

LEGAL SECRETARIES OF
NEW ORLEANS & THE RIVER REGION
present

AMICUS CURIAE

("Friend of the Court")

VOLUME XCXXXII

APRIL 2011

APRIL MEMBERSHIP MEETING NOTICE
Crown Plaza New Orleans Airport Hotel

Date: April 26, 2011
Location: 2829 Williams Blvd.
Kenner, La.
Phone: 467-5611
Cost: \$25.00
Dinner: 6:00 p. m.

The speaker is Lesli D. Harris of Stone Pigman, whose topic is Entertainment Law.

CIVIC

We collected \$66.00 at the Bunco Party for the 50/50 drawing. Faye LePre won \$33.00. We collected \$64.00 for the 50/50 drawing at our March Membership Meeting. Darren Anderson of Request-A-Record won \$32.00 and donated it back to the cause. The total collected to date is \$222.50.

EMPLOYMENT

Are you or someone you know searching for new employment? Do you have a lead for some of our members? If you are looking for a job or your firm is searching for new employees, contact Evelyn Breaux at ebreaux@kingsmillriess.com.

Once you have obtained employment, please e-mail Evelyn and share your success with her so she is able to update her records.

MEMBERSHIP

Welcome new members, Leslie Garrett, Rhadell Green, Zondra Hawkins, Dianna Parker, Susan Jones, Britany Leal, Terese Takacs, Della Vidonne and welcome back Sharon Williams!

Members remember to notify Faye LePre, Membership Chairman of any change in your name, address, firm, telephone and fax numbers.

FROM THE PRESIDENT'S DESK

Six Tips to Job Hunting Online

1. Streamline your resume to highlight the skills relevant to your job search. Many companies have resume-sorting software that searches for key words. Think about your field and what buzzwords your future boss might have in mind, then incorporate them into your resume. You will still need to bring a hard copy to an interview.
2. Join a social networking site focused on your field. Letting friends and colleagues on Facebook know you're looking for work can also generate leads.
3. Set up a microblog with Twitter or Tumblr. If you are not comfortable sending out your own short messages, you can still sign up to receive them from companies or people you're interested in. You may even find out about job openings.
4. Carefully research the latest developments in your field. Who might be hiring? What qualifications are certain employers looking for?
5. Browse the big-name job-hunting websites. Sites like Monster.com and Careerbuilder.com allow you to post your resume. There are also job search engines, which aggregate job posting from across the Internet like Indeed.com, a user friendly site that will send you alerts when jobs relevant to your search appear.
6. Be sure to investigate a company before sending in your resume, and never give your bank account or Social Security number by e-mail to someone who says they are going to offer you a job.

(Summarized from AARP Magazine)

Theresa Roques

LEGAL EDUCATION

Please see the attached Computer Tips from Bonnie Schloegel.

HISTORIAN

Please e-mail or give photos of LSNORR events to Giselle Gifford. She is collecting them for the President's scrapbook which will be presented to Theresa Roques at the 2011 Christmas party. giselle_gifford@ca5.uscourts.gov.

WEBSITE

Officers and Chairman, **PLEASE** remember to submit information to be put on the website to Theresa Roques, troques@laborlawyers.com.

VISIT OUR WEBSITE AT www.lsnorr.org

OUR ADVERTISERS

Please take a moment to check out our Advertiser's Page. All of our advertisers have been a tremendous support to our organization. We ask that you and/or your office utilize their services.

If you or someone you know owns a business or service and would like to advertise in our newsletter, please contact Theresa Roques at troques@laborlawyers.com.

OPERATION MARDI GRAS

Wondering what to do with all those beads and trinkets? Odile Arregui is collecting Mardi Gras throws, costumes, etc. for Operation Mardi Gras which is an annual effort by Soldiers' Angels to send purple, green and gold packages to our men and women serving in Afghanistan and Iraq. A unit in Afghanistan holds a parade and a ball, so costumes and beads are needed.

This year, the staff of Herman Herman Katz & Cotlar collected everything from a Muses shoe to an Endymion Frisbee, as well as Louisiana foods, T-shirts, hats, sunglasses, inflatable crowns and decorated costume masks. Fifteen 12" x 12" flat rate boxes were filled and shipped to various locations overseas compliments of the firm.

So gather up all your Mardi Gras stuff and bring them to a monthly membership meeting. Odile will gladly take them off your hands.

LOUISIANA LEGAL SECRETARIES, INC.

**Annual Fall Meeting – St. Francisville, La
October 28-29, 2011**

Odile Arregui and Linda Gaal are organizing this meeting. More information will be sent out once details have been finalized.

LEGAL SECRETARIES INTERNATIONAL, INC.

The 2011 Annual Meeting will be held in Tampa, Florida September 22-24, 2011. at the Mainsail Suites Hotel and Conference Center. The theme will be "Sea Shells at Tampa Bay."

ANNOUNCEMENT: CLS: Executive Legal Secretary

This new Certified Legal Secretary Specialist Examination will be offered for the first time at the Annual Meeting in September 2011 in Tampa, Florida. This exam consists of questions regarding duties of a legal secretary, including general secretarial knowledge, grammar, and ethics; the certification is geared to a legal secretary in a small legal office, for an executive, or involved in management or administration, especially for those who have many years of experience. See new application on page 2 of each issue of In Brief.

The 2012 Annual Meeting will be held in New Orleans hosted by Louisiana Legal Secretaries, Inc.

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VISIT OUR WEBSITE AT www.lsnorr.org

COMPUTER TIPS

By Bonnie Schloegel

Labels and Switching Programs

On one of my many trips through the New Orleans airport, I left my laptop at the TSA security checkpoint. I didn't realize until the next morning in the hotel that I didn't have it. Fortunately, my husband was able to retrieve it that afternoon from the TSA agent. The agent told my husband that he wished everyone would do what I did. I put a label with my name, address, e-mail address and cell phone number on the back of my laptop. I also put the Saints fleur de lis sticker on it. Geaux Saints!!

Since then, my husband and I have printed out labels and put them on cell phones, Kindles, MP3 players and any item that we might lose. We have even scanned all the serial numbers of our electronics and e-mailed it to our cell phones and e-mail accounts. The paper copy stays home.

Even if you don't need labels for your electronics, you'll want to make labels for file folders and mailing labels. The Mail Merge Webinars teaches you how to create mailing labels and merge them from a list of addresses. Scroll further down this e-mail to see the list of Webinars.

Here's how to make one or an entire page of labels:

Word 2003 and Lower

1. On the Menu Bar, click Tools, Letters and Mailings, Envelopes and Labels.
2. Click the Labels Tab.
3. Click the Options Button.
4. Click the Down Arrow for Label Products and select Avery standard.
5. Click in the Product Number list and type the desired label number such as:
 1. 5660 for mailing labels
 2. 5766 for file folder labels
 3. 6467 for small ID labels
6. Type the desired contact information. I recommend your e-mail address and cell phone number. You can select the text, right mouse click and click on Font to change the Font and Font size to fit within the label size.
7. Either create an entire page of labels or tell Word where on the sheet you want the label to print.
8. Print the label.

Word 2007 and 2010

1. Click the Mailings Tab.
2. Click the Labels Button on the Ribbon.
3. Click the Options Button.

4. Click the Down Arrow for Label Vendors and select US Avery Letter.
5. Click in the Product Number list and type the desired label number such as:
 - a. 5660 for mailing labels
 - b. 5766 for file folder labels
 - c. 6467 for small ID labels
6. Type the desired contact information. I recommend your e-mail address and cell phone number. You can select the text, right mouse click and click on Font to change the Font and Font size to fit within the label size.
7. Either create an entire page of labels or tell Word where on the sheet you want the label to print.
8. Print the label.

WordPerfect

1. On the Menu Bar, click Format, Labels.
2. Type Avery, a space, and the number of your desired label such as:
 - a. 5660 for mailing labels
 - b. 5766 for file folder labels
 - c. 6467 for small ID labels
3. Click the Select Button.
4. Type the label and input a hard page break to start the next label. Copy the first label and the hard page break for as many labels you need on the sheet.
 - a. Once you have copied, you can press the ESC key (or click Edit, Repeat Next Action) and type 29 or the number of times you want to paste the label. Then paste and WordPerfect will paste 29 times.
 - b. You can put in hard page breaks before the typing to put the label lower on the sheet.
5. Print the label.

Switch Programs Using the Keyboard

If you want to go back to the last program that you used, simply hold down ALT and press the TAB key. If you want to toggle through all of your open programs, keep holding down ALT and pressing the TAB key. You will land on the program when you release the buttons.

Private Webinars and On-site Training can be arranged at bonnie@bonnietraining.com.

Webinars

Program	Name	Code	You Will Learn How to:	Cost
Access	Tables and Queries	A01-BT	Create basic tables and queries to find your data	\$50 ½ Hr.
Excel	Formulas	E01-BT	Create formulas with ease	\$50 ½ Hr.
Internet Explorer 7	New Features	IE7-BT	Use the new tabs feature, choose your search engine, and make permanent tabs	\$25 15 min.
Outlook	Beyond Basics	O02-BT	Turn e-mails into appointments or tasks, color code e-mails, create folders, count days ahead, send an appointment as an e-mail and more.	\$50 ½ Hr.
PowerPoint	Making a Presentation	P02-BT	Make presentations using all of the types of slides using special effects	\$100 1 Hr.
PowerPoint	Tips and Tricks for the Presenter	P01-BT	How to go forward or backward a slide or get to the correct slide, print the presentation in different forms, write on your slides while giving the presentation and plenty of speaker tricks	\$25 15 min.
Windows	Tips and Tricks Everyone Should Know	WW01-BT	Tricks and Tips for easy ways to select text, tricks for cut, copy and paste multiple times and collect and paste, tricks to locate a file quickly	\$25 15 min.
Word	From WordPerfect to Word	W01-BT	Learn the critical differences of how Word works differently from WordPerfect. Learn Word's "Reveal Codes" and how to tackle formatting problems.	\$100 1 Hr.
Word	Briefs	W04-BT	Format briefs with page numbers, Tables of Contents and Authorities	\$100 1 Hr.
Word	Formatting in 2003 & Earlier	W32-BT	Headers, Footers, Page Numbering, Section Breaks, Indentation, and Basic Styles	\$100 1 Hr.
Word	Formatting in 2007	W72-BT	Headers, Footers, Page Numbering, Section Breaks, Indentation, and Basic Styles	\$100 1 Hr.
Word	Letters and Envelopes	W05-BT	Create a Letter form or template, set up headers for the letter, single and multiple envelopes	\$50 ½ Hr.
Word	Mail Merge	W32-BT	Send the same letter to recipients stored in Word, Excel, PowerPoint or Outlook Contacts	\$50 ½ Hr.
Word	Navigating in 2007	W71-BT	Find all of the commands you knew in earlier versions of Word	\$50 ½ Hr.
Word	Tables	W01-BT	Make tables, sort, math and table formatting.	\$100 1 Hr.
Word	Tips and Tricks	W01-BT	Shortcuts, Macros, Autotext and more	\$50 ½ Hr.
Word	Track Changes	W07-BT	Benefits, dangers, and features of track changes	\$50 ½ Hr.
WordPerfect	Briefs	WP4-BT	Format the brief with page numbers, Tables of Contents and Authorities	\$100 1 Hr.

WordPerfect	Letters and Envelopes	WP2-BT	Create a Letter form or template, set up headers for the letter, single and multiple envelopes.	\$50 ½ Hr.
WordPerfect	Mail Merge and Sort	WP3-BT	Send the same letter to recipients and sort the data base	\$50 ½ Hr.
WordPerfect	Styles	WP8-BT	Create Styles to do quotes, number paragraphs or interrogatories and format text for tables of contents.	\$50 ½ Hr.
WordPerfect	Tables	WP6-BT	Make tables, sort, math and table formatting.	\$100 1 Hr.
WordPerfect	Tips and Tricks	WP01-BT	Shortcuts, Macros, QuickWords and more	\$50 ½ Hr.

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OREO DESSERT
from: Tracey Cannon

Ingredients:

- 9 x 13 pan - metal pans work better than glass dishes
- 1 pack of double stuffed Oreo cookies
- 1 stick of butter (do not substitute margarine)
- 1 large container of cool whip - 16 ozs.
- 1 8 oz package of cream cheese
- 1 cup powdered confectionary sugar
- 1 large box of instant chocolate pudding
- 1 cup milk
- 1 small can of condensed milk

First Layer:

- melt one stick of butter
- crush oreos and stir in butter (be sure to reserve ½ cup about 6-8 cookies - w/o butter) to spread on top just before serving)
- press oreo & butter mixture in a 9x13 dish

Second Layer:

- mix 8 oz. of cool whip, 1 pack cream cheese (do not use fat free) and 1 cup of powdered sugar
- spread over oreo mixture - refrigerate or freeze while making next layer

Third Layer:

- mix large pack of chocolate instant pudding with 1 cup of milk and a small can of condensed milk
- pour over cool whip mixture - refrigerate or freeze for a while before putting on last layer.

Fourth Layer:

- spread the remaining 8 oz. of cool whip then freeze or refrigerate.

Just before serving, pour crushed oreos on top. ENJOY!!

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