



Technology for Tightwads

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Purpose of Technology



- ◆ Enhance our lives
- ◆ Do more faster and cheaper
- ◆ Not an end to a means

Tightwad Defined

- ◆ Pseudo-tightwad
 - Buys cheap, spends time forcing solution to work
- ◆ Semi-tightwad
 - Buys the right tools, spends time making it work the best she can
- ◆ Tightwad
 - Buys the right tools (at the best price reasonably possible), gets trained, gets help, maximizes results
- ◆ Entrepreneur
 - Develops a business plan and invests in the appropriate mix of technology, staff and consulting services.



Hardware



- ◆ Tightwad – buys top of the line and uses it to death
- ◆ Semi-tightwad – buys nearly top of the line, adds more RAM later, swaps hard drives
- ◆ Pseudo-tightwad – buys components from brother-in-law, installs network himself
- ◆ Entrepreneur – writes a business plan, gets a deep line of credit, and uses Alienware® technology



Good Hardware Buys

- ◆ Bar Association Relationships – Dell, Gateway
- ◆ Refurbished Computers – Dell, Gateway, HP/Compaq, Winbook
- ◆ On-line sources – PcConnection, Tigerdirect, Buy.com, Nutrend.com
- ◆ Auction sites – Ubid.com, EBay.com, DoveBid.com
- ◆ Price Comparisons – PriceScan.com, CNET.com



Operating Systems

- ◆ Peer-to-peer network instead of dedicated server
- ◆ Toshiba Server Appliance with Linux
- ◆ Top of the line “professional” version of Windows operating systems
- ◆ Stay one version behind if you can (i.e. 2000 instead of buying first version of XP)
- ◆ Windows 2000 Server and Small Business Server 2000 (SQL, Exchange, and IIS)

Office Suites

- ◆ Office XP
- ◆ Microsoft Works
- ◆ Corel WordPerfect Office
- ◆ IBM Lotus SmartSuite
- ◆ StarOffice (<http://www.sun.com/software/star/staroffice/6.0/index.html>)
- ◆ Gnome Office (<http://www.gnome.org/gnome-office/>)
- ◆ KOffice (<http://www.koffice.org/>)
- ◆ Ability Office (<http://www.ability.com/>)
- ◆ Easy Office (<http://www.e-press.com/>)
- ◆ 602Pro PCSuite (<http://www.software602.com/products/pcs/index.html>)
- ◆ ThinkFree Office (<http://www.thinkfree.com/>)



Case Management

- ◆ True tightwads **MANAGE** their practice
- ◆ Look for a system that suits your method of practice
- ◆ Be ready to spend time ... because “It’s your legal practice.”
- ◆ It’s malpractice not to have one
- ◆ Find “money” waiting to be picked



Document Assembly

- ◆ Now, you are truly “tight.” Get documents prepared in minutes instead of hours, and make money at it.
- ◆ Merge if you must
- ◆ Document Assembly Engines
 - HotDocs (www.hotdocs.com)
 - GhostFill (www.ghostfill.com)
 - ThinkDocs and Pathagoras

Time and Billing

- ◆ It's Bill or Die (but what to bill)
- ◆ QuickBooks solution (Quickbook Pro and Quickbooks Online)
- ◆ Use your Case Management software's billing modules (e.g. Time Matters)
- ◆ Timeslips eCenter vs TS Remote
- ◆ Quick and Dirty Billing Software
 - Bill Central Time and Billing (<http://www.integsoft.com/>)
 - BillQuick (www.billquick.com)
 - TimeSlice (www.casadyg.com)
- ◆ Something Different: TimeKM (www.pensera.com)



Document Management



- ◆ Use your Case Management software's document management modules (e.g. Time Matters)
- ◆ Use PaperPort
- ◆ Use Windows Explorer Search



Utilities

- ◆ www.adpurger.com – eliminate those pesky ads that pop up in your browser
- ◆ Activewords – it’s just neat, keyboard macros made easy (www.activewords.com)
- ◆ EFCommander – the old Norton Commander resurrected (www.efsoftware.com)
- ◆ Maxthink – the best “idea processor” ever written (www.maxthink.biz)



Tips



- ◆ Avoid Piddeware
- ◆ Try software or hardware that looks like it can accomplish what you need, abandon it if it doesn't.
- ◆ If you need SQL, buy Small Business edition (if you will not need to upgrade) \$\$\$ to add users



Tips

- ◆ Time Your Buying
 - Watch for promotions around ABA Techshow, LawNet and LegalTech
 - Check Association for Legal Administrators buying power
 - Check Bar Association contacts for buying power
 - Check your neighborhood consultant



Don't Do These

- ◆ Beta test, but never buy the “real” version
- ◆ Learn to “crack the code” so you can steal it
- ◆ Use pirated copies (rebuilding a pirated system takes FOREVER)
- ◆ Declare everyone in your office a student so you can get school discounts
- ◆ Use www.KaZaA.com



You Asked for It – CHEAP Stuff

- ◆ Daytimer software@ \$35 is not case management but merges work beautifully
- ◆ Cybersecretaries (udictate.com) vs voice recognition
- ◆ Kinkos.com to print anywhere and have it delivered
- ◆ versuslaw.com – inexpensive on-line research

You Asked for It – CHEAP Stuff

- ◆ TRAINING – If you are REALLY cheap, you'll train yourself & your staff to the MAX
- ◆ Iomega CD-Rom writer for those cheap, data-only backups on computers without a CD-Rom writer
- ◆ Multi-function printer/fax “free” extra printer
- ◆ asksam.com – for free-style database for "organizing" thoughts

You Asked for It – CHEAP Stuff

- ◆ Color inkjet printer from any office supply - \$60 for those times you REALLY need color – until you buy the ink
- ◆ stamps.com – save trips to the post office; always have exact postage
- ◆ NoteMap – organize your thoughts
- ◆ mail-cleaner.com – have all your e-mail tested for viruses and spam removed before the e-mail gets to your computer



Stuff We Use



- ◆ Snagit or HyperSnap to capture screen shots
- ◆ Visioneer Paperport
- ◆ PDA writer
- ◆ HotDocs PDF Advantage vs. Acrobat
- ◆ DSL with a router



Credit Where Credit is Due

- ◆ Technolawyer.com newsletters
- ◆ Cheryl Cramer