

Technology Tips from the Idaho Practical Skills Seminar

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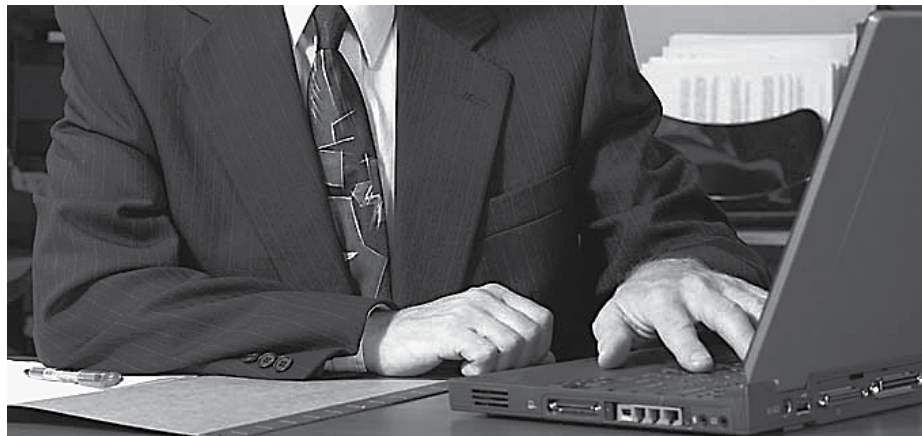
A couple of weeks ago I sat on a panel at the Idaho Practical Skills Seminar, putting on a presentation for the new admittees on Sixty Law Practice Management Tips in Sixty Seconds. In this column I will share with you some of the tips I gave at the presentation.

One of the best tools I started using last year was the online note taking service called Evernote (<http://www.evernote.com>). I am a big believer in taking notes, both when working on a client file (research) and for creating topical summaries (reference materials) for use later. Evernote is mainly a web application that allows you to access, edit and revise your notes wherever you are (e.g., work, home, coffee shop). Evernote also includes a "Web Clipper" program that can be installed within Internet Explorer/Firefox/Safari enabling you to save a copy of web page (or a portion thereof) as a note. They even provide both local desktop (both Mac and PC software is available) clients as well as to your smart phone (iPhone/Blackberry/Palm Pre) applications that make it really easy to back up your notes locally, as well as access your notes offline. While they do have a free version, most attorneys will likely prefer the "Premium" version that includes enhanced security (\$5/month).



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Do attorneys really need scanners on their desktops? In my opinion, yes. I can say that because I have fallen in love with a line of scanners produced by Fujitsu called the "ScanSnap" series. The ScanSnap scanners are literally "plug and play" and are specifically created for scanning documents to Adobe PDF format. You can even configure the ScanSnap to scan documents right into Evernote (mentioned above). The ScanSnap scanners retail for around \$470 and come bundled (free) with Adobe Acrobat 9 Standard (which itself retails for \$300). My office has bought six of the ScanSnap scanners in the last few years for attorney and staff desks, and I



have one in my home office as well. I use my ScanSnap scanner daily and couldn't imagine practicing law without one. One caution: some software has a built-in "scan" button (e.g., Time Matters®) that enables you to use a TWAIN-compatible scanner driver to directly scan documents into the software (without first scanning them to PDF). ScanSnap scanners are not TWAIN-compatible. More information on the ScanSnap series can be found at <http://www.ScanSnap.com>.

How many times has this happened to you: you want to print the first page of an email (or web page) to stick in a client's file and end up all of the pages of the document by mistake, creating a stack of paper you end up tossing in the recycle bin? Sadly, it happens way too often to all of us, adding to the number of trees law offices needlessly kill a year. The good news is that there is a solution, a little program (PC, Mac) called GreenPrint. GreenPrint gives you a pop-up window every time you print a document which allows you to easily select which pages you want to print (or not print), and allows you to even select any graphics on the pages which you do not wish to print. I'd estimate that using

GreenPrint saves me a few reams of paper (and toner cartridges) every year. GreenPrint can be found online at <http://www.PrintGreener.com>.

The program I started using a few months ago (I helped beta test it) that I think is perhaps the most useful Windows

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add-on for attorneys ever is called QuickJump. QuickJump is made by TechHit, a software company with a number of Microsoft Outlook plug-ins I swear by (discussed below): SimplyFile and MessageSave. QuickJump scans all of the folder names on your computer (including your file server if you tell it to do so) and creates an index of them. Then, when you press a certain key combination on your computer (I use the default, CTR-SHIFT-J) QuickJump activates, giving

you a box into which you can type part or all of a folder name. QuickJump then automatically navigates to that folder, allowing you to save the file in the right folder without needing to click through dozens of folders and subfolders. For me it saves a tremendous amount of time every day. Quick Jump can be found online at <http://www.techhit.com/QuickJump/>.

SimplyFile (also made by TechHit) allows you to easily save emails in subfolders within Outlook. For example, if you have subfolders within Outlook for your clients and/or their matters, SimplyFile watches and analyzes what folders you save emails in. Then, the next time you go to save an email, SimplyFile suggests a location, giving you the ability to click a button and save the email to that folder. It greatly expedites the process of sorting and organizing your Outlook folders. SimplyFile can be found online at <http://www.techhit.com/SimplyFile/>.

MessageSave (also made by TechHit) allows you to easily save email messages to your file server (e.g., within the client's file), preserving the original date of the email file in the process. This plugin is important from the standpoint of getting all of a client's documents/files in a single place (your file server) rather than split between your file server and your Outlook PST file. MessageSave can be found online at <http://www.techhit.com/messagesave/>. Remember that the next time you wish that your hardware/software would perform in a certain way, you're probably not alone. Someone very well have come up with a solution to your issue.

About the Author

Stephen M. Nipper practices all aspects of patent and trademark work, including counseling clients on means of protection, preparation and filing of applications, prosecution, licensing and enforcement. His background includes the mechanical arts, agriculture and the biological and chemical sciences. He is also the author of *The Invent Blog*®, one of the oldest patent law blogs. *The Invent Blog* covers technology tips, intellectual property news, and information relevant to independent inventors, small businesses, and the attorneys that serve them.