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# THE BUSY LAWYER'S GUIDE TECHNOLOGY IN THE COURTROOM *And A Little Razzle Dazzle*

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August 26, 2008

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This "Guide" is for the "**Truly I'm Too Busy To Learn This Stuff, Just Get It In My Computer And On My Screen**" lawyer and not for anyone who wants an in depth discussion of computer technology. With this Guide, you will be able to scan a document/photograph into your computer, insert that document/photo into a Powerpoint slide, crop it and make some really cool Powerpoint slides. You will also be able to convert a cassette tape into a digitalized audio file, edit the audio file, and insert the audio file into a Powerpoint slide. Finally, you will be able to convert a VHS tape, mini cassette, 8mm tape, and a DVD into a usable video format, edit the video file, and insert the video file into a Powerpoint slide. Then, you will be able to blow away the government's case with a little razzle dazzle.

The U.S. Attorneys Office, at least in the District of Minnesota, is generating electronic discovery perhaps more often than hard copy. While in a wire tap case, we can always expect to see the hundreds of phone calls on cassette tapes, we are also getting hundreds of taped jail calls on CD, hours of video surveillance on DVD and thousands of bank records on CDs. To keep up with this technological age, we need to know how to handle this form of evidence or how to convert hard copy into a usable electronic form. If we cannot effectively handle the evidence we do receive, we fall behind and give our opponent an even greater edge. Given that they have all the facts and all the evidence, we need every advantage we can get.

To help you get that advantage, I have put together this simple guide using programs that are already on your computer trying to make it as easy as possible for you to excel in this technological age.

**Powerpoint** - start, Programs, Microsoft Office, Microsoft Office Powerpoint 2007

**Sound Recorder** - start, Programs, Accessories, Entertainment, Sound Recorder

**Movie Maker** - start, Programs, Windows Movie Maker

## SCANNING THE HARD COPY INTO THE COMPUTER

### A. Photographs, WordPerfect/Word Documents, Handwritten Documents, Hard Copy

#### 1. How do I get this stuff into my computer?

**Step 1:** Get a cheap scanner. They can be purchased off the internet for \$100 for a larger flat bed, which is just fine for the office; or between \$300 and \$400 for a small portable one that is great for the courtroom.

**Step 2:** Set scanner to run on easy graphics program such as Paint.

When the scanner is installed, a driver is installed as well. Any graphics program will find the driver after the install. Paint is already on your computer (start, Programs, Accessories, Paint) and is very simple to use.

**Step 3:** Scan in document/photo - if running through Paint, go to Paint, click on scanner. Watch as document is miraculously scanned.

Consider a scanner like a camera. Scanning a document turns the text file, like a Word or WordPerfect document, into a picture. Powerpoint easily uses pictures, sounds and movies to do really cool stuff.

**Step 4:** Save document/photo - When saving the scan, it will ask you the file name - you have to pick that one on your own. On the bottom of the screen, it will also ask you "Save as type." There are several different "types" you can save a scan. Four common ones are: jpg, gif, bmp, pdf.

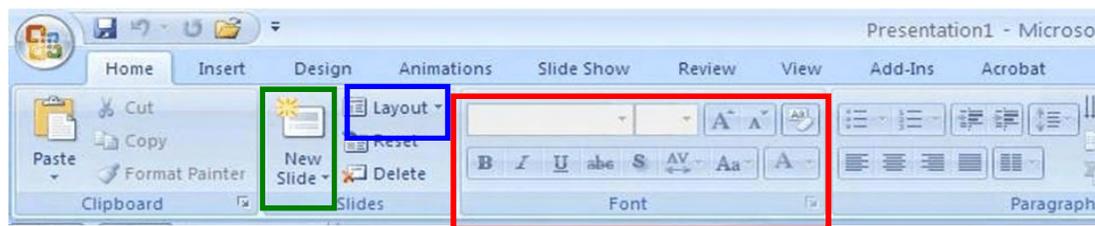
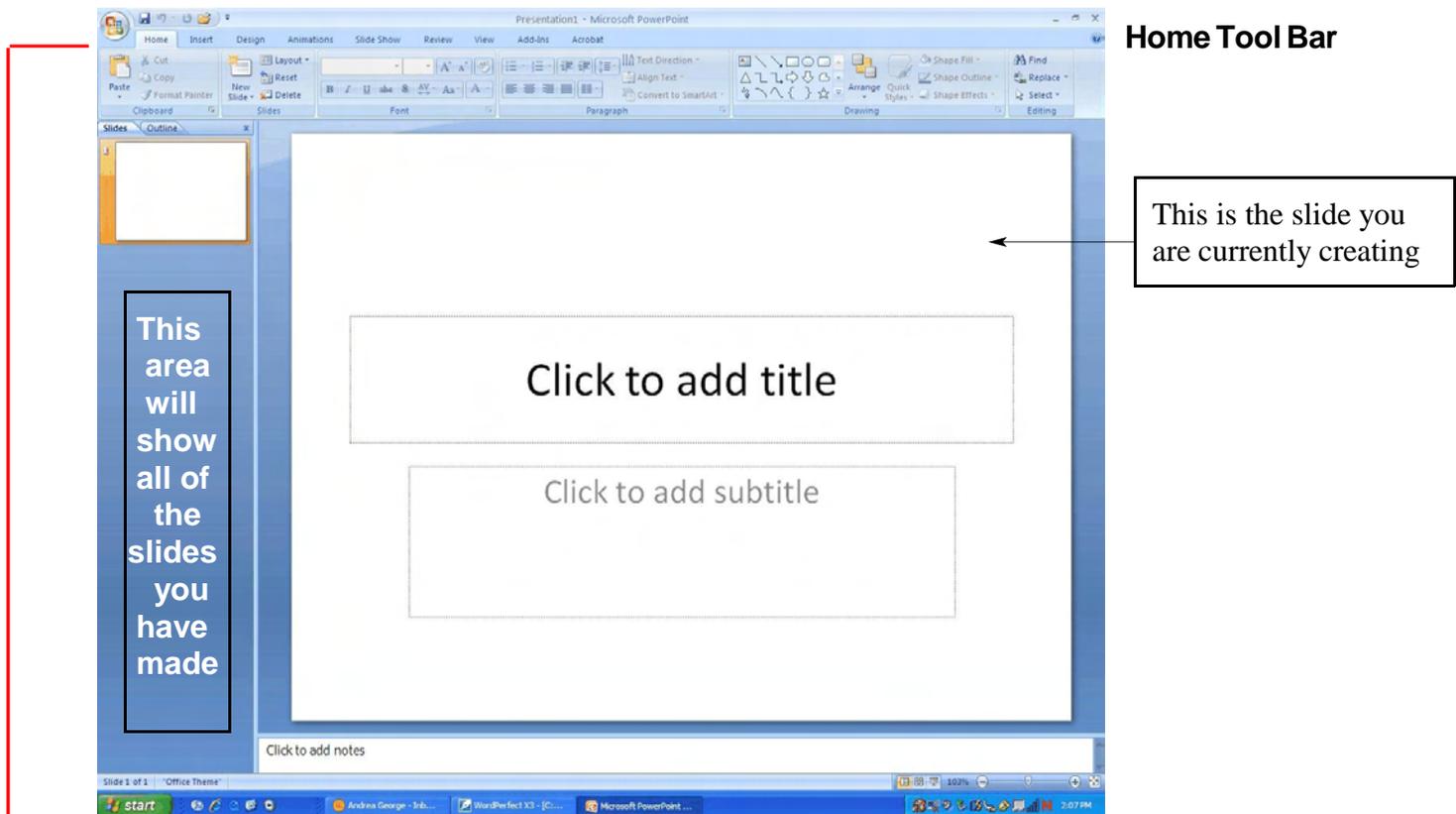
#### "Save as type":

- a. jpg
  - b. gif
  - c. bmp
-  each of these types is a different picture format, but all three work easily in Powerpoint.
- d. pdf:
-  does work in Powerpoint but is much more complicated. A pdf is not a "picture", but rather is an "object". For our purposes, we will stay away from the pdf file

## USING POWERPOINT TO DISPLAY THE DOCUMENT OR PHOTO

2. Now that it's in my computer, how do I get it into Powerpoint?

**Step One:** Open Powerpoint - and this is what you will see.



At the very top are several choices, Home, Insert, Design, Animation, Slide Show, Review, View, Add-Ins, Acrobat.

**Home:** "Home" contains the button you click to make a "New Slide" to change the "Layout" of the slide to change the "Format" of the text in the slide

**Step 2:** Click on “Insert”

The “Insert” toolbar looks like this:

### Insert Tool Bar



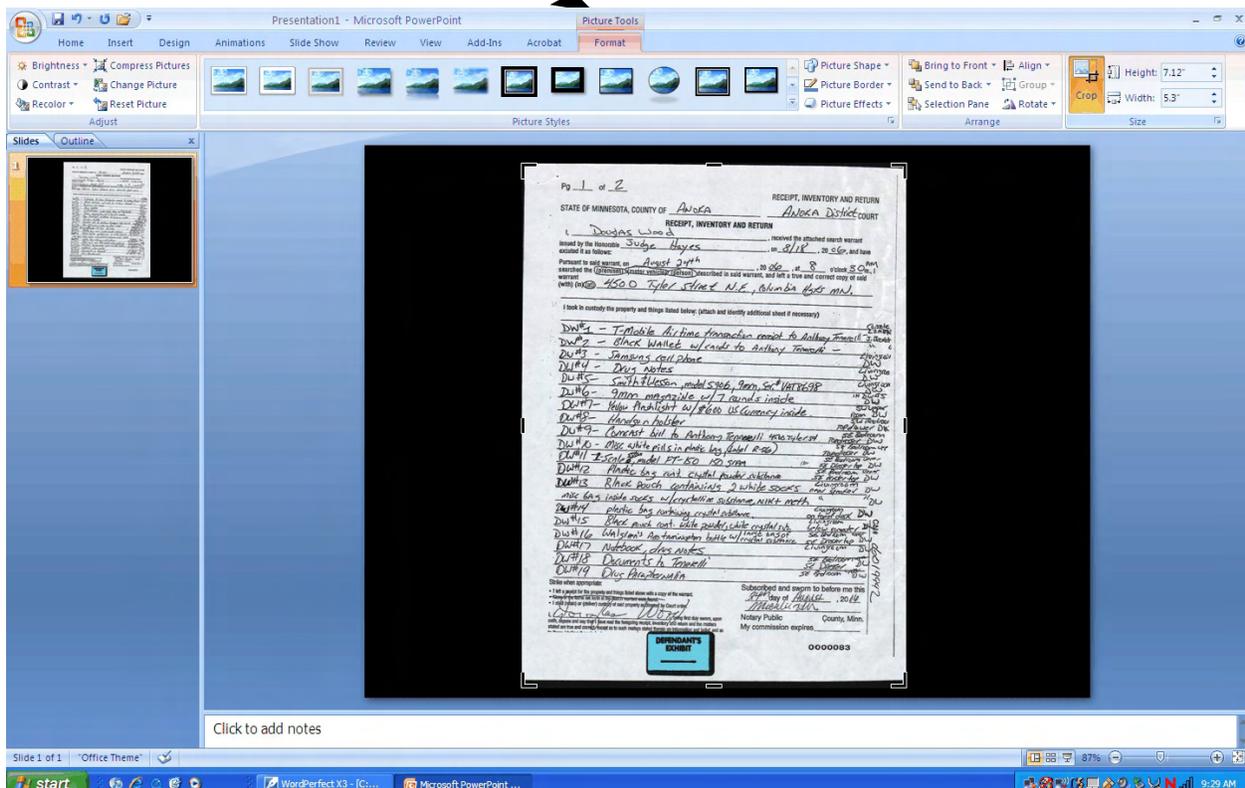
**Insert:** “Insert” contains all of the buttons you click to insert things into a Powerpoint slide.

**Step 3:** Click on “Picture”

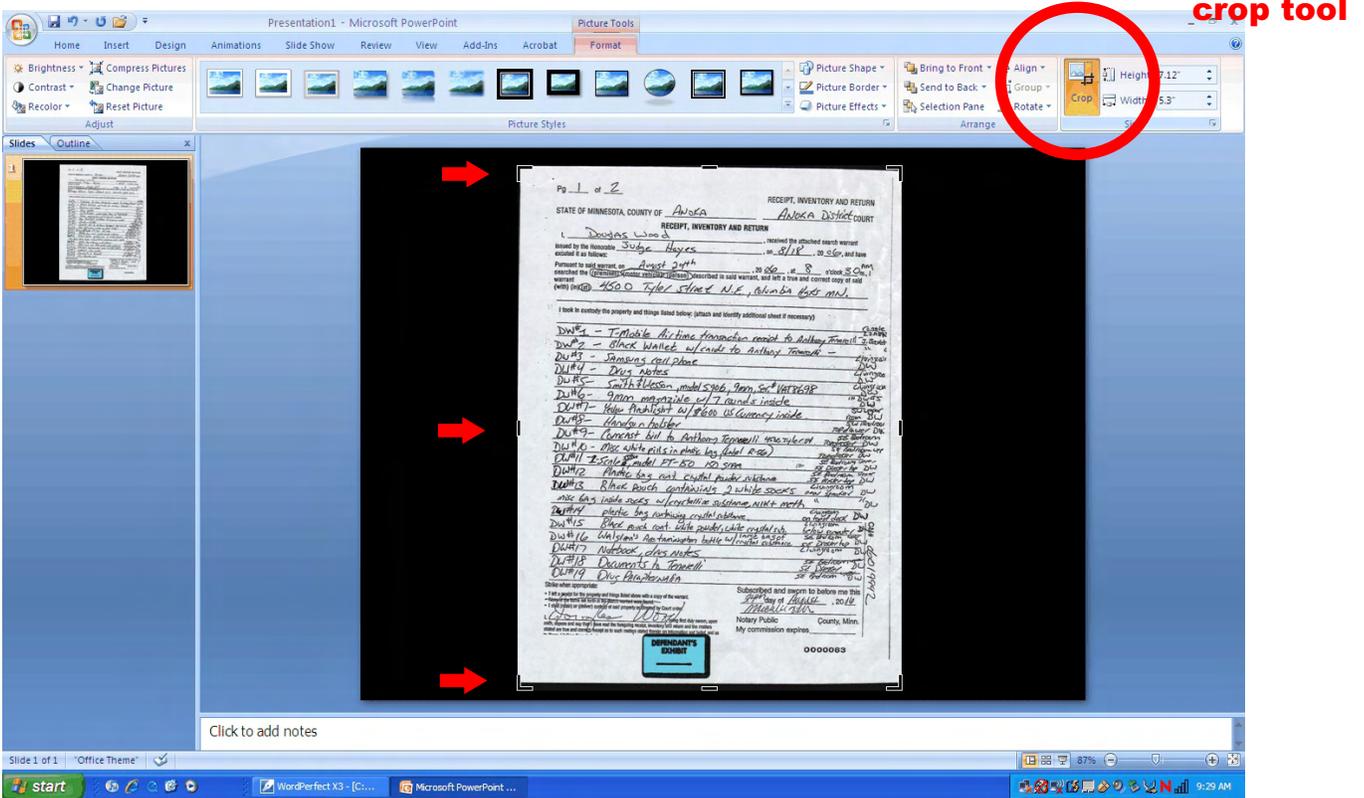
**Step 4:** Double click on the picture you wish to insert into your Powerpoint slide. And bingo, it's done.

**Step 5:** You can easily crop a picture once inserted.

**Here's how:** click on “Picture Tools” The picture toolbar will then appear.

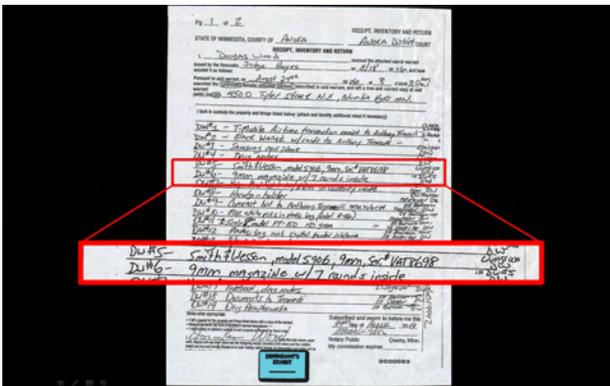


Click on "Crop" and little black brackets will appear around the picture. Left click on the bracket and size your picture. Once sized, left click on an area outside of the picture. This will take you out of crop mode.

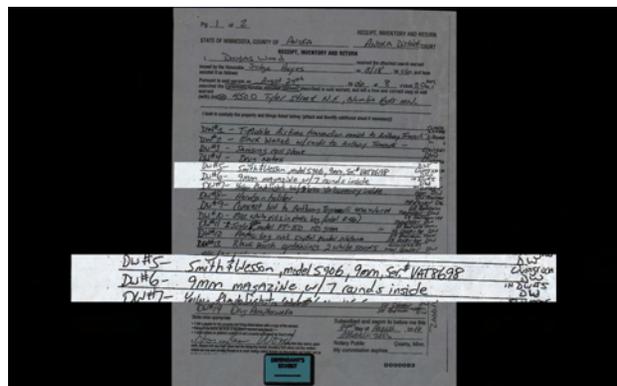


Then left click on the picture and little circles will appear on the corners of the picture. Left click on one of the corner circles and move outward to make the cropped picture bigger. If done from the corner, the picture will stay in proportion.

Now that we know how to crop, lets make two totally cool slides.



Inventory Return with red pull-out box



Transparent Inventory Return