

## Levenger Lap Desk

*Some lean forward to edit or handwrite. I lean back. This light plywood surface (with elastic paper holders) propped on the tiltback chair arms serves admirably as a work surface and then stows easily.*

—SB

## Maple Lap Desk

W9- AC130

\$30

Levenger

800/544-0880

www.levenger.com



## Low-temperature Glue Gun

*A favorite tool, the glue gun, now comes in a low-temperature version which works much better with some materials like foam, and is the preferred one to grab at our house because it is slightly less dangerous for kids to use.*

—KK

## Stanley All-in-One Glue Gun

\$15 at hardware stores



## CD Shrink-Wrap Opener

*I have no idea where you can buy one of these. I've only seen them as corporate giveaways. They are the only thing I know of that can open those darned shrink-wrapped CDs. You take this device and zip it along the edges of the jewel box and presto, the wrapping falls away, saving at least 5 minutes of frustrated thrashing. Cultivate a supply because you'll find that they grow legs easily.*

—KK



## CapShare Portable E-Copier

*I've found this HP hand scanner to be the most helpful new research tool since the invention of the notecard. It's actually portable and it actually works! Wipe this Walkman-sized device back and forth across your document—in any direction or speed—and the little genie inside reassembles the fragments into a perfect scan, thanks to a double laser eye tracking system. The result is a 300 dpi bitmap or greyscale scan with quality rivaling that of the bulky thing taking up half your desk. Think of it as a portable digital copy machine. A lower resolution mode lets you scan posters up to 4 feet square. And a single button click and the scans are downloaded to your laptop via a wireless infrared port.*

*I use it to collect and organize all sorts of research fragments. It's popular in legal offices for copying documents on the road. I've used it make digital notecards of newspaper articles, gather text fragments from the library, scan images from airline magazines or conference charts, or to capture a thousand other fleeting texts and images on the go.*

—Jim Mason

## HP CapShare 920 Portable E-Copier

\$300

www.capshare.com

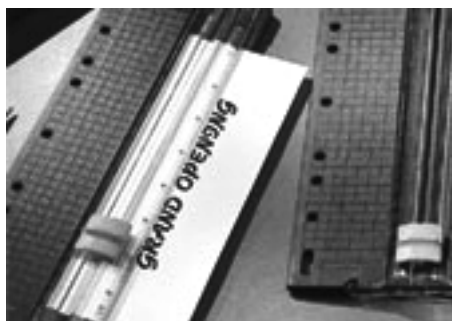
www.shopping.hp.com



## Fiskars Paper Trimmers

*It is simply impossible to make a genuine straight, right-angle cut on paper using a scissors, or even a razor blade and straight edge. The old guillotine paper cutter could deliver a clean cut, but at the risk of taking your fingers away. Fiskars, the scissors makers, invented a tiny blade mounted on a hinged holder that zips through material without any possible harm, even to the youngest children. It's fast, accurate, and crisp. These devices are so handy you'll want a big one for large-sized sheets and a little one for trimming up photos, badges, and whatnot.*

—KK



## Fiskars Paper Trimmer

\$20, personal 8 inches wide

\$45, professional 12 inches wide

www.crafts.fiskars.com

## Sheaffer Targa Fountain Pen

*I own about 100 fountain pens, but this is my everyday pen. Not the fanciest, but a steady performer. Never leaks on planes, and a nice thin line that allows me to also draw with it. Writing with a fountain pen is a delight—after you've used one for a while, using a disposable feels like a deprived act.*

—Paul Saffo

The Sheaffer Targa Pen is no longer in production, but new "vintage" units can be found on the Web. Try, for example Jim's Fountain Pen Site ([www.jimgaston.com](http://www.jimgaston.com)) where one lists for \$70.



## File Philosophy

*My philosophy is to file "too much"—whether e-mail, notes, or pieces of paper. It does not cost me any mental energy to have everything sit there in a file. If I do need it, I can find it. The search tools on the mail program Eudora, for example, are great. I'm not embarrassed to file things that really should be thrown away. It's faster to file too much rather than agonize over what to save. Save it all. For instance, one good tool is the "receipt shoebox." Normally you don't need a receipt for something you bought, but when you need one, you really need one! So you toss all (that is the secret!) receipts in a box—chronologically. You dig for one when you need it.*

—Ted Kaehler