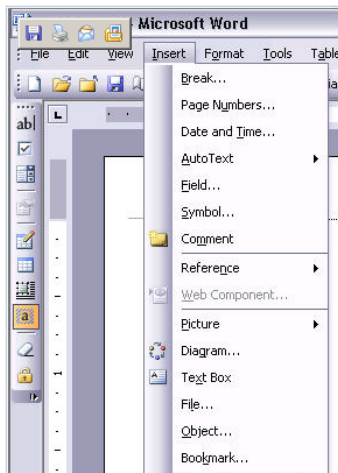


# Solutions

## Microsoft Word 2007 - Worth a Test Drive

Ready, set, go! Following extensive beta testing in 2006, Microsoft released Office 2007 in January 2007 in



Microsoft Office 2003  
With Drop Down Menus

conjunction with the redesign and release of the newest Windows Operating System, Windows Vista. Many will be surprised to find that Word 2007 has been entirely overhauled and has emerged with a completely new look and feel. Some critics have even gone as far as to compare the look to something that would be found when using the Macintosh Operating System. Gone are the days of toolbars, drop down menus and task panes. Instead, you will find that all of the navigation has been replaced by the "ribbon" which is essentially tabs that change to display tools that were previously hidden throughout menus. Based on research and user surveys, Microsoft designed the ribbon with the idea that it will take a user less clicks to get to an item.



Microsoft Office 2007  
With "The Ribbon"

Word 2007 - Continued on Page 2

## Transfer Files Safely & Securely Without Hassles!

A growing concern with email servers are the file attachments that are being sent and received. Many users send sensitive documents and information via emails and attachments. This is a very big concern since none of this information is encrypted. Today, users do not hesitate to attach a 25MB file to an email. Users are unaware of the fact that the size of email attachments can create problems and sometimes bring email servers to a grinding halt. As email is received by an email server, software on the email server is typically set to scan the email along with the attachment for any viruses. This can take a very long time and also can cause an email server to halt sending and receiving all email due to an email with a large attachment clogging the system.

With all of the sensitive information being exchanged today, every firm should be aware that there are better methods of sharing documents. Some firms ask that a FTP (file transfer protocol) server be set up to upload/download files. The major concern with an ftp server is that the server is not secure. A SFTP (secure file transfer protocol server) would be a much better option because there are logins and passwords and the data is encrypted. However, SFTP servers become more costly to setup.

Nauticom Internet Service Provider has created Net-Filer, [www.net-filer.net](http://www.net-filer.net), which is a wonderful, inexpensive option to transfer files securely. Net-Filer allows you to setup a secure file transfer login and password so that you and your clients can upload and download files to one another. No need to worry about security, encryption, or large attachments that clog email. Net-Filer takes care of it. The product is priced by the number of logins; 1 login is \$8.95/month, 5 logins are \$19.95/month, 10 logins are \$29.95/month, 25 logins are \$39.95/month, 50 logins are \$49.95/month, Unlimited logins are \$59.95/month. You are able to setup file folders for individual client logins. One user is unable to see another user's folder and files.

Secure File Transfers - Continued on Page 3

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## Word 2007 – Continued from Page 1

Similar to the hood ornament of a Mercedes Benz or a Jaguar, Microsoft has made their icon a constant reminder to users of Word 2007. Take a closer look at the new interface and you will see that the area which used to be called “file” is now the Microsoft icon. Although the button has changed, most of the options, such as print, save, save as, etc. that were available under “file” still exist by clicking on the Microsoft button.

Beyond the new look, Office 2007 comes fully loaded with a variety of new features. Hop in the driver’s seat to take a quick look at some of the new features.

- ❖ **Document Inspector** – Detects and removes unwanted comments, hidden text, or personally identifiable information which helps ensure that sensitive information doesn’t leak out when your documents are published.
- ❖ **Tri-Pane Review** – Allows you to see both versions of a document with deleted, inserted and moved text marked on one screen.
- ❖ **Blog Publisher** – You can configure Office 2007 to link directly to your blog site and create blogs with images, tables, and advanced text formatting features.
- ❖ **Easy PDF File Creation** – You can convert your Word documents to PDF or XML format with an add-in without having to use third party tools.
- ❖ **Smart Art** – Features a new set of diagrams and a new charting engine to help you create great looking content with 3-D shapes, transparency, drop shadows, and other effects.

Once you get over the sexy new design of the program, you will wonder how much gas or space does this newly designed and feature rich program guzzle from my computer? Surprisingly, this program was built to be economically friendly. Based on Microsoft’s list of requirements, only 256MB of RAM is required. However, Plummer Slade recommends a minimum of 1GB of RAM for optimum performance. The new Office 2007 will run on Windows XP (with Service Pack 2), Windows Server 2003 (with Service Pack 1) or Vista Operating Systems only. Additionally, you want to be sure your computer has at least a 1.5 GHz processor.

Before you run out to be one of the first to own this sleek new sophisticated product, take into consideration the technology used by your clients and partners. You may encounter a few bumps in the road.

**Word 2007 - Continued on Next Column**

If you are using Word 2007 and send a document to a user that is still using Word 2003, you want to be sure that you have installed the snap-in which will allow your document to be opened using Word 2003. Also, if you are still utilizing Word 2003, ensure that you have installed the snap-in as well so that you will be able to open documents that were created using Word 2007. Additionally, as with all new software programs, there are compatibility issues with other older software programs. It will take a while for Microsoft and other software manufacturers to work these things out. Make sure to keep an eye out for Word 2007 software updates to be released.

A final detour that you may encounter is with the purchase of a new computer. New HP Notebook computers are now only available with the Windows Vista Operating System on them. Other PC manufacturers are also beginning to phase out the XP Operating System and are beginning to ship only Vista ready machines. Also, be aware that a 60-day free trial version of Office 2007 comes pre-installed on a lot of new computers. If you decide not to use the Office 2007 and choose to install Office 2003, Office 2007 must be **COMPLETELY** uninstalled from that computer or Office 2003 will not work on the computer.

The new Office 2007 and Word are getting great reviews from both consumers and techies. Check out [www.office2007.com](http://www.office2007.com) to download the free 60-trial to take a test drive with this robust program. While you will encounter a learning curve which can be very frustrating, keep an open mind when using the product. Microsoft is the dominant leader in the world of business suite products, you can be sure you will be seeing a lot more of this version in the upcoming year. Allow yourself to stay on top of technology and master it! ☺

*For more information contact Danielle Bartkus at ext 210*

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## Mark Your Calendars for the Fall 2007 Timeslips User Group Luncheon

Please join Plummer Slade’s Timeslips Certified Consultants for the Fall 2007 Timeslips User Group.

**WHEN** : Wednesday, October 17<sup>th</sup>

**WHERE** : City County Building - Academy Room

**TIME** : 12:00pm until 1:30pm

**RSVP** : By 10/15 to [bartkus@plummerslade.com](mailto:bartkus@plummerslade.com)

A complimentary pizza luncheon and refreshments will be available. The Timeslips Consultants will discuss some of the new features in Timeslips 2008 such as Enhanced Navigator Options, Bill Cover Page/Bill Layout Customization, Bill Messages and more! This is an excellent opportunity for Timeslips users to share ideas on how they use Timeslips and ask questions too. Keep an eye out for your invitation to this event if you are a Timeslips user. ☺

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## Secure File Transfers – Continued from Page 1

Applications for this product are unlimited. For example, accounting firms that exchange the accounting software data back and forth with their clients are able to setup a login and password for their clients to exchange the latest accounting files. Architects are able to put the latest revisions of their drawings for their clients to access. Financial service/mortgage brokers are able to upload financial sensitive documents that are inappropriate to email for their clients to access. Medical professionals that must be HIPAA compliant are able to place confidential information for their clients/partners to access. Law firms are able to place case sensitive documents/files for clients/other counsel to access. The applications for this product go on and on. It is simple to setup users logins and passwords and easy to upload/download files. Net-filer is a wonderful product to transfer your files securely! ☺

*For more information contact Alicia Slade at ext. 202*

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## Time Matters 9 Has a New Name & New Features

LexisNexis has released its latest version of Time Matters, Version 9. Along with the new version, comes a new name, Lexis Front Office – Powered by Time Matters 9. This new version began shipping in mid-September 2007.

Some of the new features of this robust practice management software include:

- ❖ **Better tracking of information with five new user defined record types**
- ❖ **Improved scheduling and calendaring – add up to 100 staff members onto calendars, events, forms**
- ❖ **Ease of use – new user interface with wizards**
- ❖ **Save time – new power views display multiple toolbars simultaneously**

*As of December 31, 2007 Time Matters 6 will no longer be supported by Lexis Nexis.* Plummer Slade recommends that you stay within 2 versions of a software application. Initially, keeping current with software may seem costly, however, this investment can help eliminate problems that occasionally occur when data is converted. More issues tend to transpire with a conversion of data that is more than two versions old and as a result invaluable information can be lost or take hours of work to fix. Additionally, the learning curve for mastering the new features is minimal if you upgrade frequently. If you are interested in a demonstration of any of these new or improved features of Lexis Front Office – Powered by Time Matters 9, please contact Plummer Slade at 412-261-5600. ☺

*For more information contact Alicia Slade at ext 202*

## Sage Software's Newest Release – Timeslips 2008

Just when you thought your Timeslips software had every feature imaginable, Sage software developed a few more features to make your billing process even easier! These new features are available in the newly released Timeslips 2008, which began to ship in early July. Timeslips 2008 contains enhancements and improvements based on the most common customer requests and comments.

- ❖ **NEW! Ready-to-Bill-Rules** – Set up your own parameters for when clients should be billed. Timeslips will notify you through the Billing Assistant, which has also been improved
- ❖ **Improved Billing Controls** – From a single area of Timeslips 2008, you can approve and clear bills as well as place bills in proof, revision, or audit stage
- ❖ **NEW! Matching Envelope & Bill Generation** - Save time by generating envelopes and labels right along with the bills. Avoid the double effort and also ensure that the correct bill goes to each client.
- ❖ **Easier Slip Editing & Removal** – Remove slips and entire bills from printing while you are previewing them. You can also now edit bills directly from the preview dialog.
- ❖ **NEW! User-Defined A/R Reports** – Build summarized and itemized reports based on A/R or funds records from within Timeslips. This feature eliminates the need to export data from Timeslips to Microsoft Word.
- ❖ **Improved Timekeeper Collections** – Allows you to filter and sort by Client Classification and by Timekeeper. You can now print these reports directly from Timeslips showing only a single Timekeeper and also print collections reports for all clients a Timekeeper has worked on during the year, no matter what the status of the client.

If you are interested in a demonstration of any of these new or improved features of Timeslips 2008, please contact Plummer Slade at 412-261-5600. We can also assist you with ordering an upgrade to your current Timeslips version at a **DISCOUNTED** price. *Please note that Sage software no longer provides support for any versions older than Timeslips 2005.* On a final note, make sure to check out page 2 of this newsletter for information about our Timeslips User Group which will be held on Wednesday, October 17<sup>th</sup>. ☺

*For more information contact Danielle Bartkus at ext 210*

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P L U M M E R   S L A D E  
*Solutions*  
N E W S L E T T E R

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- | <b>WHAT’S HAPPENING...</b>   |
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| <ul style="list-style-type: none"><li>• As more people upgrade to use Office 2007, ensure that you have installed the “snap-in” which allows users of Office 2003 to view documents and presentations created by Office 2007.</li><li>• Remember Daylight Savings Time will be on Sunday, November 4<sup>th</sup>. Be sure to turn your clocks back one hour. If you need assistance with the DST patch so that your PCs will automatically update for the time change, do not hesitate to contact us.</li></ul> |