1.0 Librarian's Supplement

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LIBRARIAN'S SUPPLEMENT

WESTLAW LIBRARIAN'S UPDATE

The Westlaw representatives would like to come back and do a more advanced session for the library. How does Friday, November 18 from 10-noon sound?

FILTER YOUR E-MAIL IN WORD PERFECT OFFICE

As Colleen mentioned in a recent meeting, you can relieve a congested inbox by directing incoming e-mail from listservs to a specific folder and then read it at your leisure.

To accomplish this, you must use the RULES feature of WordPerfect office. Following is a list of steps summarized from the Word Perfect Office manual for DOS. If you do not have a copy of the manual, and wish to see the procedure with illustrations, stop by my office.

Step 1

Choose the Tools menu, then choose Rules to open the Rules dialog Box.

If you have already established a rule, the name will appear in the box. Otherwise, the box will be blank.

Step 2

Select Create. The Create/Edit Rule dialog box will now open.
**Step 3**

Fill in the applicable sections in the Create/Edit Rule Box as indicated below. Use the [Tab] key to move from section to section:

*Rule Name* - Press the number preceding the "Rule Name" label. A box will appear in which you can enter the desired name.

*When Event Is* - Tab to the word Event and press enter. A box should appear with the word *New Item* at the top. Press enter. You should now be back at the "When Event Is" box. A dot should already appear by the word *Incoming*. If not, select it.

*If Event Type Is* - An X should appear by the word *Mail*. If not, select it.

*If Item Contents Are* - This is where the most can go wrong with the Rules feature. This section allows you to specify the criteria of the items which are affected by the rule.

To filter the incoming messages from an entire listserv, you need to 1) Select the To: field, and 2) type in the *EXACT* e-mail address which appears in the [To:] field of the e-mail messages you have been receiving from that particular listserv.

I cannot emphasize enough that if it is not exact, it will not work. **Note:** The To: field you normally see on incoming e-mail messages in Word Perfect Office do not usually show the entire/exact e-mail address. To see full information, choose the Actions menu when a message from the listserv you want to filter is highlighted. Then select Info.

You can tab past the rest of the selections in this section.

**Caution:** Mail forwarded from other e-mail accounts into Word Perfect Office do not appear to work well with the rules feature. You may have to unsubscribe from the other account and resubscribe from Word Perfect Office. I'll let you know if I find another solution.

**Step 4**

Tab to the Then Actions Are field (should be blank). Select Add Action to view a list of possible actions which the rule may perform. Option 8 in the Actions dialog box is *Move to Folder*. Select option 8 for this specific example. In reality, you can specify as many actions (forward, reply, link to folder, etc.) as you wish.
Step 5

The Select a Folder Box should appear. Either select or create the folder you want your mail to be routed to. Once selected, the Create/Edit Rule box should reappear. Select OK. The Rules box should reappear with the name of your rule now showing in the box.

Step 6

"Enable" your rule. The name of an enabled rule will appear with an asterisk [*] next to it. If there is no [*] next to your rule name, make sure that your rule name is highlighted and choose option 5 Enable/Disable.

Finally, choose Close. You should be back at the Word Perfect Office screen. New messages which fit the rule conditions will be routed to the folder you specified.

Contact me if you have any problems.

ACCESS TO LAW LIBRARY GUIDES VIA THE INTERNET

One good place to look at law library guides on the Internet is AALL gopher (AALLNET). To access:

telnet to acc.wuacc.edu

login:lawnet

choose the "unofficial" menu


About half of the guides are specific to Washburn Law Library (which runs the gopher), but it is useful for ideas.

I will be on the lookout for more large repositories of library guides.