

FOR IMMEDIATE RELEASE

Formatting Legal Documents With Microsoft Word Books
Have New Look, New Listings on Amazon

The top-rated books show users how Word works “under the hood” so that they can take control of their pleadings, contracts, mailings, and other complex documents.

LOS ANGELES, January 14, 2012—Jan Berinstein, Ph.D. has republished her acclaimed books, Formatting Legal Documents With Microsoft Office Word 2007 and Formatting Legal Documents With Microsoft Word 2010. Both books are available for purchase on Amazon.com. The older versions remain available on Lulu.com.

“I had to republish the books to comply with a change in Amazon’s distribution requirements,” Berinstein explains. “I used the opportunity to make a few minor textual revisions. And I jazzed up the covers. But the prices haven’t changed.”

The republished books are listed on Amazon separately from the older versions. (See the links below). “Unfortunately,” Berinstein cautions, “the old URLs don’t redirect to the new pages. Rather, they take people to the pages for the older versions, where the books are labeled ‘Currently unavailable’ or ‘Out of stock.’ It’s a little confusing.”

Both books have been selling briskly. Berinstein, a highly regarded, experienced software trainer and legal word processor, attributes the books’ popularity to the fact that they address the particular needs of the legal profession.

“Many of the tutorials deal with setting up pleadings, contracts, and other legal-specific documents,” Berinstein says. “For instance, I provide step-by-step instructions for creating a pleading footer that conforms with the requirements of the California Rules of Court.”

Berinstein, who says the books were “the natural outgrowth of the handouts I give my training clients,” also covers other law-firm tasks such as aligning text with pleading line numbers, setting up case captions with tables, using automatic paragraph numbers, inserting cross-references, generating a Table of Contents and a Table of Authorities, tracking changes, and comparing documents (redlining).

Although the books focus on legal documents, they contain a wealth of helpful general information, too. For example, Berinstein presents a detailed analysis of Word’s “logic.”

“I take a look ‘under the hood,’ so to speak,” Berinstein says, “to help people understand how the program works. This ‘nuts and bolts’ stuff is the key to getting Word to behave the way you want it to—and successfully troubleshooting problems—rather than being at its mercy.”

The books have been extremely well-received. Most reviewers on Amazon have awarded five stars, the highest possible rating. Their comments include the following:

“...well worth the purchase price, especially if you are new to Word. Since it targets the legal profession, if you are in a law office this is an essential resource.”

(more)

“For my wife, a legal secretary, the book turned out to be a lifesaver.”

“After searching and searching, and buying and buying, this is by far the best reference book for Word 2007 that I have found.”

“...a well-written, easy to follow, and properly organized book that will show any Word user how to format their document.”

“...Dr. Berinstein's book provides the kind of advanced 'how to' information that lawyers and legal secretaries need in order to produce richly featured and professionally formatted documents.”

“...this book teaches you all the shortcuts and tricks needed to do your job quickly and efficiently.”

“Berinstein's book is one of the best I have seen when it comes to advanced word topics, richness and practicality of tips.”

Other reviews by legal professionals have been equally glowing. For instance, law-practice guru Beverly Michaelis extolled the Word 2010 book as “the definitive guidebook on using Word in the law office.” In a separate blog post, Michaelis remarked, “The best overall reference books for using Word 2007 and 2010 in the law office are those by Jan Berinstein.”

And in the April, 2011 issue of Wisconsin Lawyer, the magazine of the Wisconsin Bar Association, reviewer John Swimmer said of Berinstein’s Word 2010 book, “The chapters devoted to paragraph numbering, pleading paper, cross-references, and tables of contents and authorities will be indispensable for legal professionals, as will the excellent explanation of how to use Word 2010 features to cope with metadata.”

Berinstein is pleased by the favorable reviews, but says her main goal is to help people use Word more efficiently and with less frustration. “What I love about writing ‘how-to’ books—and about training—is that I get to solve real-world problems,” she affirms. “Helping to make people’s lives a little easier is the greatest satisfaction of all.”

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NOTE: Link for the republished Word 2010 book (on Amazon):
<http://tinyurl.com/W2010Legal3>
Link for the older version (on Lulu): <http://tinyurl.com/W2010Law>
Link for the republished Word 2007 book (on Amazon):
<http://tinyurl.com/W2007Legal3>
Link for the older version (on Lulu): <http://tinyurl.com/W2007Law>