

## Least Favorite Word to Type

*A December 2010 discussion on SoloSez, the email listserv for general practice, solo and small firm lawyers*

Mine? Interrogatories. I can't stand typing this word. I suppose I could create a macro or function key to type it for me....as if I know how to do that.

Renee L. Langley, South Carolina

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What a great question. I dislike typing "Id." in italics. Interrogatories is also a clumsy word to have to type.

Bert P. Krages, Oregon

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Whenever I try to type a citation with a subsection C, in parentheses, the damn Word program turns it into a copyright symbol!

Jim Moriarty, Iowa

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Judgment, because I always have to stop myself from putting in the e.

Diane Stamler Oraif, Alabama

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Infringement is also difficult because I always have to remember to put in the e.

Bert Krages

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"appurtenant"; always stumble over that one when typing land descriptions.

Also "petition" because I always add "er" to the end and have to take it out.

C.

Cynthia Hannah-White, Hawaii

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Simply type

    Paren

    c

    Paren

    Backspace

And proceed. Do likewise if you don't want Word to automatically turn an e-mail address or web address into a blue, underlined hyperlink; backspace "undoes" the automatic formatting of the shortcut.

-Rick

Richard J. Rutledge, Jr., North Carolina

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"It has been several months since you last told me you would be making a payment on my firm's invoice"

That is (are) the word(s) I hate the most.

Drew Winghart, California

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You can also, when that happens, hover over the symbol with the mouse- you should get a little blue line. Click on that (right click?- try both), and it should give you the option to stop making the correction- Problem solved! (Unless, of course, you need to type the little copyright symbol. Then you're in trouble.) (actually, I think it's in the insert-symbols section, if you ever actually need it. I never have.)

Melissa Chiaro Reinders, Tennessee

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"subpoena." I never get it right the 1st time.

Anna D. Collins Ford, Paralegal

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Client. I always mistype is as clinet. Always.

Barry Kaufman, Florida

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Interrogatories is pretty awful. It just took me about 7 minutes to type that sentence.

Also, "responsibility" (although it came out easily that time).

Michael Bond

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You can also stop it permanently by removing the entry for "(c)" in Auto-Correct.

Bob Striker

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Trial. Always spell it trail and miss it on proofing. Of course, spell check misses it.

Sometimes your brain tells your eyes what is there. I tell my DAs - when proofing a document, print it out or walk away and do something else for a little bit - then come back to it with fresh eyes.

That doesn't work for me and trial though...

-- NotanAtty--

Andrea Cannavina

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Good news, Diane! They are both correct. I raised this the other day. I think the consensus is 'judgment' for the court order kind and 'judgement' for your decision making ability.

Shawn M. French, South Carolina

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"I was wrong."

Trippe Fried, Tennessee

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"I was wrong."

Hmmm, I've never had to type that one . . . .

Lisa Solomon, New York

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... that one is three and the the question is "word" - as in what ONE word...

I know I'm frequently wrong but rarely do I feel the need to commit it to writing - hand or type. <g>

-- NotanAtty--

Andrea

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As a reporter I learned to read sentences backward to pick up spelling and grammatical errors. Might be helpful.

Lisa Babcock, Michigan

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What do I hate typing???? - PLAINTIFF. I always type it wrong. There are a few others that I can't think of right now.

Cindy D. Salvo, New Jersey

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> Client. I always mistype is as clinet. Always.

Could work; if your clinet is skynet.

James S. Tyre, California

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acknowledge

WOW! Got it right that time.

Lewis Roberts, Florida

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I'm cured!

Lewis Roberts

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Numbers and their shift symbols. It's the only time I have to look down at the keyboard.

Jeena Belil, New York

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You can change this if you have WP, so I wonder if you could re-program Word?

In Tools|QuickCorrect, I created the copyright symbol by asking it to change (c) to the symbol. In your case, Jim, I would ask it to change c to c. Sometimes it's just that basic. Then ask it to change some other cue to the copyright symbol, e.g., \*c\*.

CJ Stevens, Montana

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Jeena, you don't use the number pad? I despise typing the word "interrogatories" (there I go again) but I love love love using the number pad on my keyboard (no shift key necessary)! My husband even has one of those standalone number pads you can use with a laptop. Sometimes I want to steal it just because I love the number pad so much!

You guys have come up with some really good ones -- my favorites, the copyright symbol and hyperlink (who asked Microsoft to try to "help" us out with those), "subpoena" (just typed it wrong as usual) and "acknowledge" (it just took me an hour to write that, it's so awkward, uh oh, I think "awkward" is another one).

So, I see I am not alone. I feel your pain.

Renee Langley

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What a great question. I dislike typing "Id." in italics. Interrogatories is also a clumsy word to have to type.

Interrogatory is "rog" in my quick correct function.  
INTERROGATORY NO. : is "ROG"  
REQUEST FOR PRODUCTION NO. " is (RFQ)

CJ Stevens

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I agree Jeena - having to look at the keyboard annoys me! People always look at me funny when I can hold a conversation with them (looking them in the eye) and type at the same time!

Susan Coakley, Maryland

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I have to agree with you also - subpoena usually makes me stop and look at the keyboard because it is so odd!

Susan Coakley

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"People always look at me funny when I can hold a conversation with them (looking them in the eye) and type at the same time!" I LOVE freaking my daughter out doing that...she'll be standing to the left or right of me, and I'll turn and look at her and keep right on typing...she thinks that is freakish and bizarre....hahahahaha!!!!

Anna D. Collins Ford, Paralegal

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I don't think trail, I mean trial, is so much a least favorite word to type as it is a dangerous one. WordPerfect allows you to edit the main dictionary so you can remove problematic but correctly spelled words from the spell checker. I assume Word allows you to do the same. Sometimes I have to type phrases such as "public health" or "public interest." I won't explain why, but I ended up removing the word "pubic" from the main dictionary.

Bert Krages

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"People always look at me funny when I can hold a conversation with them (looking them in the eye) and type at the same time!"

I did this at a mediation. The other party was notorious for reworking previous proposals to his advantage. I turned on the outline function, put my laptop actually on my lap and recorded everything, much of it verbatim. I had a fun time with, "Well, actually, Mr. X, what you said was - and I quote - "This," not the other thing you're saying now." I've mentioned in other posts how I do this on phone calls with OCs who are notorious massagers of what we said during the call.

cj

Carolyn J. Stevens

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CJ, as usual, has good advice in using quick Correct in WP. I take this one step further and use a program called Active Words. It does essentially the same thing but works across all programs. It can produce a word, a paragraph, a pleading, just about anything with a few key strokes. So I can use it in WP, TimeMatters, Gmail, etc. It does my signature block below using drg and the F8 key. It costs about \$25-\$30 per year and well worth it. Usual disclaimers apply.

Dennis Riley, Illinois

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QuickWords in WP does this, too. I don't know if it can handle an entire pleading, but it does well with documents that require the same info every time. For instance, "getfilenote" produces the header and formatting for phone calls and any other time I need to have a record to the file. Auto inserts the date and time, too. Getfax and gettrans call up fax cover and mail transmittal sheets. Getstatus produces a status report form for the client.

If you were my client, "getriley" would produce your name, address, e-mail, phone

numbers, the same information for opposing counsel and opposing party, and court information (judge, department, judge's clerk, case number). It's a gem of a function.

I have't tried it, but I think QuickWords might be capable of producing all the paragraph variations I might want in, say, a parenting plan, if I figured how to identify them for the utility's brain.

cj

Carolyn J. Stevens

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I don't use QuickWords so I didn't know it could be used that extensively. But they do seem to cover much of the same ground.

Dennis Riley

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Think trade mark, registered, and copyright symbols are all supplied by quick correct open it and delete them. I use quick correct so much that I added it to short toolbar. When I do something with phrases, etc. that repeat, I create a quick correct. For those "one the fly" I use opening bracket so ]pi would be person of interest

Create your own words and phrased in quick correct by including character combos that won't occur otherwise. I use slashes and brackets.:

mc// my client  
yc// your client  
iirr// interrogatories  
p// plaintiff  
pls// plaintiffs  
msj// Motion for Summary Judgment

msj[ (MSJ 11)

frcp// Fla.R. Civ.P.

1d[ n So. 2d n (Fla. 1st DCA n)

4d[ n So. 2d n (Fla. 1st DCA n)

Ordinals  
1// First



2// Second

as high as you want.

If I expect a lot of pleadings, I set up the client names--usually initials followed by opening bracket because that won't occur or interfere with word substitution codes.

jj[ John Jones.

Think trade mark, registered, and copyright symbols are all supplied by quick correct open it and delete them. I use quick correct so much that I added it to short toolbar. When I do something with phrases, etc. that repeat, I create a quick correct. For those "one the fly" I use opening bracket so ]pi person of interest :

Sing me LA Z

John Page, Florida

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My daughter always asks me "How DO you do that, mama?"

I don't think typing or steno are taught in H.S. anymore, but they should be.

Jeena R. Belil

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I have two, and they are both kind of unexpected. First, after many years of seminary, missionary work and being a pastor, it is almost impossible for me to type the name "Chris" without accidentally adding a final "t." Even odder, the second most difficult word for me to type is my own first name. I type it so fast that I always seem to get a couple of letters out of order. A lot of times it comes out as Stpehanie or Stepahnie. (So often, in fact, that I actually have those misspellings in my AutoCorrect.)

Stephanie Hill, Minnesota

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Entrepreneur. Never fails that I mistype it.

Joshua Tisdale

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Paragraph... I always want to use a g instead of a p in front of the h

Lisa Nguyen, California

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prothonotary and praecipe.

John Davidson, Pennsylvania

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Praecipe is a breeze for me because that used to be the password on my computer. I had a snoopy husband at the time and when we were discussing passwords, I told him my screensaver password was a common word that I use every day, and it's another word for "memorandum." I didn't mention it was a Latin word.

As for prothonotary, I've never typed that word in my whole life, as far as I know, until just now. What does it mean? Seems like I've asked before but I forgot the answer.

The word that I most often mistype is "deficit," as in "attention deficit disorder." I always want to type "deficiency" instead.

Marilou Auer, a nonlawyer who doesn't like to admit to any typing challenges.....

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Prothonotary is another latin word for the clerk of the civil court. Until I got a law clerk/legal caddy/ Sherpa at Law I used to go to the Prothy a lot. Now I seldom go to the bank, post office or Prothy. It's a nice luxury.

John Davidson

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adjudicatory. It just doesn't work somehow.

Anita Fuoss, South Dakota

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Yes, you can change it in Word. The specific steps depend upon the version of Word you're using but essentially you need to go into Word options, Proofing and find the button for AutoCorrect Options. In AutoCorrect you can edit (or delete) any of the autocorrect entries Word has (including the Copyright symbol) or add new ones if you like.

Disclaimer: I'm a non-lawyer who apologizes to anybody who has been missing his answers to these technical questions on the list while I've been heads down trying to get the next version of my Word book finished and out the door. Though I suspect that most of you just miss the disclaimers.

Ben M. Schorr

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A free program that does something similar, though requires perhaps a little more effort to learn, is AutoHotKey. I use it quite extensively to prepare boilerplate responses. In my line of work I get asked the same question fairly frequently and it's nice to be able to type three characters and have the 3 sentence standard response inserted for me.

Disclaimer: I'm still not a lawyer and I still haven't automated my disclaimers yet.

Ben M. Schorr

To turn off the automatic hyperlinks in Word go to Word Options (how depends upon your version), Proofing, AutoCorrect Options, AutoFormat tab and uncheck the "Internet and network paths with hyperlinks" box.

Disclaimer: And now I must return to editing Chapter 2. Oh, and I'm still not a lawyer.

Ben M. Schorr

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Ahh, ben, for a NAL, you're a real k-night in shining armour!

Shawn M. French, Sr.; South Carolina

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A long time ago, I came across a book by an attorney - Computer Speed Typing. The process uses the built in auto correct functions of Word and

WordPerfect to automate routine documents and phrases. In a nutshell - I tested it and it works. The book is \$19 and you can buy it through my site (yes, I'm affiliated): <http://legaltypist.com/CST.htm>

-- NotanAtty--

Andrea Cannavina

"Public" without the "l" is an embarrassing and common typo waiting to happen.

Gene

Gene Takagi, California

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Another good trick is to read it backward....

M. Suzanne Van Wert, Kentucky

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So true Renee! And clinet, what is with that word? Can we just petition to change it?

And my own dang name, I mistype Kleipeter all the time.

Yesterday though I couldn't type the word "lieu" to save my life. Today it flowed out very easily, but honestly, it was more of a spelling issue I guess. I must have used it 20 times between a trial brief, declaration and emails about those docs but I couldn't type it automatically not once.

-- Amy Clark Kleinpeter, Texas

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YES! I'm not the only one who can't type her own name. It is just waht Stephanie said -- the speed.

THERE IS MY OTHER ONE -- waht.

-- Amy Clark Kleinpeter

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Sincerely,

Yam

Oh. You probably meant Kleinpeter.

Stephanie Hill