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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.

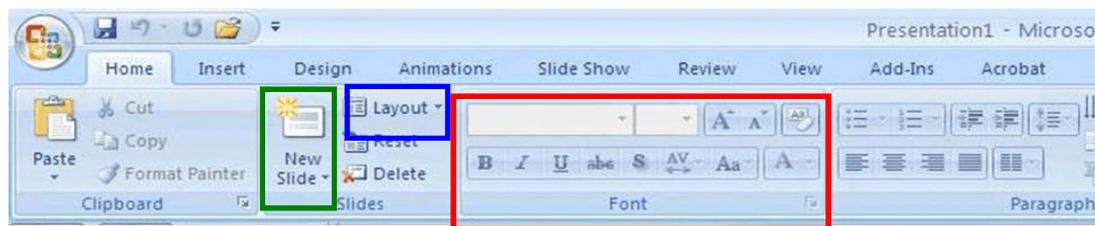
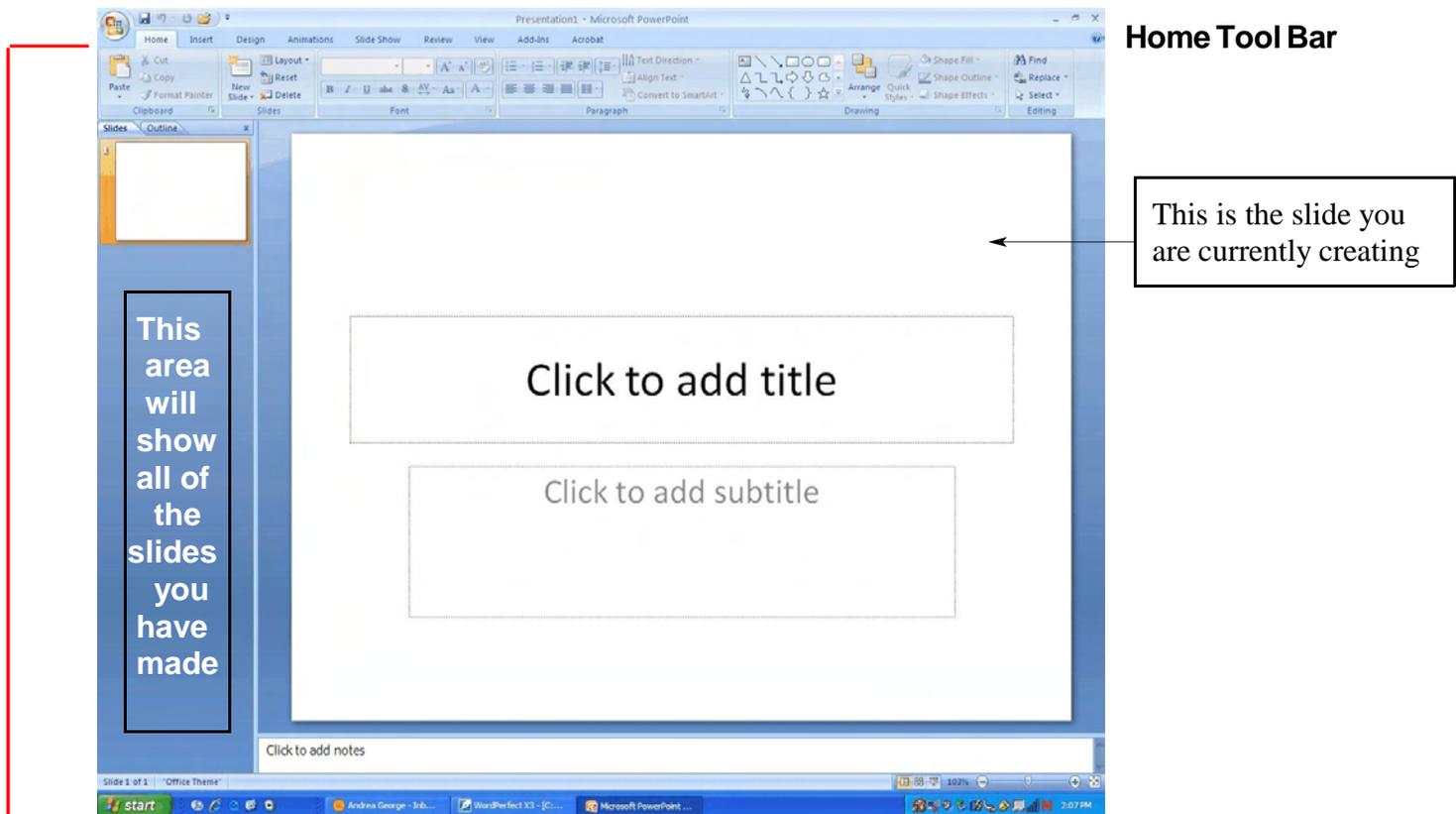
#### "Save as type":

- 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.

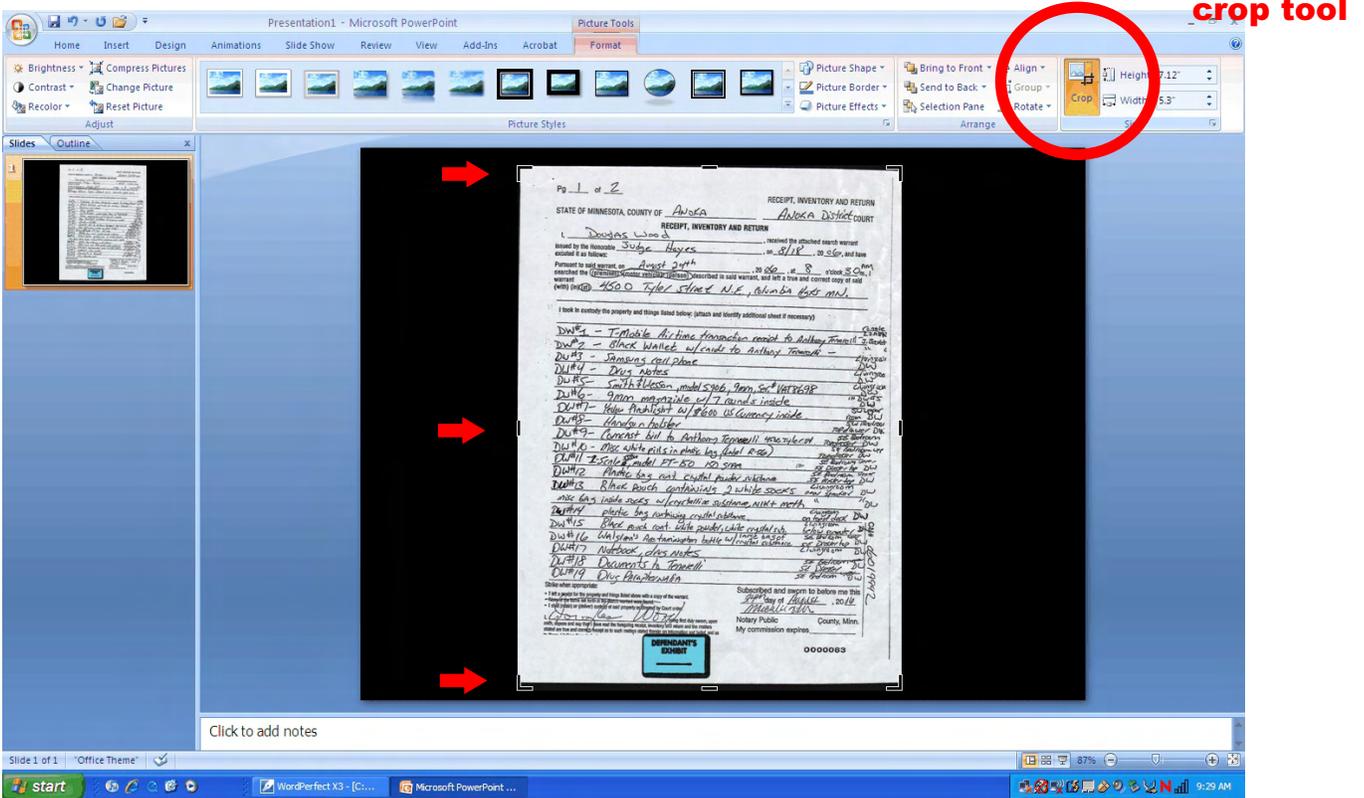


At the very top are several choices, Home, Insert, Design, Animation, Slide Show, Review, View, Add-Ins, Acrobat.

**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

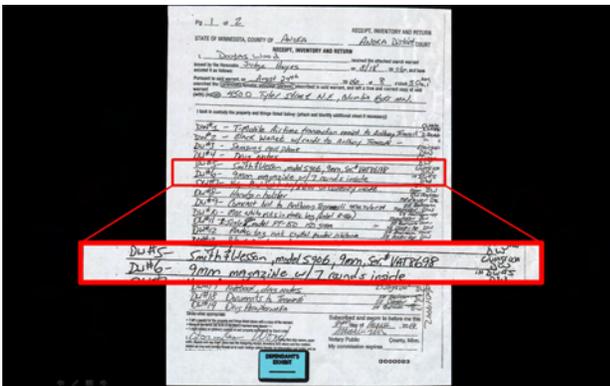


Click on "Crop" and little black brackets will appear around the picture. Left click on the bracket and size your picture. Once sized, left click on an area outside of the picture. This will take you out of crop mode.

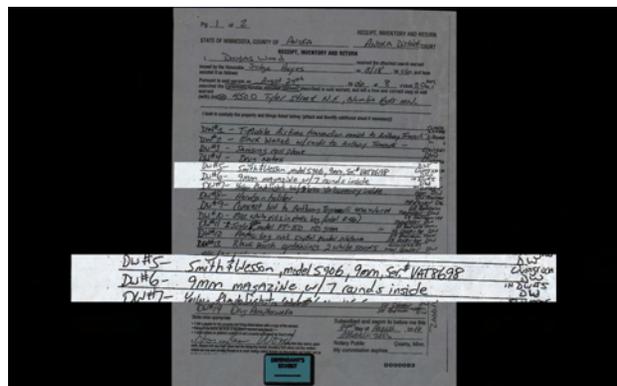


Then left click on the picture and little circles will appear on the corners of the picture. Left click on one of the corner circles and move outward to make the cropped picture bigger. If done from the corner, the picture will stay in proportion.

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



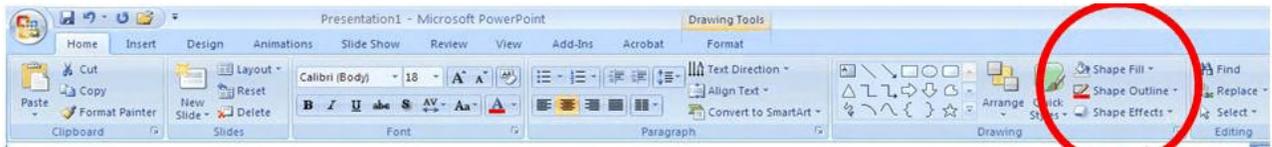
Inventory Return with red pull-out box



Transparent Inventory Return

## Inventory & Return with red pull-out box

- Step 1:** Insert picture into slide
- Step 2:** We are now going to copy the picture so that we can crop it. Right click on picture. Left click on “copy”. Right click on picture again. Left click on “paste”. You have now copied the picture.
- Step 3:** Crop the top picture to the writing or object you want to put in the red box. We are now going to size the cropped picture to the desired size. Left click on the background area to get out of crop mode. Left click on cropped picture and grab the corner and size to the desired size. Move the pull-out box so it does not cover the same writing on the bottom picture (so the jury can see where the pull-out came from).
- Step 4:** We are now going to put the red triangle on the bottom picture. Left click on “Insert” in the tool bar. Left click on “Shape”. Left click on . Then left click on picture where you want the top corner of your bottom red box to begin. Hold down left click and drag to where you want the bottom right corner of your box to stop. You have now created a rectangle.
- Step 5:** Ah, but your rectangle covers up the writing on the picture. We are no going to make the rectangle see-through. Left click on the rectangle. Left click on “Home” in the tool bar and you will see a tool bar that looks like this:



The “Shape Fill” allows you to change the color of your rectangle or allows you to get rid of the color by clicking “No Fill”

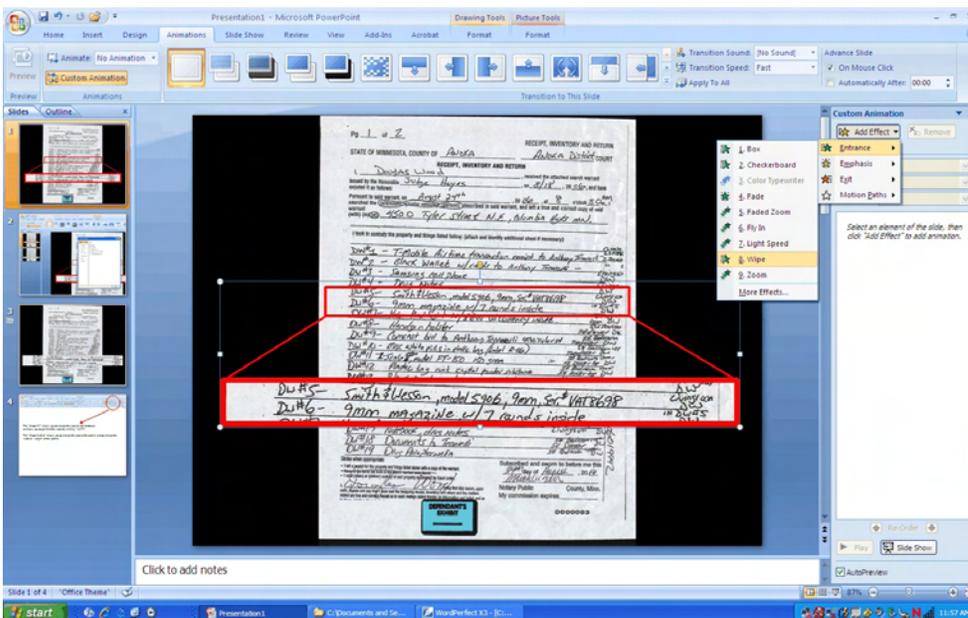
The “Shape Outline” allows you to change the color of the outline and to change the width or “weight” of the outline

- Step 6:** We are now going to put a red outline around the pull-out box. Click “Home”.
- Step 7:** Left click on “Shape Outline”. You will now be able to pick the color and weight of your pull-out box outline.

You have now created a totally cool slide. You can get really fancy by animating the rectangle around the picture, the red lines and the pull-out box.

### Here’s How:

- Step 1:** First, we are going to group together the red rectangle, the two lines and the pull-out box. Left click on red rectangle. While holding down the “Ctrl” button on your keyboard, left click on the left red line. Continue to hold the “Ctrl” button and left click on right red line and then on the side of the pull-out box. Release the “Ctrl” button. Right click and a screen will pop up. Left click on “Group”. Another screen will pop up. Left click on “Group”. Now when you animate, all the objects will flow as one.
- Step 2:** We are now going to animate the rectangle, lines and pull-out box. Left click “Animations”. Left click “Custom Animations”. You will see on the right side of your screen, the custom animation work area. Left click on the item you wish to animate. Since they are all grouped together, you can left click on any of the objects (pull-out box). Left click on “Add Effect”. Left click on “Entrance”. Left click on “Wipe”.

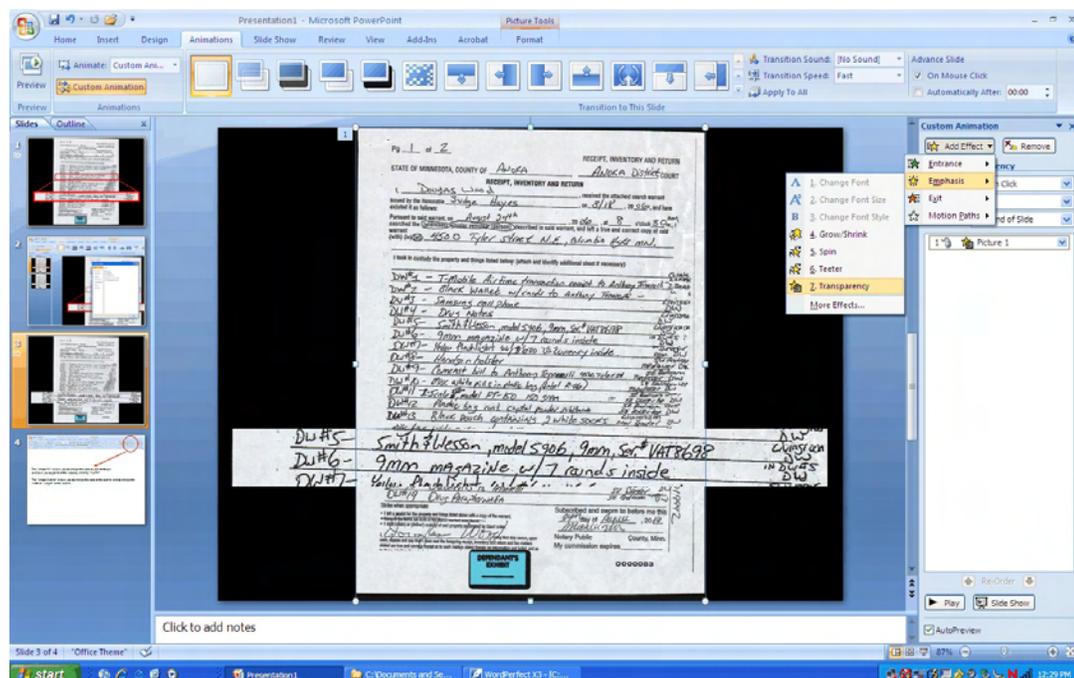


Once you complete this, you can choose where the “Wipe” starts – from the bottom, left, right, top. This looks good if it starts from the top, because then the red box is first, then lines, then pull-out box.

- Step 3:** Push “F5” on your keyboard. You are now in presentation mode. You should see your picture. Left click or push the  $\leftarrow \rightarrow$  button on your keyboard. The red rectangle, lines and pull-out should then come in. Cool, huh? To get back to the drafting mode of Powerpoint, push the “Esc” button on your keyboard.

## Transparent Inventory and Return

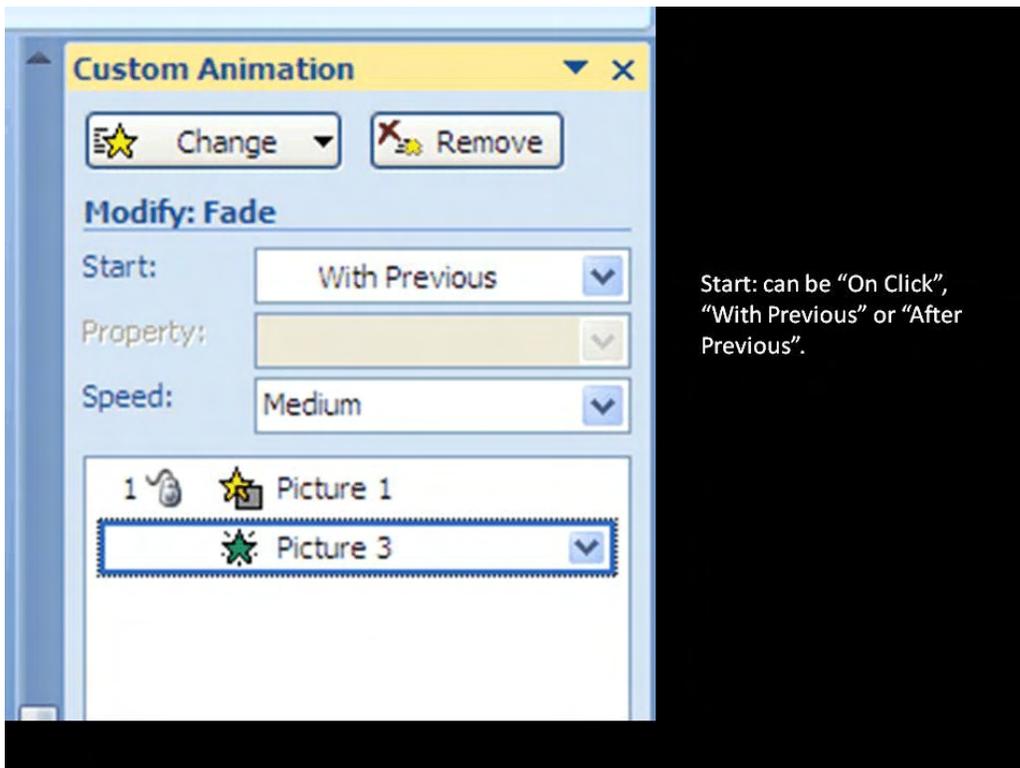
- Step 1:** Insert picture
- Step 2:** We are now going to copy the picture so that we can crop the copy. Left click on picture. Right click. Left click on “copy”, right click, left click on “paste”. You have now copied the picture. Crop the top copy down to what you want to pull-out.
- Step 3:** We are going to copy the cropped picture. Left click on cropped picture. Copy the picture as shown in StepTwo.
- Step 4:** Move one of the cropped pictures directly on top of the original picture in the exact location from where it came. The reason we are doing that is because when we make the background picture transparent, we want the cropped area to stay lit up.
- Step 5:** Enlarge the second cropped picture by left clicking on it. Grab the corner and drag it to the side of the slide. Do the same with the opposite corner. Move this picture to where ever you want it but above or below the section from where it comes.
- Step 6:** We are now going to make the background picture transparent. Left click on “Animations”. Left click on the background picture so the program knows which object you want to animate. Left click on “Add Effect”. Left click on “Emphasis”. Left click on “Transparency”.



**Step 7:** We are now going to make the pull-out section “fade” in on the screen. Left click on pull-out so the program knows what you want to animate. Left click on “Animations”. Left click on “Add Effect”. Left click on “Fade”.

**Step 8:** We are now going to make the pull-out fade in at the exact time that we make the background document go transparent.

You have now created the second totally cool slide.



Go to “Start:” It should say “On Click”. Left click on the little button, then left click on “With Previous”.

Push F5 on your keyboard. You are now in presentation mode. You should see the original picture. Left click or push the  button. The original picture should go transparent and the pull-out box should come forward, leaving the area behind it lit up.

At this point, you have successfully taken the hard copy document, scanned it, which turns it into a picture, inserted it into a Powerpoint slide, cropped it, and animated it.

**Hint: When preparing a case for trial, I always create a file folder on my desktop which contains all of the exhibits, scanned documents and discovery for the case. That way, everything is easily accessible.**

## GETTING A CASSETTE TAPE INTO YOUR COMPUTER

**B. Cassette Tapes** - Often we get wire tap cases in which all of the calls are saved on cassette tapes. One or two of the 100s of tapes may actually help your client. How do you get the cassette tape into the computer so you can use it in the most efficient way?

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

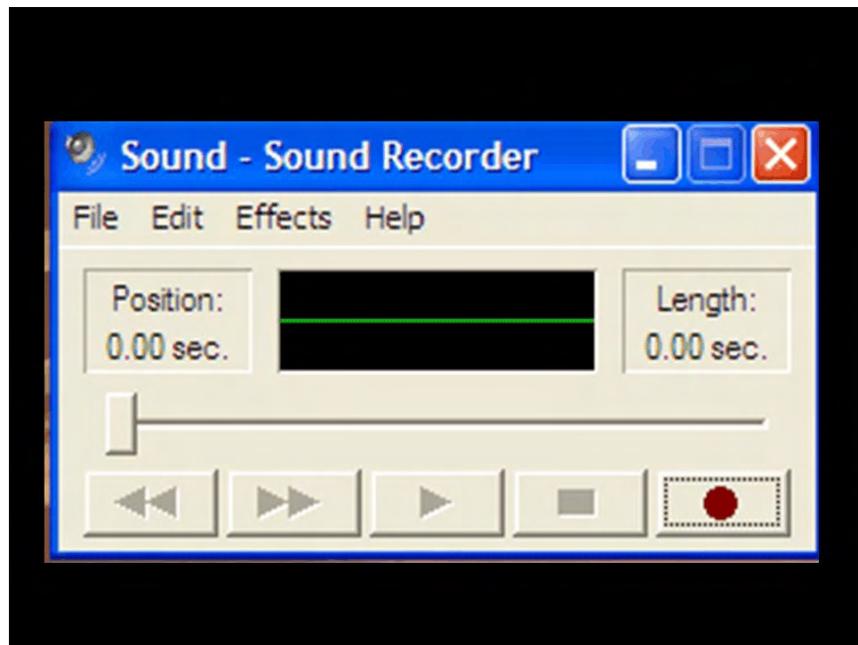
**Step 1:** Get a boom box or cassette player

**Step 2:** Buy an audio cable with 1/8th inch plugs on both ends. I call this the double knobber cord. It costs around \$12.00 at Best Buy or Radio Shack.

**Step 3:** Put one end of the cable into the boom box headset hole. Put the other end of the cable into the computer's microphone hole.

**Step 4:** Go to Sound Recorder, it is a program on your computer. You can find it at start, Programs, Accessories, Entertainment, Sound Recorder. It looks like this:

The red button in the bottom corner is Record. Click on that button, then hit the play button on your boom box. Sound Recorder will record all that comes out of your boom box. You are now digitalizing your cassette tape.



**Step 5:** Hit record on "Sound Recorder", then hit play on your boom box. Once the audio is done, you can then edit it.

## EDITING AN AUDIO FILE WITH SOUND RECORDER

Like the picture formats, audio files can have different audio formats. Two examples are wav and mp3. Sound Recorder can only handle wav files. Any time you use Sound Recorder to turn a cassette tape into a digitalized audio file, it will save it in a wav format. However, if you download audio files, they may come in an mp3 format, at which case you will have to use a different program.

### Sound Recorder Limitations - .wav only format

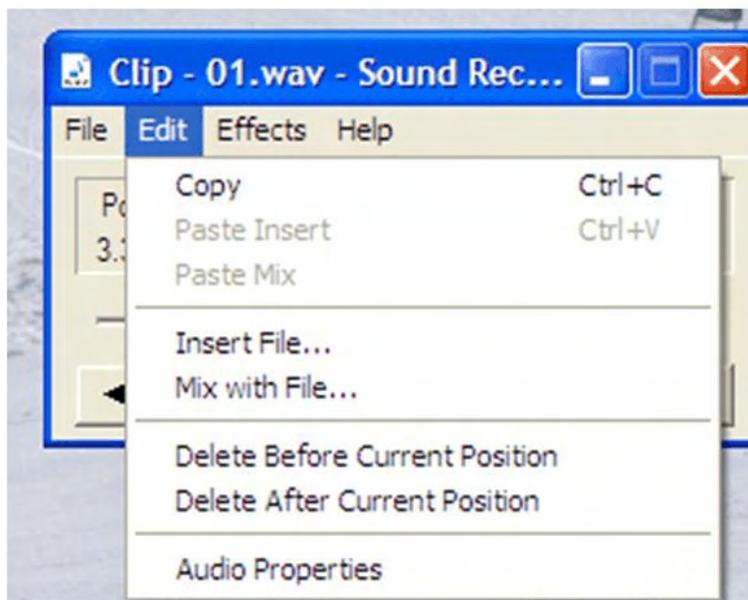
**Audacity** - Audacity is another audio editing program. There is a free download available at [www.sourceforge.net](http://www.sourceforge.net). Type "Audacity" in the search line. It will bring you right to the free download. Audacity handles both .wav and .mp3 files. It also has more editing capabilities.

### 2. Now that I've got the sound into my computer, how do I edit it?

**Step 1:** Open Sound Recorder (start, Programs, Accessories, Entertainment, Sound Recorder).

**Step 2:** Click on file and double click on the audio file you want to edit.

**Step 3:** Click edit. You will see this:

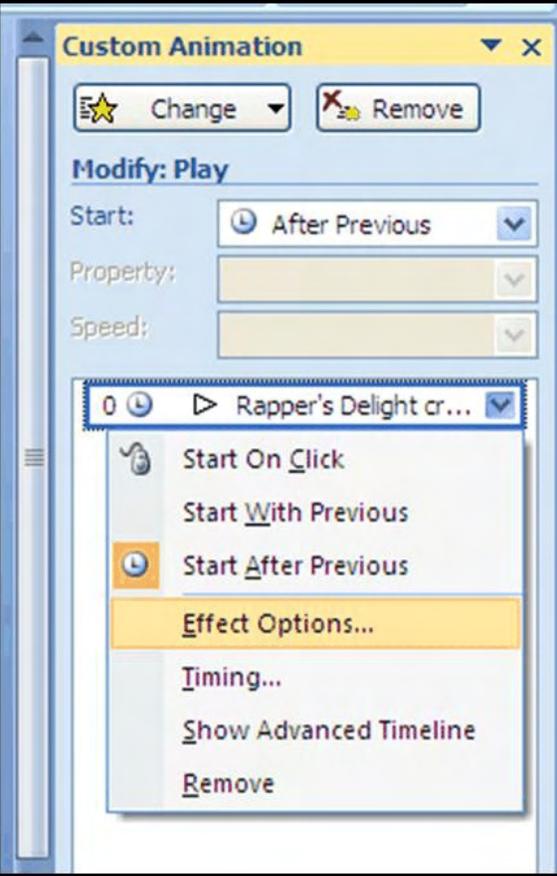


"Delete Before" and "Delete After" are the tools to edit your audio clip. If you want multiple clips from the same recording, you will have to do a new editing each time. Remember to "save as" the edited clip rather than "save" or you will permanently alter the original clip.

## INSERTING AN AUDIO FILE INTO POWERPOINT

### 3. Now that I've edited my sound clip, how do I get it into a Powerpoint slide?

- Step 1:** Click on "Insert"
- Step 2:** Click on "Sound"
- Step 3:** Double click on audio file you want in the Powerpoint slide
- Step 4:** Decide whether you want it to play automatically when the slide comes up, or whether you want to move the cursor and click on the sound object to make it play



There are various effect options that allow you to control the start and stop of the audio, control the volume and hide the sound icon while in the presentation mode.

Click on "Home", "Animations", "Custom Animation". Then look at the tool bar running down the right side of the screen. Click on the icon to the right of the audio file. Then click on "Effect Options".

You will then have the choice of going to "Effect", "Timing" and "Sound Settings".

## GETTING A VIDEO FILE INTO YOUR COMPUTER

### C. VHS Tapes, Video Cassette Tapes, DVDs, Cameras in Video Mode

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

**Every video clip comes in a video format such as .avi, .mpg, or .wmv. What do they mean?**

AVI - Audio-Video Interleave

MPG - (MPEG) Moving Pictures  
Experts Group

WMV - Windows Media Video

**The endings just denote different video formats. All three work in Powerpoint.**

**Video Camera with DVD** - There is DVD ripping software which is a program that converts the DVD to .avi, .mpg, or .wma. You can get the software at Best Buy or download it from the internet.

**Video Cassette Tape, Mini VHS, 8 MM** - There are machines that directly convert a VHS tape into a DVD but then you have to rip the DVD as discussed above, converting it to an .avi, .mpg, or .wma.

**Cameras in Video Mode or Video Cameras with Hard Drive** - these cameras generally create the video in a usable .avi video format.

**Video Capture Device** - You can plug your VCR or VHS camcorder, or 8mm camcorder directly into a video capture device. You plug the video capture device into your computer and the video capture device converts the VHS to an .avi, .mpg, or .wma.

They are available cheap on the internet.



## EDITING A VIDEO FILE WITH MOVIE MAKER

### 2. Now that I've got the movie into my computer, how do I edit it?

**Step 1:** Open Movie Maker (start, Programs, Windows Movie Maker).  
The opening slide will look like this:

The screenshot shows the Windows Movie Maker application window. The interface includes a menu bar (File, Edit, View, Tools, Clip, Play, Help), a toolbar, and a 'Movie Tasks' pane on the left. The 'Movie Tasks' pane is divided into three sections: '1. Capture Video', '2. Edit Movie', and '3. Finish Movie'. The 'Import video' option under '1. Capture Video' is highlighted with a red line and a red arrow pointing to it. Another red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A third red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A fourth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A fifth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A sixth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A seventh red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A eighth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A ninth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A tenth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A eleventh red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twelfth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A thirteenth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A fourteenth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A fifteenth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A sixteenth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A seventeenth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. An eighteenth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A nineteenth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twentieth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twenty-first red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twenty-second red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twenty-third red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twenty-fourth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twenty-fifth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twenty-sixth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twenty-seventh red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twenty-eighth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A twenty-ninth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A thirtieth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane. A thirtieth red arrow points from the 'Import video' text to the 'Import video' button in the 'Movie Tasks' pane.

**Step 2: Click on "Import Video" - your video will be broken up into scenes in this area.**

**Step 3: Grab the scenes you want in your video and drag it down to the storyboard area directly below.**

**Step 4: Hit the play button on the video player to your right. If you want to cut a part out, you can crop it with the crop button.**

**Step 5: You can add video effect, transitions and credits.**

**Step 6: Finish the movie by saving it to your computer. Remember to "save as" so you maintain the original version.**

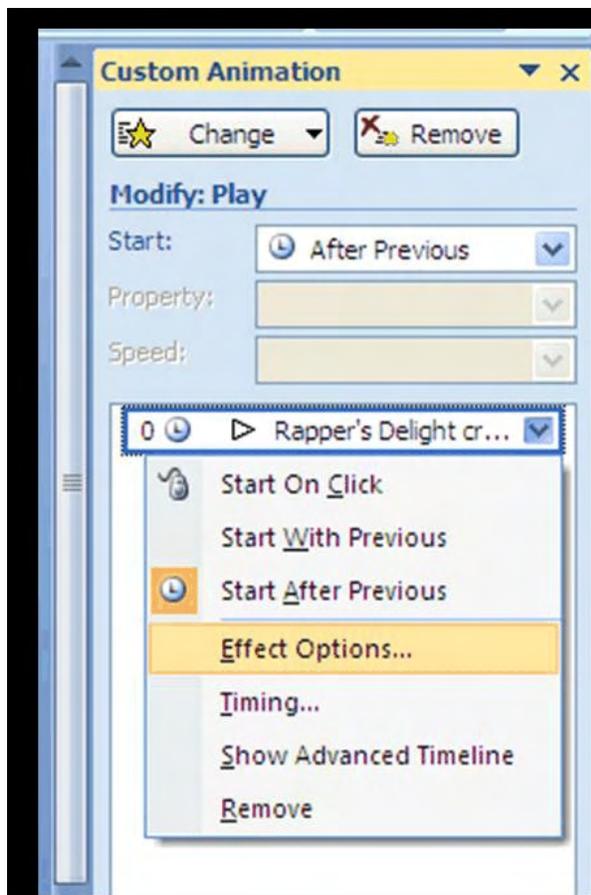
## INSERTING A VIDEO FILE INTO POWERPOINT

3. Now that I've edited the movie, how do I get the video into a Powerpoint slide?

**Step One:** Open Powerpoint

**Step Two:** Click on "Insert"

**Step Three:** Double click on the movie you want to bring into your Powerpoint slide. You will be asked if you want the movie to play automatically, or when clicked.



There are various effect options that allow you to control the volume and hide the movie icon while in the presentation mode.

Click on "Home", "Animations", "Custom Animation". Then look at the tool bar running down the right side of the screen. Click on the icon to the right of the video file. Then click on "Effect Options".

You will then have the choice of going to "Effect", "Timing" and "Movie Settings".

## **YOU ARE NOW READY TO RAZZLE AND DAZZLE**

You now know how to:

1. scan a document/photograph into your computer
2. insert that document/photograph into a Powerpoint slide
3. make some really cool Powerpoint slides
4. convert a cassette tape into a digitalized audio file
5. edit the audio file
6. insert the audio file into a Powerpoint slide
7. convert a VHS tape, mini cassette tape, 8 mm tape, DVD into a usable video format
8. edit the video file
9. Insert the video file into a Powerpoint slide
10. now go add some razzle dazzle