By Paul J. Raine

Technically Speaking…

I f you are like many of the attorneys in Michigan who get frustrated with computer technology in your law practice, this column is for you! Every month we will field your technical questions and try to make sense (or non-sense) of the techno-speak and keep you informed about the hottest new TLAs (Three Letter Acronyms).

To get the ball rolling, we present you with some questions and answers that were fielded from a select few members of the State Bar of Michigan. These questions and answers were collected via a highly technical and lengthy process known as groveling.

Please send your questions to: mbj@mail.michbar.org.

Q. I use Microsoft Outlook 2000,® and I often get frustrated when printing e-mail messages. I usually want to print just the first page or two of lengthy e-mail messages. The print options in Outlook only give me the choice of printing *Odd, Even,* or *All* pages. Is there any way that I can print just the first page? <Anonymous>

Many courts now allow you to use multi-media and computer resources for presentations.

A. How *odd.* Of *all* the times I've printed e-mail messages, I never *even* thought to try to print just the first page. However, an Anonymous question deserves an anonymous answer, so technically speaking…

Although a rather clumsy solution, you could *copy* the desired text from your long e-mail message and *paste* it into a note, notepad, Word document, or other convenient place and then print from there. Perhaps an anonymous reader has a more elegant solution?

The Honorable Don Passenger of the Grand Rapids District Court provided the following questions and answers:

Q. I am going to trial next week in a nearby county. How do I make sure my PowerPoint® presentation will be useable there?

A. Many courts now allow you to use multi-media and computer resources for presentations. I would start by searching the database at www.courtroominformation project.org/ to see if the court you will be in is listed. Several Michigan courts are now registered. Then I would contact the local court administrator to see if they make A/V arrangements. For example, most of the Circuit and District courts in Kent County have Elmo Machines for overhead display of hard copy documents and small three-dimensional objects. You can even show videotapes, freeze frame and highlight portions of the tape, and perform other digital wizardry.

Q. Someone sent me a PDF (**Portable Document Format**) **file. When I tried to print it, the result looked like hieroglyphics instead of the text I expected to see. How do I fix this?**

A. The fix is actually pretty easy. When you are looking at the file you are most likely using the free Adobe Acrobat Reader. (You probably already have the free Adobe Acrobat Reader, but you can get the latest copy at www.adobe.com/products/acrobat/. You only need the reader, not Acrobat,® which is a more advanced product that also allows you to create PDF documents.) The Reader tries to display the fonts that were specified at the time the file was saved. It works great if you have the same fonts on your computer. However, if you do not have the correct font on your computer, it will try to adjust. The font usually displays correctly on your screen, but may not print correctly. You can get it to output correctly if you choose *File,* then *Print,* then check the box, which reads: *Print as image* in the Advanced screen in Acrobat 6.0).

It is a good idea to uncheck that box when you are done, as leaving it checked will slow down your computer's performance in the future.

Q. I have an image file that I want to send to a friend as an email attachment, but it is a huge file. How should I send it to him?

A. Before sending the image to your friend, do yourself (and your friend) a

favor and shrink the file size. There are two primary ways to do that; either make it physically smaller in dimension, which usually results in a drop in file size, or reduce the actual image quality, which will have the same effect. Often, you can do both with no noticeable degradation in viewing quality. Download either Easy Thumbnails (www.fookes.com/ezthumbs/), or Irfanview (www.irfanview.com/). Both are free programs. Then open the image in one of the programs.

In Easy Thumbnails you select the settings tab and you can then play with the resulting size, quality, sharpness, etc., while looking at the thumbnail preview. It will show you the file size of the resulting image at the top.

In Irfanview, select Image, then Resize/resample from the menu choices. You can then adjust the same types of settings and save the file to get the reduced image.

Whenever you work on an image like this, it is best to modify the file name so you do not save over the original by mistake.

Judge's Note: We made up the above questions and answers, but in future issues we want to answer your questions. Please email any question for consideration to: mbj@mail.michbar.org. ✦

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