

HBA LAW PRACTICE MANAGEMENT SECTION - Dec. 21, 1999  
New Productivity Tools for the (Computerized) Law Office  
by Al Harrison

I. WordPerfect Law Office 2000 ([www.corel.com](http://www.corel.com))

A. "SaveGet" Folders (Nextlaw)

1. Specialty Multiple Clipboards
2. Sets of 26 (A-Z) — Abbreviation, Acronym, Phrase, Document

B. Grouping of Files (Nextlaw)

1. File Groups
2. Logical Collections — Motion, Order, Certificate of Service, Letters

C. DealProof (Expert Ease Software)

1. Background: Grammatik Analysis
2. Finds Errors & Inconsistencies in Documents
  - a. Analysis of Definitions, Terms, Phrases
  - b. Bookmarks: Colors, Flags — Ref, Terms, Unpaired Punct.
  - c. Backup & Clean Functions

D. West Applications

1. Table of Authorities
2. Search Westlaw
3. Invoke KeyCite

E. Compatibility with Microsoft Word

1. Treat Tabs like Microsoft Word
2. "Compatible" but Recommend DataViz ConversionsPlus

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II. Lernout & Hauspie VoiceXpress Legal ([www.lhs.com](http://www.lhs.com))

A. Hybrid: Accoustical Model + Language (Context) Model

B. Hardware Tuning to Maximize Performance

1. User Profile
2. Per Input Device — microphone, (Olympus) hand-held recorder

C. Legal Language Models

1. Built-In Terms, Phrases, Acronyms
2. Built-In Citation-Recognition
3. Statistical Data Derived from User's Legal Documents
4. Language Extender Procedure

D. Operation

1. Commands: "Say What You See" — "Start Menu, Settings, Control Panel"
2. Dictation
  - a. XPress Pad
  - b. Directly into Applications (Editing in Word; soon  
WordPerfect)
  - c. Natural Language Technology — "Read this line"; "Select paragraph"
  - d. Talking Text

III. Palm Third-Party Applications

A. Scripting: Jot (Communications Intelligence Corp.; [www.cic.com](http://www.cic.com))

B. Editing: QuickNotes (Communications Intelligence Corp.; [www.cic.com](http://www.cic.com))

C. Keyboarding: T9 (Tegix; [www.tegix.com](http://www.tegix.com))

D. Downloading Files: DocsToGo (DataViz; [www.dataviz.com](http://www.dataviz.com))

E. Technical Book: PalmPilot: The Ultimate Guide (Pogue; [www.oreilly.com](http://www.oreilly.com))

F. Accessories: Cases, Stylus (Palm Pilot Gear; [www.palmpilotgear.com](http://www.palmpilotgear.com))

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IV. Internet Applications

A. Email Protection: Email Remover

1. Download from [www.ere mover.bizhosting.com](http://www.ere mover.bizhosting.com)
2. Precursor Step — No Downloading of Attached Files

B. Capturing Web: SurfSaver (askSAM Systems; [www.asksam.com](http://www.asksam.com))

1. Save Complete Web Site — graphics and formatting
2. Convenient Retrieval and Printing

V. Law Office Information Management: Time Matters ([www.timematters.com](http://www.timematters.com))

A. Case Monitoring & Management

1. Information Stored According to Case Type
2. Corresponding “Chains” — Sequence of Events, Tasks, Documents
3. Automate Future Tasks
4. ABA Task/Activity Code Compatible
5. X-References to Clients, Contacts, Tasks, Events, Documents, Notes

B. Calendaring

1. Drag-And-Drop
2. Date Calculator
3. X-Linked to Matters, Clients, Contacts, Tasks, Events, Notes

C. Miscellaneous

1. Spell-Checking
2. Internal Real-Time Messaging
3. Phone Call Tracking
4. Personal Journal
5. Conflict Search: Keyword and Similar Sounds
6. Timelines
7. Field Look-ups Throughout Appropriate Fields