Free is good:
Three fantastic and free Web resources

Sometimes the good content on the Web is a bit hard to find. This month's tip highlights three helpful Web site resources, all of which are free.

LawPracticeToday.org

One of the best online collections of information on law practice management issues is the ABA Law Practice Management Section's Webzine — LawPracticeToday. You do not have to be a member of the ABA LPM section to access this content. Fifteen or more new articles are published online each month. They cover topics such as practice management and finances, technology, marketing, ethics and malpractice claims prevention. Over 300 hundred previously published articles are available in the archives.

You can subscribe to receive an e-mail each month that includes a listing of all newly published articles. Visit LawPracticeToday at www.lawpractice today.org.

Ontario e-Laws Site

This Ontario government Web site contains current consolidated versions of most (but not all) of Ontario's public statutes and regulations. You can browse statutes and regulations by title, or do keyword searches to find what you are looking for. There is an advanced search feature. A consolidated annual snapshot of the law as of January 1 for each year since 2003 also is available. Note that there is a table of statutes and regulations that are not included on the site. These tend to be laws of limited application or effect. See e-laws at www.e-laws.gov.on.ca

The Best Free On-Line Clip Art

Thousands of sites on the Internet offer free and pay clip art. While there is some good content in those sites, many force you to deal with advertising and pop-ups. Stop searching further – there is only one site you need to go to. The best source of free online clip art, photos,

animations and sounds is the Microsoft Office Online Clip Art and Media page. It has thousands of free images and media files, which you can very easily search by key words and topics.

The licensing agreement for the site allows you to freely reproduce the images as you wish, without having to worry about copyright or royalties. See this page at http://office.microsoft.com/clipart/.

Arranging all open windows

You can simultaneously arrange multiple windows in several ways.

To simultaneously minimize all open windows and dialog boxes, click the Show Desktop button (⊞) on the taskbar. It is only available when the Quick Launch bar is displayed. If the Quick Launch bar is not displayed, right-click an empty area on the taskbar, point to Toolbars, and then click Quick Launch.

Pressing the Windows logo key (⊞) and M will also minimize all windows. ⊞+Shift+M will restore windows to their pre-minimized sizes.

You can also reduce all open windows to taskbar buttons by right-clicking an empty area on the taskbar and selecting Minimize All Windows. To restore all the windows to their previous state, right-click an empty area on the taskbar, and then click Undo Minimize All.

Cascading and tiling windows

If you right-click an empty area on the taskbar, you will be given three choices: Cascade Windows, Tile Windows Horizontally, or Tile Windows Vertically. The Cascade option stacks all windows in a diagonally stacked pile so that the title bar for each window is visible. The Tile option automatically resizes all non-

minimized windows so they appear like floor tiles.

When using the Cascade and Tile options, windows that have been reduced to taskbar buttons will not be displayed. This makes it easy to cascade or tile just a few selected windows, rather than a window for every program that is open on the computer. To restore your windows to their previous state, right-click an empty area on the taskbar, and then click Undo Cascade or Undo Tile.

Go wild and have some fun with your windows.

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