MSBA PROBATE & TRUST LAW SECTION E-NEWSLETTER

April 2018

Call for Submissions

We are always looking for attorneys to write brief articles for this newsletter. Articles can focus on any issues relevant to probate and trust law. This newsletter is distributed to the Probate and Trust Law Section membership, which consists of approximately 1,095 practitioners. Writing for the newsletter is a great way to share your knowledge and expertise with your colleagues.

If you are interested in submitting an article, please contact Emma Maddy (emma.maddy@stinson.com) with your idea.

Please visit the Section's website for ideas and to see the various articles that have been written in the past.

Best Regards,
Emma Maddy
Probate & Trust Newsletter Editor

Upcoming Events and CLE Programs

- **Greater MN Probate & Trust Study Group Conference Call**
  - Wednesday, April 18, 2018 at 9 a.m. (the 3rd Wednesday of every month)
  - Call-in Number: (800) 406-9170 passcode: 1491722
  - Contact Patrick Lowther (pat@lawmanpal.com) with any questions or to join the group.

- **MSBA Probate & Trust Law Section Meeting**
  - April 19, 2018 at 3:30pm
  - Location: MSBA Office in City Center, Minneapolis

- **CLEs**
  - MSBA, April 12, 2018: What You Cannot See Can Hurt You: Advising Clients on Digital Assets
  - RCBA, April 12, 2018: Probate and 3rd Party Tort Matters Where the PR is Not the Tortfeasor
  - MinnesotaCLE, April 24, 2018: Medical Assistance How-To's for the Elderly Client
  - MSBA, May 15, 2018: Keeping the Farm

o   MinnesotaCLE, June 4, 2018: [2018 Probate and Trust Law Section Conference](#)

<u>**Tech Tip**</u>

Tech Tip: Document comparison in Microsoft Word

By: Richard Baum, Technology Chair, Probate and Trust Section

**What is it?** It is a way to compare two substantially similar documents to find differences.

Why use it? Use it when there is a need to either compare updates or changes from another party or in estate planning, to compare the documents for two spouses. Think of it as a way to zero in on the needles in a haystack.

How can this be done?

First, you should have very similar documents, as in wills or trusts for spouses or purchase agreements that buyer and seller are exchanging. Dissimilar documents can still be compared, but the differences will be so significant that you will still be looking for needles in a haystack.

Note: this example was used with Microsoft Word for Mac, version 16.11.1 (essentially Office 365). Windows users will have the same functionality, although the menu paths may appear slightly different.

First, in Word, go to Tools > Track Changes > Compare Documents… .
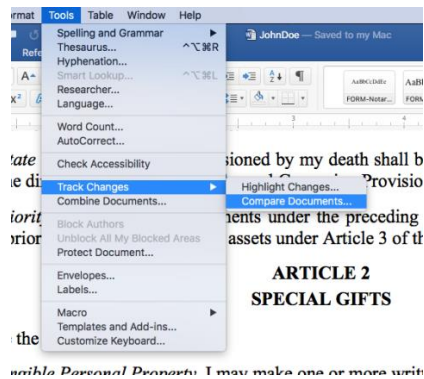
Next, locate one of the documents to compare from the "Original document" menu, then do select the other document to compare from the "Revised document" menu.
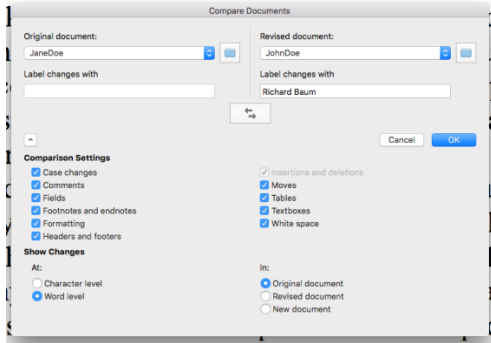
While on this menu, also select how you want the comparison to appear. Your choices are "Original document," "Revised document" or "New document." It is your call how you want to see the changes. Remember that if you see them in one of the "living" versions documents, you do run the risk of writing over that version if you start accepting or rejecting changes. Once you have selected how the comparison will appear, click OK.

Finally, the comparison will then be displayed, showing the additions and deletions between the two documents. When preparing the sample versions I deliberately mixed up the pronouns, left in brackets, and deleted language in one version but not the other. These are displayed as additions or deletions, highlighted accordingly.

Newsletter Committee Chair: Emma Maddy (emma.maddy@stinson.com)

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Current and prior E-Newsletters are posted on the website for the MSBA Probate & Trust Law Section and are available at: [Probate & Trust Law Section Newsletters](#)