

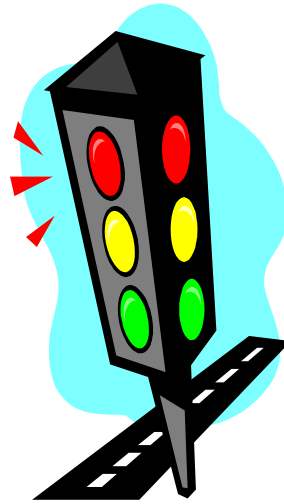
Puritas Springs Software

Ohio
Estate
Tax

Version 8

© 1995—2010 Puritas Springs Software

645 McKee Trail
Hinckley, Ohio 44233
330-278-3252



Copyright Notice

You may not reproduce, transmit, transcribe, store in a retrieval system or translate into any human or computer language this manual and software. These actions, in any form or by any means, are illegal without the express written permission of Puritas Springs Software.

Limited Warranty

During the period of time before a major upgrade, if the disks that make up the then-current version of this software are defective, then return the software to **Puritas Springs Software**, 645 McKee Trail, Hinckley, Ohio 44233-9209 and replacement disks will be mailed to you. **Puritas Springs** reserves the right to define and decide what constitutes a major upgrade.

Disclaimer & Limitations

Puritas Springs Software provides *Ohio Estate Tax for Windows*, consisting of both the software and this manual, "AS IS." The software and manual carry no warranty as to performance, merchantability or fitness for any particular use. **Puritas Springs Software** specifically disclaims all warranties, express or implied, regarding the software or our services, and **Puritas Springs Software** does not warrant that the software or services are free from defects, interruption, errors or other program limitations. For states containing limitations on implied warranties, any such implied warranties are limited to 60 days from the date of purchase. The rights provided by this Limited Warranty shall be limited to the original, registered and recorded purchaser of the software. Said rights are limited to the cost of the software and are non-transferable. You assume all liability and responsibility for the accuracy of any form produced by this software. Recognizing this, **Puritas Springs Software** has exercised due care in the preparation of the software and manual. In no event, however, shall the authors or publisher be liable for direct, incidental or consequential damages, or damages of any type, arising from the use of *Ohio Estate Tax for Windows*.

This Agreement sets forth **Puritas Springs Software's** entire liability and your exclusive rights and remedy with respect to the software. Headings are included for convenience and shall not be considered in interpreting this Agreement. This Agreement does not limit any rights that **Puritas Springs Software** may have under trade secret, copyright, patent or other laws, federal or state.

Getting Started

Ohio Estate Tax for Windows - Version 8 (WOET8) is a 32-bit Windows application that runs in Windows Vista, Windows XP, Windows 2000, Windows ME, and Windows 98.

System Requirements. *WOET8* requires a Pentium or equivalent processor with at least 64 MB of RAM. *WOET8* is distributed on a CD and requires approximately 8 megabytes of hard disk space.



WOET8 works requires an SVGA video adapter capable of displaying a minimum resolution of 800 x 600 pixels at a minimum of 256 colors. However, a higher resolution and color depth is recommended.

United States Copyright laws protect *WOET8* as the property of Puritas Springs Software. Your *WOET8* distribution CD contains a registered serial number. Possessors of unauthorized copies violate Federal law.

Note that the files on the *Puritas Springs* CD are compressed. You cannot copy them to your hard drive manually. You must “install” them using the SETUP application on the distribution CD.

In General. The *WOET8* distribution CD contains many files, some of which are shown below. **You don't need to know anything specific about them.** The installation program automatically transfers them to your hard drive and *WOET8* uses them during program operation. The list below is for reference only.

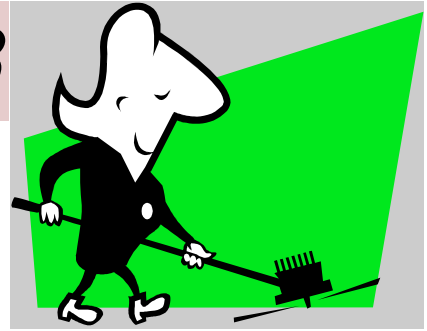
These files are essential to the proper operation of *WOET8*. If any of these files becomes corrupted, you must reinstall *WOET8* from the CD. Re-installation will not affect your client **ET8** data files. Naturally, you should back up the data directory periodically to protect your client data.

- | | |
|--------------------|--|
| WOET8.EXE | is the executable file that is the <i>WOET8</i> program; |
| WOET8.CHM | is a compiled html file that is used by <i>WOET6's</i> help system. It should always be in the same directory as the executable file; |
| DEFAULT.ET8 | is a file that seeds all new client files you create. It must be located in the <i>WOET8</i> default client file directory, usually C:\Puritas\WOET8\Files. It can be modified by the user so it contains the personalized startup values for <i>WOET8</i> , <i>i.e.</i> , county name, preparer's name, address and telephone number. |

Ohio Estate Tax for Windows – Version 8

- PAGEXX.DAT** are a series of files numbered 1 through XX (along with a few unnumbered files) that are used internally by WOET8 to define the characteristics of the answers that are printed on the forms. These files are in a subfolder of the executable's directory, usually C:\Program Files\Puritas\WOET8\DAT.
- PAGEXX.RTF** are a series of files numbered 1 through XX that are used internally by WOET8 to generate the forms that are displayed on your screen, printed on your printer, and sent to your word processor. These files are in a subfolder of the executable's directory, usually C:\Program Files\Puritas\WOET8\RTF.

Installing **WOET8**



Overview

You install *Ohio Estate Tax for Windows—Version 8 (WOET8)* to your computer by simply inserting the distribution CD. The *InstallShield* installation does everything automatically. Although the process is automatic, you can review the steps below to make sure that everything's proceeding smoothly.

Installation Steps

- A. Place the distribution CD in your drive.
- B. On most systems, installation will begin automatically, however, **if the installation wizard does not start automatically**, perform the following three steps:
 1. Press the **Start** button;
 1. Click on the **Run** item; and
 3. Type the command shown below. Note that if you're installing from a different drive, you must use the correct drive letter.

D:SETUP.EXE

- C. The **Preparing to Install** screen will appear briefly as *InstallShield* sets itself up to begin the installation process. Typically, you'll see a progress meter until the **Welcome** dialog appears. Click the **Next** button to proceed with installation. Click **Cancel** if you want to abort installation.
- D. The **Puritas Springs Software Licensing Agreement** appears in the next dialog. Click on the **I accept ...** option to accept the terms and conditions of the license, and then click on the **Next** button to continue with the installation. If you do not agree to the terms of the Licensing Agreement, you will not be able to continue installing the program.
- E. Verify your user identification information and click the **Next** button. Unless you have a compelling reason, leave the **Anyone who uses this computer** option selected. This option may only appear on post-*Windows 2000* systems.
- F. You will now see the **Ready to Install** dialog. Click the **Install** button to begin the actual installation process. As files are copied and installation tasks are completed by the *InstallShield Wizard*, a progress meter will keep you informed as the stages of installation are completed.

- G. When installation is complete a Installation Wizard Completed dialog appears on the screen and you can click the Finish button.

Running The Program

When installation is complete, a *WOET8* icon is placed on your desktop. You can start the program by clicking or double-clicking your mouse on the icon. You can also run the program by clicking on the Start menu button in the lower, left corner of your screen, then click the Programs submenu, then the Puritas Springs Software submenu, and finally click on the *WOET8* item.

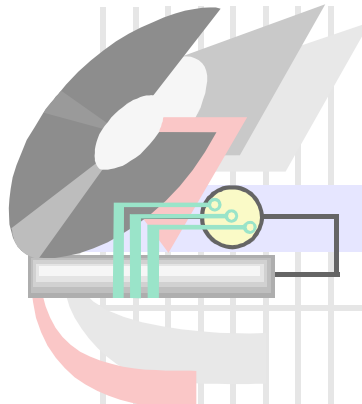
Updating and Reinstallation

1. **Download the Upgrade.**
 - A. Click on *WBOPF6*'s Help menu and select Download Upgrade.
 - B. In the Download Upgrade dialog box, click on the Check Availability button. Note that some systems, typically networks, may have security software and/or hardware in place that prohibit downloading executable files. If this is true in your office or you are having problems with the download, check with your network administrator.
 - C. After clicking the Check Availability button, you may get one of three responses.
 - 1) You are notified that a newer version is available and the Check Availability button changes to a Download Upgrade button. Click on Download Upgrade button and see the file downloading.
 - 2) You are notified that there is no newer version available, in which case, you're done.
 - 3) A message indicates an error, *i.e.*, "HTTP Get Failed." Talk with your network administrator or send in your disk according to our instructions on the Current Versions page of our web site: www.puritas-springs.com.
2. **Remove WOET8. First, it is important to know that removing the WOET8 program using Windows' Add/Remove function will not delete or harm your client files.** That being said, you should always back up the Files subfolder that contains the client files. The default path is C:\Puritas\WOET8\Files\.
Below are the steps for removing the prior version of *WOET8*. Note that when we refer to prior version we are *not* referring to *Version 7*.
 - A. Exit the *WOET8* program.
 - B. Click on the Start button. From the Start menu select Settings, and then Control Panel. Note that in some *Windows* versions, you may need to navigate to Control Panel in a different way. However, once in Control Panel, double-click the Add/Remove Programs icon. If you don't see the Add/

Remove Programs icon, you may need to click on the Classic View link or option.

- C. Select **WOET8** from the program list within the Install/Uninstall tab. With the **WOET8** item highlighted, click the **Add/Remove** button (*Vista* has an uninstall link at the top of the window instead, but the removal process is essentially the same as described herein).
 - D. When the **Welcome** dialog appears, click the **Next** button to begin the removal process.
 - E. The next dialog box to appear is titled **Program Maintenance**. When it appears, click the radio button next the **Remove** item, and then click the **Next** button.
 - F. **Remove the Program** is the next dialog box to appear. The *InstallShield Wizard* will begin to remove the old **WOET8** program when you click the **Remove** button.
 - G. You are notified when the removal function is complete. In the dialog box that appears, click the **Finish** button to close the *InstallShield Wizard*
3. **Install the New Version.** The final step in the upgrade process is to install the new version by executing the file you downloaded. The name of the downloaded file is **setupwoet8.exe** (note that sometimes the **exe** extension is hidden) and when you download it, it is stored at **C:\Puritas\WOET8\Files**. When you find the file, double-click on it and follow the installation instructions contained earlier in this manual. If you don't know how to find the file, try following these steps:
- A Go to My Computer
 - B Double-click the **C:/** or **Local Hard Drive** icon.
 - C Double-click the **Puritas** folder.
 - D Double-click the **WOET8** folder.
 - E Double-click the **Files** folder.



In the **Files** folder you should see the **setupwoet8.exe** file. Double-click on it to begin installation.





Entering Information An Estate Tax Tutorial



In General

When you start *Ohio Estate Tax for Windows (WOET8)*, it presents a Main Window that provides access to a set of blank estate tax forms (blank except for any information present in the **DEFAULT** file). Use the  <TAB> key to move from field to field. When you press the  key, the focus moves from field to field allowing you to complete the return. You won't go too far before you notice that you cannot tab to every field. Some fields or lines are calculated by *WOET8* based on information you entered elsewhere. **Yes/No** check boxes are a typical example. Usually you can check or uncheck the **Yes** box, but you cannot tab to or change the state of the **No** check box except by checking or unchecking the **Yes** box. When you tab from the **Yes** check box, focus will skip past the **No** box, but the **No** box will assume the opposite state of the **Yes** check box.

Another unique behavior to note is that there are many fields to which you can tab, but you receive a warning if you try to type in the box. These edit boxes have a light blue background and are overrideable. That means that *WOET8* will complete that entry automatically. Therefore, unless you have a valid reason for doing so, you should NOT override these entries. In addition to certain edit boxes, some check boxes are also overrideable. There aren't many overrideable check boxes in the core estate tax form set. If you'd like to see an example of them, see Form 22. You can override entries in three ways: by selecting **Override** from the **Options** menu, by right-clicking your mouse on an entry and selecting **Override** from the pop-up menu, and by pressing  when an overrideable entry has the focus. Note that  cancels override

Regardless of the ability to override entries, remember that *WOET8* completes most the return based on entries you make in the **Asset/Debt Worksheet**. For example, if you enter a parcel of real estate on the **Asset/Debt Worksheet** and check it off for **Schedule A**, the value of the realty is automatically included in the total gross estate. It is not necessary to make an entry on Schedule A or the Recapitulation Page or on Page 1, Line 1. You only make your entry on the worksheet. Everything else is automatic.

The basic steps to follow when completing an estate tax return are outlined in the tutorial that starts on the next page. This tutorial takes you keystroke by keystroke through the process of completing an estate tax return from beginning to end. Note that the tutorial follows a file on your disk named **SAMPLE.ET8**. If you simply wish to follow the tutorial without doing data entry, you can load the **SAMPLE** file and read on.

Step 1. Form ET-2 & Basic Information.

Select 1. Form ET-2 & Basic Information in the Main Window. When you first start *WOET8* or select the File|New command, you get a set of blank estate tax forms on which to begin working. When you click Form ET-2 & Basic Information in the Main Window, page 1 of the ET-2 appears on your screen and the focus is on the Decedent's Last Name field box near the top of the return. Type "Smith" and then press the **Tab** key. Pressing the **Tab** key takes you to the next field—"Decedent's first name & initial." In that field type: "Robert F." Complete the rest of Part 1 as shown below.

Field	Answer
Date of death	June 4, 2010
Date of birth	September 10, 1958
Cause of death	Automobile Accident
Occupation	Hospital Administrator
Decedent retired	No
Address of decedent ...	2039 Loveland Drive, Lakewood, Ohio 44107
Decedent's social security number	123-45-6789
County in Ohio, in which Probate Court ...	Cuyahoga
Case Number	PRO 04-123456

If you're following along in *WOET8*, your screen should look like the one shown below:

Figure 1. After initial data entry.

This completes the top part of the form. Notice that when you press **Tab** after entering the case number, the focus moves to the middle portion of the form. All of the entries in the **Tax Computation** section of page 1 are calculated automatically by *WOET8* except line 7. Therefore you can press the **Tab** key once to cycle through lines 1 through 9. Eventually these skipped lines will be completed based on the asset and expense information you enter in the **Asset/Debt Worksheet** in Step 4.

To repeat, you must now press the **Tab** key enough times to move through the **Tax Computation** section of page 1 so that your cursor is blinking in the **Name of Attorney** area. The table on the beginning of the next page shows the answers for the bottom of part of page 1 of Form ET-2.

Field	Answer
Name of Attorney	Ward F. Stone
Address	17140 Lorain Avenue, Cleveland, Ohio 44111
Telephone number	440-572-7645
Name of Executor/Administrator(s)	Joann R. Sample
Address	2039 Loveland Drive, Lakewood, Ohio 44107
Telephone number	216-251-8085
Name of Executor/Administrator(s)	
Address	
Telephone number	
Percentage	100
City, Village or Township	Lakewood

Note that for the **Percentage** field, you need only enter “100.” You cannot enter the percentage sign. *WOET8* will handle that for you. As far as you’re concerned, page 1 is now complete. Another thing to note is that you can check a box by pressing the space bar or by clicking your mouse within the box. In cases that are mutually exclusive, such as **Yes/No** checkboxes, checking or unchecking the **Yes** box automatically sets the **No** box accordingly. You must tab off the entry before *WOET8* recognizes the change.

To continue with page 2 of Form ET-2, click on the page button. It’s the right-pointing red arrow button on the tool bar near the top of your screen. There’s not much to enter on the **Recapitulation** page. In fact, in this **SAMPLE**, there is nothing to enter. One of the few times you’ll make entries on this page is when you’re making the alternate valuation or qualified farm elections.

Now display page 3. Again you’ll be using the page button. On this page you’ll make four entries:

1. Check **Yes** on Line 1.
2. Check **Married** on Line 7
3. Complete the **Spouse's Name** field
4. Complete the **Spouse's Social Security Number** field

A picture of the completed screen is shown at the top of the next page.

Step 2. Naming & Saving Your File.

Save your work by clicking on item 2 in the **Main Window**. If you need to return to the **Main Window** because you’re looking at page 3 of Form ET-2, use the **Main Window** button on the too bar. It is the same as using the **File|Save As** command from the menu bar. When you are asked for a file name, use any legitimate *Windows* name. Keep in mind one thing about file names: it is usually faster and easier to let *WOET6* apply the **ET8** extension.

In other words, if you’re using the name “Jones, Martha,” just type **Jones, Martha** and don’t use a period at the end. Don’t use periods – period. *WOET8* will do that for you.

Information	Yes	No
1. Did the decedent die testate? <i>If yes, please attach a copy of the will.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. During the decedent's lifetime, were there any trusts created (by the decedent or others for the decedent)? <i>If yes, please attach a copy of the trust.</i>	<input type="checkbox"/>	X
3. Were any disclaimers filed or elections to take against the will made? <i>If yes, please attach a copy of the disclaimer or election.</i>	<input type="checkbox"/>	X
4. Have federal gift tax returns ever been filed? <i>If yes, please attach a copy of the returns.</i>	<input type="checkbox"/>	X
5. Was a federal estate tax return required? <i>If yes, please attach pages 1, 2, and 3 or Federal Form 706</i>	<input type="checkbox"/>	X
6. Did the decedent own real property? <i>If yes, please attach copies of any appraisals.</i>	<input type="checkbox"/>	X
7. Marital Status of the decedent at time of death: <input checked="" type="checkbox"/> Married Name of Surviving Spouse (if applicable) <u>Joann R Sample</u> Social Security Number of Surviving Spouse <u>987-65-4321</u> <input type="checkbox"/> Single <input type="checkbox"/> Legally Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed Name of Deceased Spouse _____ Social Security Number of Deceased Spouse _____		

Figure 2. Completed Information on Page 3.

Step 3. Entering Schedule E Joint Tenants.

You can display the **Joint Tenant Worksheet** on your screen by pressing **CTRL J**. The **Joint Tenant Worksheet** is pretty simple to operate. The persons you enter as joint tenants will be used to populate the joint tenant section of Part II and also as references for the **Co-Tenant** column of Schedule E. Complete the three fields. Your cursor should already be blinking in the **Name** field. Enter the joint tenant's name in the **Name** field. The fields and answers are shown in the table at the end of this paragraph. Then press **TAB** (the <TAB> key); enter the relationship to the decedent in the **Relationship to Decedent** field, then press **TAB**; and finally enter the joint tenant's city and state in the **City and State** column. Now press the **Save to Table** button and your first entry is part of the database. You'll the entry appear on the bottom part of the screen. If you need to add another person, use the **Add at End** button and you'll get a new blank to fill out on the top part of the screen. When you're done click the **Save to Current Table Row** button. Repeat the process as required. The **Sample** file has only one entry.

Field	Value
Name	Joann Sample
Relationship	Daughter
City, State & ZIP	Hinckley, Ohio 44233

Step 4. Entering Assets & Debts.

You can display the **Asset/Debt Worksheet** on your screen by pressing **CTRL D**. The technique you will use to enter items into this worksheet is essentially the same as that used in the **Joint Tenant Worksheet**. When you first see the **Asset/Debt Worksheet**, the focus is in the **Description** field. The field entries for the first item in the **Sample** file's **Asset/Debt Worksheet** are shown in the table on the following page.

Field	Answer
Description	An undivided half-interest in the real estate
Miscellaneous Fields ...	
Date of death value	117000
Cotenant	Press the Change button next to the Cotenant field And select the cotenant(s) from the list.
Percent Includible	75—type “75”, don’t use decimals or percentage signs.
Send To ...	
Schedule E, Part II	Checked

Note the **Miscellaneous** group mentioned above has several fields, but not all of the them apply to every form or schedule. We’ve tried to list the applicable forms in the parenthetical to the right of the field label. **Data of Death Value**, for example, applies to every form and should always be completed. **Alternate Value** and **Alternate date**, obviously, should only be completed if you’re elected alternate treatment. The **Cotenant** and **Percent Includible** fields are only used for Schedule E, Part II. In the above table that when you type in dollar amounts, you should NOT include dollar signs or commas.

When you’re done, click the **Save to Table** button to “save” your new entry to the database. Click the **Add at End** button to begin the next entry.

There are close to 50 entries in the **SAMPLE** file and it would be pointless to go through each entry. If you wanted additional fodder for practice, load the **SAMPLE** file.

Step 5. Completing & Displaying Forms.

At this point, the return is nearly complete. Schedules A through M are complete with the exception of Schedule B’s “**Business interests in inactive or closely held corporation**” checkbox. The rest of the Form 2 estate tax return is completed. You can review and edit (to a limited extent) any of the forms and schedules by using this item **Main Windows** or the **Display** menu. They are essentially identical.

The technique for handling forms is the same as we covered about page 1 of Form ET-2. Tab from field to field and make your entries. Again, note that many fields are completed automatically and you cannot make entries in those fields. This is especially true of the Form ET-2 schedules. On many there is not a single field for you to complete — they are all completed automatically.

Step 6. Printing Your Forms.

When you’re satisfied that the return is ready for filing, go to the **Selected Forms** dialog by click on item 6 in the **Main Window** or by using the **File** menu’s **Print** submenu. When the dialog appears, it will make an intelligent guess at the required forms and pre-check those boxes for you. If everything meets your approval you can click on the **Print** button.

Figure 4. Completed Property Worksheet.

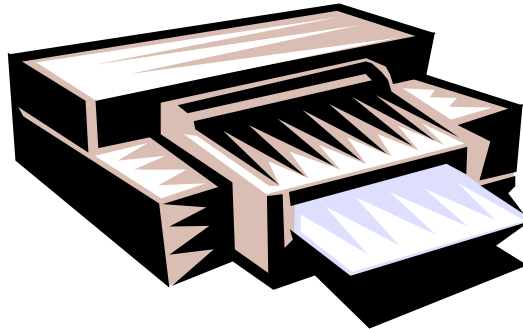
Step 7. Sending Your Forms To The Word Processor.

Aside from *WOET8*'s ability to print forms on your printer, a powerful and useful feature of *WOET8* is its ability to send entire sets of forms to your word processor. Instead of printing your forms, it creates an RTF file that your word processor automatically opens. The purpose of this feature is to let the user make form *and* substance modifications that would otherwise be impossible within *WBOPF6* itself.

Microsoft developed the RTF standard so it comes as no surprise that Microsoft's *Word for Windows* is best at reading RTF files. Therefore, if you have *MS Word*, you should go to the Options menu and check that *Word for Windows* is selected as your word processor using the *Set Word Processor* item. If you use *MS Word*, you should be able to print your forms with little or no adjustments.

WordPad. If you do not use *Word for Windows* as your word processor, your next choice of word processor *may* be *WordPad*. It is capable of reading and writing RTF files, however, its ability to read formatting information is somewhat lacking and therefore it will be necessary to set the *Page Setup* parameters so that the margins are: top=0.75"; left=0.75"; right=0.75"; and bottom=0.25". **Setting the margins is very important because it governs both line breaks and page breaks.** It is important to remember that every computer renders True Type fonts differently, so if inappropriate line breaks are ruining the format of your form or schedule, try adjusting the margins. **Usually margins that are too small are not a problem; however, margins that are too big cause long text lines to break across two lines instead of one. This destroys the look and format of the remainder of the page.** So if this happens near the top of a page, the whole page is affected. While *Word for Windows* gets the margin settings from the RTF file header, *WordPad* is unable to do so. Consequently, if you're using *WordPad* you'll want to set the *Page Setup* parameters that are available on *WordPad*'s *File* menu. **Note that the version of *WordPad* that comes with *Windows 95* does not render line spacing and underlined tabs accurately enough to generate acceptable IRS forms. Therefore, if you have *Windows 95* and don't use Microsoft's *Word* as your word processor, you may want to obtain an alternate application for displaying RTF files.**

WordPerfect. *WordPerfect* also reads and writes RTF files but its ability to do so is severely hampered by the fact that it miscalculates line spacing. Even if you make template corrections in *WordPerfect*, *WordPerfect* doesn't seem to be able to recognize its own RTF files thus rendering the otherwise excellent *Reveal Codes* feature useless. We recommend not using *WordPerfect*; use *WordPad* instead.



Don't Ignore The Help Files

This paper manual is merely an outline of the basics of installation, getting started and a tutorial on basic information entry. You can get additional help via the program's **Help|Table of Contents** menu. This program has context-sensitive help. That means that you get help on a specific menu item without searching for that topic. Simply highlight the menu command and press **F1**. Many other objects on your screen have associated help topics, *i.e.*, window scaling. When in doubt, move the focus to the component object and press **F1**.

The mouse won't work to highlight a menu command. You must use the keyboard. To give an example, if you wanted help with the **Import Probate File** command you would press **ALT F** to pull down the **File** menu, and use the arrow keys to highlight the **Import Probate File** command. With the command highlighted press the **F1** key.

If you're like us, you might be doubtful as to whether help files can be truly helpful. Regardless of any drawbacks, we found them to have significant benefits over their paper counterpart.

Help Is Always There

When we were at the office, the manual was at home. When we were on the computer at home, the manual was at the office. On unfortunate occasions, that alone can make you lose a day. It never happens with help files. They're always there. A copy for your home computer, and a separate one for the office. Ditto for your laptop! When you're desperate for information, you can always count on its accessibility.

Help Is Hyperlinked, Searchable & Better Indexed

We took extra time to develop a logical system of indexing. You should find that a help file's searchability can be a time-saver when you're looking for a snatch of text. The point and click links between key words provide instant information without fumbling though page after page looking for something. This **non-linear** characteristic is part of what makes help files so uniquely useful.

Help Is Up To Date

Because they are printed in large quantities, paper manuals fall out of synch with last-minute or late-minor programming changes. Help files, on the other hand, are easier to keep current with programming changes because their modification involves no additional processing steps to implement (*i.e.*, physical transportation, printing, binding, *etc.*).

Paper Fix

Don't forget that any help topic can be printed simply by pressing the help window's Print button, or using the menu's Print Topic command.

Essential Help Topics

Checking out these help topics before starting *WOET8* will reduce the learning curve, although you'll find *WOET8* relatively straightforward to use.



1. Tutorial - Entering Information

This topic is a good starter because it explains the process of entering information and saving it in a file you name. It takes you through a step-by-step tour of completing an estate tax return from beginning to end. **Tax Releases.** There's also some special information about completing the tax release forms (Forms 12 & 14).

2. What are the worksheets used for?

The Joint Tenant Worksheet and the Property Worksheet are the central areas where *WOET8* keeps cotenant, asset and expense information. This topic describes how to enter information and explains the purpose of record numbers. Becoming acquainted with this information can help you avoid any possible pitfalls in using the worksheet.

3. What is the DEFAULT.ET8 file?

This topic explains how to customize the blank, start-up probate form set so that common, unchanging information, *i.e.*, county name, *etc.*, is set up to appear automatically when you select New from the File menu.

4. Using The Keyboard

This is a good topic to print because it summarizes all the key commands which are available in the program.

5. Overriding Answers

You'll use this command when you need to change entries in text input dialogs that contain green colored text.

6. Common Questions

We often get recurring questions about particular facets of *WOET's* operation. If you have a question, you may find the relevant help topic cited here, *i.e.*, alternate values, qualified farm values, handling cotenants, and more.

8. Tricks For Better Looking Printouts

Tips for getting the most out of *WOET8* and its ability to generate printed forms, for example, the inventory and final accounting.