

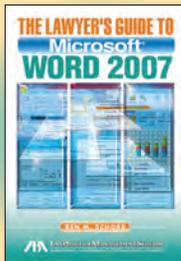
IMPROVE YOUR PRACTICE WITH THIS BESTSELLING SERIES!

SAVE 20%

Purchase two or more books from "The Lawyer's Guide" series and save 20%

The Law Practice Management Section publishes a broad selection of practical and essential books on topics from **marketing, finance, and professional development to career transitioning and practice management** that will enhance your career, help you grow your business, and manage your firm efficiently. We hope you take advantage of this **special discount** and utilize these great books!

Visit our website at www.ababooks.org for a complete listing of law practice management titles.



THE LAWYER'S GUIDE TO MICROSOFT® WORD 2007

Written specifically for lawyers, this guide will introduce you to Microsoft Word 2007 and explain the key components that will help you in your daily practice.

THE LAWYER'S GUIDE TO MICROSOFT® EXCEL 2007

Designed to help lawyers improve their efficiency and increase their productivity by explaining how to build spreadsheets from scratch, use them to analyze issues, and to create graphic presentations for trial and business.



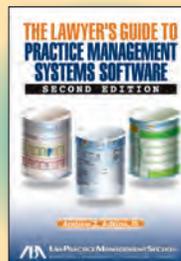
THE LAWYER'S GUIDE TO MICROSOFT® OUTLOOK 2007

From helping you log and track phone calls, meetings, and correspondence to archiving closed case material in one easy-to-store location, this book unlocks the secrets of "underappreciated" features that you will use every day so you'll be more productive, more efficient, and more successful.

THE LAWYER'S GUIDE TO ADOBE ACROBAT

3RD EDITION

Increase productivity, decrease costs, and improve client services by moving from paper-based files to digital records using Adobe® Acrobat 8 to create Portable Document Format (PDF) files.

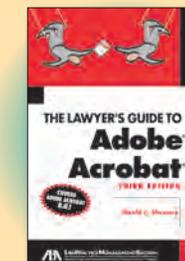


THE LAWYER'S GUIDE TO PRACTICE MANAGEMENT SYSTEMS SOFTWARE

2ND EDITION

This new edition is a complete, how-to guide to understanding, evaluating, choosing, and implementing a practice management system in your law practice.

Hurry!
This offer expires
on December 15.

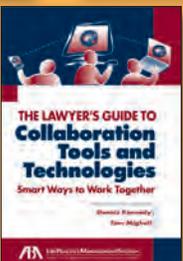
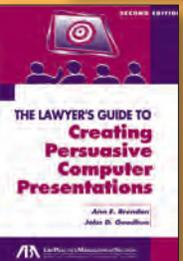
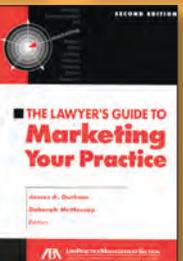
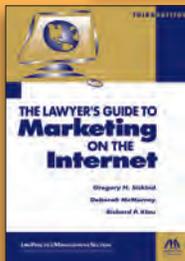
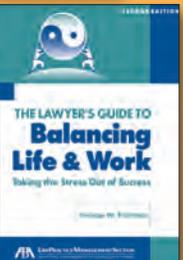
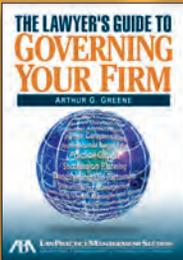
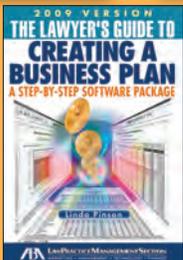
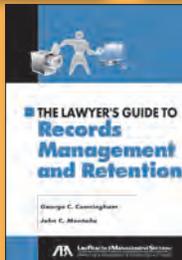
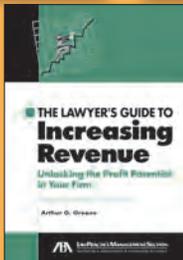
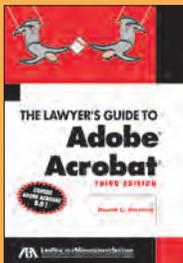
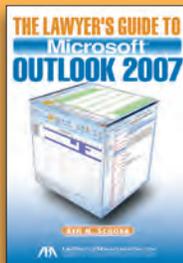
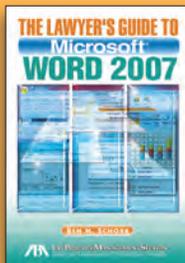


SAVE 20%

PURCHASE TWO OR MORE BOOKS FROM "THE LAWYER'S GUIDE" SERIES AND SAVE 20%!

To help you improve your law practice and stay competitive, the Law Practice Management Section is offering you a **20% discount** when you purchase two or more books from "The Lawyer's Guide" series. This special offer is valid through December 15, 2009.

For a complete listing of our books, visit www.ababooks.org. Order online or call the ABA Service Center at 1.800.285.2221. Your 20% discount will automatically calculate when you purchase two or more books from LPM's "The Lawyer's Guide" series.



ORDER TODAY AND SAVE 20%!

Online: www.ababooks.org

Email: orders@abanet.org

Phone: 1.800.285.2221 M-F between 7:30am-5:30pm CST

Fax: 312.988.5568



American Bar Association
Law Practice Management Section
321 North Clark Street
Chicago, IL 60654-7598

Non-Profit
Organization
U.S. Postage
PAID
American Bar
Association