

Template & Macro Essentials for Law Firms

LegalEssence FOR OFFICE 2003

Overview

LegalEssence provides essential productivity tools for working with legal documents. It harnesses the power of Microsoft Word in the law firm environment, with the templates, forms, and macros most commonly required — without the clutter of features or options that are seldom or never used.

The basic package is easily extended to include additional features required. Integration with contact managers and firm personnel data sources simplifies and speeds document production.

Base Package Includes:

Firm base template: *Selection of common legal styles*

Heading styles
Body text, including indents, double indents, quotes & bullets
Two firm outline numbering schemes (nine levels)
Table styles

Firm correspondence: *Letter, Memo, Fax*

Customized with firm format and logo
Create envelopes and labels from letter or individually
Templates for 3 standard labels and 2 envelopes
Add multiple contacts from Outlook into correspondence
Options for filtering, adding new contacts, and editing contacts

Forms: *Development of 5 firm forms (eg: HR, Accounting, etc)*

Tools:

- Modifying Numbering
- Signing Lines
- Table of Contents
- Filename / DocID Options
- Watermarks
- Page Numbering
- Safe Paste Options
- Modify Document Font/Size

Essentials made easy!

Streamlined

Customizable

Installation is simple,
quick & easily automated

Standard components
result in timely & cost-
effective deployment

Tools for repetitive tasks

AutoText for common text
blocks or firm information

Easily maintained and
expanded by in-house
personnel

Precedents in one location

Document production
made simple!

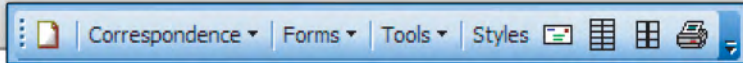
Additional Customization Available:

Should your firm have other third party contact managers that you would like to access from your templates or additional forms and precedents required by individual practice areas, *Flexpoint* can customize these requirements.

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LegalEssence Toolbar

Provides easy and efficient access to templates, forms, and macro functionality.



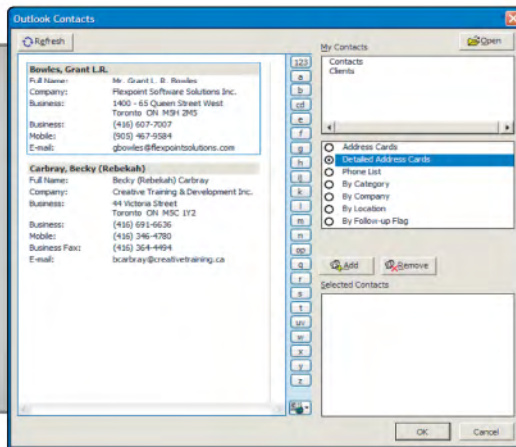
Correspondence

Custom dialogs will speed the creation of correspondence.

Required information can quickly be entered to produce documents that follow firm standards.

Forms

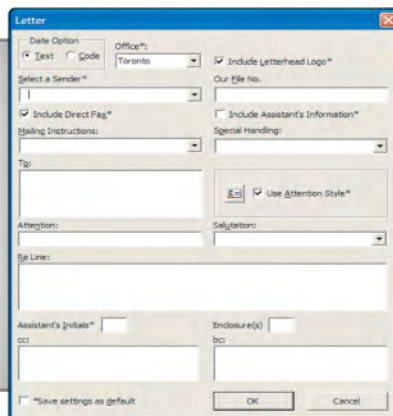
A dropdown list contains the firm's forms for quick access.



Integration with Outlook Contacts

All correspondence dialogs can be linked to the firm's Outlook Contacts.

This feature could be customized to integrate with a variety of other contact managers.



"The user-friendly design is intuitive for all of our users, including the lawyers. It provides us with the tools to produce stable and properly-structured Word documents. It was easily customized for our practice specifics. A wonderful, cost-effective solution for our firm!" — Erika Cabrera Vale - Epstein Cole LLP, Administrator

Tools

Productivity tools are available to speed common tasks.

Styles

Package includes a firm template containing custom styles with a selection of common legal styles.

Due to the nature of documents produced by law firms, it is important that best practices for working with styles be applied.

A toolbar button displays a dialog that groups the firm styles by type, making it easier to follow firm standards.

With just one click, you can apply character or paragraph styles!

Reuse Document

An innovative way to reuse portions of a letter or an entire document without using Save As on an existing document. This feature avoids issues inherent in reusing older documents.

Link to Personnel Data Sources

Upon request, a link to firm personnel data can be created to insert the author's info for correspondence.

Citrix

Easily deployed in a Citrix environment.

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