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<u>Formatting Legal Documents With Word 2016</u>:
A Technical Manual With a Personal Touch

The third book by Jan Berinstein, a highly regarded software trainer with nearly 30 years' experience in the legal profession, is racking up sales on Amazon.

LOS ANGELES, March 6, 2016—Many modern blockbusters feature space aliens, grizzly bears, dystopian melodrama, vampires, steamy sex, and/or scandal. But somehow, even without any of those crowd-pleasing elements, a self-published technical book released last month has attained "Hot New Release" status in several categories on Amazon.com.

The book, <u>Formatting Legal Documents With Microsoft Word 2016</u>, has been selling like the proverbial hotcakes. Author Jan Berinstein, Ph.D., a highly regarded and experienced software trainer who has also worked as a legal word processor for nearly three decades, is pleased – but not altogether surprised.

"I can't say that the strong sales came as a complete surprise," she says. "After all, it's my third book about using Word in legal organizations, and I'm a known quantity – not just as a technical writer, but also as a trainer. And people are hungry for written materials that address the specific formatting needs of the legal community, as opposed to a generic book about using Word."

Although there are a few other Word books geared toward the legal profession, Berinstein says her book is unique.

"It's a technical manual with a personal touch," she says. "I do provide step-by-step instructions for various features that people use to create and format legal documents. But I also offer tips and workarounds based on my real-world experience as both a word processor and a trainer, and I write in an informal, friendly tone that reflects my teaching style."

Her approach appears to have paid off. The new book, like her previous two books, <u>Formatting Legal Documents With Microsoft Word 2010</u> and <u>Formatting Legal Documents with Microsoft Office Word 2007</u>, is proving to be very popular. The earlier books – also self-published – continue to sell well, and are frequently found on Amazon's "Most Wished For" lists.

The Word 2016 book covers the Word interface, the program's "logic" (which Ms. Berinstein calls the key to mastering Word – and to successful troubleshooting), everyday features and functions, complex document formatting (with specific reference to pleadings and other legal documents), the use of field codes and styles, how to remove metadata, document conversion issues and best practices, and preventing / recovering from document corruption.

"I cover lots of issues that legal secretaries, paralegals, and attorneys encounter every day," Berinstein adds. "For example, how can I get the text of a pleading to align with the line numbers? How do I 'suppress' the page number on the first page? What's the best way to generate and troubleshoot a Table of Contents? A Table of Authorities? How can I get numbered paragraphs to indent the way I want, not the way Word wants?"

Berinstein, the founder of CompuSavvy Computer Training & Consulting, has been involved in dozens of software upgrade projects at law firms and government agencies in just the past five years. She particularly enjoyed spending 18 months as a consultant at the U.S. Department of Justice in Southern California, assisting with their conversion from WordPerfect to Word. In that capacity, she conducted hands-on training classes, designed dozens of templates, and supported hundreds of users.

"That was a great gig," Berinstein says, "except that they pulled the plug on WordPerfect less than a month after I got there – with almost no warning to me. I was just slammed with user help requests for the first few weeks. But I'm a very patient trainer, and because I have expertise in both WordPerfect and Word, I was able to explain the differences in logic between the two programs in a way that made people feel much more comfortable with Word."

Berinstein wrote the Word 2016 book during a lull in her normally hectic schedule in the fall of 2015. The book, which has been available for less than a month, already has received several five-star reviews on Amazon as well as favorable comments on a few legal web sites.

"The sales and positive reviews are gratifying, to be sure," she says. "But my ultimate goal is for the book to have a beneficial impact in the real world. If it helps to make people's work easier, less stressful, and more trouble-free, I'll feel that I've accomplished something truly meaningful."

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                For Word and WordPerfect tips, visit CompuSavvy's blog at
                http://compusavvy.wordpress.com

NOTE: The book can be found on Amazon at http://tinyurl.com/W2016Legal
                To view the table of contents, click this link: http://tinyurl.com/W2016TOC

                 Ms. Berinstein's second book, Formatting Legal Documents With Microsoft
                Word 2010, is available on Amazon at http://tinyurl.com/W2010Legal3