

**PC ATTORNEY**

**for**

**Windows**

**USER'S GUIDE**

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**SYSTEM REQUIREMENTS:** Your system must have Microsoft Windows 3.1 or higher installed. This includes Microsoft Windows for Work Groups. In addition, if another operating system allows you to emulate Windows 3.1 you will also be able to run the program.

This program has been extensively tested under Microsoft Windows 3.1 and 3.11 as well as Microsoft Windows for Workgroups 3.1 and 3.11. The program WILL NOT operate under Microsoft Windows 3.0. You must have a pointing device (mouse, pen mouse, trackball) installed.

**INSTALLATION:** You should always make a back up copy of your original program disk, and use the copy for installation. Keep the original program disk in a safe place in case you need to install the program at a later time. From DOS, the command DISKCOPY will run a program which will make an exact duplicate of a diskette We recommend that you write protect the original first. To do so, just turn the disk over to its back, with the metal shutter on the bottom, and push the small plastic tab located in the upper left corner to the up or open position.

From Windows you may copy a diskette from the FILE MANAGER program. Once the File Manager is running, activate the DISK drop down menu by pointing and clicking on the DISK menu on the top menu bar. Then click COPY and follow the prompts.

**YOU MUST LAUNCH WINDOWS FIRST BEFORE INSTALLING THE PROGRAM. DO NOT ATTEMPT TO LAUNCH OR INSTALL THE PROGRAM FROM DOS.**

After Windows is running, bring up the File Manager. This is usually part of the "MAIN" icon. If you have placed the Windows Attorney diskette in drive A: or B: (or other name) click on that lettered disk on the menu bar. Now place the pointer on the INSTALL.EXE file. Double click on this file. This will begin the installation program.

**YOU MUST RUN THE INSTALLATION PROGRAM.  
YOU CANNOT SIMPLY COPY THE FILES TO YOUR  
HARD DRIVE.**

You can also run the install program by clicking on the FILE menu selection on the menu bar and then clicking on RUN. Type in

A:INSTALL

(or if the program disk is in drive B:, enter B:INSTALL) and this will run the install program.

And, for those who want to know all the options, you may also begin running the install program from the Program Manager. Select FILE from the menu bar, and then RUN from the drop down menu.

Final capital letter warning: YOU MUST REBOOT after the install program completes. To do so, hold down ALT, CTRL and DEL at once. Windows will stop you at this point and show a warning message telling you that "the system has stopped responding etc." Ignore this message, and again press Control, Alt and Delete at the same time. This will reboot, or restart the computer. This process is required to reset the system so that it will be able to run the Windows Attorney.

Please follow these steps carefully. The installation routine will only take a few moments.

We will now take you through operation of the Windows Attorney from Cosmi Corporation.

**GETTING STARTED:** The Windows Attorney is a Microsoft Windows compliant program. This means that if you are familiar with the operation of other Windows programs, the interface and operation of the Windows Attorney will be familiar to you. If you can run Solitaire or other popular Windows programs, you can begin to use the Windows Attorney immediately and can skip directly to Windows Attorney Help on the following page.

If you are not already familiar with Windows, a few terms that we use may need to be clarified:

"Icon" is a pictorial representation of a program group. The icon for Windows Attorney is a picture of the scales of justice.

Point means to move your mouse, pen mouse, trackball or other pointing device so that the arrow is touching the menu item, icon, scroll bar or other part of the Windows interface.

Click means to depress the left mouse, track ball, or pen mouse left button once. You may also substitute the ENTER key (sometimes marked with a descending left arrow) for a single click.

Double Click is a bit trickier. To double click, depress the left mouse, pen mouse or track ball once, release and click again at once. For fun practice with clicking and double clicking, try Solitaire or other games usually bundled with Windows.

All program functions are driven by the menu bars, which contain drop down items that you click (or press ENTER).

After rebooting, you will notice that a new program group, Windows Attorney, is available. Click to make this active, and then point on the WinAtty icon (the scales of Justice) and double click it to begin.

**HELP FOR THE WINDOWS ATTORNEY:** All items in the program are event driven. This means that the computer waits for you to decide what to do, and as you make your choices from drop down menus, you make decisions as to what the program shall do.

When using a drop down menu, commands that are not available due to the present status of the program (for example, you cannot delete a document if there aren't any documents saved) appear grayed out.

This program allows you to prepare legal documents, save them, convert them to Write for Windows 3.1 format, view legal documents which you have already created, and delete documents.

You may also export any documents which you have created and work with them in Windows Write (a word processing system part of the Windows 3.1 package) or work with the documents in any Windows word processor which can read a Write format file. (All major Windows Word Processors like Microsoft Word, Ami Pro, WordPerfect for Windows, Word Star for Windows, etc. can read these files.)

Upon starting the program by clicking on its icon, the menu bar displays FILE & HELP as choices.

Clicking on File activates a drop down menu. The drop down menu provides your choices which are:

CREATE, DISPLAY, REMOVE and EXIT

When you select CREATE you will then select what type of document you will create. Move the cursor to the document you wish to create, and double click on it. You will

then see dialog boxes which allow you to enter text, select from suggested inputs, and customize the document.

If you are answering a question, place the cursor over the choice you want and click once.

If you are inputting data into a text entry box, you will note that the cursor is flashing within the text box. Type in your text. You can backspace within the text box. Once you are satisfied with your input, select the Continue box by placing your cursor in the Continue box and clicking once. This will take you to the next input or if you have reached the end of the document, will prompt you to enter the file name of the document which you have just created.

Use a fully descriptive name. You are not limited to 8 characters and an extension. For example, a promissory note for \$50 from Joe Smith to Jane Doe can be described as:  
*Note for \$ 50 from Doe*

You will then have to select whether to save the form as text (ASCII) or in Windows Write format. We recommend Windows Write format. This results in you being taken directly to Windows Write where you can print, change, or view your document. If you choose not to convert, Write will open, but the file will be in text (ASCII) format.

If at any time you do not want to continue, select CANCEL by positioning the cursor on this choice and clicking once. This will return you to your last screen.

The DISPLAY choice allows you to select a previously saved document (or, if you are using the program for the first time, select example documents). You will notice that the selections are named with the names that you have given the documents. When saving a document, be sure to use a name that will make it easy to find in the future. You will notice that the top line of the completed document box shows the file name, for example 4.wri. If you are going to alter the form in your own word processor, this is the name of the completed form.

**WARNING:** All forms were created to be valid and binding and were reviewed by lawyers and paralegals. Many law firms and Judges have used these forms. Changing even one word in a form will probably cause significant legal changes. Do so at your own risk. We have, however, made it easy for you to use the completed form in your favorite word processor so you can use fancy fonts, or reformat the text. Be creative and dress up the form if you'd like.

The REMOVE choice only has one function - that is to delete a document which you created.

The EXIT choice will return you to where you were before you started the Windows Attorney.

**FORMS INFORMATION:** In this section of the manual we will explain what

information is needed to prepare each form, and will outline for what purposes the form is useful.

The PC Attorney provides a large library of forms for use. Before you draft any form, please read and consider the directions on each form. The provided forms are under the following headings:

- General Forms
- Living Trusts Forms
- Power of Attorney Forms
- Real Estate Forms
- Will Forms

**TRADEMARKS:** Microsoft Windows, and Windows are Trademarks of Microsoft Corporation. Windows Attorney is a trademark of Cosmi Corporation.

**ACKNOWLEDGMENTS:** The Chief Programmer for the Windows Attorney is Warren Clary, assisted by Ray Clary and Amy Seeberger. Herb Kraft acted as legal editor/consultant. Scott Briscoe is the program's staff paralegal.

**DISCLAIMER:** COSMI has made every effort to verify that the Windows PC Attorney is sold "as is" WITHOUT WARRANTY OF ANY KIND. The only exceptions to this disclaimer is the 90 day replacement warranty for defective disks.

IN NO EVENT SHALL COSMI BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. The sole remedy for a product defect shall be replacement of the product component.

THE ULTIMATE RESPONSIBILITY FOR THE ACCURACY OF YOUR LEGAL DOCUMENTS REMAINS WITH YOU.

Review, by an attorney, of documents prepared is recommended.

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