



THANK YOU  
for taking the time to download  
the LawStream  
demo package (and thank you  
for downloading these  
instructions)

## Introduction to the LawStream Demo

### I. Downloading the Demo Package

If you have not yet downloaded the LawStream demo package, here are some tips:

- a) The link to click for the download, is on the same web page where you found the link to download these instructions: <http://www.lawstream.com/dldemomac.htm> for Mac, or <http://www.lawstream.com/downdemowin.htm> for Windows.
- b) The demo package is offered in one format (".sit") for Mac, and a different format (".zip") for Windows. Those formats have been chosen, so your web browser will have no difficulty in recognizing and downloading the demo files for your computer's operating system. Depending on the settings established for your copy of your browser, that file will either be saved to your computer's hard disk, or it will open automatically after the download is done.
- c) If your web browser appears to do nothing at all when you click on one of the download links (or if it looks as if it is trying to display a garbled text file), you can likely still download the file successfully, if you simply control-click on the link: when you do that, you will see a pop-up (contextual) menu, with some options for what your browser can do: select the option to download the link to your hard disk

### II. Opening and "Unpacking" the Demo Package

When you download the demo package to your hard disk, the result will be a single file, in a compacted format: the file contains everything you need in the download demo package, ready to be expanded by an "unstuffit" program.

### III. What You Get in the Package

The LawStream Demo folder contains several files. All of them are important, but only a few of them are files that you actually have to access directly. The files you will want to spot in your demo folder are these ones:

- ✓ The LawStream program library: this is the file that contains all the program logic and formats (windows, reports, etc.) that manage the information in LawStream;
- ✓ The Omnis Studio data base management program: this is the program file that “runs” the LawStream program library;
- ✓ The demo data file: this is the file that contains the information entered for a firm, including contact information, time entries, accounting transactions, etc..

### IV. The First Thing To Do

Start the LawStream demo the same way you would start the LawStream program for normal use: drag the LawStream icon onto the Omnis icon (there are tricks and shortcuts available for starting LawStream other ways, but that method is the most reliable way for beginners, and is least likely to cause confusion). You might be asked to specify a data file: in that case, navigate to the demo data file inside the LawStream demo folder. Note that you must select the demo data file; if you select a different file, LawStream might try to use that other file, but it will not work. To start using LawStream, sign in with the initials mentioned in the message on the initial sign-in window, and start exploring through the tabs and entry windows. The information in the data file is just test data, so feel free to experiment and explore as much as you wish. Here are a few things you can do, to start your exploration:

- Read the information in the “beginners’ basics” box (on the main home tab), and follow the suggestions in that area;
- Print one (or more) of the Introduction Sheets, to get further guidance on how to use LawStream for different types of positions in a law office;
- Produce a list of file/matter records (from the “General Lists of Files” pushbutton on the File/Matter tab);
- Produce other reports (e.g., unbilled work in progress from the Reports section of the Time/Billing tab, or one of the reports in the “Other Reports and Processes” section of the Accounting tab).

You can also take a look at the help files delivered as part of the demo package (the help files in the demo are not as detailed as those in the real/production version, but they can still give you some ideas).