Making a Good Thing Better: Add-Ins for Word and Outlook

Jeffrey S. Krause
Nerino Petro
Intro to Add-Ins
What Are Add-Ins
Why Lawyers Should Care

What do You mean my tech is Outdated!
Why Lawyers Should Care

I. Thou shalt have no other gods before me.

II. Thou shalt not make unto thee any graven image.

III. Thou shalt not take the name of the Lord thy God in vain.

IV. Remember the Sabbath day to keep it holy.

V. Honor thy father and thy mother.

VI. Thou shalt not kill.

VII. Thou shalt not commit adultery.

VIII. Thou shalt not steal.

IX. Thou shalt not bear false witness against thy neighbor.

X. Thou shalt not covet.
COM Add-ins - Where are they located?
Web Add-ins - Where are they located?
Where to Get Add-Ins
Before Installing!
Word Add-Ins
Security Add-Ins for Word
Word Security Add-Ins

Metadata Assistant
To protect yourself from hidden metadata, scan your active file.

Preferences  About  Help
Word Security Add-Ins

WITNESSETH:

WHEREAS it is the intent of the [Insert Name of Airport] to make improvements at [Insert Name of Airport] generally hereinafter referred to as the Project.

NOW THEREFORE in consideration of the mutual covenants hereinafter set forth, [Insert Name of Airport] and [Insert Name of Contractor]

Article 1 - Work

It is hereby mutually agreed that for and in consideration of the payments as provided for herein, the [Insert Name of Contractor] shall faithfully furnish all necessary labor, equipment, and material and perform the work to complete the Project in strict accordance with this Contract Agreement.

Article 2 - Contract Documents

[Insert Name of Owner] agrees that the Contract Documents consist of the following: this Agreement, General Supplementary Provisions, Specifications, Representations, all issued addenda, Notice to Bidders, Proposal and associated attachments, Performance Bond, Payment Bond, Insurance certificates, documents incorporated by reference, documents incorporated by attachment, and all authorized change orders issued subsequent to the date of this agreement.
Productivity Add-Ins for Word
In the old days of the late 1990s and early 2000s, Word and Outlook needed help to make them work better. This help was often provided by the way of Utility Programs ("Utilities") that were separate pieces of software that enhanced or added to the capabilities of Word and Outlook. These utilities did things like remind you that your Outlook message contained an attachment but there was not one attached to the email. Since then, Word and Outlook have improved their respective capabilities and features and the need for standalone programs has diminished. However, this has not prevented others from continuing to try and enhance the native capabilities of Word and Outlook and now do so primarily via what have become to be known as "Add-ins."

According to WhatIs.com:

Add-in is a term used, especially by Microsoft, for a software utility or other program that can be added to a primary program. The Microsoft Style Guide says that Microsoft Bookshelf is an add-in for Word and that Analysis Toolkit is an add-in for Microsoft Excel. According to the Style Guide, add-in should not be confused with add-on, a term for a hardware expansion unit. (However, some add-on manufacturers do call them "add-ins.")

According to techopedia:

An add-in is a software program that expands the capabilities of bigger programs. It is a term commonly used by Microsoft and other platforms which have addition of functions that can be added to primary programs. An add-in has specific but limited features that require only minimal memory resources.
"There was nothing that occurred during the course of this investigation that gave rise to any concern about her eligibility."

Write to the point.

The secret to writing well is rewriting. WordRake tightens, tones, and clarifies your writing. Just click the "rake" button and watch the in-line editor ripple through your document, suggesting edits to remove clutter and improve unclear phrasing. Just like a live editor. Give your first drafts the polish of a second or third draft, quickly and painlessly. Learn more.
General Purpose Add-Ins for Word
Word General Purpose Add-Ins
Outlook Add-Ins
Security Add-Ins for Outlook
Outlook Security Add-Ins

Detected one cleanable attachment.

To... nerinopetro@gmail.com
Cc... 
Subject Metadata Test
Attached Maintenance proposal.docx 16 KB
# Outlook Security Add-Ins

## Metadata

These attachments may contain metadata. How should they be processed?

<table>
<thead>
<tr>
<th>File to Process</th>
<th>File Type</th>
<th>Scan Level</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance proposal.docx</td>
<td>Word</td>
<td>Performance</td>
<td>Clean</td>
</tr>
</tbody>
</table>

Documents to process: 1

[Image of a metadata processing tool]
Outlook Security Add-Ins

Results

<table>
<thead>
<tr>
<th>File</th>
<th>Type</th>
<th>Result</th>
<th>Final Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance proposal.docx</td>
<td>Word</td>
<td>Cleaned</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Successfully processed 1 of 1 documents
Productivity Add-Ins for Outlook
Outlook Productivity Add-Ins

Thu Mar 8, 2018 11:41 PM
Nerino Petro <nerinopetro@gmail.com>

How to Use Copy2Contact

To npetro@ericksonrockford.com

This is how you use Copy2Contact to capture address information easily in Outlook.

James W. Contrail
Attorney at Law
3232 S. First Street
Rockford, IL 61101
T: 815.636.1001
F: 815.636.8660
Outlook Productivity Add-Ins

Step 1 - Highlight text to capture;

Step 2 – Invoke Copy2Contact (default is CTRL C-C);

Step 3 – First time only, Clear Warning box by clicking OK.
Here is an email that I am typing but I am not the best typist.

Jeffrey S. Krause | Partner

Affinity Consulting Group | Direct: 262-806-4357 | Email: jkrause@affinityconsulting.com | www'affinityconsulting.com
General Purpose Add-Ins for Outlook
YOU play the most important part in keeping TECHSHOW exciting. *Please complete the Speaker evaluation before you leave.*

- Reserve the dates!

TECHSHOW 2019: February 27 – March 2, 2019