

Law Department Efficiency DesktopSM

Users Quick Reference Guide v3.0

<p style="text-align: center;">Navigating the Desktop</p> <ol style="list-style-type: none"> 1. To navigate downward through various sites, use the left navigation. 2. To return to the home page of the Law Firm or Supplier site, click Return Home on the top tabs bar. 3. To navigate upwards, use the breadcrumb trail at the center section of any page. 	<p style="text-align: center;">Adding Alerts</p> <ol style="list-style-type: none"> 1. Go to the page with the item or document that you wish to create the alert for. 2. Click on Actions from the top. 3. Click on Alert Me 4. Set the email address to which alerts should be sent, the types of alert to be sent, and the frequency. 5. Click OK. 	<p style="text-align: center;">Deleting an Alert</p> <ol style="list-style-type: none"> 1. Click Site Actions, Site Settings from the top right. 2. Click User Alerts. 3. Check the box next to the alert(s) that you want to delete. 4. Click Delete Selected Alerts. (available by special permissions only)
<p style="text-align: center;">Uploading Documents</p> <ol style="list-style-type: none"> 1. Open the document library and click Upload Document. 2. Click Browse to copy a single file, or choose Upload Multiple Files to copy a group of files. 3. Select the file(s) to copy and choose Save and Close. The Desktop copies the files into the library. 	<p style="text-align: center;">Checking Documents In and Out</p> <ol style="list-style-type: none"> 1. Open the page or library containing the item that you want to check in/out. 2. Mouse over the item title. 3. Click on the down-arrow that appears to right. 4. Click Check In/Out. 	<p style="text-align: center;">Using Document Versions</p> <ol style="list-style-type: none"> 1. Point to the file in your document library. 2. Mouse over the item title. 3. Click on the down-arrow that appears to right. 4. Click Version History. 5. Select your desired version.
<p style="text-align: center;">Adding an Announcement, Contact, Discussion, Event, Link, or Task</p> <ol style="list-style-type: none"> 1. Go to the Discussion, List or Calendar you want to add to.. 2. Click New Item. 3. Type a title, any other information is optional. 5. Click Save and Close. 	<p style="text-align: center;">Using the Search Function</p> <ol style="list-style-type: none"> 1. You can search sites (subsites) or lists 2. Type your query in the Search bar at the upper right. 3. It doesn't recognize wildcards (*) or boolean characters such as "and" or "or" but you can use + and - 4. Your permissions limit your access to the results you receive. 	<p style="text-align: center;">All LDDS Desktops are Microsoft Mobil Web[®] enabled.</p> <p style="text-align: center;">The Blackberry[™] and some other devices might need adjustment or possibly additional software for access.</p> <p style="text-align: center;">Consult tech support for your device.</p>

Further information and user tips are available at

[Desktop Help](#)

or from your Desktop Administrator.