



Making Paralegal Work Easier with Free Internet Tools and Gadgets

presented by

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SOFTWARE TOOLBOX			
Problem	Solution	URL	Cost
Duplicate images (documents and pictures in formats such as .jpg, .pdf, .tiff, etc.), cluttering up your PC and wasting precious data storage space.	Visual Similarity Duplicate Image Finder , by Mindgems <i>The aptly (but rather clumsily) named Visual Similarity Duplicate Image Finder quickly locates all similar and duplicate images in a folder and its subfolders, and even finds similar images that are in different file formats. Once located, duplicate images can be selected in groups or singly marked for easy deletion.</i>	www.mindgems.com	Free (with limitations) or \$24.95 to buy full version
Finding old files to be archived, in order to save data storage space; finding out how much space is being used by files on your PC or in a particular folder tree.	JDiskReport , by JGoodies <i>Not to be confused with programs that defragment or clean up disk drives, JDiskReport is a simple, free program that makes understanding how much data storage space is being used on disk drives or file folders quick and easy. Use JDiskReport to locate large, old, and obsolete files and folders, so that they can be archived or deleted, valuable storage space</i>	www.jgoodies.com	Free

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	<i>recouped. Since JDiskReport reports information only, Windows Explorer or another program is needed to archive or delete the reported files, but this is a minor inconvenience in light of the fact that the program is useful, unique, and completely free.</i>		
Recovering deleted files; finding out what deleted files on your PC are recoverable.	ParetoLogic Data Recovery 1.0 ParetoLogic Data Recovery Pro 1.0 <i>Makes it easy to find and recover deleted files (and even e-mail) on your PC, and features the ability to find files by letter, word, or phrase. The fact that Data Recovery found nearly 30,000 deleted files on my entire PC system, most of which were reported as recoverable, is a sobering illustration of the fact that nothing is ever really deleted on a PC.</i>	www.paretologic.com	Free (with limitations) or \$39.95 to buy (\$49.95 for Pro)
Backing up or making changes to the Windows Registry.	Registrar Registry Manager (Lite), by Resplendence Software <i>Recommended for administrators and power users only, Registrar Registry Manager provides an easy and safe means of working with the Windows system registry, and an alternative to regedit (via Windows command line). Tools for backing up and restoring the registry and searching/replacing, as well as an undo feature, make Registrar Registry Manager a worthy tool, even for novices, and a great addition to any software toolbox.</i>	www.resplendence.com	Free (with limitations); \$59.95 for full license
Finding out what software programs are used most on your PC.	Wakoopa <i>Marketed as a software and games discovery service, Wakoopa requires a free subscription and installs a small tracker on your desktop that</i>	www.wakoopa.com	Free (registration required)

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	<p><i>automatically creates your personal software profile, tracks your use of desktop applications, and provides recommendations based upon your software usage. Wakoopa reports such things as the top 10 programs you used last week, last month, and “newcomers,” as well as how much time was spent in each program. A good tool for analyzing productivity and assessing software programs when considering whether to continue a software subscription or service, Wakoopa can also be used for general monitoring of PC activity. Additionally, Wakoopa recommends software based upon your usage and has a social networking component (the ability to share your content with friends through widgets or Facebook), for those so inclined.</i></p>		
<p>Maintaining a modicum of PC privacy when you share your desktop.</p>	<p>360Desktop (Beta) <i>Like Wakoopa, at first blush, 360Desktop might appear to be just another PC novelty with a social networking aspect, with no real business application or purpose. After all, 360Desktop is simply a free software tool used to extend the Windows desktop a full 360°, and features the ability to design and share your own 360Desktop wallpaper from panoramic photos. By “sliding” your Windows desktop around, you can easily hide all of your desktop icons and files, creating a clean workspace and promoting PC privacy. 360Desktop is an invaluable tool for maintaining a modicum of PC privacy during Web meetings, or other times when you are required to share your Windows desktop with others.</i></p>	<p>www.360desktop.com</p>	<p>Free (registration required)</p>

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Finding independent reviews of commercial legal and litigation software products.	LitiReviews , by Lexbe LC (owned and created by Austin Attorney and Entrepreneur, Gene Albert) <i>*Check out my software reviews here!</i>	http://litireviews.lexbe.com	Free

LEGAL REFERENCE		
Resource	URL	Cost
ParalegalGateway is a great all-around, free internet resource for paralegals, which includes links to legal forms and dictionaries, expert witness banks, paralegal articles, support, and networking, and much more.. .com , by Jeannie S. Johnston.	www.paralegalgateway.com	Free
CataLaw.com , by Dov Wisebrod, is a unique searchable metaindex of all legal and governmental indexes on the Internet.	http://www.catalaw.com/catalaw.shtml	Free
Internet Law Library , by LawGuru.com, is a comprehensive source for all types of legal information, including U.S. federal and some state and territorial laws, laws of other nations, treaties and international law, law schools and libraries, features a searchable knowledge base, and has links to legal forms, research tools, dictionaries, directories, news, and more.	www.lawguru.com/ilawlib/index.html	Free
PublicLegal , a product of the Internet Legal Research Group (IRLG), is a categorized index of thousands of legal Web sites in 238 nations, islands, and territories, and has many links of interest to legal professional.	www.ilrg.com	Free
With IRLG's LawRunner: A Legal Research Tool , you can run queries for laws around the world.	http://www.ilrg.com/nations	Free
Law.com , by Incisive Media. Although Law.com offers a host of legal services by subscription, free tools are available to search for expert witnesses, by keyword, area of expertise, or name, and to find a court reporter based upon a number of criteria, such as real-time capabilities, in any state.	www.law.com Expert Witness Database: www.almexperts.com/ExpertWitness Court Reporter Database: http://courtreporter.law.com/index.cfm	Free

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Resource	URL	Cost
Federal Courts Finder , by the Emory University School of Law MacMillan Law Library, is a great resource for finding and accessing any U.S. Federal Court with a single mouse click.	www.law.emory.edu/FEDCTS	Free
U.S. Courts: The Federal Judiciary is maintained by the Administrative Office of the U.S. Courts, and features a host of federal court links, including a color-coded map of the Federal Judiciary of the United States by state, displaying the federal courts in each district, and includes a search engine for locating federal courts, with the ability to search by ZIP Code, city and state, circuit, county and state, and area code, and print circuit maps.	www.uscourts.gov Print circuit maps: www.uscourts.gov/courtlinks/index.html	Free
GPO Access , a service of the U.S. Government Printing Office, is a comprehensive, searchable list of laws, regulations, publications, and budget documents provided by the U.S. Government Printing Office.	www.gpoaccess.gov/databases.html	Free
The Library of Congress THOMAS provides all manner of legislative information, such as bills and resolutions, the Congressional Record, treaties, committee reports, and public laws, with the ability to search bill text by word/phrase or bill number, and/or sponsoring Representative or Senator.	http://thomas.loc.gov	Free
FirstGov.gov , official U.S. government Web portal that includes an A-Z index of U.S. Government Departments and Agencies.	www.firstgov.gov/	Free
NCSC , the National Center for State Courts, provides a massive amount of information regarding not only the state courts of the U.S., but federal courts, as well. For example, included are links to the judicial branch for every state, and printable state court structure charts.	www.ncsconline.org	Free
The Legal and Legislative Research Center's Law & Policy Institutions Guide is an award-winning Web site with links to the government offices of all 50 states, and includes a free database of legal articles of original research and analysis.	www.lpig.org/usstate.html	Free

WORDS, WORDS, and MORE WORDS . . .		
Resource	URL	Cost
WordWeb 4.5 , by Anthony Lewis, is a free version of WordWeb Pro, a Dictionary + Thesaurus + Word Finder. WordWeb includes a comprehensive English thesaurus and dictionary, and is unique in that it can be used to look up	http://wordweb.info/free/	Free

WORDS, WORDS, and MORE WORDS . . .

Resource	URL	Cost
words from within most software programs. It runs behind the scenes, from the Windows system tray, so that is available from within different programs by simply highlighting a word and clicking the system tray icon, or clicking the system tray icon and typing a word.		
AllWords , by AllSites, Inc.com, is an “English Dictionary - With Multi-Lingual Search,” which offers options to finds words by starting and ending letter(s) and words containing certain letters, features translation tools (Dutch, French, German, Italian, and Spanish), a “browse dictionary” feature, and provides links to a host of other word tools.	http://www.allwords.com/	Free
Hyperdictionary.com includes a thesaurus and quite a good English dictionary, as well as computer, video, and medical dictionaries—and even a dream dictionary.	www.hyperdictionary.com	Free
Wiktionary , by Wikimedia Foundation (a sister site of Wikipedia, www.wikipedia.org), is a multilingual free encyclopedia, is collaboratively user-written, with entries that can be edited by anyone. Although the fact that anyone can edit entries may give you pause (those familiar with Wikipedia.org know better), Wikipedia’s offerings are quite comprehensive and valuable, if only for a quick, cut-to-the-chase answer, or as a secondary source for general or specific information.	www.wiktionary.org	Free
OneLook Dictionary Search is a super-dictionary – actually a dictionary search engine that searches over 5 million words from more than 900 browse-able online dictionaries, with no popup ads. Included is a reverse dictionary tool; simply describe a concept in one word, a few words, or a sentence, or pose a question to return a list of related words and phrases. Download a cool tool (http://www.onelook.com/about.shtml) that creates a unique Internet Explorer Favorite that, rather than taking you to a web site, simply launches a popup dialog box, where a word or phrase to be looked up can be directly entered.	www.onelook.com	Free
TheFreeDictionary.com , by Farlex, is another super-dictionary, and includes a standard dictionary and thesaurus, along with computing, medical, legal, and financial dictionaries, dictionaries of acronyms and idioms, and the Columbia and Wikipedia Encyclopedias.	www.thefreedictionary.com	Free
WordReference.com provides online translation dictionaries for French, Italian and Spanish.	www.wordreference.com	Free

WORDS, WORDS, and MORE WORDS . . .

Resource	URL	Cost
Answers.com (<i>see</i> , also, www.WikiAnswers.com), an “encyclo*diction*almanac*apedia,” which, according to its web site, is “a super-reference work that includes an encyclopedia, dictionary, almanac, thesaurus, weather report, conversion table, archive, game center, investment guide, currency converter, news center and shopping catalog — and more.”	www.answers.com	Free

MEDICAL and LEGAL DICTIONARIES

Resource	URL	Cost
MedLinePlus Medical Dictionary , a service of the U.S. National Library of Medicine and the National Institutes of Health, is an excellent all-around medical resource. Not only does MedLine Plus Medical Dictionary provide medical definitions (using the Merriam-Webster Medical Dictionary), it provides quick links to other medical research tools, on other health topics.	http://www.nlm.nih.gov/medlineplus/mplusdictionary.html	Free
MediLexicon Medical Toolbar (for Internet Explorer), by Pharma-Lexicon International. Those in the medico-legal field might be interested in downloading and installing the outstanding MediLexicon Medical Toolbar (for Internet Explorer) for Internet Explorer. This toolbar provides quick access to searches for medical abbreviations and terms, diseases and injuries, and drugs, among other things.	http://www.medilexicon.com/toolbar/	Free
Stedman’s Online Medical Dictionary	www.stedmans.com	Free
MedTerms Medical Dictionary , by Medicine.Net.com	www.medterms.com	Free
The Merck Veterinary Manual , by Merck & Co., Inc.	www.merckvetmanual.com	Free
Law Dictionary , by Legal-Dictionary.org, has several worthwhile offerings under one umbrella, including: <ul style="list-style-type: none"> • Law Dictionary • Legal Abbreviations • Medical Dictionary • Medical Conditions • Medical News • Computer Dictionary 	www.law-dictionary.org	Free

GENERAL REFERENCE and HANDY TOOLS

Resource	URL	Cost
<p>The Old Farmer's Almanac Online is a great source for historical and other climatic data that is sometimes needed in litigation, including weather charts, scales, and tables, and sun and moon data (get complete sun and moon data for one day from the U.S. Naval Observatory).</p>	www.almanac.com	Free
<p>ConvertIt.com's Date and Time Calculators, for quick computation of deadlines from dates. Includes a Date Difference Calculator (entering beginning and end dates returns the number of intervening days). Also included are a calendar generator and world time zone tools that provide the current time in 1,000 places, as well as a map of the world's time zones.</p>	www.convertit.com	Free
<p>Timeanddate.com is another favorite for calculating dates and deadlines, because it offers the added ability to include the times with the dates to be calculated, and provides the option to include or exclude the end date in the calculation, as well as a vast array of other time-related tools and calculators.</p>	http://www.timeanddate.com/date/duration.html	Free
<p>Launchy, by Josh Karlin. Prior to upgrading to Windows Vista©, which made it superfluous, Launchy (for Windows and Linux) was at the top of my list of useful free tools. Launchy does away with the need to use the Windows Start menu or desktop icons to launch programs, and can even be customized to launch documents and a variety of other file types, with just a few keystrokes. A small "smart search" program invoked by the Alt-Spacebar hotkey, Launchy appears as a small window, where you simply begin typing a description of what you're looking for (such as a program or file name), and Launchy suggests likely targets. To launch or open the suggested target program or file, simply hit Enter when Launchy finds what you're looking for, or stop typing for a second and Launchy will show you a list of alternative targets to choose from.</p>	www.launchy.net	Free

GENERAL REFERENCE and HANDY TOOLS

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<p>PrintConductor, by fCoder Group, Inc., is a very valuable tool for paralegals, prints any number of documents in batch mode. Sixteen different files formats are supported, including PDF, Microsoft Word, Excel, PowerPoint, RTF, TXT, and HTML. Additionally, PrintConductor uses virtual printers to convert documents into graphics files. Adding documents to a batch print list is as simple as dragging-and-dropping, folders can be scanned automatically for specific file types, and access to printer settings is provided. Batch lists can be sorted by name or type, listed documents can be previewed or separately printed, and batch print jobs can be easily cancelled at any time in processing.</p>	<p>www.Print-conductor.com</p>	<p>Free</p>
<p>WatchThatPage, by ATS Consulting AS, of Norway, is great for monitoring Web sites for updated content. It automatically collects, at user-customizable intervals, new information from Web pages that you specify and sends them to you in an email and/or on a personal web page.</p>	<p>www.watchthatpage.com</p>	<p>Free</p>
<p>DeskTask, by Carthage Software, works with Microsoft Outlook© to display a whole week of your calendar and to-do list items right on your desktop, keeping your agenda and follow-up items always up-front and center, as well as saving precious time in not having to launch or switch over to Outlook to see your recent schedule. Additionally, DeskTask can be configured to enable the Outlook items displayed to open upon clicking.</p>	<p>www.carthageoft.net/desktask.htm</p>	<p>Free</p>
<p>File Shredder is a free desktop application for shredding (destroying) unwanted files beyond recovery.</p>	<p>http://www.fileshreder.org/</p>	<p>Free</p>
<p>McAfee Site Advisor (for Internet Explorer and Firefox), by McAfee, a leader in the realm of PC security, analyzes, summarizes, and rates web sites (red, yellow, and green indicators appear next to web search results) based upon McAfee's Web site safety criteria. Additional information, such as whether the site sends spam, is known to harbor adware, spyware, phishing, viruses, or browser exploits, has excessive popups, and even whether bad shopping experiences have been reported.</p>	<p>http://www.siteadvisor.com/download/ie.html</p>	<p>Free</p>