The following is a list of the macros, templates, styles and other features in CCC Macro Pro, offered by Crowther Macro Systems for use with MS-Office and for MS-Word, in particular.

CORRESPONDENCE	
Letter	Builds a new letter, prompting for various elements and allowing you to select contacts from Outlook or another contact database.
Letter Signature	Inserts a letter signature block.
Memorandum	Builds a new memo.
Fax Cover Sheet	Builds a new fax cover sheet, prompting for various elements and allowing you to select contacts from Outlook or another contact database.
Transmittal	Builds a new transmittal, prompting for various elements and allowing you to select contacts from Outlook or another contact database.
Update Correspondence	Updates a letter, fax cover sheet, memo or transmittal, offering options to change or update the letterhead, author, date, confidentiality and delivery phrases and other elements.
Add Letter/Memo Format	Adds the letter or memo format to a document that contains only body text.

ENVELOPES AND LABELS	
Envelopes	Assembles envelopes. Allows you to capture addresses from the current document, to select recipients from Outlook or another contact database, and to include self-addressed envelopes.
Firm Mailing Labels	Assembles firm mailing labels. Allows you to capture addresses from the current document, to select recipients from Outlook or another contact database, and to include self-addressed envelopes.
Address Labels	Assembles address labels to be printed on various blank Avery address and other types of labels. Allows you to capture addresses from the current document or to select recipients from Outlook.
Bates Labels	Assembles labels with bates numbers. Allows you to specify characters to lead or follow the bates number, the starting and ending bates numbers, the number of leading zeros, and optional text to appear above or below the bates number.
Exhibit Labels	Assembles exhibit labels used to number the pages of hard-copy exhibits.

LITIGATION	
Master Pleading Captions	Assembles and stores pleading captions for each case, and allows you to manage the captions you have stored. Offers options for various courts, including state, federal, appellate and other venues, customized based upon the needs of your firm
Create Pleading	Assembles new pleadings, inserting the title, judge/date/time/place, footer and signature block, as appropriate.
Form Pleadings	This optional feature assembles various specific pleadings, prompting you for data and options and adapting the language in the pleading to correspond to the number and gender of the parties. It produces language appropriate in either the state or federal court. We provide a series of standard form pleadings, including state and federal answers to complaints, discovery requests and responses, notices of deposition, proposed orders, with language used in California, but which can be adapted to be more generic or for use in other states. We or your firm can customize the language and contents of these forms, and we can build additional custom form pleadings, if desired.
Pleading Signature	Inserts a pleading signature block, with various options including different signature block types and formats.
Master Service Lists	Assembles and stores service lists for each case, and allows you to manage the service lists you have stored.
Proof or Certificate of Service	Prompts you to select a master service list and assembles a proof or certificate of service. Includes options for various methods of service.
Verification	Assembles a standard verification to verify discovery responses, based on the California Judicial Council form.
Declaration	Creates a declaration by an attorney, party or third party, or a declaration for additional written discovery required in California.
Table of Contents	Inserts and formats a Table of Contents in a new section of your document, based on the outline numbered and other headings in your document. Allows you to select among multiple numbering schemes, to include any styles you wish, and to select page numbering and other options.
Table of Authorities	Sets up and inserts a Table of Authorities after the Table of Contents in your document, after cites have been marked using Word's native TOA feature. This macro can be integrated third-party Table of Authorities programs, as needed.
Add Caption to Document	Adds a master caption to a document containing text. If the caption uses California-style ruled and numbered pleading paper, converts the format of the document.
Add Caption Box	Prompts you for party data, then adds another caption box to an existing pleading caption.
Insert Attorney/Bar	Prompts you to select an attorney, then inserts name and bar number, with an option to insert the attorney's email address.

CCC Macro Pro - List of Features

Propounding, Responding, Set No.	Inserts the Propounding Party, Responding Party and Set No. block at the beginning of written discovery requests or responses.
Discovery Headings	Inserts discovery headings. Allows you to insert multiple headings (response, supplemental, further, etc.), to define your own custom headings, to use automatic or manual numbering, to set a starting number, to restart numbering, to bold and/or underline headings, and to specify the number of headings you wish to insert.
Add Response Headings	Adds automatically numbered Response headings to a document containing discovery requests (typically a scanned document).
Responses to Form Interrogatories	Allows you to select from a list of California form interrogatories, then Inserts the full text of selected form interrogatories, together with headings for your Responses.
Other Litigation Headings	Macros to insert automatically numbered headings for Causes of Action, Claims for Relief, Affirmative Defenses and Demurrers.
Repeat Last Heading	Repeats the last heading or set of headings inserted into a document.
Statement of Facts	Sets up a Statement of Undisputed or Uncontroverted Facts, an Opposing Statement or a Rebuttal Statement, including various numbering and formatting options.
Pleading Index	Assembles an index of pleadings. When used in an existing index, offers to add another, new volume to the existing index.
Pleading Footer	Inserts or updates a pleading footer containing the title of the document, case number and/or other data, as required by state and federal courts in California.
Firm Logo	Inserts, removes or updates the "firm logo" that may appear in the left margin of California-style ruled and numbered pleadings.
Hash Marks	Inserts hash marks (///) on blank lines at the bottom of a California-style ruled and numbered pleading.

OTHER MACROS AND TOOLS	
Outlook and Other Contacts Integration	Our correspondence, envelope, label and service list macros allow you to select one or more contacts in any private or public Exchange contacts folder that appears in your Outlook Folder List. A "Create Word Doc" menu allows you to launch the correspondence, envelope and label macros directly from Outlook. This feature also can be integrated with other contacts databases, including Interaction, Accelerator and ContactEase, and with popular case management systems such as Time Matters and Amicus. A separate Insert Contacts macro inserts contact data into the current MS-Word document, at the insertion point. This macro also handles inserting multiple contacts into tables.

Transactional Document	Creates a new transactional document with options for a cover page, numbering scheme, exhibits and schedules, page numbering and other settings; also offers options to add a title page or a new section to an existing transactional document.
Table of Contents	Inserts and formats a Table of Contents in a new section of your document, based on the outline numbered and other headings in your document. Allows you to select among multiple numbering schemes, to include any styles you wish, and to select page numbering and other options.
Signature Block	Inserts a simple two-column table with custom tab stops that may be used to create a custom signature block, most often for transactional documents.
Symbols Menu	Our drop-down and pop-up menus offer a quick and easy way to insert commonly used symbols into a document.
Draft Stamp	Inserts a DRAFT, CONFIDENTIAL or PRIVILEGED stamp or watermark into a document. May include the current date and/or time.
Notary	Assembles or inserts a standard notary acknowledgment, jurat or subscribing witness form.
Firm Address/Phones	Inserts your firm's name, address and/or phone information into the current document. Offers a choice of contents and format.
Paper Size/Orientation	Allows you to set the paper size (Letter or Legal) and orientation (Portrait or Landscape) of the current document, adjusting header and footer tabs based on the orientation and margins.
Update All Fields	Updates all field codes, including TOC and TOA codes, throughout the current document, including those contained in headers and footers.

PARAGRAPH STYLES, FORMATTING AND CLEANUP TOOLS	
Paragraph Styles	A comprehensive set of standard paragraph styles used to format the body text paragraphs, non-numbered headings and other types of paragraphs in any document. Includes a set of "Custom" styles that users may apply and adapt as desired. All of these styles are accessed using drop-down menus in a custom group on the ribbon.
Style Formatting Tab	This tab in the Ribbon provides buttons that customize the paragraph and outline numbered styles in any document, so that you can quickly modify the number format, font, font size, font attributes, alignment, indentation, tab stops, space before and after and other characteristics of any style.
Doc Cleanup Tools	Tools used to clean up and reformat the text in documents that are being converted or reformatted. Includes options to: - mark font formatting, as well as indentation, line spacing and other paragraph formatting, and export footnotes, before you copy and paste text without formatting, then restore this formatting in

	the new document - automatically apply standard styles to paragraphs - interactively or automatically apply outline numbered styles throughout a document that contains manually typed numbers - automatically apply style separators to all headings at a particular level of numbering - convert non-CCC numbering styles to CCC numbering styles - change all of the single and double quotation marks in a document to either Smart (curly) quotes or straight quotes - remove various types of field codes, including TOC, TOA, index and cross-reference codes - find and replace one style with another throughout a document - reapply styles to some or all paragraphs in a document, in order to reassert style formatting - clear all formatting from selected paragraphs in a document

OUTLINE/PARAGRAPH NUMBERING	
Outline Numbering	Displays a set of pre-defined outline numbering schemes for litigation and transactional documents, customized based on your firm's preferences. An Admin module allows your firm to add, remove and customize numbering schemes. Numbering is applied using keystrokes or buttons in the ribbon.
Outline Numbering Tools	Options to change the appearance of outline numbers, set a starting paragraph number, restart numbering, insert style separators, insert the next level number into a numbered paragraph, and use continuous numbering at a particular level of numbering.
Field Numbers	Options that insert LISTNUM field codes that behave as a single characters and can be placed anywhere in a paragraph, typically are used to number Recitals (A., B., C., etc.) and to create simple numbered lists (1., 2., 3., etc.) within paragraphs.

FORMS SYSTEM	
Forms Menu	Displays a list of your firm's forms in categories and subcategories. Forms may be used to create new documents or inserted into existing documents. Your firm can create and manage the forms, and you may insert text-based codes that display various types of prompts during assembly. The Forms Menu may include MS-Word, MS-Excel, MS-PowerPoint, and Adobe PDF forms, as well as web links.

DOCUMENTATION	
User Guide	A comprehensive User Guide describes the contents and use of the macro, style and numbering system.
Keystroke Shortcuts	List of principal MS-Word keystroke shortcuts, including custom keystrokes assigned by CCC Macro Pro.
Admin Guides	Comprehensive Configuration, Maintenance and Troubleshooting guides describe the deployment, configuration and contents of the macro system, and instructions for managing various aspects of the system.

THIRD PARTY INTEGRATION	
DMS Integration	If your firm uses document management software (including iManage/FileSite/Work, DM/eDocs, Worldox, NetDocuments, LSS Docs and others), the macro system, including the macro that inserts a document ID/footer, may be adapted to work with that system. This includes automatically inserting a document ID into the footer, and in some cases client-matter lookup and validation features.
Third Party Contact or Case Management Integration	CCC Macro Pro may be integrated with InterAction, Accelerator, ContactEase, Time Matters, Amicus, Abacus Law and other popular case and contact management software, so that you may select contacts from those programs when addressing correspondence, building service lists or just inserting addresses into a document.