

LEGAL SECRETARIES OF
NEW ORLEANS & THE RIVER REGION

present

AMICUS CURIAE

(“Friend of the Court”)

VOLUME XCXXIX

JANUARY 2011

JANUARY MEMBERSHIP MEETING NOTICE

FAT HEN GRILL

Date: January 25, 2011
Location: 1821 Hickory Ave.
Jefferson
Phone: 287-4581
Cost: \$25.00
Dinner: 6:00 p. m.
Menu attached

The speakers will be Shasta Leininger and Darlene Blank of Firemen's Federal Credit Union. They will speak on Retirement Planning.

Please RSVP to Beverly Jackson at bjackson@hhkc.com. The deadline to respond is Friday, January 21 before noon.

If you RSVP for a membership meeting and don't attend, you will be charged for the dinner as LSNORR will be charged by the restaurant.

2011 OFFICERS

President	Theresa Roques
Vice President	Faye LePre
Corresponding Secretary	Beverly Jackson
Recording Secretary	Dorothy Hollingsworth
Treasurer	Tracey Cannon
Affiliate Director	Giselle Gifford
Director of Public Relations	Carla Valaske
Parliamentarian	Linda Gaal
Historian	Giselle Gifford

CIVIC

We collected \$170.00 for the 50/50 drawing at our Christmas luncheon. Mary Theriot won \$85.00 and the other \$85.00 will start our collection for 2011.

FROM THE PRESIDENT'S DESK

Happy New Year! It is hard to believe that we are already 20 days into 2011. The new year is a good time to clean the slate and start over with our resolutions. My goal this year is to keep things as simple and efficient as possible. After I accepted the nomination for president, I wondered what had I gotten myself into. I didn't feel qualified to lead Board Meetings and Membership Meetings. Even though I have chaired and worked on several committees, the only office I had held was Affiliate Director. As I looked at the slate of officers, I knew we had a great team because they are all experienced and dedicated members who are more than willing to help.

We have filled the position of chairmen for most of our committees. However, many of our officers and committee chairmen are holding two or more offices and chairs. And the same ladies are stepping up to the plate every year. We are all busy with jobs and personal responsibilities. Even though you may not be able to hold an office or chair a committee, please consider offering your help to one of our committee chairmen. Some of the committees are a one man job but some of them are more time consuming and your help will be greatly appreciated.

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.

LEGAL EDUCATION

Please see the attached Computer Tips from Bonnie Schloegel.

CHRISTMAS LUNCHEON & INSTALLATION OF OFFICERS

Our annual Christmas Party was held on Saturday, December 4, 2010 at Impastato's Restaurant in Metairie. Our officers for 2011 were sworn in by Judge Chris Bruno of Civil District Court in New Orleans. Following a delicious luncheon, we had our traditional White Elephant gift exchange and presentation of fabulous door prizes.

Thanks to Odile Arregui and the Christmas Committee for providing a wonderful party.

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

We are in the process of reformatting our website to make it more user friendly and updating it for 2011. 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

BETH ELLISON WINS TRIP TO PRO BOWL

LSNORR member, Beth Ellison won an all expense paid trip for two to the Pro Bowl in Hawaii. She won the trip after entering a contest by filling out a survey card at a Saints home game. **CONGRATULATIONS, BETH!**

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.

LOUISIANA LEGAL SECRETARIES, INC.

LLSI officers were sworn in by Judge Tiffany Chase on Saturday, January 15 in LaPlace, Louisiana. Each officer was presented with a Magnolia tied with the color ribbon representing their office.

Following the installation ceremony, we had a delicious lunch at Italian Pie and then held a planning session discussing growing the membership and setting dates for our 2011 meetings. The spring meeting will be held in Baton Rouge on April 29-30, 2011. Crystal Woodrin is checking out hotels in the Baton Rouge area.

The Annual Fall Meeting will be held October 28-29, 2011 in St. Francisville, Louisiana. Odile Arregui and Linda Gaal volunteered to organize the meeting in St. Francisville..

Please mark your calendar for both these meetings. 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."

Following the meeting, Carnival Cruise Line's "Carnival Legend is scheduled for a 7 night cruise with reasonable fares. Please see the attached flyer for further information. Also attached is a flyer describing the Main Sails Suites.

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

COMPUTER TIPS

By Bonnie Schloegel

Here's wishing your holidays were bright and a Happy Healthy and Prosperous New Year.

WordPerfect users are always looking for reveal codes in Word. And diehard Word users may want to see how many spaces they have entered or if a hard return or paragraph mark is at the end of a paragraph. You can see these by clicking Show/Hide Paragraph which is represented by ¶. Clicking it again will turn it off.

But another feature in Word that reveals the formatting is showing the styles area while you are in Normal or Draft view. You can double click the style on the left side of the screen to edit the style. Changing the style changes the formatting for all paragraphs that have that style. Take the Formatting seminar listed at the bottom of this e-mail to learn more.

Word 2003 and Lower

1. On the Menu Bar, click Tools, Options.
2. Click the View Tab.
3. Click in the Style area width: Box toward the bottom of the screen.
4. Change the 0" to 1".
5. Click the OK Button.
6. Change to Normal View to see your Styles.

Word 2007

1. Click the Microsoft Button.
2. Click the Word Options Button towards the bottom right of the window.
3. Click Advanced on the Left Navigation Bar.
4. Scroll until you see Display on the shaded heading line.
5. On the third line below the Display heading line, change the 0" to 1".
6. Click the OK Button.
7. Change to Draft View to see your Styles.

WordPerfect

- Besides uses backspace and delete to get rid of your codes, you can drag the codes over the horizontal line that separates Reveal Codes from your typing screen.
- Double click a code to open its dialogue box and make changes.
- Change the height of Reveal Codes by bringing your pointer over the horizontal line that separates Reveal Codes from your typing screen. When the pointer changes to an up and down black sizing arrow, click and drag to the desired height of Reveal Codes.
- You can close Reveal Codes by dragging the line all the way to the bottom of the screen.
- You can open Reveal Codes by dragging the Reveal Codes lines at the top and bottom of the vertical scroll bar that is to the right of your screen.

Cut, Copy and Paste from Anywhere

No matter what program you are in or even if you are on the internet and when you select something and right mouse click, and Cut, Copy and Paste doesn't appear, you can still do it. Simply use:

- CTRL + X to Cut
- CTRL + C to Copy
- CTRL + V to Paste

Webinars and On-site Training can be arranged by E-mailing bonnie@bonnietraining.com. Learn from the comfort of your computer and phone and use a credit card or PayPal to attend.

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.

Private Webinars and On-site Training can be arranged by E-mailing bonnie@bonnietraining.com.

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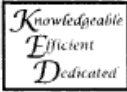
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