

## **Digital Workflow**

Digital information is more efficient than information stored in paper. You can try to argue otherwise, but it's not a winning argument. We're familiar with paper, and that's why we like it. The sooner you move away from paper the sooner you'll discover the truth. Then you'll understand just how stressful and tormenting it is to deal with.

But how are you going to make the conversion? You could hire a consultant. A consultant would love to come to your office and sell you a fancy solution to your problem. It might be expensive, but at least you wouldn't have to think about it. Right? No, unfortunately you'll have to think about it. If not now, then eventually. There's no getting around it: you'll have to understand some basic, underlying principles. Otherwise, your important data will be at the mercy of forces you know nothing about. Fortunately, the principles are pretty simple.

In addition to the live presentation you'll see, most of the information you need is available on the internet. I've set up a webpage with all the links you'll need. Here is the address to that web page:

<http://tinyurl.com/37sjz8>

It would be supremely ironic if I gave a rousing lecture on how inefficient paper is, and then provided you with a large stack of paper. Don't you think?

By giving you a web link, you don't have to worry about keeping track of paper; and I can add information later if I need to. That's the optimal approach.

Of course, if you have questions after the presentation feel free to email me at [esvenson@gmail.com](mailto:esvenson@gmail.com). For more tips on working in a paperless world be sure to check out my website: [www.pdfforallawyers.com](http://www.pdfforallawyers.com).