



TurboLaw® Newsletter

Fall Edition 2006

Volume 1, Issue 3

What's New...

We are pleased to announce that as of the time of this newsletter's publication, we have nearly 2000 Massachusetts documents active in TurboLaw, and during Fall 2006 we will officially pass this important milestone. Some specific additions and improvements to TurboLaw are:

- Automated Rule 9A compliance in General Litigation
- New real estate wizard—includes financial information
- Completion of motions section in Criminal (540 motions)
- New and revised CJ-P documents in Probate
- User Interface and Update enhancements

TurboLaw is a constantly changing and expanding library of legal documents – and this is in great part due to the contributions and suggestions of our customers. In the upcoming quarter, we are anticipating the addition of pre-nuptial and IVF agreements for Divorce, and scores of other documents spanning all areas of practice. We urge you to send us your suggestions and alert us to any documents that you would like to see added by going to the “suggestions box” in TurboLaw – at the top of your screen click on “Contact Us” and then select “Suggestions Box”.

Thank you again for being a customer.

- Thomas Whitestone, CEO



Baby Tom—circa 1979



TurboLaw would like to offer our congratulations to Attorney Mark Mason, the new President of the Massachusetts Bar Association.

A photo from our company barbeque.



From Left to Right

Back Row: Lauren, Kate, Jeff, Tom, Keith

Front Row: Churchill, Danielle, and Truman

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DocTips ... Error! Reference source not found.

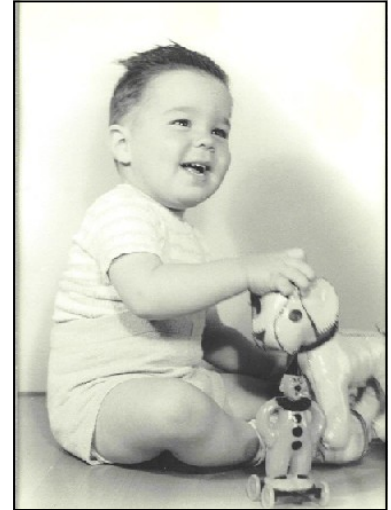
Ah, those dreaded words that suddenly and mysteriously sprout throughout your TurboLaw document like mushrooms in a warm spring rain. You didn't notice it till you came back from the printer (or worse, at the courthouse!)

You may have noticed that sometimes document form fields contain information that is repeated throughout the remainder of the document. One example is caption information in a Probate and Family Court motion – the information appearing in the motion's form fields is repeated in the Proposed Order at the end of the document. A change to one field in the motion's caption, e.g., the docket number, is carried over to the corresponding field on the Proposed Order. This first form field doubles as a "reference source," while the

course of a hard edit you must (or accidentally) delete a form field and you do get "Error! Reference source not found.", then with the document *unprotected*, simply select and delete the error message and paste or type in the correct word or phrase.

Now about that training class....

- Jeffrey Shultz, COO



Baby Jeff - circa 1950



field it updates is a "reference field." Changes to the reference *source* will update one or more reference *fields*. (NOTE: With the document in its "protected" mode, you cannot access a reference field, but if you mouse-click on one you will see a light gray box appear around it.)

Conversely, if you delete a form field doubling as a reference source, you get ... yep, "Error! Reference source not found." It just means that the form field containing the information (the source) that was also supposed to appear elsewhere (the fields) is no longer there to provide that information. The single most common cause of deleted form fields/reference sources is trying to type information into them when the document has been *unprotected* for editing, thereby overwriting the form fields entirely even though the correct text is there. (If the gray box has disappeared, so has the reference source.)

So, what to do? First, keep the document protected at all times except when *unprotecting* to make a "hard edit," then *reprotect* the document immediately upon completing the edit. (Use the "Edit Document" button on the TurboLaw toolbar pictured above.) *Never* type in a form field with the document *unprotected*. But if in the

Interested in Web Link Exchange?

If you would like a link to your website from ours, please e-mail Danielle@turbolaw.com for more info.



Baby Danielle - circa 1978

Getting Crowded?

Keep the workflow moving in your office with an additional TurboLaw License.

Call or email Lauren at (800) 518-8726 x115



Baby Lauren - circa 1986

Training Classes and Rewards Program

TurboLaw® now offers Training Classes in:

Boston - Fitchburg - Lawrence - Pittsfield - Plymouth

Providence - Springfield - Worcester

(Special Peabody Class just added 11/28!)

- Morning or afternoon sessions
- Maximum of ten people per class
- Onsite training available for three or more trainees

Make the most of your investment.

Tuition: \$150.00 per person

Don't forget about our

Rewards Program!

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TechTips ... TurboLaw updates and Your Subscription

TurboLaw's Update Utility is a much overlooked part of TurboLaw. Not only does it keep your documents up-to-date and bring you the newest documents and program enhancements, but it is also responsible for checking your Updates and Support Subscription status. When you renew your TurboLaw subscription, it is the Update Utility that detects your renewal and allows you to continue receiving updates.

When your subscription has expired, or when it's about to expire, TurboLaw displays a warning message to you, letting you know how much time (if any) you have left on your subscription. If you have already renewed your subscription, but are still receiving the message, chances are that TurboLaw's Update Utility hasn't checked your subscription status recently. (Installing the update CD that came with your subscription renewal package doesn't change your subscription package; it only gives you the latest updates in a convenient and easy-to-install CD format in case you need them.) In order to have the Update Utility check your subscription status, you must either have Automatic Updates turned on, or you can check for updates manually.

To check for updates manually, just click the "Updates" menu in TurboLaw and choose "Check for Updates." The Update Utility will check your subscription status as soon as it opens, so you don't need to do anything else. If your payment hasn't been received yet, a message will be displayed letting you know that TurboLaw could not detect your renewal. Otherwise, the Update Utility will open, and you can either click

"Start" to check for updates, or simply close it and continue using your computer.

If you have an always-on Internet connection, such as Cable, DSL, or a LAN, we recommend using the "Automatic Updates" feature in TurboLaw.

This causes TurboLaw to check for updates every time you open it, so that you don't have to remember to do it. It also allows TurboLaw to automatically detect your subscription renewal, thus preventing you from getting the reminder messages. To turn on Automatic Updates, simply click the "Updates" menu in TurboLaw and choose "Update Options." Then, click the option to check for updates automatically and click "OK."

Software updates are an important part of any modern software product - including TurboLaw, where they pull double-duty by keeping your subscription status up-to-date as well as delivering the latest updates to you.

- Keith Survell



Baby Keith - circa 1989

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Baby Churchill

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