



SAFEGUARDING CLIENT CONFIDENTIALITY

Here's an embarrassing moment... You copy a letter from your document management system and change names, dates, etc. and then email it to someone outside of your firm. Soon thereafter, the recipient calls to inform you that they are aware that you were not the original author and that they can see the original recipient of the document and all of the edits that you made. You turn ten shades of red, your palms begin to sweat... you scramble to blame it on your secretary, your kids, the family pet, your wife...

ASK OLIVIA

Q: I know how to sort in a Word table, but only by the first word in a cell. Is there any way to sort by the second word – such as a last name?

A. Yes, actually, there is. Just follow these steps:

- ✓ Place your cursor in the column by which you want to sort
- ✓ From the **Table** menu, choose **Sort...** The *Sort by* selection should show the column you want to sort by; under *Using*, notice the only choice right now is Paragraphs.
- ✓ Click the **Options...** button
- ✓ In the *Separate fields at* section, choose **Other**, remove what's in the box, and type a space. Click OK.
- ✓ Under the *Sort by* choice, you will now be able to change the *Using* selection to Word 1, Word 2, etc. (depending on how many words are in the column), and can sort by any of the words in the column!

*If you have a question (preferably technical) for our team of experts, please send an e-mail to askolivia@odcllc.net with the subject line **Ask Olivia**.*

See [Metadata](#), page 2

YOUR DWINDLING CLASSROOMS

The lawyers are clamoring for more training on more new products. Your trainers busily create curriculum, you schedule multiple classes, lawyers register, and you send out reminders and provide refreshments.

However, even with all that preparation and hype, on the day of class your trainer ends up alone in the classroom with a tray full of uneaten cookies. The lawyers are too busy; they say classes need to be held after hours. So, you reschedule the classes for weeknights and still your trainer is alone with the ginger snaps.

See [E-Learning](#), page 2

OUR DYNAMIC CONSULTANTS

Whoever coined the phrase “change is good” never worked in a law firm!

Change may be good, but it's certainly not easy. Helping a staff that is comfortable and entrenched in their current technology to make a switch is often a more difficult challenge than the project's technical aspects.

See [Consultants](#), page 3

DO YOU LOVE COFFEECAKE?

See [You Take the Cake](#), page 3



THE EDGE

...cutting to the heart of what YOU need to know

METADATA

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You didn't have "track changes" turned on, and you don't even own a redline product...how could this have happened? This situation could be beyond embarrassing: it could be a serious business risk if it happened to any one of your lawyers. So what is to blame? In a word, **metadata**.

Metadata is information that is embedded in a document. It is hidden and may include information such as the last ten authors, file paths, editing times, track changes, comments, and more.

So what can you do about it? **SoftWise**, the developer of MacroSuite, has just released its newest version of **Out-of-Site**, state-of-the-art metadata stripping software. Let ODC demonstrate how Out-of-Site can diffuse the potentially disastrous effects of metadata within your firm.

E-LEARNING

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The lawyers in the firm respond that they don't want to spend three hours in a class when all they need is the 20 minutes of training that applies to their personal need. Sound familiar?

What if the lawyers could train when they want, where they want, at their own pace and on only the topics they need? What you need is a personal trainer for each lawyer...What you need is **TutorPro**.

ODC has joined forces with TutorPro, Ltd., a leading provider of customizable, web-based e-learning solutions. With an established library of Microsoft and legal applications that is fully customizable, TutorPro & ODC are ready to build the e-learning solution that's right for your firm!



ROUND THE TECHNOLOGY CURVE AND BECOME CUTTING EDGE

Is your firm's technology lagging behind? Let ODC help you move your firm forward, with consulting, training & support on cutting edge technology.

Operating Systems

Windows 2000 and XP
NetWare

Application Suites

MS Office 97, 2000 and XP
Corel Office

E-mail

Microsoft Outlook
GroupWise

Document Management

iManage
DocsOpen
WorldDox

Document Comparison

CompareRite
DeltaView

Project Management

Microsoft Project
Visio

Templates and Macros

Softwise
Legal MacPac

E-Learning

TutorPro

And More...

Crosswords
Interaction
Internet/Intranet
PalmPilot
Remote Access
VBA/Office VBA



THE EDGE

...cutting to the heart of what YOU need to know

ODC PARTNERS

To maximize productivity and the return on your technology investment, ODC has partnered with leading providers of training, e-learning, templates, macros and automatic numbering, secure email, network integration and client relationship management. ODC's services include:

Application Development and Customization
Conversion Consulting
Custom Training and Curriculum for End Users and Administrators
E-Learning Solutions
Help Desk, Desk-Side and Floor Support
Project Management
Database Design and Development
Macro & Template Development
Installation and Integration

CONSULTANTS

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When you're facing a system migration, you need a positive, energetic, confident team of consultants and trainers so that the users are excited and eager to embrace the new technology. You need contractors who can call on their own vast experience to anticipate potential roadblocks and provide you with solutions so that you don't have to learn from your own mistakes. You also need a consistent team that will be available for future projects and will not require retraining. You need ODC.

ODC is proud to have a distinguished staff of seasoned IS professionals who are knowledgeable and experienced in all areas of software migration and integration for legal and corporate clients. And our technical expertise is only exceeded by our "people" expertise. All of our consultants work extensively with the people in a firm, from pre-conversion meetings to classroom training, desk-side support to helpdesk. We get to know and understand the users' needs, so training and support can be more productive and effective, and ensure that change – for once – is good!

YOU TAKE THE CAKE!

No, really...take the cake, please! Many people have asked us about the coffee and coffeecake we bring to events. There are two ways to get the cake. Submit a question to **Ask Olivia**; if we publish your question, you'll receive a complimentary cake from us! Or, go to www.bostoncoffeecake.com to find out how to purchase your favorite cake. Information on the ODC coffee provider can be found at www.coffeexchange.com.

The staff at ODC wishes you a happy and healthy holiday season, and a prosperous new year.

WHO WE ARE

All of the consultants we are fortunate to have working with us here at ODC have years of training and consulting experience. Our ranks include a former manager of Information Systems for a large corporation, former managers of training and support for Boston law firms, as well as numerous consultants with experience in VB/VBA, template and macro development and an extensive list of applications currently in use in the legal environment.

To learn more about what ODC can do for you, call 617-965-6013 or check us out at www.odcllc.net.