

Oregon Law Practice Management

Practice Management Tips for Oregon Lawyers



Expert Tech Training – Quick!

Last week I had the privilege of attending the 2010 Annual ABA Meeting in [San Francisco](#). The speakers were excellent and I look forward to sharing that content with you.

The meeting reminded me of the many [benefits](#) of belonging to the ABA. One of the most valuable (and probably underutilized) is [ABA TechEZ](#).

Through [ABA TechEZ](#) ABA members can purchase software, hardware, and related technology services at a discount. Even better, [ABA TechEZ](#) offers FREE training events every week. Dubbed “Training Tuesdays,” these sessions offer ABA members expert technology training in 15 minutes or less. The sessions are quick, to-the-point, and focus on specific features or products. The training calendar is posted [here](#). Subscribe to the [RSS Feed](#) to automatically receive notices of future training sessions.

Almost everyone can make room in their calendar once a week for 15 minutes of tech training, but if you miss a session, check the ABA TechEZ [Training Library](#) for a free recording. Here are some of the more recent programs:

- Redacting Documents with Adobe Acrobat
- Archiving Outlook E-mail Folders with Acrobat 9
- Removing Metadata with Word and Acrobat
- E-mail Management Tools in MS Outlook
- Mac Users: Boost Productivity with Spaces
- A “QuickJump” Around: Finding Files Fast

- Electronic Signatures with RightSignature
- Three Ways to Capture More Billable Time with Chrometa

Additional technology services are available through the ABA's [Legal Technology Resource Center](#).

All in all, the [ABA](#) gives lawyers great value for their money. If you're a solo, joining now is easier than ever with [reduced dues](#). So if you've been wondering whether it's worth the investment: the answer is yes!

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