# Puritas Springs Software

## Windows 98 Buy or Pass?

Do you ever find yourself saying something like "*when we have a chance*, we've got to do this or that?" You know what? The chance never comes. That's because busy law offices generally run from one client's crisis to the next and simply don't have the time for idle housekeeping chores. We think *Windows 98* fits in the same mold. Sometime when you have nothing to do (ha, ha), you'll want to purchase and install it on all your office computers. The truth is we've never installed a new operating system or piece of hardware that  didn't chew up a few days getting configured and integrated into the existing system.

Computer trade journals and periodicals cite the following as the main reasons for upgrading to *Windows 98*:

- Speed
- Better Web Integration
- More Stability
- Better Hardware Support
- Multimonitor Support

We think that these points are of limited use to law offices. On the issue of speed, to quote one industry pundit, "The improvement is sometimes slight and never more than modest…." The ultimate question is do you really care if your word processor starts in six seconds instead of eight? We don't think so.

On the subject of Web integration, we've said it before and we'll say it again — the importance of the Internet to computing is way overstated. Thanks to the war going on between Netscape and Microsoft, we, the victims, are

If you're a customer of ours, you should receive three or four of these catalog/newsletters per year. If you're not receiving them, you may want to verify your address with us. We use sophisticated, postal-approved bulk mail software that requires a street address or post office box to

generate 9-digit zip codes and bar code information. The most common problem we encounter involves offices with only a building name and suite number and no street address. If this is true in your case, it's likely our software is unable to classify your address and you are being deleted from our list at mailing time. If you're not a customer, you'll only receive our newsletter about once a year.

## VISA, MCard & Software in Seconds

For a number of years, we did just fine without using charge cards. Our customers filled out our software order form, mailed in a check, and we generally sent the orders out the same day we received them. However, once our customer base grew to over 2,500 customers and our Web site began generating sales from Puerto Rico to Hawaii, we felt changes in the existing system were a business necessity. By the time you read this, we will have been accepting charge cards for about three months. So far it's proving to be a bigger success than we anticipated as well as a convenience to our customers.

Instead of mailing in a check with our order form, many offices simply phone in their order, using their charge cards and we ship their order the same day by U.S. Priority Mail. We

# ... Buy or Pass?

*(Continued from Page 1)*

getting the Web integrated into our computer interfaces regardless of whether we want or need it. Word processing makes up the bulk of a normal law office's computing. It's doubtful whether 10% of one's computing time is spent on the Internet, so why should 90% of the computer interface be dedicated to the Web? To make matters even worse, Microsoft is now telling the Department of Justice that Web integration is so fundamental to the evolution of *Windows* that applications (*i.e.*, word processors) won't even work without it! Please.

More stability? Isn't this the reason they advised us to switch from *Windows 3.1*? We're not totally sold on this reason because we use *Windows 95* for complicated program development, maintaining our Web site, running our network and real time audio processing. Frankly, it's not that bad.

If MMX, USB, DVD and FAT32 mean something to you and your law office, then *Windows 98* may be your ticket. As far as we know there is no law-related software that utilizes MMX technology. With respect to the other three acronyms, they're bleeding edge technologies that have no present use in today's average law office.

Finally, there's *Windows 98's* support for the simultaneous use of two monitors on one computer. If this is one of the main reasons for switching to *Windows 98*, they may as well not even mention the minor reasons for switching. Are there law office uses for this feature? We can't think of any.

In conclusion, don't go to *Windows 98*, let *Windows 98* come to you. It will come preinstalled on roughly 90% of all new computers, so for that reason alone it will be a success and you *will* eventually own it. However, until that time, we can't recommend going out of your way to purchase it for your office.

# New Math?

Feel proud of that expensive, new 32X CD-ROM drive you just purchased? We hate to be the harbingers of bad news, but your new 32X drive probably doesn't perform any faster than a cheap old 4X CD-ROM.

Several years ago we wrote about a scam in the computer industry involving CD-ROM drives and it's truer than ever today. One trick involves using a new technology that doesn't maintain constant spin speed across the entire disk. Considering simple physics, the outer portion of the disk is travelling faster than the inner part. The trick isn't so much the technology as it is the means of measurement. Instead of taking an average data transfer speed that accounts for the slower inner "tracks," manufacturers are measuring speed based on the fastest outside tracks. Consequently, the new 32X speed drives are probably only 14X at the innermost "tracks," making for a speed that is substantially lower than the reported 32X.

> *"We hate to be the harbingers of bad news, but your new 32X drive probably doesn't perform any faster than a cheap old 4X CD-ROM."*

The second factor making these stated speeds a misnomer is that most software is optimized to a speed of 4X (600K/sec). Therefore, in the words of one senior research analyst, "all the speed improvements beyond 4X are primarily cosmetic. That means the actual advantage for most users is small. They don't feel the difference in most applications."

The best advice is to buy as high a speed CD-ROM as you can get for what you're willing to pay, but never pay premium for a faster drive. When choosing a system, focus your buying power on components that can dramatically a improve performance, such as RAM memory, rather than wasting money on high speed CD-ROM drives.

# MS v. GM

At a recent computer expo, **Bill Gates** reportedly compared the computer industry with the auto industry and stated: "If GM had kept up with technology like the computer industry has, we would all be driving $25 cars that got 1,000 miles to the gallon."

**General Motors** responded with the following statement:

> *"If GM had kept up with technology like the computer industry has, we would all be driving $25 cars that got 1,000 miles to the gallon."*

"Yes, but would you want your car to crash twice a day?" And consider the following points:

1. Every time they repainted the lines on the road you would have to buy a new car.

2. Occasionally your car would die on the freeway for no reason, and you would just accept this, restart and continue driving.

3. Occasionally, executing a maneuver would cause your car to stop and fail and you would have to re-install the engine. For some strange reason, you would accept this, too.

4. You could only have one person in the car at a time, unless you bought "Car98" or "CarNT". But, then you would have to buy more seats.

5. Macintosh would make a car that was powered by the sun, was reliable, five times as fast, twice as easy to drive, but would only run on five percent of the roads.

6. The Macintosh car owners would get expensive Microsoft upgrades to their cars, which would make their cars run much slower.

7. The oil, gas and alternate warning lights would be replaced by a single "general car default" warning light.

8. The airbag system would say "Are you sure?" before going off.

# ... VISA

*(Continued from Page 1)*

accept VISA, MasterCard and Discovery charge card At the present time we do not have American Express authorization.

That's great service, but we actually decided to go one step beyond. If you have an e-mail address, we can literally deliver your software purchase to you in seconds. We do this by sending you the software as e-mail attachments. You can copy them to your hard drive and install in the same way you download and install demo programs from our Web site.

If you're like us and you want your software RIGHT AWAY, you'll love our new "Software In Seconds" delivery system. No matter what, even if you tell us to e-mail your software, we'll still send you your manual and disks via U.S. mail. The "Software In Seconds" system is merely a means of getting our software to you in advance of the normal mail service.

# In Good Humor

**Humorist Art Buchwald** once wrote: "It isn't the bad lawyers who are screwing up the justice system in this country—it's the good lawyers … if you have two competent lawyers on opposite sides, a trial that should take three days, could easily last six months.

❋ ❋ ❋ ❋ ❋

**Attorney**: You say you have the perfect alibi to the charge that you murdered your wife. What is it?

**Client**: She wasn't my wife.

## Advocacy & The Child Support Guidelines

If you think that completing the child support worksheet is strictly a pencil-pushing task, like filling out a tax return, you may want to reconsider. Remember the scenario where the same fact situation given to ten accountants results in ten different tax liabilities? The same is true of the child support guidelines. In this article we'll observe variances in the support computation that changes the annual obligation by close to $2,000.

**Line 1b. Overtime and Bonuses.**

From the telephone calls we get, it would seem that some practitioners are not reading the entire question. There's more to it than just plunking in the last three years of overtime and bonuses. Line 1b can be very kind to the industrious obligor. It's a one way door of sorts, providing that even if there is a reasonable expectation, a parent will earn *more* than the lesser of the three-year average or last year's amounts, then line 1b should be the lesser of the three-year average or last year's amount. The converse is not true. If there is a reasonable expectation that a parent's overtime and bonuses will be less than the lesser of the three-year average and last year's amount, then line 1b may be the amount reasonably expected.

Considering this language, our ***Revised Ohio Child Support Guidelines for Windows (WROCSG)*** permits you to override the figure calculated on line 1b with a number that represents the current reasonably expected overtime.

**Line 17. Basic Combined Child Support Obligation**.

Although the language of line 17 doesn't say so, O.R.C. §3113.215(B)(5)(g) gives the following instructions about looking up the child support figure in the table.

> When a court or agency calculates the amount of child support to be paid pursuant to a child support order or an administrative child support or-

der, if the combined gross income of both parents is an amount that is between two amounts set forth in the first column of the schedule, the court or agency may use the basic child support obligation that corresponds to the higher of the two amounts in the first column of the schedule, use the basic child support obligation that corresponds to the lower of the two amounts in the first column of the schedule, or calculate a basic child support obligation that is between those two amounts and corresponds proportionally to the parent's actual combined gross income.

This means that if the combined annual income falls between table values (a likely event), there are three ways to calculate the child support obligation. The following table shows the difference between the lowest and highest annual support obligations based on combined gross incomes ranging from $10,000 to $100,000. While the difference is minimal at combined gross incomes above $30,000, the impact at lower income levels can be significant.

| Income | Low | High | Difference |
|--------|--------|--------|------------|
| $10,000 | $1,259 | $1,669 | $410 |
| $20,000 | $3,778 | $3,878 | $100 |
| $30,000 | $5,377 | $5,456 | $79 |
| $40,000 | $6,530 | $6,571 | $41 |
| $50,000 | $7,187 | $7,222 | $35 |
| $60,000 | $8,000 | $8,058 | $58 |
| $70,000 | $8,897 | $8,953 | $56 |
| $80,000 | $9,782 | $9,834 | $52 |
| $90,000 | $10,663 | $10,715 | $52 |
| $100,000 | $11,491 | $11,536 | $45 |

**Line 26. Sole Residential vs. Shared Parenting**.

In olden days, when the worksheets used the word "custody," there were no directions in the worksheet to distinguish the "sole custody" computation from the "joint custody" computation. Although the labels have changed to "sole residential" and "shared parenting," the lack of instructions is still apparent. In fact, the only reference in the worksheets themselves is the parenthetical in the caption stating that one should "disregard (the custodial check boxes) if shared parenting order."

# Inklings

*(Continued from Page 4)*

If one is to divine the method of computation for shared parenting orders, one must look at O.R.C. §3113.215(B)(6)(b) that provides:

> If the court issues a shared parenting order in accordance with section 3109.04 of the Revised Code, the court shall order an amount of child support to be paid under the child support order that is calculated in accordance with the schedule and with the worksheet set forth in division (E) of this section, through line 24, except that, if the application of the schedule and the worksheet, through line 24, would be unjust or inappropriate to the children or either parent and would not be in the best interest of the child because of the extraordinary circumstances of the parents or because of any other factors or from the amount of child support that would be ordered in accordance with the schedule and worksheet, through line 24, shall consider those extraordinary circumstances and other factors or criteria if it deviates from that amount, and shall enter in the journal the amount of child support calculated pursuant to the basic child support schedule and pursuant to the applicable worksheet, through line 24, its determination that that amount would be unjust or inappropriate and would not be in the best interest of the child, and findings of fact supporting that determination.
>
> (b) For the purposes of this division, "extraordinary circumstances of the parents" includes, but is not limited to, all of the following:
>
> (i) The amount of time that the children spend with each parent;
>
> (ii) The ability of each parent to maintain adequate housing for the children;
>
> (iii) Each parent's expenses, including, but not limited to, child care expenses, school tuition, medical expenses, and dental expenses.

The place for all this deviation is line 26. To take a simple and common example, let's say the obligor's annual support obligation (line 24) is $5,000. Let's also pretend that it's a shared parenting order and that the obligor has visitation/possession on alternate weekends and one night per week. Depending on

*"The difference between the two methods is substantial. For parents with equal annual incomes of $25,000, the difference in the obligor's annual final figure is $1,800! "*

the exact wording of the visitation order, that might work out to four days in fourteen or 28.6%.

To implement the deviation language based on time of possession, we would take the obligor's annual obligation ($5,000) and subtract 28% ($1,430), right? Well, we thought it was correct until we considered the following hypothetical.

Husband and wife earn the same amount and are entering into a shared parenting order that gives each equal time of possession. All other factors being equal, you don't need a worksheet to know what the answer should be—a zero child support order. Guess what? In the previous example if you divide line 24 by 50%, you get a $2,500 annual order instead of a wash.

Therefore, if you wanted the example to abide by the mechanics of the hypothetical, you'd need to take the percentage of possession time and apply it to the combined annual obligation (line 21) and not the obligor's actual annual obligation (line 24). The difference between the two methods is substantial. For parents with equal annual incomes of $25,000, the difference in the obligor's annual final figure is $1,800!

That's just one permutation of O.R.C. §3113.215(B)(6)(b)'s language. There are more. Our child support program (*WROCSG*) attempts to automate the line 26 adjustment process as much as possible. Each of the statutory variations is dealt with in a point and click manner. You can dynamically call up O.R.C. to check the statutory language, and you can override the whole mess and enter adjustments based on your own unique analysis.

# Federal Products

## Official Bankruptcy Forms

We simply couldn't be satisfied with a good bankruptcy program in the midst of a dozen others. **Our success with other programs has depended on two things—having the best program at the best price**. With the advent of the **new bankruptcy forms that became mandatory in March 1998**, what better time to graduate to a new level?

We included programming changes we learned over the past few years and other innovations that significantly increase user-friendliness and enhance the user experience in general.

Giving you the best value means **dropping our price from $300.00 to $199.99!** Don't forget that you can try our demo of this program free by visiting our Web site, or for $6.00 via the order form on page 31.

### New & Improved Features Include:

♦ **On-form data entry; no edit menus—** just start typing

♦ **Print-shop-perfect forms** including March 1st and April 1st changes

♦ Consolidated and integrated worksheets make data entry **easier than ever** before

♦ Complete petitions quickly and easily without getting the 3rd degree; no black boxes to keep you wondering where your information is ending up

♦ More goof-proofing and help than ever before—if you do the wrong thing, *WBank2* does the right thing

♦ Electronic creditors' matrix—create creditor matrix on disk for jurisdictions requiring or accepting **electronic matrices**

♦ **Automates the following forms:**

Form 1 - Voluntary Petition & Exhibit A
Form 2 - Declaration Under Penalty Of Perjury
Form 3 - Application and Order to Pay Filing Fee ...
Form 4 - List of Creditors Holding 20 Largest Unsecured ...
Form 5 - Involuntary Petition with continuation pages
Form 6 - Summary of Schedules
Form 6A - Real Property with continuation pages
Form 6B - Personal Property with continuation pages
Form 6C - Exempt Property with continuation pages
Form 6D - Secured Creditor's Claims + continuation pgs
Form 6E - Unsecured Priority Creditors + continuation pgs
Form 6F - Unsecured Nonpriority Creditors + continuation
Form 6G - Executory Contracts & Unexpired Leases + cont
Form 6H - Codebtors with continuation pages
Form 6I - Current Income of Individual Debtors
Form 6J - Current Expenditures (joint and/or separate)
Schedule of Monthly Income & Expenses of Business Debtor
Form 6 Cont - Declaration Concerning Debtor's Schedules
Form 7 - Statement of Financial Affairs (newly organized)
Form 8 - Individual Debtor's Statement of Intention
Form 9A - Notice of Commencement of Case ...
Form 9B - Notice of Commencement of Case ...
Form 9C - Notice of Commencement of Case ...
Form 9D - Notice of Commencement of Case ...
Form 9E - Notice of Commencement of Case ...
Form 9E(Alt) - Notice of Commencement of Case ...
Form 9F - Notice of Commencement of Case ...

Form 9F(Alt) - Notice of Commencement of Case ...
Form 9G - Notice of Commencement of Case ...
Form 9H - Notice of Commencement of Case ...
Form 9I - Notice of Commencement of Case ...
Form 10 - Proof of Claim
Form 11A - General Power of Attorney
Form 11B - Special Power of Attorney
Form 12 - Order and Notice for Hearing On Disclosure Statement
Form 13 - Order Approving Disclosure Statement and ...
Form 14 - Ballot for Accepting or Rejecting Plan
Form 15 - Order Confirming Plan
Form 17 - Notice of Appeal
Form 18 - Discharge of Debtor
Form 19 - Certification and Signature of Non-Attorney
Form 20A - Notice of Motion or Objection
Form 20B - Notice of Objection to Claim

♦ **Speed buttons** provide one-click functionality for saving or loading files, printing a particular schedule or form, and more

♦ **Dynamic, help balloons** pop-up to give you instant help on button or other mouse functions

♦ Complete reorganization of the bankruptcy information into fewer **centralized, integrated, easy-to-use worksheets**


Good Programs Don't Happen By Accident

We know we've said it before, but we can't emphasize enough that program changes and enhancements occur as a result of feedback from you, our users. That's how our *Basic Ohio Probate Forms* and *Ohio Estate Tax for Windows* programs became Ohio's Number One Probate Software. Consequently, when we completed the new probate combo last April, we couldn't wait to turn our attention to a complete revamping of our *Official Bankruptcy Forms for Windows*.

Our own technical support lines provided the greatest source of information. By taking calls from users, we learned what you like and don't like. It may be self-serving, but we take great interest in these calls. By making our programs easier to use and by trying to trap user errors, there's a dual benefit—you have a reduced learning curve AND there's one less tech support call to answer. Our 11-year track record speaks for itself.

That's our pledge—programs that are easy to use at a reasonable cost.
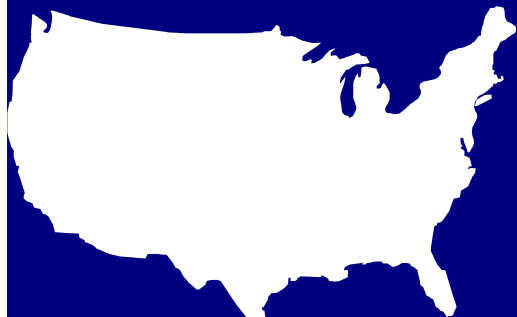
# United States Estate Tax Return

At **Puritas Springs Software** every new program builds on prior programs and pushes the technological envelope by incorporating features that are commonly found in state-of-the-art *Windows* programs. We listen carefully to technical support calls and pinpoint areas where beginners have problems in order to make newer programs easier to learn.

As a result, our ***United States Estate Tax Return (W706)*** program incorporates all the features of our ever-popular Ohio Probate and Ohio Estate Tax programs. As usual, we're offering *W706* at a price you can't resist. Even if you don't do federal estate tax returns regularly, you'll find that using this program once will more than pay you back in terms of time saved, organization and professional-looking results.

✎ **Forms that scale themselves automatically on your screen** so that the entire width of a form will fit perfectly without annoying horizontal scrolling; of course, we've made it so that you can also change the form scaling to whatever you like.

✎ Like our new probate and estate tax programs, we've done away with Edit menus. Now **you simply point to a portion of the form and fill it out**. It's that simple; it's that direct.

✎ **Color coded screens** tell you immediately whether text is part of the form, something you entered, or a calculation result. You can also override certain entries in cases where you must change the way an answer is calculated.

✎ Help files contain a **complete, hyperlinked copy of the Form 706 instructions** *in addition to* the regular Help files that have been compiled to include all the regular information with **more topics, more explanations and more illustrations**.

✎ **Print-shop-perfect forms** that are ready for signing and filing.

✎ **Enlarged input boxes** so that users with lower resolution screens are able to clearly see their entries even at low scalings.

✎ **New file maintenance commands** for deleting files, copying client files to floppy disk, and retrieving client files from floppy disks.

✎ Worksheets for entering next of kin and beneficiaries, and assets and debts. Each worksheet allows you to enter information in a number of ways, and you can **delete, insert, append and sort your entries** in any manner you like. Editable grids, dynamic edit boxes, and more.

# Comprehensive List of Included Forms and Schedules

| | | | |
|---|---|---|---|
| Form 706 | U.S. Estate Tax Return - pages 1-3 | Schedule L | Net Losses During Administration |
| Schedule A | Real Estate | Schedule M | Bequests, etc. to Surviving Spouse |
| Schedule A-1 | Section 2032A Valuation - 4 pages | Schedule O | Charitable, Public and Similar Gifts |
| Schedule B | Stocks and Bonds | Schedule P | Credit for Foreign Death Taxes |
| Schedule C | Mortgages, Notes and Cash | Schedule Q | Credit for Tax on Prior Transfers |
| Schedule D | Insurance on the Decedent's Life | Schedule R | Generation-Skipping Transfer Tax - 3 pgs |
| Schedule E | Jointly Owned Property | Schedule R-1 | Generation-Skipping Transfer Tax |
| Schedule F | Other Miscellaneous Property | Schedule S | Increased Tax on Excess Retirement |
| Schedule G | Transfers During Decedent's Life | Continuation | Unlimited for all appropriate schedules |
| Schedule H | Powers of Appointment | Worksheet TG | Taxable Gifts Reconciliation |
| Schedule I | Annuities | Line 9 Worksheet | Gift Tax on Gifts Made After 1976 |
| Schedule J | Funeral and Administrative Expenses | Table B Wrksht | Federal Adjusted Taxable Estate |
| Schedule K | Debts of the Decedent, Mortgages, Liens | Sch Q Wrksht | Credit for Tax on Prior Transfers |
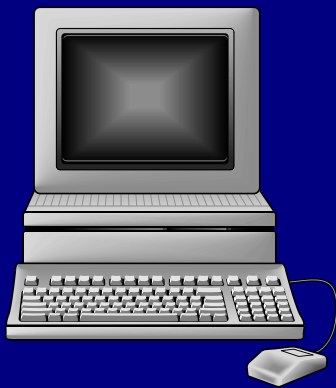


# U.S. Gift Tax Return Form 709

⇒ **Same easy-to-use look and feel as our *Probate Combo* and *U.S. Estate Tax Form 706*  programs.**

⇒ **Print-shop-perfect  forms identical to the IRS published Form 709 set, and ready for filing.**

⇒ **Complete IRS printed instructions are included as a searchable, indexed and linked *Windows* help file.**

⇒ **Only $39.99.**

# U.S. Income Tax For Estates & Trusts

**$39.95**

## Responding To Your Requests

Over the years, we've had many requests for a program that automates the preparation of Form 1041, U.S. Income Tax Return for Estates and Trusts. So we're happy to introduce *W1041*, our newest release and the latest complement to our existing probate collection of programs.

*Basic Ohio Probate Forms*
*Ohio Estate Tax*
*U.S. Estate Tax*
*U.S. Gift Tax*
*Adoption of Minors*
*Wrongful Death & Minor's Claims*

## The Lineup & The Lowdown

*W1041* has all the forms in the Internal Revenue Service's Form 1041 set. All forms are approved by the IRS. The complete list is shown in the shaded area to the right. We also want you to know what *W1041* does *not* cover. There are many collateral forms that are used for complex returns involving on-going businesses (Form 1040's Schedule C) or farm property (Form 1040's Schedule F). There are probably 50 additional forms that can be involved in complex returns; however, for simple and normal returns, *W1041* is all you need and all at the right price. Keep in mind that there's no reason why you can't use your normal federal tax software for computing business, farm income, depreciation and the like.

| | |
|---|---|
| *Form 1041* | *U.S. Income Tax for Estates & Trusts* |
| *Schedule A* | *Charitable Deduction* |
| *Schedule B* | *Income Distribution Deduction* |
| *Schedule D* | *Capital Gains and Losses* |
| *Schedule G* | *Tax Computation* |
| *Schedule I* | *Alternate Minimum Tax* |
| *Schedule J* | *Accumulation Distribution for Complex Trust* |
| *Schedule K-1* | *Beneficiary's Share (available in multiple copies)* |
| *Form 1041-A* | *U.S. Information Return - Trust Accumulation of Charitable Amounts* |
| *Form 1041-T* | *Allocation of Estimated Tax Payments to Beneficiaries* |
| *Form 1041-ES* | *Estimated Tax Worksheet* |
| *Form 1041-ES* | *Estimated Tax Vouchers* |

## The IRS Filing Requirement

Form 1041 is required to be filed by nearly every estate or trust with a federal identification number. **The Internal Revenue Service filing requirement is**:

**"The fiduciary (or one of the joint fiduciaries) must file Form 1041 for a domestic estate that has gross income for the tax year of $600 or more."**

Even if you're not handling million dollar estates, it's hard to find one that doesn't meet the filing criteria. **At a price of $39.95, *W1041* pays for itself as soon as you do one simple return**.

# Ohio Products

# Basic Ohio Probate Forms

When we released ***Basic Ohio Probate Forms for Windows (WBOPF)*** in 1995, we set new standards for software excellence. At that time, about the best "software" available was probate form templates. Forms had no intelligence and worse still, they didn't even handle the accounting part of a probate! It was hardly any better than using a word processor.

**Law offices needed intelligently integrated probate forms**. If you enter a decedent's name, address and date of death once, why reenter it on multiple other probate forms? Ditto for assets and debts. If you enter a lengthy real estate legal description once, why retype it on the Inventory, then on the Certificate of Transfer, and later again on the Final Account? You should even be able to take the legal description and transfer it to Schedule A or E of the Ohio Estate Tax return.

**A probate program must handle financial information**. Once you enter a real estate value, for example, the value ought to appear automatically on the Inventory (under the appropriate category, of course); it should also appear automatically on the Final Account (under the appropriate category, of course); the value should also appear on any of a dozen other probate forms that require this information—automatically. The same applies for the transfer of this asset to the Ohio Estate Tax return.

## A Probate Processor

Like using a word processor**, *WBOPF*** makes preparation of probate forms more organized and infinitely easier to change or correct. ***WBOPF*** automates the preparation of *all* the Standard Probate Forms from **Form 1.0—Surviving Spouse, Next of Kin, Legatees and Devisees** through **Form 13.7—Waiver of Notice of Hearing on Account**.

## Print-Shop-Perfect Probate Forms

Every form is fully formatted, picture perfect and ready to file. **Strict compliance** with the printing specification set forth in Rules 16 and 17 of the Supreme Court Rules for Superintendence for Courts of Common Pleas assures a professional looking form that is ready for filing in probate court.

# Compatibility With *Ohio Estate Tax* and *U.S. Estate Tax for Windows*

One of *WBOPF's* most popular features is its compatibility with our *Ohio Estate Tax for Windows* (*WOET*) software. *WBOPF* can create a nearly complete *WOET* file that you need only check over and then print. This, in itself, saves hours of time and reduces errors that may occur in the preparation of the Ohio Estate Tax form. The process is extremely easy. Simply mark an asset or debt to direct it to a particular schedule of the Ohio Estate Tax form. Then select "Create Estate Tax File" from the *WBOPF* menu. One click and it's done! *WBOPF* creates a complete *WOET* file that you can load into *WOET* and print, ready to file.

We went one step further when we developed and released our new *U.S. Estate Tax for Windows (W706)*. With it, you can import a file from the *Ohio Estate Tax* program and avoid any retyping to complete the federal return!

Our probate programs have been so popular that we now have a U.S. Estate and Trust Income Tax Return program called *W1041*. See page 10 of this catalog for additional information about this new release and its super price.

Here's a *partial* checklist of some of our recent innovations:

☒ If there are 10 kin, in 10 different states, and each needs a particular notice, you can have **WBOPF3 prepare all ten different copies in one step**.

☒ **WBOPF's** form limitations were relatively generous, but our new **WBOPF3** removes all limitations with respect to many necessary forms, *i.e.*, Form 2.2 - Notice of Probate of Will, Form 6.1 - Schedule of Assets, Form 6.3 - Notice of Hearing on Inventory, Form 10.A - Notice to Distributee, Form 12.1 - Certificate of Transfer, Form 13.1 - Receipts and Disbursements, and Form 13.5 - Notice of Hearing on Account. You'll get unlimited copies of these forms.

☒ We made provisions for co-fiduciaries.

☒ The ability to insert, move, sort and delete individual assets or debts in their respective worksheets.

☒ No edit menus. Not that the edit menus of earlier versions were hard to use, but in **WBOPF3** if you want to change a particular field on a form, just click on it or <TAB> to it like you do in any Windows program. Pressing <ENTER> will automatically move you from field to field on a probate form. This streamlines the data entry process.

☒ An enhanced ability to transfer information to the **Ohio Estate Tax** program with no limitations as to the number of continuation pages any schedule may require.

☒ We increased the content of our help files 500%. We added more explanations, more troubleshooting, more graphics, more of everything.

☒ While we were at it, we dumped any limitation about spacing down to a new line in text descriptions. Now there are no limitations as to carriage returns or blank lines in asset and debt descriptions.

## Humorous Headlines

ACLU Defends Nazi's Right to Burn Down ACLU Headquarters.

# Ohio Estate Tax

## Version 3

What would our new probate program be without its companion *Ohio Estate Tax*? *WOET3* has all of the new look and feel of *WBOPF3*. We added forms and features, and increased user friendliness.

✓ Although our forms already had a **print shop quality** look, we added all the rules and shading of the forms as printed and published by the Ohio Department of Taxation. As always, the forms are approved by the Ohio Department of Taxation.

✓ The original version's three continuation schedules were really handy, but you wanted **unlimited continuation pages for all the schedules**. That's what *WOET3* implements. It can generate an unlimited number of continuation pages for the following forms: Schedule A, Schedule B, Schedule C, Schedule D, Schedule E - Part I, Schedule E - Part II, Schedule F, Schedule G, Schedule H, Schedule I, Schedule J, Schedule K, Schedule M - Part I, and Schedule M - Part II.

✓ Did we mention that *WOET3* can prepare an **unlimited number of Form 14 Tax Releases**?

✓ How about adding the following forms:

Form 12 - Application for Consent to Transfer
Form 14 - Tax Releases (multiple and unlimited)
Form 22 - Certificate of Estate Tax Payment, etc.
Form 24 - Application for Extension of Time to File

✓ **No edit menu. No input dialogs.** Simple, one step data entry. If you want to change a particular field on a form, just click on it, or TAB to it like you do in any *Windows* program. Pressing ENTER will automatically move you from field to field on a probate form. This streamlines the data entry process.

✓ A **centralized work area for assets and expenses**. The same asset can be sent to multiple schedules, handy for completing Schedule M's.

✓ Increased content in our **help files**. More explanations, more troubleshooting, more graphics, more of everything.

✓ Communicates with *WBOPF3* so that Estate Tax returns complete themselves automatically based on information you enter in the probate program.

✓ Allows quick and easy changes; updates all supporting forms and schedules instantaneously.

✓ Has *Windows* clipboard copy, cut and paste capability for interaction with other programs or word processors like *WordPerfect* or *Word for Windows*.

✓ Uses *Windows* multiple document interface so you can see multiple schedules and forms at the same time for comparison or what-if testing.

# Revised Ohio Child Support Guidelines

House Bill 352, which became effective January 1, 1998, changed the child support worksheets partly in order to comply with certain federal guidelines dealing with the language of the worksheets themselves. However, our new release of *Revised Ohio Child Support Guidelines for Windows (WROCSG)* is much more than a minor revision to comply with current law. In making our changes, we applied the principle that has worked so well for us over the years — that is, if the new program doesn't incorporate the best and newest programming techniques and isn't easier to use, it isn't worth the trouble. **Our motto for this program is "Zero Learning Curve."**

We brought all our expertise to bear in this new version and were able to make it more powerful, yet take up less disk space than its predecessor. One particular area we focused on was the statutory guidelines for the treatment of shared parenting plans. While earlier versions of the Ohio Revised Code were silent on the treatment of shared parenting versus sole residential orders, newer versions of O.R.C. §3113.215 contain more specific standards within which shared parenting plans may be dealt with via the child support worksheet (HB 352, 1/1/98; HB 408, 10/1/97).

Aside from making *WROCSG* easier to use, **we also focused on making the shared parenting aspects of the worksheets as logical and straightforward as possible**. We think we accomplished our goal by incorporating a 1-2-3, push-button clarity. The number of other changes and improvements is substantial.

♦ Complete, context-senstive help with statutory citations.

♦ Accommodates percentage rate or flat fee processing charges (poundage).

♦ Implementation of the old alternate low income tables for calculation of pre-1994 orders.

♦ Buff-colored, scaleable screens for easy viewing on any computer at any screen resolution.

♦ Plus all the other features that made prior versions of *WROCSG* the child support program of choice for courts, support agencies, prosecutor's offices, law libraries, and law firms large and small.

**Line 26 - Comments, Rebuttal, Adjustments**

**Shared Parenting Adjustment - ORC 3113.215(B)(6)(b) - Choose One**

☐ **Amount of Time Spent with Each Parent**
  **Enter percent of time with Obligor, ie., 0.20 is 20%:**  [          ]

☐ **Ability to Maintain Housing**
  **Enter Obligor's Cost of Maintaining Home:**  [          ]
  **Enter Obligor's Available Income:**  [          ]

☐ **Child Care/School/Med/Dental**
  **Enter Obligor's Fixed Expenses:**  [          ]

☐ **Other "extraordinary circumstances"**
  **Enter Amount of Adjustment:**  [          ]

**Adjustments Unrelated to Shared Parenting - Choose One**

☐ **Enter the adjustment to obligor's annual obligation:**  [          ]

☐ **Enter the amount you want Line 27 to equal:**  [          ]

✔ OK     ✗ Cancel     Let Me Read ORC 3113.215(B)(6)(b)     ? Help

# More Probate Products

## Ohio Guardianship Forms

## The Original "New Look" Program

*Ohio Guardianship Forms* (*WOGF2*) was our very first *Windows* program to use the *Borland Database Engine* and sport the new *Windows* three dimensional sculptured interface. Since its release in 1995, we've had the opportunity to take hundreds of calls from users with suggestions and requests for additional features. We listened carefully and this new *WOGF2* release is the culmination of all our knowledge and efforts.

## Comprehensive

We left out nothing. *WOGF* includes *every* standard probate guardianship form. Here's the list:

| | |
|---|---|
| Form 15.0 | Next Of Kin Of Proposed Ward |
| Form 15.01 | Judgment Entry - Setting Hearing On Application For Appointment of Guardian |
| Form 15.1 | Waiver Of Notice And Consent (*multiple*) |
| Form 15.2 | Fiduciary's Acceptance - Guardian |
| Form 15.3 | Guardian's Bond |
| Form 15.4 | Letters Of Guardianship |
| Form 15.5 | Guardian's Inventory (*unlimited pages*) |
| Form 15.6 | Application To Release Funds To Guardian |
| Form 15.7 | Application For Authority To Expend Funds |
| Form 15.8 | Guardian's Account (*unlimited pages*) |
| Form 15.81 | Bank Certificates (*multiple*) |

| | |
|---|---|
| Form 15.9 | Oath Of Guardian |
| Form 16.0 | Application For Appointment Of Guardian Of Minor |
| Form 16.1 | Affidavit |
| Form 16.2 | Selection Of Guardian By Minor Over Fourteen Years Of Age |
| Form 16.3 | Notice Of Hearing For Appointment Of Guardian Of Minor (*multiple*) |
| Form 16.4 | Notice Of Hearing On Application For Appointment (*multiple*) |
| Form 16.5 | Judgment Entry - Appointment Of Guardian Of Minor |
| Form 17.0 | Application For Appointment Of Guardian |
| Form 17.1 | Statement Of Expert Evaluation |
| Form 17.2 | Consent By Prospective Ward |
| Form 17.3 | Notice To Prospective Ward Of Application And Hearing |
| Form 17.4 | Notice Of Hearing For Appointment Of Guardian (*multiple*) |
| Form 17.5 | Judgment Entry - Appointment Of Guardian For Incompetent Person |
| Form 17.7 | Guardian's Report |
| Form 17.8 | Investigator's Report |

## "Print-Shop-Perfect" Forms

Spectacular printing is the hallmark of our successful *Probate Combo for Windows*. It means every guardianship form rolls out of your printer looking like the court's own forms—**fully formatted**, picture perfect and **ready for filing**. All forms are in **strict compliance** with Rules 16 and 17 of the Supreme Court Rules for Superintendence of Common Pleas Courts.

# We're Only Gonna Say This Once!

Enter basic information only once. **WOGF** automatically completes all the forms based on your single entry (*i.e.*, guardian and ward's name, address, telephone number, age, *etc.*, and court information, county name, court title, presiding judge, etc.). **Enter assets and liabilities once**. Send the entries to the appropriate forms by pointing and clicking. That means entering lengthy legal descriptions **only one time**. Like a conductor, you direct the assets and expenses to the various forms by merely waiving your mouse cursor.

# More Features

**Network Friendly**. **WOGF2** is designed with a new network friendliness that permits centralized file-keeping and easy, one-step backing up of client files. **WOGF2** contains detailed instructions that make tricky network installations a breeze.

**Virtually Unlimited Form Copies and Continuation Schedules**. **WOGF2** permits you to complete, display and print nearly limitless multiples of most waivers, notices, bank certificates, *etc*. The same goes for the continuation pages of the inventory and accounting forms.

**ZERO Learning Curve**. We've made **WOGF2** easier to use and learn than ever before. In fact, if you used any of our probate programs, you know how to use **WOGF2** already! Even still, we made design changes that make **WOGF2** as goof-proof as possible, including **context-sensitive help**.

**Automated Form Filling**. In case you didn't already know, **WOGF2** can automate probate form completion to an extent you didn't imagine possible. We also redesigned the screen and printouts to assure compatibility with *all* forms of computers and printers – easy and errorless.

# No Cranial Overload

Don't fix it if it ain't broke! We stuck with the identical approach to probate data entry that you told us you liked in ***Probate Combo for Windows***. Written and designed by an Ohio attorney, it works the way *you* want probate software to work. The screens and printouts look **exactly** like the preprinted forms you normally use. No special training is necessary. **WOGF** completes, calculates and formats the probate forms automatically. So it's as easy to use as a word processor. Of course, there is extensive on-line help through *Windows*, and there is our easy to read, printed software owner's manual. However, **WOGF** is easy and intuitive, so you can dig in immediately. If you do have a problem, our expert telephone support staff can answer **any** question. Also, there's no mandatory annual upkeep fee for maintenance releases or technical support. No headaches.

## Another Reminder

In case you have old programs, manuals or old advertising materials with an incorrect address or telephone number, you should note our new mailing address, telephone number and area code. See page 31.

## More Blessed To Give Than To Receive

If you know of a good Web site that is related to the practice of law, don't keep it to yourself. Let us know about it and we'll include it on our new *Law Library* Web page where you'll find links to searchable statutory and case law, and other legal research

**NEW**

# ADOPTION OF MINORS



## OHIO REVISED CODE CHAPTER 3107

This release of our new Adoption software coincides with the Ohio Supreme Court's issuance of the new Form Series 18. Completing adoptions forms couldn't be easier. Handles all accounting.

| | | | |
|---|---|---|---|
| Form 18.0 | Petition for Adoption | Form 18.5 | Interlocutory Order |
| Form 18.1 | Judgment Entry | Form 18.6 | Final Decree |
| Form 18.2 | Notice of Hearing | Form 18.7 | Final Decree |
| Form 18.3 | Consent to Adoption | Form 18.8 | Adoption Certificate |
| Form 18.4 | Judgment Entry | Form 18.9 | Petitioner's Account |

# Wrongful Death
# and
# Claims of Minors

When you have a winning formula, you don't make changes. So, following in the footsteps of our ***Probate Combo***, ***Wrongful Death & Minor's Claims for Windows*** has no edit menus. If you want to fill out a portion of the probate form, simply click in that spot on the form and begin typing. All calculations, transfer of common information, and waivers and consents complete themselves automatically.

Because the Ohio Supreme Court published a completely new set of standard probate forms for wrongful death and minor's claims in the latter part of 1997, there's no time better than the present to check out this recent release. We've not only included standard forms, but we've also included automated retainer agreements and self-compiling lists for medical, suit and other expenses.

| General Forms |
| --- |
| **General Information Worksheet** - for entering common information that shows up on every form. |
| **Disbursement/Expense Worksheet** - for entering and organizing financial aspects of settlement and probate. |
| **Spouse/Child/Kin Worksheet** - for entering and organizing wrongful death beneficiaries and survival claims. |
| **List of Medical Expenses & Other Payees** - self-preparing exhibit listing medical and other expenses. |
| **List of Suit Expenses** - self-preparing exhibit listing all suit expenses. |
| **Retainer Agreement** - a retainer agreement that lets you fill in a couple bits of key information. |

| Wrongful Death Forms | | Minor Claims Forms | |
| --- | --- | --- | --- |
| **Form 14.0** | Application to Approve Settlement | **Form 22.0** | Application to Approve Settlement |
| **Form 14.1** | Waiver and Consent | **Form 22.1** | Waiver and Consent |
| **Form 14.2** | Entry Approving Settlement | **Form 22.2** | Entry Approving Settlement |
| **Form 14.3** | Report of Distribution | **Form 22.3** | Verification of Receipt and Deposit |
| | | **Form 22.4** | Report of Distribution and Entry |

# Miscellaneous Legal Programs
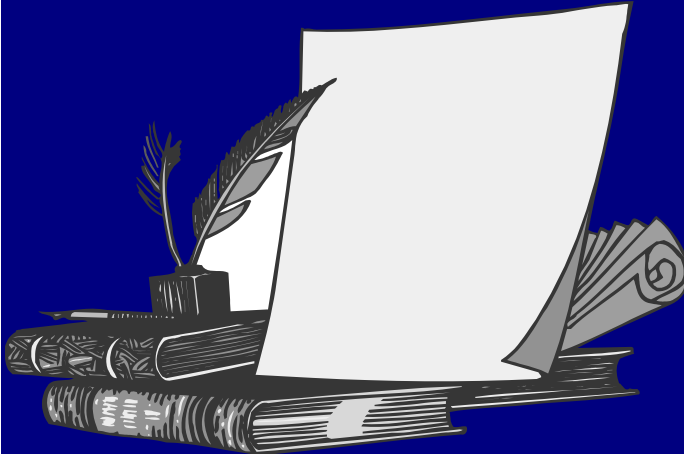
## Deed & Document Pro

Here's a brief list of what makes *Deed Pro for Windows* such a handy workhorse for deed work (besides the $49.95 price):

- **Ease of use, ease of use, ease of use.** If you can't complete deeds faster and more efficiently than you can with a typewriter or word processor, you better start looking for another job.

- **Dynamic flying help balloons** are active everywhere in the program. So if you're unsure what to enter in a particular area, just let your mouse cursor rest for a second, and a hint will appear; turn dynamic hints on and off depending on your preference.

- *Deed Pro's* **color-coded edit boxes** let you know at a glance whether a particular area of the deed or document is to be completed by you, or will be completed by *Deed Pro*; also, you can override any of *Deed Pro's* entries by merely typing in what you want instead.

- A **tool bar with speed buttons** lets you perform all common operations (*i.e.*, loading and saving deeds to disk, previewing, and printing) with just one quick click of your mouse.

- By clicking on the Grantor or Grantee buttons and indicating the number and gender of the party, *Deed Pro* **will complete over half the deed before you even start** typing; you won't need to scratch your head about what goes where, and you'll know that all the nouns, pronouns, adverbs, adjectives, *etc*. are correct.

- The forms on the screens look like the forms do on paper. So you don't have to wonder what your deeds will look like when you print them.

- Like all state of the art *Windows* word processors, *Deed Pro for Windows* has a **Print Preview** feature that lets you see *exactly* what your printed form will look like, including page breaks, *before* you waste any paper.

- *Deed Pro* allows **copying and pasting to or from any other *Windows* programs** (*i.e.*, *WordPerfect* or *Word for Windows*), using the standard copy/paste keystrokes; it can also copy entire deeds to the *Windows* clipboard simply by pressing one button.

- We've doubled the number of documents *Deed Pro* can handle by including the following: **Warranty Deed with Survivorship, Warranty Deed Without Survivorship, Quit-Claim Deed, Executor's Deed Under Will, Statutory Fiduciary's Deed, Survivorship Affidavit, Promissory Note, Mortgage Deed, Living Will, and Durable Power of Attorney for Health Care**.

- The legal description editor now supports all common word processor functions like cut/copy/paste, word-wrap, *etc*., and best of all, it's **seamlessly integrated** into the deed form itself. Therefore, you don't have to save legal descriptions separately or operate the legal description editor as if it were a separate program (as was true of our DOS version).

# ClientBase

☎ **Auto-Dialer.** *CBASE2* not only looks up the phone number for you, it also dials the phone. All you have to do is pick up the phone and have something to say (fax/modem card required).

☎ **Pop-up menus** for common operations like copying a name and address to the clipboard, editing or deleting names and dialing the phone.

☎ A **tool bar with speed buttons** provides one-click execution for sorting, searching, *etc.*

☎ **Dynamic, hint balloons** appear when the mouse cursor rests in an area of the worksheet, providing instant help about the various *Windows* controls.

☎ **Integrates with** *BookBase* **and** *BillBase* **to form a complete office bookkeeping and billing system** that keeps and organizes all client name and address information, tracks all client payments and business expenses, and pre-pares monthly billing statements.

☎ **Easy to learn, easy to use.**

☎ **Auto-Addresser feature - pastes formatted names and addresses** into other *Windows* programs capable of clip-board interaction such as *WordPerfect* or *Word for Windows* word processors; a fast and easy way to paste names and addresses into letters and eliminate the chance of misspelling a name or making a mistake in an address.

☎ Windows interface makes data entry fast and easy using the **mouse or keyboard.**

☎ **Prints** laser sheet address **labels** (Avery No. 5160), continuous feed dot matrix address labels (Avery No. 4013), **telephone directories** and full format name and address hard copies.

☎ **Exports and imports ASCII files** for compatibility with other *Windows* spreadsheet, database or word processor software.

☎ **Search and sort-select** capabilities.
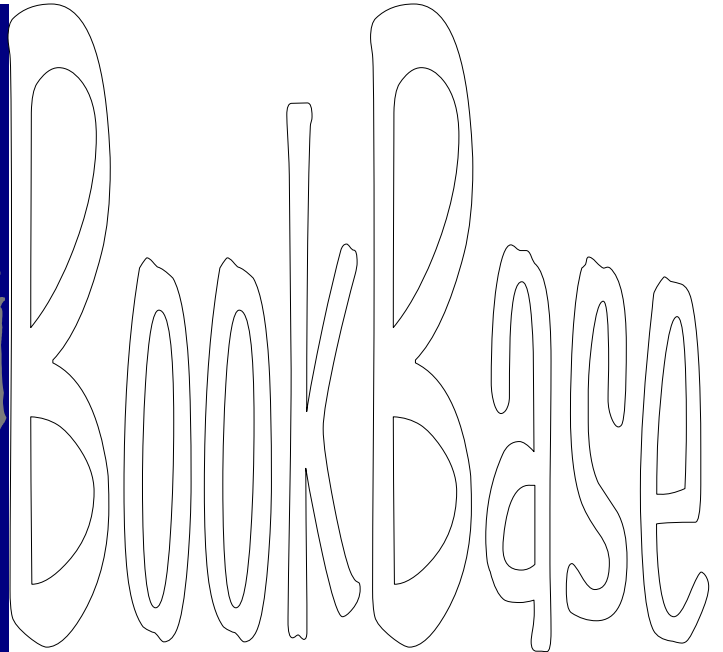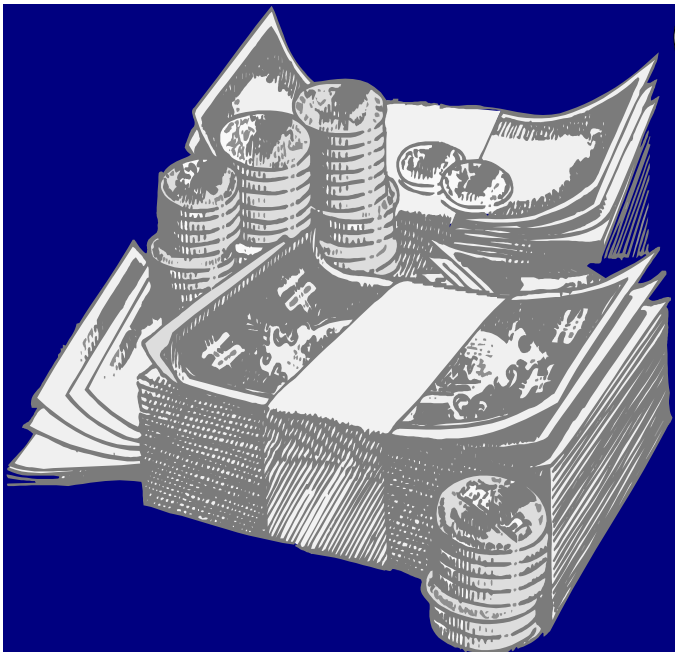
You told us you were interested in a **simple** bookkeeping program that's powerful and **customized for your law practice**. Just as important, it's **easy and natural to use**.

Studies show that **the average person uses about 20% of a program's features**. So what's the point in paying big money for complicated office bookkeeping programs with volumes of manuals and a feature set you hardly use? It's probably the 256-color pie charts that your accountant doesn't even want to see.

*BookBase2* has some **super improvements**, including:

- **Check Printing** in the standard, *One-Write* compatible, one check per sheet laser style.
- **Intelliguesses** bookkeeping entries before you start typing.
- Can maintain and balance separate checking accounts.
- Updated, 3-D *Windows* interface.
- Lightning-fast, sort on any field capabilities.
- Choose recurring entries from dynamically updated history lists.
- Customizable screen adjustment features for maximum ease of vision.

For added power, *BookBase2* works with *ClientBase2* and *BillBase2* to form a complete office name and address, bookkeeping and billing system.

- **Simple to learn**, no complicated setup.
- Prints or displays **daily, monthly or yearly income and expense reports**.
- **Password protected** for additional security.
- **Customizable** income class and expense account labels for tailoring the system to your law practice.
- **Automatically inserts dates and auto-increments check numbers** for speedy data entry.
- Extensive **search, select and segregation capabilities**.

Note that *BookBase2* requires *ClientBase2* during operation.
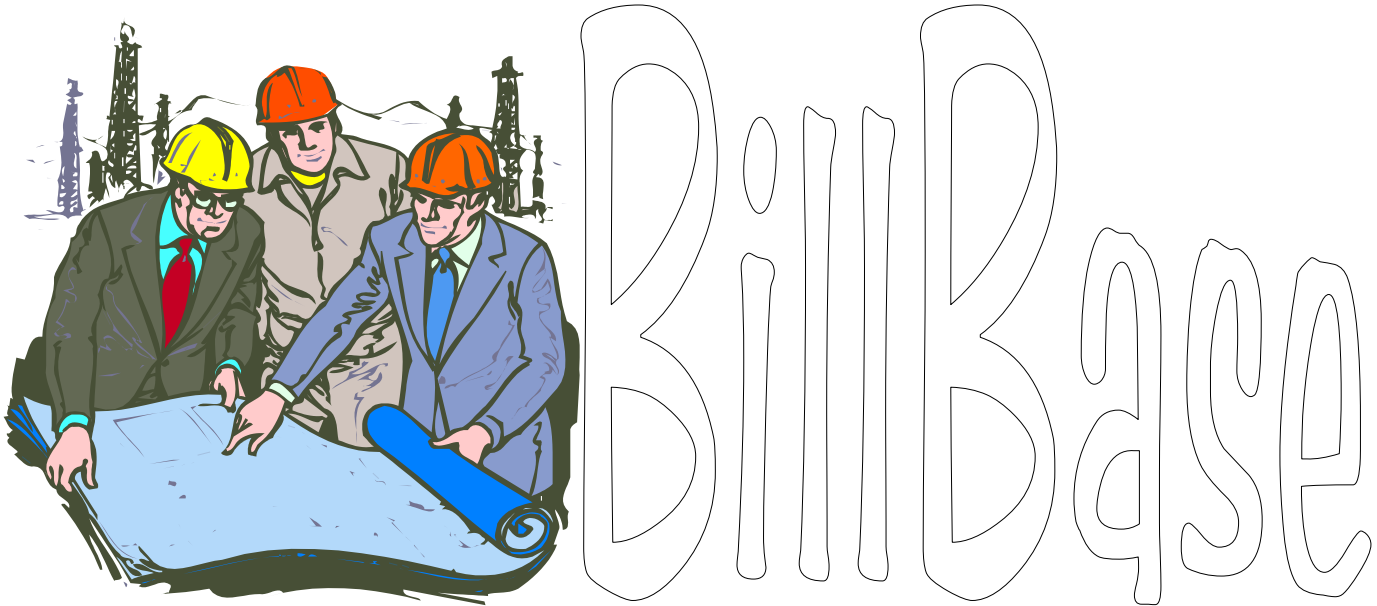
As with *ClientBase2* and *BookBase2*, *BillBase2* received a complete workover. It completes **Puritas Springs Software's** law office management system, in the form of a billing module that integrates with *ClientBase2* and *BookBase2* to form an automated billing utility. From now on, the monthly billing will take only seconds. *BillBase2* **also includes an itemized statement module** that lets you prepare and incorporate itemized statements into your monthly billing.

Once your billing file is established, press one button and *BillBase2* performs these steps:

- Starts with a **balance forward** which is **automatically transferred** from the prior month's bill.

- **Prints your own personal letterhead** or caption at the top of the bill—you won't need to buy special billing stationery ever again.

- **Looks up the client's full name and address** and prints it on the bill positioned for folding and placement in a window envelope—no more typing envelopes.

- Prints and **itemizes any additional charges** to the client's bill since the last bill, *i.e.*, filing fees, transcript costs, *etc*.

- Prints and **credits any client payments** made since the date of the last bill (or any date you choose).

- Contains up to **five optional fill-in fields** for special entries such as client discounts.

- Calculates and prints a **present balance** due.

- Calculates a **new balance forward** and **automatically creates a new billing file for next month**.

- **Preview** individual bills on screen prior to printing.

- **Prepares and date-sorts itemized statements** which can be incorporated into the automated monthly billing.

- Updated, 3-D *Windows* interface.
- Customizable screen adjustment features for maximum ease of vision.

Note that *BillBase2* requires *ClientBase2 and BookBase2* during operation

# Web Sites & News

### www.investor.msn.com

If you're working on a probate file, estate tax return or any other kind of legal work that requires getting values for stocks and other investments, try this site. There's MSNBC business news links, symbol finders, historical charts, company news, SEC filings and more.

### www.thomsoninvest.com

A site for hard core investors, this site is administered by the Thomsons Financial Services Company. This highly rated site can be visited for free, but full membership benefits can only be had for $9.95 per month or $89.95 per year.

### www.amazon.com

If you're not the type who does a lot of reading, you're probably not an attorney, you're probably not reading this newsletter, and you're probably not interested in this site. However, if you enjoy reading, this site is the next best thing to browsing in a Borders bookstore. All books are discounted 40% and their entire library is keyword searchable.

### www.theonion.com

Okay, so this one doesn't have anything to do with the law, but it's a good diversion. We never fail to get a chuckle from the phony news items. Today's was: "**Aspirin Taken Daily With Bottle Of Bourbon Reduces Awareness Of Heart Attacks**."

### www.law.net

This site is one of the earliest Internet services dedicated to law. The site contains a forum where you can post questions and answers about any legal matter or list job opportunities in the legal community. The site also has a legal directory which lists legal resources on the Internet.

### thomas.loc.gov

If federal legislation is your interest, try this site maintained by the U.S. Library of Congress. Topics are Congressional News, Bills Summary & Status, Congressional Record, Committee Reports and Information and Historical Documents.

### www.teleworth.com

This site lets you punch in your long distance calling patterns so that you can compare available rates to determine which one saves you the most money. Because every company makes the same advertising claims, it's one of the few ways a consumer can cut through the bull to see which company gives the best deal based on your typical usage. A similar site is www.trac.org.

### www.puritas-springs.com

Did you think we were going to leave ourselves out? Aside from up-to-date product information, there is an on-line version of our latest catalog, together with technical support, tips and hints from all back issues. **Our on-line law library is a must see**.

# 5 Steps to Healthy Computing

**1** **Scandisk**. From *Windows 95* you can access the *Scandisk* utility by clicking on the Start button, selecting Programs, then Accessories, then System Tools, then Scandisk. We recommend running *Scandisk* at least once a week and probably once a day is best. Make sure you set the Type of Test to Standard and not Thorough. A Standard test only takes a few minutes and could mean the difference between hours or days of hard disk rebuilding. The Thorough test takes much longer on today's larger hard drives. We'd recommend running the Thorough test once a month or once every other month.

**2** **Backups**. It's best not to learn this one the hard way and we speak from experience. There's nothing worse than doing the same work twice. The longer you wait to back up your data (or between backups), the worse the damages are. We recommend backing up critical data once a day, and useful data and setup information once a week. We use tape drives on each machine; and we also use our network to copy critical files from one machine to another. **One thing we don't do is run the backup scheduler every waking minute**. In our experience, the most stable environments have the fewest number of programs running in the background. This principle applies equally to Colorado backup scheduler and Microsoft backup scheduler. Over time we've noticed we have less system crashes when these programs are not continually running in the background.

**3** **System Information**. Like most healthy computing procedures, you do this one when everything's working properly, like right after purchasing a new computer. During the life of your computer there will come a time (and it *will* come) when you'd like to go back to those days when everything worked right. The problem is that every time you install a program, it makes little changes to your computer's system and sometimes it's difficult or impossible to get things back the way they were. One big help is to have a printout of all your system

settings. You can easily do this by clicking on the Start button, then selecting Settings, then Control Panel. When the Control Panel window appears, double-click on the System icon to bring up the System Properties dialog. Click on the Device Manager tab and then the Print button. For your Report Type, choose All devices and system summary, then press the Ok button. Save the printout. Even if the information doesn't make any sense to you at the time, it will in the event you need to answer questions from your software or technical person.

**4** **BOOTLOG.TXT**. Every time you start your computer, by pressing ⌨F8 during boot-up, you can choose to generate a text file containing a report of each of the computer's start-up procedures. BOOTLOG.TXT is the name of the text file it generates. You find it in the root directory. Because the new BOOTLOG.TXT file erases the previous one, rename the existing file so that in the event the computer fails, you can compare one BOOTLOG file to the other. Sometimes this provides your best clue as to what went wrong.

**5** **Defrag**. For obvious reasons, we'll have to skip the lengthy explanation of how information is allocated to areas of the hard drive. However, after weeks of creating files, installing programs and deleting files, information can become scattered on your hard drive to the point where it affects disk access. The best policy is to run *Defrag* once every week to reorganize the files on your hard drive. You find *Defrag* by clicking on the Start button, selecting Programs, then Accessories, then System Tools, and finally Disk Defragmenter. If it's not appropriate, *Defrag* will give you the choice of backing out.

# Upgrade Notice & Misc. Product Info

## Just To Confuse You

We kept the *Probate Triple Pack* name the same, but we changed the product line up. Now the *Triple Pack* includes **Basic Ohio Probate Forms**, **Ohio Estate Tax** and **U.S. Estate Tax**. We weren't satisfied with the confusion we caused with this change so we decided to throw a misnomer into the equation. The *Triple Pack* includes a fourth program—**U.S. Gift Tax**. Go figure.

## More Of The Same

At least this one wasn't our fault. In case you didn't already know, the phone company changed our area code from 216 to 440. **Our new telephone number is 440-572-7645**.

## Software Delivery Policies

We ship every order we receive within 12 hours and often the same day. We send most orders by U.S. Priority Mail which ordinarily means one day delivery in Ohio. Now that we accept VISA and MasterCard, you can phone your order in and have your software in one or two days. As explained on page three, we can also deliver your software purchase within seconds if you have e-mail access. For the record, we use Microsoft's *Outlook Express*, Version 4.72, and the software is sent as an e-mail "attachment."

If you have any of the following programs, you may be eligible for a free upgrade. You must send us your original program disk (no Borland disks or manuals need be returned), and **you must include a self-addressed, stamped return mailer**.

The Version numbers are current as of the time of publication; however, eligibility is determined via the serial numbers.

**WARNING**: Make sure you match the serial number eligibility criteria shown below, as we cannot be responsible for handling or returning disks that are ineligible for upgrades.

**Programs & Eligible Serial Numbers:**

*Official Bankruptcy Forms - Version 2.10a* - any number lower than 805269. *Upgrade offer applies only to Version 2.*

*U.S. Estate Tax - Version 1.16* - any number lower than 805169.

*U.S. Gift Tax - Version 1.02* - any number lower than 711049.

*Wrongful Death & Minor's Claims - Version 1.08a* - any number lower than 806049.

*Adoption of Minors - Version 1.03* - any number lower than 803199.

*Basic Ohio Probate Forms - Version 3.23* - any number between 703150 and 802239.

*Ohio Estate Tax - Version 3.29* - any number between 703150 and 804309.

*Revised Ohio Child Support Guidelines Version 3.09 -* any number between 802179 and 805239.

# The ? Page

**? ■ I installed a new version of a program and removed the old version from my hard drive to save disk space. However, even though I deleted the old program, it still occupies a space on my Programs menu. How can I remove it?**

If you're like us and you're installing and removing programs frequently, this tip will help you clean up your Programs menu. Here are the steps you must perform to remove a program reference from the Start or Programs menu. Remember that this technique works on any entry you wish to remove, including Puritas Springs Software programs. As mentioned in the question, it's especially handy when you install a new version of a program, and you don't expect to use the old one any more.

1. Click the Start button, and then point to Settings.

2. Select Taskbar, and then select the Start Menu Programs tab.

3. Select Remove, and then locate the program you want to remove.

4. Click on and highlight the program name and then click on the Remove button.

Note that this only deletes the name on the Program menu. Had you not already deleted the program on your hard drive, it would still be there taking up space.

**? ■ On some programs including some Puritas Springs Software programs, I have difficulty clicking on the menu selection that I want. I either select an item I didn't intend or I get an error message. What's wrong?**

Probably nothing is wrong. Many programs, ours included, try to pack as much information as possible into the menu items in order to clarify their function. Our Puritas Springs Software Display menus are typical examples. Instead of just using the form numbers, we include the title of the form. That way when you want to display a form on the screen, you don't have to wonder what Form 6.1 is. Likewise, if you want to display the Certificate of Transfer, you don't have to look up its form number. There is a down side to getting this added information. If you're using a 14" monitor (or even if you have a larger monitor but don't know how to set the resolution properly), the wider menus and submenus can expand and flip so fast that (1) either you don't see the entire submenu or (2) *Windows* interprets your mouse click differently than you intended. The easiest way around this problem is to navigate the menu from the keyboard instead of the mouse. Here's how:

1. Use the ALT key and the underlined menu character to pull down the menu. For example, you pull down the File menu by holding down the ALT key and pressing the F key at the same time. Hey, now you know why every menu has an underlined character.

2. You'll notice that once a menu is pulled down, each item also has an underlined character. Usually it's the first character in the command, but not always. Here's where Microsoft gets a bit inconsistent. To access the additional menu items or submenus, press the underlined character on your keyboard. Do not use the ALT key like you did to pull down the menu. To continue with the File menu example, if you wanted to execute the Save command you would simply press the S key.

# *The ? Page Continued*

That's it. When you use the keyboard instead of the mouse to navigate the menus, you don't have to worry about *Windows'* low resolution menu peculiarities. As a final note, there's two instances where keyboard navigation is the preferred method of operation. First, for speed, touch typists prefer not leaving the home keys and doing the mouse "thing." Second, if your mouse isn't working or you're using a portable without a mouse, there may be no other way to navigate the menu. It beats  the heck out of staring blankly at the screen and wondering.

### Do you know any tricks for dealing with static electricity?

Okay, so this question is a leftover from last winter, but now we have the room for an answer and besides, it's a neat trick. Although this is probably not a concern during Ohio's humid summer, the other nine months of the year this could be a disk saver. Especially during the winter months, the air can be quite dry and dry air is an excellent environment for static electricity. To make matters worse, most law office personnel slide around on large plastic carpet protectors. This is about the same method students use to generate static electricity in science lab experiments, and unfortunately it works only too well in offices. Here's our trick—move your chair off the carpet protector, take a fabric softener sheet and wipe it across the plastic. Another trick that works equally well or even better (but it's messier) uses liquid fabric softener. Take it and mix it with water in a spray bottle. Then spray it over the carpet or carpet protector area where you work. Either of these methods will greatly reduce or eliminate static electricity in your work area.

### We have an older computer that runs too slowly; what can we do to speed it up?

The answer to your question depends on just how old your computer is. Of course, if you have a 286 or 386 computer you'll need to purchase a new one. The technology used in 286 and 386 computers won't sustain an upgrade unless you literally replace everything but the case. This is not to say you couldn't do word processing just fine on a 286 computer running DOS and using a monochrome monitor. One problem is the further you fall behind current technology, the less your chances of being able to convert your data files to the current technological level when the need finally arises (to wit, your 286 finally dies). Another consideration is that newer, useful programs are usually written for the mainstream user. **Puritas Springs Software** is a good example. We don't design our programs to run exclusively in *Windows 95* because a substantial percentage of our users still use *Windows 3.1*. Therefore, we design our programs to run on any version of *Windows*; however, we don't bother writing DOS programs because the user base has shrunk to near zero. Conventional wisdom comes to the same conclusion regarding 486 computers. In a recent study by PC Labs they found that "any user still computing with a 486 CPU should simply purchase a new PC. You can't raise a 486 to the level of today's mainstream desktops without replacing its motherboard—a process that costs almost as much as a factory-built system and may require days of labor." If you are hell bent on trying to upgrade your system, tests have shown that the most effective method is a memory upgrade. PC Labs found "the amount of RAM each computer provides proved by far the most important factor in determining overall benchmark performance." Thus, a slower, older computer with more memory can outperform a brand new computer with inadequate memory.

# To: Technical Support

**RE: I have the probate and estate tax programs and the forms look beautiful; however, I can't get the tax release, Form 14, to display or print correctly. All the information I enter on the worksheet shows up on the "To" line and nothing appears in the "Description" area of the release. What am I doing wrong?**

There's a trick involved here. Just about all the information that you enter into a worksheet transfers to the destination form exactly the way you type it in. If you put carriage returns or blank lines in a description, they'll appear that way when you look at the forms or schedules. **The exception is the tax release form**, Form 14. In the case of Form 14, the estate tax program (**WOET**) takes up to the first carriage return and puts that information on the "To" line. The rest of the description is placed in the "Description" area of the release. In your example, you omitted the carriage return; therefore **WOET** transferred the entire description on the "To" line and nothing to the "Description" area. The asset entries you've already made are easy to correct. Just make sure the name of the bank or financial institution is on its own line in the worksheet description box. Don't rely on the description box's word wrapping feature; make sure you hit ⌷ENTER⌷ right after you type the bank name. Your entry should look like the one below:

    Abacus Corporation
    Certificate of Deposit No. 34-123412387

Again, the important thing is the carriage return after the word "Corporation." Of course, it's invisible in the example above, but we're sure you get the idea.

**RE: I read or heard somewhere that your Probate program can keep track of when the various probate forms and schedules are due. Is this true, and how do I access this feature?**

Yes, our **Basic Ohio Probate Forms for Windows** program (**WBOPF**) can help you keep track of when various forms and schedules need to be filed. You probably read about this feature in our Owner's Manual where it's mentioned as one of the top eight help topics. You get to the topic like this: click on **WBOPF's** Help menu and select Table of Contents. When the help file's Table of Contents appears, scroll down to the section titled "Miscellaneous" and click on the Probate Timetables topic within that section. When you do, you'll see the Probate Form Tracker appear on your screen. It contains a list of each standard probate form by number and title of form. It also has a corresponding listing of the date on which to file or serve any form. The third column of the table contains a blank line where you can calculate and enter the various due dates. You can't enter the dates on the display itself; the procedure we think best is to print the help topic (using the help file's Print button) and staple the printout to the inside cover of your probate file. Incidentally, about once or twice a year we get a call from some poor soul who sees the help file's Table of Contents, clicks on the picture of the copyright dialog and calls technical support to ask why nothing is happening. This is your official notice that the dialog is merely a *picture* of the copyright dialog and is not functional. If you find yourself making this mistake, take the rest of the day off; you're working too hard. You just did something akin to talking aloud to the news anchorman on television and wondering why he's not answering you back. Wow!

> *"If you find yourself doing this, take the rest of the day off; you're working too hard. You just did something akin to talking aloud to the news anchorman on television and wondering why he's not answering you back. Wow!"*

# *From: Technical Support*

### RE: Inserting the degree sign (°) in *Deed Pro* (*WDeed*) legal descriptions.

If you thought Windows' Copy ( CTRL  INS ) and Paste ( SHIFT  INS ) were well kept secrets, here's another one. To generate the degree sign in **WDeed**, place the curson in the legal description text editor in the exact spot where you want the degree sign to appear

Next, hold down the  ALT  key and on the numeric keypad, in sequence, press the following four keys:  0   1   7   6 . As you release the  6  key, also release the  ALT  key. When you do, the degree sign will appear at your cursor.

Most word processors have an Insert|Symbol command to let you do the same thing without knowing the code, but you can use this technique in any program regardless of whether it has the Insert|Symbol command. The technique is necessary because a computer keyboard only has 102 keys; therefore, there's no obvious method to generate the other 154 characters in *Windows* typical font set.

> *"Occasionally, we get a call from a user who claims he or she is unable to save a file. At last count we had close to 10,000 programs out there, so it's inconceivable that someone would be unable to save their information."*

In *Windows 95* you can find the entire set of character codes by clicking on the Start button, then selecting Programs, then Accessories, and finally Character Map. The *Character Map* utility will show all the characters in the font set and at the bottom of the window it will display the keystroke sequence for generating any of the 256 possible characters. In legal documents this could come in handy for generating paragraph marks (¶), section symbols (§), copyright (©) or registration (®) notices, and many other symbols. For commonly used symbols it's easier for a touch typist to use the keystroke codes than it is to let go of the keyboard, grab the mouse, navigate the menu, select the Insert|Symbol command, select the appropriate symbol from a table of 256 symbols, let go of the mouse and

finally return your hands to the home keys. Once you memorize a code you can execute it in a fraction of the time it would take to follow the mouse procedure.

This technique works similarly in *Windows 3.1* and *Windows for Workgroups 3.11*. You can find the *Character Map* utility in *Program Manager's* Accessories group window.

### RE: Saves that don't save.

Occasionally, we get a call from a user who claims he or she is unable to save a file. At last count we had close to 10,000 programs out there, so it's inconceivable that one or two users would be unable to save their information. Our programs are used by Domestic Relations Courts, Probate Courts, Juvenile Courts, Departments of Human Services, Child Support Enforcement Agencies, Appellate Courts, Prosecutors' Offices, Law Departments, Legal Clinics, the largest law firms, right down to thousands of sole practitioners. Undoubtedly, if our programs didn't save files we would have heard about it 1,000 times.

Consequently, the first one or two calls stumped us. In time, however, we finally figured it out. Users with old 386 computers would sometimes go to the Options or Tools menu and deselect Auto Calculate. This prevents our program from performing a complete calculation of all forms and schedules every time the user presses the TAB key. As a result, users of older, slower computers aren't annoyed by a several second pause after each entry. If these users need to force a recalculation of the entire form set, there's a calculator button in our programs for that very purpose.

So far so good, but what we didn't notice is that if you deselect the Auto Calculate feature, you **must** press the Calculator button **before** you save your information. If you don't, your most recent entries will not be made a permanent part of the client file. The bottom-line: if you turn off Auto Calculate, press the Calculator button before you do a save or before you quit the program.

# Hints & Useless Information

### Passing On Panasonics

**Panasonic Printers**. At the present time we have 12 printers made by seven different manufactures and the worst one is our Panasonic KXP 6640. The printouts were unusually light and adjusting the printer setup parameters did little to fix the problem. When we took it to a nearby factory-authorized Panasonic repair shop, **the technician said the printer was so cheap it had to be shipped back to California and couldn't be repaired locally**. That's blunt enough for us; how about you? We wrote a letter to Panasonic, but we guess our 30,000+ attorney mailing base was not enough to warrant a response. We had better things to do than to argue about their printer. So after making about 150 printouts we retired this brand new printer and never used it again. We also feel obliged to add that Panasonic printer owners make up a disproportionate share of technical support calls with printer problems. If you have a Panasonic printer and it works fine, count your blessings; if you're in the market for a printer, pass on Panasonic.

### Drag and Drop With Certainty

We can never remember *Windows'* rules for copying versus moving files via drag and drop. If we have it right, *Windows 95* copies a file when you drag and drop it between two drives, and moves it when you drag and drop within the same drive. Instead of trying to remember the rule, we found the easiest thing to do was to drag and drop using the right mouse button. When you do it this way, a context menu pops up at the end of the drag and asks you whether you want to copy, move or create a shortcut. Not only is this an excellent way to keep things straight, but it's the best way we know to put a shortcut on your desktop to a program or document that you frequently use.

### Windows 95

### File Manager Simulation

It's natural to like what you know and shun what you don't. Subscribing to this theory, many old *File Manager* users sorely miss the fact that *Windows 95's Explorer* does not have dual directory views, allowing you to drag and drop from one view to the other. This tip's for you. Start *Windows Explorer*, and then start it again so you have two running simultaneously. Now right click on the task bar at the bottom of the screen and select Tile Horizontally. Viola! Shades of *File Manager*.

### Free Tune-up

Did you ever wonder if your computer is operating as well as it could or should? There's a free Web site where you can drive your computer in for a checkup. The site assesses your computer's operating efficiency and gives you suggestions on improving its performance—**www.winmag.com/wintune98**. At this site you can test your PC's performance without leaving your browser by clicking through a set of Web pages. After testing, you can compare your computer's test results to an extensive database of results posted by other *WinTune* users. If *WinTune* finds anything amiss about your system configuration or results, it will also give you tips to help fix the problem.

If you like, you can even download the WinTune program for free so you can use it whenever you like.

> *"If you've got a Panasonic printer and it works fine, count your blessings; if you're in the market for a printer, pass on Panasonic."*

# Puritas Springs Software Order Form

## Puritas Springs Software

The Cleveland Trust Building
P.O. Box 360170
Cleveland, Ohio  44136-0003
(440) 572-7645

**Purchaser Information:**

_____
Individual or Firm Name

_____
Address

_____
City, State & Zip Code

_____
Phone Number

For up to date products, prices, and remote assistance please see our most recent catalog.

We thank you again for your support!

PURITAS
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SOFTWARE

## 1998 Et Seq.

We completed our new Guardianship program (*WOGF2*) and U.S. Estate and Trust Tax program (*W1041*). Learn the details about these new releases inside.

We're presently working on our office management programs and hope to release them at summer's end. These programs will have some surprising features as well as surprising prices.

We're also working on about three other programs that will be of special interest to probate attorneys. Unfortunately, we can't say anything more, except keep your eye out for future **Puritas Springs Software** mailers.

## www.puritas-springs.com

If you have access to the Internet, visit our Web site and find useful Internet legal research sources and materials conveniently assembled in one place. We think you'll find our ever-evolving *Law Library* page indispensable to productive Internet surfing.

## Left Out?

If you're a new attorney, or for some other reason you're not on our mailing list and you'd like to be, let us know and we'll send you a copy of our quarterly catalog.

### In This Issue...

A new look at the child support worksheets, free upgrade information, more technical support information and law office computer hints and tips than ever before.

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Post Office Box 360170
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New Federal 1041 Tax
&
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