

Craig Ball's Tips and Sites for LegalIT 2010

1. Printer.com says shifting from Arial to Century Gothic cuts printing costs by almost a third.
2. **You can re-enable the Quick Launch toolbar in Windows 7.** To do so, right-click a blank area of the taskbar and choose Toolbars, then New Toolbar. In the Choose a folder window that appears, type the following text into the Folder field:
`%userprofile%\AppData\Roaming\Microsoft\Internet Explorer\Quick Launch`

Click Select Folder. You'll see the Quick Launch toolbar appear in truncated form at the right of the taskbar. To modify this appearance, unlock the taskbar (right-click in an empty space on the taskbar, then clear the Lock the taskbar check box). Drag the taskbar where you'd like it. Right-click the Quick Launch toolbar and disable two options: Show text and Show title. This will make the toolbar look as it did in previous Windows versions

3. **Add God mode to Windows 7 and Vista** and gain maximum customization through 274 settings tools: Create a new folder and name it `GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}`
4. **Recursive Listing in Win Explorer (Explore Full Contents of any Tree or Drive):** Now and then, you'll want to see a list of every file on a drive or disk, or within all the branches of a folder tree. It sounds like something that should be easy, but Windows didn't natively support the ability to "recurse" through all the branches of a file tree when listing folder contents. But you can trick Windows into giving such a recursive view by entering *.* into the search box that appears at the top right of each folder.
5. **Google-izing your Law Practice:** All 25 tips could easily be on the many ways Google can make your life and practice easier, more productive and more entertaining. Starting with iGoogle, you can build your own custom portal incorporating the documents and information you need. I've used Google Calendar in my practice since its introduction and find it to be everything I need and more. I can share my calendar selectively with staff and family, set reminders and seamlessly synch with Microsoft Outlook and handheld devices and phones.

Though Gmail is nothing new, I can't figure out why anyone uses anything else. You can add custom logos and your own domain name, so Gmail eliminates my need to spend a dime on an Exchange server. It has full POP and IMAP support. Best of all, the message threading and search capabilities are serious timesavers.

6. **Upload files in any format to Google Docs:** You can upload a file of any type, up to one gigabyte in size, to Google Docs and share it securely with anyone you choose. Now, you can backup any files you don't want to lose to the Cloud. You can buy extra space in 20GB blocks for \$5.00 per year. You can buy huge (i.e., multi-terabyte) blocks of space.
7. **Using Google Docs to share our grocery list:** The way my family uses Google Docs to share the household grocery list may give you some ideas as to how Google Docs' collaborative capabilities. We have a large computer screen built into one wall of our kitchen. We keep a window logged into a document on Google Docs that we share publically. Anytime someone adds an item to the kitchen list, Google automatically publishes the updated document to the

web. Everyone's cell phones have a shortcut button to the public page, so anyone at the store can press one button and see the updated grocery list.

8. **GOOG411:** GOOG411 brings the power of Google and voice recognition to your cell phone, and it may save your life if you're ever tempted to run a search for a business address or phone number when driving. Just dial 1-800-GOOG-411 and it will not only find the business you want to call anywhere in North America, it will connect you for free.
9. **Goggle Alerts** (<http://www.google.com/alerts>): When something happens in my specialty or involving a client or colleague, Google lets me know with an alert. By setting Google alerts for the people and topics important to me, I hear news about them almost as soon as it hits the web. It's a great way to build client relationships and stimulate opportunities for new business.
10. **Google Fast Flip:** (<http://fastflip.googlelabs.com/>) Google Labs is always coming up with neat, free tools. Fast Flip allows you to quickly scan the major print news outlets for headlines and popular or controversial stories. Honorable mention to similar headline aggregation site, alltop.com.
11. **Six Google features you'll love:** track packages, currency exchange, unit conversion, movie times, flight status, phonebook
12. **Three Google Super Search Tips:**
 - a. **To limit your search to the contents of a single website:** Site: [name of site] [query]
 - b. **To require an exact match to a search term, precede the term with a plus sign. To return only responses that exclude a word, precede the word to be excluded with a minus sign.**
 - c. **To find only files of a particular type (e.g., .doc, .ppt):** filetype:[file extension] [query]
13. **Seatguru.com:** A bad seat can make a long flight feel interminable. Seatguru.com tells you which seats to avoid and which have extra room or perks (like power connections). With seatguru.com, you never need to be stuck in a seat that won't recline or lacks a window.
14. **Skype:** Hopefully, you've heard of Skype, but I want to share a story of how Skype really saved the day in the most unlikely of places: deep central Turkey. There's no better, cheaper way to stay in touch across the world.
15. Use intelligence gleaned from **biddingfortravel.com** to get extra bids in **priceline.com**.
16. www.freeconferencecalling.com: This service allows you to set up high quality conference calls at no charge and includes the free ability to tape the calls along with an easy-to-use control panel to manage callers.
17. **E-Discovery Resources:** **EDDUpdate.com, Ediscoverylaw.com, EDRM.net and CraigBall.com.**
18. **The EDD Keyword Search Delusion:** Blair and Marron Study
19. **File formats matter to the bottom line**
20. **Using buzzword at adobe.com** to create gorgeous collaborative documents.
21. Use **istockphoto.com** and **corbis.com** to get great images to beef up reports, presentations education and persuasion.
22. **Overnightprints.com** for quick, cheap printing and simple online design tools.
23. **APMStudios.com** for low cost conversion of any videotape to digital formats.
24. Great streaming from **TED.com, Accuradio.com, Hulu.com** and **Netflix.com**. The last can be streamed through any X-Box with a Net connection.

25. **Become More efficient on Windows and Office:**

Windows Keyboard shortcuts: For a complete list: <http://support.microsoft.com/kb/126449>

Windows Logo = Launches Start Menu

Windows Logo + E = Launches Windows Explorer

Windows Logo + D = Shows the Desktop

ALT + TAB = Switch between open programs

CTRL + C = Copy

CTRL + X = Cut

CTRL + V = Paste

CTRL + A = Select All Items in Current Window

CTRL + Z = "Undo"

CTRL + Y = "Redo"

Customizing your Office toolbars