

## It's Legal User's Guide



Welcome to the **It's Legal 5.0** for Windows online User's Guide. The guide has been broken down into the following sections for your convenience. Each section is stored in a Microsoft Write file. Clicking any of the buttons below starts Write and opens the appropriate section.

Once you've opened a section, you can review its contents or print it for easy reference. Consult your Windows manual if you need help operating Write. When you're finished reviewing a section, close or minimize the Write application to return to this screen.



### **Introductory Material**

**Includes:** Title page, Copyrights and Trademarks, Preface, When You Need Help, and Table of Contents.



### **Chapter 1: Getting Started**

**Includes:** Introduction, Starting and Exiting Applications, Navigating the Program, Locating Help, and Converting Data from Previous Versions.



### **Chapter 2: Before You Produce a Document**

**Includes:** Entering Personal Information and Legal Assistance for **It's Legal's** Documents.



### **Chapter 3: Creating a Document**

**Includes:** Creating a New Document, Entering Data into a Document, Pasting Personal Information into a Document, Attaching Field Notes, Searching for Text in a Document, Managing Document Sections, Saving/Copying Documents, and Opening an Existing Document.



#### **Chapter 4: Finalizing Your Document**

**Includes:** Making Your Documents Legal, Verifying Your Document, Signing Your Document, Safekeeping Your Document, Previewing Your Document, Printing Your Document, and Modifying a Document's Fixed Text.



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