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CompuSavvy Offers New “Troubleshooting Word Documents” Class, Plus “Document Clinic,” to Help Diagnose Problems

Hands-on computer class gives legal professionals (and others) in California proven tools, methods, and insights they can use to fix misbehaving and corrupted Word documents.

LOS ANGELES, January 7, 2011—Where do you take a sick Microsoft Word document for diagnosis and treatment?

Until now, that question was purely hypothetical. But starting in February, 2011, CompuSavvy Computer Training will offer a “Troubleshooting Word Documents” class throughout California that includes a “document clinic” where students can bring their problem documents for examination by an expert.

“It seemed like a natural addition to our class repertoire,” says Jan Berinstein, Ph.D., CompuSavvy’s founder, who teaches most of the company’s hands-on computer classes and also provides on-site software training, primarily for law firms and government agencies. “When I conduct training sessions, we spend a huge amount of time on troubleshooting tools and methods. It occurred to me that even people who already are fairly fluent in MS Word could benefit from a course that helps them diagnose, and fix, common problems.”

The author of two highly regarded books about Word (Formatting Legal Documents With Microsoft Word 2010 and Formatting Legal Documents With Microsoft Office Word 2007), Berinstein plans to focus on heavily formatted documents, including legal pleadings. However, she stresses that the class isn’t intended solely for people who work in the legal field.

“Everyone, regardless of their profession, will learn something of value,” she says. “We’ll review several problems that frequently occur in complex documents and we’ll explore a variety of helpful diagnostic tools built into Word. Through hands-on exercises with sample documents, the students will get first-hand experience working with those tools.”

The class will cover two approaches to troubleshooting: (1) a methodological one, in which students consider contextual “clues” and learn to isolate problems; and (2) creative brainstorming. Both techniques can be highly effective in pinpointing the source of document malfunctions, although Berinstein recommends starting with the first, more systematic, method. In addition, Berinstein will describe symptoms of likely document corruption and will discuss a few ways to fix (or work around) corruption.

“Of course, we need to be realistic,” Berinstein adds. “Not every troublesome document can be fixed. I don’t have magic powers—however much I might wish otherwise. What I *can* do,” she says with a smile, “is provide students with an array of useful tools and approaches that will improve their troubleshooting ability. Knowing which techniques to try, and where to look for further help if those techniques don’t work, is half the battle.”

Berinstein will give students substantive handouts, including a troubleshooting checklist.

(more)

Toward the end of the class, Berinstein will hold a “document clinic,” where she will work with individual students—as time permits—to try to diagnose and repair problem documents that students bring to class on their own laptops.

“Again, I don’t want to make any rash promises,” Berinstein cautions. “We might or might not succeed in fixing every broken document. However, regardless of the outcome in specific cases, examining real documents will reinforce the techniques and approaches the students have learned throughout the day. Students will leave the class with significantly better troubleshooting skills than they had beforehand.”

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(One of the American Bar Association’s “60 Sites in 60 Minutes 2010”)

The first “Troubleshooting Word Documents” class is slated for February 17, 2011 in Los Angeles. Class registration closes ten (10) business days prior to the date of the class. For complete pricing and scheduling information, see the Class Schedule page on CompuSavvy’s web site, located here: <http://www.compusavvy.com/ClassSchedule.html>

For a course outline, see our Course Outlines page, located here:
http://www.compusavvy.com/Course_Outlines.htm

To purchase Formatting Legal Documents With Microsoft Word 2010, click either the link to the book’s page on Amazon (<http://tinyurl.com/W2010Legal>) or the link to the book’s page on Lulu (<http://tinyurl.com/W2010Law>).

To purchase Formatting Legal Documents With Microsoft Office Word 2007, click either the link to the book’s page on Amazon (<http://tinyurl.com/W2007Legal>) or the link to the book’s page on Lulu (<http://tinyurl.com/W2007Law>).