

“60 Tips in 60 Minutes”

NeoOffice - www.neooffice.com
OpenOffice - www.openoffice.com

ActiveWords - www.activewords.com

Condor DataVault – www.condor-datavault.com

MonetaMail - www.monetasuite.com

Xobni - www.xobni.com

American Bar Association (ABA) Law Practice Management Section Books on legal technology and other law practice management topics, including firm management, practice finances, and marketing. For a complete list see: www.abanet.org/lpm/catalog

The ABA Law Practice Management Section's E-zine, LawPracticeToday contains many articles on various law practice management issues. See: www.lawpracticetoday.org

Excellent books, all by Donna Payne, will teach you basic, intermediate and advanced skills for using Microsoft Word in a law office: *Word 97 for Law Firms*; *Word 2000 for Law Firms*; *Word 2002 for Law Firms*; and *Word 2003 for Law Firms*.

Windows LiveSync - <http://sync.live.com>

Online Calendar Applications - www.gusrichardson.com

Rick Borstein’s blog “Acrobat for Legal Professionals”: <http://blogs.adobe.com/acrolaw>

Adobe Systems, Inc. offers free eSeminars on the use of Adobe Acrobat.

See: www.signup4.net/public/ap.aspx?EID=ADOB19E&OID=110.

Previous Adobe training videos can also be found at <http://acrolaw.host.adobe.com>

TweetDeck - www.tweetdeck.com

LinkedIn - www.linkedin.com

Plaxo – www.plaxo.com

Facebook - www.facebook.com

FriendFeed - www.friendfeed.com

Google Products (Gmail, Google Alerts, GoogleDocs, GoogleMaps, etc.) - www.google.ca/intl/en/options

iGoogle - www.google.com

Newest Google Products - www.googlelabs.com

YouSendIt - www.yousendit.com

Kayak - www.kayak.com
TripIt - www.tripit.com
StarAlliance - www.staralliance.com/en

Eyejot - www.eyejot.com

Toodledo - www.toodledo.com

RescueTime - www.rescuetime.com

GoToMeeting - www.gotomeeting.com
WebEx - www.webex.com
Acrobat Connect - www.adobe.com/acrobatconnect

Skype - www.skype.com
Google Talk - www.google.com/talk

Google Alerts - www.google.ca/alerts?hl=en
Google Web Search Help - www.google.com/support/websearch/?hl=en

YouTube – www.youtube.com

Canadian Bar Insurance Association - www.barinsurance.com

Training can even be free: Take advantage of free on-line training to improve your skills on Microsoft Office: <http://office.microsoft.com/en-us/training/FX100565001033.aspx>.

For those of you with LexisNexis products, a variety of online training options are available for you to choose from. Lexis offers live classroom training, live web-based classes and their on-demand pre-recorded sessions with 24/7 access. Visit <http://www.lexisnexis.com/university/Default.aspx>

Amicus offers online interactive training courses, manuals, books, and interactive training guides to as well as in-person Amicus consultant training. Visit http://www.amicusattorney.com/support/support_instructional_materials.html

Adobe Systems, Inc. offers free eSeminars on the use of Adobe Acrobat. Visit <http://www.signup4.net/public/ap.aspx?EID=ADOB19E&OID=110>.

WordTracker - www.wordtracker.com
KeywordDiscovery - www.keyworddiscovery.com
SpyFu - www.spyfu.com

Lutze, Heather. (2009). *The Findability Formula: The Easy, Non-Technical Guide to Search Marketing* (John Wiley Press)

Siskind, Greg. (2007). *The Lawyers' Guide to Internet Marketing*, 3rd ed. (ABA Press)

Belarc Advisor - www.belarc.com

Jott - www.jott.com

Adobe ReadOutLoud instructions - <http://tinyurl.com/lg7v2z>