



# Legal Word Toolbox

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# Tools in the Toolbox

## Tools to Make Up for Deficiencies

- Track Changes and Document Comparison
- Numbering
- Metadata Removal



## Tools to Extend the Power

- PDF Maker
- Desktop Faxing
- Litigation Add-Ons and Research
- DocXTools 4.0 - Microsystems
- Stylizer and CrossEyes – Levit & James



## Tools to Jump Start Word

- Document Assembly
- Document Automation with Templates and Macros



# Document Comparison

- Native
- DeltaView/Synergy
- Diff Doc – SoftInterface
- Word Diff Doc – SoftInterface  
[www.softinterface.com](http://www.softinterface.com)
- New Product from Esquire Innovations



# **Demo Document Comparison**

# Numbering

- Native Numbering is Good but Complex and Time Consuming to Start From Scratch Each Time
- Options (in alphabetical order)
  - Legal Mac Pac
  - Payne Numbering Assistant
  - SoftWise
  - KKL, KI, Word Tricks, iCreate, etc.

# Metadata

- Absolutely essential
  - Policy in place
  - Automation tool to remove metadata in your documents and client documents
  - Integration with E-mail
  - Integration with Document Management
- Of Benefit
  - Analysis of Opposing Counsel (except in NY)

# Metadata Removal Options

- Metadata Assistant – Payne Consulting Group
- Out-of-Sight – SoftWise
- iScrub – Esquire Innovations
- MetaWall – Workshare
- Kraft Kennedy & Lessor Tool

# Convert to PDF

- RoboPDF



A Worldwide Leader in Award-Winning  
Software Since 1990

[www.ehelp.com/products/robopdf/#](http://www.ehelp.com/products/robopdf/#)

- PDF995

[www.pdf995.com](http://www.pdf995.com)

# PDF Conversion Price

## ■ RoboPDF - 1-Step

Number of Licenses	List Price	Special Offer
1 License	\$98	\$49
5 License Pack	\$450	\$225
10 License Pack	\$860	\$430
20 License Pack	\$1,800	\$800
30 License Pack	\$2,280	\$1,140
50 License Pack	\$3,600	\$1,800
75 License Pack	\$4,800	\$2,400
100 License Pack	\$5,000	\$2,500
200 License Pack	\$5,200	\$2,600
500 License Pack	\$9,500	\$4,750
750 License Pack	\$10,500	\$5,250
1000 License Pack	\$11,500	\$5,750

# PDF Converter Demo

# Smart Tags?

- Should you or shouldn't you?
- Useful Smart Tags if you do
  - Litigation and Research
  - FedEx
  - Flight
  - Monetary Conversion
  - Stock Quotes
  - Driving Directions
  - More

# Desktop Faxing

- Right Fax -

[www.captaris.com/rightfax/](http://www.captaris.com/rightfax/)

Provides efficient way to send and receive documents electronically from desktop, email, CRM, ERP and other business applications.

- Genifax™ - Has Legal Edition Too

[www.omtool.com/products/](http://www.omtool.com/products/)

# Desktop Faxing Demo

# Demo DocXTools 4.0

- Analyze Documents
- AutoFix or See Details
- Much More Functionality that is Extremely Valuable
  
- [www.microsystems.com](http://www.microsystems.com)

# CrossEyes/Stylizer Demo

- Display Functionality Similar to Reveal Codes – Easy to Use and Navigate
- Stylizer – Change/Apply Styles and More to Portion of a Document or Entire Document.

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

# Templates and Automation



- Extends Functionality
- Should Simplify
- Can be Created In-House
- Office 2003 and Document Assembly?
- Things to Remember...

# Other Interesting Things to Know

- Help
- Knowledge Base
  - Microsoft, Search, Knowledge Base
  - KBAlertz.com
  - Woody's Office Watch (wopr.com)
  - Editorium.com
- Good Training
- Password Recovery - AccessData

# Q&A

# Thank You

- Thank you for attending today's session. For more information, please e-mail

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