

## The Paperless Office – Supplemental Resource List Benjamin Cardozo Team

### **Recommended Reading:**

*The Checklist Manifesto: How to Get Things Right*, - Atul Gawande

### **To-do managers:**

Microsoft Outlook - Tasks

### **Notes applications:**

Microsoft Onenote

### **Favorite tools:**

- iPad (with additional hardware like: external keyboard, stylus, iPad-to-VGA cable and MI-FI ~ or other personal hot spot; and with apps like: PDF Expert, Pages, Junos Pulse (VPN Access), FileBrowser, AudioNote, Word / PDF converter; Pocket Cloud, Mi-Fi or other personal hot spot.)
- Copier/fax that (i) converts faxes to pdf so faxes can be emailed and that (ii) can scan to both PDF and OCR.
- Dual desktop monitors in vertical position (Judge Zwart has 3).
- Log-Me-In (Home/Mac to office desktop software); <https://secure.logmein.com/>
- Dragon dictation software; <http://www.nuance.com/dragon>
- Epson GT-S50 desktop scanner.
- Adobe Acrobat Pro
- Keynote (Apple based presentation software); <http://www.apple.com/ios/keynote>
- A.M. Mayhem Coffee from The Mill Coffee and Tea Co.

### **Cloud Document Management**

- Net Documents, <http://www.netdocuments.com/>
- Google Apps; <http://www.google.com/enterprise/apps/business/>
- Carbonite; <http://www.carbonite.com>