

# Technology

## Make Word Work for You

*Ribbon Bar, Quick Access Toolbar Help You Get the Most out of Your Word Processor*

BY DANIEL J. SIEGEL

**T**he practice of law is changing. Years ago, every attorney had a secretary and, perhaps, a file clerk or some other assistant. Attorneys would dictate their correspondence, pleadings, contracts and other documents. The clerical staff would then transcribe the attorneys' words, provide a printed draft to their bosses, who would note any changes on the documents and then return them to the clerical staff to make more changes. Those days have passed.

Nowadays, because of the advent of technology and because of the need to reduce costs, support staffs are shrinking. Recent articles have highlighted the impact of these culture shifts. According to Thomas S. Clay, a principal with Altman Weil, non-lawyer staff is the first cost firms consider when pondering staff reductions. In addition, he noted "technological advances have rendered many of the traditional duties of law firm support staff nearly obsolete."

Similarly, D. Casey Flaherty, corporate counsel for Kia Motors, turned heads when he audited his outside counsel's technological competency, and discovered that they were woefully inefficient in their use of Word, Excel, Adobe Acrobat, and other software programs used by most law firms.

Thus, the days of ignoring technology are disappearing quickly. While I continue to speak with managing partners who boast that until their

clients require them to become more tech savvy, they are happy, and thriving, doing things the old way, their ranks are shrinking daily. Because the problem is only partially generational (Flaherty's findings applied to lawyers of all ages), it is important for lawyers to improve their competency with some of the common software they use. In that vein, this column (and future ones) will provide some tips to help lawyers become more productive with technology. In this article, we will look at Microsoft Word (since 2007) that utilize the Ribbon Bar. Some of these tips (those marked with a ■) apply to any Microsoft Office program that has a Ribbon Bar.

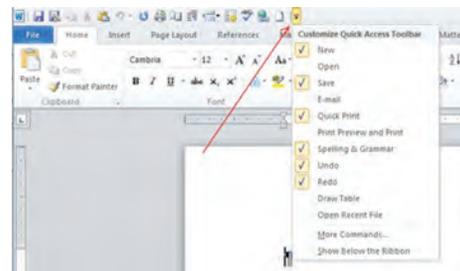
### USE THE RIBBON BAR

When the Ribbon Bar was first introduced, many users either hated it or simply did not want to use it. However, it really does allow users to get a lot more done. The Ribbon Bar is designed to help users quickly find the commands they need to complete a task. Each Ribbon Bar tab relates to one type of activity, such as writing or laying out a page, or inserting information. The commands on each tab are organized in groups. Tabs are only displayed when either selected or needed. For example, when you want to edit a picture, the Word will display the Picture Tools tab; otherwise, you will not see it.



### CUSTOMIZE THE QUICK ACCESS TOOLBAR ■

As helpful as the Ribbon Bar is, the Quick Access Toolbar is the one place where users can add the commands they use all the time so that they appear all the time. When you click the down arrow on the toolbar, it allows users to select common features users want to appear, including Save, Print, Spelling & Grammar, and others. In addition, selecting "More Commands" on the dropdown menu allows users to select virtually any command in the program. Thus, users who regularly use the Section (§) and Paragraph (¶) symbols, can include the "Insert Symbol" (Ω) command merely with a few mouse clicks.



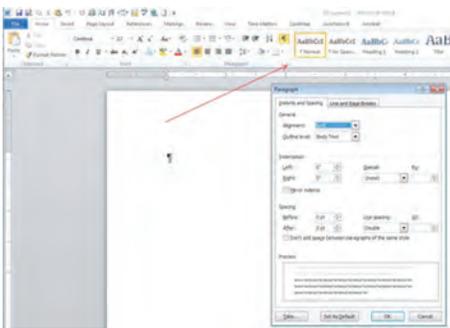
### CHANGE THE DEFAULT SETTINGS (FOR PARAGRAPHS AND MANY OTHER FEATURES) ■

The default line spacing, font and other settings in Word often defy logic. For example, the default line spacing in Word 2013 is 1.15. In addition, by default, paragraphs are followed by a

## Gone are the days when attorneys can simply ask their support staff to “take a letter.”

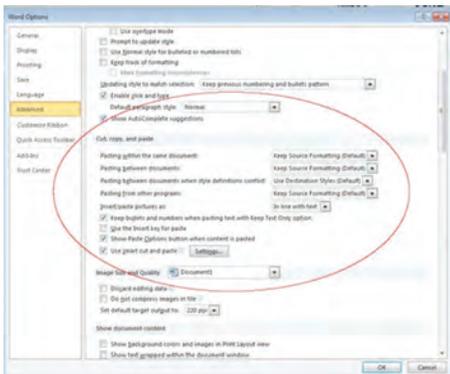
blank line and headings have a space above them. But users can – and should – change the default settings to reflect how they regularly use the program.

To change the Paragraph settings, go to the Home tab, and click the Line and Paragraph Spacing button. Select “Line and Paragraph Spacing.” In the Paragraph dialog box under Spacing, select the Line spacing dropdown menu to adjust the line spacing. Users can also adjust the paragraph spacing settings if they desire. Next, click “Set as Default.” In the dialog box, click the button next to “All documents based on the Normal template” and then click OK. Your settings will be saved and apply to all subsequent documents created.



### CHANGE THE COPY & PASTE OPTIONS ■

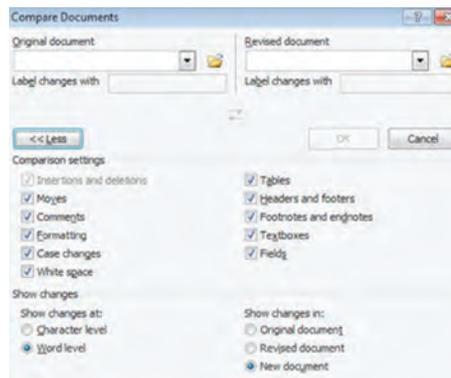
It gets tedious quickly to have to change the format of text you paste after copying or cutting it in Word. You can change the default, however. To do so, click the “File” tab, then “Word Options,” and then go to the “Advanced” section. Go to the “Cut, copy and paste” section, and use the dropdown menu to pick your new default settings for format pasting.



### COMPARE TWO DOCUMENTS

There are times when you need to compare two documents. Fortunately, Word includes a tool that lets users compare two documents with each other and to mark up the document while displaying the differences between the documents. In Word 2010 and 2013, go to the “Review” tab, select the Compare tool, and choose Compare. Word will display the “Compare Documents” dialog. Next, select the original and edited (or any two) versions of the documents you want to compare, and the type of mark-up you want. When you have finished specifying the parameters that you want, click on “OK” and Word will make the changes and display the two documents side by side.

Gone are the days when attorneys can



simply ask their support staff to “take a letter.” As a result, lawyers need to know these – and the many other – ways to customize and use their Microsoft Office programs so that they provide the most benefits possible. ■

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## Protect Your Nest

Nest, the folks who brought us the learning thermostat, have a new gizmo on the market. It's the Nest Protect smoke and carbon monoxide alarm (nest.com) that promises not to start shrieking when you burn toast or when your stir fry gets too smoky.

Nest Protect gives an early warning called “heads up” when smoke or carbon monoxide is detected. The device speaks in a human voice and lights up yellow. It'll let you know where the smoke or CO levels are elevated. Once you check out the problem, you simply wave your arm to stop the alert, so there's no need to rip the batteries out or wave a towel to move the smoke.



It'll even send a message to your tablet or smart phone letting you know when the alarm has been triggered. Nest says once Nest Protect is installed, it learns the configuration of the room and automatically calibrates itself. Calibration takes just a few seconds, and occurs within 24 hours of installation. And if you decide to redecorate and move the furniture around in a room where you already installed Nest Protect, Nest Protect will calibrate itself automatically within a few days.

Nest Protect has several alert colors in its light ring. Blue and green lights appear during setup and configuration. A soft white pathlight turns on as you walk beneath Nest Protect in the dark. The yellow light is the aforementioned “heads up.” A red light means harmful levels of CO or smoke have been detected and is accompanied by a loud voice and alarm indicating where the trouble is.

Nest Protect is available online and can be purchased at the Apple Store, Best Buy and bigger home improvement stores for \$129. ■



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Nissan Leaf



Ford Focus Electric

**IF YOU'RE LOOKING TO DRIVE GREEN BUT DON'T WANT TO SPEND A TON OF MONEY ON A ELECTRIC CAR**, the Nissan Leaf and Ford Focus Electric are two vehicles to consider. They're similar in size and price and both are hatchbacks, allowing you to store things for your travels. The Leaf has been around since 2011 while the Focus Electric first arrived in 2012. Both are fun little cars that will leave you smiling when you drive past the gas station.

FEATURES	NISSAN LEAF	FORD FOCUS ELECTRIC
DRIVING RANGE	75 MILES PER CHARGE	76 MILES PER CHARGE
CHARGING TIME	7 HOURS USING 220-VOLT OUTLET (21 HOURS FOR STANDARD WALL SOCKET)	2.5 HOURS USING 240-VOLT OUTLET (21 HOURS FOR STANDARD WALL SOCKET)
QUICK CHARGE OPTION	80 PERCENT CHARGE IN 30 MINUTES (PUBLIC DC FAST CHARGE STATIONS)	N/A
MOTOR	80-KW ELECTRIC MOTOR	107-KW ELECTRIC MOTOR
HORSEPOWER	107 HORSEPOWER	143 HORSEPOWER
DRIVE TRAIN	FRONT WHEEL DRIVE	FRONT WHEEL DRIVE
WHEELBASE	106.3 INCHES	104.3 INCHES
SEATING CAPACITY	5	5
PRICE	\$29,650	\$39,995