MIAMILAW
UNIVERSITY OF MIAMI SCHOOL OF LAW
Information
Technology

Desktop Application Reference

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Overview

The current Desktop contains a full array of options and tools to create documents, reports and presentations in various formats; manage files and documents, create and view multimedia files; send and receive email and other documents; browse the Internet and protect their computers. The upgraded desktop gives faculty members the flexibility to work with and save documents to the local hard drive and to download and install additional software applications. The basic applications on the desktop are described below .

Web Browsers

Internet Explorer is Microsoft's web browser that comes with the Windows operating system.

Chrome is Google's web browser that allows multiple tabs to be open in one window.

Firefox is Mozilla's web browser that allows multiple tabs to be open in one window.

Computer Security

MalwareBytes Anti-Maleware is an anti-spyware program that lets users scan their computer to detect and remove spyware and Malware.

Symantec Endpoint Protection is an anti-virus program that lets users scan their computer to detect and remove computer viruses.

CCleaner is a utility program used to clean potentially unwanted files and invalid Windows Registry entries from a computer.

Computer Security

TeraCopy is an alternative to the native copy operations within Windows. It is designed to be faster and have more functionality than the native tool.

7-Zip is an open source file archiver, or an application used to compress files

Microsoft® Office 2010

Access is a database program that lets users to create or work from an existing database to store or present and share information.

Excel is a spreadsheet program that allows users to manage, analyze, organize, report and share data.

InfoPath allows users to create, edit and work with documents with Extensive Markup Language (XML) and designed XML rich forms.

Outlook has been enhanced in Office 2010 and now offers a cleaner interface with several new useful features.

PowerPoint in Office 2010 has enhanced its user interface, as well as the layouts and designs to make it easier to create slides and multimedia presentations.

Publisher is a document publishing application that offers a wide array of design options and layouts for producing publications.

Word has been enhanced in Office 2010 offering a "Reveal Codes" feature like in WordPerfect, expanding its clipboard capabilities and changing some of its Menu bar items

Microsoft SharePoint is a Web application platform.

Corel WordPerfect Office X6 - The new desktop offers the basic WordPerfect Office Suite of word processing, spreadsheet and presentation applications. Various utilities that work with these applications are also included.

WordPerfect X6 offers new enhancements such WordPerfect Legal mode, WordPerfect 5.1 emulation mode, Microsoft Word mode, various pleading and legal document formats and the capability to save documents as PDF, HTML, XML or formatted for EDGAR.

Quattro Pro X6 is Corel's spreadsheet alternative to Microsoft Excel 2003 and contains many of the same features as Excel.

Presentations X6 is the Corel's slide presentation alternative to Microsoft PowerPoint and contains many of the same features as PowerPoint.

PDF Documents

Adobe® Acrobat® Professional X - allows users to create, edit, search, view and print PDF files. Users can create PDFs from multiple documents, scanners, web pages and email with various levels document security including password protect and encryption.

Scansoft OmniPage Pro 17 is an application that allows users to convert paper documents and PDF files into editable electronic documents complete with text, tables and graphics. The program is usually used with scanners and scanned documents but can also be used with any PDF document.

doPDF is a PDF printer that allows any program that can print, to create a PDF file.

Other Resources

iTunes is a media player and media library application developed by Apple Inc. It is used to play, download, and organize digital audio and video on PCs.

Windows Media Player (WMP) is a media player and media library application developed by Microsoft that is used for playing audio, video and viewing images on personal computers running the Microsoft Windows operating system.

Skype is a proprietary voice-over-IP service used for web video chat and web voice chat.

TeamViewer is used for remote control, desktop sharing, online meetings, web conferencing and file transfer between computers.

Windows Live Mesh is a free-to-use Internet-based file synchronization application designed to allow files and folders between two or more computers be in sync with each other on Windows (Vista and later) and Mac OS X (v. 10.5 Leopard and later, Intel processors only) computers or the Web viaSkyDrive.[1] Windows Live Mesh also enabled remote desktop access via the Internet.

Roxio Creator is for optical-disc authoring. The software, originally released as Easy Media Creator, represents an updated version of the previous Easy CD Creator series.

University Systems

Powerterm Pro/Enterprise is a fully functional terminal emulator to access University mainframeapplications.
MainFrame is a fully functional terminal emulator to access University mainframe applications.

Library Resources

LexisNexis®

LEXIS -NEXIS
Lexis has developed an updated suite of programs that replaces the old citation tools and toolbox.
LEXIS-NEXIS Shepard's Brief Suite
(Full Authority Cite Check, Style Check, Shepard's Link)
LEXIS-NEXIS Research Software

Westlaw®

WESTMATE – Westlaw Research Software

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