

PRODUCTIVITY CONSULTING

Wasted Time is Wasted Money



July 2010 - Newsletter for Amicus Attorney Users

Special Prices - until July 31,
2010

20% discount on all
Amicus Attorney 2010
At A Glance Guides
(Premium & Small Firm Editions)

**PDF - \$240 for firms with 1-6 licensed
Amicus users**

**PDF - \$360 for firms with 7 or more
licensed Amicus users**

**Printed guides - \$80/guide
(2 minimum with free shipping)**

Please read on for details about the
modifications and additions in these
guides

We are also offering a 40% discount on all
older versions of our At A Glance guides

TIP - Allowing Others Access to Your Calendar Appointments (SFE & PE)

You may allow other Team / Firm
Members to access your appointment
details, whether or not they are
assigned to the Appointment or the
File that is associated with the event.
Firm / Team Members without this
special access will see those
Appointments as "Unavailable"
on the calendar.

SFE (see pg 32 in the SFE AAG

In this issue:

- Special Prices until July 31 2010 on all Amicus Attorney 2010 At A Glance Guides
- 40% discount on all previous At A Glance guides
- New Feature - Allowing Others to Access your Calendar Appointments (SFE & PE)
- New Feature - Separate Timer Toolbar (PE only)
- The Continuing Saga in my Search for the "Perfect" Smartphone - initial review of the new Palm Pre

Tip - Separate Timer Toolbar (PE)

For Firm Members who use the timer,
you can now display the Timer Toolbar
separately from the Amicus Floating
Toolbar.

There are three ways to display the
Timer Toolbar:

- Each user can modify their own preferences to always display the Timer Toolbar by default
- Select View - Toolbars - Show Timer (from any Amicus Menu Bar)
- Right-click to open the Global Navigation Menu, and select Timer

Guide)

- From the Office module, select File - Preferences - Calendar - Other
- In the section 'Allow details of ALL my Appointments, including Personal ones, to be viewed in the Calendar by', click on the Team Member icon
- Select the appropriate Team Member(s), and click OK
- Click OK to finalize the preference setting.



More details about this new Amicus feature can be found on page 5 of our At A Glance Guide

PE (see pg 33 in the PE AAG Guide)

- From the Office module, select Preferences - Calendar - Other
- In the section 'Allow details of ALL my Appointments, including Personal ones, to be viewed in the Calendar by', click on the Firm Member icon
- Select the appropriate Firm Member(s), and click OK
- Click OK to finalize the preference setting

We have been told that our At A Glance Guides are a great resource for firms who are using Amicus Attorney 2010 Small Firm - either for the first time, or if they have upgraded from a previous version. Users can follow along during a training class or use the reference guide after the class. Since we are not longer upgrading the Step-by-Step Training manual, we have added a lot more information into the At A Glance Guides.



More details about this new Amicus feature can be found in both versions of our At A Glance Guides

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Amicus Attorney 2010
Small Firm Edition
At A Glance Guide

The Continuing Saga in my search for the "perfect" Smartphone!

Initial Review of my Switch to the Palm Pre



May 2008 was the last time I included tips for Palm users. Shortly after that time, I stopped using my Palm Treo. I had planned to use Amicus Mobile, and needed a windows mobile Smartphone, so in November, 2008 I bought a new Samsung i-760 Smartphone. I used it for over a year, but my frustration with notifications finally made me give it up.

In December of 2009, I bought a Blackberry Storm 2 (the newest Blackberry at the time). I really liked the sound quality, and the battery lasted a long time. But the notifications were terrible, and I just couldn't get used to having to press down on the buttons (rather than just touching icons).

So in May, I went to my local Verizon store, and bought the new Palm Pre. It was super easy to set up, and because I have an Outlook Exchange account, my Amicus Contacts, Appointments & To Do's came over seamlessly. And I really love getting e-mail on my phone - it is very easy to read messages, and because of the full keyboard, it is pretty easy to send e-mails, or respond to an e-mail quickly.

I customized the main screen to show the Phone, Contacts, E-mail, and Calendar icons. There is also a button for the Launcher, which has 3 pages that contain all of the various options, applications, and other features that you will need to use.

At the bottom of the screen, you will see icons for Phone, E-mail, Tasks, and other features - if there is a message. The notifications are better than the other two

This reference / training guide has 104 pages of text and full-color screen shots, a 4-page Table of Contents, a Reference Section with Keyboard Shortcuts, and includes a list of the New Features and Major Enhancements in Amicus Attorney, Versions 5.5 and Small Firm Editions through 2010.

If you would like to see a complete list of modifications & additions, and new features since Version 2008 AAG Guide, •^^ last month's newsletter

Click [here](#) to download a sample pack of this new guide

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Amicus Attorney 2010
Premium Edition

At A Glance Guide



phones, but still not as good as they were on the older Palm Treo. The battery isn't as good as the Blackberry, but better than the Samsung.

I like most of the features on the Palm Pre, but the voice quality is not that great. So the jury is still out on this phone. More to come!

40% discount on all previous At A Glance Guides

Until the foreseeable future, we are offering a 40% discount on all previous versions of our At A Glance Guides, including Premium 2009, Small Firm 2008, and Version 5.5.

Click [here](#) to order any of these guides on our website

Coming Next Month

More information about the Palm Pre

Introduction to 2 new legal resources (maybe!)

More tips and features from both Amicus 2010 Editions

The Premium Edition 2010 guide has 105 pages of text with full color screen shots, a 4-page Table of Contents, a Reference Section with Keyboard Shortcuts, and a list of the New Features and Major Enhancements in Amicus Attorney, Versions 7 through Premium Edition 2010.

If you would like to see a complete list of modifications & additions, and new features since Version 2009 PE - AAG Guide, •^^ last month's newsletter.

Click [here](#) to download a sample pack of this new guide.

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