

Technology

Take a Shortcut

Simple Tricks in Everyday Programs Can Shave Off Wasted Workdays

By DANIEL J. SIEGEL

In today's technology-centered world, everyone uses a computer. Yet most computer users have never learned many of the shortcuts that can make their lives easier. Instead, they do things the old-fashioned way, often taking far longer to accomplish even the most simple tasks. In this article, I will share some timesaving computer shortcuts. In fact, if you add up the time that some of these "tricks" can save you, you will discover that you are saving many hours of keyboard clicking over the course of a year.

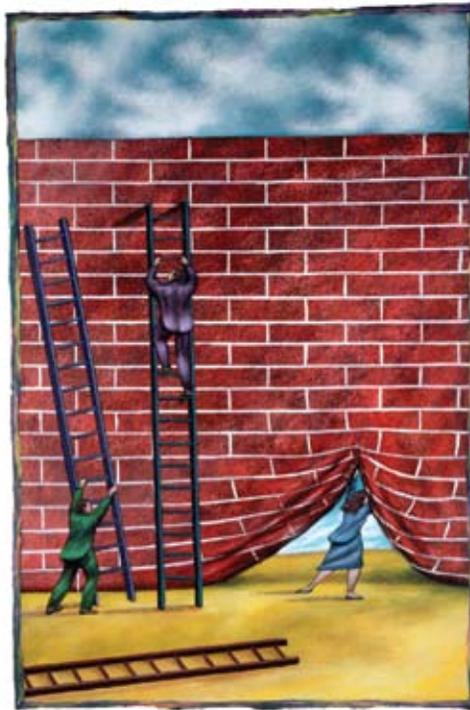
Every software program includes shortcuts designed to make using it easier. For example, you can customize most programs just by right-clicking (using the right mouse key) on their toolbars and selecting Customize. This will bring up a dialogue box that lists various program features. Then, just highlight the particular feature you want to add to the toolbar by left-clicking (using the left mouse key) on it, and drag and drop it wherever you want it.

Similarly, the right-click feature often provides a wealth of assistance to computer users. Try it. Highlight a word in Microsoft Word or Corel WordPerfect and you will see a variety of options, including "cut," "copy," "paste," and "look up." If you right-click on your desktop, you can arrange your icons in many ways, and by clicking on "Properties," you can customize how virtually every window and tool looks on your computer.

While many people believe that they must always use their mouse, sometimes it can be far more efficient to use the keyboard. Windows includes many keyboard

shortcuts that are quicker than the mouse. Just highlight some text and try the following combinations:

CTRL+C: Copy
CTRL+X: Cut
CTRL+V: Paste
CTRL+Z: Undo
CTRL+B: Bold
CTRL+U: Underline



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CTRL+I: Italic
Here are some keyboard only commands that are equally helpful:

F1: Windows Help
SHIFT+F10: This is the same as right-

clicking

CTRL+ESC: Opens the Start menu (then use an Arrow key to select an item)

CTRL+ESC or ESC: Selects the Start button

ALT+TAB: Switches to another open program

SHIFT: If you press and hold down the SHIFT key when you insert a CD or DVD, you will bypass the automatic-run feature

ALT+underlined letter in menu: Opens the specific menu (e.g., ALT+F opens the File menu)

ALT+F4: Closes the current open window

One of the easiest ways to save time is to place commonly used programs on your Desktop, eliminating the need to press Start, and then All Programs constantly, after which you still must search for the one you want. To place a shortcut to any program or file you want on your Desktop, simply locate the program or file icon in My Computer (available in the Start menu), right-click on it, select Send To, highlight Desktop (create shortcut), and a shortcut to the program or file will appear on the desktop.

Moving from your Desktop to PowerPoint presentations, think how many times you have watched as a speaker tries to navigate backwards or forwards, or wants to move to a specific slide. They tend to fumble around as if they have never seen their own presentation before.

There are easy solutions. If you are in the middle of a presentation and need to jump forward or backward to another slide while in Presentation mode, just type the slide number you want to move to and hit Enter to jump right there. To make doing this easier, print a thumbnail list of all your slides to use as a handy reference with each slide's number included. To print the thumbnails, choose File > Print. In the Print menu box under Print, select Handouts from the dropdown menu, then set the number of slides you want to appear on a page.

On the other hand, if you have ever been

FOUR FAVORITE TIMESAVING SHORTCUTS

1. Put the Taskbar on the left side of your screen

Everyone keeps the taskbar at the bottom because that's where it was when you bought your computer. When the taskbar is at the bottom of the screen, however, it is hard to know what programs are open once you have more than a couple running. Your taskbar will be more functional when it is on the side of your screen. You can see more items and see them more clearly. It takes getting used to, but once you do, the benefits are tremendous. To move the taskbar to the side of your screen, just drag and drop. To adjust your taskbar properties, right click on the taskbar, and click on "Properties." You will want to check "Auto hide the taskbar" so that it is hidden when you don't need to use it.

2. Customize the Start Menu

The more you customize your Start Menu, the more efficient you will be. To customize your Start menu, right click on the taskbar, click on "Properties," select the "Start Menu" Tab, and then select "Customize." Then, explore all the options that will make using your computer easier.

3. Place Shortcuts on your Desktop

If you use a program or a file frequently, put it on your Desktop so you can access it easily. To place shortcuts on your Desktop, right click on the icon, select "Send To" and then Select "Desktop."

4. Use Online Resources

Microsoft has countless resources designed to make using its programs easier (as do many other companies). Visit <http://office.microsoft.com> for help, downloads, templates, etc. to make using all of the Office programs easier.

in a situation when you have to end a presentation immediately – even though you have 18 slides left, just hit the End key and you will go right to the end. If you make the mistake of striking the Home key, however, you will be taken to your first slide.

Of course, when it comes to law firms, the most commonly program – and the most commonly under-utilized program – is Microsoft Outlook. To save time in Outlook 2003 and Outlook 2007, use the Reading Pane. By enabling the Reading Pane (preferably on the right), you will be able to view most of your e-mail messages without having to double-click and open them. To turn on the Reading Pane, click View, select Reading Pane, and then Right. After the Reading Pane appears, you can resize the windows (click and drag their borders) to configure the view the way you like it. Even better, you can even mark messages as "read" after you view them. Just click Tools, then Options. Select the Other tab, click the Reading Pane button, check Mark items as read when viewed in the Reading Pane, and enter how long you want to wait before marking the items read. You can also have items marked as "read" when you move to the next message simply by selecting Mark item as read when the selection changes.

There are a number of shortcuts that, like

their counterparts, will allow you to move easily between Outlook folders:

- Ctrl + 1: Inbox
- Ctrl + 2: Calendar
- Ctrl + 3: Contacts
- Ctrl + 4: Tasks
- Ctrl + 5: Notes

Finally, how many times a day do you type www. and .com when searching the Internet? There is no need to do so. Instead, just type the name of the Web site - like "amazon" - and then hit CTRL-ENTER (all at one time). Internet Explorer, Opera and other browsers will then fill in the rest and take you to your desired Web site. And by the way, capitalization does not matter in Web site addresses or in e-mail addresses. So stop using the SHIFT key and just type those names and addresses.

These are just a handful of the many ways you can save time and be more efficient when using your computer. After a while, when you save a few seconds here and a few seconds there, you're suddenly saving minutes, and hours, and days. ■

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Disaster Planning Resources

In each issue of *Bar Reporter Online*, members can now find a link to the Disaster Planning Committee's online resource page. The Committee has compiled vital



information to help members plan for emergen-

cies and made it available in one location online for simple, consolidated access. Get connected to traffic, weather, emergency services information and guidance on preparing homes and businesses for disaster situations through the quick link in BRO or on the Association's Web site, philadelphia.org.

Common Pleas E-Filing In July

The highly anticipated civil e-filing system for the Court of Common Pleas is expected to go live in July 2008, the court recently announced. A tutorial and manual will be available online at the court's Web

site, courts.phila.gov, along with many other resources for navigating the new system. The Web site also will be updated with information about training for the optional system,

which will be available through the court. The e-filing system will become mandatory within six months after the initial launch. For further assistance, the court also has compiled an FAQ section for the e-filing site based on questions raised at tutorial sessions.



Technology Staffing Disparate

Few solo or small firms reported employing any technical staff for their offices, according to the 2007 ABA Legal Technology Resource Center Survey. About 80 percent of solo practitioners and 60 percent of

small firms have no IT staff, but slightly larger firms of ten to forty-nine attorneys are much more likely to employ technology support staff – 80 percent do.

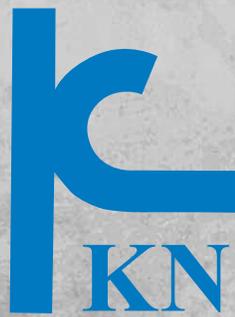
Solos and small firms rely on vendor and manufacturer support or product consultants for technical support, at 57 percent and 65 percent, respectively. Five percent and 1 percent of medium and large firms, respectively, reported having no IT support on staff.





Whether you're the sportscar type or an SUV commandeer, these **cutting-edge laptops** have all the special options you could hope for in a computer. The sleek **Asus Lamborghini VX3** features the trademark yellow exterior of the famed Italian luxury vehicle, an enormous 320 GB hard drive under the hood and a built-in 0.3 megapixel Webcam, while the rugged **Dell Latitude XFR D630** comes equipped with a shock-protecting magnesium chassis and handle, sealed keyboard and integrated GPS capability. On the Autobahn or off-roading, these high-performance machines will give any project a jump-start.

Specifications	▶ Asus Lamborghini VX3	▶ Dell Latitude XFR D630
Weight	3.7 lbs.	8.98 lbs.
Dimensions	12 in. x 8.66 in. x 1.22 in.	13.9 in. x 10.2 in. x 2.6 in.
Screen size	12.1 in.	14.1 in.
Screen resolution	1280 x 800	1280 x 800
Hard drive	320 GB	80 GB
RAM	4 GB	4 GB
Operating system	Windows Vista® Ultimate	Windows® XP
Processor	Intel Core 2 Duo T9300	Intel Core 2 Duo T7500
Wireless	Bluetooth 2.0; Intel Wireless WiFi	Bluetooth 2.0; Dell Wireless 5720
Battery	3-cell or 9-cell	6-cell "Smart" lithium ion with ExpressCharge
Graphics	NVIDIA GeForce 9300M G	Intel Graphics Media Accelerator X3100
USB ports	4	4
Extras	Optical mouse, carrying case, leather mouse pad	QuadCool external thermal management
List price	\$3,299	\$3,899



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