

Tech Tip

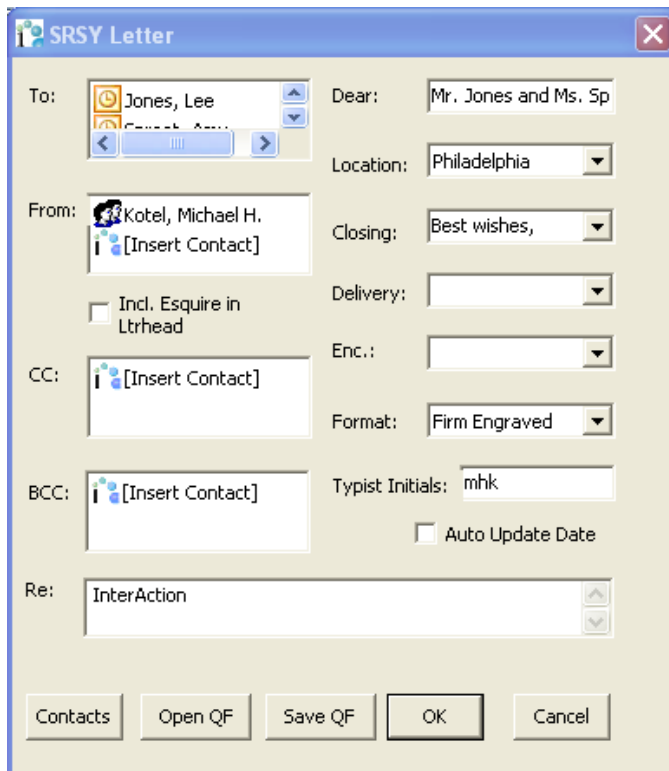
Innova: Creating and Using QuickFills

For Innova users:

Do not reuse old letters, memos, or fax cover pages. Creating QuickFills (QF) will save you time, reduce the chance of document corruption, and ensure that you are using the most up-to-date version of the firm's templates.

To Create a QuickFill:

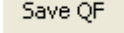
1. Click the **New** icon  on the **SRSY Legal Toolbar**, then select **SRSY Letter**, **Memos** or **Fax**.



The screenshot shows the 'SRSY Letter' dialog box with the following fields and options:

- To:** Jones, Lee (with a contact selection dropdown)
- Dear:** Mr. Jones and Ms. Sp
- Location:** Philadelphia (dropdown)
- From:** Kotel, Michael H. (with an 'Insert Contact' button)
- Closing:** Best wishes, (dropdown)
- Incl. Esquire in Ltrhead
- Delivery:** (dropdown)
- CC:** [Insert Contact]
- Enc.:** (dropdown)
- Format:** Firm Engraved (dropdown)
- BCC:** [Insert Contact]
- Typist Initials:** mhk
- Auto Update Date
- Re:** InterAction

Buttons at the bottom: Contacts, Open QF, Save QF, OK, Cancel.

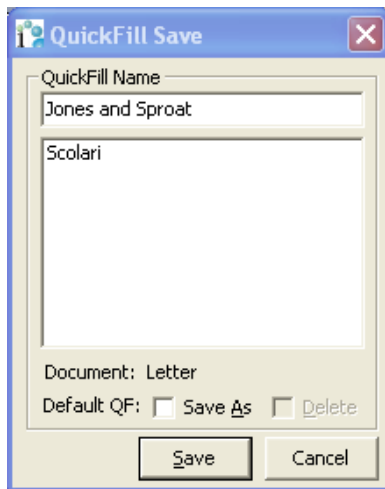
2. Complete the Innova Form, then click the **Save QF** button .
3. Enter a **QuickFill Name**.

May 14, 2010

Fun Fact:

Years to Reach 50 million Users: Radio (38 Years), TV (13 Years), Internet (4 Years), iPod (3 Years). Facebook added 100 million users in less than 9 months. iPhone applications hit 1 billion in 9 months.

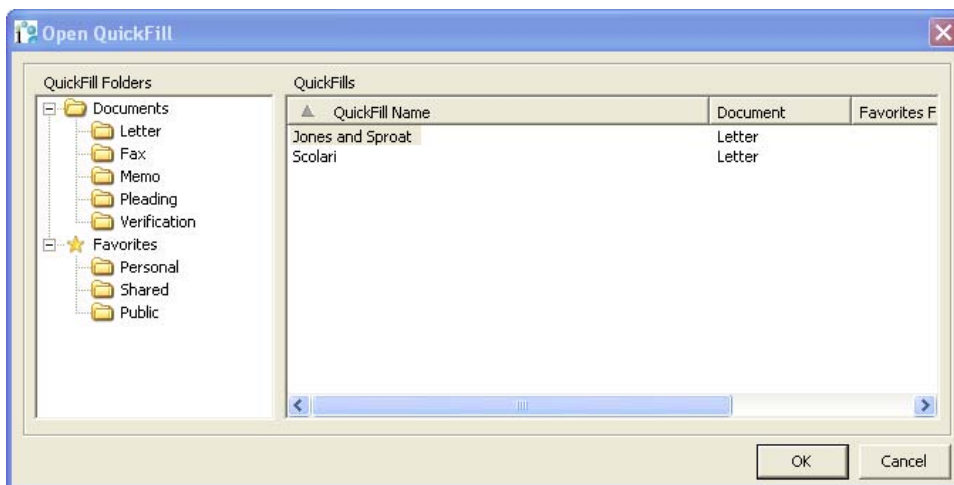
- from Socialnomics



4. Click the **Save** button.
5. Click the **OK** button to create the letter, memo or fax cover page.

To Open a QuickFill:

1. Click the **New** icon  on the **SRSY Legal Toolbar**, then click the **Open QuickFill** button .



2. Double-click the QuickFill you wish to use.
3. Edit the Innova Form (if necessary), then click the **OK** button.