



Law Society  
of Saskatchewan

# Technology Academy Featuring Barron Henley

**More Tips and Tricks  
to Increase the Efficiency of Your Practice**

**September 14, 2021 | September 15, 2021**

Virtual Workshop

## **LAW SOCIETY OF SASKATCHEWAN**

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## PROGRAM

### Tuesday, September 14, 2021

- 12:30**      **Inbox Ninja – Using Outlook to Organize & Manage High Volume Email**  
Barron Henley
- 2:00**      Break
- 2:15**      **A Lawyer’s Guide to PDF Files**  
Barron Henley
- 4:15**      Adjournment

### Wednesday, September 15, 2021

- 12:30**      **Microsoft Excel Power Tips for Legal Users**  
Barron Henley
- 3:00**      Adjournment

Due to the length of each session, there may be short breaks not noted in the program.



## RESOURCES

The following are links to manuals created by Affinity Consulting for your use. They are quite lengthy – please check that you are comfortable with the length if you choose to print them.

### September 14, 2021

#### [Outlook for Windows - Manual](#)

Affinity Consulting

#### [Adobe Acrobat for Legal Professionals - Manual](#)

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#### [Kofax / Nuance Power PDF for Legal Professionals - Manual](#)

Affinity Consulting

For those who have a PDF program like Acrobat and want to follow along, there are two (2) folders of sample documents which will be used for exercises: Pleadings and Sample Documents. These are available as downloads from the following Dropbox folder.\*\*

#### [ACCESS FOLDER HERE](#)

Password: **affinity1**

### September 15, 2021

#### [Excel for Windows - Manual](#)

Affinity Consulting

#### [Excel Exercises\\*\\*](#)

\*\*Please use your laptop or workstation to participate in the exercises. Dual monitors are recommended.

## **ABOUT THE PRESENTER:**

### **Barron K. Henley, *Affinity Consulting*** **Columbus, Ohio**

BARRON K. HENLEY, ESQ. is one of the founding partners of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He earned his B.S./B.A. (marketing and economics) and J.D. from The Ohio State University and is a member of the American, Ohio and Columbus Bar Associations, and the Worthington Estate Planning Council. He is a Fellow in the College of Law Practice Management, and a member of both the ABA Law Practice Management and the Real Property Trust and Estate Law ("RPTE") Sections. He's a member of RPTE Futures Task Force, a former Board Member for the ABA TECHSHOW, and is the former Chair of the Ohio State Bar Association Law Office Automation & Technology Committee. Mr. Henley heads Affinity's document assembly/automation and software training departments; he is a renowned expert on Microsoft Word, Adobe Acrobat and HotDocs document assembly software; and has authored legal-specific manuals on HotDocs, Adobe Acrobat, and Microsoft Word, Excel & Outlook. Barron is also an expert in launching new law firms, overhauling existing firms, and documenting and re-engineering law firm processes. Finally, Barron teaches continuing legal education (CLE) classes throughout the U.S. and Canada covering a wide variety of topics related to law practice management, technology and ethics.