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Summer 2006

The Legal Connection

ADDRESSING THE NEEDS OF LAW FIRM MANAGEMENT
ONE FIRM AT A TIME

Having clear goals helps define the right technology.

Helping your firm achieve specific goals

New technology is hitting the market and existing technology is being refurbished and applied to the legal industry every day. Whether you need to reduce HR expenses, increase collections or stimulate client generation, chances are some form of technology will play a big part in any firm initiative. Some basic considerations when evaluating your technology options include:

SECURITY/CONFIDENTIALITY - If a website or representative doesn't mention it, move along ...

END USER FRIENDLINESS – Implementation frustrations and training costs are reduced when end user instructions are clear. Look for

more than just an on line FAQ. A picture is worth a thousand words, so manuals or documents with screenshots work best. Of course, a toll free customer support number is even better!

ACCESSIBILITY - Today's workers need 24/7 access to information and processes. Look for solutions that allow for telephone, internet, PDA, and/or laptop connectivity.

No matter what your firm's goals - reducing costs, increasing employee satisfaction or getting more clients, there's a technology available to help get the job done!



**SMARTER
TECHNOLOGY**
Experience
Counts



IT'S ALL IN THE NAME

When naming your documents, files and e-mail attachments, give some consideration and pick something that not only makes sense to you, but that will make sense to everyone who receives a copy.

A great way to keep your files organized is to use consistency when naming. Some common conventions include starting each file with the date (2006-06-26) or client last name (Smith- Ltr Adv)



What is PDF anyway?

A great utility to help remove much of the "paper" required in the practice of law

What is PDF? It's short for *portable document format*, a file format developed by Adobe Systems but is now widely available through many applications, including my favorite **free** .pdf utility www.primopdf.com.

PDF captures the image of a document from a variety of desktop applications, including Word and other Microsoft products (Corel's WordPerfect has a built in print to pdf function) making

it possible to send the document and have it appear on a recipient's monitor or printer as intended, irrespective of the operating system, software and printer of the recipient.

In a nutshell, a PDF is a "picture" of the actual document, which is why you cannot modify or change a PDF with word processing software. Software is available that will convert PDF files back to their workable file types.

To view a file in PDF format, you need Adobe Reader, a

free application distributed by Adobe Systems here: <http://www.adobe.com/products/acrobat/readstep2.html>.

PDF's are not just for desktop applications. PDF is also a great way to capture content from websites and other non-desktop items, creating electronic receipts and converting many paper documents into electronic format for easy organization, storage and retrieval purposes.

TECHNOLOGY COMMON SENSE

The next purchase after your cell phone, PDA, Treo® or BlackBerry® should be a protective carrying case.

Chances are life will deal your new piece of equipment some serious blows. When properly protected with a hard or other shock absorbing cover – the fact is these expensive devices last much longer.

Gone are the days of clunky and geeky designs too! Update your look with some color or fine Italian leather – there's a cover to fit every style and budget these days!

Treo® owners can visit www.treo-gear.com for some great deals!



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Greetings Subscribers!

I hope you enjoy this issue of The Legal Connection – a compilation of thoughts, reviews, tips, tricks, and content for those interested in the world of law and/or working virtually!

Personally, it will be a busy summer season for me. Our annual block party is this coming weekend – smack dab in the middle of Canada Day and July 4th – so we'll be celebrating both! ;) A trip to Montreal to meet Elizabeth, my twin brother's daughter who arrived this Spring, along with camping trips to PA with the kiddies will keep me moving around quite a bit over the next month or so -- thank goodness I'm virtual and let me know if you want to be too! ;)

As always,

Virtually@YourService!™
Andrea Cananvina, MVA