

# LEGAL EAGLE 2.0 FOR WINDOWS

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**THANKS FOR YOUR SUPPORT**

M.K. McMasters

J.R. Ferrell

**Authors' Legal Eagle**

# ShareWare Help

LEGAL EAGLE 2.0 FOR WINDOWS (tm)

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Requires Windows(tm) 3.0 or Better, 2 Meg Ram, DOS 3.2 or better

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## \* Overview

Legal Eagle 2.0 is the Very best legal package on the market today. It is powerful yet easy to use, unlike other system's, where you answer lots of question to fill out a few legal forms. We give you over 200 hand picked forms to serve you. In fact, Legal Eagle is used by Lawyers in their daily practice. You may ask yourself, "When would I ever need a legal package like Legal Eagle 2.0." In short, if you ever loan money to a friend, sell a car, TV, or any item for more then ten dollars. Do you work out of town or overseas? Run a business? Do you have a club? In fact,

everyone can benefit from the information produced by this Program. In this day and age, it pays to conduct ones personal and professional business in a legal manner. Legal Eagle 2.0 is fine tuned for this propose. The personnel at Eagle Software designed this program around the end user (YOU). Legal Eagle 2.0

for Windows(tm) is truly a Windows(tm) program, it will not run in DOS. The screens are bright and colorful, text is easy to read. The program has full mouse support, commands are supported on the keyboard as well. The command buttons have icons on them, so they can be selected at a glance. You can select, view, print out, or edit any form with a few clicks of the mouse or a few key strokes. Print out a form and fill it out by hand, use Eagle Edit or your own Word Processor to fill in the blanks on the screen. These options, as well as many more, are at your disposal.

#### \* Product Support

Thank you for purchasing this product. We at Eagle Software strive to make our programs as easy to use as possible. If you have any questions feel free to call us, but first have the following information.

The version of Legal Eagle you are installing. The version of DOS and WINDOWS(tm) you are using. (To find out the version of DOS you are using, type VER at the DOS prompt. To verify which version of Windows(tm), select about in the Program Manger.)

Type of computer you are using.

Amount of memory installed on your system.

Amount of free hard disk space.

Any error messages displayed during the install.

This information will help Eagle Software's Product Support Staff give you the answers you need. Try to be at your computer with the above information and Call 1-919-946-2595.

#### \* Running Setup

1. Boot your computer.
2. Insert the Legal Eagle disk in drive A: or B:.
3. Start Windows(tm). (Legal Eagle 2.0 Must be installed from Windows(tm).)
4. Start the Program Manger. (If Program Manger is not on the screen when Windows(tm) boots, double click on it's Icon at the bottom of the screen.)
5. Select RUN from the File Menu.
6. Type the letter of the drive you are using, followed by a colon (:)

the word "\SETUP".

Example A:\SETUP

7. Press Enter.

8. Follow the instructions on the screen.

#### \* Autoexec.Bat File

If you wish to have all Legal Eagle 2.0 files available anywhere in your system, you can include it in your path, by adding it to your PATH statement in your Autoexec.Bat file.

Example PATH=C:\windows;C:\EAGLE20.

For more information about the path statement, see your DOS manual.

#### \* Starting Windows(tm) With Legal Eagle 2.0

If you want Legal Eagle 2.0 to run when you start Windows(tm), move it's icon to the startup group on the Program Manger, or at the DOS prompt, Type "win c:\eagle20\eagle."

#### \* Display

Legal Eagle 2.0 was designed to look its best in 256 colors. If the Eagle on the left of the opening screen appears to be washed out, you may be running in standard VGA (16 colors). See your Windows(tm) Manual for more information on installing a 256 color driver.

#### \* Files

Legal Eagle 2.0 files have an .LGF extension (101.LGF) and are in the READ ONLY format. You can not save over your original forms. To save a form, after you have filled it out on the screen, you must use the SAVE AS option and rename the file.

Example (rename the file 101.LGF to MYFILE.lgf)

If you use the .LGF extension it will save confusion. Later, when you see a file with the .LGF extension, you will know it is a Legal Eagle 2.0 file.

#### \* Using Legal Eagle 2.0 with other Word Processors

You can use your Word Processor with Legal Eagle 2.0. To do this, double click the editor setup icon on the Eagle Group, type in the complete path to your editor. If your editor is already included in your path statement, you can type the program name that starts your editor. (Example)--Type WINWORD, for Word for Windows(tm), WS for Wordstar(tm).

#### \* Running Legal Eagle 20

#### \* Main Screen

## Form Menu (AT TOP OF SCREEN)

Displays a list of the legal forms you can View, Print or Edit.  
Click on your choice with the left mouse button or press ALT+ The Underlined Letter.

Also on the menu are commands to start some of Legal Eagles more important features, such as. :

- Viewer - Loads and views legal (or any TXT) files.
- Dictionary - Defines legal terms.
- Calculator - Loads EagleCal, a calculator. FYI  
- For Your Information
- Exit - Exit Legal Eagle

## \* Tool Bar (BUTTONS AT TOP OF SCREEN)

Click on your choice with the left mouse button or press ALT+ The Underlined Letter.

VIEWER - Starts Legal Eagles File Viewer, see File Control and Viewer

DICTIONARY - Starts a dictionary in the card format (CLICK ON HELP AT THE TOP OF THE CARD FILE SCREEN).

WRITE - Starts Windows(tm) Write Program (CLICK ON HELP AT THE TOP OF THE WRITE SCREEN).

NOTEPAD- Starts Windows(tm) Notepad Program (CLICK ON HELP AT THE TOP OF THE NOTEPAD SCREEN).

CALCULATOR- Starts Eagle Software's Calculator Program. Click on OFF to exit program.

CARD FILE- Starts Windows(tm) Card File Program (CLICK ON HELP AT THE TOP OF THE CARD FILE SCREEN).

CALENDAR- Starts Windows(tm) Calendar Program (CLICK ON HELP AT THE TOP OF THE CALENDAR SCREEN).

FYI - (For Your Information.) Text files to explain various legal topics,  
quit to exit FYI

HELP - Displays Help File

QUIT - Exit Legal Eagle

\* VIEWER - (STARTED FROM THE FORM MENU OF THE VIEWER)  
Click on your choice with the left mouse button or press ALT+The Underlined Letter.

FILES - See File Control

EDIT - Starts Legal Eagles Editor (see EDITOR)

PRINT - Prints out form in viewer

DICTIONARY - Starts a dictionary in the card format (CLICK ON HELP AT THE TOP OF THE CARD FILE SCREEN).

QUIT - Exits Viewer

Note: If you do not need to save your form after you edit it, you can edit and print it out from view.

\* File Control

Left Box - Filenames click on the OK button to select

Middle Box - Directory, double click to select

Drive Box - Disk drive, double click to select

Search for files of type - Change by typing in the type of file

.DOC ect.

OK Button - Makes selection

Cancel - Quits File Control, with no action

\* EDITOR

Eagle Software's Editor works the same as Notepad and Write in your Windows(tm) package. The major difference is the number of forms you can edit in a session. One in Notepad, as many as you have memory for in Eagle Edit. This editor is easy to use and no help is needed. Save your work before you exit, with an .LGF extension. Click on Viewer on the main screen to print your file. We assume you know how to use Windows(tm) to load and save a file, if not take the time to read your Windows(tm) users guide.

Entering Text

When you begin to enter text, an insertion point (flashing vertical bar) marks



the place where the text you type will begin.

To enter text in a new document:

Start typing.

Press ENTER or the SPACEBAR to move the insertion point to a different place on the page. Pressing ENTER moves the insertion point to the next line. Pressing the SPACEBAR moves the insertion point across the line to the right.

To enter text in an existing document:

Click where you want text to appear, start typing.

Or use the DIRECTION keys to move the insertion point where you want text to appear.

#### Moving Within Text

After you enter text, you can easily move the insertion point wherever you want within the text.

To move to

Press these keys,

The next line

DOWN ARROW

The previous line

UP

ARROW

The end of the line

END

The beginning of the line

HOME

The next window

PAGE DOWN

The previous window

PAGE UP

The next word

CTRL + RIGHT

ARROW

The previous word

CTRL + LEFT

ARROW

The end of the document

CTRL + END

The beginning of the document

CTRL + HOME

Correcting Typing Mistakes

If you make a mistake while entering text, you can correct it by using one of the methods in the following table. If you need to change more than a few characters, you can select the text and edit it as explained later in this section.

To do this

Do this

Erase the character (or selected text) to the left of the insertion point.

Press BACKSPACE.

Erase the character (or selected text) under the insertion point.

Press DELETE.

Insert characters at the insertion point.

Type the characters.

Selecting Text

You can make changes to blocks of text by selecting the text you want to change, then choosing one of the commands from the Editors Edit menu. Point to the first character you want to select.

Drag the insertion point to the last character you want to select.

Release the mouse button.

If you want to cancel the selection, click again anywhere in the document.

Use the DIRECTION keys to move the insertion point to the first character you want to select.

Hold down SHIFT and use the DIRECTION keys to move the insertion point to the last character you want to select.

Release the keys.

If you want to cancel the selection, press a DIRECTION key.

HINT With some applications, you can select all the text in your file. Choose Select all from the Edit Menu.

To do this

Press these keys

Extend the selection to the next line.  
ARROW

SHIFT + DOWN

If the next line is already selected,  
cancel the selection.

Extend the selection to the previous  
line. If the previous line is already  
selected, cancel the selection.

SHIFT + UP ARROW

Extend the selection to the end of the  
line.

SHIFT + END

Extend the selection to the beginning  
of the line.

SHIFT + HOME

Thanks once more, it is our hope that you will be happy with your new package. If we can be of any help, call us on the product support line.

# Order Form

## ORDER FORM

Name: \_\_\_\_\_

Send order to:

Address: \_\_\_\_\_

Eagle Software

Rt# 1 Box 121

Washington NC 27889

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

disk size:  5.25"  3.5" (please check one)

Qty	Name of Program	Price	Extended
_____	Bundle Package Legal Eagle 2.1 Find & View, and PaperMan Plus	\$59.85	_____
_____	Legal Eagle for DOS _____	\$39.95	_____
_____	Find & View For Windows _____	\$19.95	_____
_____	PaperMan Plus For Windows _____	\$29.95	_____
_____	Legal Eagle 2.1 For Windows _____	\$39.95	_____
_____	Match-Me For Windows _____	\$19.95	_____

S&H add \$5.00 for one program \$ 5.00 \_\_\_\_\_

S&H add \$10.00 for two or more Programs \$10.00 \_\_\_\_\_

subtotal:

\_\_\_\_\_

NC residents please add 6.0 % tax \_\_\_\_\_

total:

\_\_\_\_\_

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Or you can order By Phone with your Master Charge or VISA Card  
Call 1-800-447-5757



