



**NALS of Orange County  
Invites you to attend its  
Spring Educational Seminar**

**SATURDAY, APRIL 24, 2010**

**Hotel Hanford**  
[formerly Holiday Inn Costa Mesa]  
**3131 S. Bristol Street**  
**Costa Mesa, California**

**TECHNOLOGY . . . WITH NEW ADVANCEMENTS COMING EVERY DAY, YOU MAY FIND THAT YOU NEED TO KEEP UP SO YOU'RE NOT LEFT BEHIND. HERE ARE FOUR EDUCATIONAL SESSIONS THAT YOU WON'T WANT TO MISS!**

Join us from 8:00 a.m. to 9:00 a.m.	Registration and continental breakfast
<u>Session 1:</u> 9:00 a.m. to 10:15 a.m. <u>Speaker:</u> Emily Popper, IT Trainer, Irell & Manella, Los Angeles	<u>Excel:</u> Learn the nuts and bolts of Excel workbooks and spreadsheets: cell selection and navigation, working with the Formula Bar and basic formatting. If you're new to spreadsheets, or work in them only occasionally, we'll provide the tools to get started.
<u>Session 2:</u> 10:30 a.m. to 11:45 a.m. <u>Speaker:</u> Emily Popper	<u>Tables of Contents and Authorities (Word):</u> If you understand how Word uses Styles to locate paragraphs, then Table of Contents are a snap. Tables of Authorities on the other hand, require a combination of legal filing knowledge and an understanding of Word's field codes and hidden text. Become more confident with Word's native TOC and TOA features.
Lunch Break: 11:45 a.m. to 12:30 p.m.	Enjoy a light lunch while you mingle with our sponsors and exhibitors
<u>Session 3:</u> 12:45 p.m. to 2:00 p.m. <u>Speaker:</u> Laura Leader, Law Office Solution, San Diego	<u>Outlook:</u> Topics to be covered include setting reminders, color coding, converting emails to appointments, advanced send options, creating search folders, and creating distribution lists
<u>Session 4:</u> 2:15 p.m. to 3:30 p.m. <u>Speaker:</u> Laura Leader	<u>Adobe Acrobat:</u> Topics to be covered include converting files to Adobe, inserting and rearranging pages, redacting text, creating your own signature stamp, and page numbering

<b>EARLY BIRD REGISTRATION</b> <i>[Register by March 26, 2010 and save money!]</i>	<b>REGULAR REGISTRATION</b> <i>[Registrations postmarked after March 26, 2010]</i>
MEMBERS/STUDENTS/PROSPECTIVE MEMBERS: \$70.00 (includes continental breakfast, seminars, lunch, handouts)	MEMBERS/STUDENTS/PROSPECTIVE MEMBERS: \$80.00 (includes continental breakfast, seminars, lunch, handouts)

SEE REVERSE SIDE OF THIS FORM FOR INFORMATION ABOUT REGISTRATION, SEMINAR FEES, AND MEMBERSHIP.

Information on registration and seminar fees: Registration for the entire day of education, exhibitors, continental breakfast and lunch is \$80 for members/students/prospective members. If you register before **March 26, 2010**, you may register at the early bird price of \$70 for members/students/prospective members. Please complete the registration information below.

Payment for seminar: Please check one box below:

***Register on or before March 26, 2010***

I will be attending your seminar on April 24, 2010. Here's my check made payable to NALS of Orange County for \$70.

***Register after March 26, 2010***

I will be attending your seminar on April 24, 2010. Here's my check made payable to NALS of Orange County for \$80.

Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Where to send registration: Please send your registration no later than **Friday, April 16, 2010** to: Caryn Wolchuck, PP, PLS, CPS/CAP, Thomas Whitelaw & Tyler LLP, 18101 Von Karman Avenue, Suite 230, Irvine, CA 92612, [president@nalsoc.org](mailto:president@nalsoc.org). **No refunds will be given after April 20, 2010.**

Membership information: Information regarding joining NALS of Orange County will be distributed at the seminar on April 24, 2010. If you would like information prior to the seminar, please contact our Vice President/Membership at [vicepresident@nalsoc.org](mailto:vicepresident@nalsoc.org). For more general information about our association, please visit NALS...the association for legal professionals at [www.nals.org](http://www.nals.org) and NALS of Orange County at [www.nalsoc.org](http://www.nalsoc.org).

NALS of Orange County is a local chapter of NALS...the association for legal professionals. NALS is a national organization dedicated to enhancing the competencies and contributions of members in the legal services profession. Membership in NALS is open to those employed in work of a legal nature, and NALS of Orange County offers monthly educational meetings on a variety of topics, including family law, employment law, ethics and judgment, and court rule updates. NALS also offers several nationally-recognized certification designations for those who wish to be considered among the elite in their chosen profession.