

Oregon Law Practice Management

Practice Management Tips for Oregon Lawyers



The Best of ABA TECHSHOW 2011

Whew! [ABA TECHSHOW](#) is in the record books for another year. I enjoyed the Keynote and EXPO – always good to see product demonstrations and meet new vendors. And the weather was a welcome break for those of us who have yet to experience spring. As always, there is [much to enjoy in Chicago by way of art, architecture, and museums](#). All In all, it was a perfect

Silver Jubilee.

If you were following along, I live-tweeted these sessions:

- [Web Site 101: Build and Rebuild](#)
- [OneNote – The Secret is Out!](#)
- [Google Tools and Apps for Lawyers](#)
- [Developing Documents Using Collaboration Tools](#)
- [Microsoft Word Power Users](#)
- [60 iPhone and iPad Apps in 60 Minutes](#)

Just click the links above to access my “Live Tweet Review” from each of these presentations – sans the hash tags, [Twitter](#) feed clutter, and occasional typo.

Hey – I sent well over 100 tweets using my [iPhone](#) with 3GS, not bad for a butterfingers – and you got to stalk (I mean follow) my whereabouts on [Foursquare](#).

But what I really want to do now is share my favorite tips from 60 x 2, otherwise known as “60 Sites in 60 Minutes” and “60 Tips in 60 Minutes.” So without further ado:

All Things iPad

- Take notes on your [iPad](#) using a handwriting app. Try [PenUltimate](#) (\$1.99) – choose from three different pens, writes in color, uses photorealistic paper, saves notes to PDF.
- Looking for a killer [iPad](#) case and keyboard? I know I want this [leather iPad case from Brookstone with Bluetooth keyboard](#).
- Want to view, edit, and sign PDFs on your [iPad](#)? Try the ultra-cool [SignMyPad](#) for \$3.99. Visiting a client outside the office? Capture signatures on fee agreements with [SignMyPad](#), and then e-mail the signed contract to yourself and the client.
- Just bought the new [iPad2](#) and still learning how to use it? Subscribe by e-mail or RSS to Josh Barrett’s [Tablet Legal blog](#) and learn all there is to know. (Another favorite of mine: [iPhone J.D.](#))

Automate Certified Mailings

- Save the hassle and cost of certified mailings by automating with [CertifiedPro.NET](#) (works only with Internet Explorer) or [SimpleCertifiedMail](#) (works with Internet Explorer,

Firefox or Safari.) ([My Caveat: before using a Web-based certified mailing service, verify that electronic return receipts are legally sufficient.](#))

Can the Spam

- Everybody hates spam (junk e-mail that is, not the food). One way to nip it in the bud is to use a free, disposable e-mail address. Give it to vendors or use it for sites that require an e-mail registration when you don't wish to provide your "real" e-mail address. [Spamgourmet](#) was recommended at [TECHSHOW](#). Alternatively, if you want to keep your "real" e-mail address, but mask it from spammers try [scr.im](#). This free tool keeps your e-mail address invisible and stops spam bots dead in their tracks.

Collaboration

- Looking for a way to better collaborate with in-house counsel? It's [Legal OnRamp](#) to the rescue.
- Start using Web conferencing services like [GoToMeeting](#) (or my favorite: [WebEx](#) which supports audio over VoIP, toll, or toll-free numbers, video conferencing, desktop sharing, recording and collaboration over a secure connection.) For what purpose you ask? There are many, but one suggested at [TECHSHOW](#) - use Web conferencing to meet with your experts *before* they put pen to paper and write reports.

Download Online Videos

- Download online videos to store locally on your computer with [Zamzar](#) or [KeepVid](#). (Without these services, you can't pull content down from [You Tube](#).)

eFax Services

- Want fax capability without the hassle and expense of maintaining a separate machine? Use an eFax service like [EasyLink](#) or [Fax2Mail](#). Send and receive faxes as PDFs, view faxes as e-mail attachments, accessible anywhere, keep your personal fax number if desired. (My suggestion: Compare eFax services [here](#).)

eSignatures

- Take your paperless practice to the next level with online e-signatures. Suggested at [TECHSHOW](#): [Right Signature](#). (My thoughts: Compare [Right Signature](#) to [Adobe eSignatures](#).)

File Sharing and Sending

- [Dropbox](#) was all over [TECHSHOW](#). It was mentioned at almost every session I attended. If you've been living in an undisclosed location recently and don't know what all the hub-bub is, here's the scoop: [Dropbox](#) is a simple, easy, FAST way to store, sync, and share files online. Initial storage of 2GB is free. Get more by referring others or buy storage to suit your needs. I'm a huge fan. I have [Dropbox](#) on three desktops, my [iPhone](#), and my husband's [iPad](#). In fact, I just used it to transfer and share my [TECHSHOW photos](#) taken with my [iPhone](#). A great way to collaborate, work on documents remotely or share documents with clients and others. Want another file sharing option? Try [Ge.tt](#) or [SkyDrive](#).
- If you don't want to use [Dropbox](#) and wish to send a large file directly to a client, then you'll need a file sharing service. Consider the tried-and-true [YouSendIt](#). ([I recommend you also take a look at the newer kid on the block: SendNow from Adobe](#).)
- Use [FileGenius](#) to offer clients file transfer capability on your Web site without setting up an Extranet. Sign up for the service, set up a link on your Web site, then send the link to your clients. All they have to do is click and enter a username and password. Once clients are on your site, they can view and transfer documents. Starts at \$159/month for 20GB of file space. Free trial available.

Humor

- When only a *snarky* e-card will do [Someecards](#) comes to the rescue.
- If your lunch has ever been stolen out of the office refrigerator, you'll appreciate [these lunch bags: complete with green splotches that look like mold to drive would-be thieves away](#).
- [DYAC](#) displays the worst of the worst [iPhone](#) and [iPad](#) autocorrect attempts. [Submit yours here](#).
- Attorney: What was the first thing that your husband said to you when he awoke?
Witness: He said, "where are we, Cheryl?" Attorney: And why would that upset you?
Witness: Because my name is Kathy. Read this and other funny posts at [Overheard in Court](#).
- For more fun, check out [Awkward Family Photos](#).

Keeping Up with Technology

- Staying on top of the latest gadgetry is challenging to say the least. [Engadget](#) can help with news, galleries, videos, podcasts, reviews, and more. (My opinion: I prefer [Techlicious](#). The founder's motto is "tech made simple" and it's true. I like my gadget sites to be accessible, understandable, and topical – [Techlicious](#) delivers.)
- [Makeuseof](#) is a little bit of everything: cool Web sites, cool apps, how-to articles, tips, tricks, and downloadable guides. Registration is free.
- [ABA members can get expert tech training in small doses with ABA TechEZ Training Tuesdays. Just one of the many benefits of being an ABA member](#). Check it out!

Legal Research, Dictionaries, Encyclopedias, Articles and More

- Free is always a plus, especially when it comes to online legal research, legal articles, or legal dictionaries. Check out these possibilities: [Virtual Chase from Justia](#) – includes links to state government and legal resources, library associations, people finders, and more. [Jurispedia](#) – a worldwide encyclopedia of law. And last but not least: [Wex, a free community-built legal dictionary and encyclopedia from Cornell University Law School](#). (My tip: while you're on [Justia](#), grab your [free legal profile](#).)
- Get almost "real time" alerts on appellate and Supreme Court cases with [CourtListener](#). Create case alerts by entering a search query. Updated daily.

Marketing and Web Sites

- Ever wish there was [You Tube](#) for the legal profession? There is. It's called [Legal Tube](#).
- Analyze your Web site at no charge with [Webmastercoffee](#) and fix what doesn't work.

Miscellaneous Good Stuff

- [Get a tip a day from attorneyatwork](#) (and check out other great resources there).
- Listen to podcasts *at your leisure* with [Podcast Player Pro](#).
- Looking for free, downloadable books? They can be tough to find. Try [Read Print](#). The library includes books, poems, and short stories. [Works from many famous authors are available](#) – all free.

Money

- Budget, plan, and manage your finances with [Mint.com's](#) free personal finance software. [Bank-level security, not used for transferring funds or moving money](#). ([Mobile apps are supported](#).) ([Dee Crocker](#) and I first recommended Mint at our Money Matters presentation in January 2010. It's a great tool. Oregon lawyers can download the Money Matters handout and order our free presentation from the [PLF Web site](#). Select Programs on CD/DVD under Loss Prevention – CLE.)
- Organize your business receipts with [Shoeboxed](#), free online receipt organization software (scan, e-mail, or mail receipts to yourself or your office).

Online Annotation and Bookmarking

- Collect, highlight, and remember with [diigo](#), an online tool for highlighting, annotating, and bookmarking Web pages. Available on the [iPad](#), as an extension for [Google Chrome](#), or a [toolbar for your browser](#).

Outlook

- Are you an [Outlook](#) user? Do you ever wish you could streamline saving attachments to your hard drive? Try [EZDetach](#) from [Techhit](#). This [Outlook](#) addin allows you to save attachments from one or more messages (or folders) with a single mouse click. \$39.95 with 30 day risk-free trial. While you're at the [Techhit](#) site, be sure to take a look at their entire suite of [Outlook utilities](#). I couldn't live without [SimplyFile](#), the intelligent filing assistant. And unlike other [Outlook](#) addins, I haven't experienced major program conflicts requiring me to abandon or uninstall the product.
- Wish you could bypass the Recycle Bin and permanently delete [Outlook](#) e-mail? Use <Shift> <Delete.>

PDF

- Learn the magic of [creating PDF portfolios in Acrobat](#). This is more than just combining files. Use the portfolio capability of Acrobat to present your next settlement package as a single PDF – organized in one of five layout styles and accented with themes and backgrounds. Make even more of an impact by adding photos, video, or audio. [PDF portfolios are also a great tool for case analysis and archiving e-mail](#). While you're at it, get tips, techniques, and even more from [Rick Borstein's Acrobat for Legal Professionals Blog](#). While there, [visit the movies page and set up a lunch and learn for you and your staff](#).

Presentations: Beyond PowerPoint

- Need to create a presentation? No one wants to “read” your slides. Ditch the text and get creative with tips and video blog posts from [Presentation Zen](#).
- Maybe you've got the “Zen” of it down, but you're looking for a cloud-based presentation tool? If so, try [280 Slides](#) or [Prezi](#).

Scheduling

- Try online scheduling and avoid the pain of exchanging e-mails. Try [Tungle](#) or [When is Good](#) (I would add [Doodle](#) or [ScheduleOnce](#) to the list [or you can compare online scheduling apps here](#).)

Security

- [Boot and Nuke with Darik](#) – a self-contained boot disk that securely wipes the hard disks of most computers.
- Need to generate or store secure passwords? Try [FileFlash](#) from [WinCatalog](#) or [Password Safe](#) from [SourceForge](#). Both are free.
- Want to securely encrypt your Mac or Windows hard drive, but don't have the money to do it? Try [TrueCrypt](#) open-source disk encryption.

Social Networking

- Social networking eating up too much of your time? Turn it off for a while with [Anti-Social](#) (Mac users only) or [Freedom](#) (supports Windows and Mac.)
- What are *they* saying about *you* in the cloud? What did you post? Find out using social search engine [greplin](#). (Register for free, premium accounts available.)

Smart Tricks

- Want to easily bring a folder to the top of the list in My Documents, Documents or Libraries? Use the underscore _ or plus key + and give your folder a promotion. ([My two cents: you might also want to try a nifty little product called Folder Marker to color-code your electronic files.](#))

Summarize and Examine Text

- Condense, examine, combine, and summarize text quickly with [Topicmarks](#). Sort of a “crib notes” for readers. Receive your summary by e-mail. Easily set parameters to control summary length. Accounts are free.

Travel

- Tired of [Expedia](#) or [Orbitz](#)? Get hip with [Hipmunk](#). Rated as “fantastic and surprisingly usable” by [Lifehacker](#). Hipmunk has a helpful [blog](#) with travel tips, news, and insights as well as a “[Pedestrian’s Guide to the USA](#).” If you’re an [iPhone](#) user, check out the [app](#).
- If you are a frequent traveler, then you also may want to know about [MedjetAssist](#) – medical evacuation from (almost) anywhere in the world. Recommended this year and previously at [TECHSHOW](#), it can literally be a lifesaver.

Voice to E-Mail and Call Recording

- Looking for a better voice to e-mail service than [Google Voice](#)? Try [PhoneTag](#). \$9.95 per month for 40 messages; \$29.95 per month for unlimited messages. Other options: [YouMail](#), [VoiceCloud](#) and [Yap Voicemail](#).
- Want to record your [Skype](#) calls? Use [Pamela for Skype](#). [Pamela Basic and Pamela Call Recorder allow you to record](#) for up to 15 minutes. Free!

Windows 7

- Help! Windows 7 no longer shows me the full path of the current folder and file in the address bar! No worries, [the solution is just a mouse click away!](#) Right click any part of the address bar and choose Edit Address. Copy and paste the path as desired.
- Still trying to wrap your head around the many features of Windows 7? PC World offers [Windows 7: A Complete Survival Guide](#).

Final Thoughts

If you haven’t been to the [ABA TECHSHOW](#) before, I hope you come sometime. Save the date for next year: March 29-31, 2012. Register early and take advantage of the [Professional Liability Fund](#) program promoter code to save money. (Details will be posted on the News page of our [Web site](#) at the end of 2011/beginning of 2012.) Meanwhile, enjoy this glimpse of [Chicago](#). Hope to see you there in 2012!

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Originally published April 18, 2011 at

<http://oregonlawpracticemanagement.wordpress.com/2011/04/18/the-best-of-aba-techshow-2011/>