



Home
About
Order

Support
Search

Learn about
Personal
Web Page
/MyCEB



- [ISSUE V. 10](#)
- [FEATURE OF THE MONTH](#)

Criminal
[Law Enforcement, Technology, and Privacy Rights](#)
Susan W. Brenner

Employment Law 1
[California's "Sue Your Boss" Law Gets Curbed](#)
Michael R. Minguet

Employment Law 2
[Diminishing Protection for Employees Engaged in "Lawful Conduct" Away From the Work Place](#)
Everett F. Meiners

Advertising Law
[Ban on College Ads Found Unconstitutional](#)
Jeffrey S. Edelstein

Practice Management
[Ten Things They Never Told You in Law School About How to Make A Law Practice Successful](#)
Helen Conroy

Office Technology
Microsoft Office 2004 for Mac Users
Jeffrey Allen

- [ARCHIVE OF PAST ISSUES](#)
- [TEST YOUR KNOWLEDGE](#)

1. What is the purpose of the "Blue Sky Laws?"

- a) To prevent speculative business schemes
- b) To keep the air pollution free

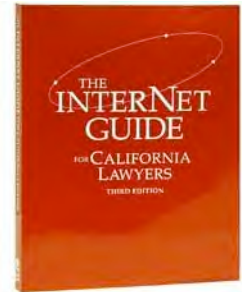
■ **Office Technology**

Microsoft Office 2004 for Mac Users

Jeffrey Allen has a general practice in Oakland, California. His firm, Graves and Allen, emphasizes real estate, business transactions, and litigation. E-mail: jallenlawtek@aol.com

The big news in the Mac world is the availability of the new version of Microsoft Office. In its earlier iteration as Office X, Office was the pre-eminent productivity suite on the Mac platform. Microsoft released Office 2004 in May and it offers substantial improvements over earlier versions. Significantly, some of the new features will greatly facilitate a lawyer's work. This article provides a product review of Office 2004 with a focus on the improvements that will most significantly help lawyers.

The Standard version of the Suite includes Microsoft Word, Excel, PowerPoint, and Entourage (the Mac's answer to Outlook for those of you just coming over from the Windows' side). A Professional version adds Virtual PC7.0 to that mix. Pricing on the Standard Suite is \$399 for an initial acquisition or \$239 for an upgrade from an earlier version. PowerPoint and Word sell for \$229 as a first purchase, while Excel lists for \$299. Each of the three sells for \$109 as an upgrade. Accordingly, if you plan to get any two of the programs, you will pay less than full price for the second and if you get the full suite the rest comes along at no additional charge.



[Internet Guide for California Lawyer](#)

c) To help air traffic controllers manage volume

>> ANSWER IS...

From CEB's Counseling
California Corporations

1. When does the California Domestic Partner Rights and Responsibilities Act of 2003 become effective?

- a) November 2004
- b) January 2005
- c) January 2006

>> ANSWER IS...

From CEB's
California Estate Planning

1. When were rent controls first adopted in the US?

- a) After World War I
- b) After World War II
- c) In the 1960s

>> ANSWER IS...

From CEB's California
Landlord-Tenant Practice

I have listed some of the key new/enhanced features of the component programs of the Standard version below (I have omitted a discussion of Virtual PC 7 as I have only seen a beta version of the program and features may change by the release date; additionally, I am under a confidentiality restriction as to features. All I can or will say at the present is that I have been testing Version 7 with Windows XP Professional; it installs easily and smoothly and appears to work better and faster than its predecessors.):

From an attorney's perspective, the introduction of the Project Center presents the most significant new feature of Office 2004. Because it technically comes as a part of Entourage, you will find it discussed in that section of this review. Note, however, that you can access the Project Manager directly from every program in the Office Suite. This feature offers a significant benefit to lawyers as it allows you to hold critical information on a project in one place.

Word

Notebook. The biggest change to the Word program is the addition of the Notebook view. Designed to appear as a spiral notebook with lined paper, this feature gives you a fast and efficient way to collect and rearrange information into a traditional tabbed notebook format. The notebook accepts both text and audio files. You will likely find it quite useful for trial notes, deposition notes, or for organizing research in the preparation of a brief or other memorandum. Long ago, I adopted the practice of creating a Trial Book to organize my materials for trials and arbitration hearings. That book (which historically was a ring binder) contains pleadings, deposition transcripts, trial memoranda, witness lists, examination outlines, motions in limine, paper for my trial notes (and

the notes themselves during the trial) and anything else I think may help in the trial, except for evidence, which I traditionally kept in a separate binder. More recently, I have taken to moving portions of that information to the computer. Deposition transcripts, trial notes, PowerPoint presentations, and the like have resided on my computer for the last few years. I am now in the process of using Word's Notebook to create an entire trial book, tying everything together again in a single document.

Tracking Changes. Microsoft has substantially modified the tracking changes feature. Changes includes the ability to track changes by each of several reviewers and to easily accept or reject each of the changes in the original document. This enhancement will facilitate the review and collaboration process in document preparation.

Formatting Palette. Improved, more control, and easier to use. Additionally, the palette turns transparent when it is open and not currently being used, allowing you to see files/folders underneath the window on the desktop. The Add Objects panel allows easy incorporation of a variety of graphics, clip art, pictures and even movie clips. It makes document creation work easier.

Formatting Options. Cutting and pasting in a Word document brings up a small book icon that allows you to choose formatting options for the pasted addition. You can retain the format of the source, adopt the format of the destination, or insert text only and Format afterwards.

Navigation Pane. The new Navigation Pane opens up thumbnails of pages in the document that appear on the left side of the page and facilitates moving around the document.

Toolbox. Clicking the toolbox icon opens a panel that gives you the ability to check compatibility of the current file with other versions of the software, create and use a scrapbook, access Encarta for general research, or access the new Project Center.

PowerPoint

Presenter Tools. The introduction of Presenter Tools marks the biggest advancement to this powerful presentation program. If you use PowerPoint and do any significant amount of presentations, this feature alone justifies the cost of the upgrade. In this new version, using this tool, your audience sees only the main slide while your screen shows you the main slide, a timer showing elapsed time, and your notes below the main slide. On the side of your screen a moveable window shows other slides in the presentation. Also, when you move the cursor over the main slide on your screen, it appears to the audience as well, so that you can get by without a separate pointer.

Enhanced Animations. Adding animation is easier with Office 2004. The built-in options for animation have been expanded. Emphasis effects have been added to allow changes to be made to the display appearance of text and graphics. The Custom Animations dialog box has also been improved, making the process easier. These enhancements will help add some additional power to make your point. The additions include 3-D effects in transitions, making PowerPoint more competitive with some of Keynote's features.

Charts. The most significant changes to Excel occur in connection with the creation of charts. New templates offer very powerful and impressive options, including 3-D to make charts stand out when they are incorporated into the PowerPoint presentations.

Entourage

Project Center. While technically a part of Entourage, the new Project Center connects to all programs in the Office suite. You can access the project center directly from any program in the Suite. In my opinion, the Project Center represents the biggest single improvement to the Office Suite from the lawyer's perspective. It provides a means of doing reasonable management of litigation and other matters on the Mac. It offers a means of consolidating information about a single project so you can locate it easily and find it all in one place and it allows a good overview and perspective for project management. You can define a "Project" as a litigation matter, a transaction, an estate, a client, or any other matter, increasing the Project Center's utility and flexibility.

You can tie contacts, calendar information, e-mail, Word documents, PDF files, and other documents to the Project, and the computer will display the information relating to the project separately from other calendar information. Events and to-do notes will also appear in the master calendar. Note that for the calendaring to work properly you must either enter the event or to-do from the Project Center menu initially or enter it to the master calendar and then import it to the Project Center. Information added to the master calendar will not automatically appear in the project center. Another word of caution, if you settle a case, don't simply delete the project file thinking it will remove all calendar information from your master calendar—it won't. You must go to the project and delete each of the calendared items (events and to-do items) separately to get them off of the master calendar. Then you can delete the project.

You can share specific tasks in a

project or the entire project with others in your firm by choosing the "sharing" feature and turning it on. Sharing does, however, require that you store the information on a file server, but if you do not have a file server in your network, you can set the program up so that your own computer functions as a server for this purpose. Note, however, that if you use a different computer as the server, Entourage will generate e-mail invitations to those sharing in the project, advising them of how to access it. If you use your own computer, it will not generate the email, but others who can access files on your computer can access the information. (Be sure to store it in a shared folder).

E-mail Filters. Entourage now includes a variable sensitivity spam filter that has proven reasonably effective in identifying and excluding spam.

E-mail Views. You can now modify the manner in which you see the e-mail screen. You have the choice of reading e-mail at the bottom or on the right side of the screen, depending on what works best for you.

E-mail Notification. If you install MSN Messenger, turn Entourage on, and minimize the Entourage window, a pop-up message informs you of the arrival of new email. The notification includes the sender's email address and a hint as to content.

A version of this article first appeared in **ABA, GP Solo Technology E Report**, 3(3), August 2003.

[Back to top](#)

[Disclaimer](#)