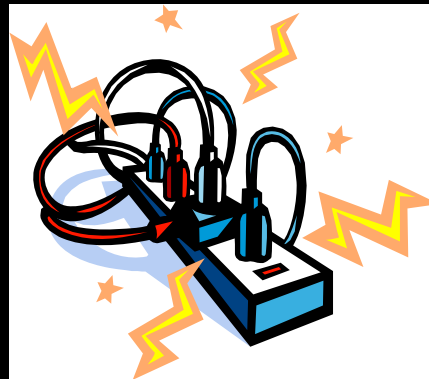


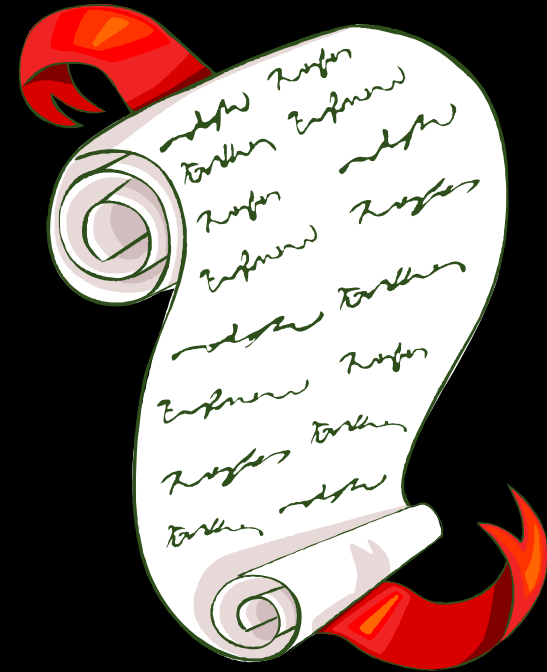
# Managing Information Overload



Catherine Sanders Reach, Director  
American Bar Association  
Legal Technology Resource Center  
July 27, 2006

# Today's Topics

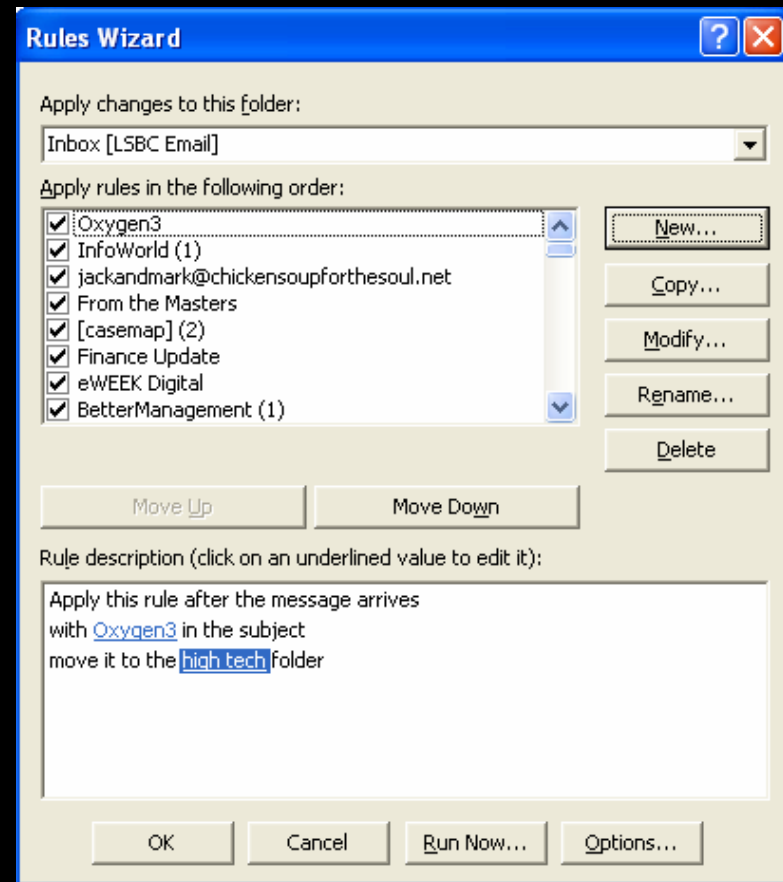
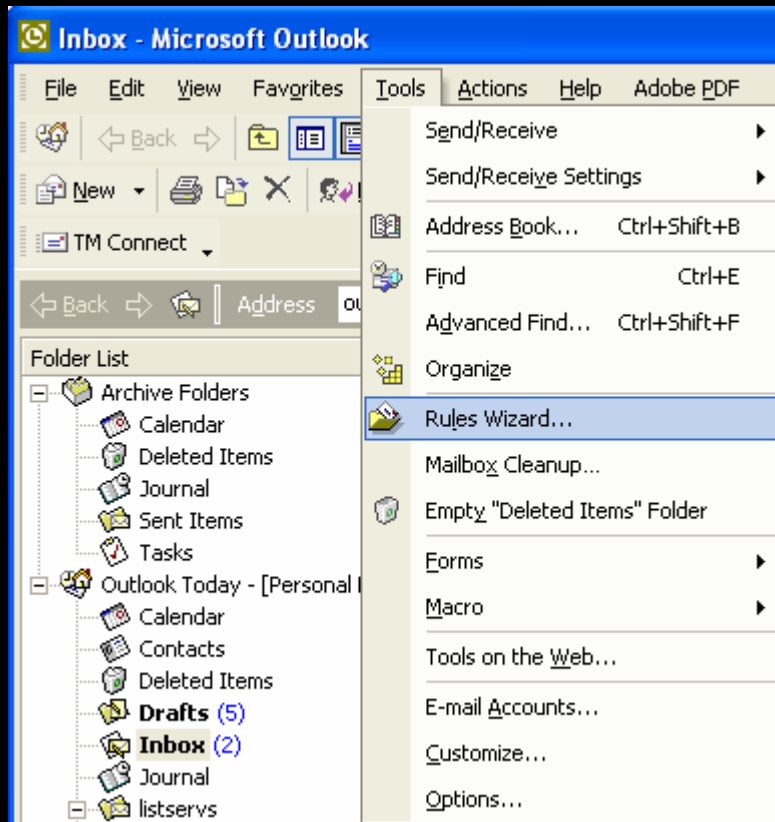
- Getting the most out of email
- Browser tools
- Desktop search
- Adobe Acrobat
- RSS Feeds
- Wikis and collaboration tools



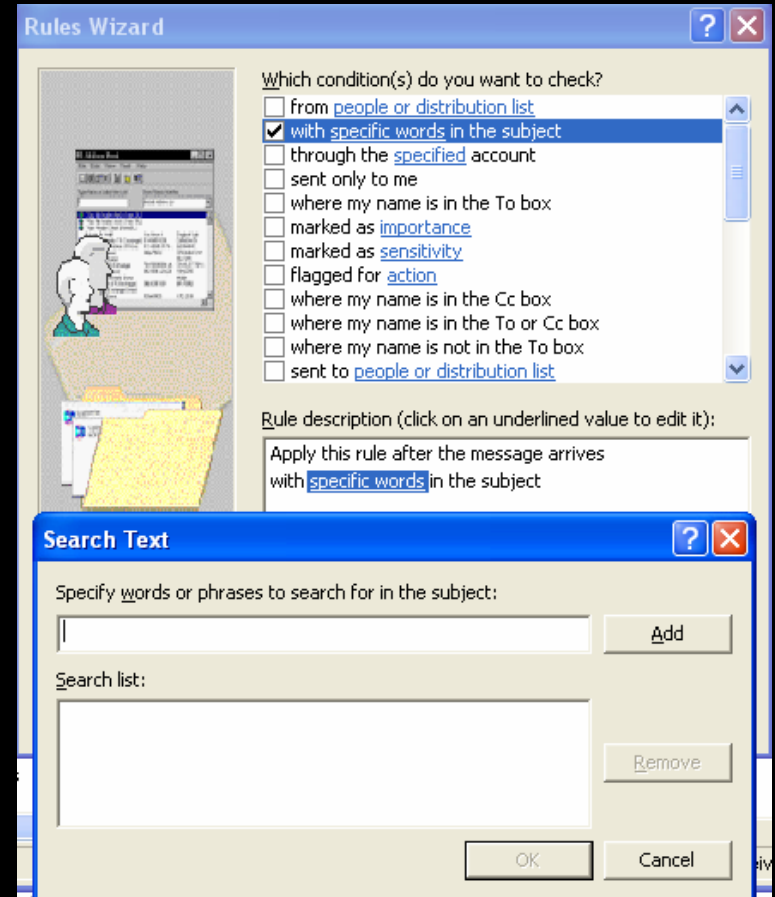
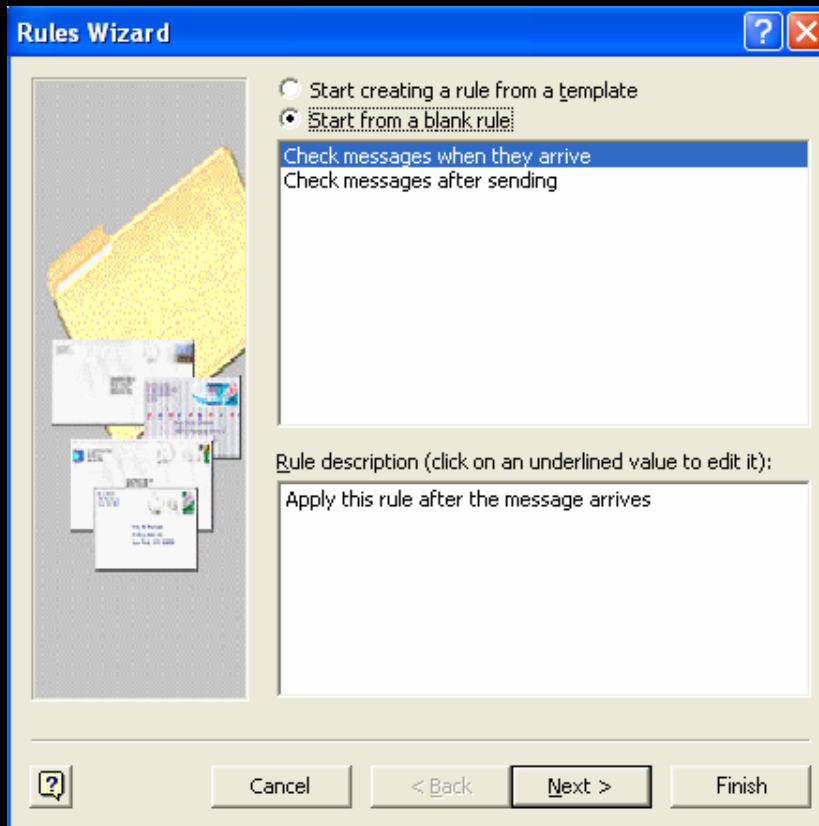
# Get Organized: Email

- Outlook:
  - Rules
  - Folders
  - Flags
  - Search folders
  - Personal Folders Backup
- Customize toolbars
- Disposable email addresses
  - Spamgourmet
- Alternate email addresses
  - Gmail

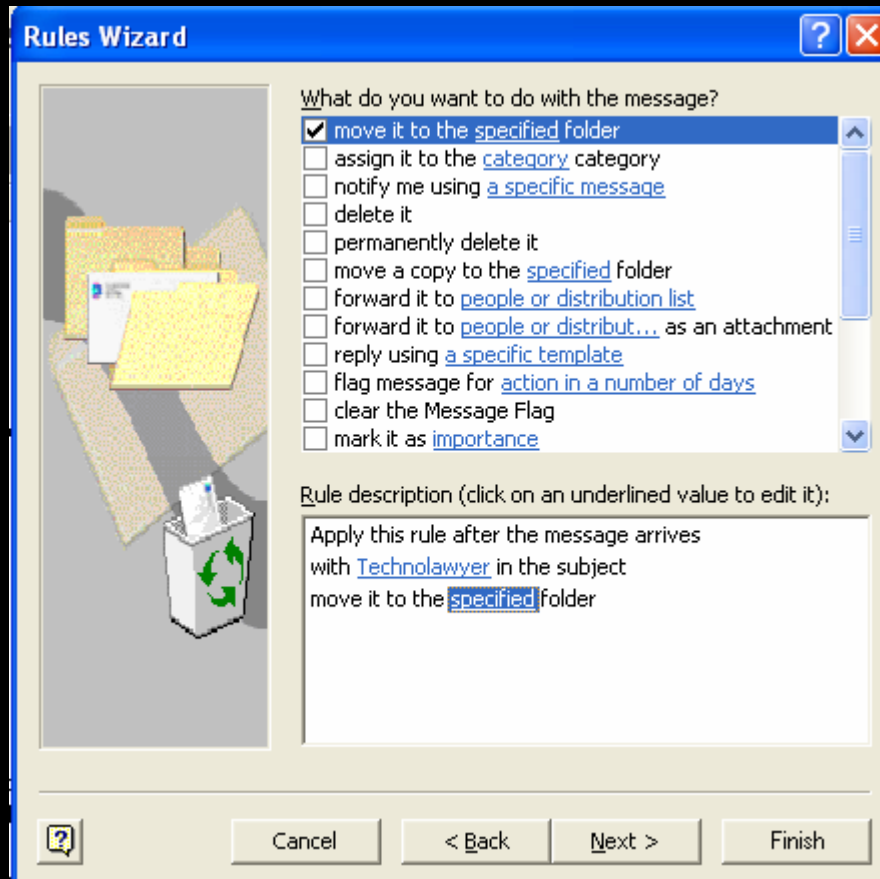
# Filters and Rules in Outlook



# Filters and Rules in Outlook



# Filters and Rules in Outlook



- Once you have filters built, you can have your mail automatically filed into folders as you wish
- Or you can use filters to automatically delete junk mail
- Use the exceptions and variations to suit your situation

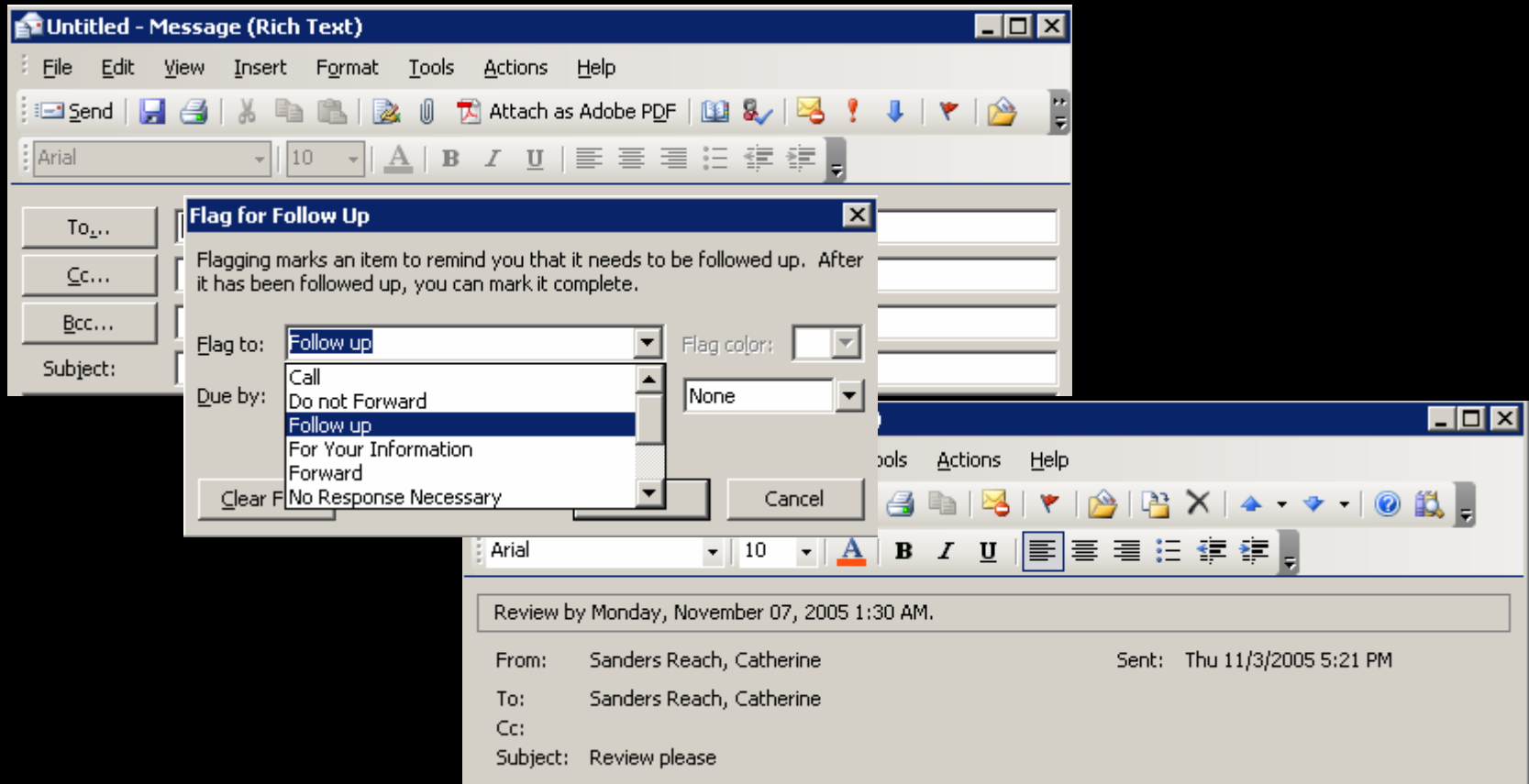
# Flags in Outlook

The screenshot shows an Outlook inbox with a context menu open over the 'PC Magazine ProductWire' email. The context menu includes options for Red, Blue, Yellow, Green, Orange, and Purple flags, as well as 'Flag Complete', 'Add Reminder', 'Clear Flag', and 'Set Default Flag Color'. The 'Flag for Follow Up' dialog box is also open, showing the following details:

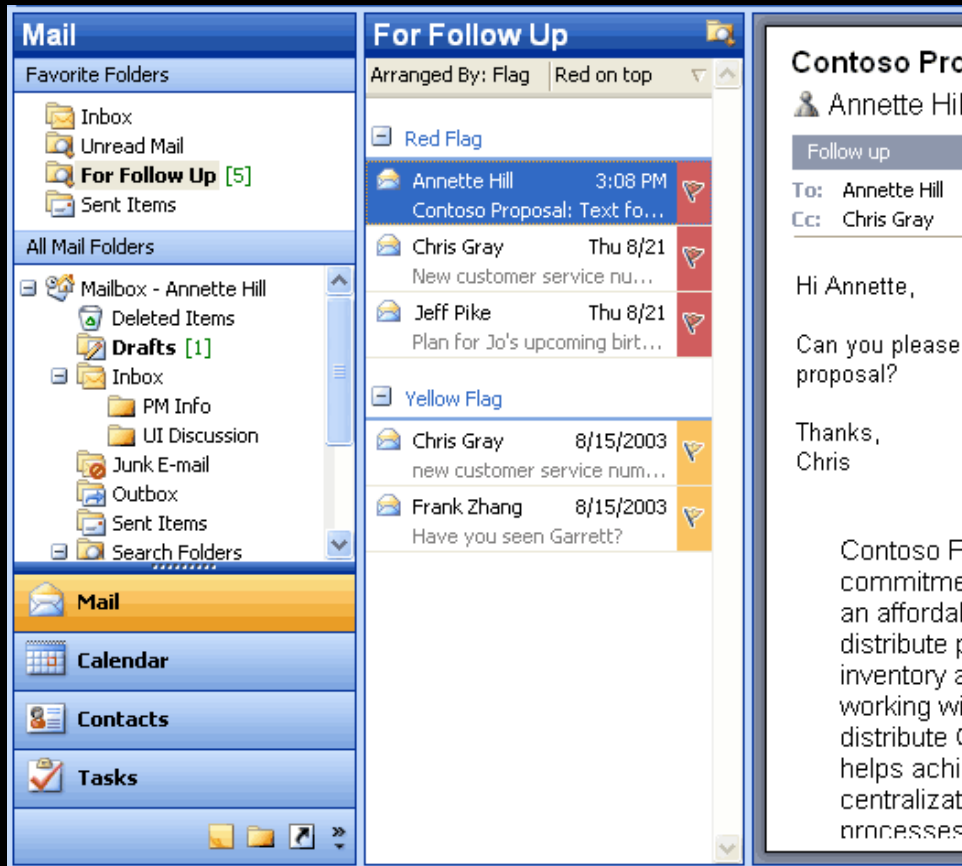
- Flag to: Call
- Flag color: Red
- Due by: Monday, November 14, 2005
- Time: 12:00 AM
- Completed:

The dialog box also contains 'Clear Flag', 'OK', and 'Cancel' buttons.

# Flags in Outlook



# Flags in Outlook



- Use flags to follow-up for incoming and outgoing e-mail
- Numerous action options and colors
- Uses pop-up reminders for you or recipient
- Arrange by color for at-a-glance priorities

# Search Folders in Outlook

**Folder List**

All Folders

- SLA-LAW (6)
- Suspend Listservs
- Technolawyer (13)
- West pubs (3)
- Woody's Office Watch (18)
- LTRC general
  - LTRC Helpline
  - LTRC Management
    - LTRC Budget
      - 2005-2006
      - Staff Issues
    - LTRC Marketing
    - LTRC Outreach
  - LTRC Staff
    - Gordon Kerr
    - Laura Ikens
    - Old Staff
    - Sarah Palmer
  - LTRC/SCOTIS topics
  - SCOTIS
  - Tech Survey
    - 2004-2005 Survey
    - Old Surveys
    - SPSS
  - Web Audit Bar Associations
- Personal
- Professional Development
- SLA
- Search Folders
  - Unread or For Follow Up: [257]

**Unread or For Follow Up**

From	Subject	Received	In Folder
Speer, Laura	Sponsorship Table	Thu 3/31...	SLA LD Dir...
lori.hedstrom@thomson.com	January Minutes for DLEG web site	Wed 3/3...	LD Website
My On Demand	Update: Your WebTrends Live Account	Thu 3/24...	Webtrends
member_services@oasis-open.org	New OASIS Membership Agreement	Fri 3/11/...	Membership
Monica Bay	snapshot questionnaire	Wed 3/2/...	LawTechno...
Anderson, Louise Hartman	BUDGET PREPARATION ALERT	Fri 2/25/...	2005-2006
Anderson, Louise Hartman	05/06 BUDGET PROCESS - A CLARIFIC...	Mon 2/14...	2005-2006
Running, James	Suggestion	Wed 2/9/...	Regrade
Anderson, Louise Hartman	FY2005-2006 BUDGET GUIDELINES, FO...	Wed 2/2/...	2005-2006
AMERICAN BAR ASSOCIATION 2005 MIDYE...	Acknowledgment-AMERICAN BAR ASS...	Fri 1/14/...	Midyear 2005
airweb@trondent.com	Travel Arrangements for Catherine S R...	Tue 1/11...	Midyear 2005
Wilhelm, Melissa	2005 Annual Meeting - Update #1	Fri 12/10...	Annual 2005
Wilhelm, Melissa	Salt Lake City Midyear Meeting Update #2	Wed 11/...	Midyear 2005
Todd Luken	ABA Legal Technology Survey	Thu 11/1...	2004-2005...
Broussard's Restaurant	Fw: your function for April 15, 2005	Wed 11/...	Dinner
Guajardo, Richard R.	Re: Welcome back - SLA LD Website talk?	Tue 7/20...	LD Website
Sanders Reach, Catherine	Staff attending CLE at Annual	Fri 7/16/...	Archive 20...
statement	Your June 2004 WebTrends Statement ...	Thu 7/1/...	Webtrends
Livingston, Lisette		Wed 3/2...	Staff Issues
Krupka, Karen	Changes to legal division web site progr...	Mon 3/22...	LD Website
Eckert McCall, Jill	Can you view this?	Thu 3/11...	Career Co...
Hibbitts, Bernard	Legal news feed for law library websites	Mon 2/9/...	LTRC general
Castroman, Suzanne	correction	Thu 1/8/...	LD Website
Cunniffe, Charlene	RE: Author's night	Wed 12/...	Author's Ni...
Clairmont, Michelle	Final Maestro Checklist	Fri 12/1...	Maestro

# Search Folders in Outlook

**Folder List**

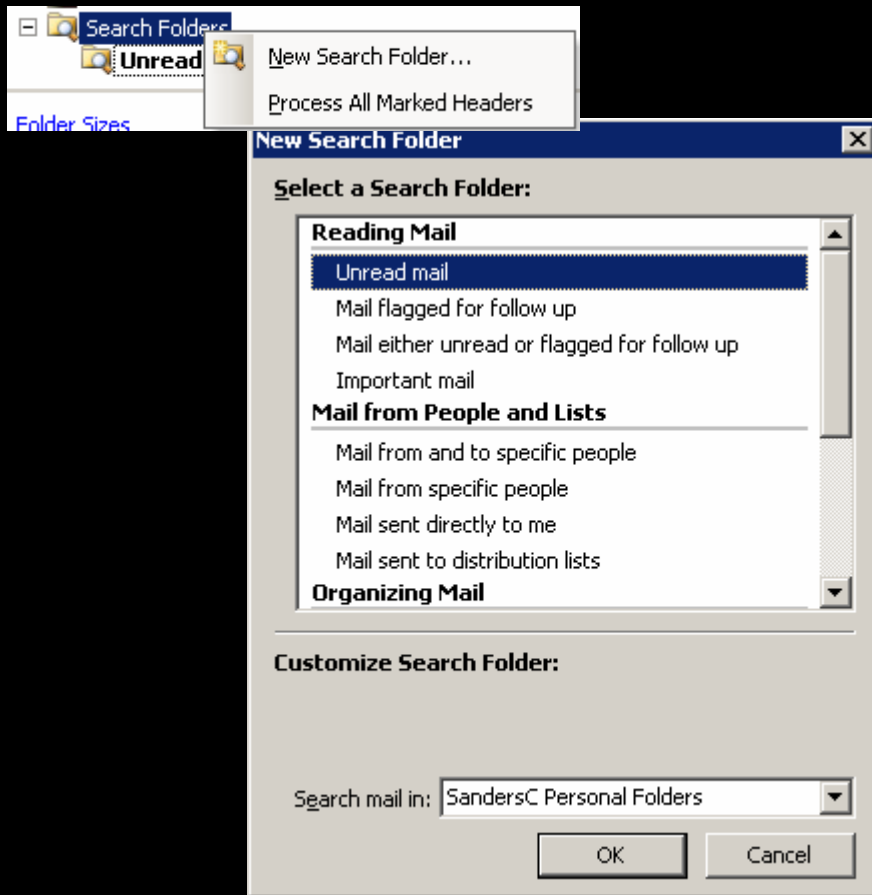
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member_services@oasis-open.org	New OASIS Membership Agreement	Fri 3/11/...	Membership
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Clairmont, Michelle	Final Maestro Checklist	Fri 12/1...	Maestro

# Search Folders in Outlook



- Search folders show unread messages and those marked for follow-up by default
- Customizable – will show any search you create
- Contains copies of messages - they remain in the original folder

# Get Organized: Browser Tools

- Del.icio.us
- NetSnippets

# Get Organized: File and Folders

- Naming conventions
- Reorganizing files
- Add metadata in Office docs
  - Tools – Options – Save – Doc Properties

# Get Organized: Desktop Search

## Free

- Google Desktop Search (+ Outlook)
- Copernic
- Yahoo!

## Fee

- Ser GlobalBrain (+ Outlook)
- DT Search
- X1

# Get Organized: Adobe Acrobat 7.0

- Versions: Standard and Professional
- New:
  - Organizer
  - Create PDF from multiple documents
  - Save Outlook email folders to PDF
  - Security features
    - Policies: Organization, User
  - Collaboration through review (free Reader)
- PDF is efiling standard

# Avoid Information Overload: RSS



- Get the information you want when you want it
  - More efficient than surfing
- How to get started:
  1. Get a reader
    - FeedReader (download)
    - Bloglines (web-based)
    - MyYahoo (web-based)
  2. Subscribe to Feeds
    - Feedster
    - Syndic8
    - Look for **XML OR RSS**

# Avoid Information Overload: Alerts

- Create automated searches
  - Sent to your email
    - [Google News Alerts](#)
    - [Google Alerts](#) and [GoogleAlert](#)
- Webpage Watchers
  - Sent to your email or RSS feed reader
    - [InfoMinder](#)
    - [WatchthatPage](#)

# Avoid Information Overload: Toolbars

- Browser Toolbars take a step out of searching
  - Google Toolbar
  - Yahoo! Toolbar
  - Dogpile Toolbar
  - Findlaw Toolbar

# Avoid Information Overload: Form Fillers

- Roboform form filler

# Wikis and Collaboration

- Collaboration
  - Version control
  - Project management
- Clearinghouse
  - Facilitate information flow
  - Centralize documents
  - Easy intranet



# Why a Wiki?

- Cheap or free, easy to use!
  - Familiar interface
  - Flexible access management



# Wiki Applications

- Jotspot
  - Web-hosted (“wiki farm”)
- TWiki
  - Download
  - Open source
- Confluence
  - Download
  - Free to non-profits
- TikiWiki
  - Download
  - Open source
- Perspective
  - Download



# Wiki Requirements

- Someone to take responsibility
- Collaborative culture!



# Other Collaborative Spaces

- Ta-da lists
- Writely and Writeboard
- MS OneNote
- MS SharePoint
- Many other “Web 2.0” applications



# Conclusion

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Thanks!

[sandersc@staff.abanet.org](mailto:sandersc@staff.abanet.org)

<http://www.lawtechnology.org>

312-988-5053