

Message from the Chair

Dear friends and colleagues,

It is my pleasure to announce that the annual conference and AGM is now set for **28 January 2010**. I am sorry we haven't been able to get together before this, but there have been scheduling difficulties for the Committee members.

However, we are looking forward to an interesting and informative event. We have arranged for Phil Green, Chief Technology Officer to speak about the latest developments from Inmagic. We also have confirmed Steve Whittle from the Institute of Advanced Legal Studies who has developed the FLAG and FLARE databases. More speakers will be announced closer to the date.

My other news is that I will not be able to be with you. My time in the UK has come to an end after almost 5 years in your lovely country. I will be returning to my home in Bermuda in August ready to start on my next challenge. I will still be in touch and remain as a member of the UKIUG, but I will have to step down as Chair. I want to extend my sincere thanks to a wonderful committee: Isla Irvine, Potenza Atiogbe, Angela Cleaver and Emily Heath. Your assistance and support have made the workload light.

Karen Skiffington

UKIUG Website

I hope you have all visited www.ukiug.com to see our newly revamped website. Emily Heath has kindly donated her time to spruce it up and add lots of great information for members. Please visit it often to see the latest news including websites using Inmagic products, presentations and articles from other members and of course information about our upcoming Conference and AGM. If you need a reminder to access the members-only sections, please email angela.cleaver@maitlandgroup.com

Tips and Tricks

I'm going to share with you some of the free or low-cost tools that I keep handy on my PC for large text editing jobs that seem to go hand in hand with databases, particularly in law firms. Of course you may have to cozy up to your IT department – or point out the cost savings benefits to them in order to install them.

First of all, a website to bookmark: www.download.com. This site has been a lifesaver to me more than once and they not only provide you with a good search engine to locate what you're looking for, but also review and rank the various products.

One utility that I love is **Snagit** (www.techsmith.com/snagit) This is invaluable if you need to take screenshots and annotate them with arrows or captions or highlight a portion of the screen. I always use this if I need to create a user manual of any kind.

Were you ever asked to print a thousand or so documents? I have and yes, it can be done in a jiffy! **Batch & Print Pro** is the answer for an large printing job. See www.traction-software.co.uk. You can get plug ins for TIFF files, PDFs etc.

What if all you need is a list of those thousand or so files that you have in a directory? Then you need Stratopoint Software's **PrintFolder** utility (www.stratopoint.com). You can output the list to a printer or save it to a text file. This is really handy for importing docs into a CS/Textworks database.

Finally, if you need to rename files in a batch, number them consecutively, add a prefix, or suffix to a filename, the tool to use is **RenameWiz** (www.renamewiz.com). You can run it in draft mode to test the results before you actually rename them. Very handy!

What's going on in the Forums?

I'm a big fan of the user forums. Go to the www.ukiug.com website and click on **Forums** in the upper right corner. Here's a sample of some recent questions which have been answered either by the nice folks at Inmagic or by other forum members.

Genie

- How to hide certain records in your OPAC from patrons but not from staff (<http://inmagic.infopop.cc/eve/forums/a/tpc/f/355606822/m/2031061182>)

Content Server

- Running Content Server under Vista (<http://inmagic.infopop.cc/eve/forums/a/tpc/f/450605627/m/5091020252>)

WebPublisher / Genie

- Troubleshooting Windows Authentication (<http://inmagic.infopop.cc/eve/forums/a/tpc/f/467604732/m/702102351>)

The U in UKIUG is YOU!

The UKIUG Committee needs help from the members. If you want to enhance your CV, get some good experience working as part of a team, or just enjoy organising events, please get in touch with Angela Cleaver at angela.cleaver@maitlandgroup.com and volunteer. You do NOT need to hold an office on the Committee, although you may find you want to after giving it a try! The Committee needs some new blood as well - both Isla and Karen are leaving their current jobs while Potenza needs to step back as her job requires more of her time on a major project. That leaves just Angela and Emily to soldier on alone – and they just can't do it without your help. So get involved!

REMEMBER TO MARK YOUR CALENDAR

28 January 2010 for the UKIUG Annual Conference and AGM