It's Legal for Windows

for IBM Compatible Personal Computers

User's Guide

If you need assistance...

Technical Support:	Customer Service:	Main Office:
1-319-395-7314	**1-319-395-9626**	**1-319-395-9626**

To use CompuServe or other online options to get help, see the *When You Need Help* section at the front of this guide.

How You Can Help Us...

In bringing you **It's Legal**, we have attempted to provide you with an excellent bargain. For your convenience, the software you've received is *NOT* copy protected. Our license is very liberal in allowing you to make backup copies of this software to protect your investment.

Your honesty in not providing copies to friends or others will help us remain in business.

Copyrights and Trademarks

It's Legal is a registered trademark of Parsons Technology, Inc. The **It's Legal** software is Copyright (C) 1990, 1994 by Parsons Technology, Inc. **It's Legal** *User's Guide* Copyright (C) 1994 by Parsons Technology, Inc. All rights reserved.

The **It's Legal** software, *Users' Guide*, or portions thereof may not be reproduced in any form whatsoever (except as permitted within the license agreement) without the written permission of Parsons Technology, Inc. Correspondence concerning the **It's Legal** software and *User's Guide* should be directed to Parsons Technology, Inc., One Parsons Drive, P.O. Box 100, Hiawatha, Iowa 52233-0100 USA.

IBM is a registered trademark and PC is a trademark of International Business Machines Corporation. Microsoft and Microsoft Mouse are registered trademarks of Microsoft Corporation.

Printed in the USA.

It's Legal

The **It's Legal** software and *User's Guide* ("documentation") are licensed property of Parsons Technology. Use of the software indicates your acceptance of the following LICENSE STATEMENT, DISCLAIMER OF WARRANTY, and CHOICE OF LAW.

License Statement

It's Legal ("this software") is licensed for the exclusive use of the original purchaser ("you") for use on one computer only.

This software is not copy protected. Parsons Technology authorizes you to make backup copies of the software for your archives only, for the sole purpose of protecting your investment from loss.

You are free to move this software from one computer location to another, as long as there is no possibility of its being used at two locations at one time. This software should be treated like a book, which cannot be read by two people at two different locations at the same time (unless, of course, the Parsons Technology license agreement has been violated).

Disclaimer of Warranty

We have made every effort to verify that **It's Legal** is an effective tool for preparing legal documents. However, you must be aware that **It's Legal** is sold to you "as is," without any warranty of any kind. The only exception is the 30-day warranty extended for replacement of defective disks, as specified in the Defective Disk Replacement statement.

IN NO EVENT SHALL PARSONS TECHNOLOGY BE LIABLE OR RESPONSIBLE FOR ANY PROBLEMS THAT ARISE BECAUSE OF DEFECTS WITH **IT'S LEGAL** .

It's Legal is designed to provide information and forms you may find helpful. It is provided to you with the understanding that Parsons Technology is not engaged in providing legal advice or other professional services. It is not intended to replace legal advice and if legal advice or other expert assistance is required, the services or a competent and qualified lawyer or other professional should be sought.

Choice of Law

This statement shall be construed, interpreted, and governed by the laws of the state of Iowa, United States of America.

Preface

Parsons Technology, Inc. is pleased to present **It's Legal for Windows**, the software that places the law right on your computer screen.

Many people deserve special recognition for their part in bringing you **It's Legal for Windows**. Special thanks to the development team lead by Barb Rechterman, our Vice President of Software Development. Lynn Jahn directed the project and the development team included Eric Allen, Brenda Benesh, Mark Calkins, Jeff Carradus, Barb Hartle, Christina Lau, Ken Nelson, Curt Nichols, Mike Noke, Chris Sailor, and John Yaroch.

Several other individuals made significat contributions to the project. Karen Blume, Doug Gjertson, Dean Heitkamp, Mike Hellman, Steve Juehring, Jacqie Meaney, James Roberts, Chris Salee, and Marty Wise performed quality assurance testing. This *User's Guide* was written and edited by Melissa Kearney and Carol Wickey. The online Program Information Help was produced by Melissa Kearney.

A special thanks, too, to you, our customer, for your support of Parsons Technology and the products we provide. We welcome your comments and suggestions as we strive to maintain our tradition of quality products at affordable prices.

Bob Parsons,
President

Parsons Technology
One Parsons Drive
P.O. Box 100
Hiawatha, Iowa, 52233-0100

When You Need Help

Customer Service

At Parsons Technology, you--the customer--are first. If you need help with any of the following, please call our Customer Service department at **1-319-395-9626** or fax us at **1-319-395-0466**. A friendly representative will be happy to help you.

* Questions or problems about your bill.
* Defective user's guides.
* Questions or problems about your shipment.
* Questions about returning a product.

Technical Support

Registered customers get free technical support, notices of product updates, and other announcements. You're registered if you purchased your product directly from Parsons Technology, Inc., or purchased through a distributor, then completed and returned the registration card.

We offer phone support that is best used for getting you up and running. **In depth and on-going support is mainly and best provided via CompuServe and other online services, as detailed below**. (We don't accept written correspondence because of time delays.) Before you contact us...

* Check this *User's Guide* and any README file on the compact disk for solutions.
* Try to duplicate the problem.
* Boot with a system-formatted DOS disk and run the program.
* Print and complete the Problem Report found in the online Product Support Help. From within the program, choose Product Support from the Help menu, then select Troubleshooting. Follow the instructions on your screen.

Note: If you're hearing-impaired or have other physical disabilities that affect your communication, please mention this in your correspondence along with the method by which you prefer for us to respond to you.

CompuServe Information Service--the best way to get help

Type **GO PARSONS** at any CompuServe menu prompt. Select the forum and complete the problem report found in the Miscellaneous Info. library (file name: SYSPRO.TXT). We do our best to respond within 24 hours in the forum only. You also can use our library of application bulletins and other information releases and interact with experts and other users.

For a free introductory membership to CompuServe, call CompuServe's Telephone Sales and Inquiry Department at **1-800-848-8199**. Ask for Representative #194. (You'll need a telecommunications program and modem.)

GEnie--one-day response

Parsons Technology is located in the IBM RoundTable, Category 31, and in Software Library Section 10. Leave messages in Category 31 under topics for each of our products. Questions are answered within about 24 hours.

Telephone

Call Technical Support's voice number at **1-319-395-7314**. An automated attendant will direct you to the right location and give Technical Support department hours. We'll take all the time needed to answer your questions, but you may have to wait a short time while we offer this same attention to other callers ahead of you.

SmartFax--for even more information

Technical bulletins, product descriptions, and other information on the most commonly asked questions can be sent directly to your FAX machine 24 hours a day. The *SmartFax* number is **1-319-395-0176**. The system asks which document you want. Choose 100 for instructions for using the system and a partial directory of available information. Choose 101 for a complete directory. You must call from a FAX machine.

Defective Disk Replacement

Usually you receive one of these messages if you have a bad disk:

> "General failure error reading drive ..."
> "Sector not found ..."
> "CRC error ..."
> "Bad sector ..."
> "Unrecoverable read error ..."
> "Address mark not found ..."

To check, use the DISKCOPY command to copy the entire disk. DISKCOPY reports any bad sectors. (See your DOS manual.) Check all disks. To replace defective disks, call Technical Support at **1-319-395-7314**. Within 30 days of purchase, we replace disks free. After this, contact Technical Support for prices.

Orders

To order Parsons Technology products, contact our Orders Department toll-free 24 hours a day at **1-800-223-6925**. Outside North America, call **1-319-395-7300**.

Our order line staff are eager to help you, but they are not trained in the mechanics of our software. Please do not call them with technical support questions. They cannot transfer your call to Technical Support.

Order products using online services, too. To shop using CompuServe Information Service, type **GO PA**. If you use GEnie, type **PARTECH**. You can also place orders using DELPHI.

Table of Contents