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Hello again and welcome to our third newsletter.

We really like hearing from you, and will always welcome your comments.

## Screen Printing

PC World have written a very good article about printing a screen shot in Windows 10 (and some earlier versions), which is well worth reading.

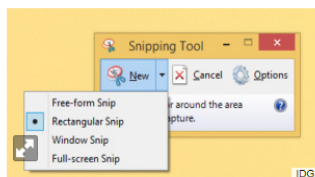
The bit that's really clever is the "snip" tool - so easy to use and to save images in the size that you want.

The link to this article is <https://www.pcworld.com/article/3198011/windows/how-to-take-screenshots-in-windows-10.html>. It's well worth a visit.

Here's a snip we did earlier (it's taken from the article):

### Use Windows' Snipping Tool

Windows' built-in Snipping Tool lets you capture a custom chunk of the screen, then mark up, save, and share that image.



Choose a shape for your screen grab and then select the area you want to "clip."

To get started, click the **Start** button, type **snip**, and then click **Snipping Tool**. Next, click the **New** drop-down and select the desired shape of your "snip."

You know the program is ready to snip when your screen dims—don't freak out. If you're not quite ready to

snip yet, just click **Cancel** until you are.

## Keyboard Commands

Many people already know certain keyboard commands; for instance **Ctrl + C** will always copy selected text, **Ctrl + V** will paste selected text, **Ctrl + X** will cut selected text and **Ctrl + Z** will undo an action.

Did you know that we have special commands in Blue Tuesday to make certain functions easier?

Press **Alt + .** (full stop) to move from a search box to the date in posting routines

Press **Alt + ,** (comma) to move from 'from' to 'to' in Matter Transfers

Press **Alt +** an underlined letter to move to that function within any screen — for example, **Alt + R** to display a report once you've chosen the search criteria or **Alt + P** to run Period End

Press the number shown on any routine tab within Matters to go to that posting function— e.g., 3 for Client Postings or 5 for Diary

In postings, press **Alt + O** to OK or **Alt + U** to undo



## Windows F Key Functions

- F1** display help
- F2** rename selected item
- F3** search for a file or folder
- F4** display the address bar list in file explorer
- F5** refresh the active window
- F6** move the cursor to the address bar in Internet Explorer
- F7** spell check in Word, Outlook etc
- F9** refresh Word document or send/receive in Outlook
- F11** enter/exit full screen in Internet Browser
- F12** open Save As in Word, Excel, Publisher etc



## Windows Button (WB) Functions



- WB + D** Display/hide Desktop
- WB + E** Open File Explorer
- WB + I** Open Settings
- WB + L** Lock PC or switch user
- WB + M** Minimise all windows
- WB + ▲/▼** Maximize / Minimize current window
- WB + ◀/▶** Snap current window to left/right of screen
- WB + + / -** Zoom In / Out
- WB + Alt + D** Display or hide date and time



# Why not start using the Case Management features of Blue Tuesday?

## Introduction to Case Management

Case Management is included within the software. What follows is a summary of the main benefits of using this fully integrated facility.

It can be used as a simple add-on to store extra data or to quickly generate letters to clients, or as a full blown step-by-step workflow system. Certain work types (e.g. conveyancing or personal injury) are more suited to the latter and some (e.g. criminal or probate) are more suited to the former, whilst still being useful for generating quick or standard letters or notes on any work type.

You can start by using the system in a simple way – to store extra data or generate simple letters – and gradually expand your use of the system as you become familiar with it.

## The benefits of using Case Management

- \* **Efficiency** – the use of precedents means that documents can be produced, saved and progressed quickly
- \* **Accuracy** – tried and tested precedents mean that fewer errors are introduced
- \* **Visibility** – matters can be shared and viewed efficiently – particularly useful when holidays/sickness intervene

## How can Case Management be used?

**Want to store extra data on a matter?** You can store as much or as little data as required and you can define exactly what data you wish to store generally, such as signatory or reference, or related to particular work types – for instance, on a domestic conveyancing matter you might wish to store the purchase/sale price, the completion date, lending institution etc. On a matrimonial matter it might be the court address, spouse's name and address, decree nisi date etc. or on personal injury, perhaps the date of the accident, third party details, GP address etc. Within the Admin tab, look for Data Names. Within each work type, you can set up as many data fields as required, each labelled as either a Contact, Currency, Date, Number, Text or Y/N, and the pertinent information can be added to each matter via the Matters tab in the matter Details section, and then just stored, or inserted into documents later.

**Want to send a quick letter?** Quickly generate ad-hoc or standard documents to any of the contacts linked to a matter (client, other solicitor, estate agent, court etc), or insert Data Name information at a relevant point in any document, letter, form etc. This can be done through the Matter Tasks in the Matter Tasks section of a selected matter.

**Want to structure your workflow?** Set up standard workflows for different work types – with standard steps – each step can produce standard letters/documents/forms as the matter progresses. This is particularly useful in structured work such as conveyancing, and is set up through Standard Tasks in the Admin tab, again per work type. We recommend setting up miscellaneous letters to client, other side, or to client at old/new address etc as the early documents since these are more likely to be used more than once.

**Want to see the history of a matter?** Integrated case management pulls together all incoming and outgoing documents, including emails and scanned images.

**Want quick and accurate links to web sites?** Link through to web sites at any stage in any work type such as the Land Registry Portal, SDLT Gateway, forms sites and search sites.

**Want to see notes on a matter?** The system can store an unlimited number of ad-hoc notes through the Add Notes section on Floating Forms or Document History.