Info@starklawlibrary.org

Stark County Law Library Association *February 2003*

The email address, info@starklaw library.org really works! TRY IT!!

BEGINNERS

Spreadsheet 104 - Making it Look Good

We hope that by now you are finding a variety of uses for spreadsheets in your practice. Findtutorials.com offers a very clear, concise description (with illustrations) of the different ways to format your spreadsheet to improve it's appearance. It is located at: <http://tutorials.findtutorials.com/read/category/103/id/348/p/1>

"Working with Worksheets" at <http://tutorials.findtutorials.com/read/category/103/id/349> demonstrates how to insert and delete rows and columns, insert and delete selected cells, insert and delete worksheets, move and copy a worksheet, rename a worksheet and change the color of a worksheet tab.

"Printing a Worksheet" at <http://tutorials.findtutorials.com/read/category/103/id/346> will go over such items as: how to preview and print a worksheet, print a selection, change page orientation and scaling, set page margins and centering, setup headers and footers, set print and clear a print area, insert and remove a page break, print column and row titles and set other options.

Try your hand at reproducing this case summary.

Mr. Phil Client
123 4th Street SE
Anytown, Anystate Zip Code

Today's Date

Date of Service	Services Rendered	Hours	Amount
3/1/02	Initial conference with client to review facts regarding separation, assets and liabilities, status of negotiations with spouse.	1.5	$315.00
3/2/02	Draft divorce complaint, statistical form; phone conference with client to obtain additional information for same	1.15	$241.50
	ETC.		$556.50

INTERMEDIATE 10 Design Tips

"Follow these design tips to avoid looking unprofessional."

"In our 'do more with less' world, all too often someone with little or no design training gets assigned the tasks of a designer. People who don't have design training have a tendency to make the same mistakes. Follow these design tips to avoid looking unprofessional." [1]

1) No Centered Paragraphs
Have you ever actually
tried to read
text that's centered?
Keep centering
for headlines.

2) No Decorative Fonts in All Caps
Once again, it's almost impossible to read and it just screams amateur.

ALL CAPS

3) No White Space
A little white space (space with nothing in it) will go a long way to getting your information read.

4) Less is more
You'll pack more of a design wallop if you use just two or three fonts. You can even create interesting designs by sticking to just one typeface (a collection of fonts in the same family; **Times bold** and Times regular are part of the Times typeface). **Color**, too, can be used for impact. **If everything is in color, or in different colors, that impact gets lost.**

5) Don't Box Me In
Boxes should be treated with the same restraint as colors and fonts.

Use boxes to emphasize important information, such as a sidebar or a pull quote.

6) Getting Spacey
Two spaces dates back to typewriters and monospaced fonts, where the extra space was needed to differentiate the end of a sentence from the space between words. Two spaces are no longer necessary, and are in fact distracting, with today's proportional fonts.

7) Tie Headings to Text
Headlines should be visually tied to the text they head. You want very little space between your headline and the following text, and a larger space between the end of the text and the next headline.

8) Reversal of Fortune
Reversed text (white text on a black or dark background) is a great way to draw attention to text. Too many reverses make pages look very dark.

9) Relying on Defaults
Programs come set with default fonts, font sizes, line spacing, and more. You can change defaults; in fact, you usually want to. Space before and after paragraphs is often set to zero, and so on.

INTERMEDIATE 10 Design Tips (Continued)

10) Proofread

Proofreading is more than just running spell check on your text. Spell checkers are great; they just don't catch things like its and it's. Both words are spelled correctly, but its implies possession, while it's is a contraction meaning "it is." You should actually read your text; in fact, you will most likely catch more spelling errors if you read your text backwards.

ADVANCED More on the Dragon

"Speech recognition works, and it works well." [2]

Richard Bergovoy, in the November 29, 2002 issue of TechnoLawyer's Fat Friday, explains what you must do to get high accuracy (around 95%) with Dragon NaturallySpeaking.

1) It is essential to have a good sound card -- the "basic" model which is offered with most computer bundles will probably not be good enough.

2) It is necessary to buy an upgrade microphone -- the cheap, flimsy models that come with the voice recognition software are not good enough either.

3) You may need to experiment with different microphones to see which are most compatible with your sound card.

4) You will need to determine the optimal distance between your mouth and the microphone, which is critical for accuracy, and the optimal volume settings for your soundcard. [3]

The following is Mr. Bergovoy's "how to" on a bypass allowing folks to route their dictation through their speakers in "real time" to better determine distance and volume.

1) Open the Dragon software, and hit the "plus" sign on the numeric keypad to turn on the microphone.

2) Click Start, Programs, and the software for your soundcard. (For SoundBlaster, the program group is probably called "Creative.") Then open the application called "Mixer" or something similar.

ADVANCED More on the Dragon (Continued)

3) Click on the button in the mixer software to turn on the microphone function, which Dragon normally automatically turns off. When you speak into your microphone, you should now hear the words broadcast from your speakers. If not: turn up the volume on your speakers and push up the volume slider on the mixer software.

4) If you still get no sound, click Start, Programs, Accessories, Entertainment, Volume Control, Play Control, and make sure:
   a) the volume slider on Microphone Balance is high enough
   b) the mute box for Microphone Balance is unchecked
   c) the mute box for Play Control Balance is unchecked.

(But uncheck the "Mic boost" setting on Microphone Balance/ Advanced Controls, and don't worry about the Record Control settings. You can switch between Playback Control and Record Control and vice versa by clicking Options/Properties.) [4]

FOOTNOTES

[1] Litt, Judy "Top 10 Tips for Non-Designers." Graphic Design. 2002. About, Inc. 3 Jan 2003. <http://graphicdesign.about.com/cs/generaldesigntips/tp/aatpnondesigner.htm>. From: About.com Graphic & Design Newsletter. 3 Jan 2003.

[2] Tredoux, Paul. "FF: Speech Recognition and Related Services Come of Age." (electronic newsletter) The TechnoLawyer Community, to subscribe <http://www.technolawyer.com/member/index.asp> (8 Jan 2003) (Copy on file with author).

[3] Bergovoy, Richard. "FF: Speech Recognition and Related Services Come of Age." (electronic newsletter) The TechnoLawyer Community, to subscribe <http://www.technolawyer.com/member/index.asp> (8 Jan 2003) (Copy on file with author).

[4] Email from Richard Bergovoy (Wed 12/11/02 11:09 AM) (on file with author)

By Nancy Stinson, MLS
nancy@starklawlibrary.org