

# The Software@Law Links



Cassidi & Chad Heltcel and children, Riley and Kynzli

## New Faces and Voices

As a lot of you know, Teresa Bailey who had been with Software@Law for 4 ½ years, felt a special calling to teach 3<sup>rd</sup> grade and she is now teaching some very lucky children in the Western Heights school district. She indicated that any volunteer mentors, readers, or tutors are always welcome. Kay Green felt the need to move back to Texas (I have no idea why she would want to move back there) but we lost her services as well. We wish them both all the happiness in the world.

But just as we started to panic...God put a new blessing in our path...

We are pleased to introduce Cassidi Heltcel. Cassidi has over ten years of administrative experience and specializes in QuickBooks and Microsoft Office. Over the last ten years, she has worked with several companies where she was responsible for managing the company's financials, payroll processing, and form creation and design. She also assisted in their customer relations and human resource departments. Cassidi is a graduate of the University of Oklahoma, holding a B.S. in Sociology and a minor in Psychology. She will soon be certified as a ProAdvisor for QuickBooks. Cassidi and her husband Chad reside in Newcastle with their two children, Riley and Kynzli.

## Time Matter 9.0 Service Releases

Service Release 2 for Time Matters 9.0 was announced in August and is available for download. We have tested it at our site and find it beneficial. It is always a good idea to stay current with the latest service releases. Some of the details of the service release are outlined below:

- Support for Word Perfect x4
- Improvements to the iCal Integration
- Improvements to the Juris Billing Link
- Improvements to the PCLaw Billing Link
- New option to allow PCLaw or Juris to use the Rounding Option
- Plus many, many more.

### In this issue:

- Employee Changes
- TM 9.0 Service Release 2 -- Now Available
- Support phone number, email address and mailing address...UPDATE
- New LexisNexis Annual Maintenance and Support Plans
- Tip of the Day  
Office 2007 Compatibility Pack

*"Things turn out the best for the people who make the best of the way things turn out."*

*John Wooden*

### Upcoming Training Sessions:

- § Office 2007 Overview  
October 29<sup>th</sup>  
9:00 am to 4:00 pm  
Professional Reporters  
- OKC
- § Office 2007 Overview  
November 12<sup>th</sup>  
9:00 am to 4:00 pm  
Professional Reporters  
- Tulsa



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**Analyze!**  
**Simplify!**  
**Customize!**  
**Educate!**

## Time Matters Customizable Contact Form

Does your company send a newsletter, holiday cards, or special offers/promotions to your clients? If you do, let us help get you organized!

By customizing your contact forms, you can easily create a list for every occasion. Once the list is in place, you can quickly and easily prepare mailing labels or an email address book, completing a previously arduous task in a fraction of the time.

It is a fool proof way to ensure that what you want gets to who you want when you want. Call us at 877.323.0008 to schedule your time to get organized!

## Time Matters Annual Maintenance & Support Plan

The new Time Matters and Billing Matters maintenance and support annual plans provide access to telephonic technical support and all product maintenance and version upgrades (software) during the term of the contract. For instance, if a customer is currently using Time Matters version 8.0, the new Time Matters maintenance and support plan will provide them with 12 months of telephonic support, immediate access to Time Matters version 9.0 software, and access to any other releases or version updates during the 12-month period.

Our mission is to assist our clients with their specific technology challenges with both integrity and value. Our expectation is to meet the demands of an ever changing technology arena for our clients and help them expand their vision of how technology automation can increase their profitability.

## Tip of the Day

### Office 2007 Conversion Utility

Office 2007 uses a different file format than previous Office versions. If you are using Office 2003 or a prior version, when you receive a file created with Office 2007, you will be unable to open the file unless you have the compatibility pack.

You can download the free compatibility pack from Microsoft at [www.microsoft.com/downloads](http://www.microsoft.com/downloads)

Microsoft Office Compatibility Pack for 200 Office Word, Excel and PowerPoint File formats.

For a limited time, customers using version 8 or prior can buy an Annual Maintenance Plan at a discounted price. This introductory pricing offer expires on November 30, 2008.

## Upcoming Training

*Office 2007 Overview – Word, Excel, PowerPoint, Outlook*

Wednesday, October 29<sup>th</sup>, 2008

9:00 a.m. to 4:00 p.m.

Professional Reporters – Oklahoma City, OK

- New interface
- New Office ribbon
- New Office button

Wednesday, November 12<sup>th</sup>, 2008

9:00 a.m. to 4:00 p.m.

Professional Reporters – Tulsa, OK

- New file formats for every application
- Compatibility Pack for prior versions of Office

*Microsoft changed the rules again...are you ready?*

*Let us help you become a knowledgeable and proficient Office 2007 user.*

*Class space is limited to 10, so call 877.323.0008 or email us at [info@softwareatlaw.com](mailto:info@softwareatlaw.com) to reserve your spot today!*