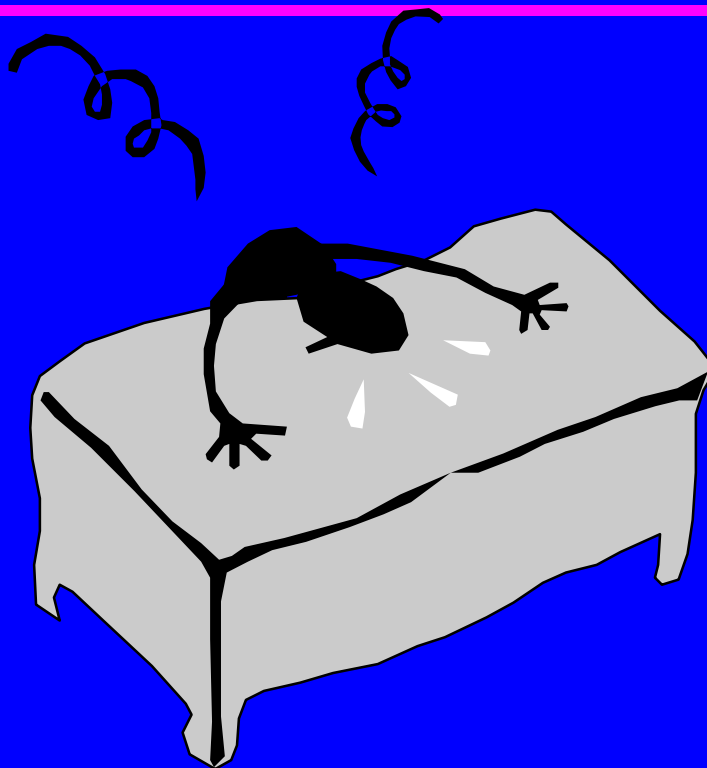


30 Technology Tips in 30 Minutes

Scott J. Rubin

Tips for the Office



Software Tips (1-5)

- ◆ Fax
- ◆ Database / list management
- ◆ Anti-virus
- ◆ Shipping
- ◆ Adobe Acrobat

Hardware Tips (6-8)

- ◆ CD ROM
- ◆ Removable hard disk
 - ZIP
 - SuperDisk
- ◆ Scanner and OCR

Procedure Tips (9-11)

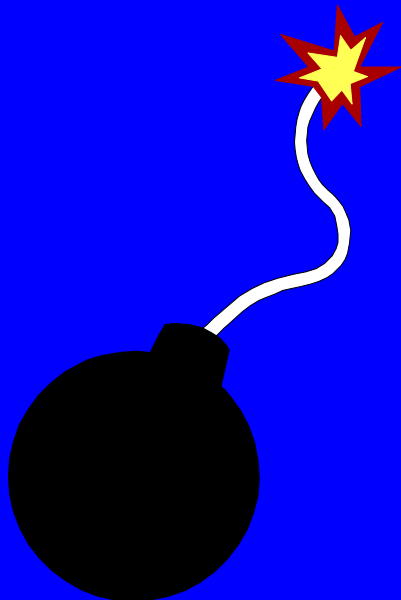
- ◆ Back up
- ◆ Training
- ◆ If it ain't broke, don't fix it!

Bonus

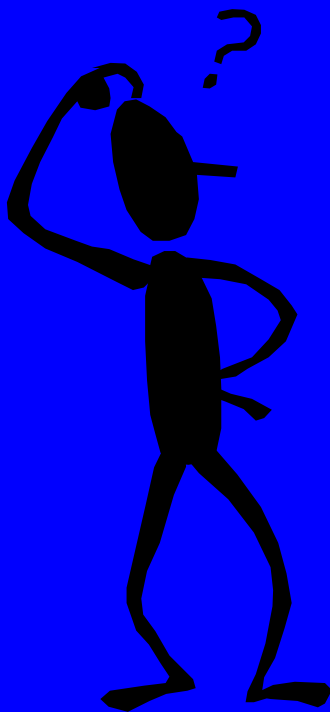
Reality Check

Y2K – The Time Bomb

- ◆ Power plants, natural gas pipelines, water plants, and railroads will not be Y2K compliant
- ◆ “The electric-power industry has an enormous amount of work to do, and it is doing a terrible job of getting ready for Y2K.” – Jim Seymour, *PC Magazine*, Oct. 6, 1998



Tips for the Legal Research



Federal Research Tips (12-14)

- ◆ Every Supreme Court and Circuit Court opinion available (usually on the day of issue)

www.law.cornell.edu

- ◆ U.S. Code

- *www.law.cornell.edu/uscode*

- *law.house.gov*

- *thorplus.lib.purdue.edu/gpo*

- *thomas.loc.gov*

- ◆ Federal legislation

- *thomas.loc.gov*

- *thorplus.lib.purdue.edu/gpo*

More Federal Research Tips (15-17)

◆ CFR

- *law.house.gov*
- *thorplus.lib.purdue.edu/gpo*
- CFR on CD ROM from Solutions Software

◆ Federal Register

- *thorplus.lib.purdue.edu/gpo*

◆ Federal Register contents by electronic mail

- *listserv@unixmail.rtpnc.epa.gov* subscribe
EPAFR-CONTENTS2 <your name>

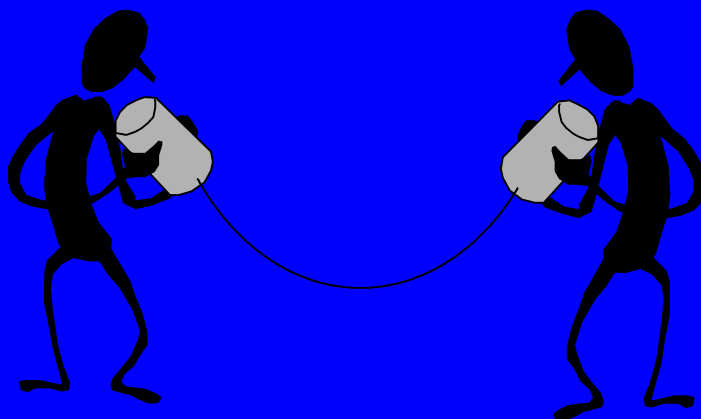
Pennsylvania Research Tips (18-22)

- ◆ Appellate court decisions
(usually on the day of issue)
 - www.courts.state.pa.us
 - www.dpg-law.com
- ◆ Unofficial statutes (partial)
 - members.aol.com/StatutesPA/Index.html
- ◆ Pennsylvania Bulletin
 - www.pabulletin.com
- ◆ Legislation
 - moose.erie.net/~italo/bills.html
 - www.fumo.com/Recently_Enacted_State_Laws/
- ◆ Legal Communications
 - www.legalcom.com

Bonus

Joke

Tips for Public Utility Resources



Legal Research Tips (23-26)

◆ PUR

- Lexis
- Westlaw
- CD ROM

◆ Federal agencies

- *www.fcc.gov*
- *www.ferc.fed.us*
- *www.nrc.gov*

◆ State agencies

- *puc.paonline.com*
- *www.oca.state.pa.us*
- *www.state.pa.us*

◆ Other states

- *www.naruc.org*

News Services (27-30)

◆ Energy news

- *www.energycentral.com*

◆ Telecommunications news

- *listserv@cdinet.com subscribe benton-compolicy <your name>*

◆ Comprehensive news

- *www.newspage.com*
- *www.inquisit.com*

◆ S.E.C. Filings

- *www.sec.gov/edgarhp.htm*
- *www.FreeEdgar.com*

And don't forget ...

**Scott Rubin's
Public Utility Home Page**

home.ptd.net/~sjrubin/pubutil.htm