

# ArizoNotes

Arizona Court Reporters Association

Volume 42, Number 3

Fall 2014

## Farewell to Jim Bouley



It is with great sadness for ACRA to learn today of the passing of Jim Bouley. He was not only a great court reporter, but a true advocate for the profession, always encouraging and challenging you to be the best you can be.

As his son Mike says:

Sometimes tears are about sadness. Sometimes tears are about joy. And sometimes they are a mixture of both. To his reporting colleagues, I bring word that Jim Bouley, our family patriarch, gently passed away this morning, held in the arms of his wife of 60 years, Ellie. With many of his children present, they said good-bye and sent him off to Willie Nelson's "On The Road Again", one of his all-time favorites and which he definitely would have approved.

He was a good man, devoted to his family, friends, and career. He was a champion of the oppressed and the underdog, quick to their defense and always giving selflessly. For that, he was awarded the National Court Reporters Association's Santo J. Aurelio Award for Altruism in 2009, their highest such national honor.

He leaves behind an amazing family legacy of love and devotion, for which we are grateful. This circle is big and strong, and we will support each other as we move through the moments and days and changes to come. If he knew you, you were his friend.

Farewell, dad. We love you, and thank you. See you on the other side. All thanks to the Creator.

## In this issue...

President's Message .....	2
Board & Committee List .....	2
News from NCRA .....	5
Distinguished Service Award .....	6
Local Court Reporter .....	7
NCRA Members Push To Reach .....	8
Ask Mr. Modem .....	8
Mr. Modem Sites of the Month .....	9

## Advertisers

K-Video .....	5
---------------	---



## Important Contact Information

**ACRA Office:** (480) 496-4010 (Robin Hirth),  
office@acraonline.org

**ACRA Website:** www.acraonline.org

**CR Office:** (602) 452-3878

**CR Website:** www.supreme.state.az.us/cr



Submit ArizoNotes content to Editor  
Karen Kahle  
hvymtlccr@gmail.com

**“As my favorite Maya Angelou, said, "We may encounter many defeats, but we must not be defeated."”**

## President’s Message



*This is a transcript from the 2014 annual convention taken by Jennifer Honn. ACRA extends a special thanks to Jennifer for reporting outgoing President Marty Herder's speech and incoming President Pam Griffin's speech. Thank you so much, Jennifer.*

**M**R. HERDER: You know, the funny thing about court reporting with all the deadlines, late night responsibilities, backlog, personal and family lives, if we're not real proactive, we can become a little isolated. That's just the nature of our business. And I had realized one day that I had not ever gotten to know my most successful competitor, one of the most respected, likable court reporters in the state of Arizona, Pam Griffin.

So through my ACRA committees, together I soon found that we had a lot in common. Very quickly, it was apparent to me that we both shared a passion for faith, that we both shared a passion for family, that we both shared a passion for fairness, and that we both shared a passion for fun. It was a real good mix.

We committed to each other way back that whatever happens that we would stick together, me through her term, and maybe we'll keep her on through Mike's, but just so we'd never be alone. We would be a team.

I've also learned that the definition of leader is the person who's the busiest, who has no time to take on anything else but always says yes and steps up to the plate when asked. Doesn't that describe Pam perfectly?

It has been a privilege to work with Pam not only because of our bond and friendship that we've developed but because of my admiration and respect for her. And I know she'll give 100 percent to presidency just like she does everything she touches, and I'm leaving it in a very good hands. Be confident that for the next 12 months ACRA will have a person of integrity, passion, and honesty at the helm.

Pam, your actions inspire others to dream more, to learn more, to be more. You're a leader in every sense of the word, and I thank you for what you've done through my presidency.

Ladies and gentlemen, please join in celebrating the Arizona Court Reporters Association's 61st president, Ms. Pam Griffin.

**MS. GRIFFIN:** So, Marty, on behalf of the Arizona Court Reporters Association, it is my great pleasure and honor to present you with this well—deserved plaque which represents our huge thank you for your leadership and service. Our association is in a better place because of your time, your commitment, and your stewardship. It also represents the many achievements, many achievements, that you've accomplished this year. Your strength, tenacity, and wisdom will still be relied on by me as you enjoy the role of past president. But most of all, I thank you for your friendship. You can now take a deep breath and say, as we all say, "It is a great day to be a court reporter!"

**MS. GRIFFIN:** I am so delighted that you've all joined us today. To my dear friend, my partner in crime, Jean Lea, thank you for making the trip down to Tucson and installing our new board. We are forever grateful for all

*Continued on page 3*

### BOARD OF DIRECTORS

**President**—Pam Griffin

**Past President** - Marty Herder

**President-Elect** - Mike Bouley

**Vice President** - Diane Donoho

**Treasurer** - Carolyn Sullivan

**Secretary** - Kim Portik

**Board Officials** - Cindy Lineburg

Laura Ashbrook

**Board Freelance** - Cyndi Morris Crowe

Rosina Seymour

**ACRA Administrator** - Robin Hirth

### COMMITTEE CHAIRS

**ArizoNotes Editor** - Karen Kahle

**Bench/Bar Liaison** - Pam Griffin

**CART** - Kim Portik

**Seminars** - Diane Donoho

**DSA** - Laura Ashbrook

**Fund-raising** - Rosina Seymour

**Legislative** - Marty Herder &

Mike Bouley

**Membership** - Kim Portik

**Mentoring** - Carolyn Sullivan &

Diane Donoho

**Nominations** - Marty Herder

**Public Relations** - Pam Griffin

**Recruitment** - All Board Members

**Third-Party Control** - Marty Herder

*President's Message, continued from page 2*

you've done for the reporting world, and it makes me proud to be a reporter.

I stand here before you with thanksgiving and gratitude for the opportunity to serve the needs of ACRA, and I am driven to bring a year of energy, new ideas, new relationships, as well as continued growth of ACRA that will be recognized as a fulfillment to our group. As a volunteer who strives for seamless integration of all changes in policy and procedure, it is my desire to see that all needs are met with care and concern for the preservation of our profession. I am hopeful that our time together will create an environment that is both inspiring and motivating so that we can continue to make a difference and an impact in our industry.

My last four years on the board have culminated in assuming the role as your president. I salute all 60 past presidents who have brought us this far. I am a byproduct of those who believed in me, came before me, and helped get me here.

At this time, I would like to give a heartwarming thank you to Marty Herder, our fearless leader and president this past year whose big shoes I will try to fill. Nothing like hitting the deck running. We're so fortunate to have had you in the position during this critical time. It's been one of my biggest rewards, your friendship.

To those who diligently served this past year on the board and the new incoming board, thank you for your dedication and commitment to serve. I wish you all continued success. Your dedication to furthering the goals and future visions of our organization is an unselfish commitment that gives me great joy to serve alongside each and every one of you.

I'd like to take time to thank my family, both my personal and my professional family, as well as my friends. My husband, Larry, along with my daughters Danielle and Hope who tirelessly work at not only supporting me but each other as well and to have my dad here who will be turning 90 next month. He still runs my office, and he's a big help;

thank you, Dad, for coming here. I'm blessed to have such a wonderful family of positive, productive people in my life.

As you know by now, in just a few days our new code changes go into effect. Did you know that it is exactly one year ago this very day, Friday the 13th, when I was informed by Doreen Borgmann of the new code changes being proposed, and without a blink of an eye, our board and TPC committee kicked it into high gear meeting each challenge along the way.

To take a quote from John Maxwell, "Great leaders emerge when crises occur. In the lives of people who achieve, terrible troubles force them to rise above the commonplace. Not only do they find the answers, but they discover a tremendous power within themselves. Like a groundswell far out in the ocean, this force within explodes into a mighty wave when circumstances seem to overcome."

This mighty wave of a committee took on everything thrown at ACRA from every which way. And, today, the changes that go into effect are due in part to a tremendous amount of hours spent, hard work, missed work, sleepless nights, and an unselfish respect for the preservation of ethics in the court reporting field. I aspire to be like each and every one of you.

I placed a package of seeds at your table which you will find in a little bit. It acknowledges that we can continue to reap the rewards of our harvest from the seeds that we have sewn. Plant these seeds, and let's continue to bring a fruitful plate of accomplishment to ACRA and ourselves.

On a visit with a girlfriend and retired court reporter Jan Fuller, I asked her very successful other half who is known as the Four Billion Dollar Man according to the *Standardbred Magazine* about his success and how he got there. His response was to hand me a card which read, "Recognize what you need to do, then do it." That's the essence of high performance, and that's what he lives by.

Acknowledging this high performance group of people with whom I've been fortunate to work with, I thank you for not only what you've done for Arizona but for the rest of the country that

has supported us and watched us. It is with sincere appreciation to all of you willingly volunteering and giving of your time. Our work is far from over, but it's been an incredible experience to work with people who exemplify values of all that is good and true and authentic.

Before you leave today, you'll receive a card with the same motto in recognition of this high performing group and as a pledge for our organization's continued growth. Please join me in giving this committee, like Marty said, a big round of applause.

I hope you all had an opportunity to attend the town hall yesterday. It was very quick hour and a half, and there's still a lot of issues we will be working out for sure as we move forward through these new rules. But ACRA will continue to keep you abreast of all the nuisances that come about as a result of the changes as we see them. We'll get through it. We'll stay on top of it, and we will be stronger because of it.

As my favorite Maya Angelou, said, "We may encounter many defeats, but we must not be defeated."

These new changes are just some of the issues we'll be facing, and we'll hit them head on.

Membership continuous to be an opportunity for us both on a national level and a state level. Going forward, my vision is to reach out and rerecruit past members as well as new students coming into our field. We must all collectively come together to help this process. Again, what we sew is what we will reap, and our efforts will dictate the reward, an association that's more relevant, more current, and more influential.

NCRA has been very busy. In August at the national convention, they rolled out their new program, which you've already heard about, for recruitment in schools as well as new testing procedures for certification that will be implemented starting in 2015.

An independent report commissioned by NCRA indicated that the average age of a court reporter today is 51 and will be leaving our field in the next 20 years. Look around. With a limited amount of students coming into the

*Continued on page 4*

*President's Message, continued from page 3*

workplace each year, this is a huge opportunity for the field of court reporting. Let's have the spirit of one who seeks promise at a time rich with seizing the moment of a new breed of court reporters. They're doing a great job of putting together marketing packages to attract new students, even putting their money where their mouth is by offering financial assistance to schools who market the court reporting profession.

One thing the report indicated was that we're not very good at promoting our profession. Most reporters find out about court reporting through a family friend or family member or a neighbor. Let's do our part and keep court reporting in the forefront by promoting what we do every chance we get.

In the next year, NCRA will be taking the brick—and—mortar testing sites out of the picture. NCRA listened and has now brought technology into the 21st century by offering the certification test more than three times a year. Yes, we will no longer have to go to a testing site. They partnered up with My Realtime Coach as well as ProctorU, an online proctoring service, that will monitor and oversee the testing. You'll be able to test when you're ready from the comfort of your home or your office with no distractions, and the registration fees will now be priced per test leg which, taken all together, should result in a big cost savings to our students and reporters alike. If you'd like more information, there are handouts at the registration desk, and if you're so inclined, please send a shout out to NCRA for making this happen.

I see today as a time of rebirth and growth, and I'm reminded of a verse in the Bible. "Consider it pure joy, my brothers and sisters, whenever you face trials of many kinds because you know that the testing of your faith produces perseverance. Let perseverance finish its work so that you may be mature and complete, not lacking anything."

This is the hope I have for the future of ACRA, maturity and lacking in nothing, seeing our finished work to fruition to the benefit of those who come after us.

I'd like to now talk about volunteerism, something that is near and dear to my heart. It is one that has been instilled in me and my family since birth.

With my mother being involved in politics for most of her life, myself and my five siblings couldn't help but catch the fever of serving others. No matter what job my father or mother was in, there was always volunteer work involved from candy striping to March of Dimes events, Lion's Club, Ladies Auxiliary for the hospital, too numerous to count political campaigns, stuffing envelopes, door—to—door anything, serving food, making buttons and helping family in need to name a few. Volunteerism was at the heart, always working as a team and a family to get whatever task accomplished.

When I was asked in 1987 to be treasurer of ACRA, it was a natural thing to say yes. When Melissa Gonsalves called on me in 1998 to help in the certification of court reporters through the legislature, I said yes, and ACRA got it done. When Doreen Borgmann called on me four years ago to help out with officials in their battles to retain the grand jury proceedings, I said yes, and ACRA got it done. And then when Doreen called me again to be on the board, I said yes one more time, and here I am. Are you starting to see a pattern with Doreen and I?

It is this family relationship of ACRA that I see a resemblance in my very being. It is who I am. Volunteering is key to keeping this organization relevant. Without volunteers, ACRA would not exist. You gain a sense of usefulness and a sense of achievement. You meet people, and you make friends. And as a result, your association becomes stronger. Without raising your hands, I'd like to ask how many of you have had a complaint or think the board doesn't do enough? I'm here to tell you that couldn't be further from the truth. In fact, I'm challenging you right here and right now, you are the person I want on my team. You can take baby steps, or you can just jump right in. I'm not asking you to be on the board — Doreen might do that — but I'm asking you to move out of your comfort zone and do something you never

had a desire to do or didn't know how to get started. But it is something you should do for your profession. We need you.

As John Wayne put it, "Courage is being scared to death and saddling up anyway."

I hope you feel inspired to become involved in our organization to further the needs of ACRA. At this time, please reach into the basket at your table and take out your corny little giveaway. And pay close attention to the first card. If you know someone you would like to refer to ACRA to become a new member or to renew their membership, please write that person's name in. And, secondly, below that is a spot where you can indicate to the board that you would be interested in donating your time. On behalf of the board, we would like to thank you in advance for any referral that you might have and for your time. This is your ACRA. Let's make this year one to remember.

Now, there's a story I'd like to relate to you about U.S. Rear Admiral Grace Hopper, a U.S. naval officer and an early computer programmer born in 1906.

She was a developer of the first compiler for a computer programming language. At the end of her service, she was the oldest serving officer in the United States Navy. She died at the age of 86 in 1992, but she was quoted as saying, "Humans are allergic to change. They love to say, 'We've always done it this way.'" She said it is one of the worst phrases of our English language, and, as we know, our own Margie Wakeman Wells agrees with that statement.

In other words, humans don't like change. We like comfort. But sometimes we have to change our approach. We can't always do it the same way. In fact, we can't do it the same way starting Monday. But everyone in this room should feel honored that together we are making an impact in this state and the country in educating and helping those further their level of commitment to professionalism.

*Continued on page 5*

President Message, continued from page 4

Something I'd like to look into it and feel it is appropriate to introduce now, since we are in Tucson and we happen to have his son with us in the room, would be to implement the first—ever Jim Bouley speed contest. I believe there was a time ACRA used to put these contests on, and Jim either won or placed in most of them. But I think it most fitting to getting back to having some fun by honoring Jim and his fast fingers.

We had an esteemed group of reporters in Arizona that participated in the national competition this year, so I will be recruiting their talents once again for participation in our state competition. And while we're on the subject, let's all give a big hand to Jen Schuck, Allen and Diane Sonntag, the dynamic duo, who placed once again in this year's national realtime and speed contests.

Now, if you're interesting in volunteering or spearheading this event, make a note on the card.

In closing, I wish to thank you for the privilege and with humbled gratitude to serve as your president. I look forward to the challenges ahead, the trials we shall face, and overcoming each and every one of them. Thank you.

## News from NCRA

**T**ake Note campaign continues to pick up traction  
 NCRA's Take Note campaign, launched last month to push the court reporting profession into the national spotlight, continues to spark the interest of media outlets nationwide. *Fox News* became the latest media outlet to showcase the profession's growing employment opportunities in a special report on companies hiring that aired Oct. 7 on its *Fox & Friends* program. The reporter notes in the video the findings by research firm Ducker Worldwide that an additional 5,500 jobs are expected to open up across the country in the next five years. *Fox & Friends* is currently the #1 ranked morning show, according to cable news ratings. NCRA's Take Note campaign was built around the industry outlook findings to support the future of court reporting through national advertising and public relations outreach. The program targets potential students and asks them to consider entering a profession that promises to offer an abundance of job opportunities in the coming years.



**K-VIDEO**  
 PRODUCTIONS  
 Since 1979



3241 E. Shea Blvd, Ste 7  
 Phoenix, AZ 85028-3335  
 video@k-video.com

### Did you know? K-Video offers:

- Audio & video repair, duplication and transfer
- Full-time, in-house editor and office manager (Always someone to answer your phonecall!)
- Large complimentary conference room
- Sub-contractor discount rates
- Post-production assistance
- Direct Audio Feed to your laptop

P. 602-992-4443  
 F. 602-482-0863  
 1-888-305-CLVS (2587)  
 www.k-video.com

## 2014 Distinguished Services Award Winner—G. Allen Sonntag

Reported by Jennifer Honn at the 2014 Annual Convention



**D**oreen Borgmann: Today, it's my honor and privilege to present the DSA award to one of our own.

The Distinguished Service Award is the highest award an association can bestow upon a person who has generously given their time and knowledge to the profession.

A certain member of Arizona's reporting community has served the reporting profession for over 55 years. This reporter's career has encompassed official reporting, freelance reporting, convention reporting, realtime reporting, and CART reporting. This reporter has been a freelance agency owner, has taught seminars on technology, realtime, and speed building for NCRA, for numerous state associations, and for several CAT companies. He has also mentored numerous young reporters as they began their careers.

Some of this is going to give away his identity, I'm sure. You'll play the guessing game.

This reporter gave tirelessly of his time and talent by serving on countless committees and boards over the years including the Chicago Metropolitan Reporters Association, the Illinois Court Reporters Association, and numerous NCRA committees including the Computer—Assisted Transcription Committee, Reporting for Officials Committee, Technology and Standards Committee, and Technology CAT Systems and Advanced Technology Committee as well as serving on the NCRA's task force for CAT in the RPR and RMR testing program and inspecting reporting schools for NCRA certification. This reporter has also served on the CR board both in Illinois and Arizona, the latter since 2007 serving as its chair since 2009.

In that capacity, he has been working with Arizona reporters on recent issues which have threatened our profession. I attended numerous meetings of the CR board

during my tenure as president of ACRA, and I was always impressed with his wisdom and his thoughtful approach to dealing with the problems that we, the Arizona reporting community, were facing.

This reporter's extracurricular activities also include participating in an extensive list of pro bono activities, authoring numerous articles on the reporting profession, testifying as an expert witness on CAT equipment, coauthoring a computer compatible textbook which is used in reporting schools today, and beta testing for several CAT vendors. In short, the word "no" is not in his vocabulary when asked to serve.

This reporter has indeed lived for his profession. I am honored to announce that ACRA's 2014 recipient of the Distinguished Service Award for his vast and continuing service to the court reporting profession is G. Allen Sonntag, CSR, RPR, RMR, RDR, CRR, and FAPR, and reporter extraordinaire.

Allen, would you please come forward?

**MR. SONNTAG:** All I can say is thank you, seriously. This is not something anybody ever tries to achieve. It just happens because you don't learn to say no. Have a good day.

---

## Local Court Reporter Marty Herder Contributes to New Book

*Court Reporter Survival Guide features heartfelt collection of stories for professionals and students*

The National Court Reporters Association (NCRA), the country's leading organization representing stenographic court reporters, broadcast and CART captioners, and legal videographers, today announced that Marty Herder, a freelance court reporting firm owner from Phoenix, Ariz., is a contributor to the recently released book *Court Reporter Survival Guide: School Success Stories*, a collection of essays and tips about making it through court reporting school written by freelancers, officials, CART captioners, and current students.

"This collection is a true *Chicken Soup for the Soul*-type book that offers advice and insight from the only people who really understand the ins and outs of court reporting: other court reporters and captioners," said Jim Cudahy, executive director and CEO of NCRA.

"Professional court reporters engage in a rigorous training that includes both educational components and skill development—much like learning to play a new instrument—with a high degree of skill and accuracy. As such, court reporters share a common pride and sense of accomplishment for having completed their professional training. This collection serves as a good reminder to court reporters that despite the sometimes difficult road to earning their place in this unique profession, the ultimate achievement of becoming a 'keeper of the record' was worth it," Cudahy added.

According to a recently released report by Ducker Worldwide, demand for court reporters will exceed supply within five years, yielding a nationwide shortage. By 2018, there will be 5,500 new court reporter jobs available in the United States. Further, the average starting salary for court reporters is \$43,000. According to the U.S. Bureau of Labor Statistics, the growth rate for court reporting salaries is expected to increase by 14 percent through the year 2020.

The softcover book — which includes the eight chapters: Superheroes in Training; The Road Less Taken; Motivation; Learning to Juggle; Lean on Me; Practice, Practice, Practice; Testing Our Limits; and A Few Extra Briefs — is filled with rich content direct from the trenches. Insight and advice range from small snippets to essays that recalled the inspiration offered by friends, family, and mentors, as well as coping with the anxiety created by drills, tests, and hours of practice each day. The book also contains numerous testimonials from contributors sharing the many benefits, rewards, and opportunities court reporting has offered them.

Herder is one of more than 60 of working court reporters, CART captioners, and students to have provided input. The content is often humorous and always thoughtful, and it includes an abundance of motivation for any reader.

"I was very fortunate that a respected professional reporter was selfless enough to mentor me at a very young age. I get so much out of paying it forward, and strive to live by Rotary International's motto of 'Service Above Self,'" said Herder, the immediate past president of the Arizona Court Reporters Association. He currently serves as the Arizona

Delegate for the National Committee of State Associations, as well as current president of the Arizona Litigation Support Court Reporters in Phoenix.

The *Court Reporter Survival Guide: School Success Stories* is available for purchase from NCRA's online store. For the full 2013-2014 NCRA Industry Outlook Report, or to learn more about the court reporting profession visit [crTakeNote.com](http://crTakeNote.com), or visit [NCRA.org](http://NCRA.org) for career information about the court reporting profession—one of the leading career options that do not require a traditional four-year degree.

### About NCRA

*The National Court Reporters Association (NCRA) is internationally recognized for promoting excellence among those who capture and convert the spoken word to text for more than 100 years. NCRA is committed to supporting its more than 16,000 members in achieving the highest level of professional expertise with educational opportunities and industry-recognized court reporting, educator and videographer certification programs. NCRA impacts legislative issues and the global marketplace through its actively involved membership. Forbes has named court reporting as one of the best career options that do not require a traditional four-year degree and the U.S. Bureau of Labor Statistics reports that the court reporting field is expected to grow by 14 percent through the year 2020. For more information, visit [NCRA.org](http://NCRA.org).*

---

## NCRA Members Push to Reach 3,500 VHP Interviews for Veterans Day

Across the nation, NCRA members will mark Veterans Day by hosting Veterans History Project events, using the Nov. 11 holiday as the springboard to help the National Court Reporters Foundation reach its goal of 3,500 transcribed interviews with American war veterans. The transcripts are part of the Library's VHP program and are available for the public to read.

"NCRA members recognize the importance of celebrating the nation's military members and their families and are honored to be able to help preserve their stories through the Library of Congress VHP program," said Irene Cahill, director of research and NCRF programs.

"We encourage all NCRA members to help with this important effort especially by interviewing any veterans they know, especially those who

served in World War II and Korea. Veterans Day serves as a fitting time to honor our country's veterans by helping to preserve their histories," Cahill added.

"As long as there are veterans, there are stories" is the theme touted by the Michigan Association of Professional Court Reporters Association, which is sponsoring a VHP event on Nov. 7, along with the Ingham County Department of Veterans Affairs and the Ingham County Circuit Court.

The Pennsylvania Court Reporters Association will jointly host a VHP day on Wed., Nov. 5, at Orleans Technical Institute in Philadelphia. The event will mark the first time that PRCR and OTI have hosted a VHP event. Organizers are working with a local district judge to help recruit veterans to share their stories and have set a goal of collecting at least eight interviews.

Students from OTI will also be on site to practice their own writing skills as well as participate in a luncheon with the volunteer court reporters to discuss issues related to the profession.

NCRF has partnered with the Library of Congress for more than 10 years to help generate transcripts of interviews with American war veterans for the Oral Histories Program. Professional court reporters can earn 0.25 Professional Development Credit for each transcript they complete and can earn up to a maximum of 1.0 PDC during each three-year certification period. In addition, qualifying court reporting students can earn a complimentary 2015 student membership in NCRA by transcribing interviews through the Foundation's Student Initiatives Program.

---

## Ask Mr. Modem! – November 2014

[www.MrModem.com](http://www.MrModem.com)

### Explore Gmail Settings

**Q. How can I explore the various settings in Gmail without messing up what I currently have? Is there any place I can see demonstrations of what the various Gmail features and options do? Thanks, Mr. M.**

A. Any changes you make to Gmail through its user settings are easily reversible by returning to the setting in question and changing it back to the way it was. As an alternative, since Gmail is free, you can create a test email account for yourself, then experiment until your head explodes. If you test settings in this manner and find something you particularly like, you can then apply it to your primary account.

**Q. In using Excel spreadsheets on my Windows 7 computer, I cannot establish a uniform procedure to enter dates. If I enter 8/2/2014 it may appear as 8.2.14 or 8-2-14. How can I format my dates so they appear the same every time? If I could not rely on your help, Mr. M., this old goat would hang it up, so thanks for being there.**

A. By default, the "short date" display format for Windows (and thus Excel) is "M/d/yyyy," so August 2, 2014 would be displayed as 8/2/2014.

For various reasons, you may want to zero-fill your dates and have August 2, 2014 appear as 08/02/2014. Doing this actually involves a Windows setting, not an Excel setting. I only mention that because if you change this format, it will affect how dates appear throughout Windows and other programs running under Windows. It is not just confined to Excel, so caution is advised. I would suggest jotting down any changes you decide to make in case you aren't enamored with the result, so you can then change things back to what you had originally.

To change the default date format in Windows, go to your Control Panel and select "Regional Settings" or "Region and Language." In the Short Date format list, select whatever format you prefer, then click OK when you're done.

From this point forward, unless the dates in Excel were formatted using Excel's Format menu for a given spreadsheet, they will

---



display as you have defined them.

**Q. At work we just converted to Linux Ubuntu for our computer operating system and I will attend training next week. One thing I've been wondering about: If I send clients an attachment using a word processing or spreadsheet program, will they be able to open it?**

A. As long as you save it in a file format your client's computer can accommodate, there should be no problem. If you use a program such as OpenOffice or LibreOffice (comparable to MS Office, but free and frequently used with Linux) to create a document or spreadsheet, you will be able to save it in a format that Windows or Apple systems can read. I use LibreOffice and I work with a large number of publication editors who require .DOC-formatted articles. It is not a problem to simply select the .DOC format when saving my document as opposed to the native LibreOffice .ODT format.

## Mr. Modem's DME (Don't Miss 'Em) Sites of the Month

### Chordify

Chordify transforms music from YouTube, SoundCloud or your private music collection and converts it into chords that you can play along with on a guitar, ukulele, or piano. It's a freemium service, meaning it is available in free and paid versions. The free version allows you to keep three songs in music storage, a maximum song duration of 10 minutes, a maximum file size of 10 MB, and .PDFs of the chord diagrams. Visit <http://chordify.net/premium> to compare the freebie to the Premium version. In the center of the page is the field where you can either upload a song from your collection or the field below it where you can paste in a URL to the song you want to convert. The page created displays the chords to your selected song and a Play button. When you click or tap Play, it starts the song and the chord field begins scrolling. Very cool!

<http://chordify.net>

### Greatist

Not just another health-oriented Web site, the focus here is not to tell you what healthy means, but rather to help you define what healthy means to you. It takes all the typical fat-shaming/skinny-shaming, fad preaching and tosses it out the window. The link below will take you to the site's About page so you can read more about its mission. After reading it, click the Menu icon at the top and select one of the three main topical areas: Fitness, Health, Happiness. If you prefer tropical areas, check out The Seychelles, Maldives or Bali.

<http://greatist.com/about>

### Great Language Game

When you begin, you will hear a short recording of a language being spoken. You are then given multiple choices from which to select your answer. You can make three incorrect guesses before the game terminates. If you have an ear for languages, give it a try. If it all sounds like Greek to you, better skip this one.

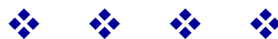
<http://greatlanguagegame.com>

**Use Promo Code TURKEY when entering your six-month subscription to Mr. Modem's award-winning weekly computer-help newsletter and receive one month for free! Visit [www.MrModem.com](http://www.MrModem.com).**



### ARIZONOTES DEADLINES

Spring Issue - March 10  
 Summer Issue - August 10  
 Fall Issue - November 10



*Statements of fact, opinion, and all advertisements are made on the responsibility of the author or advertiser alone and do not imply an opinion or endorsement on the part of the officers or directors of ACRA unless specifically stated as such. ArizoNotes is the official publication of the Arizona Court Reporters Association, and is published quarterly. We encourage reprints of any materials contained in this magazine. Permission is not required, but a courtesy byline, and a courtesy copy of any publication which contains a reprint, is requested.*