LawSuite
Easier, Quicker, *Better*

Standard LawSuite Package Inclusions

The following items are included in your LawSuite package:

The LawSuite Ribbon Structure and all Command Groups.
Standard Letterhead, Memo, Fax Cover Sheet and Pleading Templates with basic automation (before customization).
Any number of templates from the LawSuite Template Library.
Document Assembly Core Templates.
All Standard Macros, Shortcuts, Document Cleanup Tools and Style Library.
Envelope and Labels: Envelope templates (Blank, Return Addressed, Self Addressed). All popular label templates. Automated *Produce Envelope and Label* Feature works on a list of addresses. Letterhead-based envelope, label and custom shipping label automation. All available with client/matter number collection.
Paragraph Numbering feature (includes 35 Numbering Schemes with three text wrapping options for each) plus Body Text styles.
TextBank and LitBank (30 entries of your choice included, additional Banks available on request).
Table of Contents Menu / Table of Authorities Menu.
Keyboard shortcuts assigned to all macros and major features within LawSuite.
User licensing covers the individual user, LawSuite can be installed on all devices used by that user including Desktop, Laptop Tablet, etc.

Stein Consulting LLC
Training & Development

LawSuite Documentation, Training and Support Included with Package

- IT Advisory Services

  These services are included in the LawSuite package price and will be provided by your LawSuite project manager.

  - The initial consulting session to discuss and coordinate LawSuite customization, setup, configuration and deployment.

  - Assistance with completing the *LawSuite Project Form* which provides us with information about your firm and customization preferences.

  - IT-level training, on-site or web-based interactive training sessions covering installation, maintenance, document template and TextBank creation, automatic file update options, etc.

  - Technical Training videos.

- Documentation

  Documentation included in the LawSuite Package Price includes:

  - Color Quick Reference Guides. These include user-level instructions on the proper use of all LawSuite automation items.

  - Style Set Catalog including all standard along with any customized style sets.

  - IT level Documentation including the LawSuite Architectural Guide and Technical Reference Guide.

  - Note: *All documentation is provided in Word format and can be edited to include additional information, firm policies, etc.*

- LawSuite User Resources

  - LawSuite Training Videos via our website, **macropackage.com**.

  - Tips and Tricks via our Facebook page.

  - MS Word and LawSuite Learning Plan Worksheet (provides a training map/skill goals for each user). Customization is needed and can be done by you or your training provider.