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# Issue Highlights

Welcome to the September 2003 issue of *GPSolo Technology eReport*.

Do you find yourself moving more and more information to your computer? (Hint: if you don't, you should.) David Masters and Mindi Conerly team up to provide a guideline to organizing your documents and files on the computer so that you can easily find what you need.

If you have thought about getting some of that fancy new digital camera equipment, read Jeffrey Allen's article "Let's Make a Deal" for some tips on how to save some money without getting burned.

Tony Vittal tells you about the new 802.11g wireless standard in **TechNotes**. Jeffrey Allen talks about Apple's new G5 PowerMacs (to buy or not to buy, that is the question) in **MacNotes**.

Check out **ProductNews** for these new hot products: Plantronics M1500 Bluetooth wireless phone headset and X-1, a search engine for your computer.

Finally, don't miss **SectionNotes** for information about the Section's Fall Meeting at Minneapolis's Hilton Hotel in October.

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## A Digital Filing System

By Mindi L. Conerly and David L. Masters

Working in a paperless office environment requires organization skills in order to achieve success. As with a paper world, carelessness can result in documents being misfiled. You can organize the filing system of a digital law office similarly to the filing system of a law office with paper files. You can replicate, refine, and expand your paper file system in the digital world.

In the typical law office, large files reside in rust-colored accordion folders full of subdivided manila folders. Each manila folder bears a label identifying its contents: “Correspondence,” “Pleadings,” “Notes,” “Drafts,” and so forth. The manila folders are organized chronologically, one hopes, to make locating documents easier.

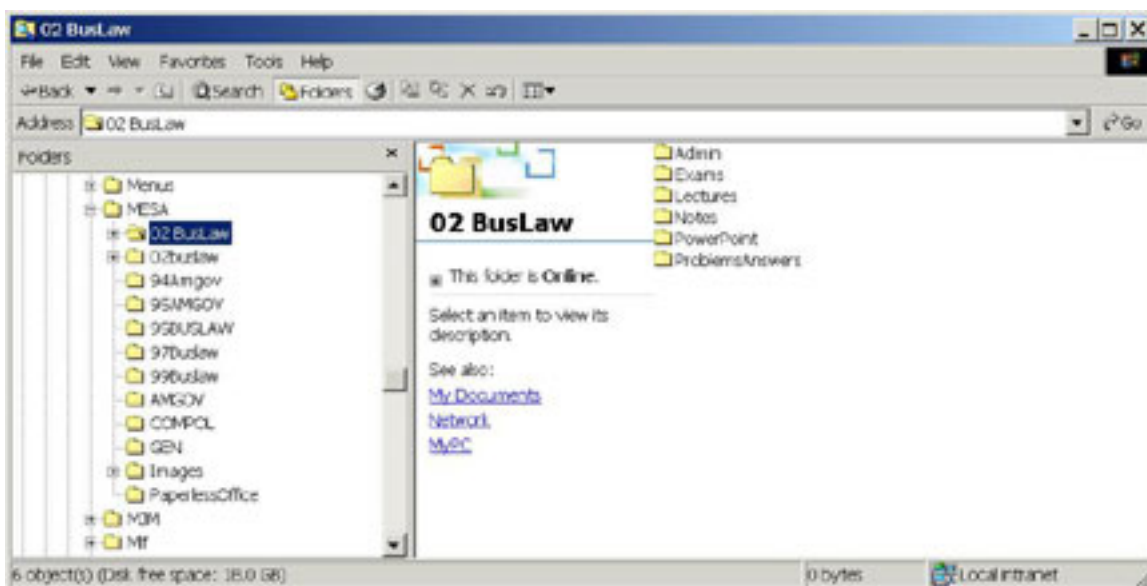
A letter comes in from opposing counsel. You make copies, two-hole punch the letter, pull back the metal prongs, find the correct chronological place in the file, push back the prongs, and file the letter in the manila folder. This tedious task occurs in a flash using a digital filing system. In the digital filing system, a document comes into the office, is scanned to Adobe Portable Document Format (PDF), and saved to the appropriate folder. The filing is done.

Electronic filing systems begin with the commitment to capture digital images of all incoming paper resulting in storage of digital files in a structured system. The digital “file room” consists of electronic filing cabinets filled with folders that contain everything found in traditional paper files. The concept of digital filing is not difficult if you equate it with paper filing. For example, think of a shared hard disk drive as the file room. The cabinets within the room are large divisions on the disk. Within those cabinet-sized divisions are folders for each client. Client folders are further divided into subfolders to aid in organization.

All documents that enter the law office should be scanned to the PDF and stored in client

folders. All documents that leave the office should be printed to PDF and stored in the appropriate client folder. As high tech as scanning or printing to PDF may sound, the storage and organizational system adheres to an old-fashioned filing cabinet metaphor.

The filing cabinet exists in virtual space (on a computer hard disk drive shared over a local area network). The main filing cabinet has a name, “Work.” You may want separate digital filing cabinets for Closed Files, Administrative Files, or even for extra-large client matters (those that would require a separate filing cabinet to hold the paper). Each computer on the network links to the filing cabinets by mapping one or more network drives, e.g., X:\Work. Now each desktop has access to the filing cabinet “Work.” Within the filing cabinet are folders, one for each client, e.g. X:\Work\Downey. If a client has multiple matters, then that client folder has a subfolder for each distinct matter, e.g., X:\Work\Downey\Biota, X:\Work\Downey\Estate, X:\Work\Downey\General, etc. Within each client matter folder are folders for various types of documents, such as correspondence, pleadings, expense receipts, research, privilege, etc. See Figure 1 below.



The digital filing system uses alphabetical ordering. This happens automatically when you organize them by “Name.” You simply create a “New Folder” within the client filing cabinet (e.g., X:\Work) and name it with the client’s name. It will automatically sort alphabetically. To impose order on the contents of individual folders, documents should be named starting with the year, then month, then day, followed by a few descriptive terms, e.g. X:\Work\Smith\PleadPDF\020327 Complaint. By inserting the date at the beginning of the file name, you sort all documents in a given folder in year-month-day order. Consider adopting a file naming rule that calls for the date first, followed by the initials of the party who generated the document (followed next by the initials of the recipient if correspondence), followed a short description.

To make digital files look like paper files, all items of outgoing work product are printed (converted) to PDF. Printing to PDF can be as simple as clicking a button on a tool bar that

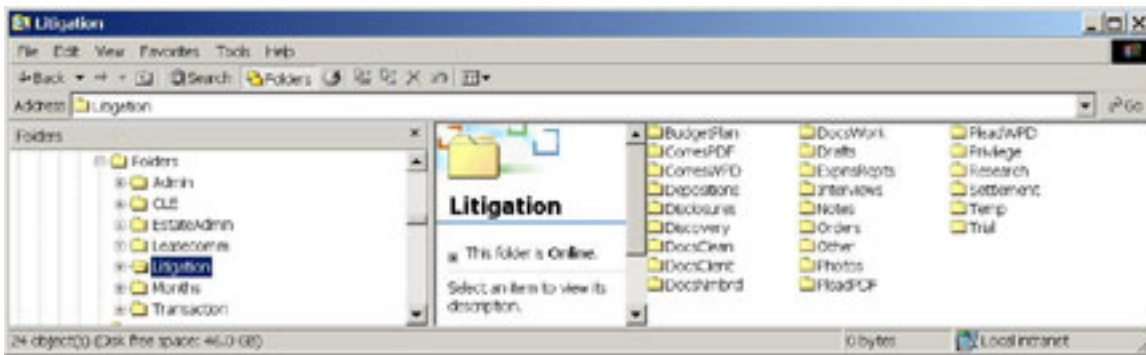
invokes the PDFWriter print driver; you are then prompted to select the folder where the PDF version of the document will be stored. “Printing to PDF” differs from printing to a physical printer in that no toner or paper is used; otherwise, the final product (file copy) looks just like what would come out of a physical printer. In many cases we file pleadings electronically with the court, copies are served on the other parties by the filing service (either electronically or by mail), and we send a copy of our pleading to the client as an attachment to an e-mail message. In order to maintain a digital file that looks like a paper file, consider using dual folders for correspondence and pleadings. One folder contains the native application files (Word, WordPerfect, Excel, etc.), and the other folder contains the PDF versions. For example, correspondence files created with WordPerfect are stored in a subfolder named “CorresWPD.” All correspondence files in PDF format are stored in a subfolder called “CorresPDF.” The correspondence that originates in your office is in the “CorresWPD” file and correspondence from clients, opposing counsel and your printed to PDF work is all located in the “CorresPDF” folder. The benefit to the CorresPDF is that you can see the communication to and from all parties and be able to reference the communication. Because all incoming and outgoing correspondence is file-named as described above, e.g. 030705 MLC to JBL SettlementOffer, it is arranged chronologically and easily accessible. The same dual folder system exists for pleadings and offers the same advantages.

The digital filing system described above requires following a few simple rules:

1. Scan all incoming documents to PDF;
2. Print all outgoing work product to PDF;
3. Create a virtual filing cabinet with folders for each client matter;
4. Create subfolders within the client folders for clients with multiple matters;
5. Segregate document types within the client matter folders into appropriate subfolders;
6. Use dates when naming files so that they display in chronological order.

### **Predefined Folder Sets:**

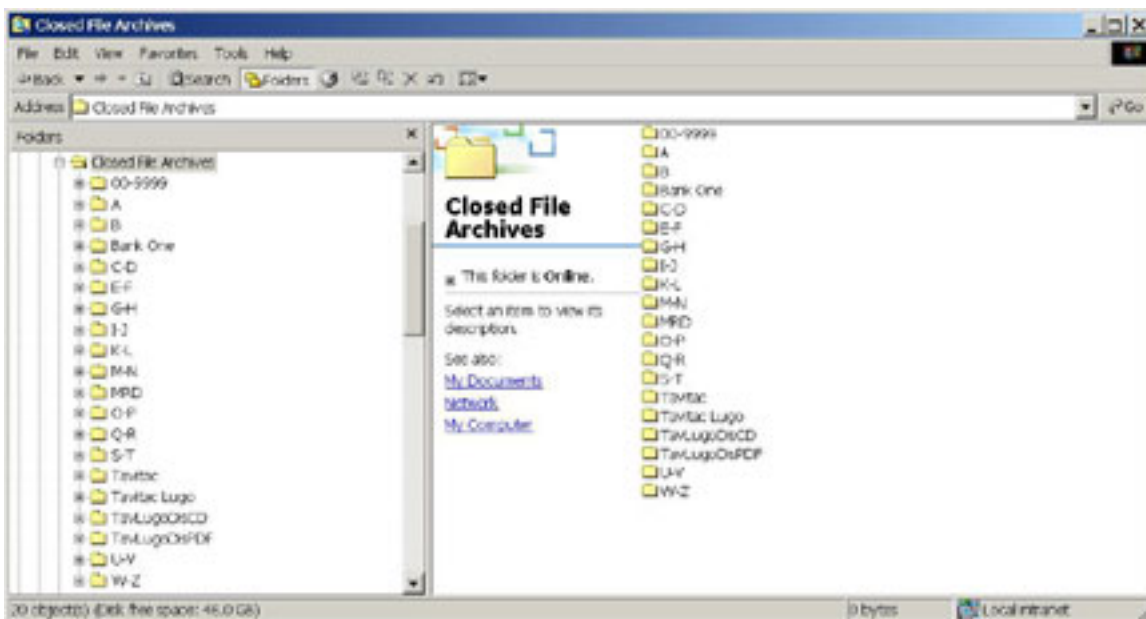
Use predefined folder sets to streamline the “new matter” process and provide consistency in your filing system. For example, create a master litigation folder set that contains the file structure for new litigation matters. The subfolders are empty. When opening a new litigation file, simply highlight the NewMatterLit folder, then select all (Control-A), copy (Control-C), then paste (Control-V) this file structure onto the folder created for the client. Now every litigation file has the same filing structure. Similar predefined folder sets are maintained for transactional and other matters. See Figure 2 below.



As you can see, this file structure may provide more detail than what you have been using in the paper world, and of course you can add all the sub-folders you want and then simply drag-and-drop the contents from one folder to another. File reorganization can't be much easier.

## Archived Files

Archived or closed files are stored using a system consistent with that described above. Closed files are stored in a separate filing cabinet, e.g., X:\Closed Files. To aid in navigation create a folder in this cabinet for each letter of the alphabet, e.g., X:\Closed Files\A. Now simply drag the client matter folder to the appropriate alphabetical archive. See Figure 3 below.



The above example divides the Closed File Archives folder into subfolders, some of which are named with a single letter, others with two or more letters (e.g., C-D), and some with client matter names. Make the divisions small enough to allow for easy navigation and backup media capacity. (If you want to put closed files on CD-ROM, then the contents of each folder must be smaller than 700MB.)

## Conclusion

All law firms have some type of filing system. Digital filing systems can be modeled on existing methods or structured alphabetically. By simply altering the nature of the file room,

file cabinets, and the type of media being stored (digital v. paper), you can make your office more efficient and better organized.

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## Let's Make A Deal (*Caveat Emptor*)

By Jeffrey Allen

I am often asked about where to go and how to get a good price for a variety of electronics equipment. Recently I have received many requests for guidance on buying digital cameras (“digicams”) and digital video cameras (“DV cams”). This article will address the process of selecting a vendor and making the purchase. It will not address specific digicam and DV cam features or models. (For a discussion of digicam features and models, see my Road Warrior column in the June issue of GPSolo’s Technology & Practice Guide.) The rapidly changing world of digital photography makes discussions of specific models out of date within months. The guidelines provided below have a more enduring value as they will continue to serve you well long after the current crop of digicams and DV cams have become distant memories.

You can find digicams and DV cams in a variety of places and for widely differing prices. Depending upon your preferred method of shopping, you can pay list price for the camera, pay a premium over list price, or acquire it at a substantial discount. Buying at a discount often means purchasing on the Internet or over the phone (you can often realize greater saving from an out-of-state vendor). Telephone and Internet sales can save you money, but they can also cause you considerable aggravation and sometimes cost more money. The bottom line is, wherever you buy, use an appropriate level of caution and take reasonable steps to protect yourself. Remember, not every vendor has a level of business ethics deserving of your patronage.

Digicams and DV cams do not have large margins (the difference between the manufacturer’s list price and the price paid by the vendors. Available discounts will vary over a considerable range. The manufacturer, the cost of the camera, newness, popularity, and availability of the model will also play into the deal that a vendor will offer you. The vendor may also play other factors, based on its own situation. To give you an idea of the range of discounting you might

find on the Internet, as I wrote this article, I looked up a few cameras on the Internet at the Cnet site (see below). I checked pricing on two digicams and two DV cams. For digicams, I found Canon's very popular Powershot G5 (\$800 list) offered at pricing between \$598 and \$800) and Sony's DSC F717 (\$800 list) at pricing of \$625 to \$800). On the DV cam front, I found Sony's DCR-TRV80 (\$1500 list) offered at pricing between \$1075 and \$1500) and Canon's Elura 50 (\$800 list) for prices between \$550 and \$800).

At the present time, many vendors do not charge sales tax on telephone or Internet purchases shipped to a state where they do not have a physical presence. Accordingly, if you live (and take delivery) in California and purchase from a vendor that does not have a "presence" in California, such as MacWarehouse or PCWarehouse, for example, you will not pay sales tax in connection with the purchase.

If you want to buy a digicam or a DV cam, regardless of whether you plan to buy from a brick-and-mortar store, over the phone, or from an Internet-based vendor, you should start by doing some research. After some preliminary work, you will have the ability to determine what features you want and need. Your investigation should include both online research and a visit to a brick-and-mortar store. You might also want to check for product reviews in the most recent issues of popular photographic magazines, such as *Camcorder* (for DV cams) and *Popular Photography & Imaging* (for digicams and DV Cams).

You can get a great deal of information about digicam and DV cam models, features, and prices over the Internet. Use the Internet or magazine reviews to identify several camera models that appear to satisfy your needs. In checking out cameras, go to the manufacturer's website. You can usually find a specifications sheet for the camera, a list of features, a list of available accessories, and the list price on the manufacturer's web site. Many manufacturers have a feature on their websites that enables you to locate a vendor near you, where you might go to look at the camera "up close and personal."

If you don't know the manufacturer's URL, you can usually find it by going to [www.google.com](http://www.google.com) and then searching for the camera by the name and model number. Google regularly provides the manufacturer's website in response to such a search.

If you want to find out what reviewers have said about the camera, you can check magazines such as *Popular Photography* or look up reviews on the Internet. CNET ([www.cnet.com](http://www.cnet.com)) is a good source for consumer reviews of a number of products, including digicams.

While exploring reviews at CNET.com, you can also check pricing at a number of vendors available through the Internet or otherwise. CNET will also identify vendors that it considers reliable, based on purchaser's evaluations. You can access pricing directly from the CNET.com site or by going to CNET's [www.shopper.com](http://www.shopper.com). Other sites worth checking out for prices include [www.pricegrabber.com](http://www.pricegrabber.com) and [www.pricescan.com](http://www.pricescan.com).

Before buying any camera, go to a store that sells the camera you are thinking about buying

and look at the camera. Hold it in your hands. Check out its weight and size and the placement of its controls. Make sure that you are comfortable with the camera and that its controls work conveniently for you during use. Look at the image in the LCD display, and if possible, check the LCD display out in sunlight as well.

Once you have identified a camera model that you want and decided on one or more probable vendors, you can start to negotiate the purchase. I refer to the process as a “negotiation,” because the process of purchasing a digicam or DV cam online or by phone often resembles the process of buying silver jewelry on the streets of Tijuana. The initial asking price and the final purchase price may not be the same. Virtually all phone and Internet vendors will negotiate the price if you ask them to do so. Many brick-and-mortar stores will as well, although they generally will not offer as substantial a discount. Factors that help you in the negotiation include the length of time a particular model has been on the market, the quantity in the vendor’s inventory, the availability of replacement inventory, the popularity of the model, the size of your purchase (the more you buy/spend the greater flexibility the vendor will likely show in the adjustment of the price), and the time of month (buying at the end of the month often gets you a better price than buying in the middle of the month). Willingness to make an immediate purchase often makes a difference in the deal you can get.

You can often place your order with a discount vendor either by phone or online. Each approach has its own advantages and disadvantages. If you plan on negotiating the price, you will probably want to call; it is faster than email. If you call, you may get the benefit of suggestions of other models (which may or may not be better than what you initially chose). If you call, you likely get pressured to buy accessories or/or extended warranties at often-inflated prices to offset any discount that you negotiate. If you go into a brick-and-mortar store, you will get similar “guidance,” but often in a lower pressure environment.

When you are ready to purchase, please keep the following tips in mind to help you protect yourself.

**Tip No. 1. Look Before You Leap.** Do your homework. Investigate thoroughly and decide what you want before contacting a discount vendor. If the vendor tries to talk you into a different camera than you planned to buy, and the different camera sounds really good to you, don’t buy anything. Check out the new model and decide if serves your needs better than your first choice (sometimes you will find that it does). If so, check comparative pricing and buy the digicam. Impulse buying can get you burned badly. Never buy a camera model that you have not seen operate to your satisfaction.

**Tip No. 2. Never pay in cash, checks, or via wire transfers.** Use a credit card to buy over the Internet or phone. The rules and regulations respecting credit cards afford you some protection against a vendor that ships nonconforming goods or that fails to ship at all after charging your card. If you want to exercise extra caution, get a separate, relatively low-limit credit card to use in such transactions. If something goes wrong and your credit card number gets picked up by someone that shouldn’t have it, you can cancel the card without interrupting

your other credit card usage.

**Tip No. 3. Beware of Gray Market Goods.** Certain vendors sell goods that were not manufactured or distributed for sale in the United States. These goods, sometimes called “gray market” goods, have found their way to the United States through a circuitous route, and gray market vendors will happily sell them to you, often at a substantial discount. Many of the so-called gray market goods are made by well-known manufacturers, arrive in excellent condition, and work perfectly fine. On the other hand, gray market goods may also arrive without a set of instructions in English. More importantly, they will almost definitely arrive without a U.S. warranty. The absence of a U.S. warranty means that if something fails, you get to find a repair center and pay to repair or replace it.

**Tip No. 4. Beware of the “U.S. Warranty” Scam.** Some vendors, anticipating that a customer will know enough to ask for a U.S. warranty, sell gray market goods with a third-party warranty contract provided by a United States-based repair service. Since the third-party warranty comes from and provides service through a United States firm, the vendor will, truthfully, tell you that they will sell the camera to you with a “U.S. Warranty.” These third-party warranties often do not match the breadth of coverage of the manufacturer’s warranty. Unless you feel like gambling, when you order, be clear that you want a camera that comes with the manufacturer’s U.S. warranty, not gray market goods.

**Tip No. 5. Beware of the Shipping Charges Scam.** Some discount vendors will quote you a very favorable price for the camera of your choice. While you are congratulating yourself on the great deal you just made, the vendor will then recover some of the profit discounted out by adding an excessive amount for “shipping and handling,” say \$60 or \$75 when the true cost should be \$20 or \$30.

**Tip No. 6. Service Contracts Cost Too Much.** Often you will have the opportunity to purchase a vendor or third-party extended-service contract for your new digicam to supplement the manufacturer’s warranty. Distinguish these from extended warranties from the manufacturer. They are either a store arrangement or a third-party warranty package. Generally the service contract or extended warranty costs 10–30 percent of the cost of the camera, depending upon its scope and term and depending upon which vendor offers it. The primary purpose of these contracts appears to be creating an opportunity for the vendor to make a few extra dollars. These extended warranty packages often do not represent a good value, and you probably should forgo the “opportunity.”

A final note about the brick-and-mortar stores: Some brick-and-mortar stores (and some Internet and phone vendors) will diligently work to provide you with accurate information about digicams, DV cams, accessories, and prices. Unfortunately, other stores operate in an ethical void that allows them shamelessly to take advantage of the uninformed. Just because many discount camera stores exist in New York, for example, do not assume that going into a camera store in New York will allow you to get a good deal on a digicam or a DV cam. I recently visited New York. While there I went to Times Square. For those of you who are not

familiar with Times Square, it is in the heart of the theater district. Within a several block radius of Times Square you will find an incredibly large number of camera and electronics stores. Many of the stores have displays suggesting that they will sell you electronics equipment at very favorable pricing. When you talk to the salespeople in many of the stores, they will endeavor to convince you of the same thing. I went into five of the stores within a few blocks of Times Square and talked to them about buying a particular piece of camera equipment that Panasonic had recently released.

Although Panasonic lists the unit at \$399, all of the five stores I went into represented the list price at substantially more than \$399 (the range ran as high as \$1,200). None of the stores actually tried to sell me the piece at their fictitious list price; each offered it at a lesser amount (but still well over the list price). All of the stores anticipated negotiation over the price. Upon my request for a better price, each immediately offered a further “discount.” The best price I received from these five stores was \$543 (after some haggling on my part) for the unit (only \$140 over the manufacturer’s list price). When I told the sales manager who made this very special offer to me that I knew Panasonic listed the piece for \$399, he did not even bat an eyelid before telling me that his price was still a good deal, as people regularly pay premiums for electronics in New York. Even then he did not offer to sell it to me at the manufacturer’s list price. The bottom line is, don’t buy anything until after you have checked out the manufacturer’s list price and available discounting. *Caveat Emptor.*

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# TechNotes

## Lose Those Wires

By J. Anthony Vittal

In my last column, I wrote about remote access to your office or home desktop computer via wired or wireless systems. This month, I write about the future of wireless LAN connections, known in the trade as “Wi-Fi”—a short-range radio technology operating over distances of several hundred feet that frees computers from their physical tethers to the Internet. I believe that Wi-Fi connections will become ubiquitous in the next few years and will dramatically change the way we do business.

The industry already has rolled out the new 802.11g Wi-Fi standard, a vast improvement over the older 802.11b. The 802.11g standard permits connections at up to 54 Mbps and offers 128-bit encryption. The new Intel® Centrino® chip sets for portable computers include Wi-Fi circuitry on the motherboard, connecting to an antenna embedded in the edge of the lid. There even are Wi-Fi-enabled PDAs, such as the Palm Tungsten C, the HP iPaq H5550, and the Toshiba e750. In late July, Intel quietly announced that it was teaming with a small Israeli company to back a free wireless standard, 802.16 (“WiMax”), that is intended to send and receive data over distances up to 30 miles at speeds up to 70 Mbps. Intel is exploring using WiMax to distribute signal to Wi-Fi antennas in local neighborhoods, which then will connect to your portable device. If successful, the technology rapidly will alter the communications landscape.

The local infrastructure already is experiencing an explosion of Wi-Fi public access points (“hot spots”) in hotels, coffee shops, restaurants and airports. McDonald’s joined Starbucks and Borders bookstores in offering free or subsidized hot spots, when McDonald’s started rolling them out in late July at its fast food restaurants in San Francisco and New York City. By the end of this year, there will be more than 24,000 “hot spots” world wide. According to Craig R. Barrett of Intel, there now are about 40 million Wi-Fi users. New access points (Wi-Fi hubs) are selling at the rate of about 15,000 a day, which makes Wi-Fi a much faster-growing technology than cellular telephony. Business travelers are fueling the demand, with

75% of the 40 million business travelers in the United States now carrying notebook computers.

In many regions around the country, small groups of volunteers and computer networking hobbyists are deploying free citywide Wi-Fi networks in rapidly growing numbers. For example, two community groups in San Francisco have combined their efforts to create a network of 12 public nodes that are connected in a simple mesh, making signals available locally in a radius of approximately a city block from each antenna. The groups plan to deploy 20 more nodes by the end of this quarter and soon will install antennas on top of Twin Peaks, the highest point in the city, and on Yerba Buena Island in the middle of San Francisco Bay.

Although both Windows XP and Mac OS X automatically detect wireless networks and allow you to connect to them without additional software, there now are devices that allow you to locate a “hot spot” without even opening your computer. The credit-card size WiFi Finder by Kensington (MSRP \$39.95), at the press of a button, will detect an 802.11b or 802.11g network within 200 feet and will indicate the strength of the signal.

Combining Wi-Fi technology with Voice over Internet Protocol (“VoIP”) [more about VoIP in my next column] will allow you to use your computer wirelessly for both telephony and videoconferencing. If your portable computer is not already equipped with a Bluetooth card, just plug the Bluetooth transceiver for the Plantronics M1500 into the headset plug on your computer, hook the wireless headset over your ear, invoke your Internet telephony application, and you’re ready to communicate world wide without worrying about the compatibility of your cellular phone with the local cellular system. (The same M1500 works on your cellular phone, if it has a headset plug. If you use a Nokia cellular phone, there is an adapter that connects at the base of the phone.) Clip a portable web cam, such as the Creative WebCam Notebook (MSRP \$49.95), to the top of the screen on your portable computer, and you even can do wireless videoconferencing.

While this technology will help free you from communications wires, there is a downside. Adding radio frequency transceivers (WiFi and Bluetooth) to your portable computer imposes a significant drain on your batteries. Therefore, unless you have extra fully-charged batteries or a power-plate solution to provide more power, you still will need to either conserve power by switching off your wireless devices when you are not using them or stay close to a power source – at least until battery technology improves or portable computers start integrating photovoltaic power sources. Even with this limitation, the ability to work and communicate wirelessly wherever you may be – in the back yard, in the courthouse, at a luncheon meeting across the country, or in your hotel halfway around the world – with ever-increasing ease, will simplify your life and enhance your relationships with your clients.

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*writes frequently on legal technology topics.*

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# MacNotes

## Leader of the Pack

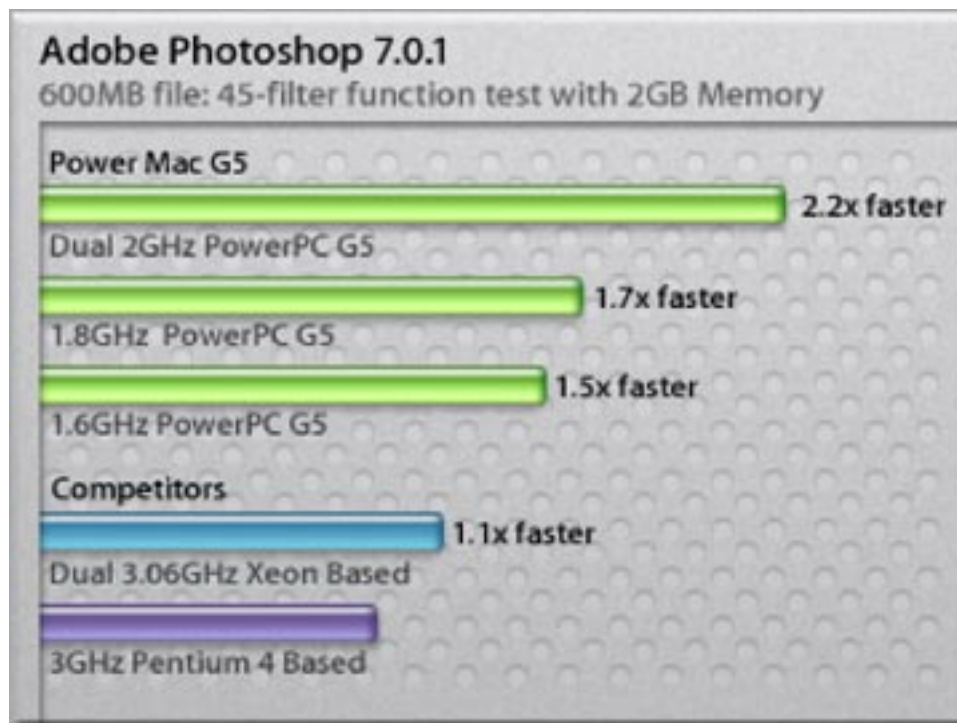
By Jeffrey Allen

How does a computer company follow up its own act after bringing the world a sleek, lightweight, high-powered, premium-quality laptop computer with a truly magnificent 17" screen? Well, if that company is Apple, the answer is simple: Introduce the G-5. Apple has announced and released the next generation of computers.

The newest iteration of the PowerMac comes in three basic configurations: Amazing, Really Amazing, and Blow Your Socks Off! (No, Apple is not officially calling them by those names, but wait till I tell you some of the specs on these things). The low-end G5 has a \$1,999 base price and comes with the G-5 processor working at 1.6 GHz. and an 80 GB hard disk. The next step up costs you \$400 more, for which you get a G-5 running at 1.8 GHz and a 160 GB hard disk. The top of the line goes for \$2,999. That gets you a dual processor G-5 running at 2 GHz with a 160 GB hard disk drive. All three computers include a 512K L-2 cache and Apple's SuperDrive (CD/DVD-R/W/). The computers all include built-in gigabit Ethernet, a built-in 56K modem, USB 2.0, FireWire 400 and FireWire 800 ports. All are Airport Extreme (802.11g wireless) and Bluetooth ready.



At first blush, the processor clock speeds offered by these three new machines seem moderately impressive by comparison to the speed of Apples current crop of G4 processors, but not outstanding by comparison to the speeds of regularly advertised machines on the Windows platform. But, there is more to the G-5 than the mere clock speed. In the G-5, Apple offers the first true 64-Bit processor for a personal computer. So, what we have is a 64 Bit processor running at 2.0 GHz that will substantially outperform a 32 Bit processor running at better than 3 GHz. Apple has done some comparative testing and posted the results on its website. I have included an example of the results below. For further results, go to: [www.apple.com/powermac/performance/](http://www.apple.com/powermac/performance/). Apple has set up several “White Papers” detailing the capabilities of the PowerPC G5 Processor and the PowerMac G5 computer that it powers. Those reports include more detailed information comparing performance and features of the G5 both to the G4 processor and to Pentium IV processors running at 3GHz.



So, bottom line, what does all this really mean? Simply put, the 64-bit processor allows the G5 to take bigger gulps of information (kind of like broadband for information processing). That ability allows the computer to process greater quantities of information in less time, even though it may run at a lower nominal clock speed. By way of comparison, if you have a large office full of furniture and you have to move it to a new office a few miles down the road, you will get it there much faster packing it into a large moving van that will travel at 45 miles per hour than you will by trying to move it with a minivan that will travel at 65 miles per hour. The G5 brings more speed and power to desktop computing than desktop computing has ever had before.

Does this mean that we should all rush out and buy G5's? No. Some users will immediately see noticeable benefits from upgrading to the G5. Scientific research and graphics production

and rendering will likely see the most immediate benefit from an upgrade. Unless you are heavily into graphics production, most of the tasks attorneys use computers for will not see substantial improvement initially. Improvement from the G5 for those of us not into scientific research and graphics will likely come in the next year or so as software vendors start creating code that takes advantage of the G5's power.

The rest of us may see some immediate benefit as the G5 will handle both 64 bit and 32 bit code in native mode, so that the G5 should run most, if not all of your current Mac applications just fine while you wait for the 64 bit versions to come out.

Being a practical kind of person, my recommendation for most of you is that you ogle the G5 at your local Apple Store and/or on the Internet at Apple's On-Line store, but that you defer the purchase of one until at least next year. Why do I say that? First, unless you use a lot of graphics software, you will not likely see a significant improvement over the G4 for a while. Second, Apple has a major renovation of OS X in the works. It should come out during the last quarter of 2003. Some time, relatively shortly after it appears, Apple, if it follows true to form, will include the new system with its new computers and sell the upgrade to everyone else. Third, the G4 computers currently on the market offer considerable power and speed. For the next few years they should work just fine for law office applications. Because of the introduction of the G5 computers, expect further price reductions on the G4 computers. You will quite probably be able to get a really good buy on a G4, so, even if you are thinking about getting a new computer, you might want to save some money and get a new G4.

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# ProductNotes

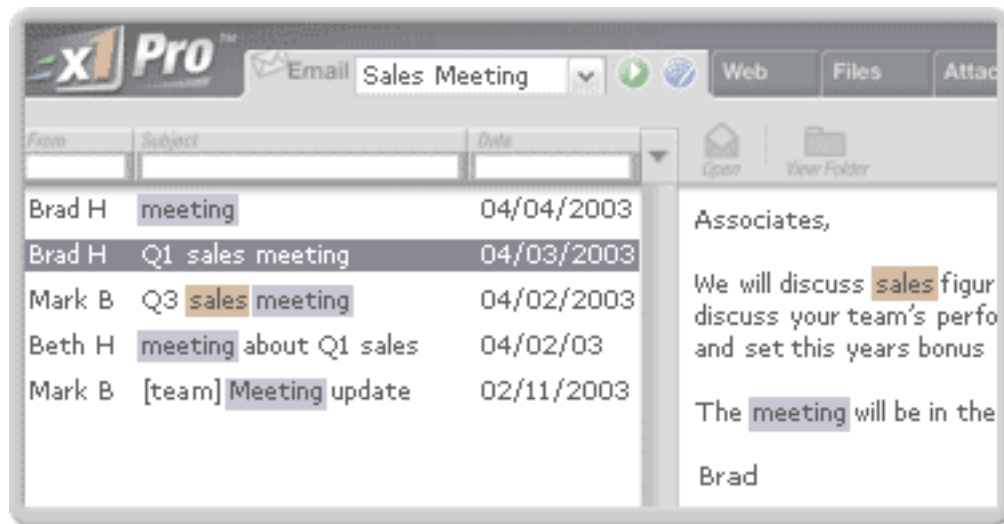


## **Plantronics M1500**

Plantronics M1500 wireless headset: a Bluetooth headset, weighing less than an ounce, and a transceiver that plugs into the headset plug of your phone. You can carry the transceiver in a belt pouch or in your pocket or purse, or you can attach it to the back of your phone. If you use a Nokia phone without a headset plug, Plantronics offers a transceiver that plugs into the connector at the base of the phone (M1500-N1 or M1500-N2, depending on your Nokia model).

The M1500 has a noise-canceling boom microphone that adjusts to your face. It produces clear digital-quality sound. A full charge (one hour) provides approximately 3.0 hours of talk time and three days of standby time between charges. Using the optional car lighter adapter, you can recharge the headset and the transceiver while on the road. You can use the headset while recharging; but don't simultaneously charge your transceiver and your phone while using the headset, as poor audio will result.)

The headset includes an integrated volume control and mute switch. Rotate the dial to change the volume level, and push in on it to enable/disable the mute function. If you get a Bluetooth-enabled phone, you need not change headsets. Just continue to use your M1500 headset without the transceiver. If you already have a Bluetooth phone, buy the headset without the transceiver, such as the M1000. As of August 24, 2003, mySimon ([www.mysimon.com](http://www.mysimon.com)) reports prices for the M1500 ranging from \$119 to \$219.99 with free shipping and handling.



## X1: A Search Engine for Your Computer

Finding files on one's computer can be tedious, time consuming, and frustrating. To address that problem, anew, simple, and easy to use program called X1 has just hit the street, or should I say the web! (You can download a trial version free at [www.x1.com](http://www.x1.com)).

Upon installation, X1 appears as a tool bar at the top of your screen. Enter a text string and put X1 to work; X1 will immediately begin to display files on your computer that include that text string. The folks at Idealab have put together a fine new tool.

Mark Goodstein, the head of the X1 project, says that the interface is "sufficiently intuitive and innovative to allow users to be able to narrow down most all of their searches" from a very large amount to just a few. That allows X1 to work very efficiently and more rapidly than most that I have used.

Now the question becomes what will happen to X1 in the coming weeks and months (because it's only been out 3 weeks!). Well, first off, the folks at Idealab seem serious about being around for a while, and they seem committed to listening to the public about what a good hard disk search product should have. They have put faith in listening to their Beta Testing groups and answering the more common problems that have thus far arisen in X1. The product would benefit from few more features and functions such as search capabilities for pictures, attachments, and Acrobat files. I have had several discussions with the X1 folks. They seem to be listening to what we, as lawyers, will need in a document search engine.

You can download a free trial version of X1 at [www.x1.com](http://www.x1.com) and <http://download.com>. If you desire to go a step further into the Pro version, the cost is \$50.00. **Reviewed by Alan Pearlman**

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# SectionNotes

## Fall Meeting in Minneapolis

The GPSSF Section will hold its Fall Meeting in Minneapolis, Minnesota, at the Hilton Hotel. The meeting takes place from October 16–19, 2003. Join us for a weekend of Section activities, including, without limitation, important committee meetings, outstanding CLE opportunities, and a tour of West Publishing.

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## Future GPSSF Section Meetings

### 2004 ABA Midyear Meeting: February 5-8, 2004

Marriott Rivercenter  
San Antonio, Texas

### 2004 Spring Meeting: April 21–25, 2004

Gold Canyon Golf Resort  
Phoenix, Arizona

### 2004 ABA Annual Meeting: August 5–8, 2004

Omni Hotel at CNN Center  
Atlanta, Georgia

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## Section Leadership

**Chair:** William Hogan, Boston, Massachusetts

**Chair-Elect:** Lee Kolczun, Lorain, Ohio

**Vice Chair:** Dwight Smith, Tulsa, Oklahoma

**Secretary:** John Macy, Waukesha, Wisconsin

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