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You are receiving this e-mail from Productivity Consulting because you are a Microsoft Word user or support person. To ensure that you continue to receive e-mails from us, add lorib@berenson.net to your address book today. If you haven't done so already, click to [confirm](#) your interest in receiving e-mail campaigns from us. To no longer receive our emails, click to [unsubscribe](#).

News for Word Trainers and Users

Last Chance to Sign Up!

May 25, 2005

Dear Lori,

This is your last chance to sign up for the Word 2003 for Law Firms Master Series course on June 13-17, 2005. This course promises to bring a wealth of knowledge to those attending.

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Last Chance to Sign Up!!

Do you support Microsoft Word for your clients, or are you the support person at your firm (or company)? If yes, then this 5-day course will help you to become more valuable to your clients and/or your company! You will get incredible tips on training, supporting and troubleshooting Microsoft Word - concentrating on Word's legal features.

You will receive an 800+ page workbook, and a copy of Word 2003 for Law Firms, authored by Payne Consulting. Become more knowledgeable on how to fix problems when they occur, and how to avoid common pitfalls - before they occur.

The course will be held on June 13-17, 2005, and is limited to 8 students. The cost is \$1800 per person. Deadline for registration is May 26, 2005.

[To register for this course, click here](#)

Hidden Data in Microsoft Word (and other program)

PC Magazine summed up Metadata best when they said, "If you plan on sharing or publishing your Office document, you may be sharing more than you intend." Since sharing documents is an integral part of the practice of law today, metadata awareness and removal should be an integral part of your firm's overall security policy.

Donna Payne, Payne Consulting Group, writes... "Microsoft Word (and Excel and PowerPoint) documents contain 'hidden' information known as metadata. Some types of metadata are benign and useful while other types can provide others who view or work on your documents with information you may not want them to know."

Quick Links...

[June 2005 Course Schedule](#)

[More About Us](#)

Join our mailing list!

So what can I do to avoid sending other people documents that contain metadata? Use a third- party tool such as Payne's Metadata Assistant that integrates with e-mail and document management software. This can help to reduce the risk of accidental exposure.

[Click here to download the complete article](#)

Quickly enter sample text in a Word document

Have you ever needed to fill a page (or document) with sample text - for example, to demonstrate a feature in Word or to work with page layout and design?

There is a very easy way to do this in a Word document.

Type =rand(4,5) and then press ENTER.

The first number in the parentheses is the number of paragraphs (4) and the second number is the number of sentences per paragraph (5). You can modify the numbers in the parentheses to allow for more or less text on the page. Or if you want one long paragraph, just type one number in the parentheses, which will designate the number of sentences that should appear in one paragraph.

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