Introduction

The importance of technology in our professional and personal lives continues to grow at an ever-increasing rate. Courts have moved toward recognizing a duty for attorneys to acquire a level of basic competence in dealing with technology. The ABA Model Rules have recognized that duty in some areas for several years. Attorneys have learned and are learning that technology can help them practice more efficiently and effectively. As a result, more and more attorneys have grown increasingly interested in learning about technology.

We have done programs presenting tips on technology and practice for many years in locations all over the country. We have also written about technology for lawyers for many years. We often get questions about our tips programs. Sometimes the questions come from people who attended a program or read an article but want additional information. Many times we get questions from those who could not attend a show, asking about topics we covered or requesting copies of the slide show.

We thoroughly enjoy doing those programs and writing those articles. We were delighted when the GPSolo Division asked us to create this book for the division to highlight some of the most popular and important tips we have addressed in our work over the last year. We were even more pleased when they told us that they would like to have us prepare a new edition of the book every year or so covering the new material we brought into our programs.

We have tried to present the tips in this book as we would in a program. We do not go into great detail as to any of the tips or recommendations. We present them briefly to introduce the information or the product to you for further investigation or consideration. We anticipate that some of you may have heard some of the tips before, perhaps at one of our presentations or in one of our articles. We expect that many of you will find much of the information in this book new to you. We also anticipate that many of the tips in this book will prove useful to most attorneys in their professional life, their personal life, or both.

We hope that you will enjoy this book and the style of presentation we use for the tips. We anticipate that this book will be the start of a relationship with many readers, who will look forward to each new edition of the book to see what new information they can get, what new technology we have learned about, and what new software and hardware might prove useful to them.
We hope that you will get some tips in this book and in our future editions that will help you in your professional and personal lives by making things easier for you to accomplish, making you more efficient or more effective as an attorney, or making your life a little bit easier. Please note that while we have endeavored to organize the tips into logical groupings in each chapter, there is some overlap in that some tips fit in more than one category. We have presented each tip in only one category. The category most likely to overlap with others deals with security and ethics. No matter your area of interest for the book, we strongly encourage you to review that section carefully.