

INSTANT LEGAL DOCUMENTS WITH AFINETY MACROS

Complex formatting tasks are as simple as clicking on a menu choice with Afinety macros. Instantly, the form you need is on your screen ready for your text, completely customized for your firm's unique needs.

Our macro experts have over 20 years of experience in the legal industry using both WordPerfect and Word. As former secretaries and word processors, they know what it takes to create truly effective legal documents.

Benefits

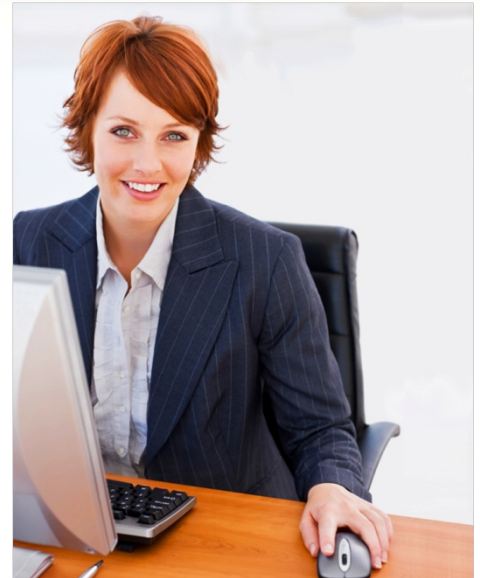
- **Save Time - Be More Efficient:** Document creation is a central task to any firm. Streamlining the creation of complex legal documents results in significant daily time savings for both attorneys and staff.
- **Improve Your Firm Image:** Consistency in every document you send to clients communicates your firm's commitment to quality. By making it easier to create new documents, common duplication errors are eliminated and your firm's image is improved.
- **Eliminate Duplication Errors:** Users without macros are forced to duplicate old documents to create new ones. This increases the likelihood of errors and often creates formatting nightmares. With Afinety's Macros and Templates users can quickly and easily create fresh documents and formatting is consistent every time.
- **Increase Attorney Efficiency:** Administrative resources are at a premium for most firms. Attorneys that are self-sufficient get more done and bill more. Macros make letters, pleadings, interrogatories, and just about any other document simple for anyone to create.
- **Eliminate Differences Between WordPerfect and Word:** Microsoft Word is now the standard in business. If your clients require documents in Word format, macros can minimize difference between WordPerfect and Word, plus dramatically reduced training time and costs.

Our Unique Hyperlink Approach

Macros from Afinety offer a unique hyperlink approach to document creation. Unlike other macro packages that require extensive drill-down into multi-level menus, Afinety puts your document on the screen instantly. In the appropriate locations, hyperlinks allow you to select the information you need and have it inserted perfectly into your document. This saves time, allows you the flexibility of finishing a document later and lets you see the document as it is created.

Afinety provides a custom set of macros at a fraction of what other providers charge. Call today for a demo and consultation for an opportunity to see the possibilities of an Afinety customized macro package.

Turn over to see an abbreviated list of our hundreds of macros and template.



AFINETY MACRO PROCESS

- 1 **Demonstration**
See how easy legal document creation can be when you have the right tools.
- 2 **Consultation and Estimate**
After a thorough assessment of your legal document needs, we develop a plan and project estimate that's tailored to your practice.
- 3 **Preparation and Customizing**
With your requirements, our team gets to work preparing and customizing your macro set.
- 4 **Installation and Adjustments**
Every Afinety Macro Solution includes personal installation, onsite adjustments and testing.
- 5 **Training**
Training ensures you get the most from your macro solution. We make sure your users get the maximum benefits from their new macros and templates.

SAMPLE WORD MACROS

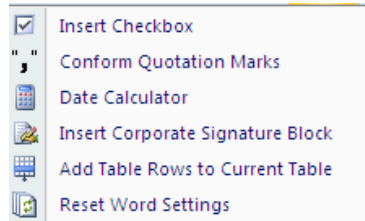
Home Ribbon

- Printer Tray Selector

General Ribbon

Letter

- Includes Outlook macro to address recipient(s)
- Closing macro to add author's closing and any other information desired in the letterhead
- Selection of different Re: lines (if desired)
- Letter delivery options
- Letter Tools Ribbon - includes option to hide/show letterhead add another recipient from Outlook, change the author, change the delivery options, shrink the letter, unshrink the letter, add a BCC, add extra text to the primary header, and envelope and mailing label icons for convenience.



Fax Cover Sheet

- Add recipient(s) from Outlook
- Fax Tools Ribbon –Includes option to add additional recipients from Outlook.

Memo

- Option to add CCs if desired
- Author list drops down to select the author.
- If iManage is being used and if the automatic footer is employed, adds the file number in the memo, as well as the document number in the footer

Transmittal

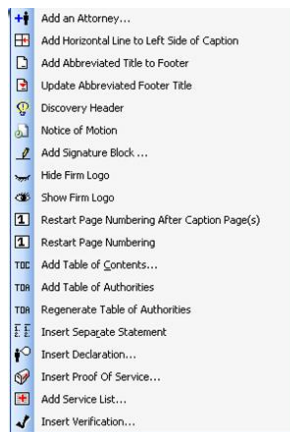
- Same options as the letter
- Includes checkable boxes for various options

All Templates icon

- Displays a list of all templates

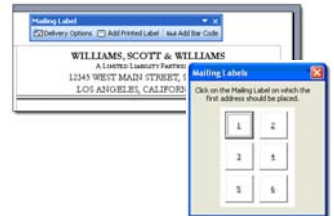
Envelopes –

- Option to Show/Hide the letterhead
- Option either to put the file number on the envelope
- Envelope Delivery Options
- Multiple addresses may be used



Pleadings Ribbon

- Pleading Document – list of pleading-related templates
- Add Cross-Action
- Add Related Cross-Action
- Add Abbreviated Title to Footer
- Add Memo of Points and Authorities
- Add Table of Contents
- Add Table of Authorities
- Pleading Double Style
- Affirmative Defenses –programmed to change pronouns in selected defenses.
- Add Declaration
- Add Proof of Service
- Add Addresses to Service List – connects to Outlook if service list addresses are stored there.
- Discovery – Discovery Headings, Clean-Up Scanned Discovery



Formatting Ribbon

- Document Cleanup
- Insert Brackets
- Insert Parenthetical for Definitions
- Indents drop-down menu – Includes block indent, block indent reverse, increase first line indent and decrease first line indent.
- Double space document
- Single space document
- Add Title Page
- Insert Blank Section at End of Document
- Insert Page Number
- Remove Table of Authorities markings
- Update Fields (for cross-references)

