Chapter 6 - Computer Concepts and Legal Applications

Table of Contents

Introduction

File Formats
    Converting computer data from one usable format to another

Computer Concepts and Legal Applications

Desktop Interfaces - Outliners, Integrators and Menuing Systems
    Litigation Outliner
    Case Management and Personal Information Managers (PIMs)
    Timekeeping, Billing and Accounting
    Fax Services
    Word Processing, Hypertext Briefs, Legal Forms and Document Assembly
    Legal Forms
    Document Assembly
    Document and Record Management Systems
    Workproduct Control
    Databases
    - Definition
    - Components
    - Flat file & Relational
    - Modifying
    - Reports
    - Products & Features
    - Legal Applications
    - Document Control
    - Database & Full Text
      - Database & Images
     - Database & Word Processing
    - Conclusion
    Full Text Search & Retrieval & Optical Character Recognition
    - Legal Applications
     - Components
    - Enhancements

- Searches
- Advanced Searches
- Reports
- Products & Features
- OCR
- Full Text & Images
- Limitations
- Full Text & Databases
Imaged Documents
- Imaging Process
- Benefits & Costs
- Products & Features
- Encryption
Online & CD-ROM - Legal & Factual Information Databases
- Introduction
- Internet Sites
- On-line databases
- CD-ROM
- Comparison
Spreadsheets
Multimedia - Text, Graphics, Sound, Photographs & Video
- Graphic Presentations
- Graphics (cont.)
- Audio
- Photographs
- Video
- Conferencing
- chat, audio, data & video
Settlement & Negotiations
Conclusion