



King County Law Library E-News

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Subscriber Pro-ration Begins on September 1st

The Subscriber Program is the fee-based system we use to enable you to check out books and become eligible for reduced rates for other library services such as our Fax service and KCLL Delivers, our document delivery service. Beginning on September 1st, the rates for joining the Program will be reduced for the remainder of the year. Please call Rick Stroup at 206-296-0940 for more information.

Library In-Service Day is September 21st

Both branches of the Law Library will be closed all day on Friday, September 21st for our annual staff in-service day. During this time, the staff will be attending training and performing other duties that require our operations to be closed to the public. A book drop will be available outside the Seattle library doors. Books normally due on Friday, September 21st will be due on Monday, September 24th. Chat, email, and telephone reference will not be available. The Seattle library WILL be open regular hours (11am-5pm) on Saturday, September 22nd.

Patron Appreciation Day is September 24th

Monday, September 24th is Patron Appreciation Day so please stop by either of our branches for free cookies and a "thank you" from the staff for supporting the Law Library this year!

Training Classes

Check out the October training schedule! Our reference librarian, Kim Ositis, will be offering the popular **Legal Research for the Non-Attorney Part I and II**.

This two-part class focuses on basic legal research techniques for the non-attorney and highlights books and online resources for legal research on the local, state and federal level. Now is the time to take advantage of this great class! The sessions are scheduled for two consecutive Mondays, **October 15th and 22nd**, from Noon until 1:30 PM. Sign up soon to reserve your space.

We are also offering the always interesting, "**Skip tracing- Public Sleuthing**," on Monday, October 8th and Friday, November 2nd, from Noon until 1:30 PM. Find out how to use free public record resources for your people research.

Call (206) 296-0940 to reserve! We hold all classes in the Seattle KCLL branch at 516 3rd Ave, Suite W-621. All classes are free-of-charge and start at Noon. If you want us to bring any class to your location, please contact us and we will see if we can accommodate you. Check out our current [training calendar](#).

Tech Tip: Track Changes in Microsoft Word

Track Changes is a feature of Microsoft Word that allows you to keep track of changes that have been made to a document. When you track changes, Word underlines and changes the color of the revised text. Word also displays text balloons in the left margin of the document that show deletions, insertions, and formatting changes.

Track Changes is especially useful when you submit your document to others for review. This feature allows you to see exactly what additions and deletions others have made to the document. You can then accept or reject their revisions one at a time or all at the same time.

To turn on Track Changes, double click on the TRK text in the status bar on the bottom of your screen. If TRK is black, Track Changes is turned on.

To turn off Track Changes, repeat the above command. Turning off Track Changes does not remove the changes that have already been made to the document. Instead, it allows you to modify the document without marking what has been changed.

If you find the revision marks on your document distracting, you can hide the tracked changes without deleting them. To turn off the display of tracked changes, perform one of the following commands:

- In Word 2002 and 2003, select **Final** from the pull down menu on the Reviewing tool bar. **Final** displays your document as if you had *accepted* all of the tracked changes in your document.
- In Word 2002 and 2003, select **Original** from the pull down menu on the Reviewing tool bar. **Original** displays your document as if you had *rejected* all the tracked changes in your document.

BEWARE: Even if you have turned off Tracked Changes or the display of tracked changes, the changes are merely hidden. Anyone could open your document and view the tracked changes. To delete the tracked changes, you must either accept them or reject them one at a time or all at the same time by using the **Accept Change** or **Reject Change** icons on the Reviewing tool bar.

For more information on how Track Changes in Microsoft Word works, see the following:
<http://www.shaunakelly.com/word/trackchanges/HowTrackChangesWorks.html>.

Podcast News

[KCLL's SideBar](#), the Library's pod cast service, has new episodes online. Our latest is "**Episode 12: It Wasn't Meant to Be: Finding Divorce Help.**" This month's episode focuses on help for those who are dealing with divorce. We interview one of our area's most prolific legal volunteers, **Rosemarie LeMoine**, a family law practitioner who has been instrumental in the creation and promotion of some of the best free help clinics for those people who are trying to do their own divorce. In addition, Stina talks about the push for a civil Gideon and some beers for the dog days of summer, while Craig reviews two movies about divorce, in the "Reel Verdict."

New Books & Videos in the Library

Bankruptcy:

Bankruptcy Litigation, 2nd Ed.

Civil Procedure:

Nolo's Deposition Handbook, 4th Ed.

Superseding and Staying Judgments: a National Compendium

Evidence in a Nutshell, 5th Ed.

Contracts:

Government Contract Law: The Deskbook for Procurement Professionals, 3rd Ed.

Secured Transactions in a Nutshell, 5th Ed.

Corporations:

Every Nonprofit's Guide to Publishing
Starting & Building a Nonprofit, 2nd Ed.
Internal Corporate Investigations, 3rd Ed.
The Corporate, Securities, and M & A Lawyer's Job: A Survival Guide
Business Valuation: a Primer for the Legal Professional
The In-House Counsel's Essential Toolkit

Criminal Procedure:

Street Legal: A Guide to Pre-trial Criminal Procedure for Police, Prosecutors, and Defenders

Domestic Relations:

A Judge's Guide to Divorce: Uncommon Advice from the Bench

Education:

Nolo's IEP Guide: Learning Disabilities, 3rd Ed.

Estate Planning:

Special Needs Trusts, 2nd Ed.

Finance:

Solve Your Money Troubles, 11th Ed.

Credit Repair, 8th Ed.

Immigration:

Fiance & Marriage Visas, 4th Ed.

Intellectual Property:

Parallel Patent Litigation and Reexamination Proceedings 2007: Keeping Your Case on Track

Labor Law:

The Progressive Discipline Handbook: Smart Strategies for Coaching Employees

Create Your Own Employee Handbook, 3rd Ed.

Sex-Based Harassment: Workplace Policies for the Legal Profession, 2nd Ed.

Medical Law:

A Guide to HIPAA Security and the Law

Practice of Law:

Legal Drafting in a Nutshell, 3rd Ed.

The Law Firm Associate's Guide to Personal Marketing and Selling Skills

Public Safety:

The Law of Hazardous Wastes and Toxic Substances in a Nutshell, 2nd Ed.

Real Property:

Nolo's Essential Guide to Buying Your First Home

Buying a Second Home: Income, Getaway or Retirement

Renter's Rights: The Basics, 5th Ed.

Foreclosures, 2nd Ed.

Taxation:

State and Local Taxation and Finance in a Nutshell, 3rd Ed.

Trade Regulation:

Automobile Fraud, 3rd Ed.

Plus, don't forget to check out our [Legal Eagle](#) collection.

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