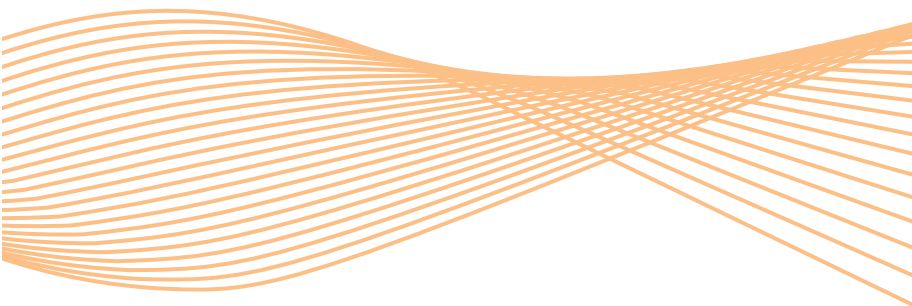


QUICK START GUIDE

Draft twice the documents in
half the time – *starting now.*

*pro***DOC**[®]
Click ... Click, Documents Done![™]



WEST[®]

WELCOME TO *PRODOC*

Thank you for choosing *ProDoc*®, your forms solution to save time and money, reduce errors, and better serve your clients.

So you can reap the most benefit from *ProDoc*, the following services are standard with your subscription:

Automatic Updates – We continually enhance *ProDoc* software and our form templates. We regularly send you these updates, particularly before new legislation takes effect – so your *ProDoc*-generated documents are always current with the law.

FREE Training – In a few days, you'll receive a call from our Training Department to set up free phone training for you and your staff. The purpose of the training is to help your team quickly learn how to assimilate *ProDoc* software into your practice.

Toll-Free Technical Support – Feel free to call our Customer Service Center at 1-800-759-5418 for any questions you may have regarding the software. We particularly encourage you to call us

when you're ready to install *ProDoc* on your network. Finally, visit www.prodoc.com/support/overview.asp to view our FAQs, hours of operation, and other helpful information.

Many of our subscribers report that *ProDoc* pays for itself many times over through increased productivity and reduced error rates. Based on our experience, you'll discover *ProDoc*'s benefits when you and your staff fully integrate the new – and more efficient – *ProDoc* way of generating documents into your practice.

We encourage you to take advantage of our free training; it will be one of the best investments you and your staff will ever make in your practice.

– The *ProDoc* staff

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INSTALLING *ProDoc*

Network Installation of *ProDoc*

We strongly encourage you to use a network installation when your firm uses more than one computer and a network connects the computers. A network installation enables all firm members to work from a single database. This is a huge time-saver for everyone because client and case data are entered only once and everyone in the firm can use the same information, as well as readily access the client and case documents generated in *ProDoc*.

To further encourage networking, the standard *ProDoc* subscription includes three licenses. We recommend that these be installed on your network server. This way an unlimited number of firm employees can use *ProDoc*, but a maximum of three can use it concurrently. Additional licenses can be purchased to allow for more than three concurrent users.

We highly recommend you contact our Technical Support Department at **1-800-759-5418** for free assistance with your initial *ProDoc* installation in a network environment.

Follow the installation instructions below for *ProDoc* if:

You are installing *ProDoc* on one or more stand-alone (non-networked) computers, or you've installed *ProDoc* on your network in the past.

Do not follow the installation instructions below if you are:

- Unsure about any part of the installation or update process
- Inexperienced with installing software on a network
- Have not received your installation and registration key codes letter (sent separately)

Instead:

Call Technical Support at **1-800-759-5418** before beginning the installation process. *ProDoc's* staff of technicians can help you determine the correct configuration for installing the CD-ROM.

ProDoc Installation Instructions

Step 1: Insert the *ProDoc* CD-ROM.

Step 2: The CD-ROM should autorun. If it doesn't, browse the files on your CD-ROM and double-click the **setup32.exe** file.

Step 3: The main installation screen will appear. Click **Next**.

Step 4: Complete the installation as prompted, using the installation code provided in the *ProDoc* installation and registration key codes letter or by technical support.

- a. If you do not use *ProDoc* on a network, repeat the install process on each computer on which you will run *ProDoc*.
- b. If you are on a network, you must install *ProDoc* directly onto the server. You only need to install one copy and then set up shortcuts on the desktops of each computer that will have access to *ProDoc* over the network.

Step 5: When you run this version of the *ProDoc* software for the first time, you will notice that you are prompted to register. To do this, you will need the registration code(s) provided.

You are provided a registration code for each installation of *ProDoc*. In the example below, the customer is entitled to three (3) installations: one network license and two single licenses.

WEST®

ProDoc Installation and Registration Key Codes
****Important Please Read****

Acct Number

Law Office of John Smith
962 Coronado Blvd.
Sacramento, CA 94209

The installation codes must be entered to fully access all of the content on the CD. The registration code(s) allow use of the product and enable multiple concurrent users when installed on a LAN. Failure to enter both codes can result in reduced functionality or inability to use ProDoc.

Note: The code(s) printed below may contain numbers, letters, and special characters. The letters are shown in uppercase. The codes do not contain the letter O; these characters are the number zero.

Product(s) Subscribed To
CA GP

Total # of Users	Installation
7	1234-00

Please install this CD immediately
if only adding new users, see

Important – See

Registration Information

New Installation:

After installing the CD, the first time you start ProDoc you will be required to register your law firm's ProDoc license. You will need to enter one of the registration codes listed below and confirm your firm name.

Updating Registration Code

1. Start ProDoc
2. From the "Tools" menu choose Registration
3. From the Registration menu choose Change Registration

If you have more than one registration code, please note that the registration codes are designed to either a single user installation for each registration code or a network as indicated by the "License Type" described.

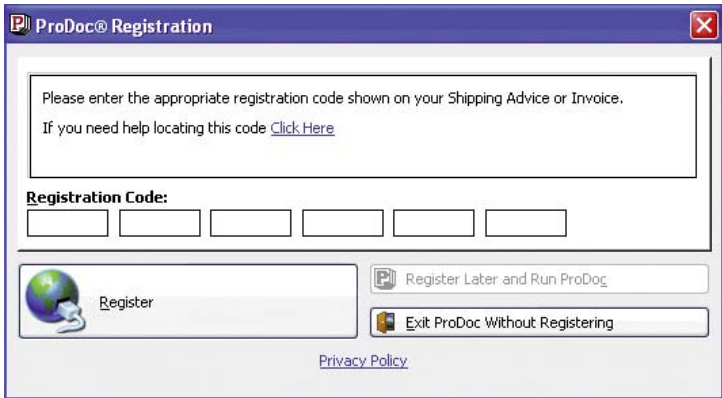
- 1** Installation #1
License Type: Single or Network
Number of Licenses: 3
Registration Code: PLDE-OP78-PL-EE-Q258-DHRA-NMTA
- 2** Installation #2
License Type: Single
Number of Licenses: 1
Registration Code: PLDE-OP78-PL-EE-Q258-DHRA-NMTA
- 3** Installation #3
License Type: Single
Number of Licenses: 1
Registration Code: PLDE-OP78-PL-EE-Q258-DHRA-NMTA

For ProDoc related support questions, please call 1-800-799-5416

Each installation you perform needs to be registered with the appropriate registration code. For example, if you have a network license, the network registration code needs to be used with the installation on your server. After the network installation is complete, the code can be entered from any workstation.

If you do not have a network license, or if you have additional single-user licenses, you will use one of your single installation codes for each of those licenses.

Registering ProDoc





The first time you run *ProDoc* after installation, you will see the *ProDoc* Registration window. Enter the applicable registration code from the *ProDoc* installation and registration key codes letter and click **Register**.

Confirm Firm Name

Please take a moment and confirm your Firm Name. The name you previously entered will appear automatically on each pleading, letter and any document throughout the ProDoc® document assembly system.

Be sure to check spelling, punctuation and spaces. You can change your Firm Name at this time.

Firm Name:
ProDoc, Inc. - CA

 This is My Firm Name  Change Firm Name

[Privacy Policy](#)

The box under **Firm Name** shows how your firm name will appear in your documents. If the information is correct, click the **This is My Firm Name** button, or click the **Change Firm Name** button to change how your firm name will appear.

ProDoc® Registration

The Registration process is complete.

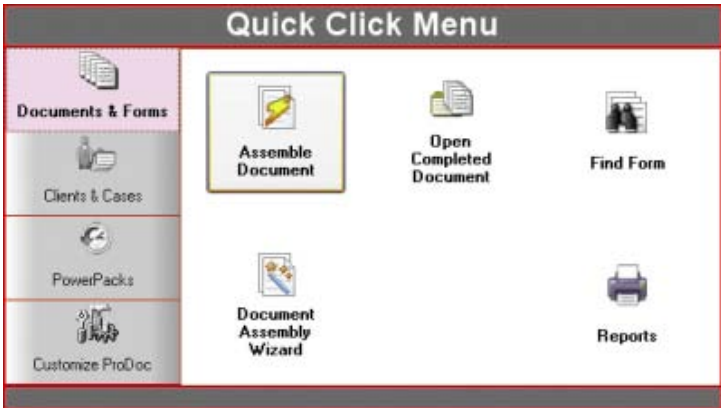
This copy of ProDoc® is registered to **ProDoc, Inc. - CA.**

 Continue and Run ProDoc

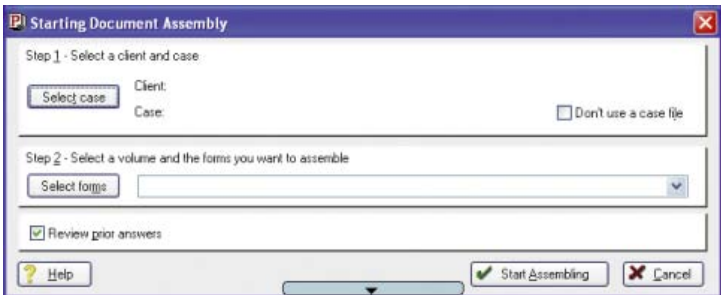
Once you have registered, you'll receive a message confirming the registration with the firm name you specified. The registration process is now complete. Click **Continue and Run ProDoc**. You're now ready to receive *ProDoc* updates via the Internet.

USING *PRODOC*

Creating a Document



To create a document, open *ProDoc* and click the **Documents & Forms** button on the left side of the **Quick Click Menu**, then click the **Assemble Document** icon. This will open the **Starting Document Assembly** window.



In the **Starting Document Assembly** window, click the **Select case** button. This will open the **Select A Case** window. If you are new to *ProDoc*, you won't have any clients listed in the directory, so you'll need to create a new client.



To create a new client, click the **New Client** button.

In the **Client Will Be Added** window, enter information about your client. The vertical blue bar on the right side of the window expands the window so you can add phone numbers and other information. When you're finished, click **OK** to close the window and return to **Select A Case**.

The **New Case** button is now active. Select the appropriate client name from the directory and click the **New Case** button to open the **Case Will Be Added** window.



The screenshot shows a dialog box titled "Case Will Be Added". It has two tabs: "Case Information" and "Custom Fields". The "Case Information" tab is active and contains the following fields:

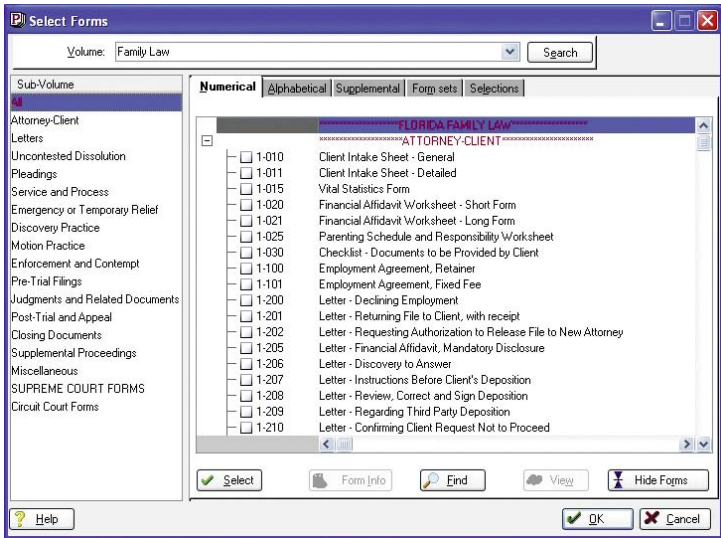
- Case ID: [Empty text box]
- Date: [2/11/2008] [Calendar icon]
- Description: [Divorce]
- Override Document Placement: [Empty text box]
- Directory: [Setup Directory \ Client Name] [Folder icon]

At the bottom of the dialog box are three buttons: "Help" (with a question mark icon), "OK" (with a checkmark icon), and "Cancel" (with an 'X' icon).

Enter a Case ID (optional) if your firm uses them and a Description (required), then click **OK**. This will return you to the **Select A Case** window.

In the directory of the **Select A Case** window, select the client and case, then click the **Select Case** button at the bottom of the window. This will return you to the **Starting Document Assembly** window.

Click the **Select forms** button in the **Starting Document Assembly** window to begin assembling documents for the case.

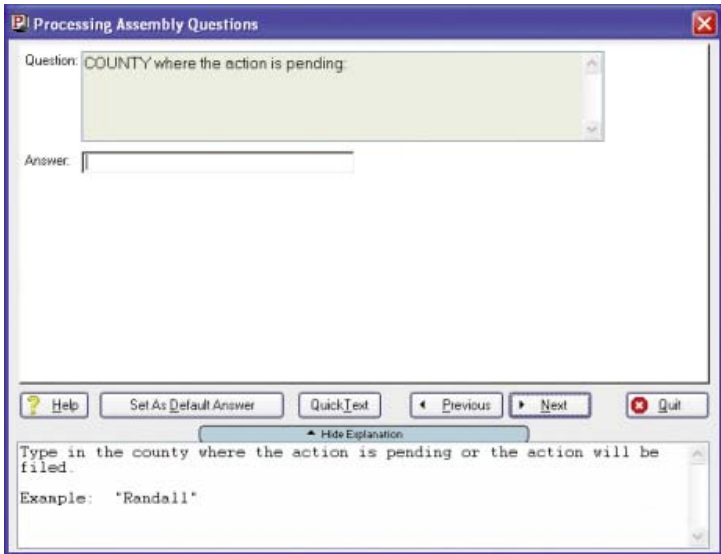


In the **Select Forms** section, click on the volume you wish to use in the **Volume** drop-down menu. This will open a complete list of the forms in the volume. If you have previously assembled a document for this case, *ProDoc* automatically remembers which volume you used. Select a different volume if necessary.

Select the documents you want to create by clicking the boxes in the left column. You can assemble as many forms as you want by clicking multiple boxes. Click **OK**.

This will return you to the **Starting Document Assembly** window. The forms you've selected are listed in the menu box to the right of the **Select forms** button. Click the **Start Assembling** button at the bottom of the window.

A copyright window for the volume will open. If you do not wish to see this window every time you draft a document, click the box for **Do not show this window again**. Click **OK**.



ProDoc now opens the **Processing Assembly Questions** window. Simply answer the questions *ProDoc* asks and click **Next**. You may be asked several questions, depending on the complexity of the document you're assembling. You'll also notice that some of the questions have been answered. This is because *ProDoc* automatically uses information you've already provided, so you only have to enter it once.

Petition for Dissolution of Marriage With No Children or Property (Sct)

Quit Explain Default QuickText Auto P N 1 2 Help

IN THE CIRCUIT COURT OF THE JUDICIAL
CIRCUIT,
IN AND FOR [COUNTY] COUNTY, FLORIDA

Case No.: _____
Division: _____

IN RE THE MARRIAGE OF:
[NAMES OF PETITIONERS],
[Husband/Wife],
and
[NAMES OF RESPONDENTS],
[Opposing Husband/Wife]

PETITION FOR DISSOLUTION OF MARRIAGE
WITH NO DEPENDENT OR MINOR CHILDREN OR PROPERTY

COMES NOW Husband, JOHN DOE, by and through his undersigned
counsel and files this his Petition for Dissolution of Marriage
with No Dependent or Minor Children or Property and in support
hereof states as follows:

- JURISDICTION/RESIDENCE
Husband and Wife have lived in Florida for at least 6 months
before the filing of this Petition for Dissolution of
Marriage.
- Husband is not a member of the military service.
Wife is not a member of the military service.
- MARRIAGE HISTORY
Date of marriage: _____
Place of marriage: _____
Date of separation: _____ <_____ approximately>
- THERE ARE NO MINOR OR DEPENDENT CHILDREN COMMON TO BOTH
PARTIES AND THE WIFE IS NOT PREGNANT.
- A completed Notice of Social Security Number is filed with
this petition.
- THIS PETITION FOR DISSOLUTION OF MARRIAGE SHOULD BE GRANTED
BECAUSE the marriage is irretrievably broken.
- THERE ARE NO MARITAL ASSETS OR LIABILITIES.
- PETITIONER FOREVER GIVES UP HIS RIGHTS TO SPOUSAL SUPPORT
(ALIMONY) FROM RESPONDENT.
- _____.

PETITIONER'S REQUEST

Petitioner requests that the Court enter an order dissolving the
marriage and:

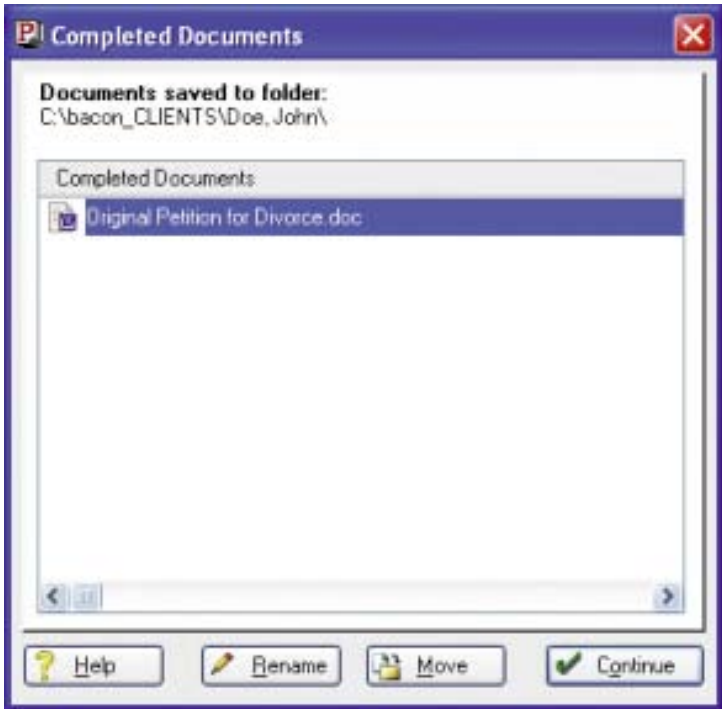
- awarding other relief as specified in paragraph 9 of this
petition;

and any other terms the Court deems necessary.

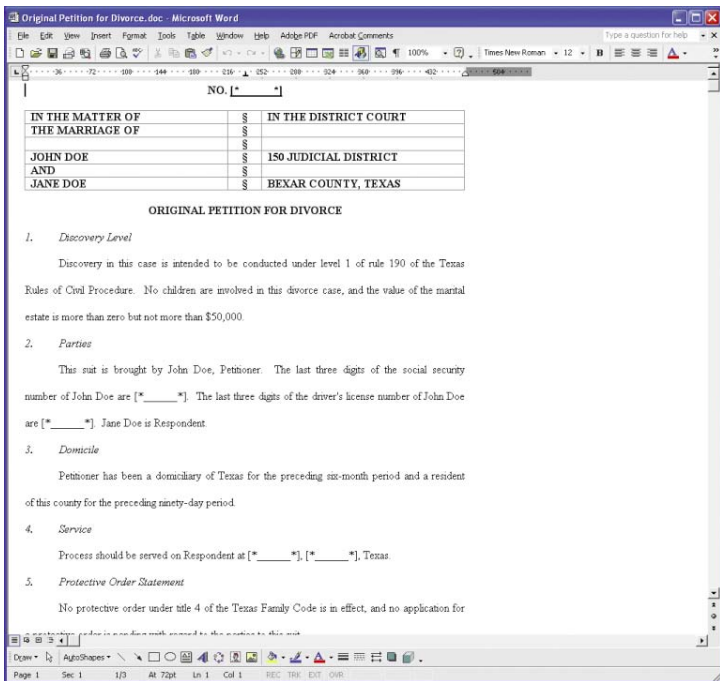
I understand that I am swearing or affirming under oath to
the truthfulness of the claims made in this petition and that the
punishment for knowingly making a false statement includes fines
and/or imprisonment.

Dated: _____

Once you've answered all the questions, *ProDoc* opens a draft version of the document. Fill in the highlighted areas using the **Tab** key to move from field to field.



When you're finished assembling each of the forms selected, a **Completed Documents** window will open. Notice that there's a file path at the top of the window telling you where the file has been saved. *ProDoc* automatically saves completed documents in the client folder you created, making it easy to find all the client's documents. Click the **Continue** button.



ProDoc automatically opens your document in your word-processing program, where it can be edited, if necessary, and printed. If you've assembled a graphic form, it opens in your PDF reader.

Congratulations! You've completed your first document with *ProDoc*!

Searching for Forms

1. In the **Quick Click Menu**, click the **Find Form** icon.
2. In the **Search** window, click the volume you'd like to search or **Select All**. Enter the **Search Criteria** and click the **Search** button.
3. All the forms with the criteria you entered will be listed in the **Search Results** window. To view an individual form, select the form and click the **View** button. You can also print the list by clicking the **Print List** button. If the form you need isn't in the list, clicking the **Close** button will return you to the **Search** window where you can modify your search criteria.

Printing Blank Forms

1. To print a blank form, click **Print** in the **Main Menu** bar. From the drop-down menu, click **Blank Forms**.
2. In the **Blank Form Setup** window, select the **Form Type** – Assembled or Not Assembled – and click the **Select Form** button.
3. If the **Volume** drop-down menu does not appear automatically, click the arrow on the right side of the box next to **Volume**. From the drop-down menu, select a volume. This will open the volume in the window.
4. In this window, you can sort numerically by form number or alphabetically by form title using the sort order tabs and then scroll through the list. You can also jump to a specific section of the list by clicking the title in the **Subvolumes** window on the left (if it is populated). If you know the number or name of a form, you can navigate directly to it by selecting the correct **Sort Order** tab and typing in the name or number (e.g., FL-12).

5. Clicking the **Find** button opens the **Find A Form** window. You can enter search criteria in the **Find A Form** window, instead of scrolling through the list of forms. Click the **Find Previous** and **Find Next** buttons to scroll through the forms that include your criteria. When you find the form you want, click **Close** in the **Find A Form** window.
6. In the **Select A Form To Create** window, the form you've selected to print is now highlighted. Click **OK**. This opens the **Blank Form Setup** window.
7. The form you selected is now listed in red under **Form to Print**. Click the **Print** button. Graphic forms are sent directly to your printer.
8. If you are working with a text form, the form will open. The title of the form you're going to print appears in the **Title Bar**. Click **Print**. The form will automatically be sent to your default printer. To the right of the **Print** button is a button linked to your word-processing program. Click this button to open the form in your word processor. From there, you can manipulate the form as a text document.

Printing a List of Forms

1. To print a list of forms, click **Print** in the **Main Menu** bar and click **Form Lists** in the drop-down menu.
2. In the **Form List Report** window, you can select the report order. To select a specific volume, click the **Select Volume** button.
3. In the **Volume Selection Window**, click the volume to highlight it and click **OK**. This will close the window, and the volume you've selected will now appear in red under **Forms From Volume** in the **Form List Report** window.

4. Checking the **Print Preview** box in the **Form List Report** window will allow you to preview the list. Click the **Print** button to open the Print menu and click **OK** to print the list.
5. The volume you've selected will open in a **Report Preview** window. Printing options are listed in the **Main Menu** at the top of the screen.

Adding Clients and Cases

1. To add new clients or update clients and cases, click the **Clients & Cases** button on the left side of the **Quick Click Menu**.
2. Click the **Client/Case Manager** button to open the **Client/ Case Manager** window. The buttons at the bottom allow you to add, update, or delete clients and cases. Clicking a client or case in the directory window above will activate the appropriate buttons.
3. In the **Client/Case Manager** window, click the **New Client** button.
4. In the **Client Will Be Added** window, enter information about your client. The vertical blue bar on the right side of the window expands the window so you can add phone numbers and other information. Click **OK** to close the window and return to **Client/Case Manager**.
5. To create a new case, select the appropriate client name from the directory and click the **New Case** button to open the **Case Will Be Added** window.
6. Enter a **Case ID** (optional) if your firm uses them and a **Description** (required) and click **OK**. This will return you to the **Client/Case Manager** window.

Firm Information

1. In the **Quick Click Menu**, click the **Customize ProDoc** button on the left side of the menu.
2. Click the **Firm Information** icon to open the **Options And Settings** window. In this window, you can modify **Personal Settings** and **Firm Settings**. Enter the changes and click **OK**. For assistance with changing the Firm Name, click the **Help** button in the **Options And Settings** window.

SYSTEM REQUIREMENTS

Operating System

Minimum requirements: Microsoft® Windows® 98, Second Edition or newer. **Recommended:** Microsoft Windows 2000, Windows XP, or Windows Vista®.

Hardware

Computer: 300 MHz or better IBM®-compatible computer.

RAM: A minimum of 64 MB RAM memory (512 MB for Windows Vista) is required; 128 MB RAM memory (1 G for Windows Vista) is recommended.

Media: CD-ROM drive.

Hard drive: Local hard disk drive (or network disk drive) with sufficient space to install *ProDoc* and the volumes. A minimum of 350 MB of hard drive space is recommended.

Monitor: Monitor capable of a resolution of at least 1024 x 768 pixels.

Internet connection: Optional

Word Processor

Minimum requirements: Corel® WordPerfect® 6.1 for Windows or newer or Microsoft Word 98 for Windows or newer. Proper operation of the word processor to be used with *ProDoc* requires proper installation of that software's own file format converter files. **Recommended:** Corel WordPerfect 9 for Windows or newer, or Microsoft Word 2000 for Windows or newer with all service releases and service packs.

OTHER *PRODOC* PRODUCTS

All of the *ProDoc* programs are easy to learn and are fully integrated. You only have to enter your data once and it's saved in *ProDoc*, available to be used automatically in every document where it's needed, as well as in other available programs, such as PowerPacks.

PowerPacks

These state-specific, specialized software applications integrate fully with *ProDoc* and allow you to perform actions outside of creating a document. PowerPacks make it easy to complete extensive calculations quickly, input a large quantity of data for use in the document assembly process using a simple spreadsheet format, and more. PowerPacks are only available as add-ons to *ProDoc* subscriptions which include the corresponding practice area forms set. For example, if your *ProDoc* Library contains the Family Law forms volume, you can purchase the Family Law PowerPack as an add-on.

***ProDoc* Small Office Suite (where available)**

Small Office Suite (SOS®) practice management software helps you efficiently handle calendaring, to-do lists, contacts, documents, time and billing, and more. SOS shares the *ProDoc* database so client and case information is automatically incorporated.

E-filing (where available)

E-filing is the ultimate in convenience: you can file your documents from your computer anytime, anywhere. Most of the documents you now file in person at the courthouse can be filed over the Internet using e-filing – 24 hours a day, seven days a week – with participating courts.

TRAINING AND SUPPORT

Your subscription includes free, high-quality training covering all areas of *ProDoc*.

While you can get started with *ProDoc* by using this guide, our in-depth training programs will help you take full advantage of all the great, timesaving features *ProDoc* offers.

Training is available right at your desk via live telephone sessions or our online 24x7 Computer Based Training Modules (CBT).

REFERENCE MATERIALS

The information you need to get started using *ProDoc* efficiently is right on your desktop. To access it, you can use the Help feature in the *ProDoc* **Main Menu** at any time, or from your desktop, click **Start>Programs>ProDoc>Documentation** to view a list of resources *ProDoc* automatically installs on your computer, including manuals, Quick Reference Cards, and more.

ONLINE ASSISTANCE

Additional support is available online at www.prodoc.com/support/overview.asp, where you'll find answers to frequently asked questions, tips, and training information. Computer-based training (CBT) modules are also available to help you learn more about *ProDoc*.

Request Manuals

If you need a copy of your *ProDoc* manual, please call Customer Service at 1-800-328-4880.

CONTACTING US

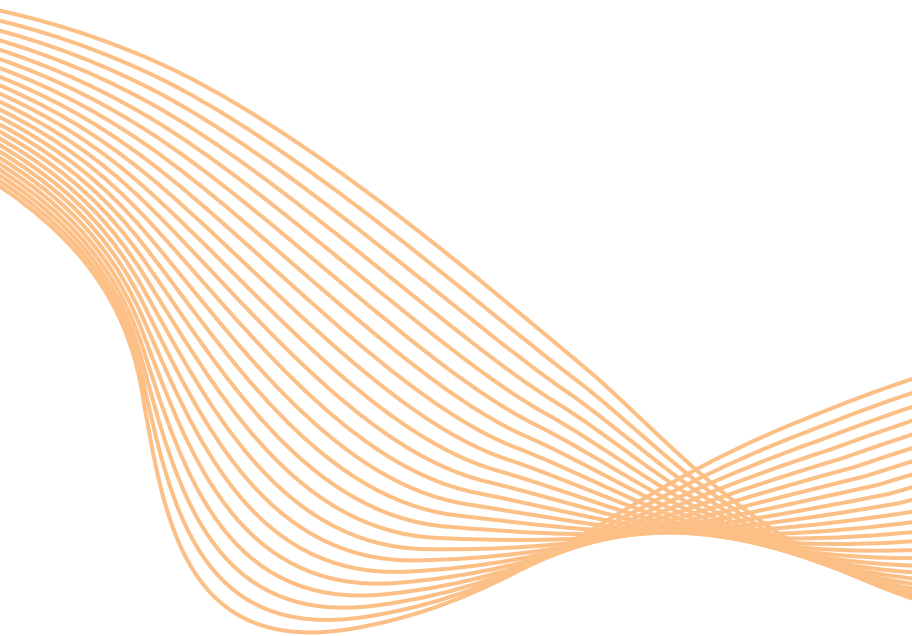
We welcome your comments and suggestions! You can contact us by phone at **1-800-759-5418** during regular business hours or by email at the addresses below:

Subscription Information: salesm@prodoc.com

Technical Support: tech@prodoc.com

Training: prodoc-training@prodoc.com

Everything Else: prodoc@prodoc.com



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