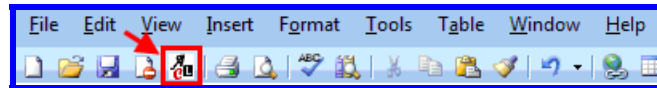


Saving your documents – ACL Save Button

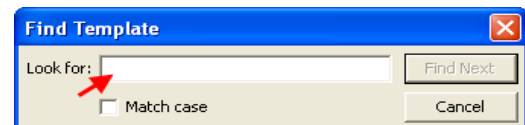
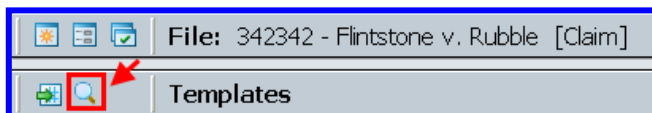
When creating a document using ACL2 templates, the document will assemble as Rich Text Format (*.rtf) document. To quickly save the document as a Word Document (*.doc), click the ACL save button located on your toolbar in MSWord.



Doing this will take you to your Word default save location (where your client files are located) and will also change the file format from a Rich Text Format (*.rtf) document to a Word Document (*.doc).

Find Feature (CTRL+F)

As an alternative to navigating through the folder system, the Find feature may be used to search for a template by searching any part of the template name (Notice of Change) or the template's court form number (Form 15A). Click the Find button on the toolbar or press Ctrl+F, and the Find Template dialog box opens. Type in your search criteria and click on Find Next. Continue clicking on Find Next until the template you are looking for is found.



Contacting Our Office

You can reach our offices by phone and/or e-mail. Our phone numbers are as follows:
Local: (416) 363-1650, Toll Free: (800) 340-3234.

For immediate assistance, please contact ACLSupport@korbitec.ca | ext 100. This e-mail will go to our Technical Support Staff as well as our Training & Client Service Team. Rest assured there is always someone to answer any and all questions you may have.