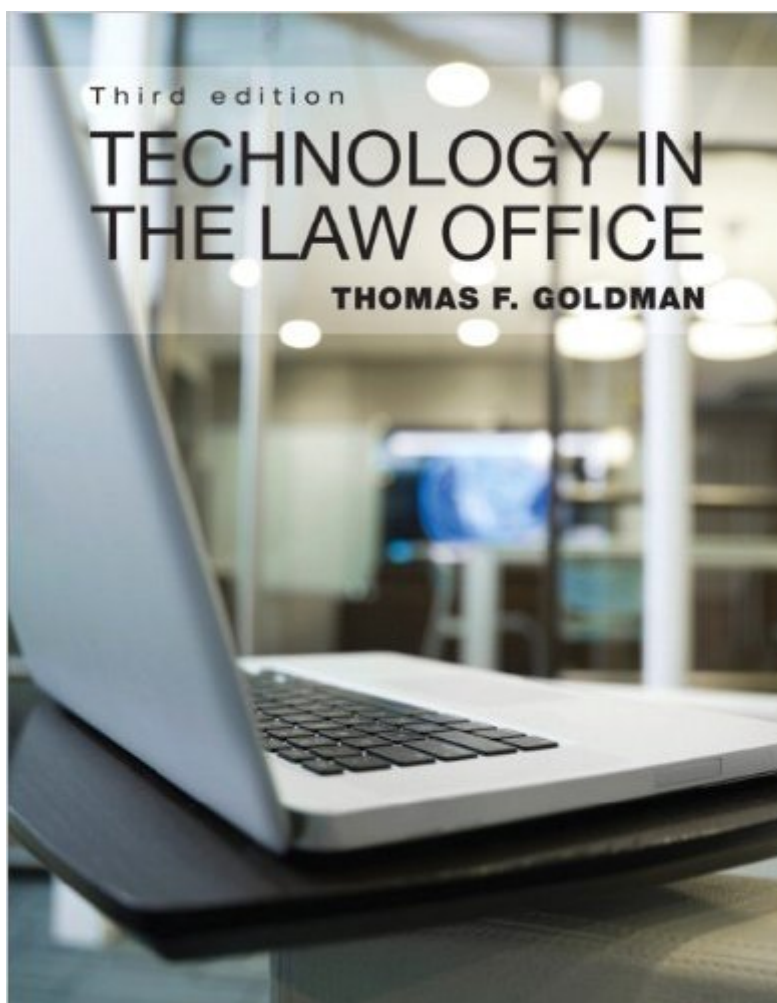# Technology In The Law Office (3rd Edition)

Synopsis

Technology in the Law Office, 3e builds a strong foundation in technology concepts, applications and vocabulary so students are prepared to work effectively in todayâ ™s law office. This new edition includes an early chapter on ethics and two chapters devoted to electronic discovery. With a focus on self-reliance, it helps students develop a hands-on understanding of the most popular legal software programs, including AbacusLaw, Tabs3, SmartDrawLegal, LexisNexis CaseMap and TimeMap, and Sanction II. This edition includes new video case studies and more references to Microsoft Office applications, making it an outstanding reference for those studying and working in the legal field.

Book Information

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Customer Reviews

I had to get this book for a Computer Applications for Law class in my paralegal program. Already being technologically savvy, I really didn't need to take this course, but being how it counts towards one of the ten courses needed to get my certificate, I decided to take it for an easy A.My major complaint with the book is the price and the lack of color photos. The only color used in this book is blue for the chapter headings. You would think that for the $100 this book costs new (as of 12/23/2013), they would fill up the pictures in color (especially the parts where they discuss software tutorials). Other than that, the content of the book is OK at best.Do yourself a favor and buy it used. If you pay the high price for it new, you're really shooting yourself in the foot. After my semester ended, I sold this book back to for a $54 gift card, which isn't bad at all considering I paid $65 for it used.

i needed this book for a class but decide to rent the book instead of using the kindle version. This book is well written and the subject matter is complete but it is written for someone who has almost zero knowledge of how a law office operates, including things like how much memory you should have in a computer to have it function well for the office. It is written for a level that is lower then something i would need to reference in the future so i decided to return the book and rent instead.

I'm only 4 chapters in, but I've already seen several typographical and factual errors. Not big things that make the text unreadable or that would make you look like an idiot when you go to work in a law firm, but little things. For example, the author says USB stands for "Universal Service Bus" instead of "Universal Serial Bus," and there are also a few misspellings and an occasional misplaced punctuation mark. You would think that given the price of the book they could afford better editors.The book is also insultingly simplistic at points. Really? It takes 109 words to explain how to click "print"? Don't waste my time.It's not super terrible like some textbooks I've encountered, but I pity the fool that pays full price for this book (Mr. T style). Rent it for $14, and if you need online access, buy it separately. I bought a working code from an independent seller on for $18 (January 2014).

An excellent introduction whether you're brushing up or completely new to the technology. A great overview in tips for such as programs Microsoft Office, Excel, etc. As well a basic overview of e-filing.

I was not impressed with this book, but it was a required coursebook for my Law Office Technology class, so I had to read it. I found that the book was written in a very simplistic fashion & it explained (in detail) things that most elementary aged children know. For example, did you know that a URL is a web address, or that the internet can be used to research & find information? ....I thought so! That being said, the web component is a breeze & since you probably know most of the stuff in this book, the course requiring this book should be an easy "A".

I am not much on computer stuff and the all the applications there of. However, this text was really helpful for basic information. I am attending an online university for law and this school session I am taking two classes, this text was easy to read; the information was presented clearly and concisely, which was a bit of breather from the other class I am taking. I found myself getting through the information quickly and I did well in the the testing without having to spend a lot time studying. Good

Book for basic information!

This was my first time ordering my textbooks online. I always bought them in the college bookstore. I will no longer do that. I ordered Technology in the Law Office (2nd edition) on May 8th, 2012. I was told I would receive it by May 31st. I actually received it within 5 business days. I ordered it new and it was everything it said it was. I saved at least over $100 by ordering this textbook and another by going through ! I will never over pay again for textbooks and will always come to for them.

arrived on time. its a textbook, what more can I say? except I dont think I opened the book a single time for the semester, but that is because the professor did not make lesson plans from the text

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