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Nota di contenuto	Collaboration at the crossroads -- Collaboration inside the office -- Collaboration outside the office -- First steps -- The evolving role of social media -- Benefits of improving document collaboration and using document collaboration tools -- Basic collaboration on documents -- Creating a document online : getting started with the major players -- Working simultaneously on a document -- Hidden dangers, security and metadata -- Benefits of collaboration in lawsuits and transactions -- Simple collaboration tools for productivity -- Instant collaboration--from conference calls to instant messaging -- How to hold a meeting on the internet -- Simple project management : basecamp -- Setting up a simple client portal -- Email as a platform -- Sharepoint -- Collaborating inside and outside the office : client portals and intranets -- Adobe Acrobat -- Slack -- Other web collaboration tools -- Specialized, high-end, and alternative collaboration platforms -- Must-have features for your collaboration tools -- Free vs. paid -- Involving clients in your decisions -- Determining which factors will drive your strategic planning -- Getting the word out to your collaborators -- Ethics, security and other practical issues -- Ownership, control, and other legal issues -- Potential pitfalls of collaboration--where to be wary -- Implementing collaboration tools -- Recommended choices for common scenarios, from solos to large firms -- Creating a culture of collaboration -- The future of

collaboration in the practice of law.
