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Dear Attorney,

Thank you again for coming to our meeting of the BMUG Macintosh special interest group for attorneys and legal professionals. I hope that you had as good a time as we did. Enclosed is some software that you might find useful.

I've given you Type It For Me, which is a utility that will add a menu to your menu bar that allows you to designate abbreviations for words and phrases that you commonly type. When you type the abbreviation, the entire word or phrase will be automatically written. This can be quite a timesaver. I've also include TI4M Formatter, which will allow you to enter a large number of abbreviations at one time in a much faster manner than Type It For Me usually allows you to.

The program Ringer is probably the most valuable item of software here. It will give you an excuse to get off the phone when you need to. "Oh...there's the other phone. Got to go..."

I have given you three different legal stationary templates. The one that is called "adaptive" changes the spacing and number of the line numbers to match the spacing and number of lines on the page. It is the one that I use because it looks best. Line numbers always perfectly line up with their corresponding line, even if that line has different spacing than the rest of the page. You may be one of those people who don't care for this and who want their line numbers to be fixed, just like with pre-printed legal stationary. In that case you should use the file named "fixed". If you use the file called "fixed" you will have to **always** use font Times in the 12 point size, with triple spacing, for things to work out properly. The third template uses an invisible table to format your title page. You may prefer the ease of using this template.

Don't get upset if you don't see the line numbers in "normal" view or in "page layout" view. You can't. It is a quirk of Word. You can only see them in "print preview" mode, under the file menu. And, of course, they will print fine.

I am assuming that you use Microsoft Word. If you don't, I am not sure that these files will convert properly if you try to use them in another word processor, like WordPerfect. If you try the conversion, give me a call at the above phone number and let me know how it works out. By the way, I made these templates "stationary", which means that when you open them they open as a new untitled document. When you do a "save" the original stationary template will remain unchanged (to use in the future as a template again) and you automatically be working with a new document for which Word will ask for a new name.

I've also include a client interview template. I hope that you find it useful.

Let me know what you think of these templates. Feel free to call me if you need help. I've also included the latest list of some legal software that you might want to know about. I hope to see you at future meetings of the special interest group for attorneys and legal professionals!

Sincerely,

Randy B. Singer