see a complete line of text.

So how can you check your monitor's settings? It's pretty easy. In *Windows 95/98* you can right click your mouse in any vacant area of the desktop and select **Properties**. When the **Display Properties** dialog box appears, go to the **Settings** tab. On the **Settings** page you'll find a section called **Screen area** with a sliding button you can move to the desired dimensions.

Just remember that if you set the **Screen area** too high for the size of your monitor, the text will be uncomfortable to view. You'll probably need to stay within the parameters set forth in the above table. Also, monitors and graphics cards do not always support all the settings we describe in the table. The best approach is to try a few different settings and see if you like them. If you don't, you can always return the slider to the position in which you originally found it.

## RE: WBOPF's Display Menu

One of the dumbest ideas we've had in a long time was to disable the probate program's **Display** menu items if a particular form was not being used. In other words, if there's no surviving spouse and no next of kin, Form 1.0 Surviving Spouse, Next of Kin is disabled on the **Display** menu and cannot be selected.

It sounded logical at design time, but after release we received calls asking why users couldn't view a particular form or schedule. As a result, we recently changed the behavior of the **Display** menu to permit users to view a form or schedule even if it was blank.

Without question, users liked this better, so if you own *Version 3.5+* and your **Display** menu doesn't act as described, you should send in your disk with a self-addressed, stamped return mailer and obtain the free upgrade. We apologize for any inconvenience caused by our *faux pas*. Based on the number of returns, Ernie will be rebuked accordingly.

*"One of the dumbest ideas we've had in a long time was to disable the probate program's Display menu items if a particular form was not being used."*

# Word for Windows - Hot Key Chart

|                                      |   |                                       |  |
|--------------------------------------|---|---------------------------------------|--|
| <b>Working with Documents</b>        |   | <b>CTRL</b> <b>SHIFT</b> <b>C</b>     | Copy formats                                 |
| <b>CTRL</b> <b>N</b>                 | Create a new document                       | <b>CTRL</b> <b>SHIFT</b> <b>V</b>     | Paste formats                                |
| <b>CTRL</b> <b>O</b>                 | Open a new document                         | <b>Line or Paragraph Formatting</b>   |  |
| <b>CTRL</b> <b>S</b>                 | Save a document                             | <b>CTRL</b> <b>1</b>                  | Single-space lines                           |
| <b>CTRL</b> <b>W</b>                 | Close a document                            | <b>CTRL</b> <b>5</b>                  | One and a half line spacing                  |
| <b>ALT</b> <b>F</b>                  | Quit Word                                   | <b>CTRL</b> <b>2</b>                  | Double-space lines                           |
| <b>CTRL</b> <b>F</b>                 | Find text, formatting, and special items    | <b>CTRL</b> <b>0</b> (zero)           | Add or remove line space preceding paragraph |
| <b>ALT</b> <b>CTRL</b> <b>Y</b>      | Repeat find                                 | <b>CTRL</b> <b>E</b>                  | Center a paragraph                           |
| <b>CTRL</b> <b>H</b>                 | Replace text, formatting, and special items | <b>CTRL</b> <b>J</b>                  | Justify a paragraph                          |
| <b>CTRL</b> <b>G</b>                 | Go to a page, bookmark, footnote, etc.      | <b>CTRL</b> <b>L</b>                  | Left align a paragraph                       |
| <b>ALT</b> <b>CTRL</b> <b>Z</b>      | Go back to a page, bookmark, footnote, etc. | <b>CTRL</b> <b>R</b>                  | Right align a paragraph                      |
| <b>CTRL</b> <b>Z</b>                 | Undo an action                              | <b>CTRL</b> <b>M</b>                  | Indent a paragraph from the left             |
| <b>Character Formatting</b>          |   | <b>CTRL</b> <b>SHIFT</b> <b>M</b>     | Remove a paragraph indent from the left      |
| <b>CTRL</b> <b>SHIFT</b> <b>F</b>    | Change the font                             | <b>CTRL</b> <b>T</b>                  | Create a hanging indent                      |
| <b>CTRL</b> <b>SHIFT</b> <b>P</b>    | Change the font size                        | <b>CTRL</b> <b>SHIFT</b> <b>T</b>     | Reduce a hanging indent                      |
| <b>CTRL</b> <b>SHIFT</b> <b>&gt;</b> | Increase the font size                      | <b>CTRL</b> <b>Q</b>                  | Remove paragraph formatting                  |
| <b>CTRL</b> <b>SHIFT</b> <b>&lt;</b> | Decrease the font size                      | <b>Delete Commands</b>                |  |
| <b>CTRL</b> <b>)</b>                 | Increase the font size by 1 point           | (backspace)                           | Delete one character to the left             |
| <b>CTRL</b> <b>(</b>                 | Decrease the font size by 1 point           | <b>CTRL</b> (backspace)               | Delete one word to the left                  |
| <b>CTRL</b> <b>D</b>                 | Display the Font dialog                     | <b>DEL</b>                            | Delete one character to the right            |
| <b>SHIFT</b> <b>F3</b>               | Change the case of letters                  | <b>CTRL</b> <b>DEL</b>                | Delete one word to the right                 |
| <b>CTRL</b> <b>SHIFT</b> <b>A</b>    | Format letters as all capitals              | <b>CTRL</b> <b>X</b>                  | Cut selected text to the Clipboard           |
| <b>CTRL</b> <b>B</b>                 | Apply bold formatting                       | <b>CTRL</b> <b>Z</b>                  | Undo the last action                         |
| <b>CTRL</b> <b>U</b>                 | Apply an underline                          | <b>Insert Commands</b>                |  |
| <b>CTRL</b> <b>SHIFT</b> <b>W</b>    | Underline words but not spaces              | <b>CTRL</b> <b>ENTER</b>              | A page break                                 |
| <b>CTRL</b> <b>I</b> (letter i)      | Apply italic formatting                     | <b>SHIFT</b> <b>ENTER</b>             | A line break                                 |
| <b>CTRL</b> <b>SHIFT</b> <b>K</b>    | Format letters as small capitals            | <b>CTRL</b> <b>=</b>                  | An optional hyphen                           |
| <b>CTRL</b> <b>=</b>                 | Apply subscript formatting                  | <b>CTRL</b> <b>SHIFT</b> <b>=</b>     | A non breaking hyphen                        |
| <b>CTRL</b> <b>SHIFT</b> <b>+</b>    | Apply superscript formatting                | <b>CTRL</b> <b>SHIFT</b> <b>SPACE</b> | A non breaking space                         |
| <b>CTRL</b> <b>SPACE</b>             | Remove manual character formatting          | <b>ALT</b> <b>CTRL</b> <b>C</b>       | The copyright symbol                         |
| <b>SHIFT</b> <b>F1</b>               | Review text formatting                      | <b>ALT</b> <b>CTRL</b> <b>.</b>       | An ellipsis                                  |

# *Puritas Springs Software Order Form*

## Puritas Springs Software

The Cleveland Trust Building  
P.O. Box 360170  
Cleveland, Ohio 44136-0003  
440- 572-7645

### Purchaser Information:

Individual or Firm Name

Address

City, State & Zip Code

Phone Number

For VISA/MC Orders Only: Card Number

Expiration Date

*For up to date products, prices, and remote assistance please see our most recent catalog.*

*We thank you again for your support!*

PURITAS

SPRINGS

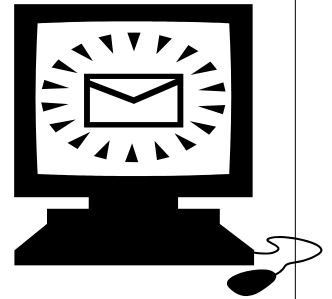
SOFTWARE

# 1999 et seq. E-mail Addresses

Currently, we are working on new releases of our ***U.S. Gift Tax*** and our Ohio ***Wrongful Death and Minor's Claims*** programs. We hope to release them by the time you read this.

Soon afterward, we will be updating our ***Basic Ohio Probate Forms for Windows*** program to include the new forms for Application for Release from Administration (Form 5.0) and Application for Family Allowance (Form 7.1) (effective May 3, 1999). You can consult the News page of our web site ([www.puritas-springs.com](http://www.puritas-springs.com)) for information about when the upgrade will be ready. It will be free for owners of ***Version 3.5*** or higher.

We've started to send notices of upgrades and new product releases by e-mail. Ordinarily, these materials go out by bulk mail and we send thousands of them. Often times, this involves a delay of two or more weeks in terms of arranging the printing, stuffing and presorting the mailing and a slew of other steps we go through to prepare a large mailer. So if you'd like to receive such information as quickly as possible, you may want to call or write (or e-mail) us with your e-mail address.



## In This Issue...

The latest computer industry failures, product news and information, hot new web sites, law office computing tips, technical support and free upgrade information.

**Puritas Springs Software**  
Post Office Box 360170  
Cleveland, Ohio 44136-0003

Bulk Mail  
U.S. Postage  
Paid  
Cleveland, OH  
Permit No. 0869

New Ohio Estate Tax  
Program for Windows