



TurboLaw® Newsletter

Winter Edition 2007

Volume 2, Issue 1

What's New...

Welcome to another year. We hope 2007 brings you much prosperity in your practice and many good things.

We are very excited about the many new products and services we will be bringing to you in 2007. These welcome new faces you see in our photos will be helping us to get these products out and to you as quickly as possible.

The first of these new products/services is TurboLaw.net—an Online Document Management Service. Here you can easily and securely access your files remotely, share files with clients, colleagues and staff without the dangerous security risks presented by e-mailing attachments, and manage workflow of documents within your office to name just a few of this service's many powerful features. (See page 3 for more information.)

Many of you have anxiously been awaiting documents for additional states and we look forward to announcing those additions in the near future. Two of these upcoming releases will be New Hampshire and Rhode Island Domestic Relations.

We are always looking for assistance, feedback and suggestions from those of you who practice in these areas. If you would like to contribute in any manner, please contact me personally.

Thank you again for being our customers and for making 2006 our best year yet.

Sincerely,

Thomas Whitestone
President and CEO

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From Left to Right:

Back Row: Jane Crowley, Tom Whitestone, Jeff Shultz, Jessie Read

Front Row: Lauren Plant, Danielle Mulryan, Rebecca Quarella, Keith Survell



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DocTips...

Things to Know when Editing TurboLaw Financial Documents in Microsoft Excel

The first thing to do is to look for the TurboLaw Toolbar (shown here) at the top of your page. If you do not see it, right-click on any toolbar button and click on "TurboLaw" at the bottom of the list. (Still don't see it? Call us!)



- <TAB>-&-Type your way through the document (Shift + <TAB> takes you backwards). This will take you to the places where information should be entered as applicable.
- When you wish to annotate an entry:
 - If there is space to the left of the dollar value, unprotect the document by clicking on the Edit Document button and type the note. Pressing <TAB> will then enter the note, move you one "cell" to the right and automatically re-protect the document.
 - If there is insufficient space to the left, type a footnote number or symbol in the cell immediately to the right of the dollar value – it is already formatted as superscript – and press <TAB> to enter the item and move to the next data cell. Explanations can then be entered on the Explanatory Notes page at the end of the document. Enter numbers or symbols in the left column, explanations (up to 1,024 characters) in the right column. <TAB> your way through this page – it is formatted to skip a line between notes.
- When a page is complete, press <Ctrl> + Home to take you back to the top of the page before moving on to another page. Go back to page 1 when saving and exiting a document.
- DO NOT UNPROTECT AND FORCE DATA INTO A PROTECTED NUMBER CELL! For example, on page one of the Rule 401 Long and Short Forms there are cells for Schedules A & B data. These amounts are entered automatically from those Schedules when completed.
- DO NOT TYPE NON-NUMERIC CHARACTERS IN NUMBER CELLS! (E.g., "approx. \$500,000.00") If you do, you may receive a #VALUE! error message or else the value entered will be ignored in any calculation of which it is a part.
- If you run out of room to enter items on the forms themselves, look for a corresponding Additional Schedule – e.g., Additional Assets (Realty). The values here will be added automatically to those on the form on their own lines.

- Jeffrey Shultz, COO



Rewards Program

Do people keep asking you for forms?
Tell them the get TurboLaw!

If they become customers because of your referral, you have many different rewards from which to choose.
Visit www.turbolaw.com to view them all.

New Product from the Makers of TurboLaw!

TurboLaw.net *Document Management*

Affordable | Easy | Secure

Sharing, managing and keeping your documents secure has never been so easy and affordable.



Coming Soon!

Key Benefits:

- **How often do you back up your computers or server?**

With TurboLaw.net your documents are safe even if your computer dies.

- **Have you ever needed a document and not been able to retrieve it?**

With TurboLaw.net you can access your documents securely from anywhere and easily allow guests access.

- **Have you ever lost a document or had someone change your original?**

Breathe easier about the workflow of your office because all versions of your document are always tracked, available and easily searchable.

Plans starting at \$24.99 per month

for TurboLaw customers!

More Information at www.turbolaw.net

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