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Malpractice Prevention Education for Oregon Lawyers

Tips From the 2009 ABA TECHSHOW®

ABA TECHSHOW® is the world's premier legal technology CLE conference and expo. Dee Crocker and I were among the nearly 1,500 professionals who attended the three-day CLE conference of more than 50 legal technology CLE programs and training sessions in 15 topical tracks. Here are my favorite tips gleaned from TECHSHOW® presenters this year:

● Complement your large workstation scanner with desktop models to boost productivity. Key-Scan KS810-P is a document scanner built into a PC keyboard. It's compact and fast and accepts documents as small as 2.3 inches up to 8.5 x 30 inches. Starts at $119.99. **http://keyscan.com/en/products/ks810.html.**

● Label printers are a life saver for offices that maintain paper files. Avoid the hassle of feeding an entire sheet of labels into your laser printer when you need only one or two. Try Dymo, **http://global.dymo.com/enUS/Segments/Office_Solutions.html;** Seiko, **www.siibusinessproducts.com/products/index.html;** or Brother, **www.brother-usa.com/LabelPrinter/.**

● Use the camera in your cell phone, iPhone, or other handheld device for just about anything: photos of an accident scene; an image of a document in a court file; quick pictures of price labels when comparison shopping; or the location of your parked car.

● Turn any document into a computerized fillable form using the Typewriter tool in Acrobat 7 or later version. Scan the document, save it to PDF, then choose Tools > Typewriter > Show Typewriter Toolbar, and click the Typewriter button. For help using the Typewriter tool, choose the Help menu in Acrobat, then locate "Typewriter tool" in the index.

● Use your e-mail signature as a marketing tool by adding links to your latest articles, CLE presentations, or social or professional networking profiles (LinkedIn, Twitter, LegallyMinded, Martindale.com). Consider including directions to your office or a link to Google Maps.

● Using Outlook for e-mail? Try the add-on SimplyFile, **www.techhit.com/SimplyFile.** Set up Outlook folders for your clients, and Simply-File "guesses" (with a high degree of accuracy) which folder e-mails should be filed in. $40 per user.

● Do you want to accept credit cards but are put off by the bookkeeping hassles? Beacon Processing Solutions specializes in credit-card processing for doctors and lawyers. Beacon, a vendor at the ABA TECHSHOW® for several years now, offers discount rates, free monthly statements, and other lawyer-friendly services. All credit card fees are debited from the operating account, not the trust account, which eliminates many of the bookkeeping nightmares associated with accepting credit cards. Visit **www.beaconprocessing.com/attorneys** for more information.

● Instant messaging (IM) is becoming popular as a way to communicate when you're not able to speak up or pass a note. Keep in mind, however, that IM communications are not secure unless you use encryption. Try Simp Lite (free) or Simp Pro ($25 for a single license) from **www.secway.fr.**

● Microsoft Exchange Server allows Outlook users to share folders, view each other's calen-

dars, share contacts, and more, but it's expensive and not for the faint of heart. If you want the capabilities of Exchange Server without the hassle, consider outsourcing. Exchange My Mail, **www.exchangemymail.com,** offers hosted Exchange Server services. There is no need to buy hardware, software, or Outlook – the subscription includes the latest version – and antispam/antivirus protection is built in. Web access from another computer or your handheld device is included.

● Take it all with you on a USB drive. Keep the data on your USB drive synchronized with your PC by using "My Briefcase," a built-in Windows utility. To create a Briefcase on your USB drive, open the USB drive in Windows Explorer, right-click, and choose New > Briefcase. A Briefcase icon will appear called "New Briefcase." Double-click on the newly created Briefcase. You will be greeted by the "Welcome to the Windows Briefcase" dialog box – this is informational only – click "Finish." Drag and drop folders you want to take with you into the Briefcase. The Briefcase folder on your USB drive will have extra toolbar buttons to allow you to sync and update files. For specific instructions, see Windows Help. On your computer, click "Start," choose Help and Support, and search for "My Briefcase."

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