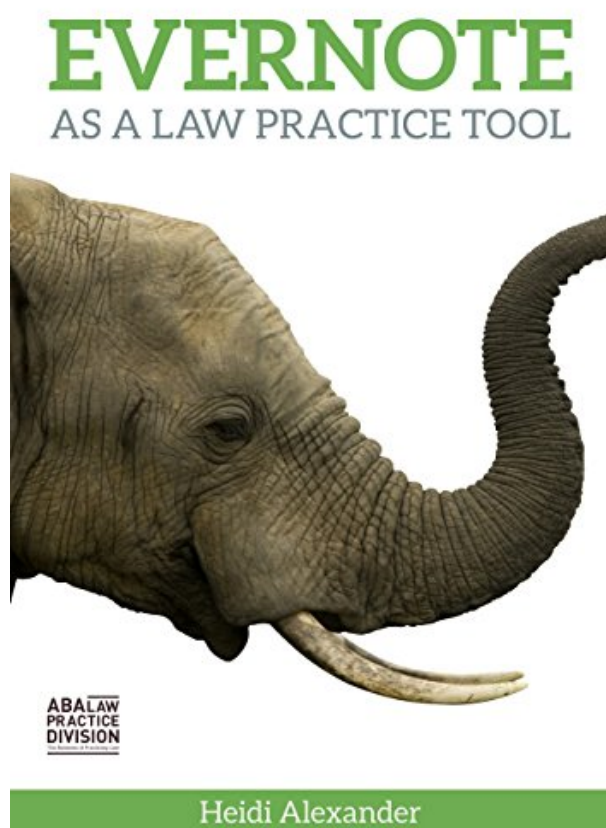


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Heidi S. Alexander, Esq. is a Law Practice Management Advisor at the Massachusetts Law Office Management Assistance Program (MassLOMAP), where she advises lawyers on practice management matters and provides guidance in implementing new law office technologies. She frequently makes presentations to the legal community and contributes to publications on law practice management and technology, including ABA Law Technology Today, Attorney at Work, and Technolawyer. Heidi previously practiced at a small firm and owned a technology consulting business. She also clerked for a justice on the highest court of New Jersey and served as the editor-in-chief of the Rutgers Law Review.

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This publication will provide legal professionals, with a primary focus on attorneys, with guidance on how to set up, use, and collaborate with Evernote. This publication will take the reader, step by step, through Evernote features. Screenshots will be used to demonstrate, for example, how to create a notebook and add data, as well as how to organize legal work with Evernote. Attention will be paid to the different types of uses for legal professionals (i.e. firm administration, marketing, case research, litigation, forms, client documents). This publication will also address the use of Evernote via mobile devices.

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