LegalEase

WELCOME BACK!

It's the beginning of another exciting year, and all of us in the Gulfport and Tampa Law Libraries extend a warm welcome to our new students and our returning students. Stop and say "Hi." We have added new online resources, have put additional copies of print resources in the Tampa Library, and have moved the U.S.C.S. and the U.S.C. to the Gulfport Larkin Room, so all federal statutes are now together in one location. We are here to support you and your academic program, so please let us know how we can help.

—*Prof. Rebecca S. Trammell*, Law Library Director

OFFICE 2007 WARNING !

Have you just bought a new computer which came with Microsoft Office 2007? Have you upgraded to Microsoft Office 2007? Are you using the Gulfport or Tampa Law Library computers? If so, there is an **_important change_** you need to know about.

Microsoft Word 2007 documents have a different file extension than the previous versions of Word! From 1997 through 2003, file extensions in Word were "doc." Beginning with the 2007 version, file extensions are ".docx."

If you submit a paper created using Word 2007, the document will be saved as a .docx, and anyone using an earlier version of Word, for example Word 2003, will not be able to open or read that document!

To avoid this problem, you need to save Word 2007 documents as "doc" files instead of "docx" files. You can do this using the "Save as" command in Word 2007. Since most people are still using older versions of Word, it is important for everyone, students, professors, administrators and staff to be "on the same page!"

Save Money on Printing -- Scan & Email!

All of the Law Library printer/copy machines have a scanner feature. You don't have to pay to print that 20-page article you need. Instead, scan it, email it to yourself and print it later. Do you have several articles, or maybe even a microfiche? No problem -- you can combine them all in one email.

A time-saving feature is Auto Feed, which sends all the pages through the scanner without your having to feed each page manually. Directions for scanning & emailing are posted on the machines. Be sure to use your complete e-mail address. If you have any questions, don't hesitate to ask!

LegalEase is now available electronically on the Law Library web page. Click on LegalEase (Law Library Newsletter) and select an issue. Print copies of the current issue are also available at the circulation and reference desks in both the Gulfport and Tampa Law Libraries and in the Gulfport Student Center.

CALI (Computer Assisted Legal Instruction) exercises are online tutorials for almost every legal topic including administrative law, criminal law, family law, torts, contracts and even legal research and writing. Go to http://www2.cali.org/ to register and access these lessons. Your Stetson registration code is STETSNstu203. Check out the CALI web site for a list of the Top 10 1L lessons or look at the list of helpful 2L and 3L lessons. Be sure to ask a Law Librarian if you need help accessing these tutorials.

SWIPE CARD ACCESS REMINDER

The Gulfport Law Library is now open 24/7 -- but only if you have a magnetic strip Stetson ID card! If you don't have one, stop by Student Life. They will issue a magnetic strip ID and will encode your ID for swipe card access.

Remember to wear your ID whenever you are in the Gulfport Library after hours. Anyone without a clearly displayed Stetson ID card will be asked to leave.

Check It Out!

Nutshells & Hornbooks or, Cliff Notes for Law

Nutshells and hornbooks provide some of the best quick legal study aids that you can find. They are available for almost any topic, and now you can check them out for three day circulation. We have moved the Gulfport nutshells and hornbooks back to the Larkin Room, so you can easily find what you want and check it out for up to 3 days. Tampa nutshells and hornbooks are available in the stacks, and can also be checked out for up to 3 days. Be sure to ask if you can't find the nutshell or hornbook you need.

Journals A-Z

Frustrated deciding which database may be the best one for your research? Trying to find a specific journal?

Take a look at the Library's new access point for materials, which we call Journals A-Z. (It's accessed through the library's main web page, at http://www.law.stetson.edu/lawlib/)

In Journals A-Z, you can search by broad subject areas on a pull-down menu. You can also look for specific journal coverage; if you know an article was published in the Quarterly of Applied Mathematics, you can see which databases cover that journal. If you're looking for a specific journal title from 1986, you can check this function by typing in the journal title. The search results will reveal which databases include that specific journal and which time periods are covered.

Many journals have licensed their publications in various date ranges; more current issues may only be available in print or in a larger database, such as Westlaw or Lexis. You can check to see where similar journals are found and directly access them using Journals A-Z. Just remember that not all databases are covered in this function.

TAMPA TALK

The Tampa Law Library expansion will be completed in mid-September, and will give us seven additional group study rooms, a large reading room area and a new courtroom/classroom. We are also bringing in additional print resources to support the courses being taught each semester at the Tampa Campus. The Tampa Materials Location Guide, which identifies the Tampa format (print, microform, or online) for all core legal resources, will be available soon, both on-line and in print. Check with a librarian in Tampa or Gulfport for more information.

We want to hear from you!
You can make suggestions and give us ideas for new materials using the Law Library Online Catalog.
Just go to http://library.law.stetson.edu/screens/mainmenu.html.
Select "*Suggestions I have for the Library*" to give us your ideas about Law Library services, or choose "*Books I would like the library to acquire*" to suggest materials you would like for us to order.