

# Baylor Law Technology Guide

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# Contact Information

IT Staff are available to assist you with both personal and school-related technology issues and to check out technology, such as iPads and laptops. The IT Offices are on the third floor of the library next to the elevator. The Baylor Law IT Help Desk is outside the IT Offices in the third-floor computer lab and is open during library hours.

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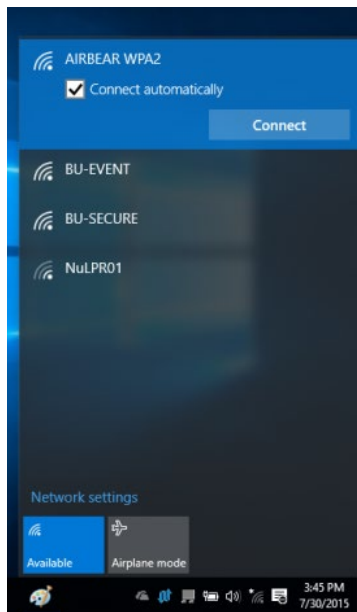
Baylor Law IT Help Desk

254-710-4695

For quick contact with the entire Information Technology Team, please send an email to us at [baylorlawIT@baylor.edu](mailto:baylorlawIT@baylor.edu).

# Wi-Fi Setup Instructions

The AirBear wireless network (AIRBEAR WPA2) connects and empowers the Baylor University community.



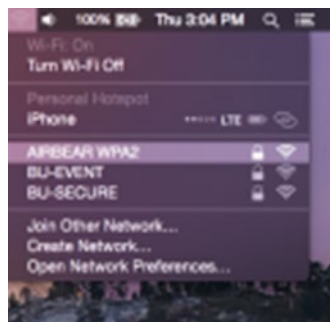
## Windows 11

1. Click on the wireless icon on the bottom right of the screen and select "AIRBEAR WPA2".
2. Enter your Bear\_ID and Password and click OK.
3. Click Connect on the next screen to finish the process.
4. You should now be connected.

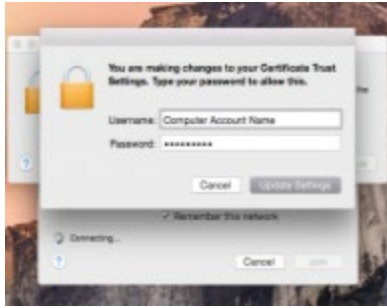
[Windows Setup Instructions](#)

## Mac OS

1. Select the AirPort icon at the top of the MacOS desktop and select "AIRBEAR WPA2".



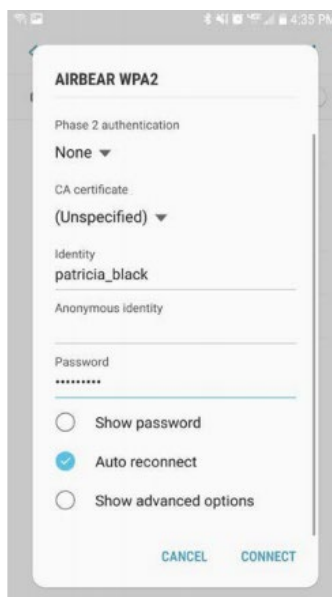
2. Enter your Bear\_ID and Password.
3. When the "Certificate" dialog box pops up, click Continue.
4. If prompted, enter your computer password (NOT your Baylor password) and click Update Settings.



5. After a few seconds, you should be connected.

### [Mac OS Setup Instructions](#)

## Android OS



1. Go to settings.
2. Tap on Wi-Fi.
3. Make sure Wi-Fi is turned on, then tap on AIRBEAR WPA2.
  - a. For the CA Certificate, you may need to set it to “Do Not Validate”.
4. Enter your Bear ID for Identity, then enter your password.

## Apple iOS

1. Select the Wi-Fi menu from the Settings app.
2. Select AIRBEAR WPA2 from the network list.
3. Enter your Bear ID and Password. Click Join.
4. Press Accept to verify the certificate. You should now be connected.

## Troubleshooting

*Q I changed my Bear ID password and now I cannot access the AirBear Wireless Network.*

A. You will need to update your password in your computer's Wi-Fi settings.

On Mac OS, you will need to delete the AIRBEAR WPA2 profile under Preferred Networks (Network Preferences-->Advanced-->Select AIRBEAR WPA2 in the network list and click the "-" button), then turn the Wi-Fi Off and then back On. Then, reconnect to AIRBEAR WPA2.

On a Windows laptop, it should ask you for the new password after a few failed attempts.

*Q The wireless connection on my Mac keeps disconnecting.*

A. You will need to remove the AIRBEAR WPA2 profile under Preferred Networks (Network Preferences-->Advanced-->Select AIRBEAR WPA2 in the network list and click the "-" button), then turn the Wi-Fi Off and then back On. Then reconnect to AIRBEAR WPA2.

*Q My Windows laptop will not ask for my username and password. The computer says "Cannot Connect"*

A. This is usually caused by an antivirus or firewall program that is interfering with communication to the authentication server. Normally this can be corrected by removing third party antivirus and firewall software and use Microsoft Defender and the security system built into Microsoft Windows.

*Q My computer (PC or Mac) will not let me login to AIRBEAR WPA2. It keeps failing.*

A. Make sure your computer's clock is set correctly. To properly authenticate on the AirBear Wireless Network, the clock on your device must closely coincide with the current time on the network.

*Q My Windows laptop will not stay connected to AirBear.*

A. Check to make sure the wireless drivers are up to date.

More Help: [Information Technology Services | Baylor University](#)

# Printing

Instead of installing dozens of campus printers, Baylor uses PawPrints that are linked to all printers on Baylor's campus. There are two versions of PawPrints: PawPrints and PawPrints\_Law. PawPrints is used on the main campus, and PawPrints\_Law is used at the law school. When you are ready to print, choose any of the four PawPrints queues or PawPrints\_Law, depending on your desired print location, and then use your computer browser to choose the destination printer. Mobile Release will store your jobs for 24 hours, so you can submit your jobs now and pick them up on any printer at your convenience throughout the day.

## Installing PawPrints

This is a two-step process. First, you will install PawPrints and then you will come back to this page and install the PawPrints\_Law printer.

**Step 1:** First, install PawPrints.

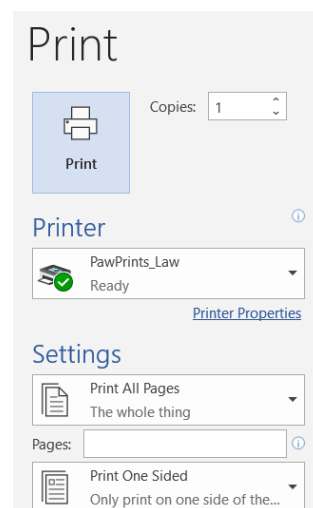
Users must install PawPrints before first use. Installation includes:

1. All 4 PawPrints queues:
  - a. PawPrints\_1sided
  - b. PawPrints\_2sided
  - c. PawPrintsColor\_1sided
  - d. PawPrintsColor\_2sided
2. Pawprints App for account details, print job authentication for personal computers, and easy access to release page, print history, and refunds.
3. Installing [PawPrints](#) guide.

**Step 2:** Second, to install the Law School print queue, PawPrints\_Law, select the correct installer for your operating system. [Law School PawPrints](#)

## Using PawPrints

1. Go to the printer page on your document.
2. Choose PawPrints\_Law as the printer.
3. Adjust your print settings.
4. Go to PawPrints Mobile Release
  - a. [Mobile Release](#)
5. Log in and select Printers.
6. Choose the printer you wish to print from.
7. Note: Printing to a color printer charges color rates even if you print black and white.



## Allotment Increases

Students requesting more pages must complete a process that begins by emailing the Law IT staff at [baylorlawit@baylor.edu](mailto:baylorlawit@baylor.edu). Requests for an increase will be awarded if approved within two business days of completing the process. Students must be at or below a \$1.00 balance before their request form is accepted. When Law Students PawPrints account reaches \$0, they will not be able to print for at least two business days.

## LEXIS Printing

LEXIS NEXIS offers free printing. To use the LEXIS printers, print from LEXIS rather than using PawPrints.

1. Select the printer icon at the top right of the page.



2. Select the LEXIS printer you wish to print to from the drop down.
3. Adjust your print settings.
4. Click "Print"

## West Law

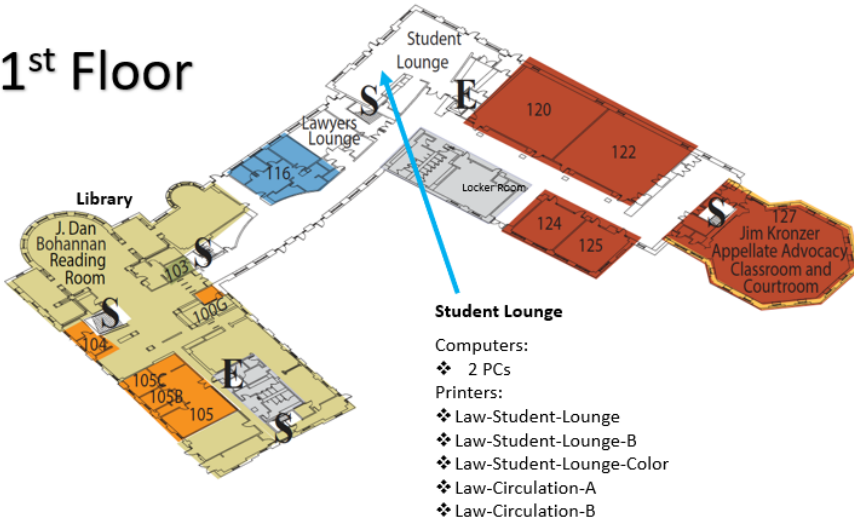
West Law does not offer printing services. To print from West Law, download the document, and print using PawPrints.



# Map of Printers

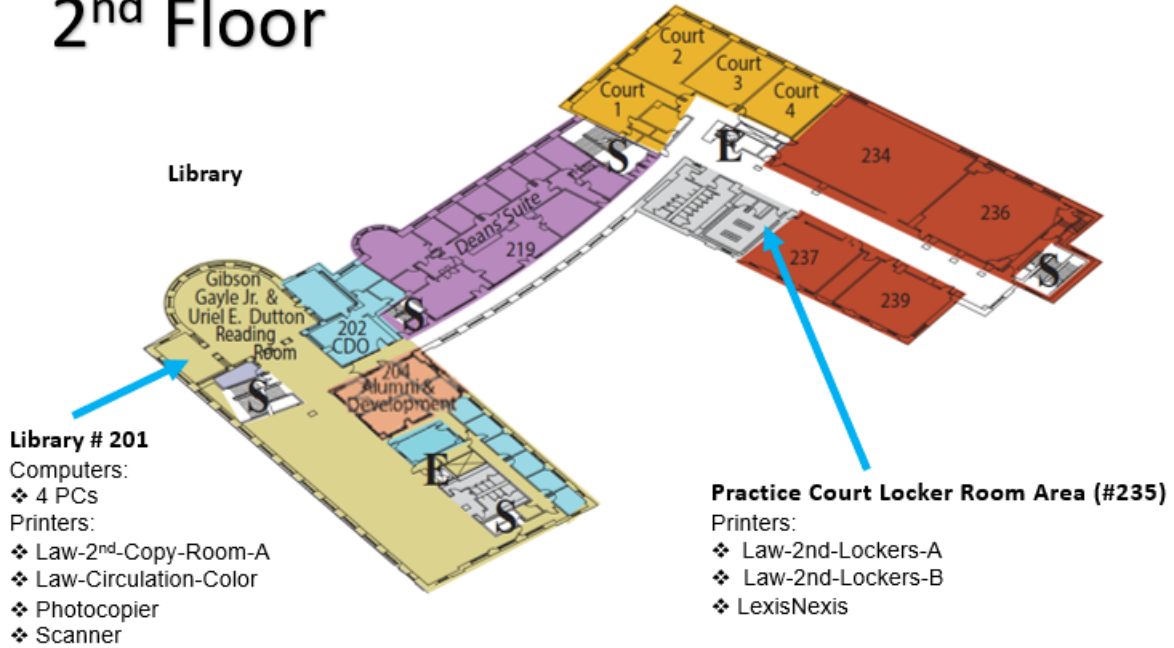
## First Floor

1<sup>st</sup> Floor



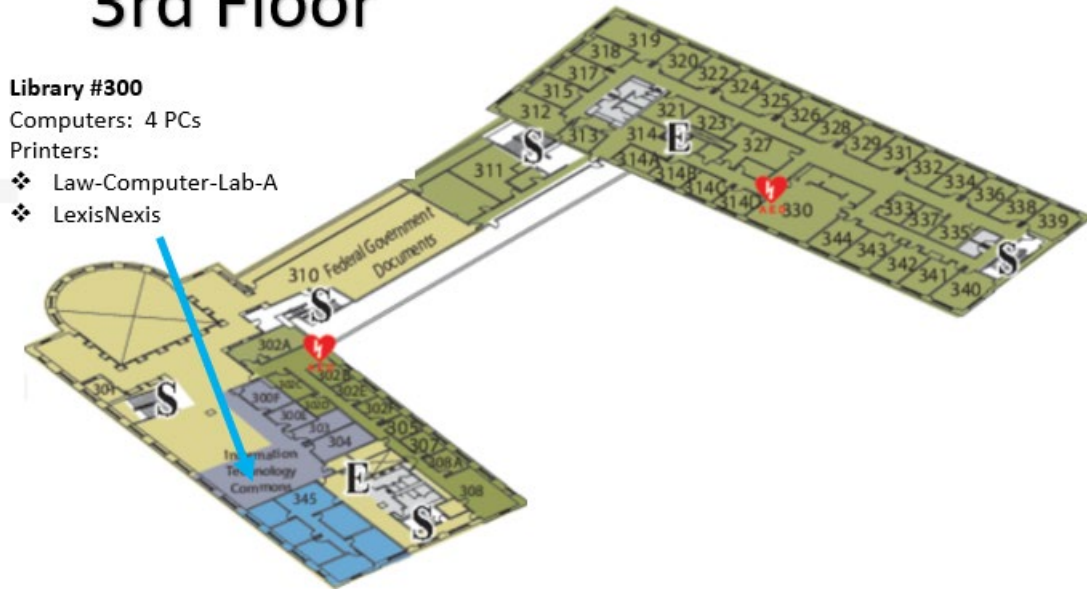
## Second Floor

### 2<sup>nd</sup> Floor



## Third Floor

### 3<sup>rd</sup> Floor



# Exam Software

## Respondus LockDown

If any of your instructors administer an exam in Canvas, you will use Lockdown Browser and Respondus Monitor.

1. Download the software at [Respondus Download](#).
2. Then, take at least one practice quiz: [Canvas Practice Quiz](#).

## Exam4

Below are the instructions to download and test the Exam4 software.

1. Go to exam4.com.
2. Click “Law Schools” on the left.
3. Click “T” for Texas.
4. Click “Baylor University School of Law”.
5. Register to download Exam4 by filling in the requested information.
6. Click “Download Exam4”.
7. Follow the instructions on the set-up pop up.
8. Connect to the internet (Exam4 will submit both on and off campus if you have an internet connection).
9. Take a practice exam on your own laptop using your currently assigned exam number to check the software (choose “Practice Exam” in CLOSED mode to practice on and submit it).
10. You will need to do this each quarter because the software expires after each exam period.

# Writing Applications

## Adobe Acrobat

Adobe Acrobat and the corresponding Creative Cloud Suite it belongs to are available on all lab machines in the building. Open Adobe Acrobat and log in with your Baylor email. Choose “Company or School Account” if prompted.

## BriefCatch

BriefCatch is a Word plug-in that offers editing suggestions that you can implement in real time. The program not only catches common mistakes but spots editing and advocacy opportunities that many lawyers and other writers miss. After each suggestion, just click “Change” or “Ignore.” You can also get feedback on the readability and flow of your entire document, and you can even generate a tailored custom report. If you make some of the suggested edits, your writing will be more concise, polished, and convincing. And you will save time.

### BriefCatch currently only works with the Windows version of Microsoft office.

BriefCatch is available on all lab machines. Also, students with a Windows version of Microsoft Office can install BriefCatch onto their personal computers.

1. Verify you have Microsoft Office 365 on your machine (download it at [portal.office.com](https://portal.office.com))
2. Browse to <https://briefcatch.com/install/>
3. When prompted use your Baylor email address and password.
4. [BriefCatch](#) explains a bit more (you should be able to just do the recommended method and not have to worry about the alternate method).
5. Contact [baylorlawit@baylor.edu](mailto:baylorlawit@baylor.edu) if you have issues.

## Grammarly

The premium version is available to all law students. Be sure you are logged out of any personal Grammarly accounts. It is also highly recommended that you use a unique password as it is NOT connected to your Bear ID. The following are instructions on how to install it on your computer:

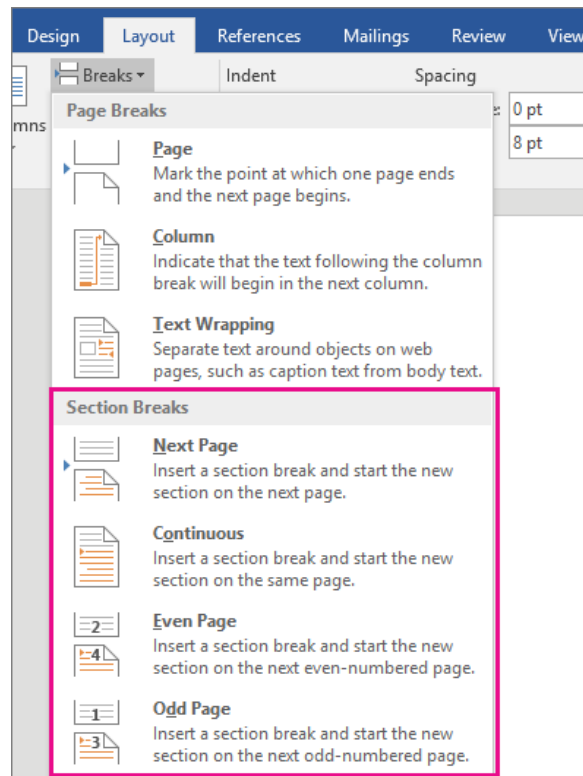
1. Browse to [Grammarly Sign Up](#)
2. Contact your IT support for help getting the premium version.

# Microsoft Word

The IT Staff is happy to help with troubleshooting and formatting. Here are walkthroughs for common issues we have seen in the past.

## Section Breaks

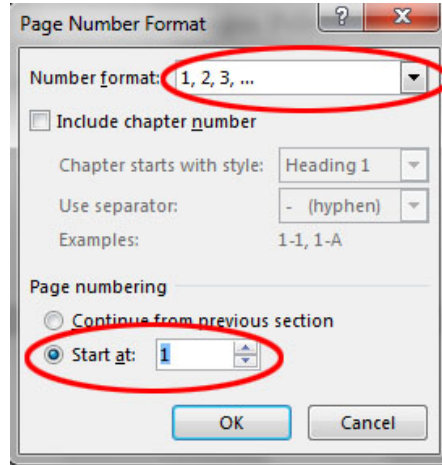
1. Select where you want a new section to begin.
2. Go to Layout > Breaks.
3. Choose the type of section break you want:
  - a. Next Page – Section break starts the new section on the following page.
  - b. Continuous – Section break starts the new section on the same page. This type of section break is often used to change the number of columns without starting a new page.
  - c. Even Page – Section break starts a new section on the next even-numbered page.
  - d. Odd Page – Section break starts a new section on the next odd-numbered page.



## Restarting Page Numbering

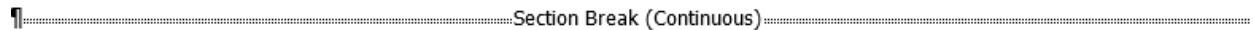
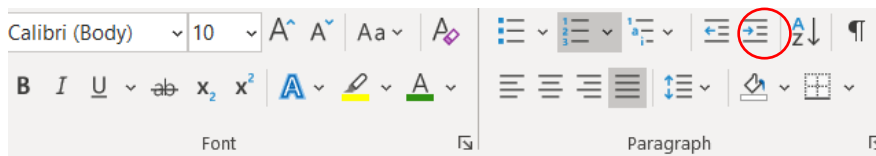
1. Go to Insert > Page Number and select the desired page number.
2. Select where you want the new section to begin.
3. Create a section break starting on the next page.
4. Go to the page number below the section break and click on the page number in the footer. This will pull up the Header & Footer tab.

5. In the "Navigation" section of this tab, you will see a highlighted button labeled "Link to Previous." Click the "Link to Previous" button to UNSELECT it.
6. Next, go to page number > Format Page Number.
7. Select the proper number format and whether to continue the page numbering from the earlier section or to start at "1" or another number.



## Deleting Section Breaks

1. Go to the Home tab and select the paragraph symbol. This will allow you to see the section breaks.



2. Go to the section break you want to remove.
3. Click on the right side of the section break.
4. Hold down shift and press the right arrow key.
5. Press delete or backspace.

## Frequently Used Shortcuts

To Do This	Press
Open a document.	Ctrl+O
Create a new document.	Ctrl+N
Save the document.	Ctrl+S
Close the document.	Ctrl+W
Cut the selected content to the Clipboard.	Ctrl+X
Copy the selected content to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Select all document content.	Ctrl+A
Apply bold formatting to text.	Ctrl+B
Apply italic formatting to text.	Ctrl+I
Apply underline formatting to text.	Ctrl+U
Decrease the font size by 1 point.	Ctrl+[
Increase the font size by 1 point.	Ctrl+]
Center the text.	Ctrl+E
Align the text to the left.	Ctrl+L
Align the text to the right.	Ctrl+R
Undo the previous action.	Ctrl+Z
Redo the previous action, if possible.	Ctrl+Y
Page Break	Ctrl+Enter
Open Find Box	Ctrl+F
Open Print Window	Ctrl+P
Create a Hanging Indent	Ctrl+T
Sets the selected text to all capital letters.	Ctrl+Shift+A
Adds double underline to the selected text.	Ctrl+Shift+A
Changes text to heading 1.	Ctrl+Alt+1
Changes text to heading 2.	Ctrl+Alt+2
Changes text to heading 3.	Ctrl+Alt+3