

60 Tips in 60 Minutes

Presenters

Andrew Z. Adkins III, President, Legal Technology Institute

Dominic Jaar, National Leader IM + EDD, KPMG

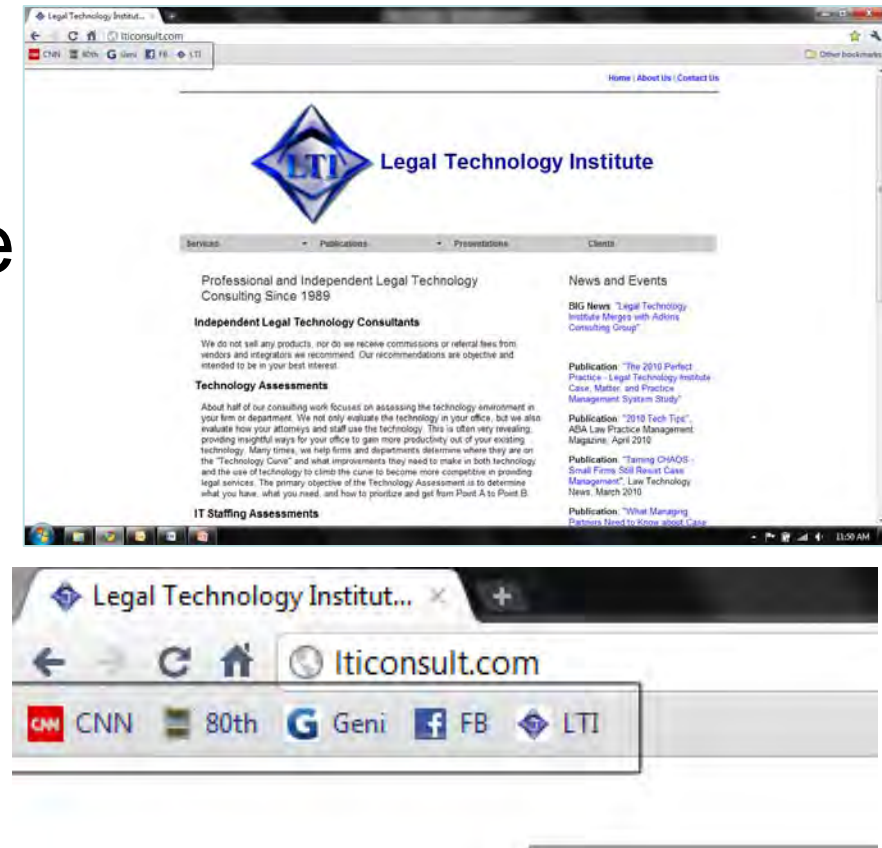
Michael J. Morse, Law Offices of Michael J. Morse, P.C.

Nerino J. Petro Jr., Practice Management Advisor, Wisconsin Bar

PRESENTED BY THE

Browser Shortcuts

- Put your most commonly used web sites on the “Bookmarks bar”
 - Bookmark Manager / Bookmark Bar



Online Bookmarks

diigo

The screenshot shows a web browser window displaying the Diigo 'My Library' page for user 'dominicjaar'. The page lists several bookmarked items with their titles, dates, and tags. A yellow 'Add Sticky Note' dialog box is open over the list, showing a text input field, a 'Private' dropdown menu, and a 'Post' button. The browser's taskbar at the bottom shows several open applications, including a presentation and a spreadsheet.

My Library filter by tags, space-separated

My Items (2019) Add+

- All
- Read Later
- Bookmarks
- Images
- Notes

My Tags (1372) Edit

Recent Tags

e-discovery	21
web2.0	20
caselaw	13
tool	13
canada	12
USA	12
search	9
Technology	8
twitter	8
free	8
internet	7

Top Tags

e-discovery	394
imported	365
USA	191

27 Jan 11 **West Coast vs UFCWIU, 2010 canlii 62482**
more from [www.canlii.org](#) - Not Cached - Edit - Delete - Share - Preview
labour e-discovery caselaw canada British-Columbia facebook

26 Jan 11 **Procès sur les TCE: la défense pointilleuse | Environnement**
more from [www.cyberpresse.ca](#) - Not Cached - Edit - Delete - Share - Preview
technologie tribunal avocat quebec powerpoint

21 Jan 11 **Introducing the MILF Law Firm**
more from [legalblogwatch.typepad.com](#) - Not Cached - Edit - Delete - Share - Preview
funny blog language marketing legal law_firm

Expert Witnesses in E-Discovery | Legal Talk Network
more from [legaltalknetwork.com](#) - Not Cached - Edit - Delete - Share - Preview
Sharon_Nelson John_W_Simek e-discovery expert_witness

27 Dec 10 **Richardson v. RxHousing Inc., 2010 NSSM 67**
more from [www.canlii.org](#) - Not Cached - Edit - Delete - Share - Preview
small claims internet jurisdiction caselaw canada e-commerce Nova_Scotia

03 Dec 10 **KPMG Acquires Ledjit Consulting Inc.**
more from [cmr.newswire.ca](#) - Not Cached - Edit - Delete - Share - Preview

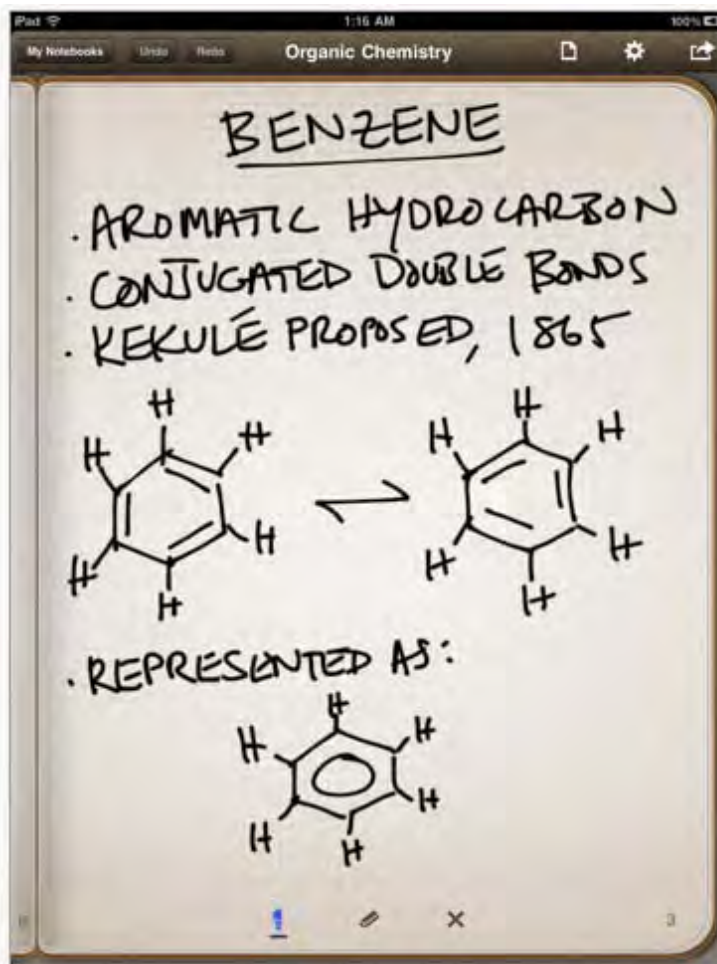
delicious
social bookmarking
2011-02-20



- PenUltimate

- Electronic legal pad for the iPad
- Price \$0.99
- Fast organization of document pages
- Support for collaborative editing available through iTunes File Sharing

PenUltimate in Action



Darik's Boot and Nuke



Automatically and completely
wipe the contents of your
computer's hard drive

<http://dban.sourceforge.net/>

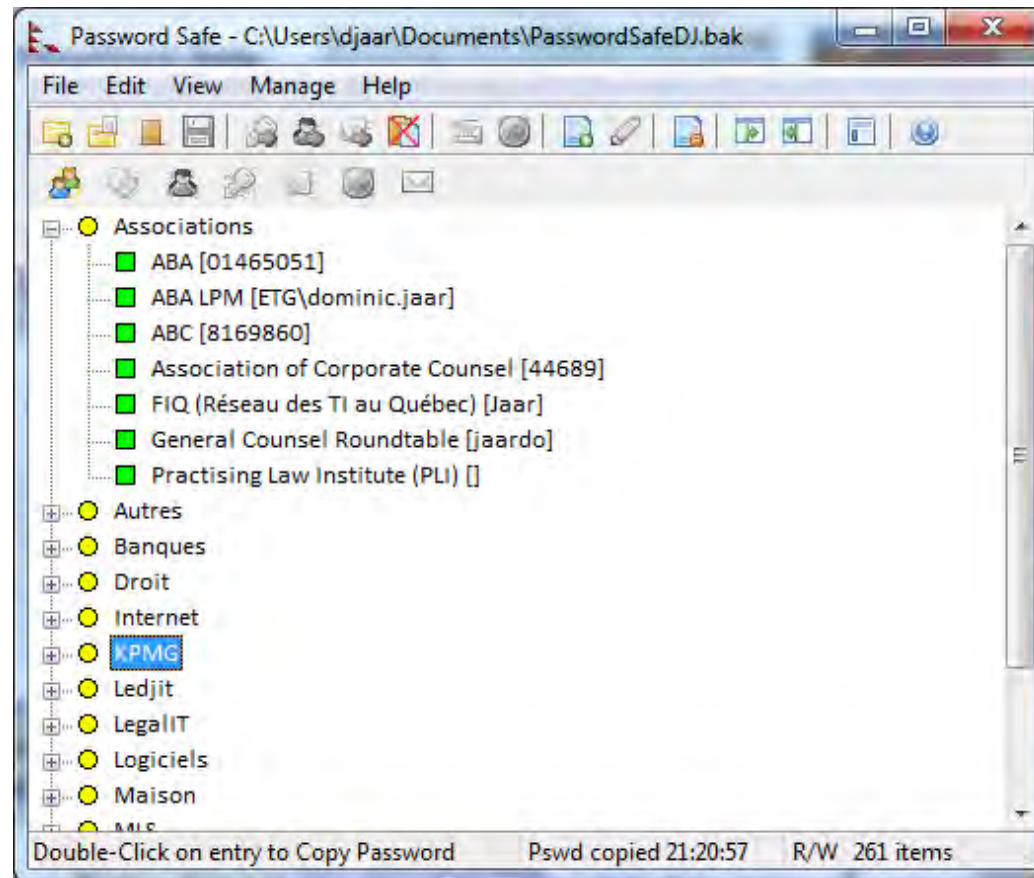
Quit struggling with Creating Passwords



www.fileflash.com/program/19785/

Quit Forgetting Passwords

- Password Safe

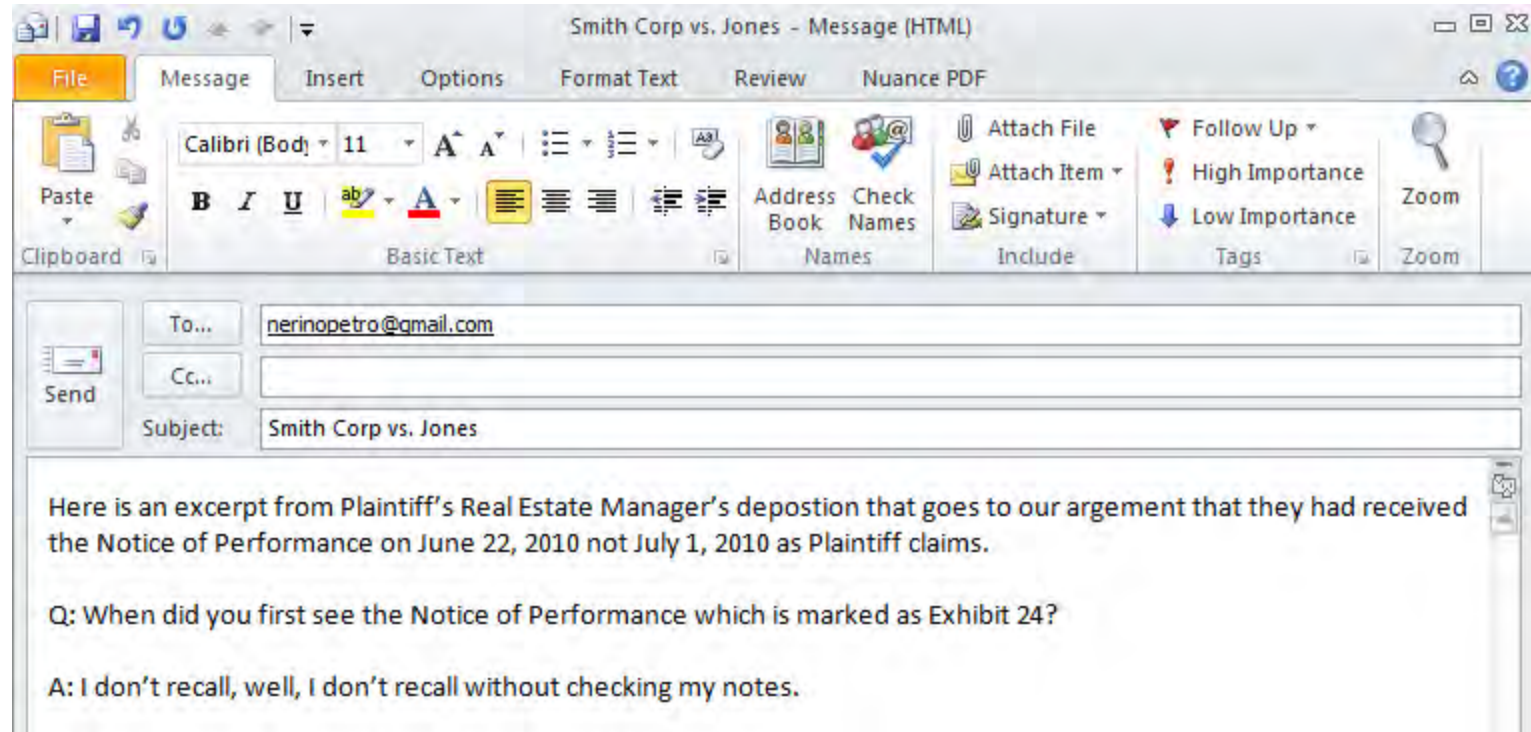


E-mail Tips

- Turn off “Notify”
- Learn to use “filters” or “rules”
 - Automatically store e-mails in folders
- Squash the office “jokes” and other unproductive emails
 - Create an “alias” e-mail address where users can send the joke; users can check at their convenience
- Learn to store collaborative documents on the network and e-mail the link to users
 - Saves on storage space, multiple copies of the same version

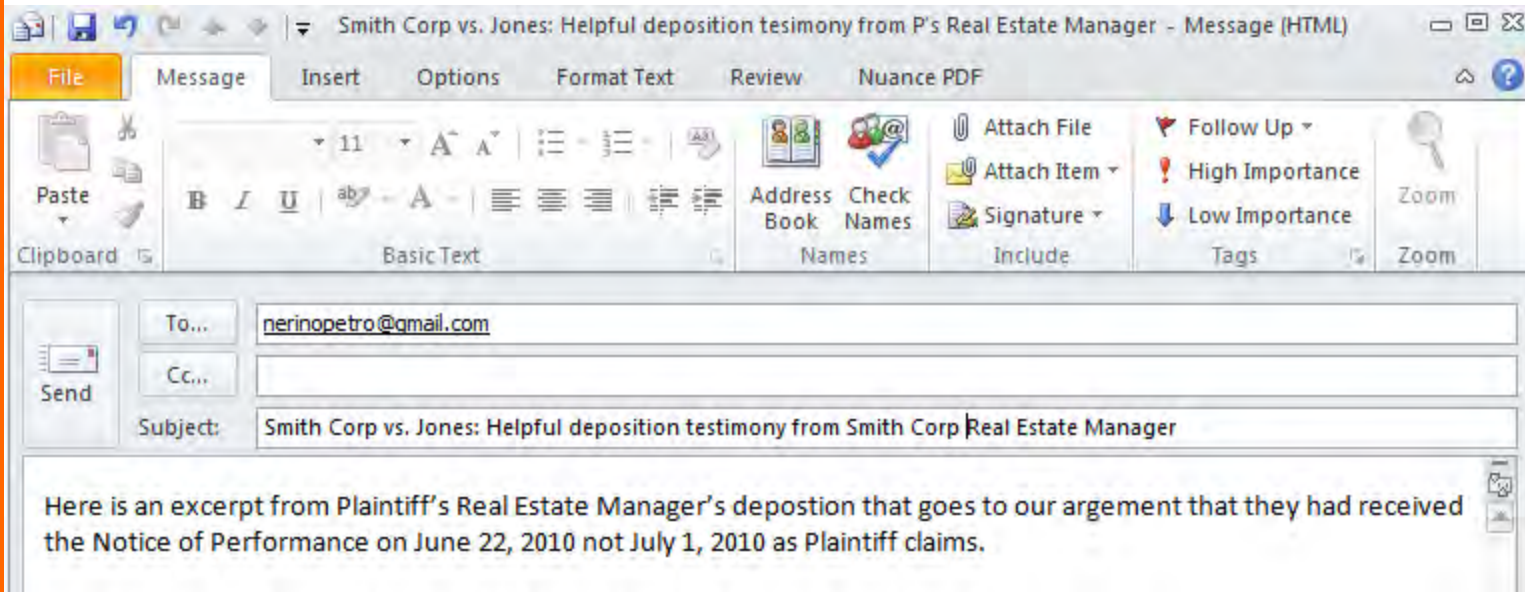
Rediscover “Subject: ”

Bad:
“Smith Corp vs. Jones”



Rediscover “Subject: ”

Better: “Smith Corp vs. Jones: Helpful deposition testimony from Smith Corp Real Estate Manager”



Kill the Email Notice

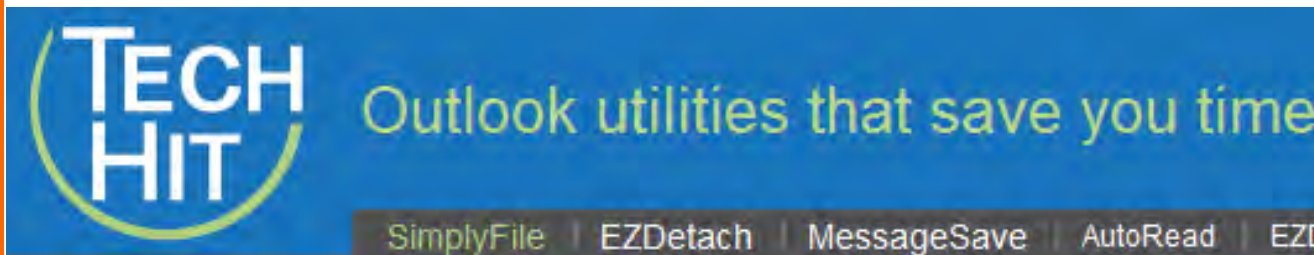
- Soooooo 1997
- Too late, not to read...
- Irritating when scrolling on a Blackberry
- No legal value
- Prima facie evidence that it is not privileged
- « Impossible » to comply: « destroy »
- Use the Subject line or first line
- Send it back!

Fax2Mail



- E-Faxing
 - Send and receive emails as faxes
 - Receive faxes to your email
 - Saves on paper and toner since there's no document being printed out
 - Avoids busy signals and the need for extra phone lines
 - Affordable rates

Make Outlook easier to Use



SimplyFile



www.techhit.com

EZDetach

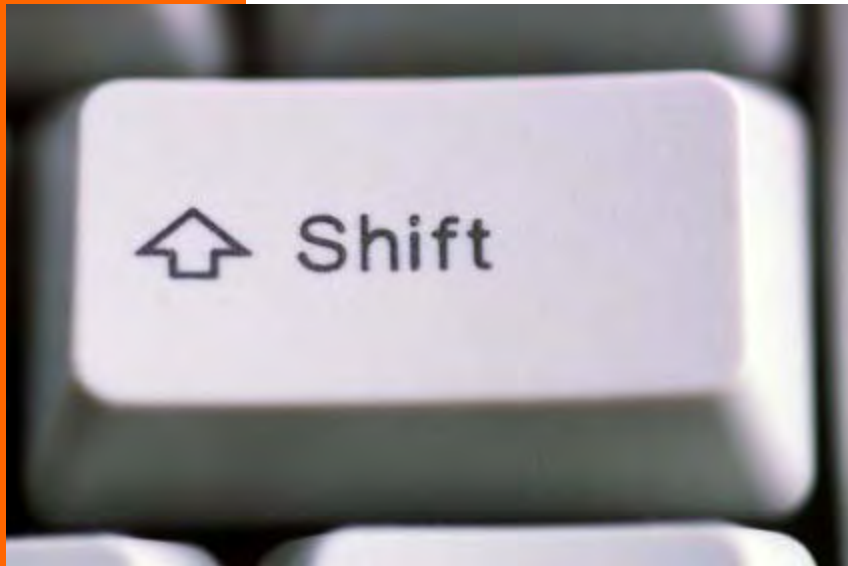


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www.techshow.com

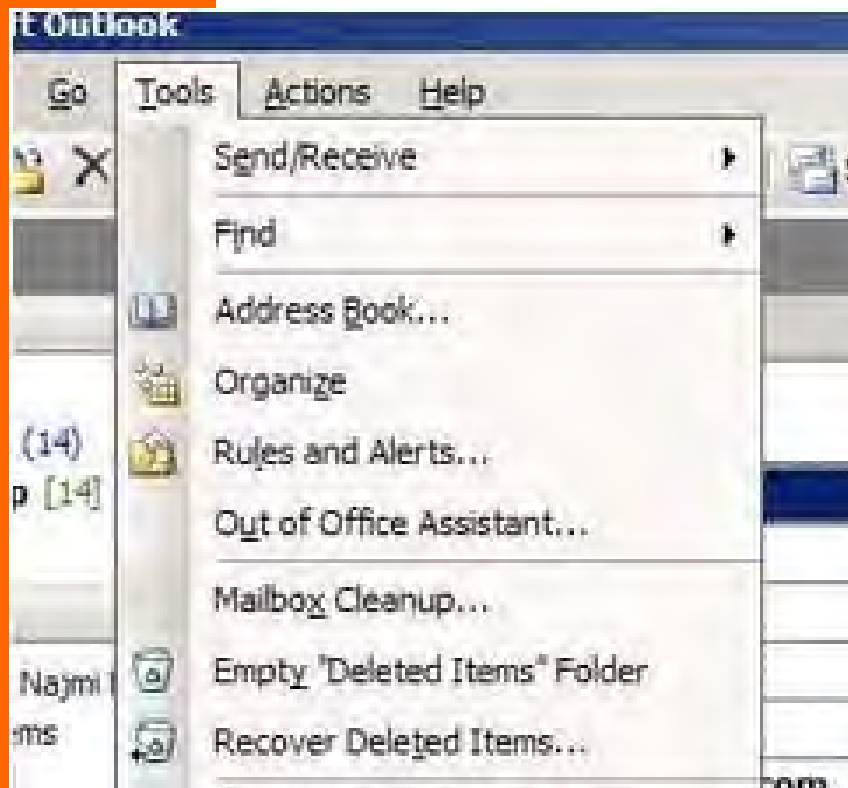
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Permanently Delete Outlook Emails



Restore Deleted Deleted Emails



A screenshot of the 'Recover Deleted Items From - Inbox' dialog box. It displays a list of deleted emails with columns for 'Subject' and 'Deleted On'. The email 'RE: amazing' with a deletion time of '11/10/2009 3:28 PM' is selected.

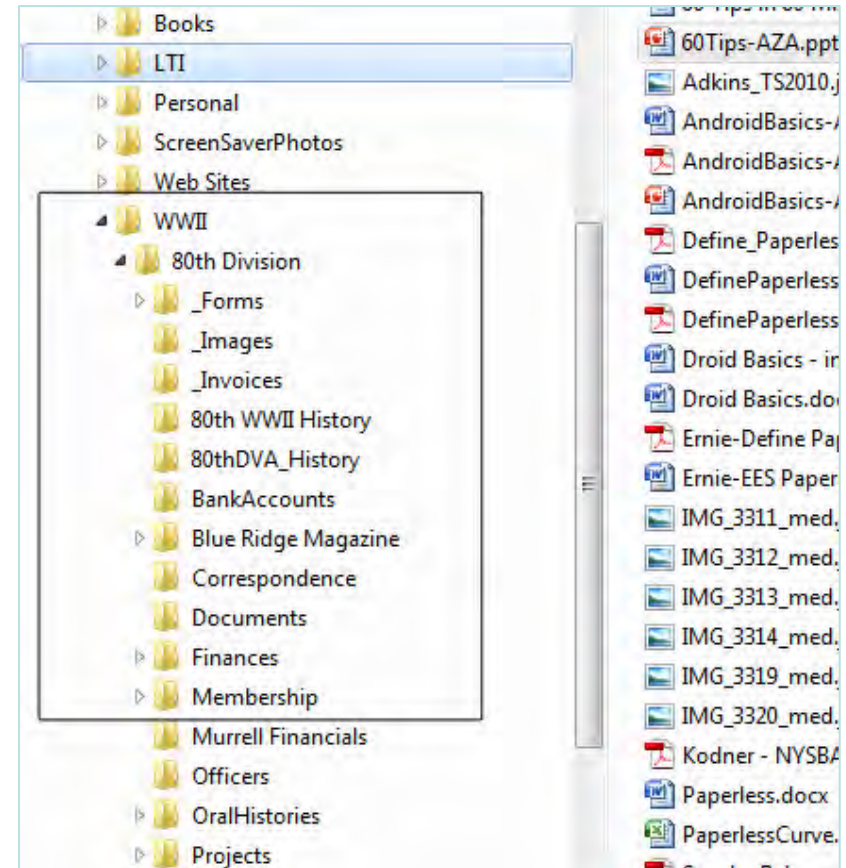
Subject	Deleted On
RE: something to share with my fi...	11/10/2009 9:58 AM
RE: something to share with my fi...	11/10/2009 10:00 AM
RE: something to share with my fi...	11/10/2009 10:15 AM
RE: something to share with my fi...	11/10/2009 11:12 AM
RE: MFUGs 9.1 Post Mortem	11/10/2009 1:45 PM
Soft Reminder: ABT Prize Giving C...	11/10/2009 2:33 PM
amazing	11/10/2009 3:16 PM
RE: amazing	11/10/2009 3:19 PM
RE: amazing	11/10/2009 3:27 PM
RE: amazing	11/10/2009 3:28 PM
RE: amazing	11/10/2009 3:29 PM
RE: amazing	11/10/2009 3:33 PM
RE: amazing	11/10/2009 3:34 PM

Digitally Organize & Share Files by Client/Matter (“Matter Centricity”)

- The “Paper file”: one-to-one
 - Only one person can have the paper file at one time
- The most common organization: many-to-many
 - Multiple copies of the same information in multiple locations (paper and/or electronic)
- The “Goal”: one-to-many
 - One location for all client/matter information
 - Shared access in database (CMS, DMS) or the firm’s networked drive

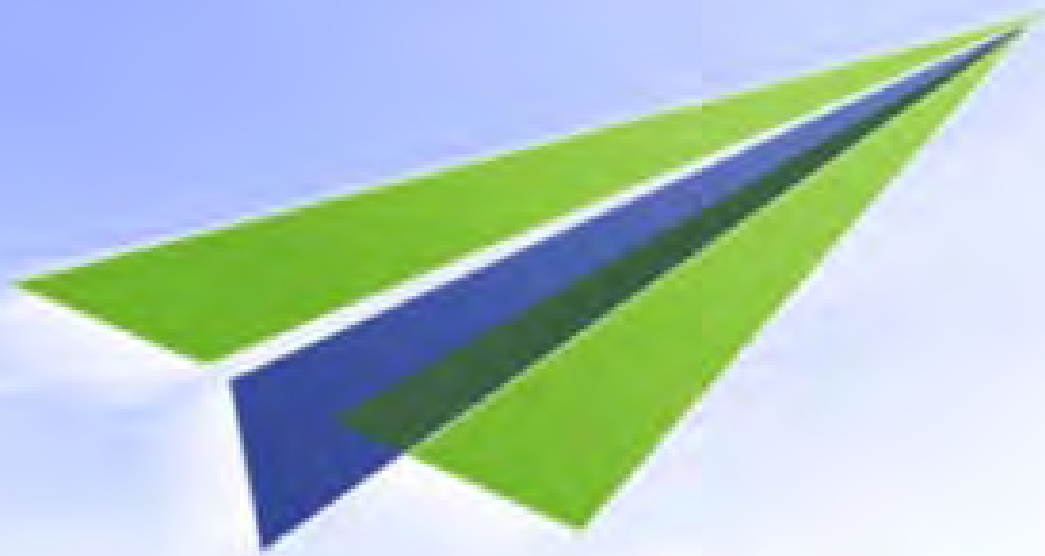
Name Folders to Appear At Top

- Add an underbar (“_”) at the beginning of the folder name
- Sort folders by “Name”, the “_” comes before “A”



Protect your Data...
TrueCrypt
www.truecrypt.org





Overnight? Are you kidding?

When it absolutely has to be there now
- *Just YouSendIt!*

SIGN UP NOW >>

www.yousendit.com

Send individual files of up to 100MB for free.



- Get Started
- Files
- Events
- Sharing
- Help

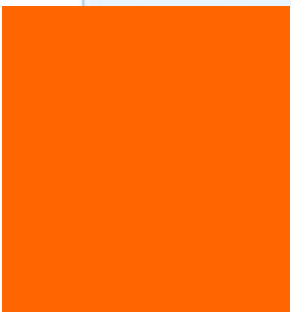
Search your Dropbox

Dropbox

- Upload
- New folder
- Share a folder
- Show deleted files
- More

<input type="checkbox"/>	File Name	Size	Modified
<input type="checkbox"/>	2010 Midyear Mtg Orlando		
<input type="checkbox"/>	Attract Clients 2_files		
<input type="checkbox"/>	Flash Drives		
<input type="checkbox"/>	Forms		
<input type="checkbox"/>	LOMAP Transition Info		
<input type="checkbox"/>	LOMS Starting a Practice		
<input type="checkbox"/>	NCI Holdings Inc		
<input type="checkbox"/>	Paralegal Association		
<input type="checkbox"/>	Personal		
<input type="checkbox"/>	Peter Alexander		

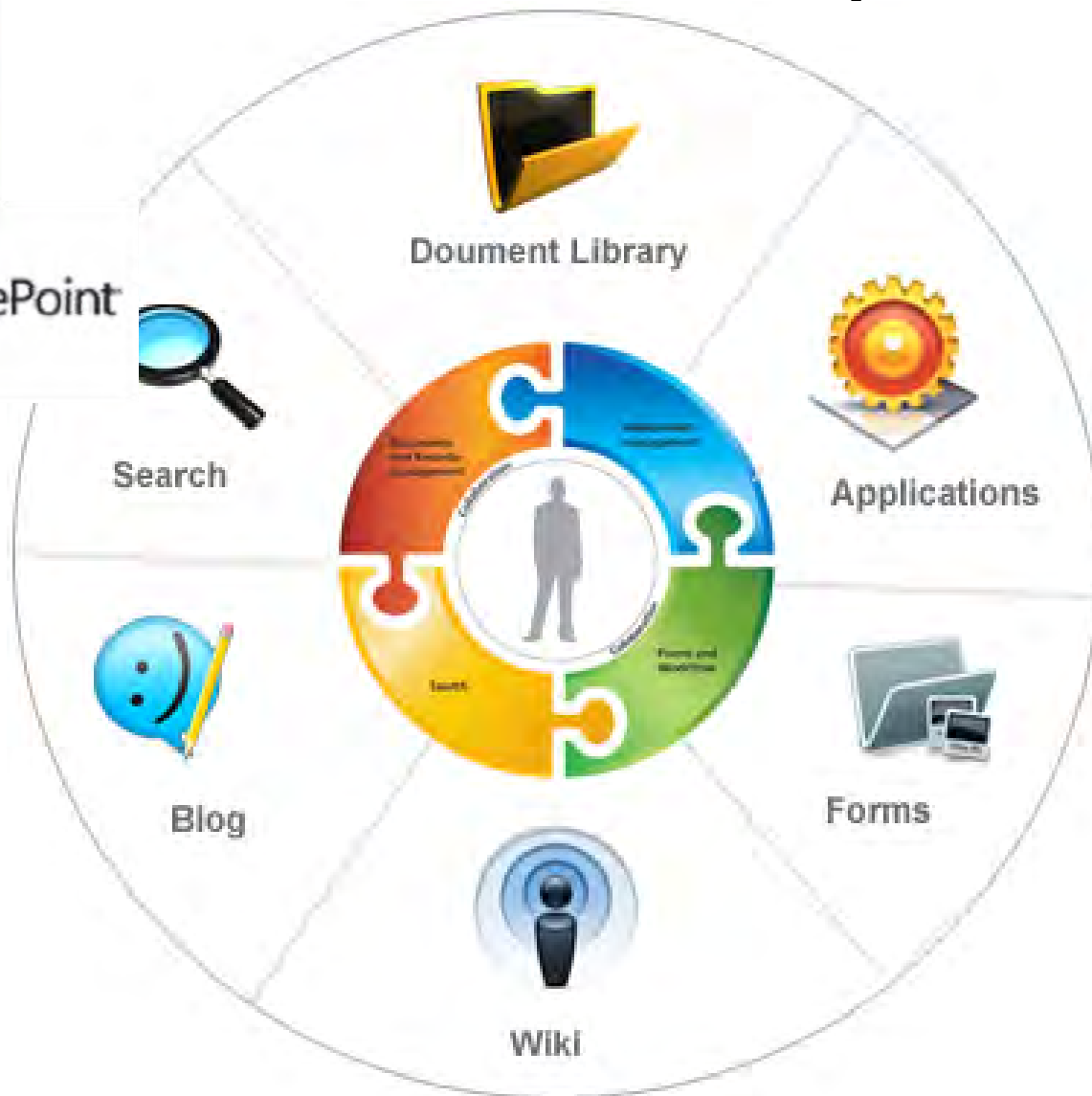
www.dropbox.com



Hosted Sharepoint



Microsoft
Office SharePoint
Server 2007



EVERNOTE



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Remember everything.

Use Evernote to save your ideas, things you see, and things you like. Then find them all on any computer or device you use. For free.

Mine your conference CD's, Flash Drives and reference files for knowledge.



**Copy them to a
desktop folder and
include the folder
in your desktop
search tool index.**

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Blackberry v. iPhone and Droid

- Blackberry geared for business, iPhone & Droid geared for consumers
 - Security issues
 - Apps galore
 - Black tie & business suit vs Hawaiian shirt
- 1st Level Integration – Core Apps
 - E-mail, Calendar, Contacts
- 2nd Level Integration – Legal Apps
 - Case Management, Time Entry
- 3rd Level Integration – Everything Else

Cell Phones - ICE

- “In Case of Emergency”
 - Helps medical personnel contact your loved ones in time of need
 - “ICE1”: 1st person to call
 - “ICE2”: 2nd person to call
- Unless, of course, you’re my daughter and have “Mom”, “Dad” in the phone book ...

Create an electronic copy of your signature




Learn how
at:

<http://adobe.ly/fes5lg>

<http://bit.ly/cd9reM>

<http://bit.ly/e1CZ4V>

Now add a Digital Component and Security



Digitally signed by Nerino J. Petro, Jr. Date: _____
DN: cn=Nerino J. Petro, Jr., o=State Bar of Wisconsin, ou=Practice411 LOMAP, email=npetro@wisbar.org, c=US
Reason: I agree to the terms defined by the placement of my signature on this document
Location: Madison, WI
Date: 2010.03.08 10:31:16 -06'00'

Learn how
at:

<http://bit.ly/bUd7ul>
<http://bit.ly/dHLoZf>



- SignMyPad
 - Available from iPad Apps store
 - View and edit .pdf files from your iPad
 - Saves money on paper
 - Price \$3.99
 - Great for having clients and other important people sign documents

• www.certifiedpro.net

- Automates the return receipt process for Certified Mail
- Just copy and paste the return address info onto the premade label form and print
- Much faster than writing the address on certified mail by hand

ERR - ELECTRONIC RETURN RECEIPT		TM
1. Article Addressed to: INTERNAL REVENUE SERVICE 201 W RIVERCENTER BLVD STOP 814G ATTN: ACS SUPPORT/CDP COVINGTON, KY 41011-1424	<i>Delivery Confirmation</i> File Number Your item has been marked as DELIVERED on September 5, 2006 at 10:26AM in COVINGTON, KY 41019.	
IRC 6320 Filing	3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt <input type="checkbox"/> Insured Mail <input type="checkbox"/> C. O. D.	
2. Article Number	7118 9042 9550 2837 5967	
USCL Form 3811, March 2001	Copyright 2001-05 USCL. All rights reserved	

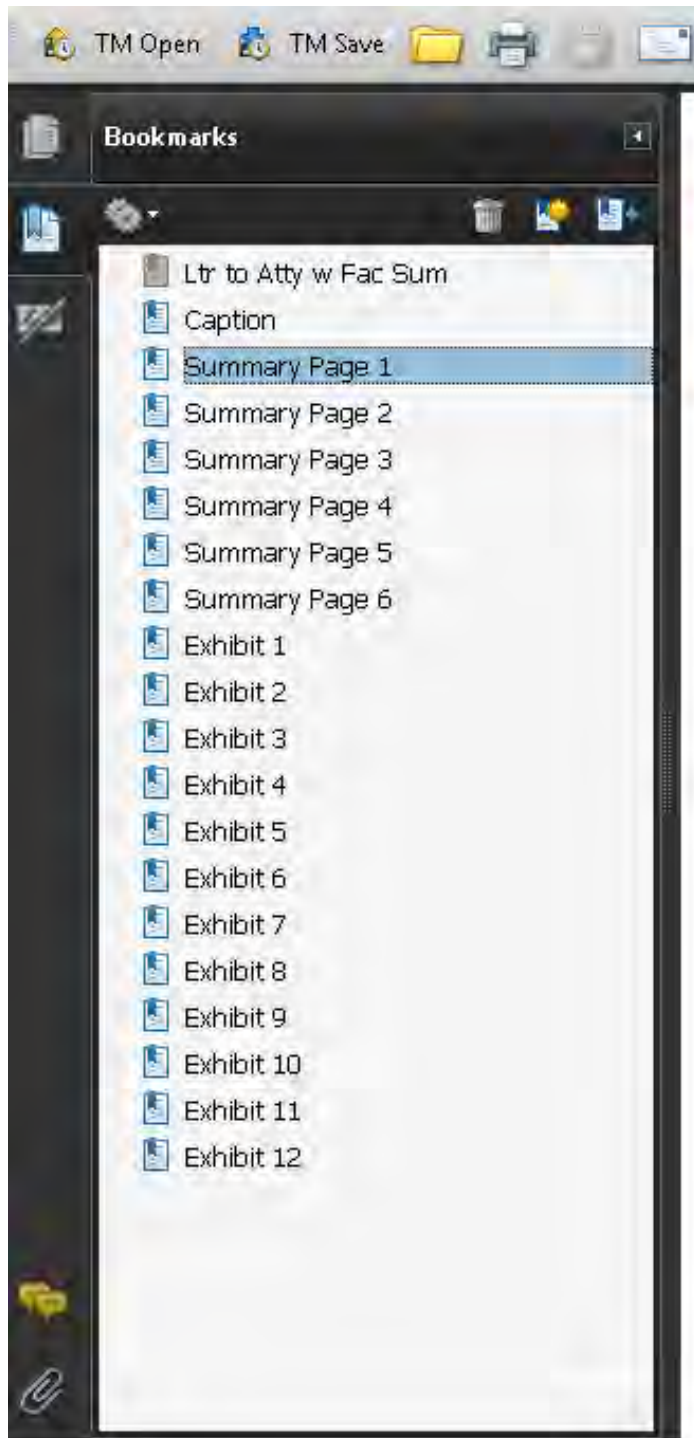
Brookstone iPad Case with Keyboard

- Protects your iPad
- Integrated keyboard turns your iPad into a laptop
- \$99



Adobe Acrobat Tip #1

- Do you know security features of Adobe Acrobat?
 - Password protection for PDF documents
 - Set user controls so that a reader of the document can't revise, save, print or even copy text out of your PDF file



• Adobe Portfolios

- Available in Adobe 9.0
- Allows for easy management and sharing of files of many different types
- Component files in a portfolio can be edited individually and do not need to be converted to PDF format

Adobe Acrobat - More than PDFs

- **Text comments** on the electronic copy and send directly to your client
- Assemble document **portfolios** and send to clients as attachments
- Create lists of **bookmarks** in an Agreement
- Assembly a single PDF from different documents
- **Insert and extract** single or multiple pages from a PDF document
- **OCR** - Optical Character Recognition
- Bates Numbering
- Compare Two PDFs
- Redaction



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28838 Van Dyke • Warren, MI 48093 • Phone: 586.354.2040 • Fax: 586.354.2041

michael
morse p.c.

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- Digital Letterhead
 - Allows insertion of company letterhead into electronic documents
 - Saves on pre-printed letterhead paper
 - Simple to use – letterhead can be inserted with a single button click

Paperless Tip #1

- Keep Digital Data Digital
 - Don't print e-mails
 - Don't print e-mail attachments
 - Don't print calendars
 - Store in matter-related folders



(courtesy of Ernie Svenson)

MacGyver – eat your heart out: useful tech from office supplies



Courtesy of lifehacker.com

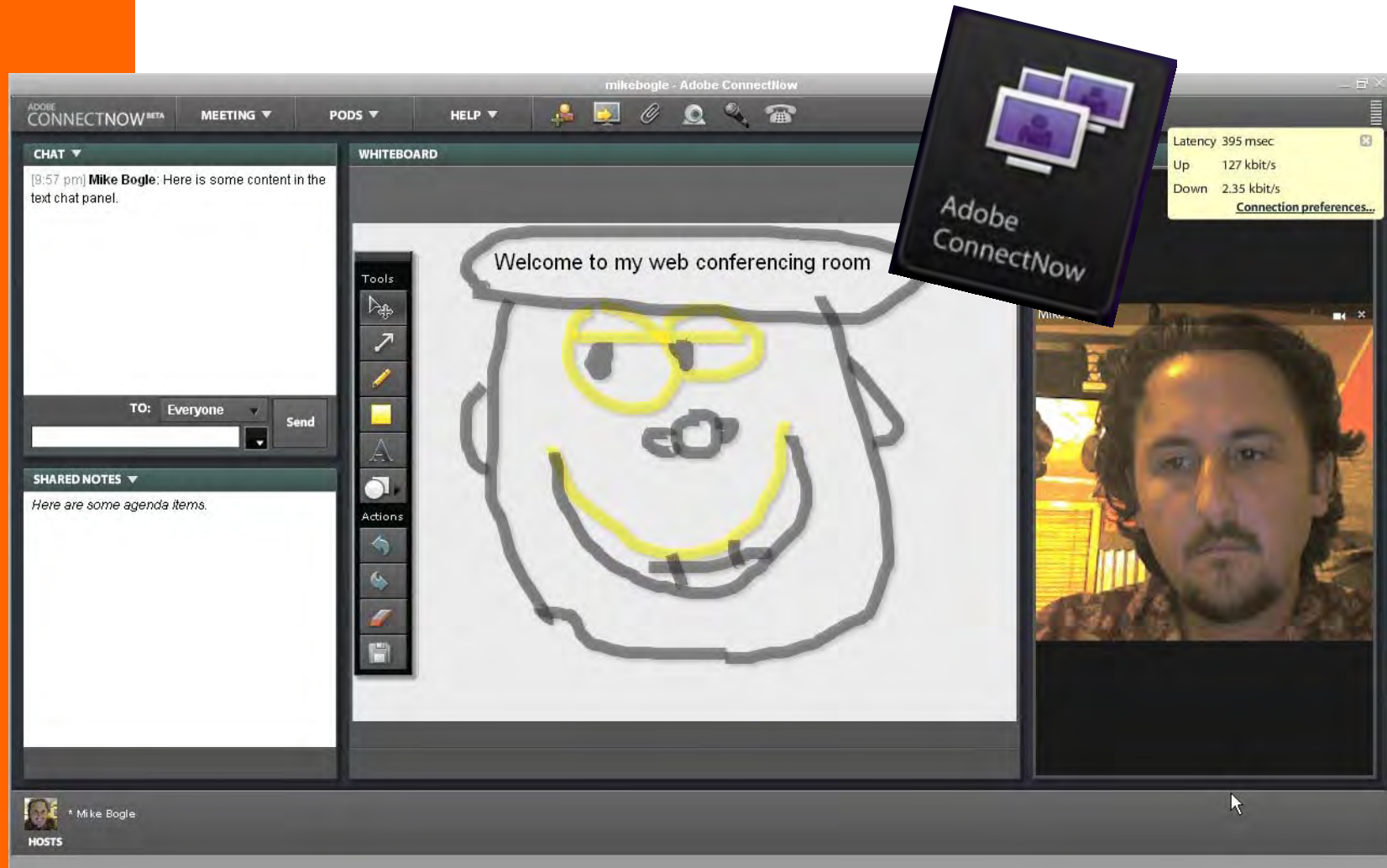
<http://tinyurl.com/38m5x4>

Review Expert Reports Remotely

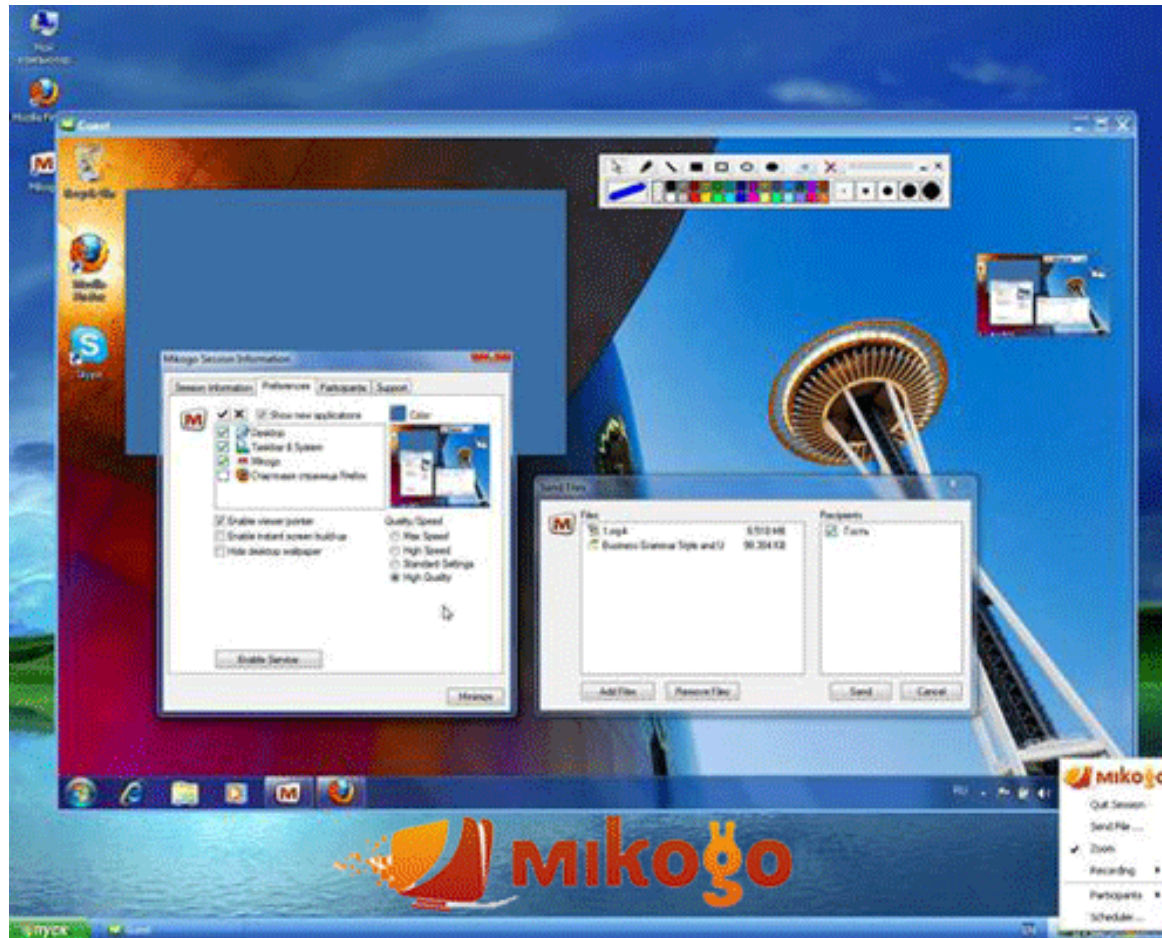


- Citrix “Go To Meeting”
- www.gotomeeting.com
- \$49 per month (30-day free trial period)
- Expert witness sets up the meeting, hands the screen & controls off to you (and other attorneys, even in remote offices), and you “review” the report. No e-mail discovery during the report evaluation.

Free Web Conference



Screen Sharing





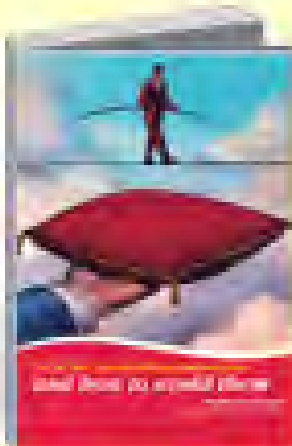
Talk 10%, Listen 90%

Don't nickel and dime your client.

- Avoid irritating clients.
- Bill for significant legal work.
- Don't charge every item or expense
 - build these charges into your hourly rate; or
 - assess an overhead charge when you open a case; or
 - do not charge for any expense under a set dollar amount, such as \$10..

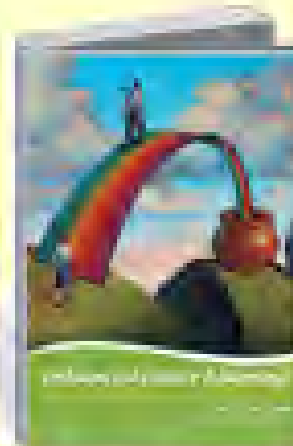
Give visitors something to “take away” from your blog.

Free Consumer Reports on Estate Planning:



[The Ten Most Common Mistakes Executors Make...and How to Avoid Them](#)

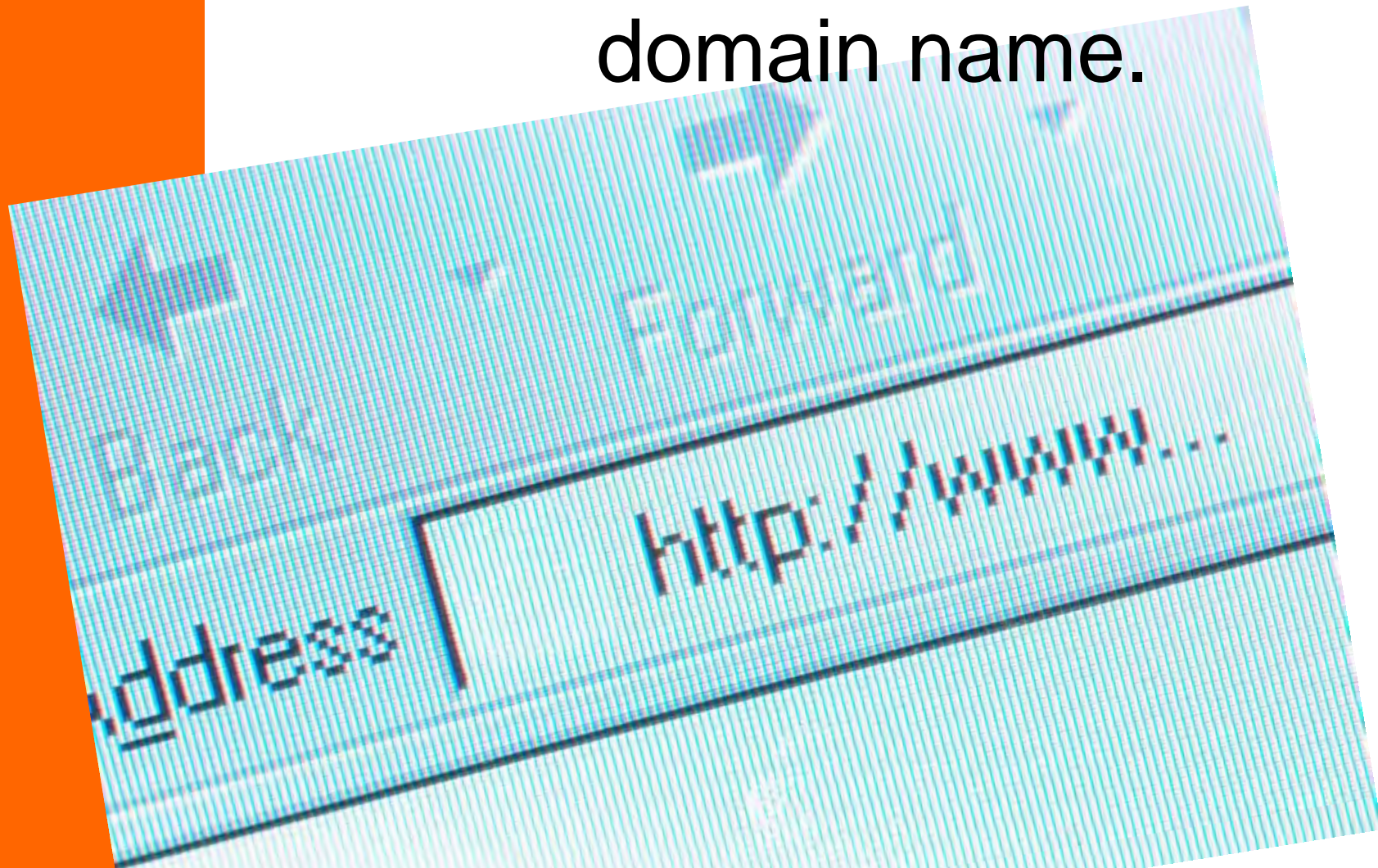
[Get Report Here...](#)



[Enhanced Estate Planning: What You Need to Know About Hiring An Attorney & Creating A Plan That Works](#)

[Get Report Here...](#)

You need your own internet domain name.



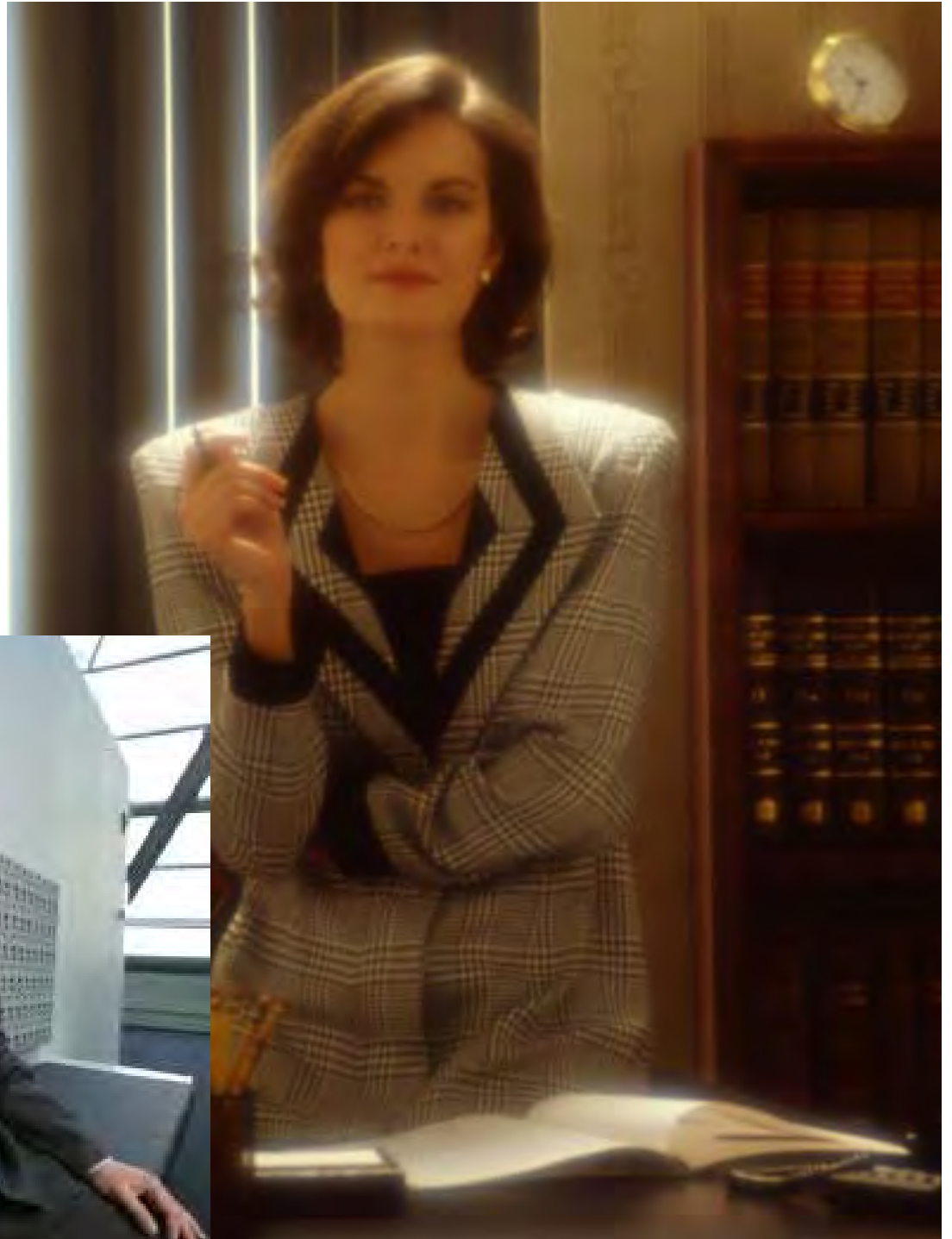


WebmasterCoffee

FREE HOMEPAGE CHECK. FOR WEBMASTERS. FOR WEBMISTRESSES.

- www.webmasterCoffee.com/en/
 - Analyzes your website and gives you feedback on improving it
 - Free to use
 - Maximize your web marketing

1000





- **Electronic Banking**
 - Conduct financial transactions with your bank over a secure website
 - Saves a trip to the bank

Work Your Bills

- **Use your bills as a regular status report.**
 - Send bills regularly;
 - Use the bill as another tool to communicate with your clients;
 - Look at the bill with a critical eye - as though you were the customer.

Get Organized

Embrace the RAFT:

(R)efer

(A)ct

(F)ile

(T)oss



Google voice

- www.google.com/voice
 - Transcribes voicemail into text like PhoneTag does
 - Unlike PhoneTag, it is free
 - Can be downloaded as an app for mobile phones
 - Allows for creation of a free cell phone number that includes a customizable name

Google docs

- docs.google.com
 - Allows multiple users to simultaneously view and edit a document
 - Free
 - Support for all major document types (Word, Excel, PowerPoint, images)

Dual Monitors

- Multiple apps on at same time
- Cut & Paste from one document to another
- One monitor “portrait,” one monitor “landscape”



Portable Dual Monitor



<http://www.mimomonitors.com/>

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DJ

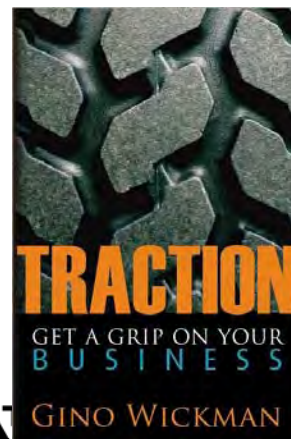
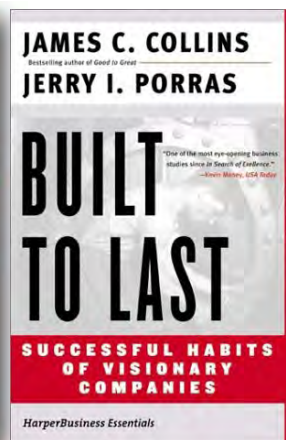
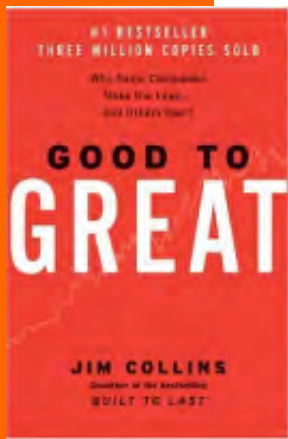
Poor Man's Screen Capture

- “Print Screen” button
- Open MS Word
- “Paste”



- Must-Read Books
 - Tom Lencioni
 - Gino Wickman
 - Traction
 - Jim Collins
 - Good To Great
 - Built To Last

Books by Patrick Lencioni....



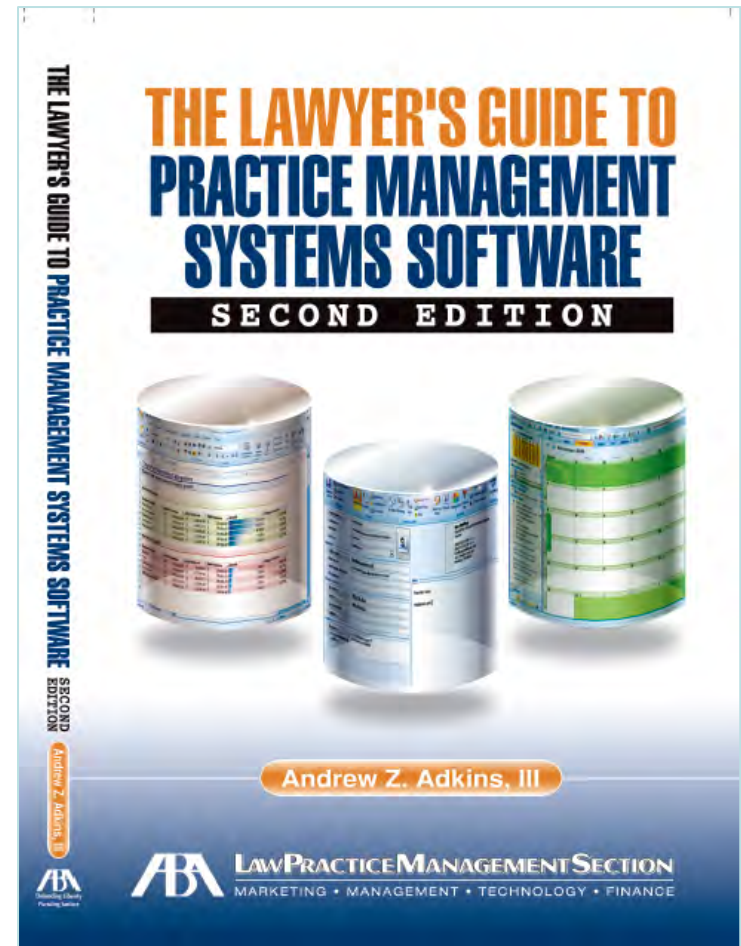
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MM

“Plug the Book” - They Tell Me

- Published by LPMS
- April 2009
- 3 Sections
 - Defining CMS
 - Vendors & Cross Refs
 - Successful Implementation
- CD with Sample Reports, RFPs



Technology Can Be Boring

Tru-isms & Ponderisms #1

- Mapquest needs to start their directions from #5. I already know how to get out of my own neighborhood.
- What hair color do they put on the driver's licenses of bald men?
- Nothing sucks more than that very moment during an argument when you suddenly realize you are wrong.
- Keep some people's phone numbers in your phone just so you know not to answer when they call.

Sending your computer away for repairs?




**Remove
The
Hard Drive
Before
Shipping**



www.Phonetag.com

- Converts voicemail into text and .wav or .mp3 sound files
- Forwards text & sound files to cellular device or e-mail
- Works for both cellular and office phone systems
- \$29.95 per month

PhoneTag In Action

Message |  02-04-2011_04-19PM.WAV (26 KB)

Please consider the environment before printing this e-mail

-----Original Message-----

From: mailbox@my.simulscribe.com
[<mailto:mailbox@my.simulscribe.com>]

Sent: Friday, February 04, 2011 4:20 PM

To: mjmpclaw@gmail.com

Subject: PhoneTag from (248) 840-7001 at 04:19PM 02/04/2011

Hey, Michael. John (Harris?) calling. Hope all is well. Give me a call when you have second. 248-840-7001. John (Harris?) calling. Take care. Bye.



Click on the icon to play the recording of the message.

Return phone calls promptly



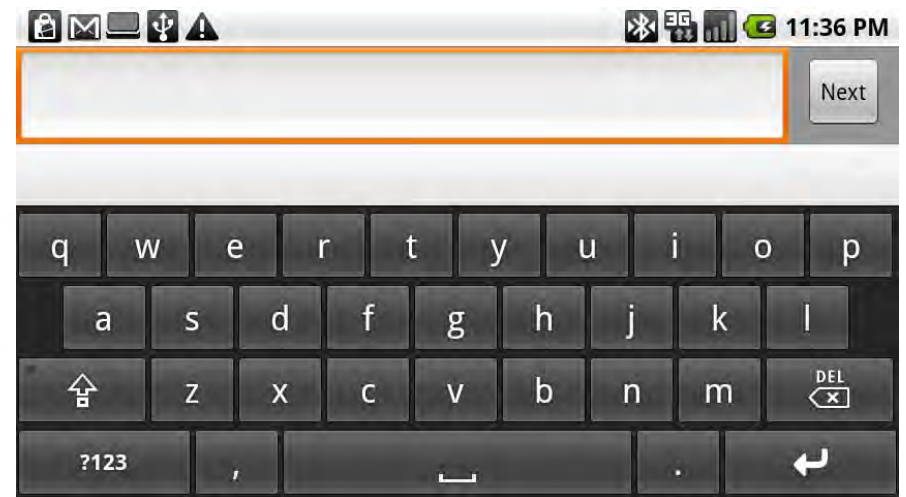
Droid Tip #1

- Organize your apps
 - Alphabetical
 - Personal v. Business
 - Most commonly used
 - Use the side panels from the “home”



Droid Tip #2

- Actual Keyboard v. Virtual Keyboard?





- www.skype.com
 - Free online conference calling
 - Support for video conferencing
 - Can be integrated into phones
 - Support for file and message-sharing

Tru-isms & Ponderisms #2

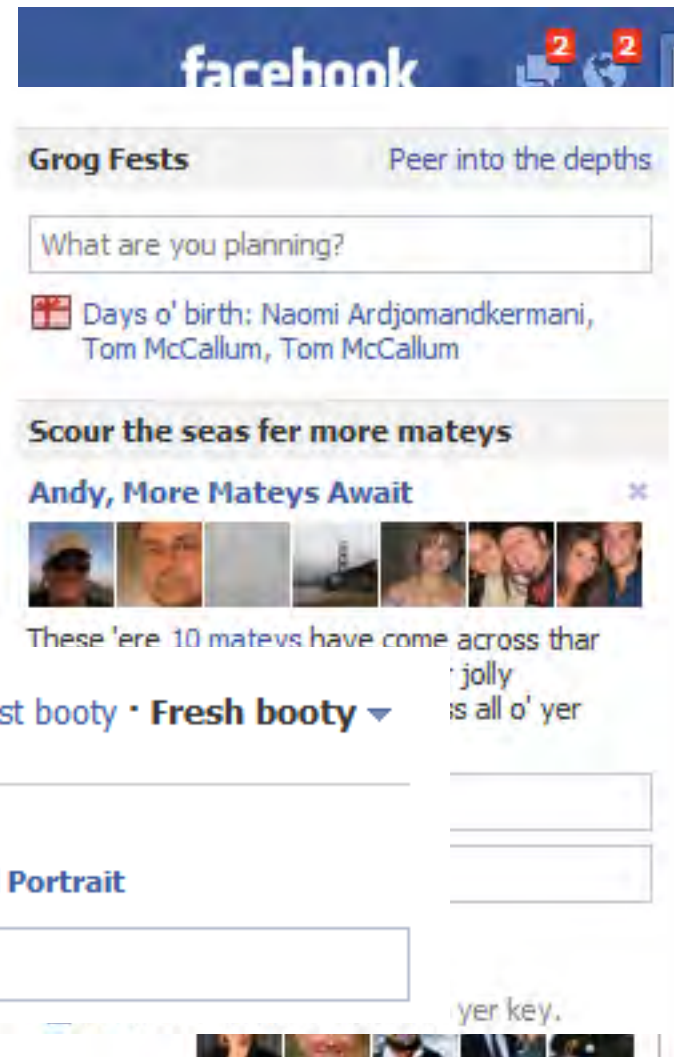
- If it's true that we are here to help others, then what exactly are the others here for?
- The first testicular guard (the “Cup”) was used in hockey in 1874. The first helmet was used in 1974. It only took 100 years for men to realize that their brain is also important.
 - Submitted by an anonymous woman
 - Ladies – quit laughing

TechnoTruisms for Andy

- When afraid to be wrong: ask Addictomatic!
- Assign ringtones to people you don't want to talk to...
- Part of a best friend's job should be to immediately clear your computer history and social media account when you die

Facebook - Language

- Change language to “Pirate English” or “English Upside Down”
- Have a little fun!



When you care to say it in an email.

May your thoughts and prayers this holiday season be with the highest-paid professional athlete on earth whose Swedish model wife may have caught him cheating with a really hot nightclub hostess.

someecards



www.someecards.com

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A man with a shaved head, wearing a white clerical robe over a black shirt, sits at a desk in a library. He has his hands clasped and is smiling. In front of him is a laptop and a printer. To his left is an open book with handwritten text. Behind him are bookshelves filled with books. The scene is dimly lit, with a greenish tint on the right side.

LaserMonks.com

We don't just sell black powder.

We offer
Ink & Toner
& that
Changes Lives

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Personal Tech Tip #1: For Professional Jugglers - Balance of Life

- Use your calendar to schedule a “free morning” or “free afternoon” once a month.
- Whether you take the time off or not is not important – if you don’t schedule it, you won’t take time off.
- Who’s going to take care of #1 (You)?

SaaS is NOT a Four-Letter Word

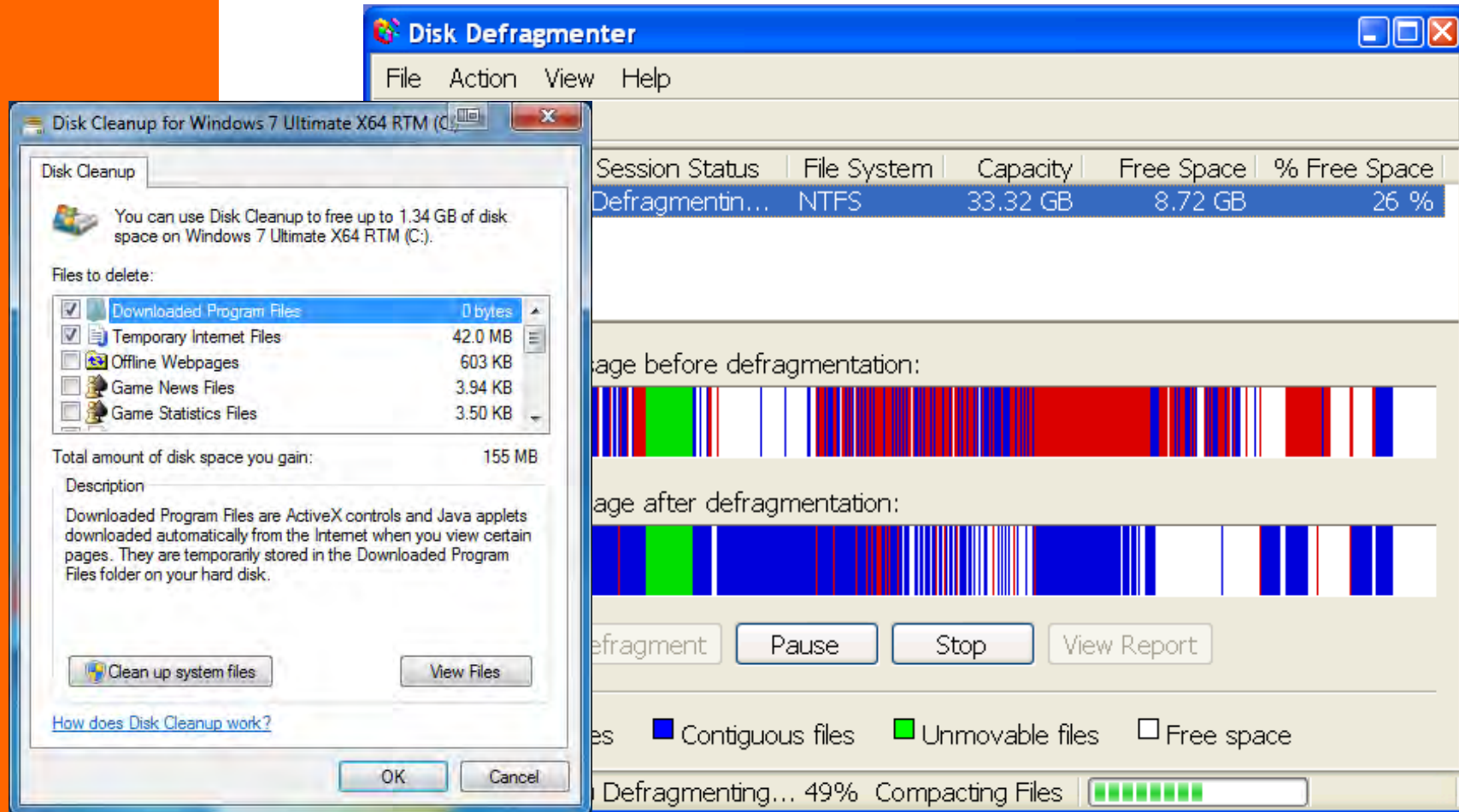
- Can SaaS work for you?
- What applications are available?
- How will it integrate with your core functions?
 - MS Outlook (E-mail, Calendar, Address Book)
- Run the cost comparisons for 3 years or more
 - What is the break even point for you?
- The “...ities”
 - Security, reliability, confidentiality, stability, functionality
 - Does the SaaS address these issues for you?



Do your Spring
Cleaning with
CCleaner

www.ccleaner.com

Clean and Defrag

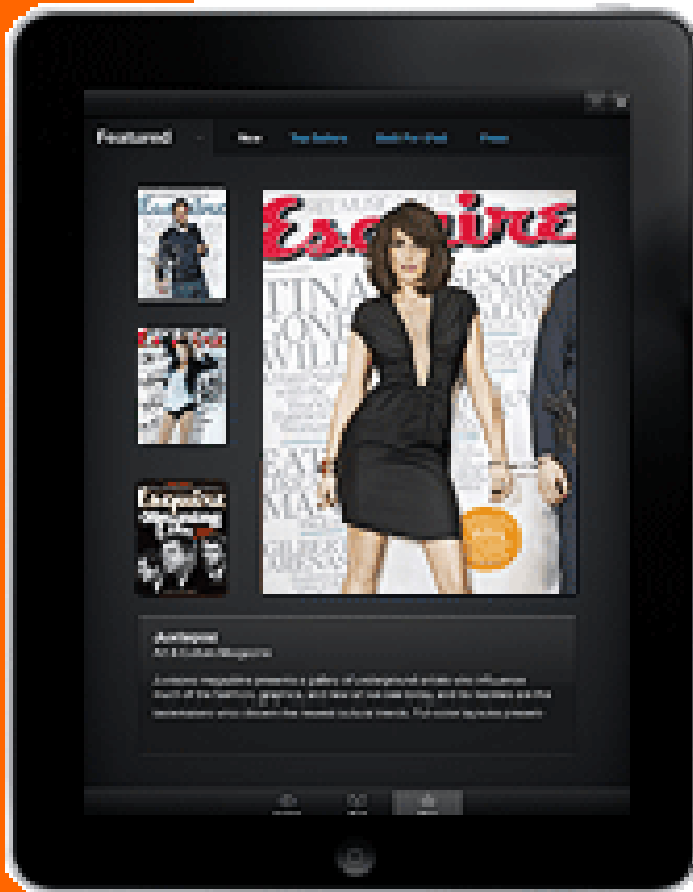


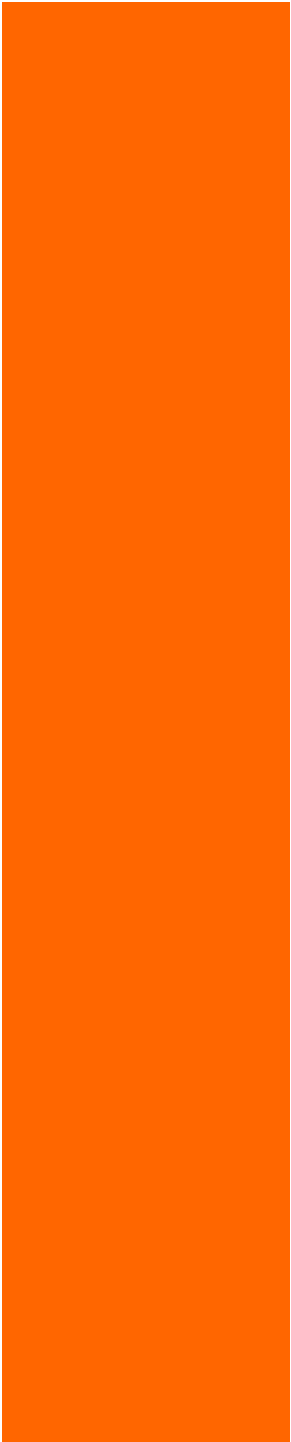
Free Web Page Sucker

- Saves entire web page, including live links
- Mozilla Firefox
 - “File / Save Page As / Web Page, complete”
- Google Chrome
 - “Save Page As / Web Page Complete”
- Internet Explorer
 - “Save Page As / Web Page, complete”



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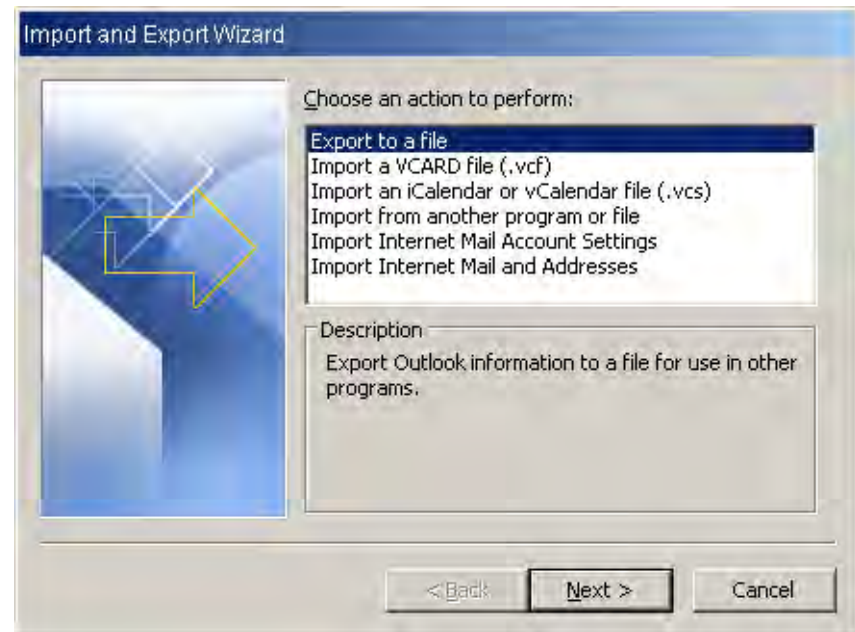
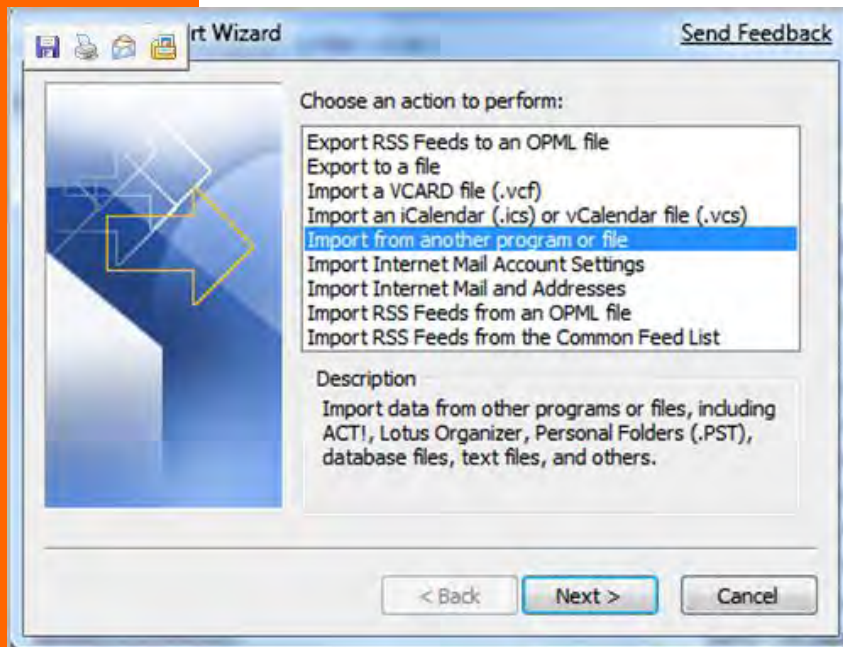




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