

“I wish I had a Leigh Webber app for my computer!”

Join **Leigh Webber**, one of the nation’s leading instructors on law office automation, as he takes you inside Microsoft® Word to eliminate redundant tasks and elevate your office efficiency. His seminars are fast-paced, with real-life law office examples and giant computer screen projections to show you exactly how to get the job done the way you want it.

You’ll get 57 tips for:

- Text Assembly
- Numbering
- Protecting Client Information
- Speed Formatting
- Headers and Footers
- Advanced Features
- Customizing Word
- Working with Tables
- And more!

All 57 tips are covered in detail in the materials, with screen shots and step-by-step instructions on how to apply the technique yourself, as well as invaluable guidance on when to use which Word feature to get your work done more efficiently.

Make this seminar even *more* valuable!

Greater class time will be spent on the areas that typically are the most challenging for law office Word users – but we want to focus our attention on the topics *you* find the most valuable. After you register, we’ll send you an e-survey to give you the opportunity to tell Leigh which topics are of the greatest interest to you, and to ask specific questions.

You can bring your laptop or notebook if you choose, but there are no exercises or practice sessions. Large screen projections will show you exactly how Leigh accomplishes every task, and the materials have every example and feature shown in the seminar – a great reference for use back in your office.

Register your law office team and save \$25 per person when two or more register at the same time!

Turn your entire office into skilled, productive Microsoft® Word users. You’ll see different problems and recognize innovative solutions together. See the “Group Discount” information on the registration form.

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Legal Education

Minnesota State Bar Association
Continuing Legal Education
2550 UNIVERSITY AVE W #160-S, SAINT PAUL MN 55114

DATED MATERIAL – PLEASE EXPEDITE!



RECYCLABLE

For more information
Scan code for more information
or to register for this course.



**50 Tips (and more!)
for Mastering
Microsoft® Word**

Thursday, November 1, 2012

Minnesota CLE Conference Center



Minnesota State Bar Association
Continuing Legal Education
Your State Bar at Work For You

**50 Tips (and more!)
for Mastering
Microsoft® Word**

A fast-paced seminar designed specifically for law offices and packed with practical, time-saving tips that focus on the kind of work you do in the legal environment – every day!

Taught by Leigh Webber

One of America’s most experienced and talented teachers of technology for attorneys and law office staff



Tuition discount for multiple registrations!

See details inside.

Thursday, November 1, 2012

Minnesota CLE Conference Center
600 Nicollet Mall, Suite 370 | Minneapolis

Schedule

This program covers a broad range, from basic time-savers to power-user secrets. There are plenty of valuable tips for all skill levels.

8:30 – 9:00 a.m.
CHECK-IN & CONTINENTAL BREAKFAST

9:00 a.m. – 12:15 p.m.
(with one 15-minute break)

MORNING SESSION

Text Assembly

Building Blocks – Assemble your document from galleries of predesigned parts you can save and use again and again.

- How to:
- Create a building block
 - Organize building blocks
 - Share building blocks with others
 - Insert a building block with a single keystroke
 - Create a button for your building blocks
 - Use legacy AutoText with the latest version of Word

Using Library Documents

- How to harvest from library documents

Templates

- How to:
- Create a template from an existing document
 - Organize your templates
 - Share templates around the office
 - Share templates between your desktop, laptop, and home computers
 - Create a fill-in-the-blanks form

Fields

- How to:
- Use fields to insert text automatically
 - Show the date a document was last edited or printed
 - Edit a field
 - Update fields

Speed Formatting

- Formatting shortcuts – How to:
- Use the format paintbrush
 - Copy and paste formatting
 - Reset paragraph and character formatting
 - Use styles
 - Create your own styles
 - Share styles around the office
 - Diagnose formatting problems

12:15 – 1:15 p.m.
LUNCH (ON YOUR OWN)

1:15 – 4:30 p.m.
(with one 15-minute break)

AFTERNOON SESSION

Customizing Word

- How to :
- Add buttons to the Quick Access Toolbar
 - Customize the ribbon
 - Create keyboard shortcuts
 - Create custom default formats

Numbering

- How to:
- Stop Word’s annoying auto-numbers feature
 - Use automatic numberings
 - Create numbered headings
 - Mix numbered headings and numbered paragraphs

Headers and Footers

- How to:
- Create a header or footer
 - Use headers in a multi-page letter
 - Create separate headers in different parts of a document
 - Control page numbers in headers and footers

Working with Tables

- How to:
- Create a simple table
 - Format a table instantly
 - Insert and delete

Protecting Client Information

- How to:
- Remove metadata from a document
 - Protect your laptop’s data
 - Encrypt your documents

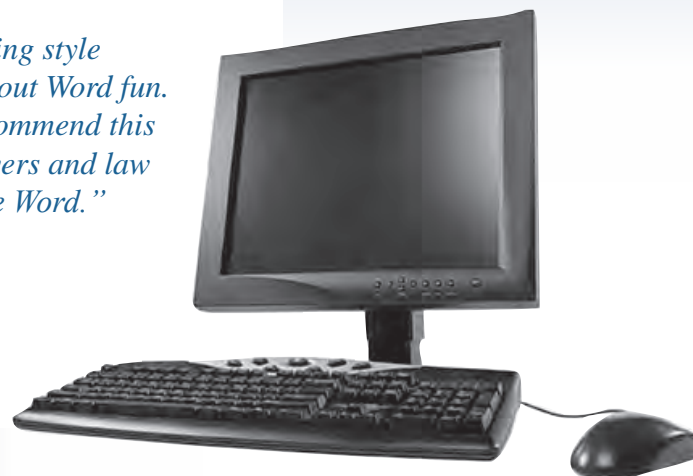
Advanced Features

- How to:
- Create footnotes
 - Control footnote placement
 - Create a PDF with no additional software
 - Insert a client address from Outlook
 - Insert text copied from a web page
 - Control formatting for imported text
 - Insert cross-references
 - Create a table of authorities
 - Insert vertical text
 - Create a form letter
 - Recover unsaved documents
 - Create redlines and track changes

What Others Are Saying:

“Perhaps the best practical seminar I’ve ever been to.”

“Leigh’s entertaining style makes learning about Word fun. I would highly recommend this course for all lawyers and law office staff who use Word.”



About Leigh Webber

Leigh is one of North America’s most experienced and talented legal technology experts. He has addressed more than 10,000 lawyers and law office support staff in dozens of seminars for bar associations and CLE organizations across the U.S. and Canada. Mr. Webber has taught law school courses on information technology and consulted with law firms of all sizes, helping them solve problems involving law office document systems. Having practiced law, Leigh understands what your problems are and he knows how to solve them. He is a gifted and engaging speaker, with a talent for explaining complex concepts in a way that anyone can understand. Leigh is a consultant with Charter Solutions, Inc., a Twin Cities IT consulting firm.

Course Information

DATE & LOCATION
Thursday, November 1, 2012
Minnesota CLE Conference Center
600 Nicollet Mall, Suite 370
Minneapolis

CREDITS
Minnesota CLE is applying to the Minnesota State Board of Continuing Legal Education for **6.0 law office management credits**.

NEW LAWYER SCHOLARSHIP PROGRAM
In recognition of the challenges facing lawyers entering the profession, Minnesota Continuing Legal Education has established a scholarship program for unemployed and underemployed lawyers admitted less than three years. Those wishing to apply for such assistance should contact Grant at **651-254-2111** or **gdavies@minncle.org** for details.

ACCOMMODATION
If you have a disability and need an accommodation in order to attend this seminar, please contact us as soon as possible. Contact Minnesota CLE at 2550 University Avenue West, #160-S, Saint Paul, MN 55114 or call us at 651-227-8266 or 800-759-8840.

CANCELLATION POLICY / NO-SHOW POLICY
Paid registrants who cancel their registration at least 3 business days before the program will receive a full credit on their account; if fewer than 3 business days, a \$25 administrative fee will be deducted.

QUESTIONS?
Call Minnesota CLE at **651-227-8266** or **800-759-8840** or visit us on the web at **www.minncle.org**.

TO REGISTER:

MAIL FORM TO:
Minnesota CLE
2550 University Ave. W.
Suite #160-S
St. Paul, MN 55114

OR FAX FORM TO:
651-227-6262

OR GO ONLINE:
www.minncle.org

OR CALL:
651-227-8266 or
800-759-8840

50 Tips *(and more!)* for Mastering Microsoft® Word

Thursday, November 1, 2012
Minnesota CLE Conference Center

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PLEASE “✓” APPROPRIATE BOX:

- \$245 MSBA member \$295 standard rate
 \$245 paralegal / law office staff
 I have a MN CLE Season PassSM. Pass # _____

NEW LAWYER DISCOUNT!

- I was first admitted to the bar after November 1, 2009, and have deducted \$60 from the registration fee marked above.

GROUP DISCOUNT!

- Deduct \$25 per individual when registering two or more from the same firm/organization at the same time. You may attach a separate sheet for additional registrations

Check here if address below is new.

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(last) _____

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City/State/Zip _____

Phone _____ Fax _____

Email _____

Attorney License No. (if applicable) _____

Profession, if non-attorney _____

PROGRAM MATERIALS:

I cannot attend. Please send me the following:
____ copy(ies) of the course manual at \$50 each. (available 11/8/12)

Cost of book(s) \$ _____

Ship/Handling \$ _____

Subtotal \$ _____

Tax \$ _____

TOTAL \$ _____

COST OF ITEM(S)	S & H
\$18.01 – 25	\$5
\$25.01 – 50	\$6
\$50.01 – 75	\$7
\$75.01 – 100	\$8
\$100.01 – 150	\$9
\$150.01 – 250	\$12
\$250.01 +	\$15
Expedited shipping available	
TAX ON SUBTOTAL	
Pick the appropriate tax based on where the book is received.	
Minneapolis, MN	7.775%
Saint Paul, MN	7.625%
Hennepin Co. (outside Mpls.)	7.275%
Ramsey Co. (outside St. Paul)	7.125%
Anoka, Dakota, Washington Co.	7.125%
All other MN	6.875%
Outside MN	exempt

ENCLOSED IS \$ _____ BY:

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