

# Software SAVVY

## Enhance Productivity With Task-Oriented Programs

(NAPSA)—In many ways, computers have made it easier to manage the paperwork associated with any professional services organization. With word processing and document storage capabilities, computers help busy professionals juggle multiple priorities and recall needed information with the click of a mouse.

However, even with everything computers can do, there are still users who'd like a little more versatility and flexibility from their machines. That's because today's desktop is packed with information from a variety of sources—both inside and outside an organization. And switching between multiple applications or navigating between data sources often requires numerous mouse clicks—even to do something as simple as printing an envelope.

To address this problem, a leading consulting firm has created a “family” of software products that simplify the process of performing routine tasks. These products are targeted for any organization that utilizes the Microsoft Office suite.

Developed by Kraft Kennedy & Lesser (KKL Software), the ezFamily of products includes software that will:

- Ship—A quick and convenient way to address FedEx or UPS labels with as few as two clicks, from either Outlook or a Word document;
- Clean—Automatically scan any Word, Excel or PowerPoint



**New software helps make computers even more useful in getting routine tasks done.**

document that you e-mail to remove any metadata;

- Search—Find contact information from multiple sources with a single click;
- Number—Create customized multi-level outline numbering in Word;
- Create Templates—Automate the creation of letters, memos, fax cover sheets and pleading documents customized to your firm's design requirements; and

- Administrate—A handy desktop utility that allows authorized users to perform many routine administrative functions.

To learn more about these products and other KKL Software portal development tools, call (212) 986-4700 or visit the Web site at [www.kklsoftware.com](http://www.kklsoftware.com). Most products are available for a free 45-day evaluation.