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CompuSavvy's Blog Offers In-Depth Tips for Word and WordPerfect Users

Blogger Jan Berinstein, an expert software trainer and legal word processor, is also the author of [Formatting Legal Documents With Microsoft Office Word 2007](#) and the owner and principal administrator of the WordPerfect Universe web site.

LOS ANGELES, November 3, 2009—Mystified by Word's non-printing characters? Need help inserting the section sign or a paragraph symbol in a WordPerfect document? Having trouble setting up a header row in a table or getting the text to align with the line numbers in a pleading in Word? Not sure how WordPerfect's shadow cursor works?

Then take a look at CompuSavvy's Word & WordPerfect Tips, a blog written by well-known software trainer Jan Berinstein, who also works part-time as a legal word processor. Berinstein started the blog earlier this year, around the time she published her popular book, [Formatting Legal Documents With Microsoft Office Word 2007](#) (available on Amazon.com and on Lulu.com). You can find the blog here: <http://compusavvy.wordpress.com>.

"I thought it would be a good way of giving people a taste of what's in the book as well as of my training services," Berinstein says. "So in a certain sense, it's a promotional tool. But also, I just enjoy sharing knowledge."

That spirit is obvious from Berinstein's frequent contributions on the WordPerfect Universe web site (www.wpuniverse.com), the user-to-user help site for WordPerfect Office that its founder, WP guru Gordon McComb, handed over to Berinstein a few years ago. It also pervades the on-site trainings she provides for law firms and government agencies through her training company, CompuSavvy, and the "Computers for Seniors" classes she teaches for UCLA Extension.

"I genuinely love teaching," Berinstein says, "and I think that comes across to my training clients and my students." She routinely gets high marks for her patience and her clear explanations of complex topics.

For instance, a recent Word 2007 training client sent Berinstein a follow-up note saying, "Thank you for all your wonderful help. I also love how you put everything down [on paper] so easy to understand. I was able to [create a] TOC and TOA with ease because of your instructions!!!" In another typical comment, one of Berinstein's UCLA students wrote in an evaluation, "Jan was very patient with us and made sure we all understood a lesson or concept before moving on to something else. Her handouts were excellent."

(more)

Berinstein chooses topics for blog posts based in part on the search terms that people use that lead them to her blog. The blog host, WordPress, makes that information available anonymously.

“The search terms give me a sense of the features people are most interested in, and the ones they find confusing,” she says. “Often the terms involve a feature I use frequently, so it’s a relatively trivial matter for me to write a post on that topic. Sometimes, though, I decide to explore a feature I’ve seldom or never used. I figure it’s a good opportunity for me to learn something new while at the same time explaining the feature to others.”

One of the most difficult things about operating a blog is finding the time to add posts on a regular basis.

“That’s a perennial problem,” Berinstein notes. “It’s tough because, like so many people nowadays, I have a very hectic schedule. I’m always juggling multiple projects—trainings, classes, books, speaking engagements, and so on. But I make an effort to keep the blog fresh by writing at least one new post every week. So far, I’ve managed reasonably well.” She laughs. “That might not always be the case, however, especially in light of the fact that I almost always create posts from scratch, rather than taking excerpts from my existing material.”

Berinstein, who is working on a Computers for Seniors book (along with a sequel to her Word 2007 book that will cover Word 2010), considers the blog a handy supplement to her books and to the copious written “cheat sheets” she furnishes to her training clients as part of the service.

“It’s great because the content is free,” she points out. “But I’m also starting to offer individual tutorials as downloads for a modest price on Lulu.com. The first one, which explains how to use Word 2007’s Mail Merge feature to create a sheet of labels addressed to different recipients, is available for \$3.75 via this link: <http://tinyurl.com/W2007Labels>. It’s a four-page PDF file. I think it’s a terrific value because it enhances productivity and reduces the frustration that staff members sometimes feel when they attempt to perform an everyday task that isn’t terribly straightforward. And remember,” Berinstein adds with a smile, “I’ve got to bring in a few dollars here and there in order to afford to continue to provide all of those blog tips for free.”

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NOTE: You can buy Ms. Berinstein’s Word 2007 book on Amazon or on Lulu.
The book’s Amazon page is located here: <http://tinyurl.com/W2007Legal>
The book’s Lulu page is located here: <http://tinyurl.com/W2007Law>