

How to Use Your TurboLaw® Editing Toolbar

(SAVE THIS SHEET!)

The TurboLaw® editing toolbar is specially designed to make editing TurboLaw® documents fast and easy. Here's how to use it:

First, do you see the toolbar above your document? It looks like this ...



- 1. Edit Document:** This button unlocks the document for editing anything not appearing within a gray form field—text, fonts, margins, etc. When a TurboLaw® document opens, it opens in “protected” mode. You can <Tab> your way forward (Shift + <Tab> takes you back) through the document, filling in additional information as you go. In this mode, most toolbar buttons are grayed out, as those functions are not available to you in protected mode. By clicking on the “Edit Document” button when you come to a section that you wish to “hard edit,” you unlock the document and can then do any type of Microsoft Word (or Excel) edit ordinarily available. (You will notice that most toolbar buttons become active. This is a good way to tell if a TurboLaw® document is protected or unprotected.) When finished, click on the button again—this re-locks the document—then <Tab> your way forward entering information until you come to another section you wish to modify.
- 2. Save As:** This button allows you to save the document in a different location or under a different name. This function is especially convenient when you have two very similar documents that require only minor changes from one another.
- 3. Check Spelling:** This button checks not only document text for spelling errors, but also text entered in form fields.
- 4. Print:** This button's function differs from the regular Word “quick print” button's in that the TurboLaw® button opens the Print Setup window. This allows you to instruct the printer as to the number of copies to print, to use both sides (as applicable), etc.
- 5. Page Setup:** This button allows you to resize margins (when in “unprotected” mode), change paper orientation, etc. This is convenient to use in the case of slight text overruns onto another side or page.
- 6. Show/Hide:** This button toggles on and off the text and editing characters, such as spaces, tabs, page breaks, etc., to assist in editing a document.
- 7. Normal View/Print Layout:** These two buttons toggle between a full window view and the page view as the document will appear when printed.
- 8. Show/Hide Table Gridlines:** Many documents, especially lined forms, are constructed within tables. By showing gridlines, editing such documents—*e.g.*, enlarging a tight space to fit required text (see **Editing Tip #3** on reverse)—is made much easier.
- 9. (Single and Double) Strikethrough:** Some official Court forms require striking out inapplicable language. By unprotecting the document, highlighting the pertinent text and pressing on either button, the text will appear like this: ~~Executor/Executrix~~.

If you do NOT see your TurboLaw® editing toolbar on your screen:

Right-click any toolbar button or click “View” on your menu bar, then click “Toolbars.” There should be a check mark preceding the word “TurboLaw” appearing near the end of the list. If there is no check mark, click on “TurboLaw” and the checkmark and the toolbar will appear.

If “TurboLaw” does not appear in the Toolbar list, refer to the User’s Manual (the large button with the question mark on the Navigator) **or call (800) 518-8726 ext. 3** for assistance.

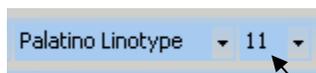
Remember: You want to use the TurboLaw® editing toolbar for maximum editing efficiency of all your TurboLaw® documents

EDITING TIPS:

TurboLaw® documents are easy to edit using the TurboLaw® editing toolbar. Here are a few editing tips to help speed you through document preparation.

1. “<Tab> & Type” your way forward through the document to be sure you complete and review every applicable form field. (Shift + <Tab> takes you back.) When you come to a section that needs a “hard edit,” click on the “Edit Document” button, make the edit, and then click on the “Edit Document” button again to reprotect it. Resume “<Tab> & Type” until you come to another such section and repeat the process as necessary. NOTE: You cannot “<Tab> & Type” if the document is *un*protected.
2. To determine if a TurboLaw® document is in “protected” or “unprotected” mode, note the toolbar buttons. If most buttons are grayed out—check the **B I U** buttons for quick reference—your document is protected; if active, the document is unprotected.
3. In “lined” documents such as Court forms, where text does not fit in the available space: First, you might try abbreviating or rewriting the text. If this is insufficient, click on the “Show Gridlines” button on the TurboLaw® editing toolbar to see the affected area. Unprotect your document. Move your mouse pointer over the line you must move to resize the table cell until it changes to a double-sided arrow. Click and drag to resize the cell. Lines will “snap to grid.” To slide a line smoothly, hold down the ALT key as you click and drag.

You can also resize the font to squeeze text effectively. Unprotect the document. Select the applicable text. Click in the font size window on the Microsoft Word or Excel toolbar.



Font size window

Resize the text to fit.

TIP: You can use font sizes in half-point (x.5) increments—*e.g.*, 9.5—by typing the number in the font size window and pressing <Enter>.

If you find yourself struggling with any aspect of editing a TurboLaw® document, you are not doing it the way it is intended. **DON'T FIGHT IT—CALL US!** That's why we're here.

(800) 518-8726 ext. 3