## Index

The references shown below indicate the chapter and page (such as, Calculator 1-5) on which you will find the corresponding information. For example, to learn about the Calculator, go to page 5 in Chapter 1. Any references marked "*intro*." can be found in the Introductory Material section of this online *User's Guide*.

A Accessing other applications from It's Legal 1-6 Adding options to the Tools menu 1-6 personal information records 2-2	making it legal 4-4 managing sections 3-5 modifying the fixed text 4-4 opening 3-6 pasting in personal information 2-2, 3-4 preliminary considerations 2-1
Backing up your data files 1-7	preparing for others 2-3 previewing 4-3
C	print options 4-4 printer setup 4-4
Calculator 1-5	printing 4-3
CompuServe Information Service <i>intro</i> .	safekeeping 4-2
Converting Documents	saving 3-6
from It's Legal 3.0 1-7	searching for text 3-5
from It's Legal 5.0 1-7	signing instructions 4-1
from It's Legal for Windows 1-7	transferred data 3-4
Copying	verifying your entries 4-2
documents 3-6	working with 1-3, 3-1
personal information records 2-3	
Creating	<b>E</b>
documents 3-1	Edit menu 1-3
field notes 3-5	Editing
Customer Service intro.	data in a document 1-3
Customizing the Tools menu 1-6	personal information records 2-3
D	Entering data in a document 3-1 Exiting <b>It's Legal</b> 1-1
Deleting personal information records 2-3	Exiting it's Legal 1-1
Document Creation	F
interview method 3-1, 3-2	Field notes, creating 3-5
selecting preference options 1-5	File menu 1-3
simplify with personal information 2-2	File, save document as 4-4
template method 3-1, 3-3	Finding text in a document 3-5
Document menu 1-3	Fixed text in a document, modifying 4-4
Documents	Font, changing 4-4
attaching field notes 3-5	
converting from previous versions 1-7	Н
copying 3-6	Help menu 1-3, 1-7
creating 3-1	Help options
entering data 3-1	legal guide 1-7
finalizing 4-1 font sizes 4-4	product support <i>intro.</i> , 1-7
legal assistance for 2-3	program information 1-7 using online help 1-7
105u1 uppistance 101 2-3	using online neip 1-7

Hint pane	individual vs. business records 2-2
explanation of 1-3	pasting data into documents 2-2, 3-4
moving 1-3	quick tips 2-2
turning on/off 1-3	use to simplify document creation 2-2 your default record 2-2
I	Personal Information window 2-1
Interest Vision 1-6	screen elements 2-2
Interest Vision Professional 1-6	Preferences dialog 1-5
Interest Vision SE 1-6	Preferences, setting 1-5
Interview method 3-1, 3-2	Preparing documents for others 2-3
accessing the next question 3-2	Previewing documents 4-3
answering questions 3-2	Print options 4-4
availability 3-1	Printer setup 4-4
explanation of 3-1, 3-2	Printing documents 4-3
screen elements 3-2	Problem report <i>intro</i> .
Interview window 1-2, 3-2	Product Support Help, accessing 1-7
Introduction 1-1	Program
It's Legal 2.0, note regarding 1-8	exiting 1-1
It's Legal 3.0, converting documents 1-7	introduction 1-1
It's Legal 4.0, converting documents 1-7	locating help 1-7
It's Legal for Windows, converting documents 1-7	locating legal help 2-3
, ,	navigating 1-2
L	options 1-5
Legal Guide 1-7, 2-3	setting preferences 1-5
Legal Guide Help, accessing 1-7	starting 1-1
Louisiana, document validity 2-4	<u> </u>
, , , , , , , , , , , , , , , , , , ,	Q
M	Quick tips 2-2
Main Menu (menu bar) 1-2, 1-3	Quitting the program 1-1
Make It Legal Screen 4-1	
Making your documents legal 4-1	S
Menu bar, explanation of 1-3	Safekeeping your document 4-2
	Saving documents 3-6
N	Searching for text in a document 3-5
Navigating the program 1-2	Section menu 1-3
Notepad 1-5	Sections in a document
Notes, attach to a document field 3-5	including/excluding 3-6 moving to 3-5
0	reviewing 1-3, 3-5
Opening document 3-6	Signing your document 4-2
Options menu 1-3	SmartFax, for technical support <i>intro</i> .
	Starting It's Legal 1-1
P	Status bar, turning on/off 1-3
Pasting	, 8
personal info. into a document 2-2, 3-4	T
your name into a document 2-2	Template method 3-1, 3-3
Personal Information	accessing other sections 3-3
adding records 2-2	explanation of 3-1, 3-3
copying records 2-3	filling in the blanks 3-3
deleting records 2-3	screen elements 3-3
editing records 2-3	using check boxes/radio buttons 3-4
entering 2-1	Template window 1-2, 3-3

Index-2

Index

```
Tool bar 1-2, 1-3
buttons 1-3
explanation of 1-3
turning on/off 1-3
Tools menu 1-3, 1-5
Tools menu setup 1-6
Transferred data 3-4

U
User's Guide, symbols and conventions 1-1

V
Verifying data in a document 4-2

W
Window menu 1-3
```