

# Snapdone Features

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## Introduction

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Remember the good old days, when using your word processing program was a snap? Welcome back to the good old days.

Snapdone was designed by legal word processing professionals. The program evolved over years of actual, day-to-day document production and management in real-life law offices. **The premise for Snapdone has always been:** everyone in your office should be able to quickly find and edit an existing document or easily create a new document with no variance from office styles or venue requirements. In short, no lost documents and no format fallout. Snapdone guarantees consistency, quality, ease of use, and no duplication of effort. **Why type when you can snap?**

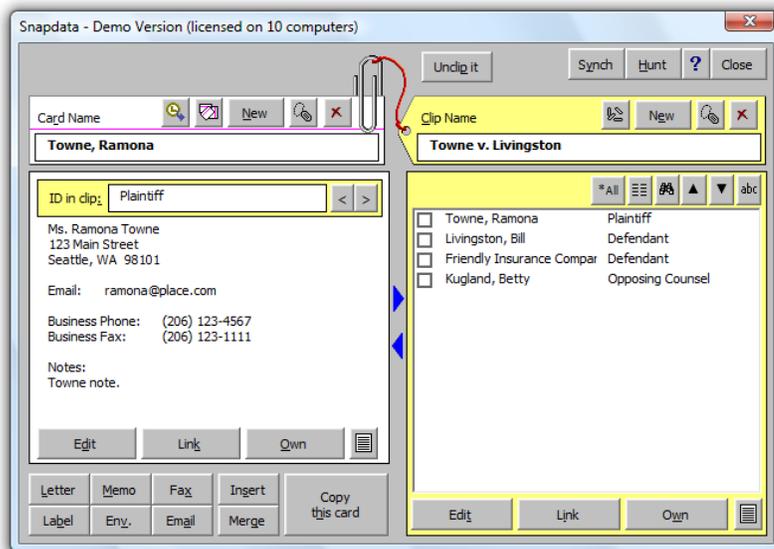


Snapdone features are accessed directly within Microsoft Office programs (Word, Outlook, Excel, PowerPoint) by clicking the Snapdone tab on your ribbon.

# Snapdata

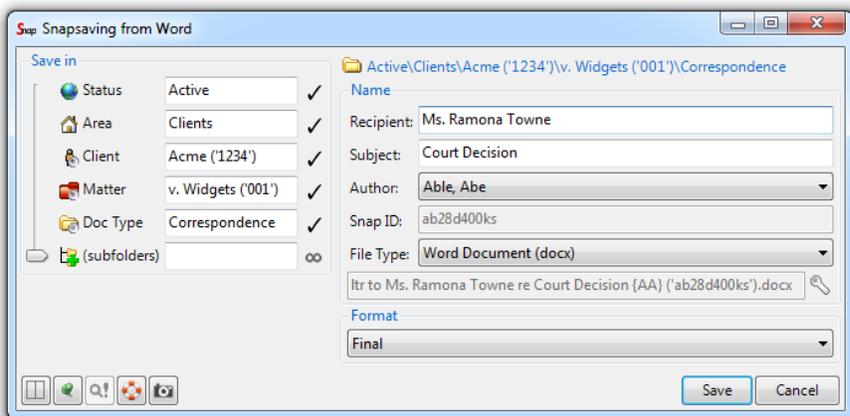
**Do It Once.** Enter information *once* on a Snapdata card, and you are ready to create letters, fax covers, envelopes, mailing labels, address lists, form letters and more with just a few clicks or keystrokes.

**Clips.** Snapdata clips are used to gather cards together in meaningful groups (for example, all the people involved in a particular case, or your Christmas mailing list). Clips are then used to instantly generate address lists, mailing labels, form letters and more.



# Document Management with Snapfile – New in 2010

Snapdone Version 6 introduces burly new document management features yet retains the clarity of earlier versions. The Snapfile screen automatically names and saves documents in a sensible directory structure tailored to meet your office's needs for easy storage and retrieval. Snapdone eliminates concerns about saving documents in the wrong place or forgetting what you've named them, even in the heat of a deadline crunch.



New features include flexible display and sorting, multi-level searching, pinpoint searches, Boolean searches, saved searches, adjustable search depth, expanded backups and history, and Snapshots for instant access to frequently-used folders and files – all easily accessible from a familiar, nonthreatening interface.

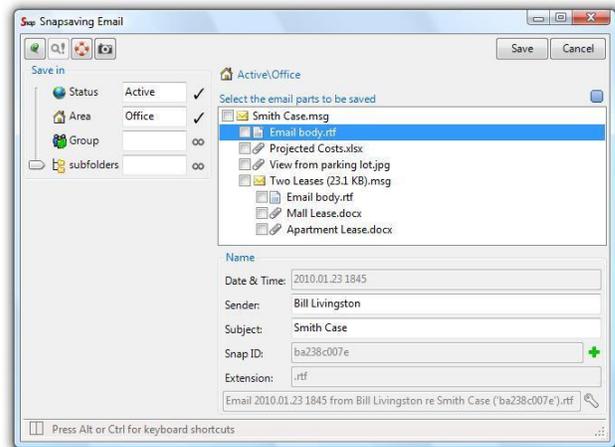
**Versatile Structure.** Snapdone's folder structure lets you choose how documents are arranged, then helps you work within that framework to effortlessly keep documents meticulously organized. Really.

**Automatic Document Names.** Snapdone can even fill in the blanks. After using a caption from the Caption Bank to type a pleading, the pleading is automatically named and guided to the correct client folder with a unique ten-digit ID code stamped on the printed document.

**Emails too!** Snapdone saves emails and/or email attachments directly from Outlook into the same file structure with other documents so everyone in your office has immediate access to every important document, all in one place.

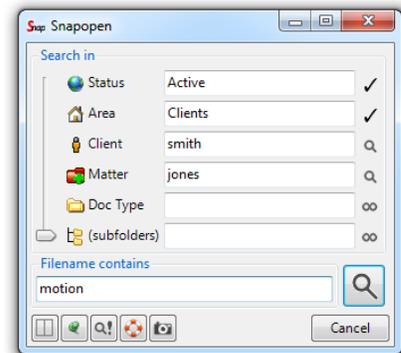
TESTIMONIAL MÉLANGE:

*Our office has been struggling with email organization for years. This is big news!*



**Locate Documents Quickly, Even With Incomplete Information.** Find a client or matter with the C/M number *or* any part of the client name or matter name. Specify a document with the ten-character ID code *or* any part of the document description.

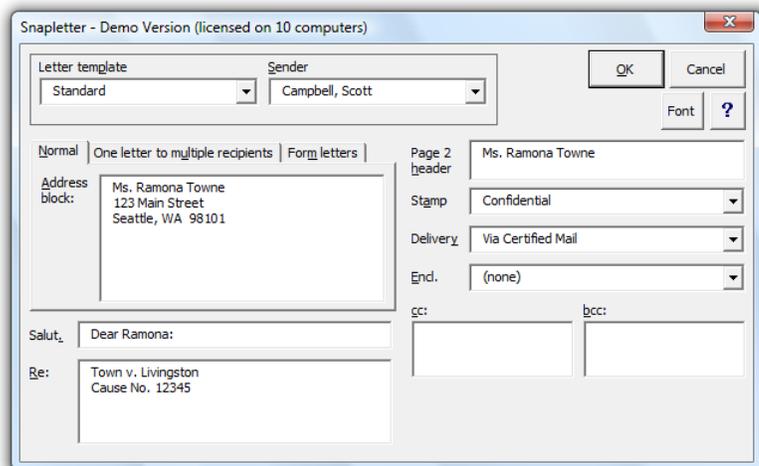
**Search as Broadly or Narrowly as You Like.** List only documents for a particular client, matter, author, or subject matter, *or* broaden the search to include multiple cases, authors, and topics. Combine techniques to locate and list only the documents you want.



## Forms

### Repetitive Formatting and Document Startup Chores Handled Automatically.

Snapdone forms do away with everyday formatting concerns. Creation of letters, memos, fax covers, pleadings, envelopes, labels and custom templates are all reduced to only a few clicks or keystrokes. Text that requires special attention (pleading footers, letter headers, stamps, delivery methods, subject lines, etc.) is handled automatically, freeing you to concentrate on substance instead of format.



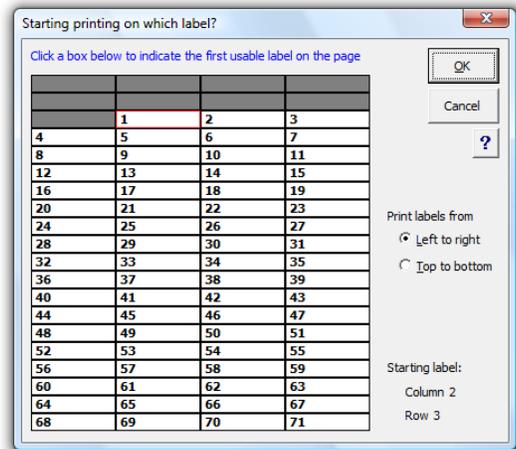
**Caption Bank.** An office-wide caption bank is available for everyone's use. Captions are entered once, then used repeatedly to generate pleadings throughout the span of a case. When it's time to type a pleading in the "Smith v. Jones" case, just select the caption from the caption bank and enter the title of the new pleading.

**Intelligent Boilerplate.** With Snapdone, it's easy to create your own boilerplate forms with built-in intelligence. Pleading forms are smart enough to fill in the captions and footers. Variable text, such as a client's name, can be repeated several times throughout a form without retyping. Forms you create can be merged with Snapdata cards to fill in the blanks instantly.

**Labels.** Labels are created effortlessly, without resorting to the mail merge process. Even potentially frustrating jobs like custom shipping labels or numbered document production labels are created with a few clicks or keystrokes.

TESTIMONIAL MÉLANGE:

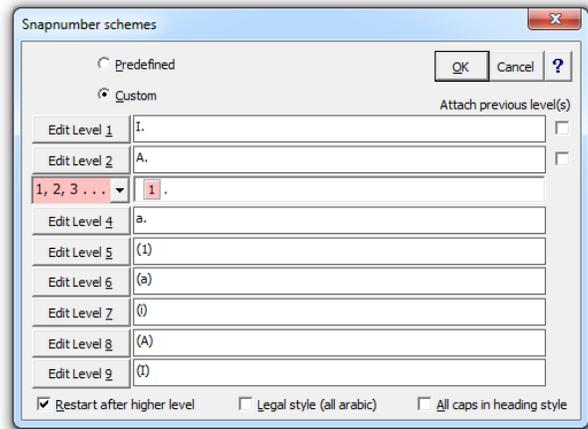
*I can print Bates numbers vertically so they're easier to peel and stick. It's a small thing, but it shows attention to detail. This program was made by people who actually do the work.*



## Snapnumbers and SnapTOC

For those who have experienced problems with Microsoft Word's automatic paragraph numbering, Snapdone offers a simple, stable alternative. Snapnumbers are easy to use and comfortably predictable. Custom numbering schemes are easily created, shared, and managed throughout your office.

When it's time to tackle the table of contents, the SnapTOC screen assembles Heading styles and Snapnumbered paragraphs into a perfectly formatted table on the first try.

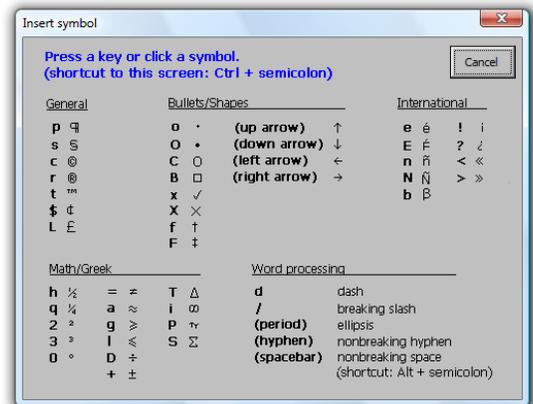


## Shortcuts

Snapdone offers many shortcuts to speed up everyday word processing, with special appeal to power typists who prefer to keep their hands on the keyboard rather than reach for the mouse. Common symbols are accessible with two keystrokes.

TESTIMONIAL MÉLANGE:

*Two keystrokes instead of all those steps I used to use. I'm tearing up my old cheat sheet.*



## Paper Management

**Print to Proper Tray on Multiple Printers.** Even if the printers in your office have different paper tray configurations, Snapdone will always direct documents to the correct paper tray. Configure your settings to automatically print drafts to one tray and finals to another.

## Administrative Tools

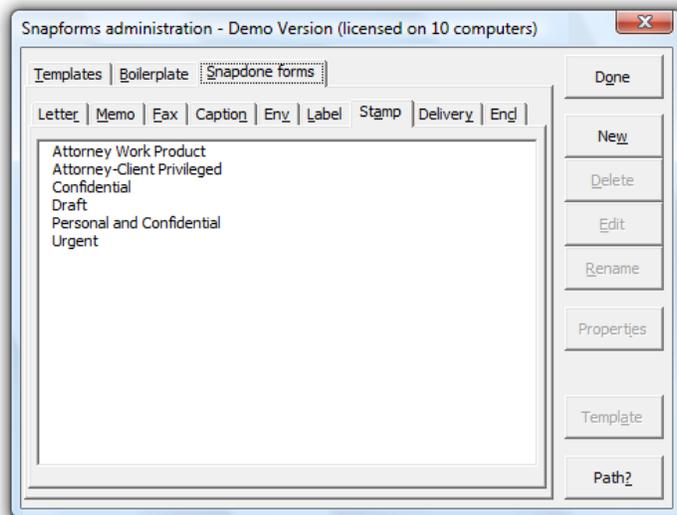
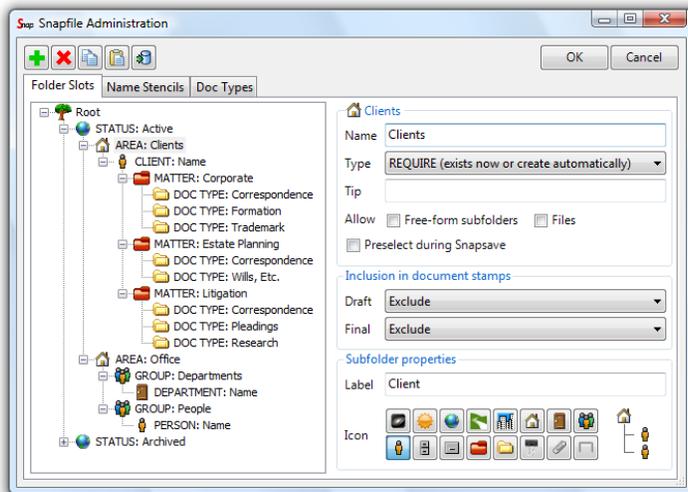
**Customizable.** In-house refinements are easily made as needs change. Directory locations and structures, recommended naming procedures, and other options are easily modified, but accessible only to individuals designated as Snapdone administrators.

**Manage Users.** The administration screen consolidates information about each Snapdone user's setup and preferences in one location for quick reference and modification. Users are added and deleted with a few clicks or keystrokes.

**Forms.** Snapdone provides rapid access to all your office's forms, whether initially included with Snapdone or created by your office. Snapdone administrators control who has access to create and modify forms in your office.

### TESTIMONIAL MÉLANGE:

*We finally pulled all our forms together in one place where everyone can find them. We even added automation to some of them so they're easier to use and faster.*



## System Requirements

Snapdone requires the use of Microsoft Word 97, 2000, XP, 2003, 2007, or 2010 – other Microsoft Office applications are supported but not required. Snapdone runs on all versions of Windows from Windows 95 through Windows 7, on both stand-alone and networked computers. No SQL server is required.

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