



David Nuffer
U.S. Magistrate Judge

Salt Lake City, Utah
November 3, 2006

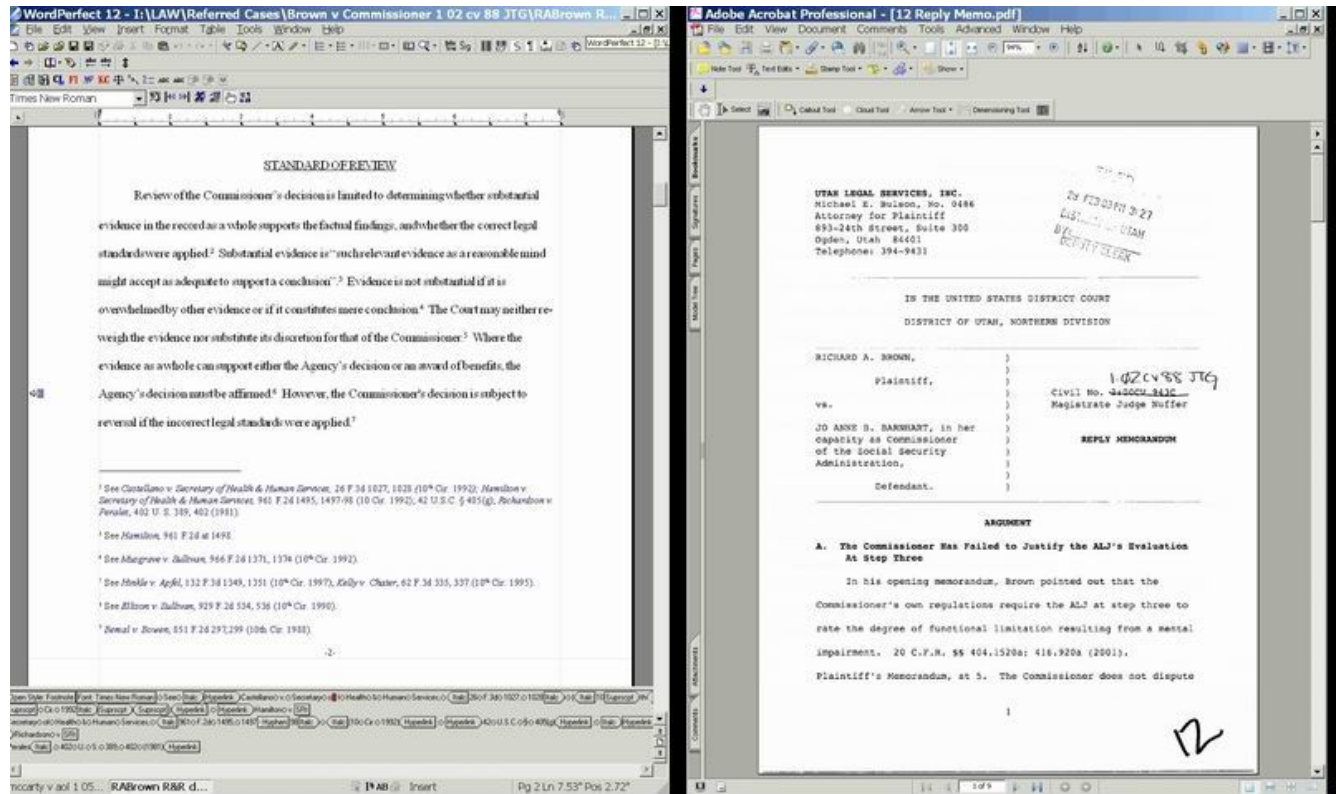
15 Tips in 15 Minutes

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Blue text in this document is a hyperlink. Download it at http://www.utd.uscourts.gov/judges/nuffer_resources.htm

Multiple Monitors or Large Monitors

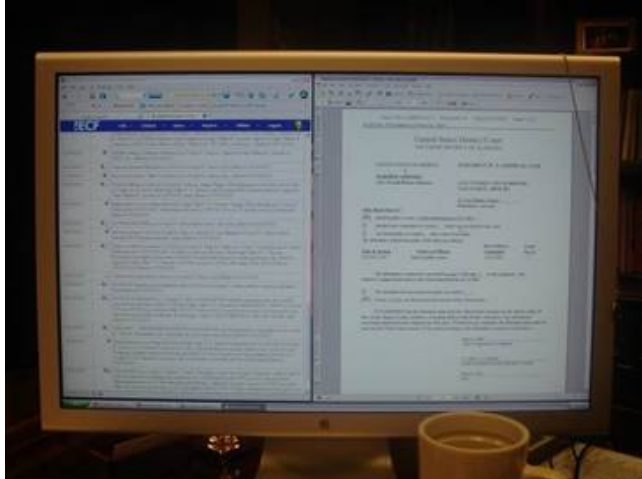
Fundamental to the ability to work effectively in the electronic world is an *electronic desktop*. In the paper world, we work on a large desk to be able to work with many items at once. In the electronic world, a *large virtual desktop enables us to work simultaneously with many electronic sources* of information while we do our work, which may include electronic composition, analysis and communication.



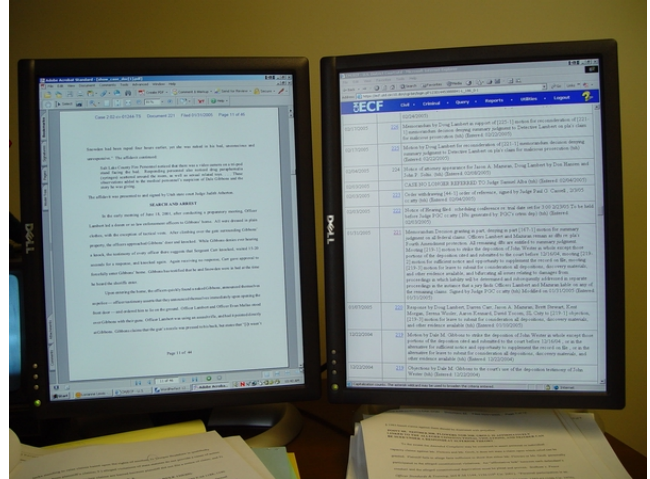
Word Perfect document

Adobe Acrobat document (from CM/ECF)

Multiple monitors or large monitors allow view of many source documents (Westlaw, Lexis, PACER, CM/ECF, PDF files) while composing other documents (Word or WordPerfect or CM/ECF). Multiple documents from the same application may be viewed side-by-side. Copying and pasting between screens or windows is possible because all monitors are connected to the same computer. (If using multiple monitors, it is best to use identical displays.)



a large display, showing two windows



two monitors side by side, rotated

Operating systems since Windows 98 permit creation of a large "virtual display" which spans several physical monitors, if the computer has a video display hardware which can drive two monitors.

The **capability to have two displays is built into most laptop computers** (control panel at right).

The dual display features are regulated in the Display Properties control panel, Settings Tab.



Microsoft help pages describe how to use multiple displays:

[Turn on dual monitor support](#)

[How to Enable Multiple Display Support Using Windows 98](#)

[HOW TO: Set Up and Troubleshoot Multiple Monitors in Windows 2000](#) (This article includes information on installing multiple display adapters.)

[HOW TO: Configure and Use Multiple Monitors in Windows XP](#)

In many desktop computers, it is possible to use **two standard display adapters** to drive dual monitors to create a large integrated desktop.

[Hardware Requirements for Multiple Display Support in Windows 98](#)
[Hardware Requirements for Multiple-Display Support in Windows XP](#)

Many manufacturers supply **single slot display adapters with two heads** (cable connections) which support two monitors on each card. More than one can be used in one computer to drive more than two displays.

[NVIDIA](#) [ATI](#) (use keyword "dual display" to search products) [Matrox](#)

Many display adapters are able to use **special software which permits [rotation of displays](#)**. A rotated flat panel allows the user to "page through" documents and see an entire page at a time on the virtual desktop. The user's experience with electronic documents then resembles use of paper on a physical desktop.

[NVIDIA software](#) [ATI software](#)

Dell Laptops with the ATI Mobility Radeon X300 video card have the ability to rotate an external monitor or, if you have a docking station, two monitors may be rotated. [Instructions](#)



http://www.utd.uscourts.gov/documents/Dual_monitors.html

Hyperlinks to Cited Authorities

Include hyperlinks to authorities cited in your memoranda by using [WestCiteLink](#) or [LexLink](#), part of [LexisNexis Citation Tools 2003](#). See a [sample document with hyperlinks](#). [Another sample](#). [Another sample](#) with a table of contents. [Sample document with Lexis links](#). Click on a link in the sample documents or on blue text below in this sample to see how hyperlinks make it easy to find cases, statutes and rules.

The United States of America filed a petition to enforce its May 19, 2005 IRS Summons ("the Summons") pursuant to 26 U.S.C. §§ 7402(b) and 7604(a). Judge Stewart issued an Order to Show Cause on January 25, 2006, which referred this matter to the undersigned under 28 U.S.C. § 636(b)(3). [United States v. Jones](#), 581 F.2d 816, 817 (10th Cir. 1978) (referring IRS summons enforcement to magistrate judge <http://www.westlaw.com/find/default.wl?rs=CLWP3.0&vr=2.0&cite=581+F.2d+816>

The tool to create research hyperlinks for Microsoft Word or WordPerfect is free. The person viewing the document incurs Westlaw or Lexis charges. The court has Westlaw and Lexis access. An April 2006 survey of judges' chambers indicates both are used, but Westlaw use is predominant.

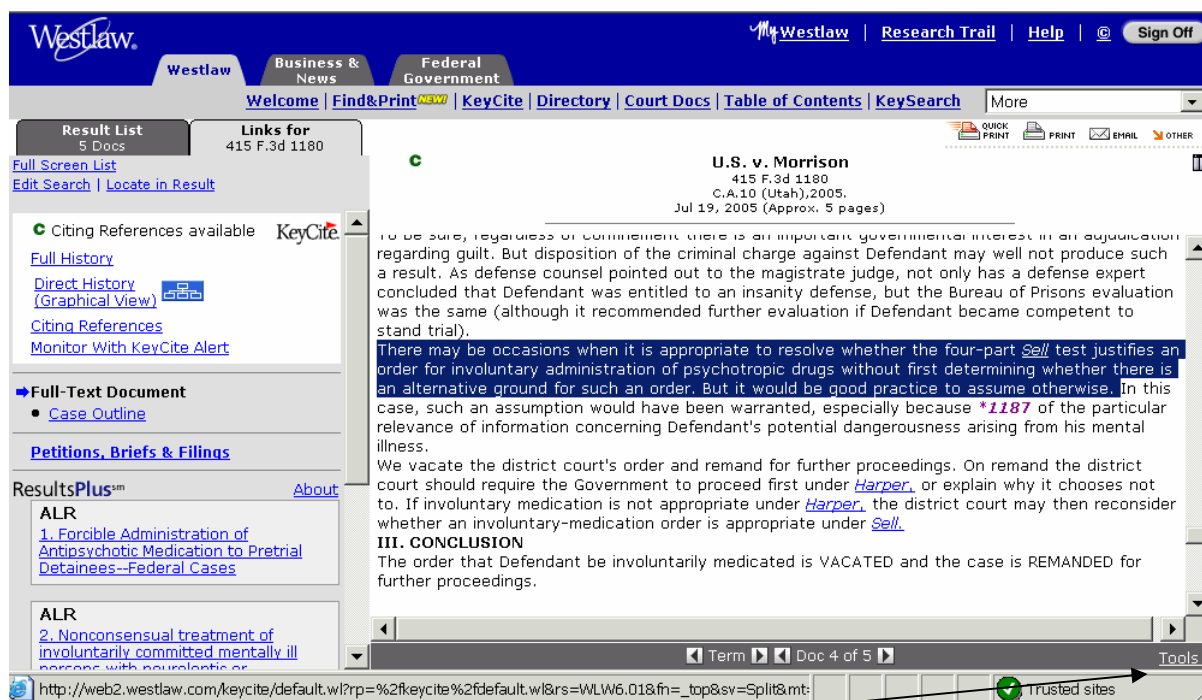
Watch a [video presentation about hyperlinks to cited authorities](#). (requires [Flash player](#)).

E-Research

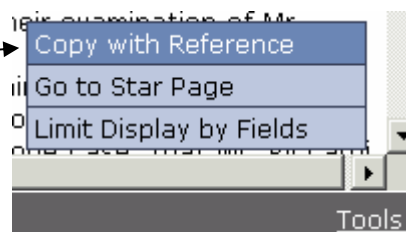
To copy short segments from Westlaw

Video Demonstrations: [Copying and pasting from Lexis](#) [Copying and pasting from Westlaw](#)

Find the text and select it:

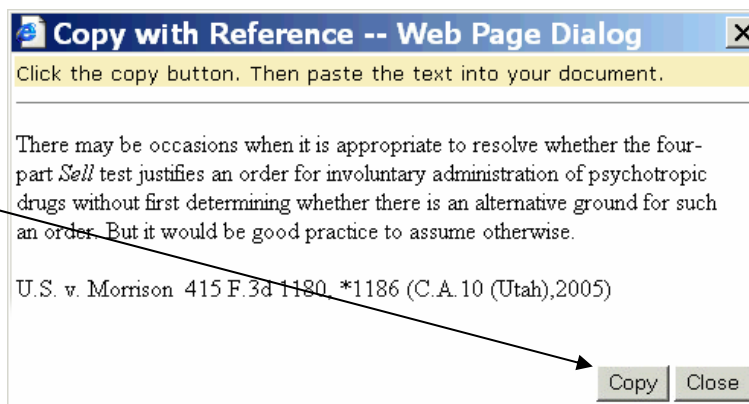


Then click TOOLS in the lower right corner and select Copy With Reference:

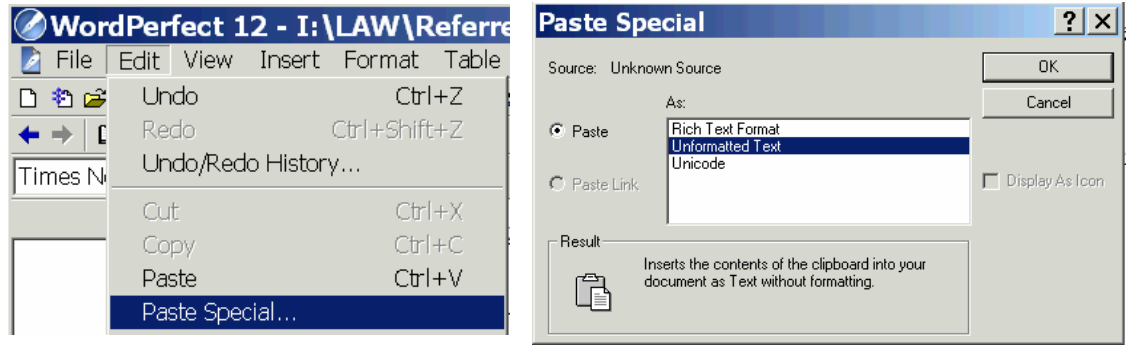


A frame will pop up with the text and reference, and instructions:

Click COPY



and then
Paste Special
–
Unformatted
Text to place
the text and
reference
into your
word
processing
document.



There will be a little reformatting to do but the essential information is in place.

it is only after such a determination that “the defendant is subject to the provisions of section 4246.”¹⁰

There may be occasions when it is appropriate to resolve whether the four-part Sell test justifies an order for involuntary administration of psychotropic drugs without first determining whether there is an alternative ground for such an order. But it would be good practice to assume otherwise.

U.S. v. Morrison 415 F.3d 1180, *1186 (C.A.10 (Utah),2005)

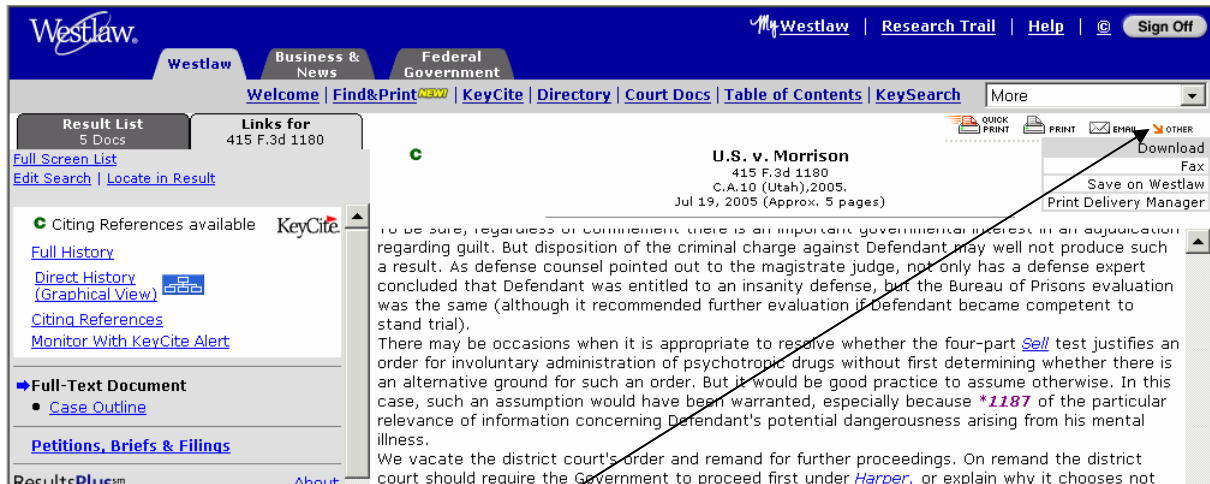
Pasted data

Downloading and Annotating Entire Cases

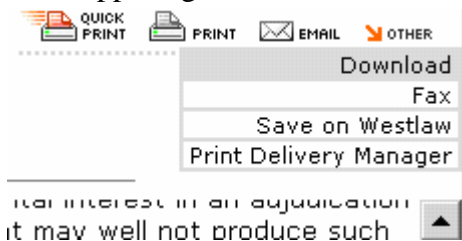
Why print from Westlaw or Lexis when storing your cases as e-research lets you copy and paste from those cases directly into your document? And you can even highlight and annotate these cases just like paper print outs.

Video Demonstrations: [E-Research in Lexis](#) [E-Research in Westlaw](#)

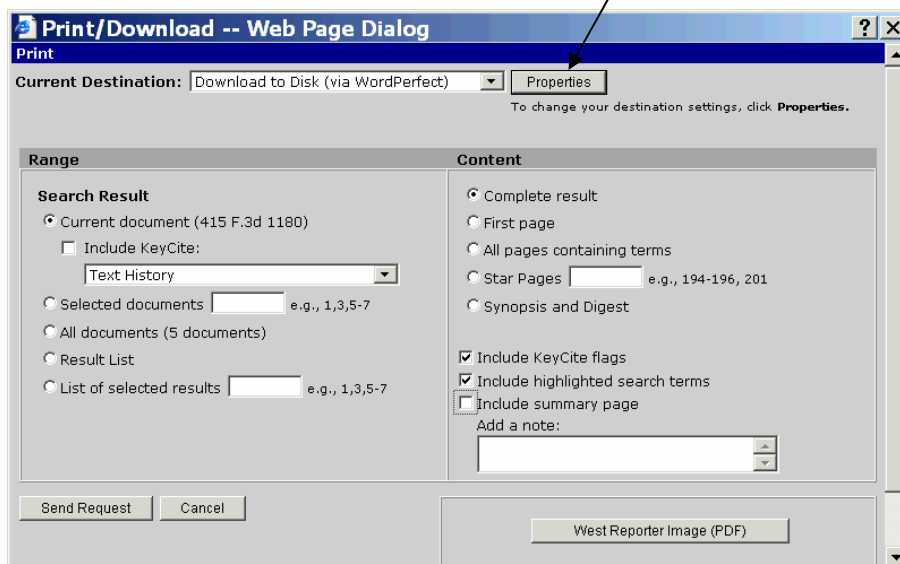
Find the case/statute/article you want in Westlaw.com



Let your cursor pass over the **OTHER** button in the upper right corner. Select Download from the dropdown menu.



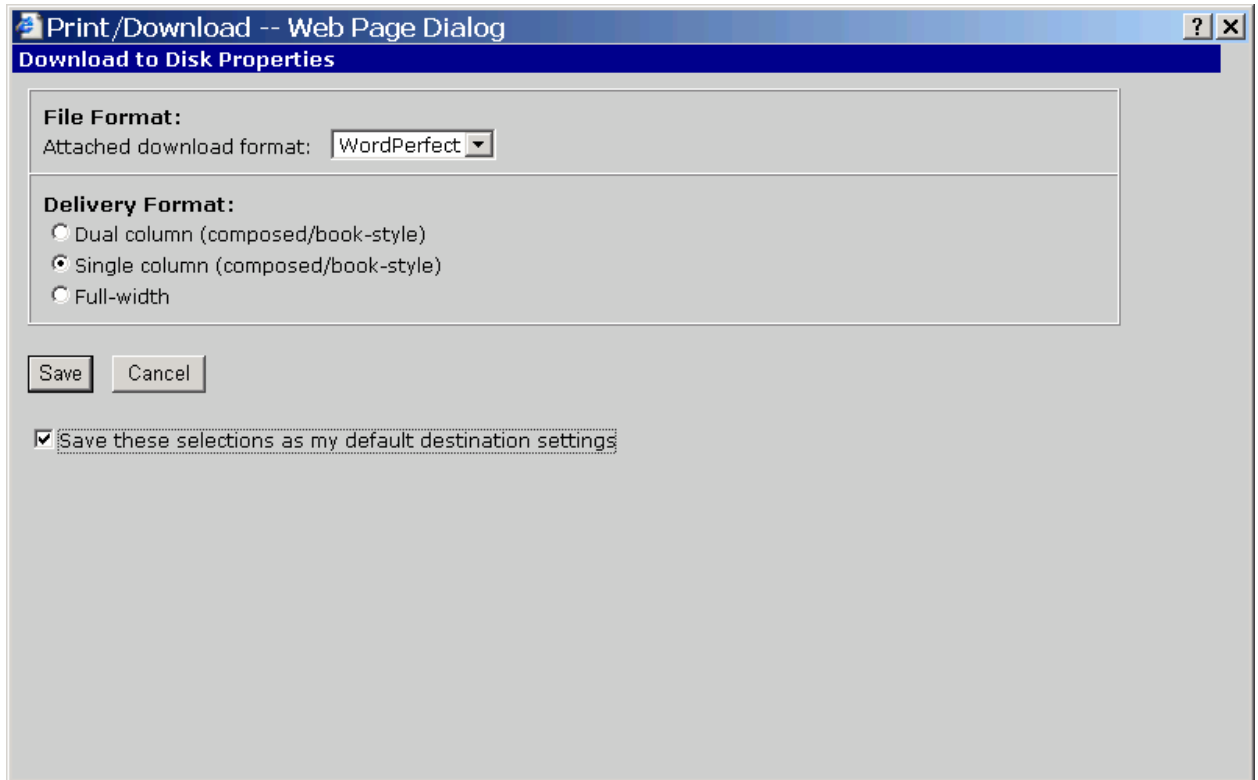
In the dialog that appears, click on Current Destination Properties. (Setting Properties only has to be done once for the rest of your research career.)



In the dialog that appears, select

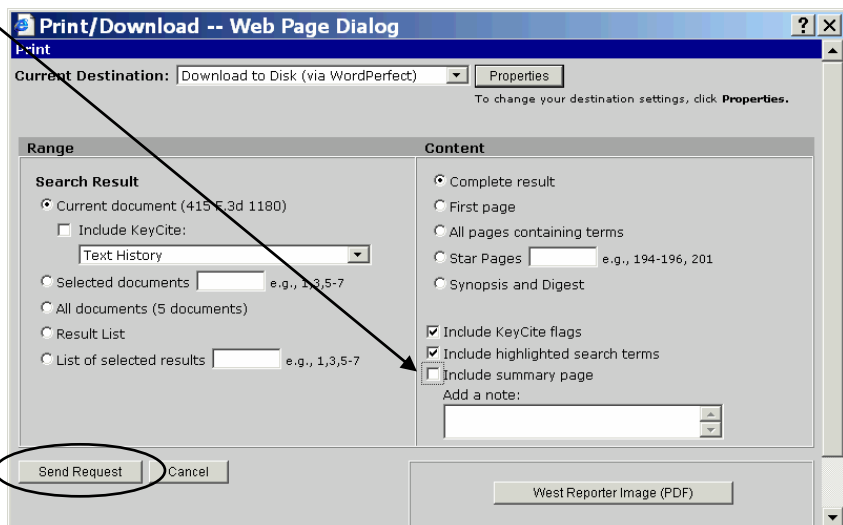
1. The name of your word processor (Word Perfect if you work for the courts and MS Word if you work anywhere else in the entire world)
2. Single Column (important for readability on the screen)
3. Save these selections as my default destinations

(These three steps are set as your future preferences – you won't have to change them again.)



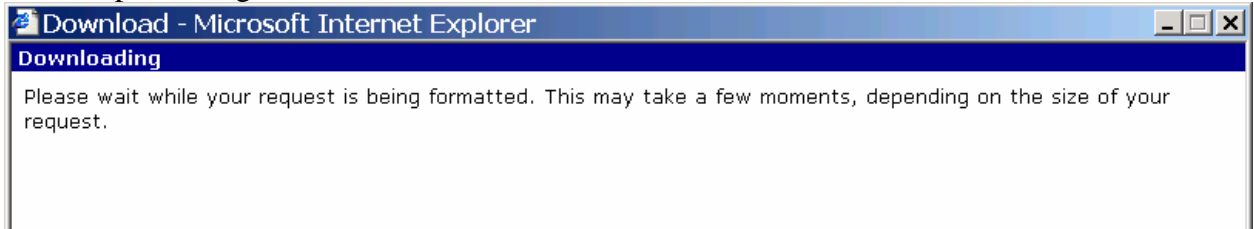
Click Save

Deselect "Include a Summary Page"

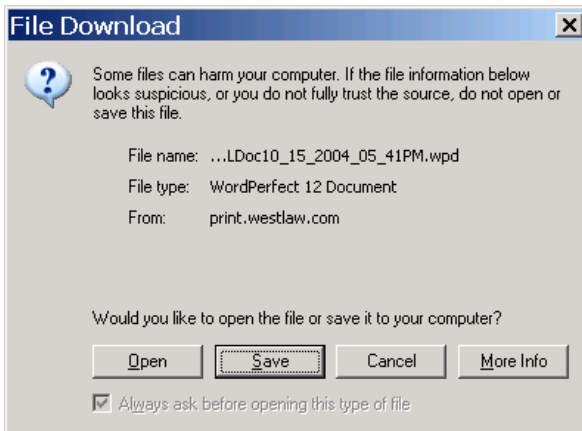


Click "Send Request"

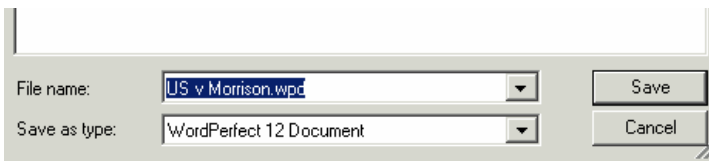
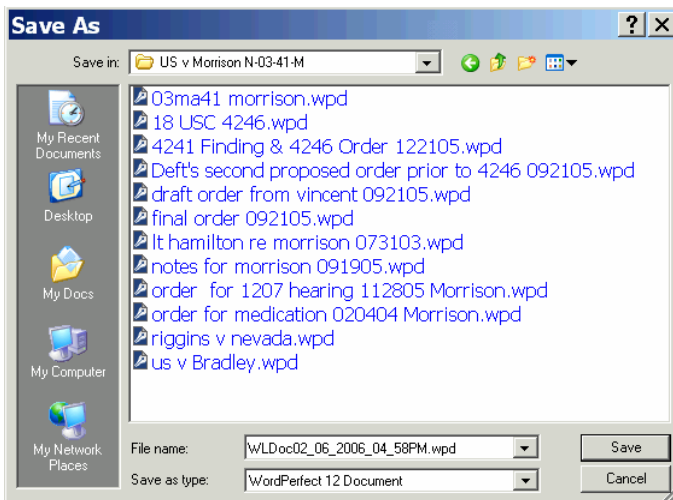
You will see a “processing” notice:



Then in the File Download box, click SAVE

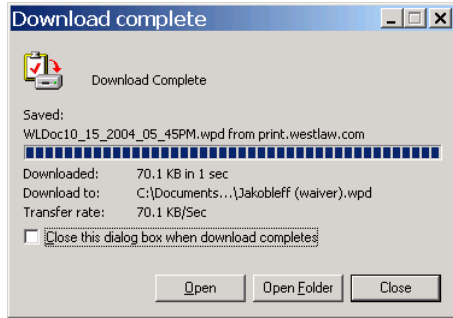


Navigate to the folder where you want to save the document:



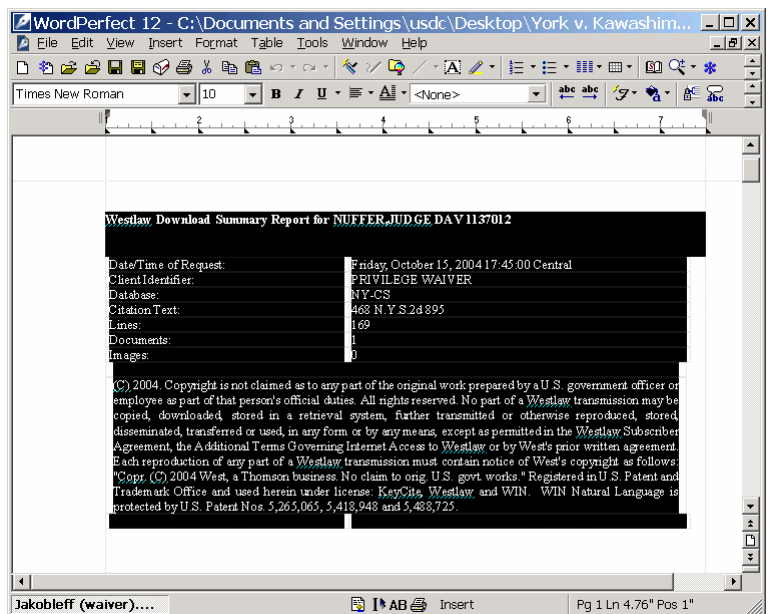
Name the document something sensible! The Westlaw proposed name is NOT helpful.

After the document SAVES

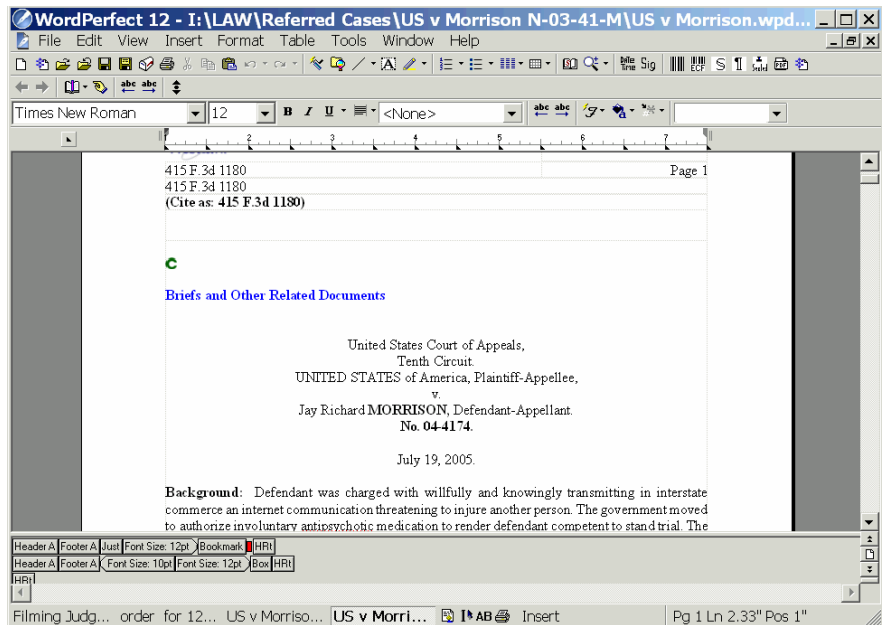


Click OPEN

If you see a summary page one – you don't need it – select and delete all the data on that page.



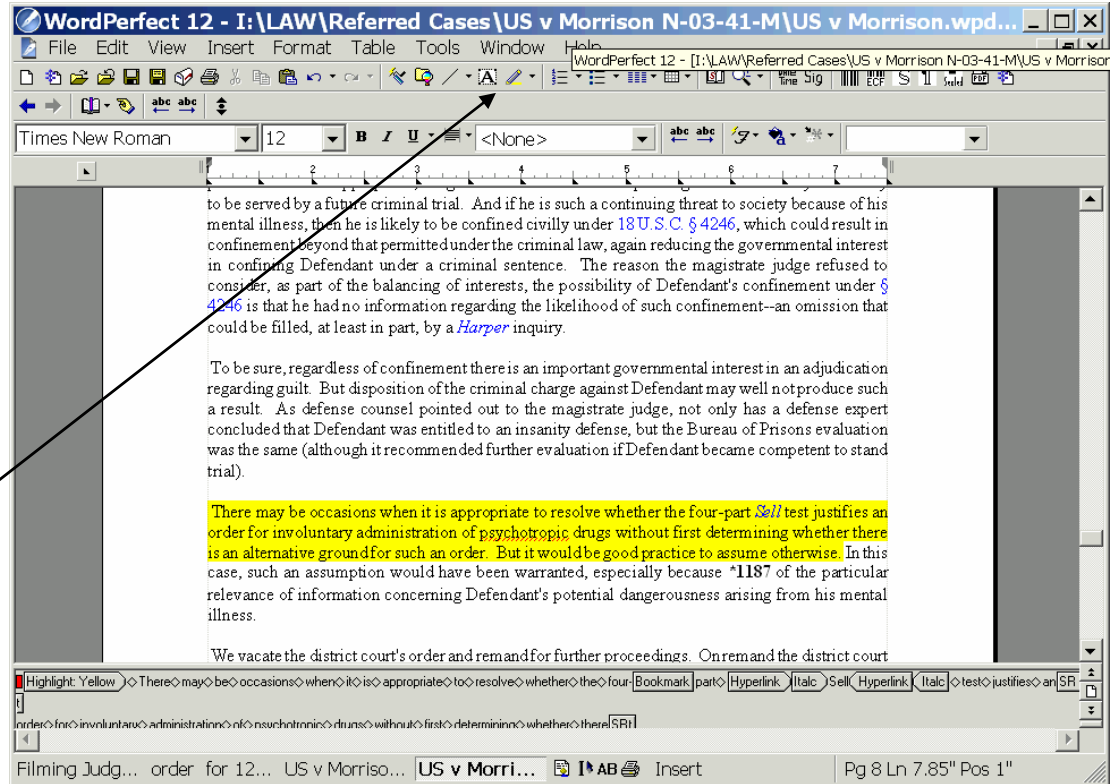
When the actual document is on the first page, CONTROL S to SAVE again.



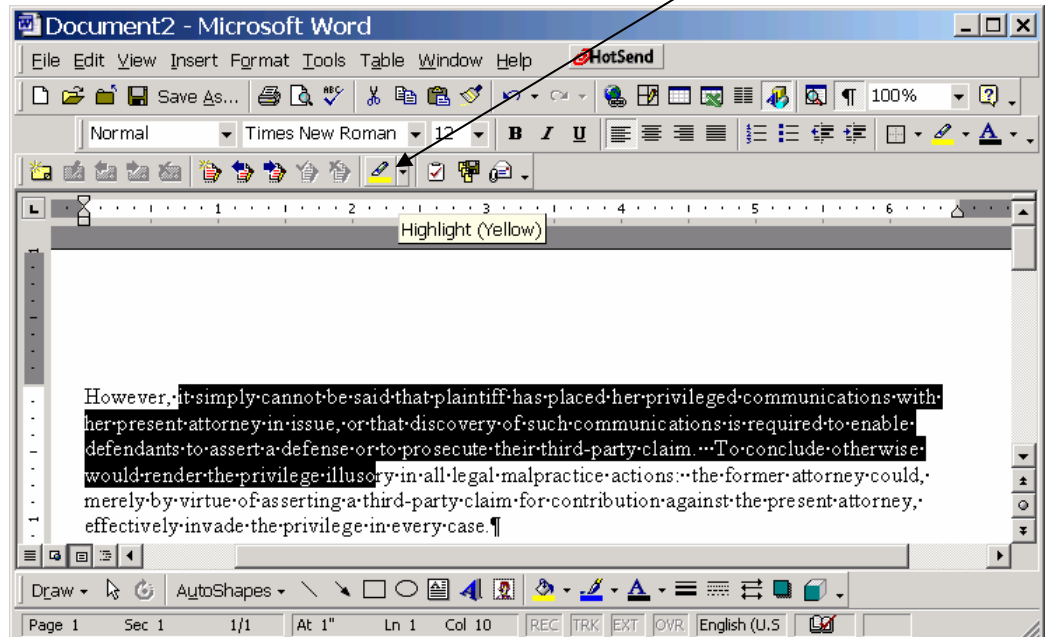
Now, as you work through the document (notice how nice it is to read in one column format) you can highlight as you go, and this is in your permanent record.

In Word Perfect, the Highlight command is ALT-T
ALT-H
ALT-O

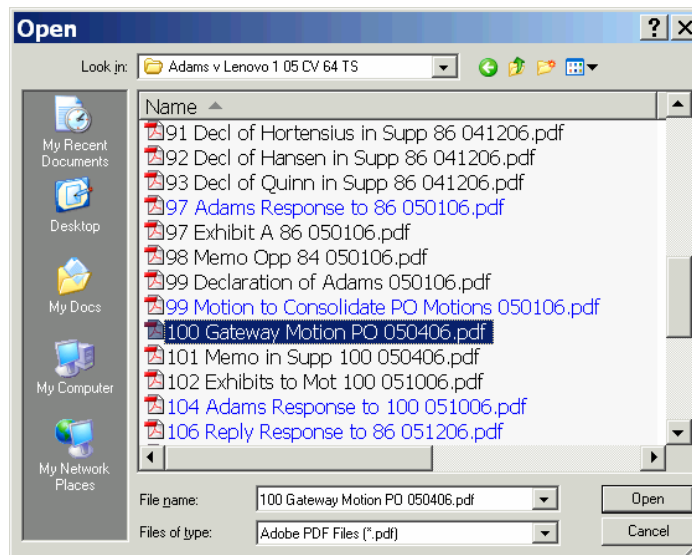
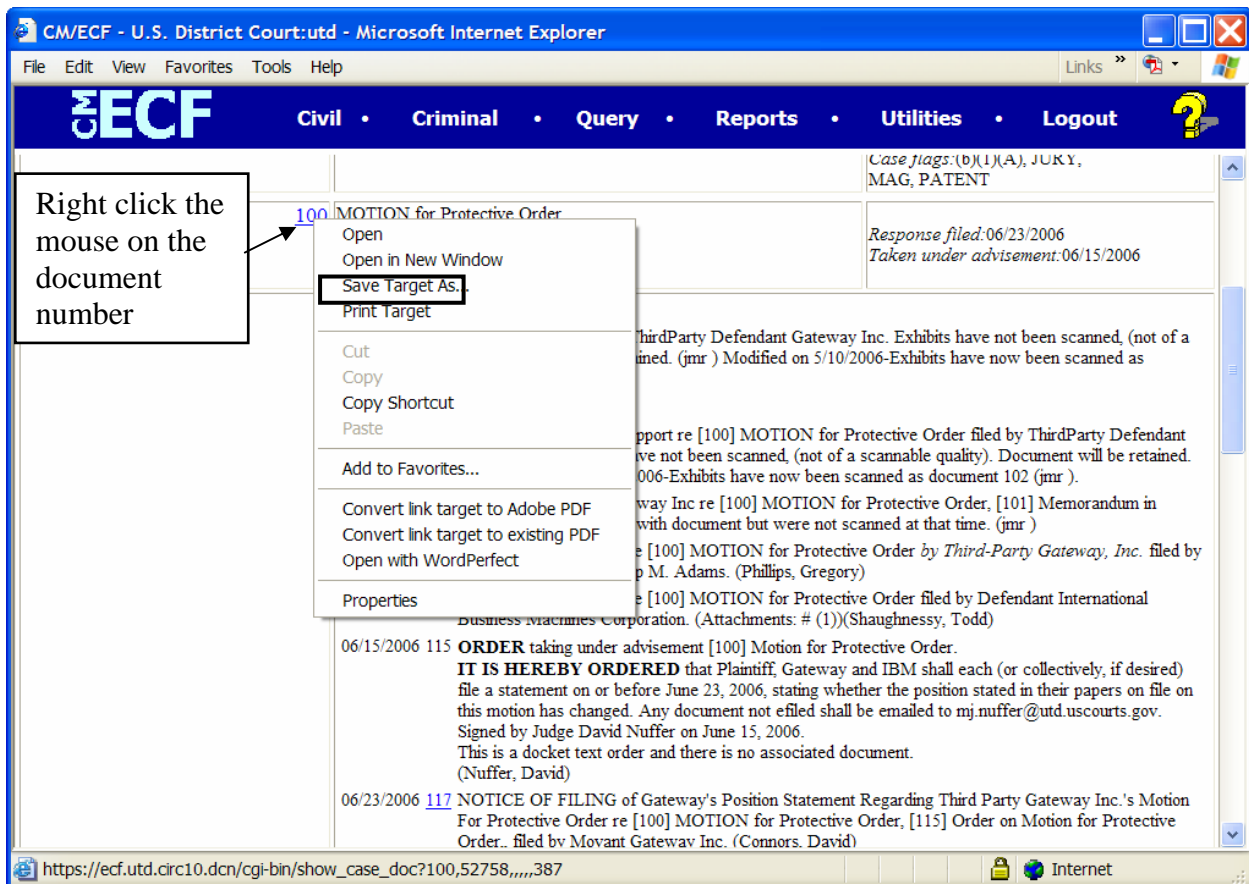
Or you can click the HIGHLIGHT tool on the toolbar.



In Word, choose VIEW TOOLBARS REVIEWING TOOLBAR and use the highlighter tool:



Downloading documents from CM/ECF



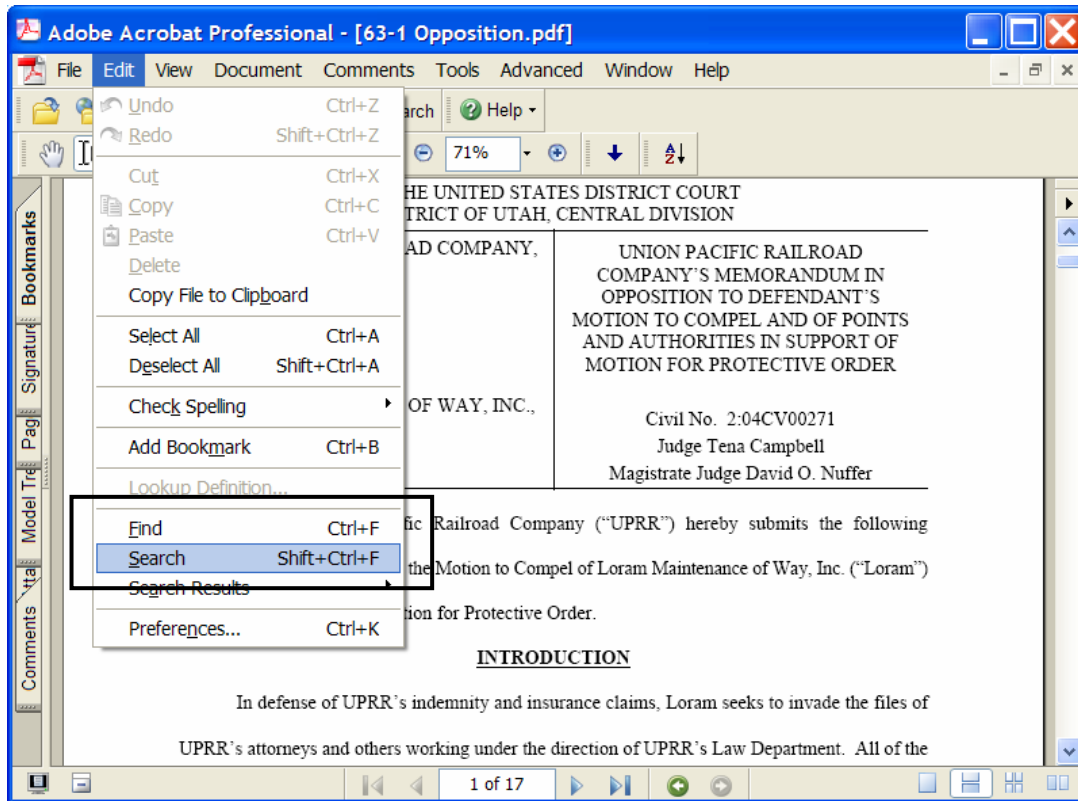
Name convention: [Docket No.] [Description] [(Related Motion Dkt. No.)]

Example: 101 Memorandum in Support (100)

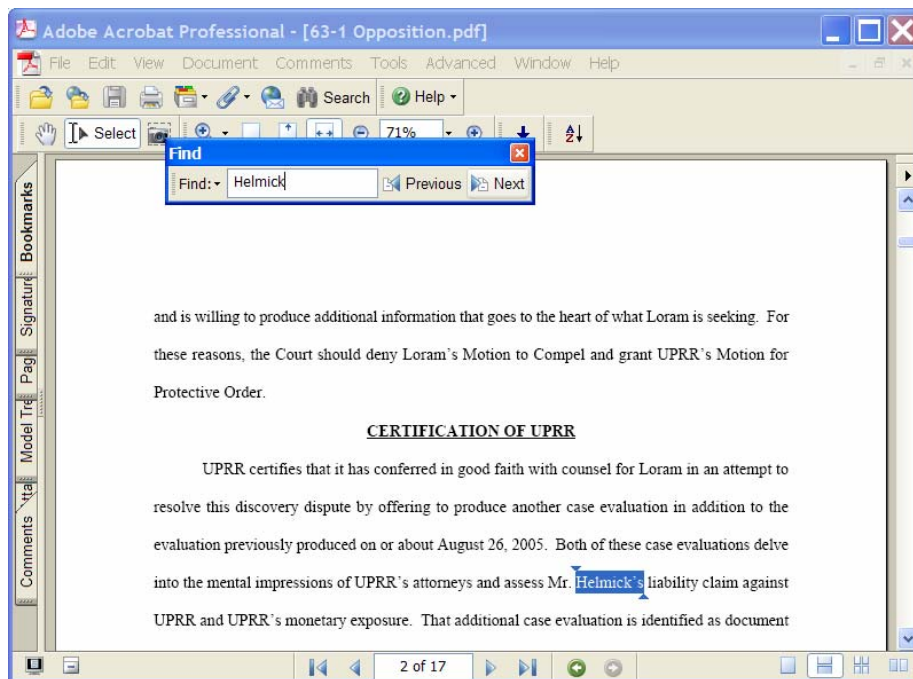
Searching PDF Documents

Acrobat has [two powerful search tools](#).

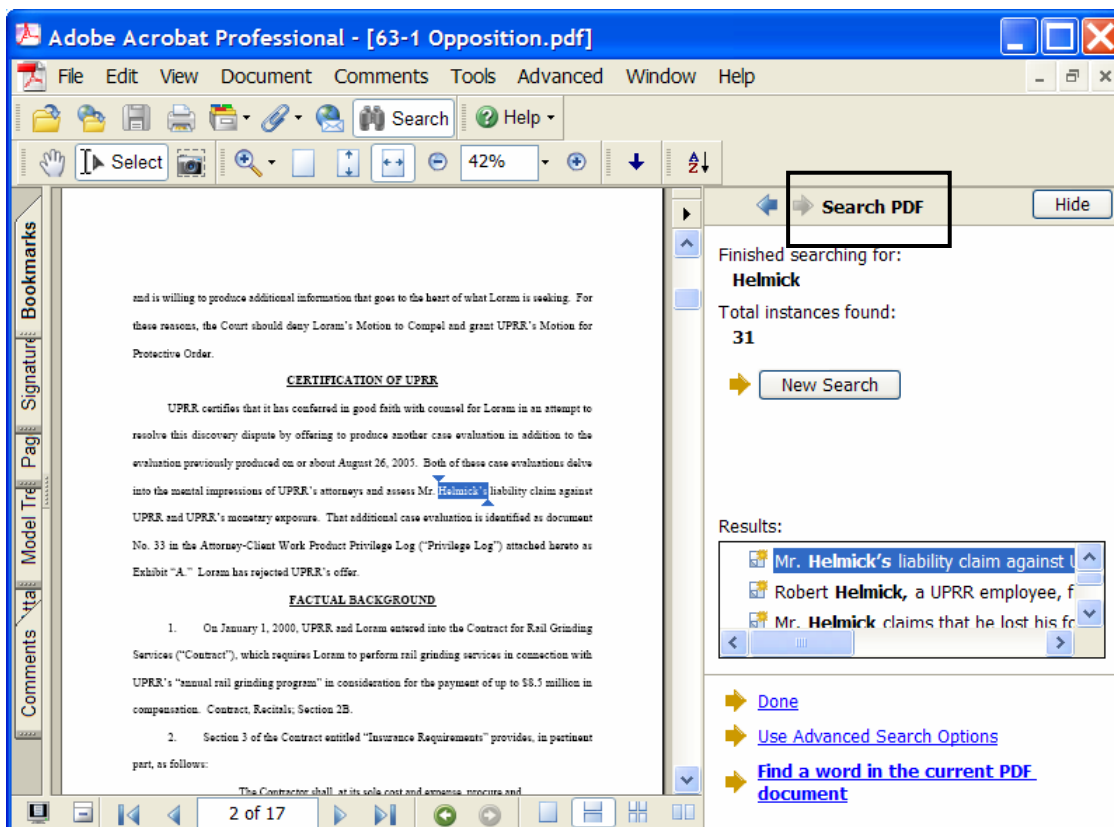
Video Demonstrations: [Find and Search in Acrobat](#).



FIND takes you to each successive instance of a word.

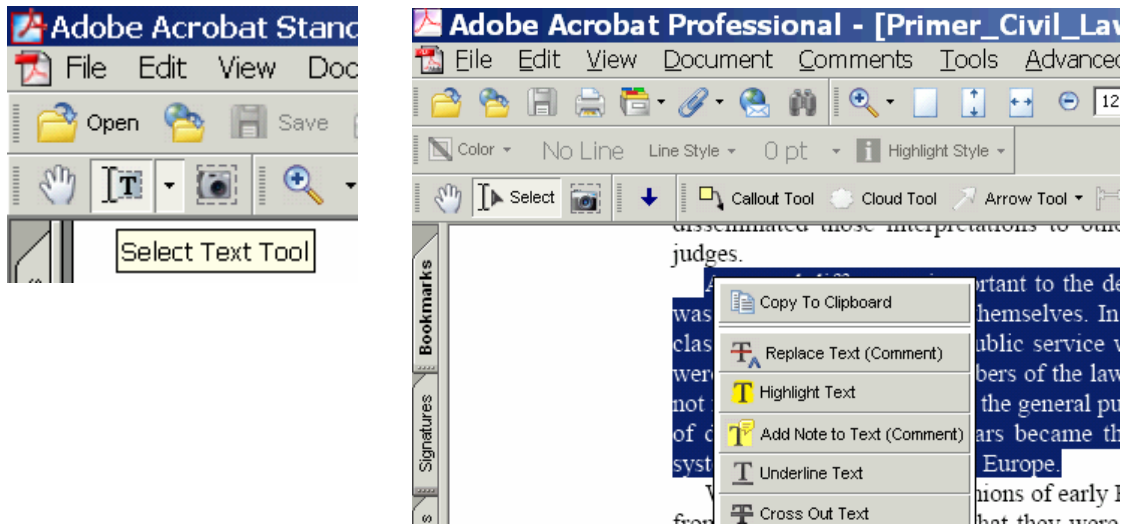


SEARCH shows a listing of all instances of a word in the document.

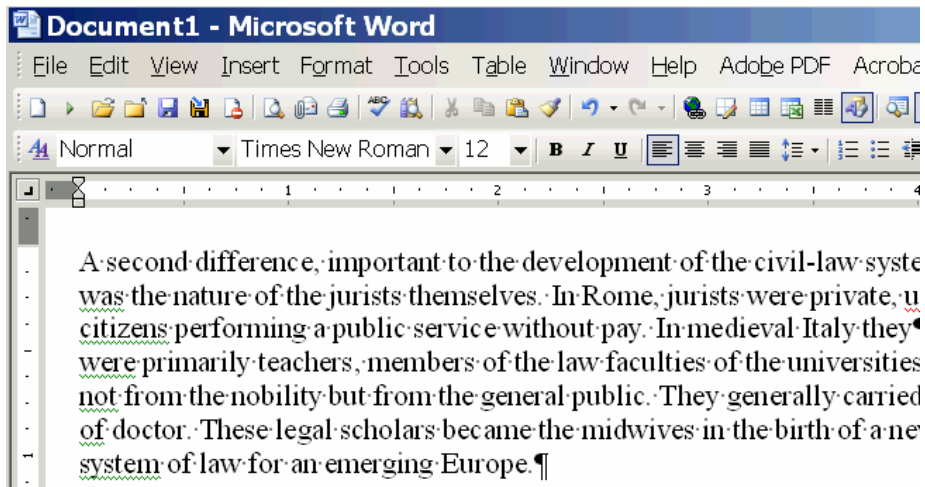


Copy and Paste from a PDF document into a word processor

Information from a PDF document may be used in other documents in several ways. If the PDF document is text based you may **copy and paste**, using the Text Select tool.



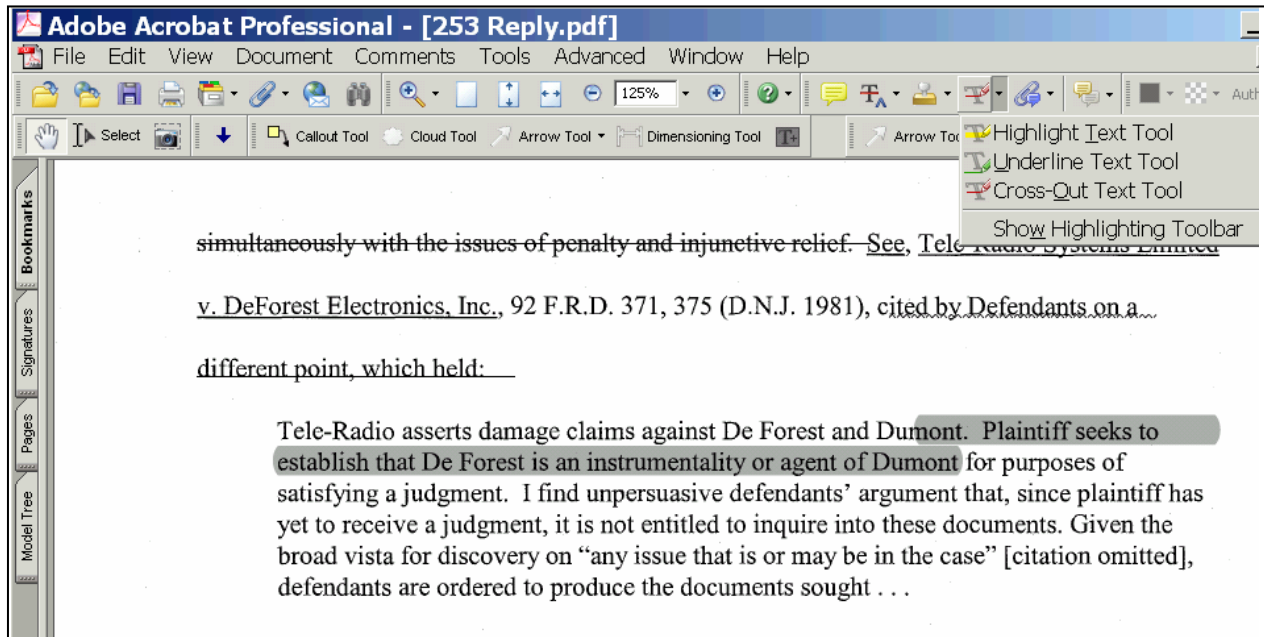
The text may be pasted into any word processor or email program.



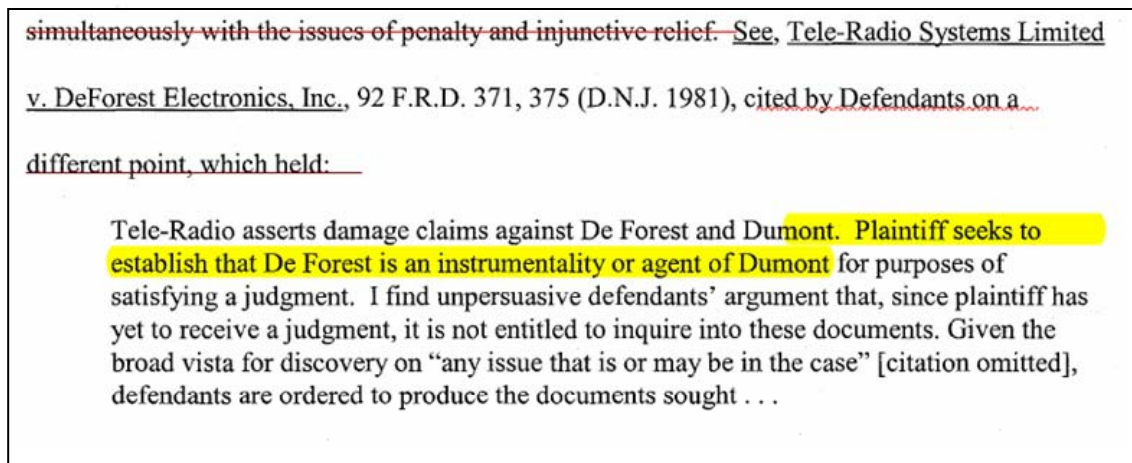
Annotate PDF Documents

Acrobat Standard and Pro have tools to permit [Highlighting](#), [Underlining](#), and [Strikethrough](#). PDF documents can be marked up as easily as paper documents.

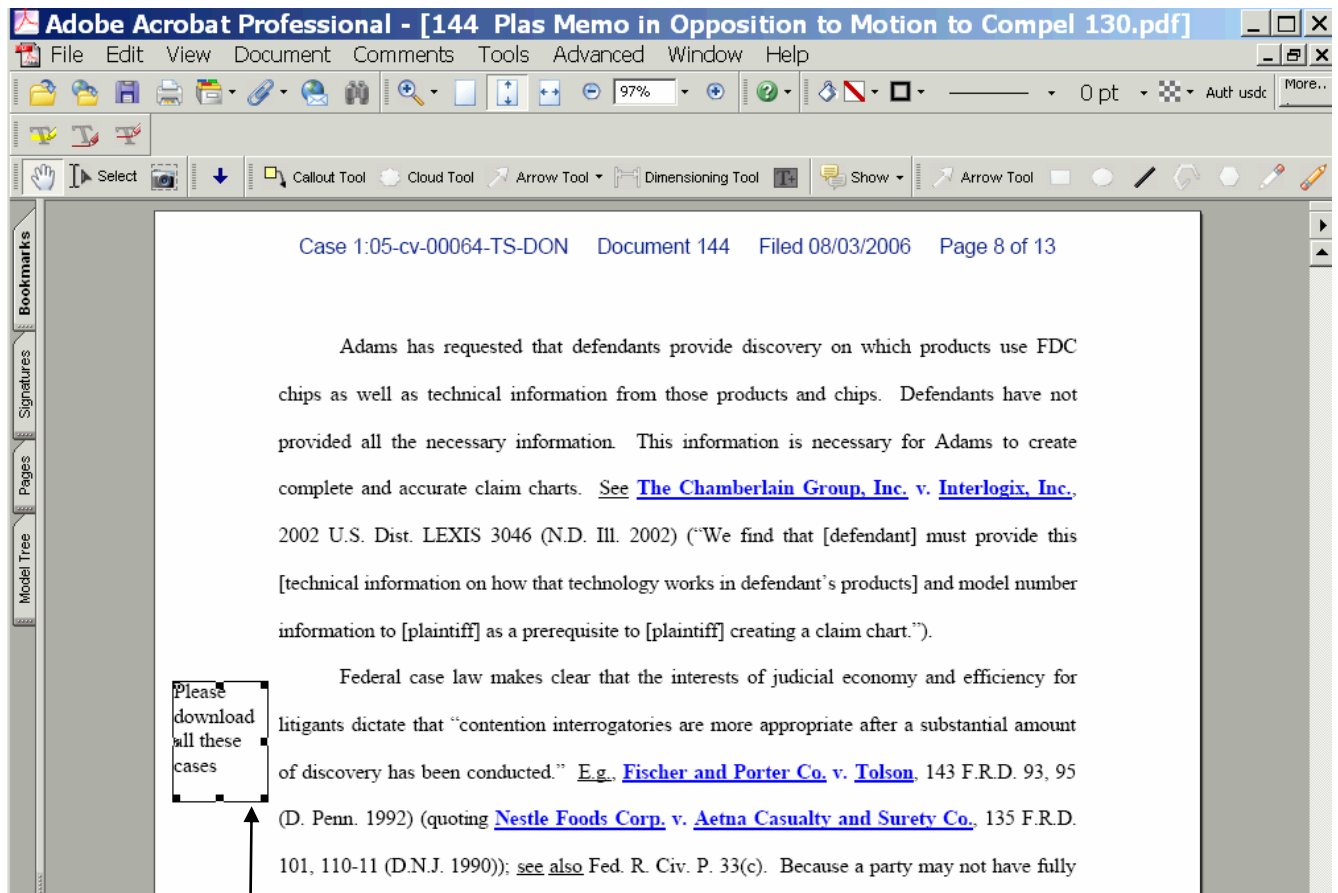
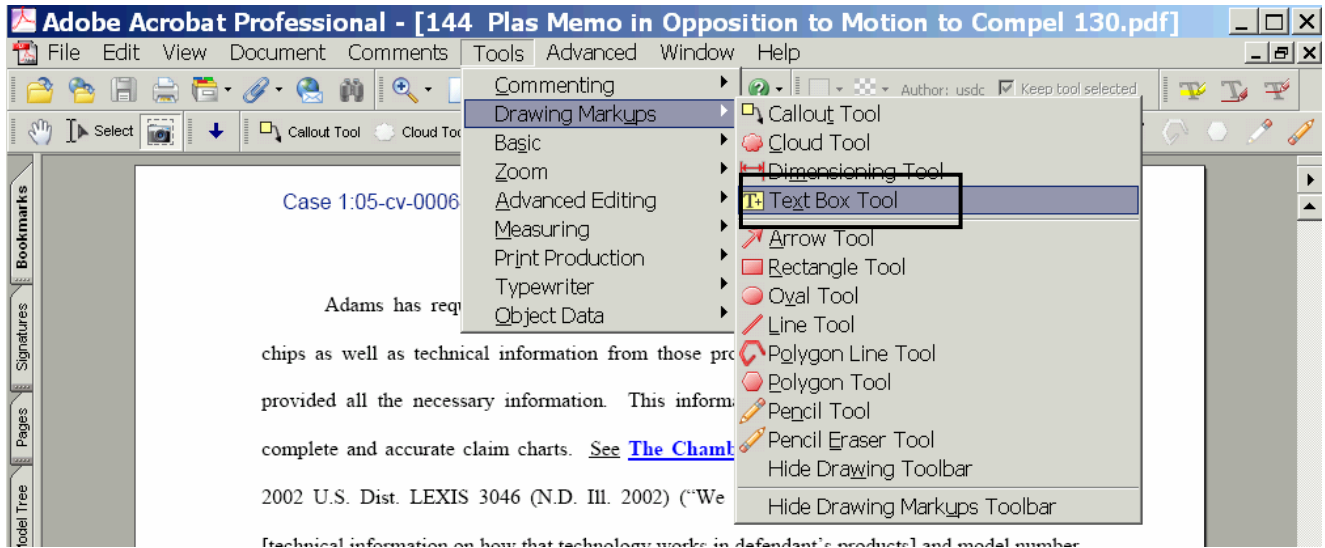
Video Demonstration: [Highlighting, Underlining, and Strikethrough](#)



This lower screen shot shows color, which is user selected.



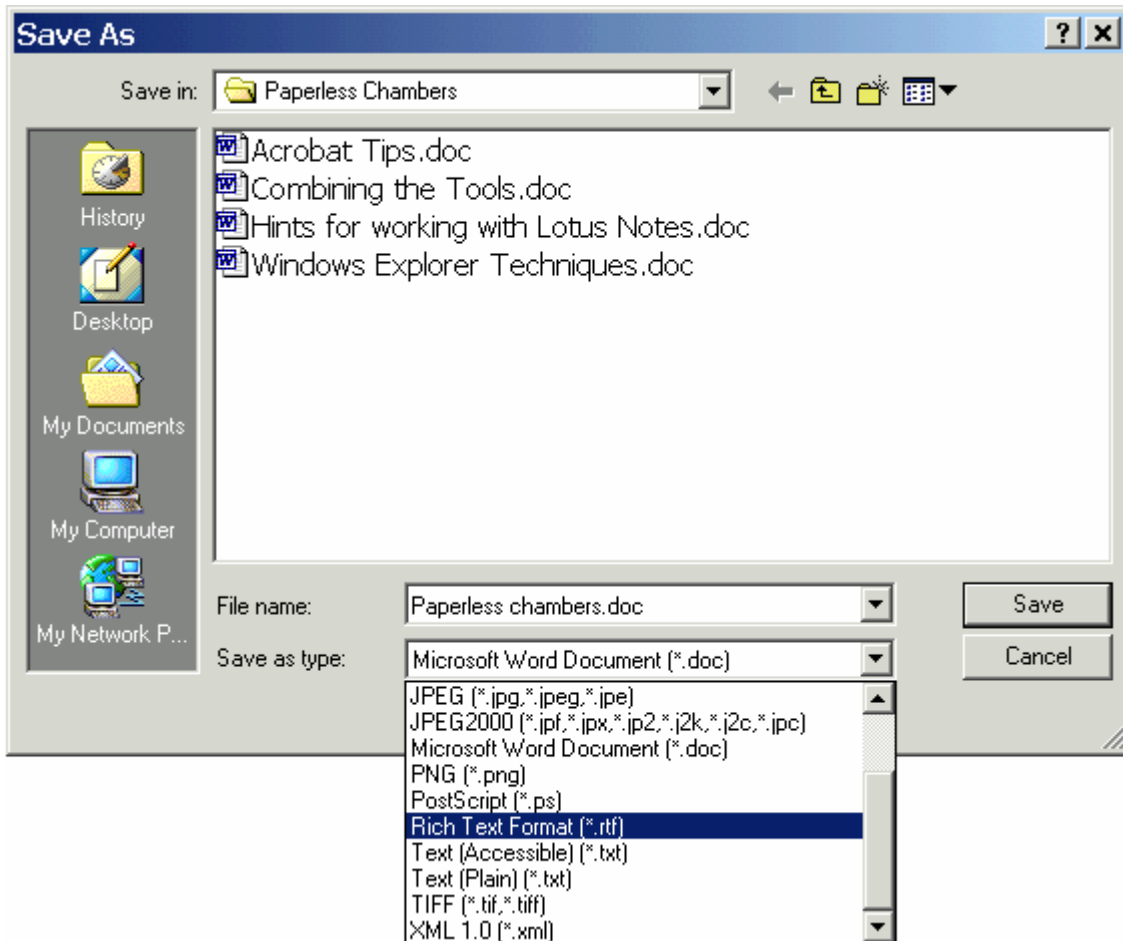
While reviewing documents, **text boxes** can hold margin notes.
Video Demonstration: [Text Box Annotation in Acrobat](#)



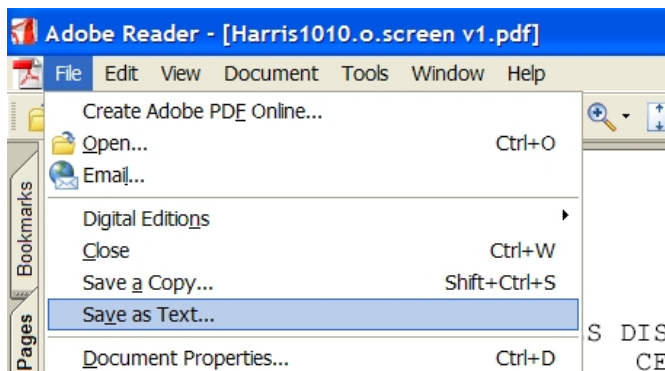
This is a text box

Save a PDF document in RTF format

You may save a PDF document in RTF (Rich Text Format) format resulting in a complete data file with all text in the document, though formatting may not be preserved. This file format can be opened by most word processors.



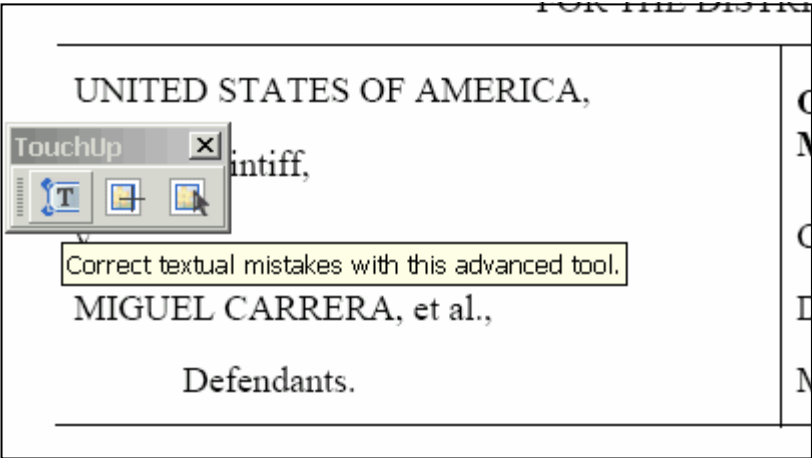
Even if you don't have Acrobat Standard or Professional, you can save from Acrobat Reader in text format.



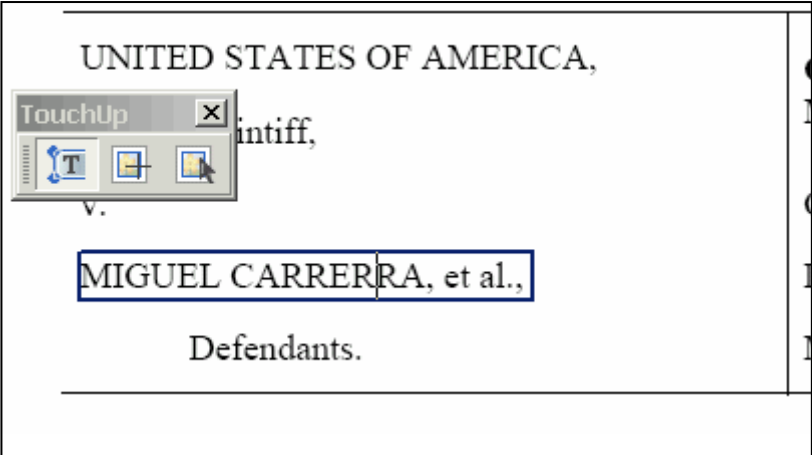
Touch Up Text

Remember the advantage of PDF documents? – that they cannot be changed – not true! The Touch Up Text Tool lets you edit a PDF directly. Great for changing a date, case number or a word or two.

Before:



After:



Know the Types of PDF Documents

The court cares what kind of PDF document you file.

Video Demonstration: [Types of PDF Documents](#)

Scanned PDF – large file, not searchable, no copying, no links, fuzzy

Scott M Lilja (4231) VAN COTT, BAGLEY, CORNWALL & MCCARTHY 50 S. Main Street, Suite 1600 Salt Lake City, Utah 84111 Telephone: 801.532.3333 Facsimile: 801.534.0058 Attorneys for Third-Party Child Related Research, Inc.	FILED U.S. DISTRICT COURT 2006 JUN -9 P 4: 06 DISTRICT OF UTAH BY: _____ DEPUTY CLERK
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IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

CENTRAL DIVISION

Text PDF – small file, searchable, copying, links, clear

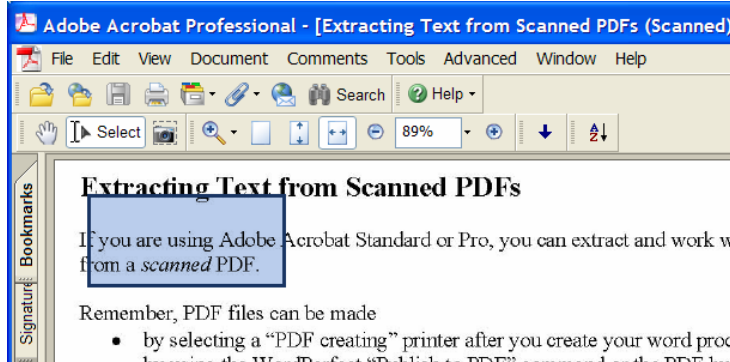
Scott M Lilja (4231) VAN COTT, BAGLEY, CORNWALL & MCCARTHY 50 S. Main Street, Suite 1600 Salt Lake City, Utah 84111 Telephone: 801.532.3333 Facsimile: 801.534.0058 Attorneys for Third-Party Child Related Research, Inc.

IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

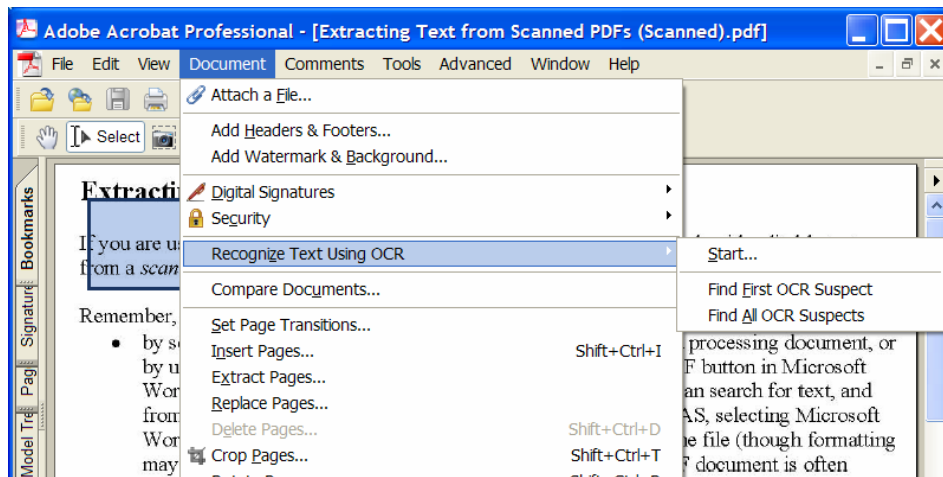
CENTRAL DIVISION

Convert Image PDF to Text PDF

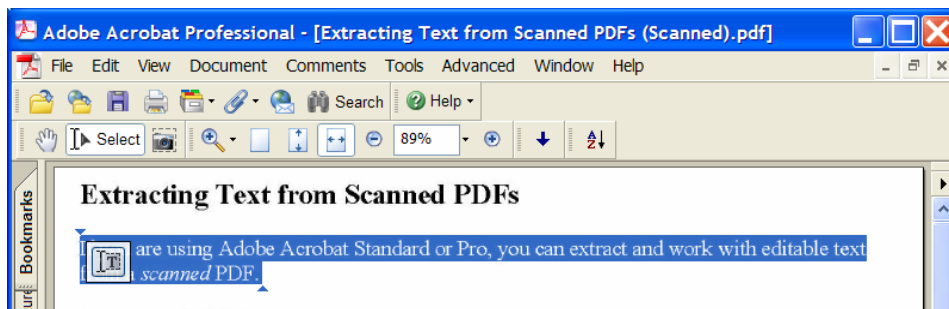
You are working with a PDF and find it is a scanned or image PDF. You need the text. But the Text Select Tool does nothing except draw a box.



Use the Optical Character Recognition tool in Acrobat Standard or Professional to get the text.



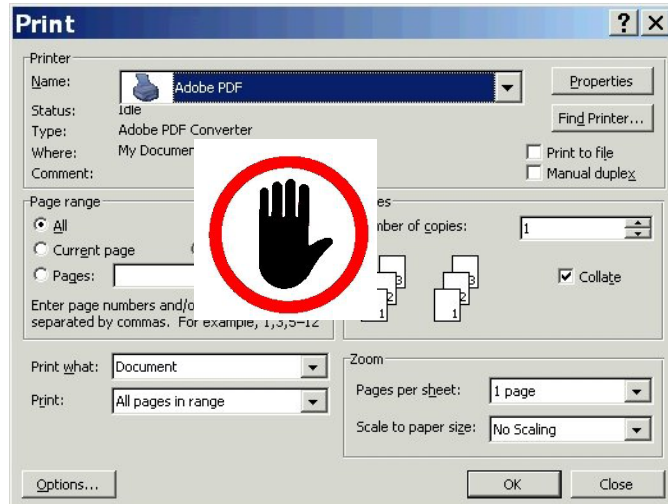
The text can then be copied and pasted – and searched.



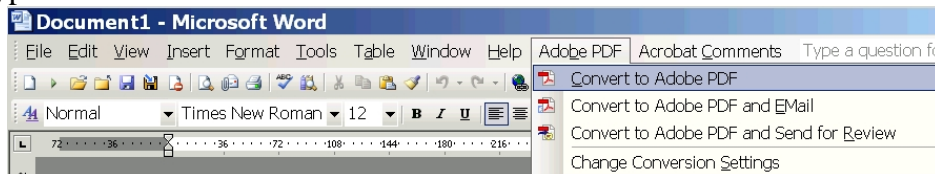
Use PDF Conversion to Preserve Links

When you have prepared a document with hyperlinks to research services or with a Table of Contents, make sure the document is converted to PDF format in a way that preserves the hyperlinks. The hyperlinks are present in the word processing document, but not converted into PDF format when the document is prepared for filing. This may result from using a PDF converter that cannot convert hyperlinks or from improper settings on a PDF converter. The filed document contains blue text and underlines that signal links, but there are no operative links.

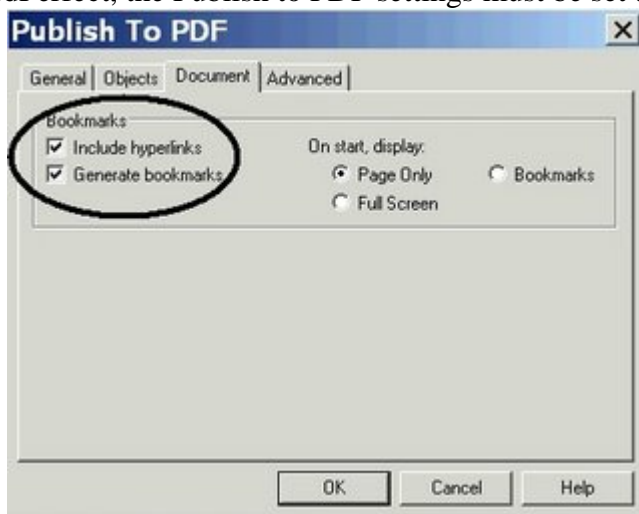
In Microsoft Word, the PDF printer will **not** convert hyperlinks.



Instead, use the special Adobe PDF menu or toolbar buttons to convert Word documents to PDF with hyperlinks.

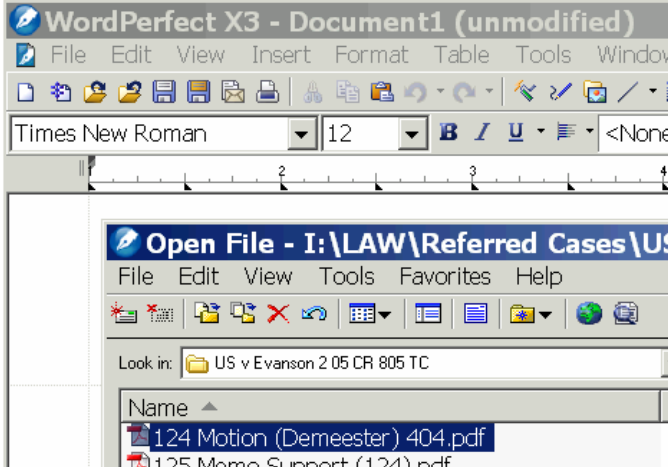


In WordPerfect, the Publish to PDF settings must be set to convert hyperlinks and bookmarks.



WordPerfect X3 Opens PDF Files

The latest version of WordPerfect will open PDF files. This is another way to get the text out of a PDF document.



Formatting will not be perfect, but the text will be there.

