

Issue Highlights

Welcome to the June 2005 issue of the *GPSolo Technology eReport*.

Want to speed up and improve your legal writing? Take a look at Wells Anderson's "[Twelve Tech Tips for Legal Writers](#)."

Looking for some inexpensive utilities that can improve your relationship with your computer? See "[Utilities That Bring Joy to My Desktop](#)" by Dan Coolidge.

Tony Vittal tells you how to become a wireless road warrior in [TechNotes](#).

Jeffrey Allen reports on Apple's newest big cat: OS X version 10.4, a.k.a. "Tiger," focusing on its built-in document control features in [MacNotes](#).

In her inaugural column, [SurvivingEmail](#), Jennifer Rose explains how to manage busy email lists with Gmail.

Check out [ProductNotes](#) for these hot products: CMS Products backup drives, and Xerox 8400N Phaser Printer.

Finally, don't miss [SectionNotes](#) for information about the Section's upcoming meetings and activities.

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Twelve Tech Tips for Legal Writers

By Wells Anderson

All lawyers need help speeding up and improving their writing. The written word dominates the practice of law. Lawyers and legal assistants are called on to write a wide variety of materials: omnipresent e-mail, letters, agreements, pleadings, articles, and PowerPoint slides, to name a few. From the large selection of software features and utilities available to help you, here are twelve of the best.



1. Copy and Paste

Writing often requires synthesis: taking text from here and there and combining it into new, useful forms. You can speed up your writing process by learning to use two hotkeys (shortcuts or key combinations): Ctrl-C for Copy and Ctrl-V for Paste. Almost all MS Windows programs let you use these hotkeys to copy selected text from one place and paste it into another. Highlight the words you want to copy. Press Ctrl-C. Place the cursor in the new location and press Ctrl-V to paste the words.

Ctrl-C for Copy is easy to remember. For Ctrl-V, think of the little "V" you write in above a sentence on paper to show that a word should be inserted.

2. Free Clipboard Program

What if you want to copy several pieces of text from one document, and then paste them into another one? MS Office has a multiple clipboard feature, but it can be confusing and works only with Office programs.

CLCL is a free utility program that lets you copy pieces of text one after another, and then paste any of them where you want them. It has a pop-up menu with a numbered list of what is available for pasting. You can choose your own hotkey to open the program, and you can also

set a number of other options.

I have found that CLCL works with all my programs while its competitors do not. CLCL may not work with everything under the sun, but it is well worth trying. It is available as a free download with no ads and no limitations at www.nakka.com/soft/clcl/index_eng.html.

3. Easier Reading with Adobe Acrobat

As you write, you may need to refer to documents in Adobe Acrobat format. Moving around in them can go more smoothly if you make a few adjustments. For instance, you can remove toolbars you do not need to free up more screen space. In the top menu bar go to: View/ Toolbars, or just right-click anywhere on a toolbar. Uncheck the toolbars you don't use. I recommend keeping the Basic, Find, and Zoom toolbars.

Fill your whole screen with Acrobat so you can read more without scrolling. To do this, click the Maximize button, the middle one in the upper right corner. If the text of your document is too large, click the Pages tab on the left side to make the document taller and the text smaller. For larger monitors, go to View/Page Layout/Continuous Facing. To scroll through pages, advance one full page at a time using Ctrl-Page Up and Ctrl-Page Down.

4. Dictation with Cyber Secretaries

Certain kinds of writing, such as quick letters and longer preliminary drafts, lend themselves to dictation. You may be a highly proficient typist, but dictation can allow you to record a burst of thought faster than you can type. It also provides a change of pace from the keyboard. You can dictate anywhere with less fatigue than writing at a computer. You submit your dictation to Cyber Secretaries in any one of a variety of convenient ways. They transcribe your dictation into word processing documents and e-mail them to you.

Pricing for this dictation service is a penny per word, or 1.5 cents if you want a legal secretary to do your transcription. There are no other costs. Turnaround time is advertised as about an hour, but in my experience the service is usually faster. No other service comes close to Cyber Secretaries' low cost and excellent service. Contact the company at 800-828-3889 or www.youdictate.com.

5. Hotkeys and Macros

Speed up your writing by learning a few hotkeys. Your word processor has a number of hotkeys for performing common tasks. Often you can see what hotkey does what by looking through the program menus. For example, in MS Word the Edit menu shows Find . . . Ctrl-F, Replace . . . Ctrl-H, and Go To . . . Ctrl-G.

A macro program, like Perfect Keyboard from www.pitrinic.com, allows you to create your own hotkeys and text shortcuts. For example, you could set it up so that whenever you type *sigx* the macro program replaces it with your signature block. Your word processor program may have a feature for this, but that feature will not work in your e-mail system or your practice management software. Perfect Keyboard Pro costs \$29.95 and is highly rated by *PC Magazine*.

6. Research with RoboForm

RoboForm automates the process of logging into password-protected websites. It can also store shortcuts or favorites for websites you visit often and let you carry this information around in a USB flash drive so you can use RoboForm on any computer. These features can speed up the Web research you do for your writing. RoboForm manages all of your usernames and passwords, locking them up tightly with one master password. You might be surprised at how much time you waste hunting around for passwords or trying the wrong ones.

A good bonus feature of RoboForm is its universal search field. Type a word or words into this field in your browser's toolbar and then choose where you want to search. Among the options are Google, Yahoo, Merriam Webster, Amazon, and AllTheWeb. RoboForm has a free trial version that limits the number of logins you can save. The unlimited Pro version is \$29.99. www.roboform.com.

7. AllClear Diagrams

A picture is worth a thousand words. One diagram makes a big difference when you need to explain a procedure with multiple options or outcomes. AllClear truly automates the process of creating choice trees and procedural diagrams. You do not have to tinker with the aesthetics of your diagrams with AllClear. You enter the steps, sequences, and choices. It takes care of creating the picture. AllClear is not cheap, but neither is your time. Once you are comfortable with the AllClear interface, you can produce diagrams very quickly.

Another advantage of working with a flowcharting program like AllClear is that it helps you to simplify the process you are charting. You can see opportunities for eliminating unnecessary steps that you might otherwise miss. AllClear is available from Proquis Limited for \$284.00 www.proquis.com.

8. Organize with Headings and Styles

In any writing that has multiple parts, you can use headings and styles to organize your content for both you and your readers. These features can also allow you to generate a table of contents automatically. With the right tools and techniques, your Tables of Contents can be

clickable in the electronic versions of your document.

In MS Word Heading 1, Heading 2, and Heading 3 are at different levels. For example, if your document has three main sections, each would start with a Heading 1. If your sections were subdivided, the subsections would start with Heading 2. Each heading level can have a different Style attached to it. Heading 1 could be 16-point Arial bold. To convert a line of text to Heading 1 in MS Word, press Ctrl-Alt-1.

If you use headings, you can reorganize your writing using the Outline View in MS Word. Headings show up as different levels in the Outline View. You can expand, collapse, move, and delete sections of your document in the Outline. This flexibility is great when rewriting a document to use for a new project.

9. Grammar Checker and Spelling Checker

You may take pride in your ability to spell and write well, but sometimes your fingers are disobedient. If you tried grammar and spelling checkers early on and rejected them because they were so tedious, give them a second change. With MS Word you can go to Tools/Options/Spelling & Grammar and turn on “Check spelling as you type” and “Check grammar as you type” by checking boxes. These features will highlight suspected misspellings and grammar errors using wavy colored underlining. You can scan your document quickly for real errors.

If you find one, right-clicking on it gives you choices for making a correction. This approach is much faster than the old way of reviewing each and every “error” in a window, one at a time. You can turn the features off while writing, but you owe it to your readers to use these features on your documents before they go out the door.

10. Smart Acrobat Documents

More than 95 percent of the Acrobat documents I read are missing important links. Their references to web pages and tables of contents are not clickable. If you write with MS Word and have the full version of Acrobat (not the free Reader version), you should have a button on your Word toolbar that will create a smart PDF file from your Word document. You can adjust the settings for the PDF files you produce using the Adobe PDF menu item in the Word menu bar. If you use WordPerfect, you have the option to Publish to PDF.

11. Practice Management Document Organizer

Use your practice management software to organize and find your documents. The better practice management products include tools for organizing and searching your firm’s documents. For example, Time Matters works side-by-side with your word processor to

profile and save documents with little or no added effort. Instead of clicking Save or Save As in your word processor, you click the TM Save button. It allows you to link documents to Contacts and Matters and automatically save them to the corresponding folders. For documents unrelated to legal clients you can create Contacts and Matters for particular topics and subtopics.

Another powerful feature is the ability to link a document to more than one topic and subtopic. If you rely only on the folders and subfolders on a hard drive, a document can exist in only one place. You can copy it to other folders, but then you can lose track of the copies when you need to update content in the original. By linking your document to multiple topics with your practice management software, you make it easier to find the documents you need.

12. XML Editors

Maybe someday writing with XML editor software will be common, but for now it is for computer enthusiasts. Extended Markup Language (XML) has all sorts of very technical uses, but it also has significance for writers. At least in theory XML allows writers to attach meaning to the various parts of their writing without focusing on how the written work will look. For example, a writer can mark some lines as section headings, some words as links to web pages or other parts of a document, and some text as image captions. The appearance of elements can be determined later and can be varied for different kinds of publications.

XML Editors also enable writers to reuse a section of text as an element that appears in multiple documents. This feature is especially useful if you expect that a particular section is likely to change, and you want to have the new version appear automatically in any document that uses it.

A problem with XML Editors is that most are designed by programmers for programmers. They can be difficult to understand and lack features that writers have come to expect.

A step in the right direction is XMLmind XML Editor (XXE). It is designed with usability and productivity in mind. The writing screen is well laid out, and the program has a variety of hotkeys and clickable interface elements. Documents that you create with XXE are saved as XML files and can be converted to PDF, RTF (usable in MS Word and WordPerfect), and HTML. The free version of XXE is missing only a few more advanced features. The Professional version costs \$220 from www.xmlmind.com.

Conclusion

Whether you are writing a quick e-mail or a long legal document, these tips can save you time and make the process of writing easier. If you have a favorite tech tip, let us know. We are always looking for good new ideas to share with our readers.

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Utilities That Bring Joy to Your Desktop

By Dan Coolidge

Over the years I have discovered (or been told about) little programs that are either amazingly cheap considering their utility, or free. Some of them have become “must have” parts of my computer desktop—always reinstalled every time I update my computer. In each case, they add remarkable utility with very slight learning curve. I commend them to you.

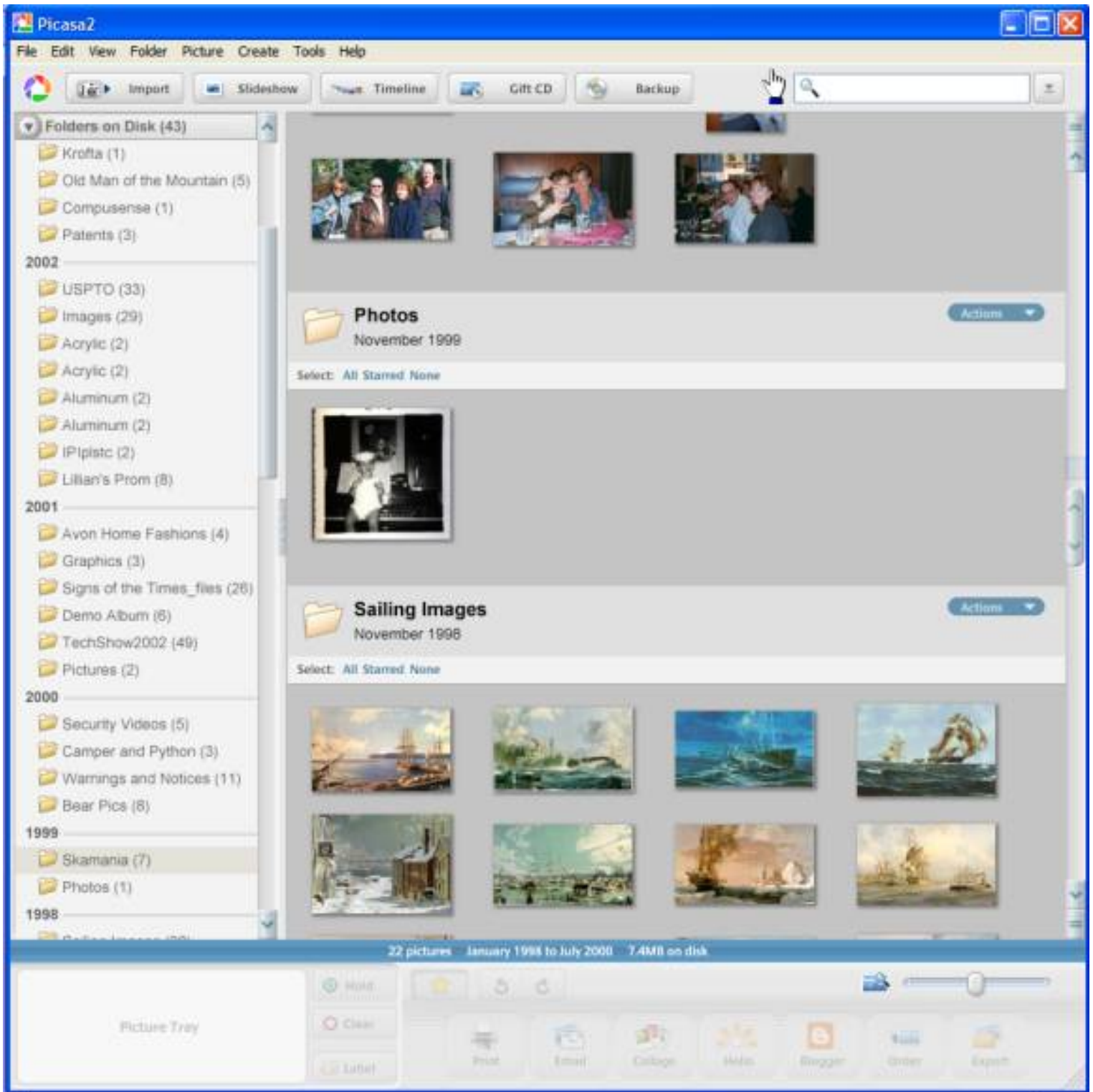
Get Rid of Annoying Confirmation Screens

You go to do something, and a screen pops up that says something like “Did you really mean to (whatever).” Or you burn a CD, and when you’re done and try to exit the program, you are asked, “Do you want to save this compilation?”

I find this stuff annoying, but the solution is simple. If I want some pop-up screen answered the same way every time without my having to intervene, the Buzof from Basta computing is the answer. The first time one of these annoying screens pops up, bring up Buzof from the system tray and drag the response button from Buzof to the default response you want. Thereafter Buzof will answer that screen for you automatically. You can enable and disable responses at will (www.basta.com, \$15).

Manage All Your Photos and Images and Create Slide Shows

You have zillions of photos and images on your computer. How do you find them? How do you make use of them easily? Edit them? Sharpen them up a bit? Get rid of redeye? You could buy a photo program costing upwards of \$100, or you could go to Google.com and download Picassa 2 for free. It will scan your computer for you and give you thumbnails off all the images in an easy-to-use format. (You’ll be surprised at how many are there!) You can even do some light editing, adding special effects, sharpening, or giving soft focus and the like. No learning curve, and free (www.picasa.com).



Automate Your Logons and Web Form Filling, Safely

You go to buy something off the Web and have to fill in twelve fields of information. You go to log onto a site you don't use very often and can't recall the password. What to do? Use a robot to fill in the blanks! AI RoboForm (www.roboform.com) will let you put *all* of your information into a secure, password-protected file and will automatically fill in things like your name, address, phone number, credit card number, and so forth. (It is polite enough to *ask* you first.) And you can password protect

access to RoboForm to keep the great unwashed from using your information illicitly. It's free for the basic version and \$29.99 for the more robust version—well worth the extra pennies.

Automate Repetitive Typing Tasks

How many times do you have to type in the same thing? Wouldn't it be nice if whatever program you were in, there was a macro or something that would put in your name, or address, or jurat, or what have you? Or by pressing a single key take you to a particular website and log you in? AIM Keys is the answer. It is simple, intuitive, and runs in *any* Windows program, so that the same AIM Keys macro that works in Word will also work in *every* other application. That makes it easy to remember. It has fancier functions that I've never really explored for those who feel they simply *must* crack open the well-written manual.

How Do I Connect to a WiFi? Where Is a Hotspot?

While finding and connecting to an available Wifi network is built into Windows if you know where to look, there is a free utility that makes the process straightforward and simple, as well as containing a database for every state of local Wifi hotspots. Go to <http://client.hotspot.t-mobile.com> and get the PCTel roaming client. With a single mouse click you can see all the available networks, their protection status, and signal strength, and log into any open network quickly and easily.

My Computer Is Slowing Down—What's Going on? Maybe It's Spyware!

Spyware is ubiquitous these days and creeps in despite our best efforts to block it. I found Spybot Search and Destroy to be one answer. It will scan your computer for known spyware (it is frequently updated) and identify each instance and allow you to select whether to ignore it or to delete it. I run it every few days and wipe out any of the little creeps' software that has infected my computer. It's free (you can make a donation to support their efforts if you wish: www.spybot.info).

How Can I Find Stuff in My Computer Quickly?

There is no faster way to find *anything* on your computer than to use a product called X1. It's not free, but it is the single most useful utility I own. It indexes everything on your computer (or even on your network if you wish) in the background, invisibly. When you want to find something, such as an e-mail from someone sent to you two years ago, it will find it as quickly as you are able to enter the search criteria. It supports Boolean operators (and, not, or etc.) and you can limit the search to e-mail, attachments, all files, documents, and so forth. It will find it and show the results in native application format so you can quickly browse through the files that meet your criteria to find just the one you want. Really! Instantly! It's \$94.95 for a single license, available at www.x1.com.

I Want to Find a Picture of Someone. What's the Fastest Way?

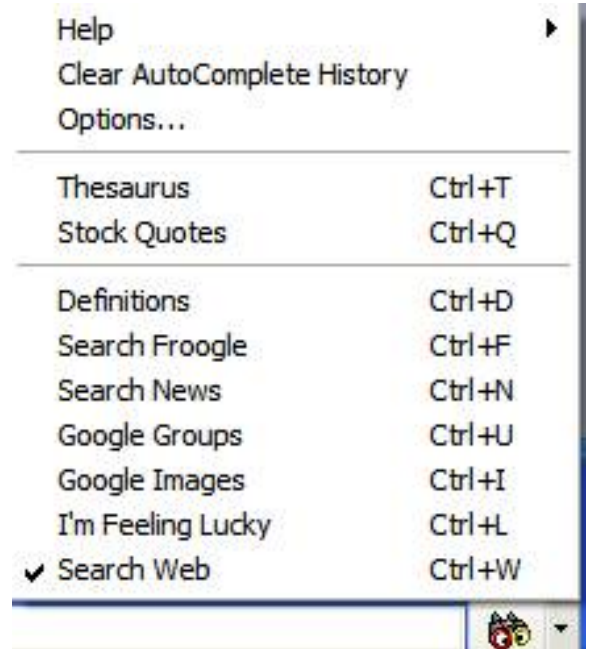
Google deskbar is the simple and free solution. Go to www.google.com and do a search for deskbar and follow the install directions. It will put a small data entry field on your task bar, and, after you enter something, will do a Google search right there. No opening a browser or the like. Even better, if you are looking for images, just type in the name and press CTL-I and up pop images found on the Web. I found *myself* lots of times!

Or you can press CTL-T for a thesaurus, or any of a host of other choices. Information truly at your fingertips.

I've Lost a File—It's Not Even in the Trashcan. Is There Anything I Can Do?

Yes, Virginia, there *is* a Santa Clause. He goes by the name of Rest2514.exe and can be found (along with lots of other neat free stuff) at www.all-freeware.com/gu4.htm. It will look around on your hard drive and find bits and pieces of files—or even whole files if they haven't been completely overwritten. It can be a lifesaver, and it is *free*.

Dan Coolidge is a former computer engineer and recovering large firm lawyer. He practices intellectual property law in Warner and Keene, New Hampshire, with Coolidge & Graves PLLC. He has been on faculty for the ABA Tech Show for the past decade and serves on the editorial boards of several legal technology and practice management magazines.



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TechNotes

Trends in Technology

By J. Anthony Vittal

Pocket-Sized Travel Routers

If you have become a wireless road warrior, you may be frustrated at the lack of WiFi connections in otherwise broadband-networked hotel rooms and attorney conference rooms. What good is your high-powered featherweight WiFi-capable notebook if you have to be tied to the desk in your hotel room or tethered to the RJ-45 plug in the conference room, instead of sitting wherever you want?

The answer is simple: avail yourself of one of the new crop of pocket-sized travel routers, which are about the size of a pack of cigarettes or smaller. Plug it into the wired broadband connection in the room, hook up the power connection, and you have an instant WiFi access point with a range of about 30 to 100 feet. Features vary widely, and you get what you pay for, so consider what you want the device to do before buying.

The most versatile of these convenience items is Apple's 802.11g AirPort Express. While Apple is not marketing it as a travel router, it is compact and thoughtfully designed to conveniently fit that market niche. Its integrated power supply allows you eliminate the "brick" and reduce travel bulk. It also has an integrated USB print server, so you can print directly to your travel printer if you are so inclined. As an added benefit, if you are running an AirPort wireless network at home or at the office, the AirPort Express also connects wirelessly to an AirPort Extreme Base Station, enabling you to use the AirPort Express as a repeater to extend the range of your AirPort network.



If you have no need for the print server or repeater functions of the AirPort Express, but still

want 802.11g (nominally 54 Mbps) connectivity, consider the Netgear WGR101, the 3Com travel router, or the Pocket Router from D-Link Systems. Each of these devices has an external power adapter and a carrying case, so they are somewhat bulkier than the AirPort Express. The tradeoffs in bulk and features, however, roughly halve the price. The D-Link is particularly convenient, since it is barely larger than a credit card (although somewhat thicker to accommodate the RJ-45 jack on one end).

If you don't need the speed of an 802.11g access point and are willing to settle for the slower 802.11b protocol (nominally 11 Mbps), you can shave even more off the cost. Because the broadband networks in most hotels don't offer more than about 1 Mbps of bandwidth in the real world, some suggest the additional bandwidth of an 802.11g wireless travel router is wasted. On the other hand, 802.11g devices typically offer better security. For an 802.11b device, consider the Asus WL-330 access point, which is available for under \$50.



As convenient as these devices may be, they are not without issues. Setting up the wireless security features (encryption) may be more difficult than the instructions suggest, unless you are conversant with these setup tasks. To assure these devices work properly, complete the installation, security setup, and debugging process before you leave home. Then you can be assured of a pleasant WiFi experience when you use them on the road.

Whatever you do, never operate these devices without enabling all of the security functions. Even then, and especially when connecting to an insecure access point, be sure to run a separate software firewall on your notebook when you are connected wirelessly to avoid the adverse consequences of spoofing and other wireless malice. Because Windows XP built-in firewall only operates against inbound traffic, even if enabled it will not prevent unwanted outbound communication by malware on your computer. For a “belt and suspenders” solution, consider adding one of the new intrusion detection applications, which will be the subject of a future column.

All of this shows that we can expect a future of ever-simpler wireless computing. Travel safe, and be sure to take some time for yourself when on the road.

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MacNotes

By Jeffrey Allen

Virtually everyone who writes about the Mac is working on or has published something about Mac OS X v. 10.4, commonly known as Tiger. While I don't like to be another voice in a crowd, nothing in the world of Mac has happened in the last few months that has more significance than Apple's release of the Tiger version of its OS X. The prerelease chatter about Tiger had Mac aficionados sitting on the edge of their seats anticipating this release. Often, such anticipation results in disappointment. Not this time. I have worked with Tiger for the last several weeks and overall have found myself very favorably impressed with the upgraded system. From a Mac attorney's perspective, this upgrade brings special features that will facilitate your practice in many ways and which will assist you in converting your office to a primarily electronic storage and filing model from a primarily paper storage and filing model.

Oddly, my copy of Tiger arrived on a DVD that self-tested at the beginning of the installation process and reported itself as defective. A replacement DVD did the same thing. The installation process allows you to ignore that issue and proceed with the installation. I backed up my system (just in case) and had the process continue through the installation, despite the glitch in self-testing the DVD. The process completed without any further issues and, as far as I can tell fully and properly installed the system. I have had no problems with it since installation on any of the computers on which I installed Tiger.


All of my installations went over 10.3.8 or 10.3.9. The installations (upgrades) went smoothly and without problems (except as noted above with the DVD). As a precaution, I ran Disk Utility prior to installing the system on each of my computers. I also ran Disk Warrior on some, but not all, and saw no difference in the installation process as a result. As both Disk Utility (included free with every computer and operating system Apple sells) and Disk Warrior (www.alsop.com) have long established records as good, reliable and useful utilities to keep your hard drive and computer running smoothly, you should consider using both regularly. Such maintenance always seems particularly prudent prior to a system upgrade.

Once I installed the system I started exploring the new features. Apple reports in excess of 200 new features and modifications in the new system, including better interaction with the Windows world, enhanced communications, better security, the introduction of the dashboard, improved task automation, the ability to run 64-bit software and 32-bit software without emulation modes, synchronization of multiple computers, and much more. The system remains Unix-based and, as a

result, highly stable.

For a summary of the new features, see Apple's article "200+ New Features – Explore Mac OS X Tiger" (www.apple.com/macosx/newfeatures/over200.html). As Apple has done a nice job summarizing the new features for you, I will simply refer you to their summary and not re-invent that wheel here. I will admit that I have not found all of them. Some of them are not readily apparent. What I have found, however, makes it clear that this is an absolute must have upgrade for a Mac used in a law practice. In fact, some of the features built into the new operating are slick enough to induce attorneys considering switching to the Mac to make that move now.

Some Mac attorneys have had Document Control Envy as a result of the fact that there have not been document management or control programs for the Mac such as exist on the Windows platform. Yes, you could always create a "do-it-yourself" database in FileMaker or another information management program; however, no solid document management programs exist on the Mac Platform.

Tiger includes as a part of the system, features that can operate collectively to provide you with excellent document control. From an attorney's perspective, Spotlight weighs in as the heavyweight new feature in Tiger, closely followed by the "smart" mailboxes and folders. Once you do your upgrade and the mandatory restart, you will notice that a blue circle appears in the upper right corner of your screen. Inside that circle is a white outline of a hand magnifier. 

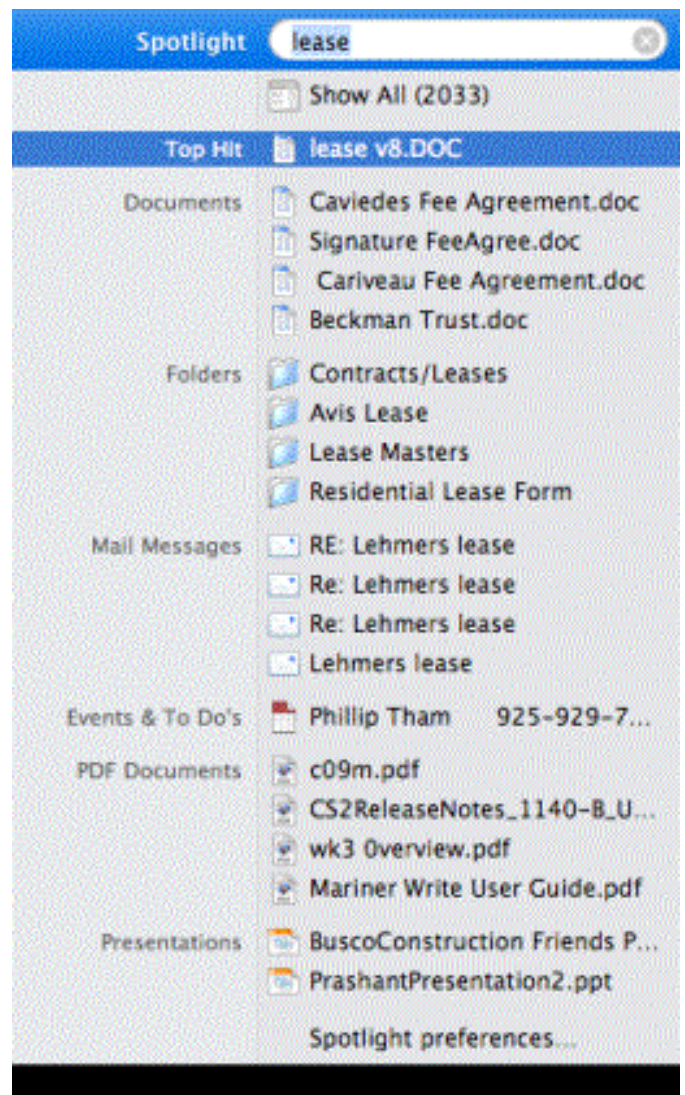
That icon represents access to Tiger's Spotlight. If you click on that icon, it opens a slot for you to enter a character string or word. As you start typing, the computer starts sorting through its files to find files containing that character string. Spotlight searches files, folders and documents email messages in Mail, contacts in Address Book, iCal calendars, System Preferences and applications. It looks for the character string in the name of the file in the case of applications, pictures and music. In the case of email, searchable PDF files and word processing files, it also searches the text. While Spotlight does not search through mail held in Entourage (or possibly other email clients than Mail), you can include email through those clients by saving a copy of the email to your hard disk as a searchable PDF file since Spotlight does include all PDF files in its search.

Spotlight initial report screen, indicating the number of files found containing the word "lease."

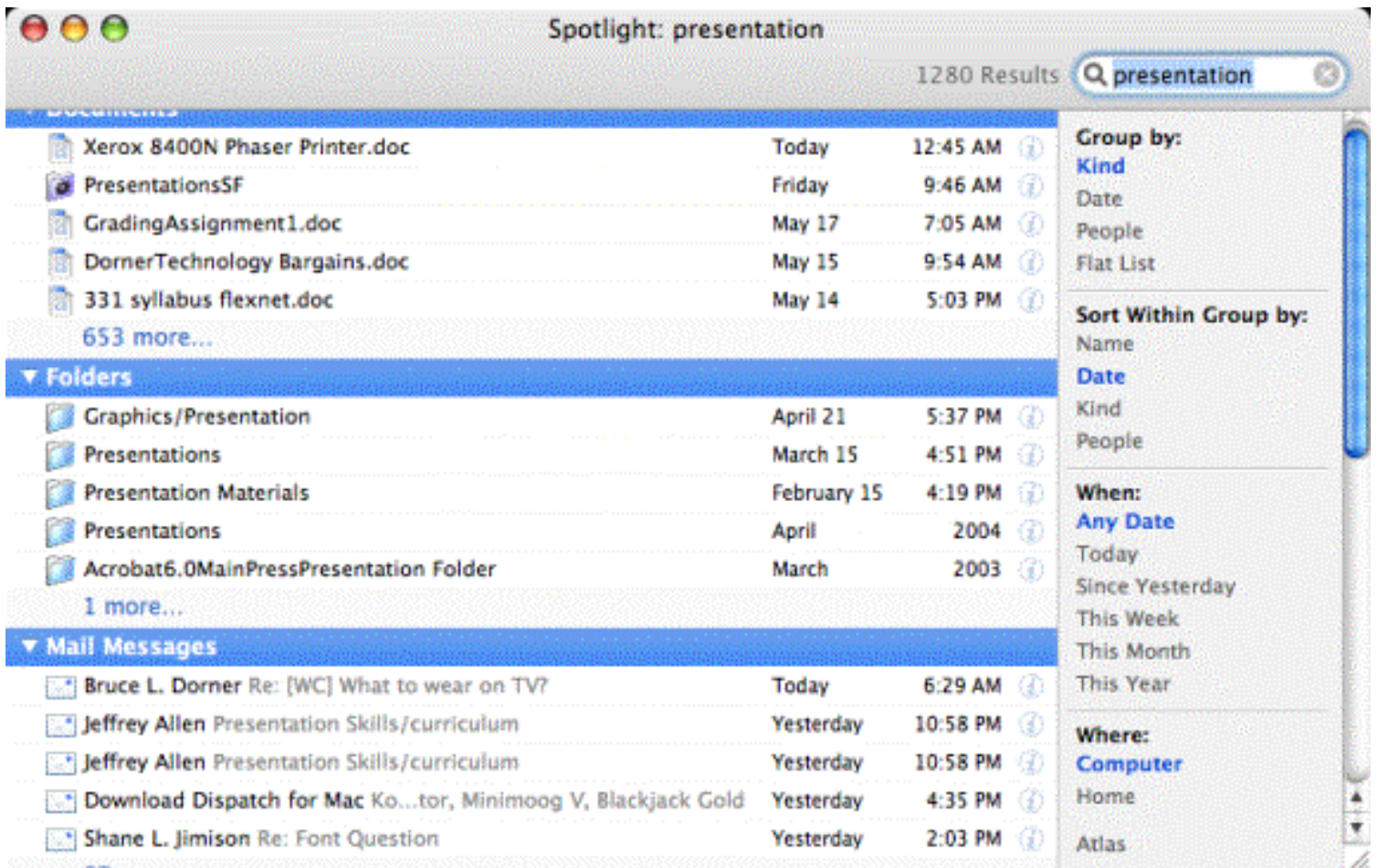
I found Spotlight quite fast in its search and report functions. By the time you type a five- or six-letter word, files start appearing in the program's report window. Spotlight will continue listing files until it has

completed searching your hard disk and listed all files containing the character string. If you have external media attached, Spotlight searches the external media as well. If you click on the icon as soon as you reach the desktop after installing Tiger, you will get a message informing you that Spotlight is indexing the computer and will be available to you once it has completed that process. Spotlight indexes your drive when first installed and maintains the index thereafter. As a result, it can search your drive very quickly and locate all instances of the character string on your drive for you.

Because Spotlight searches your entire drive, including your contacts in its Address Book program and calendar events in iCal you can even use Spotlight to find an event or a person's contact information. Because it only does calendar events and contacts in the Apple programs and not in Entourage, if you use Entourage, you will need to remember to regularly transfer data into Address Book and iCal to keep them current if you intend to use Spotlight in this way. I have started doing that for several reasons (not the least of which is the ability to synchronize this information on several computers through built-in features of the system) and found that it imposes only a minor inconvenience; far outweighed by the advantages it confers. As Apple has opened Spotlight technology to developers, I expect that upgrades to Microsoft's Office program will eventually incorporate the Spotlight technology to ensure that your searches will pick up email information, contacts and calendar information stored in Entourage. Likely other programs will make similar adjustments as well.

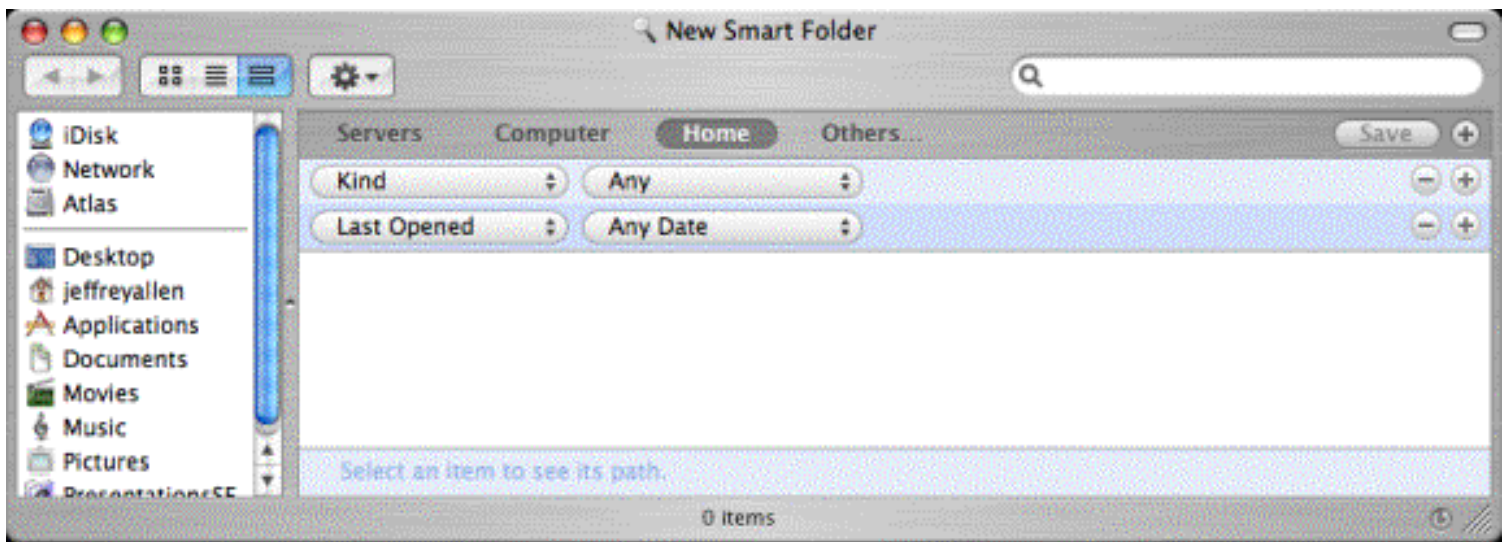


Spotlight full report



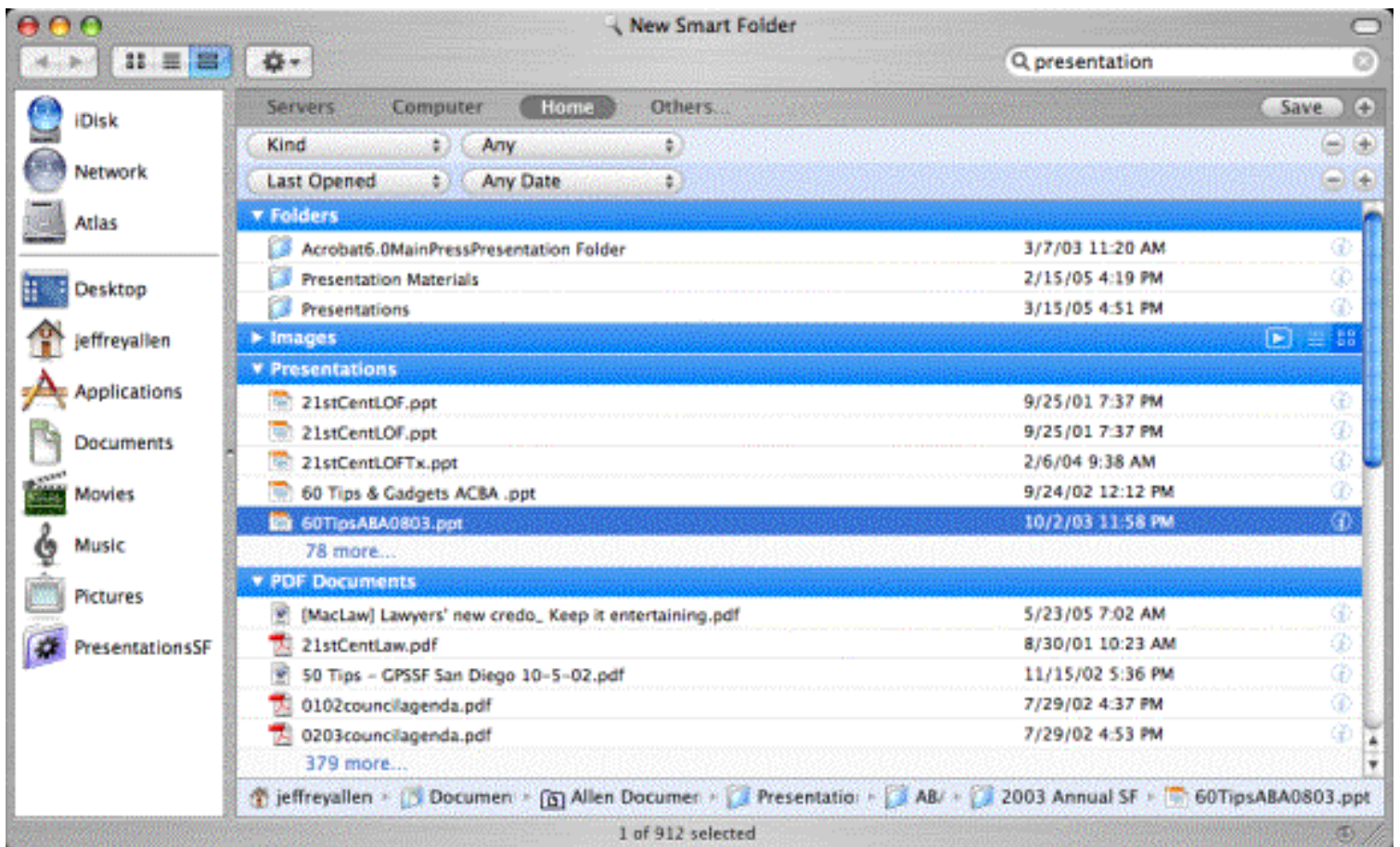
To make things even easier for you, Spotlight classifies the files as to their basic nature, grouping emails, applications, music, pictures, documents, folders, etc. You have control over the order in which the groups appear and can change that to suit your own preferences. You can also expand and condense each of the categories. The image above shows all of the visible categories expanded except for “Images.” Note the direction of the arrow at the left side of each of the darkened bars identifying the category. Arrows pointed to the right indicate unexpanded classifications. Arrows pointed down identify expanded classifications.

To make things even easier in terms of document management and control, Tiger includes smart folders that will sort your files and documents for you and create a report for later use. To create a smart folder, go to the File pull down menu and choose “New Smart Folder.” A screen will appear allowing you to make several choices to define your smart folder. You can limit the included items to a specific type or types of document and/or to a specific date or dates. Since the feature uses the Spotlight technology, you can, of course, identify included items through the use of a character string. You can also use multiple search conditions to expand or restrict the scope of your search to increase the likelihood that you quickly locate what you seek.



Actually the smart folder does not move the document/file/folder from its present location. Instead, it creates an alias of the item and includes the alias in the smart folder. Clicking once on the alias gives you its exact location on the drive, displaying the path to reach it. Double-clicking opens the document.

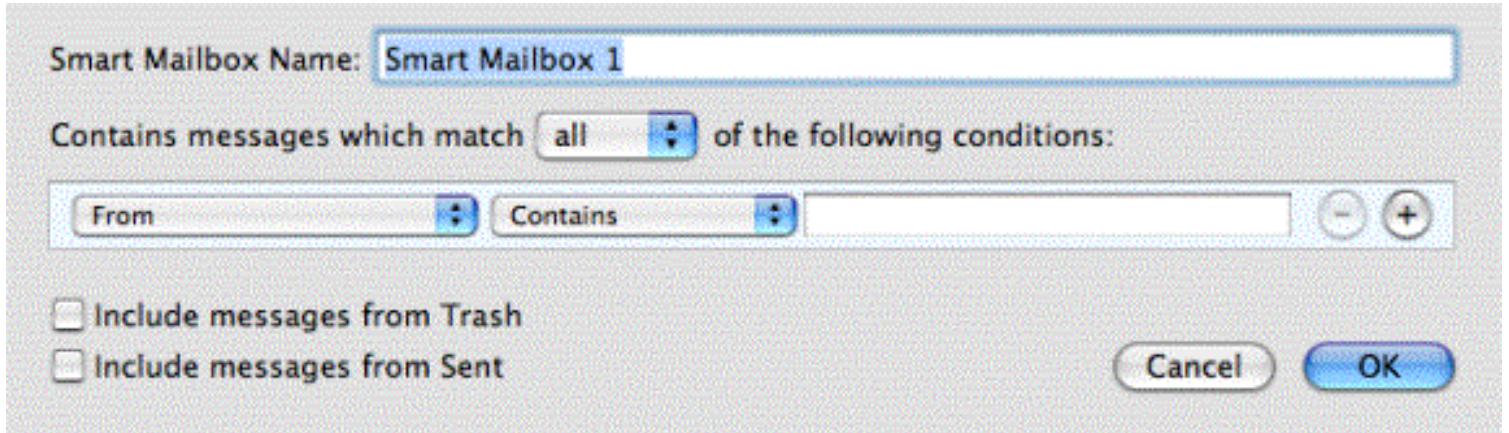
When you first open a smart folder, it will appear empty for a few seconds. That time allows the program to update indexing and search the hard drive for new entries to include in the folder since the last time you opened it.



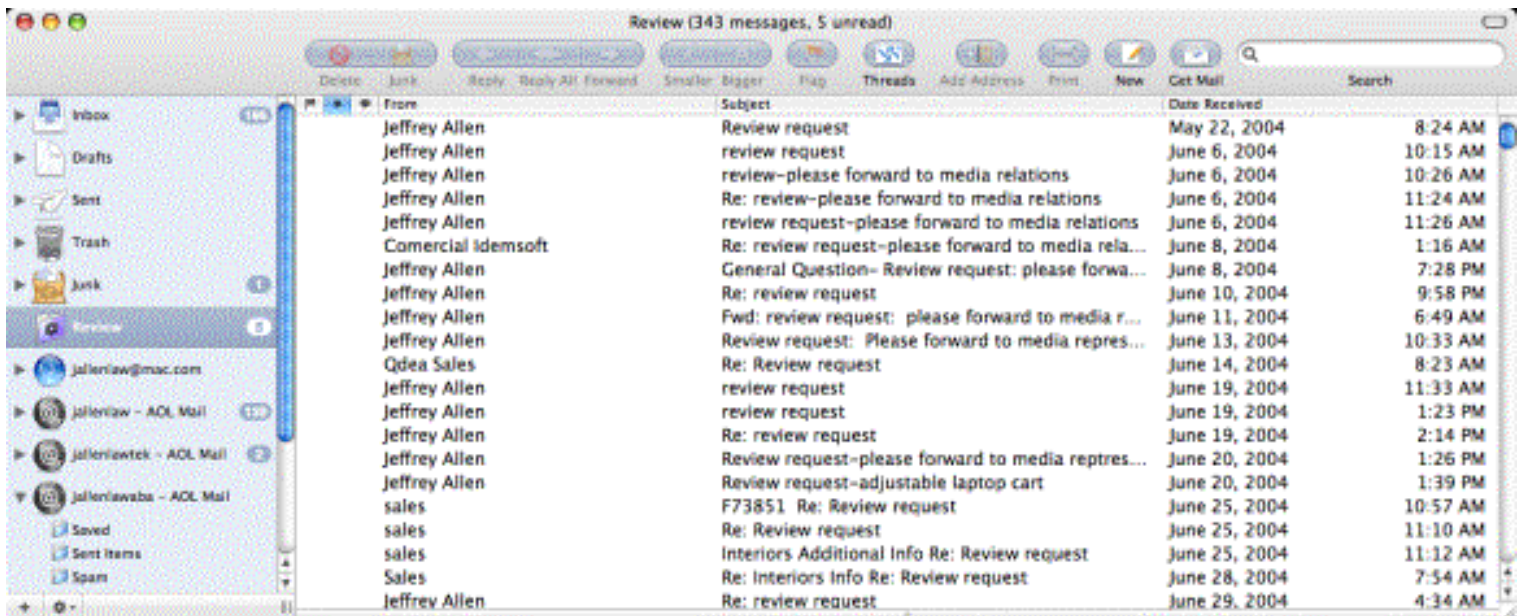
Tiger also includes an upgraded and improved Mail program. This version of mail gives you a built-in

full-featured email client. One of the new features of this version of Mail is that it allows you to create smart mailboxes that will sort your emails during processing them on receipt.

To set up a smart mailbox, with the program open, go to the Mailbox pull down menu and select “New Smart Mailbox.” When you do, a window opens to let you setup the parameters for the smart mailbox. Once you have made your selections, click “OK” and the program sets up a new smart mailbox.



Once you set the mailbox up, it functions similarly to the smart folder, creating a record of what email you receive meeting the criteria you establish.



Tiger brings many other features and advantages to the Mac that I do not have space to talk about in this issue. Check Apple’s website for more information, a list of the new features and One of the most apparent of the new features, the Dashboard, gives you easy access to many utilities and features and finally answers the one question that generations of law students have asked: “What the hell is a “widget” anyway? Seriously, this is an update you want. There is no reason to delay getting it.

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author on technology topics and the Editor-in-Chief of the GPSolo Technology & Practice Guide and the Technology eReport.

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Surviving Email

Gmail—The Mail That Groks and Rocks

Gmail, the free web-based e-mail powered by Google, is barely a year old, and it's really proving its mettle for mailing list subscribers. Gmail started as an invitation-only affair, which meant that you had to know someone who possessed one of the prized invitations. Or had one to sell on eBay. And then each Gmail user was handed a few to dole out, making its users feel like Lord or Lady Bountiful. Now it's free to anyone, supported by ads Google thinks you would find relevant after reading the content of your e-mail.

At first, friends and I exchanged e-mail containing terms like *leprosy* and *mitochondria* and *Planck's Constant*, just to see if we could trigger a Google ad. The system was just too smart to fall prey to our taunts. The advertisements really are unobtrusive, simply alongside the right-hand edge of the browser page and not part of the message.

I'd always considered web-based e-mail like Hotmail and Yahoo something for idiots who weren't up to handling Outlook, Eudora, or "real" e-mail programs. Or who wanted a throwaway address for registrations and other desirable junk mail. But then I started advocating web-based e-mail with an address dedicated to mailing lists for those who couldn't get the knack of filtering, who simply didn't want e-mail from voluminous lists cluttering up their regular e-mail client, who wanted to avoid the temptation of checking out listserve mail all day long, and whose antispam filters prevented delivery of listserve mail.

I'm list manager of Solosez, a heavily trafficked mailing list, and my stock response to those list members who complain about difficulties in receiving Solosez mail is to hand them a Gmail invitation, suggesting that they dedicate it to Solosez mail. Even a couple of ABA staff members, whose names must remain secret, have confessed to using Gmail for Solosez.



Gmail takes e-mail a step further, threading messages into “conversations,” so that eight separate messages with the same subject could be read all at once. Its storage has been increased from one GB to two GB. It includes autoforwarding, signatures, POP downloads to another e-mail client, keyboard shortcuts, and, for compulsive e-mail checkers, the Gmail Notifier will alert you to new Gmail messages, and even more. Why, there’s even Gmail in Hebrew.

It’s e-mail on steroids. And it rocks.

And since it’s free, why not establish separate Gmail accounts for various mailing lists? One dedicated to your favorite, high-traffic list. (Hint: Would that be Solosez?) Perhaps another for legal technology lists, and yet another for substantive law lists. The possibilities are endless.

It was bound to happen. There are even web fora and mailing lists dedicated to discussing Gmail. Gmail Forums, <http://www.gmailforums.com>, calls itself the “unofficial Gmail forum,” discussing use of the hottest new e-mail program, its features, bug reports, labels, using HTML, external images, mobility, and mailing sorting. At Yahoogroups is yet another discussion list devoted to Gmail: <http://groups.google.com.mx/group/Gmail-Users/>.

Want a Gmail account? Write me at jennifer.j.rose@gmail.com, and I’ll give you one. It won’t cost you a dime.

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ProductNotes

CMS Ruggedized Portable Hard Drive

I use my laptop computer on the road a lot. Over the years, I have learned that laptops schedule catastrophic failure at a time the computer senses your need is most critical. What has failed most frequently has been a hard drive.

The CMS Automatic Backup System (www.cmsproducts.com) is really two products: the CMS Bounce Back Professional software (\$79 alone) and a CMS external hard drive. The hard drive is tiny, lightweight, and USB-powered, making it really easy to use on the road—no power brick. The form factor is about the size of a Palm Pilot, but a bit thinner. There's a small blue LED on the top showing you when the drive is in use. Being USB 2, it will transfer data at 450 MBPS, and I was able to backup nearly 90 gigabytes in fewer than three hours.

It's also rugged: I dropped a friend's drive (I certainly would not use my own!) from five feet onto a hard floor, and it was none the worse for wear. The warranty does NOT exclude damage from dropping.

You can order the drive in a variety of “flavors” so that if the hard drive on your laptop goes, you can replace it with the one in the CMS case. For those who might be reluctant to approach their laptop with a screwdriver, you can boot from the external drive using the rescue CD that comes with the system (if you've done a complete image backup first!).

As of the deadline for this review, I had not had the chance to complete my examination of the backup software that comes with the drive. However, I was able to backup my laptop drive using the external hard drive just using file copy from Windows—a tedious exercise, but the extra 100 gigabytes was nice to have handy. With a Windows installation on the drive, it could serve as an emergency hard drive simply by putting it into my Toshiba.

— Reviewed by Dan Coolidge

Xerox 8400N Phaser Printer

Several years ago I acquired a Xerox 860 Phaser printer. The phaser printers use hard ink (it comes in blocks made of ink in a hard wax-like consistency). The 860 served me well. It was the first printer in my law office that was not a laser printer in many years. It was also my first reasonably high-speed (read “not an ink-jet”) color printer. I have used the printer for almost three years and have had virtually no problems with it. It has always produced sharp clear black-and-white and rich full color prints. When I got it, I had some question about how much use I had for a color printer in the office. Having used it for almost three years, I find it hard to believe that some people would prefer to make do with simple black on white printing. I would never want to go back to just plain black print. I have found more and more uses for color printing. Having the color printer opens the door to creativity and functional enhancement.



Recently Xerox released the 8400 Phaser printer. In size, shape, capabilities, and function it succeeds the 860. The 8400 comes in several different configurations. Available configurations include networkable versions (Ethernet) with and without duplex capabilities. All of the 8400 series printers share basic specifications including 24 PPM in black and in color a resolution of 2400 FinePoint, 600 DPI, a built in 100-sheet tray, and an optional second tray that holds 525 sheets of paper. The 8400 printers carry a duty rating of up to 85,000 copies per month.

The 8400 printers work well with both Windows computers and Mac computers using OS 9.2.2 and/or OS X. Truly plug and play, it took longer to get the printer out of the box and its protective packaging than it did to set it up and get it online. I incorporated it into a combined Windows and Mac network, and all the computers found it and communicated with it without a problem.

Xerox let me test one of its 8400N printers for a few months, and at the end of the test period, I did not want to give it up. I found myself so pleased with the quality and reliability of the printer that I actually went out and bought one to keep in my office. Now, I will admit that the fact that the 8400N currently lists for \$1,299 and comes with a \$500 rebate (net cost \$799) contributed to my decision to purchase one. Simply put, the 8400N Xerox Phaser printer at its current price of \$799 after rebate is such an exceptional buy that I think most attorneys will want to consider adding the printer to their office.

— Reviewed by Jeffrey Allen

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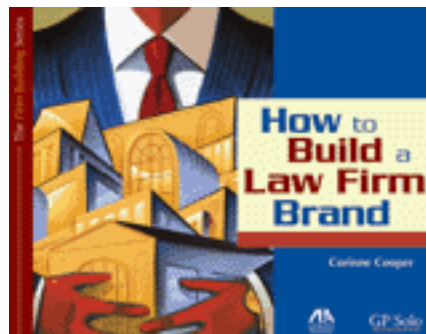
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If you have an interest in technology and the ability to write about it, please contact Jeff Allen, editor of *GPSolo Technology eReport* and *GPSolo's Technology & Practice Guide* at jallenlawtek@aol.com. Both publications actively seek new authors on a regular and continuing basis to prepare articles and/or product reviews.

Editor's Note

The most recent MacNotes column (March 2005, Vol. 4, No. 1) inadvertently reported that the MacMini shipped with the Jaguar operating system. It was released with the Panther operating system and now ships with Tiger.



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