

Technology Tips for Attorneys

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Materials Available Online

- Slides
 - <http://www.jlellis.net/powerpoints.html>
- Handout
 - <http://tinyurl.com/3cqdv23>
 - **Access to handout file expires May 18**

Be Certain to Take Advantage of Technology

- Can help you organize your work
- Help you with your work/life balance

Watch out for Negative Aspects of Technology

- Security/Privacy concerns
- Ethical issues

Outlook

- All PLAN Attorneys have Outlook
 - Either 2007 or 2010
 - Tutorials for both may be found online
 - 2007
 - <http://tinyurl.com/22te7bo>
 - 2010
 - <http://tinyurl.com/2drnm8>
- Outlook is much more than just email

Outlook - Calendar

- Allows you to
 - Keep track of your own schedule
 - Share your schedule with others on the same exchange server
 - Sync your smartphone calendar with your office calendar
 - Easily send appointments to others to put on their calendars
 - Easily receive appointments via email to put on your calendar
 - Color code events to help with organization

May 2011

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- My Calendars
- Calendar

- Mail
- Calendar
- Contacts
- Tasks

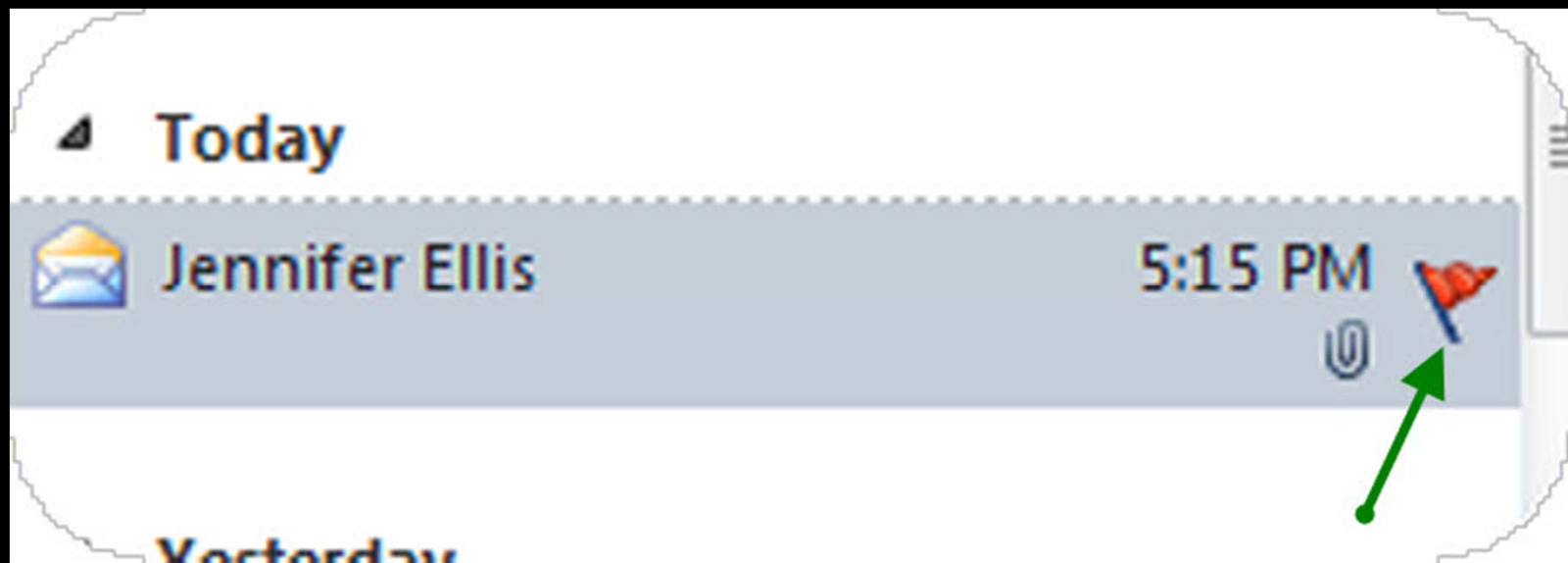
May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1	2 Materials Deadline for G 11:30am Potential confer	3 1:00pm Conference call	4 1:00pm Call Johanna	5 6:20am Wake; Jennifer 8:00am Train to New Yo 12:00pm Lawline recordir 2:00pm Lawline Recordi	6 Write materials for PLAN 1:00pm Jennifer Ellis cal 2:00pm Judy Calling	7 Ellen out of town 3:00pm curtis to pet sm
8	9 1:30pm Beth Calling	10	11	12 9:30am Crowne Plaza Hi	13 6:30pm YLD Seminar	14
15	16 4:00pm Conference call	17	18 1:00pm Meet with Davic	19	20 Ellen out of Town 10:00am ELI Materials du 3:00pm Travel to Bedfor	21 9:45am Teaching at Bed
22 Ellen out of Town	23	24 12:00pm Dcba teach; Jen	25 10:00am Conference Call 12:00pm Lunch at Indian 1:00pm Lunch with Erin	26 1:00pm Run through wi	27	28
29	30	31	Jun 1	2	3	4

Outlook To Do & Tasks

- Click the flag on an email, it goes on a To Do List
- List shows on the right side of the Outlook screen

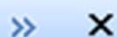
Outlook To Do List



Outlook To Do List

- Add to tasks and lists by creating new tasks or
- Typing a task at the top of the To Do box
- Can
 - Color code
 - Assign to other people
 - Set urgency
 - Set deadlines

To-Do Bar



October 2007

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Meet with city planners

Thu 9:00 AM - 10:30 AM

City Hall



Lunch with sales manager

Thu 11:30 AM - 12:30 PM

Cafeteria



New hire interview

Thu 1:00 PM - 2:00 PM

16/5680

Arranged By: Due Date

Today

Call new clients

Airline tickets

Order new projector

Consider Google Tools

- Google has numerous useful tools
 - Calendar
 - Contacts
 - Tasks
 - Docs (enables you to upload and share documents)
 - A great way to share documents with clients or opposing counsel

Sharepoint

- PLAN offices are starting to use Sharepoint
 - Sharepoint enables you to share documents easily
 - The capabilities will depend upon how your IT group sets it up
 - Tutorial <http://tinyurl.com/3rf3pd4>

Case Management Software

- Case management software helps
 - Keep all information related to a case together
 - Allow data related to a case to be entered once
 - Gives access to case information to everyone who needs it
- Some PLAN offices use KEMPS' Case Works
- Others use different tools
- Check with your IT department

Access Your Office from Anywhere

- Working from home?
- Forgot a file for a meeting or court?
- Set up your computer so you can access it from anywhere
- LogMeIn
- GotoMyPC

- Enables you to connect to your computer
 - Internet connection
 - Another computer or device (smartphone, tablet)
- Many options with free trials
 - If you decide you like it, get the pay version
- Options for smartphones and tablets
 - Smartphones too small for serious work
 - Good for getting files

Horizon - LogMeIn - Windows Internet Explorer

Search Google

Horizon - LogMeIn

Home
Remote Control
Preferences
Help
Disconnect

Horizon

My Computer
Recycle Bin

Microsoft PowerPoint - [Presentation2]

File Edit View Insert Format Tools Slide Show Window Help Type a question for help

Tahoma

Year in Review (draft)

Click to add notes

Slide 1 of 1

start Microsoft PowerPoint ... 12:38 PM

All keyboard input is captured. Move the mouse outside this window or press CTRL-ALT to release.

Encryption: 256 bits

Done Internet 100%

Access Your Office from Anywhere

- Be sure to follow the directions about leaving your computer on
 - Hibernate or sleep normally interferes
 - Generally need to leave the computer on
 - Turn the monitor off to save energy

Access Your Computer from Anywhere

- Be sure to use a secure device
 - Generally unwise to use public computer terminals
- Be sure to use a secure Internet connection

Use Online Storage

- Dropbox
 - Easily upload /save documents
- Has a phone app as well
- Watch a video on Dropbox
 - <https://www.dropbox.com/>

Backup Your Personal Computer

- Secure cloud backup
 - Mozy www.mozy.com
 - SOS <http://www.sosonlinebackup.com/>

Computer Sharing

- Gotomeeting – www.gotomeeting.com
 - Monthly fee
 - Provides phone number (non-toll free)
 - Can share with up to 15 other people
 - Good for offering inexpensive seminars
- Join.me - <https://join.me/>
 - Free or pay site
 - Extremely easy to use on short notice

PLAN Websites

- www.palawhelp.org
 - Refer people cannot help
- www.paprobono.net
 - supports pro bono lawyers
 - Contains many useful documents
 - documents utilize Hotdocs
- www.palegalaid.net
 - Member only internal information
 - Listservs

Other Useful Websites

- InCite – free Lexis lite for members of PBA
 - www.pabar.org
- Google Scholar – quick and free way to find cases and articles
 - <http://scholar.google.com/>
- Pipl – scours the web and compiles information about people
 - <http://pipl.com/>

Other Useful Websites

- Stumbleupon – find useful blogs
 - <http://www.stumbleupon.com/>
- Snopes – know if a rumor is true before you send on that email
 - www.snopes.com
- CERT – watch out for viruses
 - <http://www.cert.org/>

Other Useful Websites

- Firefox – a better browser
 - www.firefox.com
- Chrome – a better browser
 - <http://www.google.com/chrome>

Social Media

- Excellent for research on clients, witnesses, the other side
- Watch your ethics
 - Only search what is freely available to you via
 - Privacy settings
 - Someone who is already a friend
 - See Philadelphia Guidance Opinion 2009-02
 - <http://www.jlellis.net/blog/no-false-friends/>

Save Time with Social Media

- Utilize tools to manage social media
- Tweetdeck
 - www.tweetdeck.com
- Hootsuite
 - www.hootsuite.com

Smartphones

- Incredibly useful tools
- Check email
- Connect calendar
- Connect contacts
- Many useful applications

Google Voice

- Free service
- Provides you with a phone number you can safely give out
 - Easily changeable
 - Can be set to do-not-disturb
 - Can be set to ring any phone number
 - Does not work with extensions
- Can be used with iPhone, Android and Blackberry

Documents to Go

- Free version allows you to view office documents
- Paid version allows you to edit office documents

Quick Office – Mobile Office Suite

- Similar to documents to go
- Different priced versions enable different tools
- Offers volume licensing

Many News Sources

- AP News
- Time Magazine
- Newsweek
- Reuters
- RSS Newsreaders
- Most news sources are free
 - Some starting to charge

Evernote

- Time management system
- Works on phone and computer
- Helps you keep track of everything
- Save notes, pictures, contacts, etc. and connect to a certain broad item
- Cost varies, free to a monthly fee

Skype or Qik Video

- Free video calling to others with the same tool
- Excellent for video meetings
- Cost varies depending on service

PDANet

- Enables phone tethering
 - Connect phone directly to computer
 - Use phone's internet connection
 - Some plans require additional fees
 - Very secure Internet connection when traveling
- Pay and free version
 - Limits to free version
- www.Junefabrics.com

Stanza

- Both app (iPhone) and computer
- Computer version enables conversion of documents
- Helps make e-books and other documents readable on various phones
- www.lexcycle.com

Security

- iPhone – Mobileme
 - <http://www.apple.com/mobileme/>
 - In addition to helping with over air syncing
 - Provides ability to wipe phone if lost
 - Be sure to set a password to lock your phone

Security

- Android – Lookout Mobile Security
 - <https://www.mylookout.com>
 - Backs up parts of phone
 - Tracks phone location
 - Plays alarm
 - Enables remote wiping

Security

- Blackberry – Blackberry Protect
 - <http://us.blackberry.com/apps-software/protect/>
 - Back up
 - Trace
 - Plays loud alarm
 - Lock
 - Wipe

Computer Security

- Turn on Microsoft automatic update
- Obtain good malware protection
 - Turn on automatic update
 - Scan at least once a week
- Secure wireless
 - Be careful when traveling about unsecure wireless

IT Issues?

- Contact your internal IT Department
- Broader IT Issues?
- Contact
 - Henry Leone, Esquire
Training and Information Facilitator
Pennsylvania Legal Aid Network, Inc.
928 Penn Avenue
Pittsburgh, PA 15222

Thank you for Listening

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Slides at

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