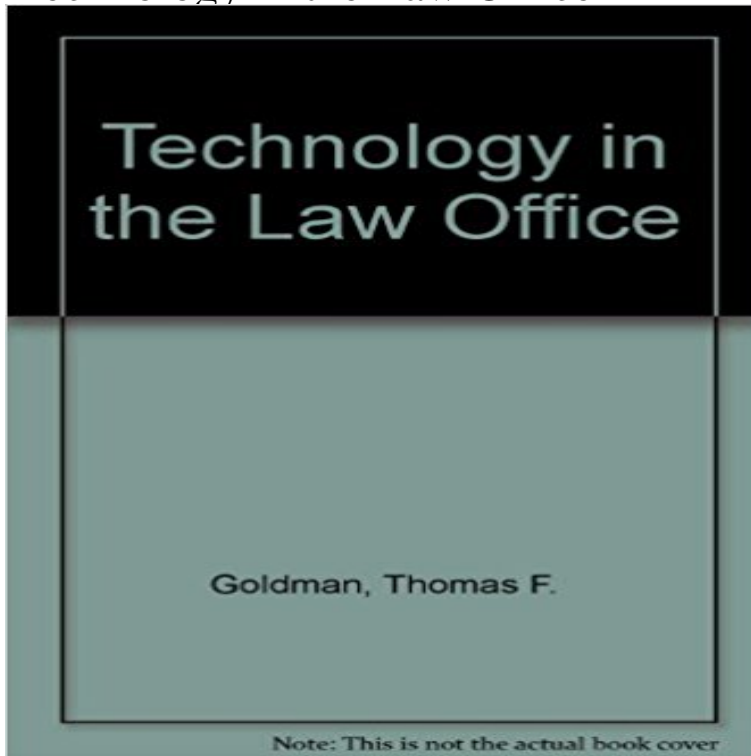


Technology in the Law Office



Technology in the Law Office provides thorough coverage of the use and management of technology in the legal workplace. Readers develop a hands-on understanding of real workplace software using the most popular commercially available legal programs including AbacusLaw, Tabs3, SmartDrawLegal, LexisNexis CaseMap and TimeMap, Trial Director and Summation. Members of the legal team are introduced to the roles each plays in the use of technology and develop the technical vocabulary needed to collaborate effectively on-the-job. A continuing theme throughout the book is to empower reader success by teaching users how to independently learn to use new software features and programs. **KEY FEATURES:** Ethical issues in the use of technology and the implementation for each member of the legal team are raised throughout the book. Each chapter has additional exercises for teaching web based skills and providing additional resources for study and learning. Technology related terminology is taught through the use of margin definitions and a technology glossary. This book builds a foundation in technology concepts and applications needed by paralegals and attorneys as well as information technologists working in the legal environment.

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