

KAS Training Legal Word Processing Frequently Asked Questions

What is Legal Word Processing?

Legal word processing (also termed “legal document processing”) is the systematic use of word processing software features for creating, formatting and editing legal documents.

Why do educated attorneys and law firms consider legal word processing an important skill?

Every legal case in the world requires one or more hard copy document. Law firms create and edit thousands of documents each and every day. Proper document creation, formatting and editing provides standardization, which greatly reduces costs. Simply put, proficient legal word processing skills support efficiency, and will save your law firm time and revenue.

My staff has used Microsoft Word 2003 for many years. Why would they need legal word processing training?

KAS Training has combined the core elements of Microsoft Word into a methodical, customized training program. Our training focuses on the harmonious use of the software’s basic, intermediate and advanced features. Each of the software’s features has specific and combined purposes for creating, formatting and editing legal documents. Understanding the software’s features and knowing how to combine its usage supports the productivity of any law office.

Does the KAS Training Legal Word Processing Course include Microsoft® Word® 2007?

Yes. There are two KAS Training Legal Word Processing courses:
Microsoft® Word® 2003 and Microsoft® Word® 2007.

What is the difference between legal word processing and legal transcription?

Legal transcription entails the process of transferring recorded testimony, interrogations, etc. into a hard copy document using transcriber machines and word processing software.

Legal word processing is the step in the transcription process that focuses exclusively on the proper formatting of the electronic document file, a critical part of the transcription process.

When legal documents are transmitted electronically amongst multiple collaborators, proper document formatting is a vital component to document stability. Formatting a legal

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document improperly poses technical issues that threaten the stability of an electronic file, and may require the file to be recreated and/or reformatted.

Proficient legal word processing supports the electronic stability of document files, which translates into an enormous amount of time and revenue savings.

I own a legal transcription company. Will legal word processing assist me and my staff?

Yes. Legal word processing training focuses solely on the proper use of word processing software features and how these features are used harmoniously to create, edit and format documents with time saving efficiency. The ability to transcribe, edit and format complex legal documents with added efficiency can help you to expand your legal transcription business.

I work for a small law firm. Can legal word processing help us to be more cost-efficient?

Yes. Proper document formatting is a skill that saves law firms hundreds of thousands of dollars in revenue each year. The ROI (return on investment) for legal word processing training is 100% percent and higher.

Is the KAS Training Legal Word Processing Course available to the public?

KAS Training provides training for law offices, legal departments and document production firms. If you are an individual seeking legal word processing training, contact your local community college and ask about the KAS Training Legal Word Processing Course.

How long will it take for me to complete the course?

The total course consists of 28 lessons. Training schedules are based upon the specific needs of your organization.

How much does it cost?

The instructor-led classroom is \$1199 per person (6 person minimum).

For more information call KAS Training & Development at: 888.527.3889.