

PMAP—Your guide to ...

Wi-fi security. Have you properly enabled the security features on the wireless router for your home or office? Most wireless routers ship their products with the security features disabled to make the device easier to install. [*Directions For Enabling Security Features on Wireless Access Points*](#) is a must-read article for anyone using wi-fi. Not enabling security features on your wireless router is about as secure as leaving the front door of your home or office wide open.

Staying out of trouble. Trust account problems are one of the top reasons lawyers are disciplined. A recent article titled [*Tips for Handling Client Funds*](#) by Mark Bassingthwaight, a risk manager with ALPS, contains great tips for any lawyer who has a client trust account. Although this list does not include South Carolina-specific rules regarding trust accounts, it offers good advice on practices that will help you keep on top of trust accounts and out of trouble. S.C. Bar members should also review the guide [*Trust Accounting and Financial Recordkeeping in South Carolina*](#).

Keeping your batteries charged. Since most of us regularly recharge our smartphones and tablets, we don't often think about having a battery backup plan. To avoid being caught in a situation where your mobile device's battery is on the verge of dying, read Dennis Kennedy's recent blog post, [*Keeping Your Mobile Devices Charged*](#). His number one tip: pack an extension cord in your briefcase! He also points to another helpful post from TechHive titled [*10 Tips to keep your mobile devices charged and happy*](#). Better safe than sorry!

Google Calendar tips. If you are a solo practitioner or working in a small firm, you may be using [*Google Calendar*](#) for online calendar management. Google Calendar comes with a free Google account and is also available with the fee-based [*Google Apps for Business*](#). If you're a lawyer using Google Calendar, [*take a look at this article*](#) for tips and tricks on how to make the most of this product in your practice.

Dropbox. Are you using [*Dropbox*](#) in your law practice? It can be a great tool if you're trying to go paperless or if you want more convenient access to your files remotely, but don't ignore the security risks, especially if you're storing client information in Dropbox. [*Viivo*](#) is a free service that allows you to encrypt files you store in Dropbox. [*Read this article*](#) for more information on

securing your Dropbox folders with Viivo. Viivo also offers a [Quick Start Guide](#) that you may want to read before installing.

Password help. It's not a good idea to use the same password for everything, but how do you remember them all? One solution is to use a password manager. [LastPass](#) acts like a safe deposit box for your passwords; you choose a strong master password and LastPass does the rest. It's also free! [Read this article](#) to learn more about LastPass. [KeePass](#) is another free option that works the same way, but stores your data on your computer rather than on the Web. [Read this article](#) to learn more about the available password managers and the security risks of each.

Facebook privacy. Whether you're using your Facebook account as a marketing/networking tool for your practice or for personal reasons, it's important to stay abreast of Facebook's ever-changing privacy policy. One of the newest changes to Facebook provided for automatic synchronization of all the photos on your smartphone or iPad with Facebook. Read more about this update and how to prevent Facebook from automatically importing photos [in this article](#). We also have a great new [Lending Library](#) book, [Facebook in One Hour for Lawyers](#), which details steps you can take to optimize privacy and other settings on Facebook. Read instructions on how to request this book from the Lending Library [online](#).

Java security. Java is a popular computer programming language used to power Internet applications. Because it's used for so many applications and websites, chances are, you have Java installed on your computer. Recently, the U.S. Computer Emergency Readiness Team ([US-CERT](#)) advised users to disable Java due to a serious security threat. Java has released a patch to fix the security flaw which you can [download from Java's website](#). However, [US-CERT still recommends disabling Java](#). For step-by-step instructions on how to disable Java on your computer, click [here](#). Continue to monitor [Google News](#) for updates.

New Year's resolutions. The start of a new year is the perfect time to commit to making changes that will improve your law practice and overall well-being. If you haven't made your 2013 resolution yet, take a look at these [New Year's Resolutions for a Better Practice and a New You](#).

Cleaning out your inbox. Having trouble reaching "inbox zero"? We all know the e-mail inbox isn't a permanent storage space for messages and documents. However, inbox cleaning is a task that often gets pushed to the bottom of the to-do list. So how do you get your inbox back on track? Productivity author Daniel Gold came up with [Five Ways to Control Your Inbox](#). Follow his advice and you can reach "inbox zero" in no time!

Tech tips. Using technology in your law practice can simplify tedious tasks, eliminate unnecessary stress and save you money! Even better, many of the tech tools that can save you time are available for free. Check out [Three Tech Tips to Save Time and Money](#) for a rundown on tools that will help you schedule meetings with a group, share multiple links with colleagues and comparison-shop for new technology.

Outlook tips. Are you taking advantage of Outlook's handy To-Do bar? Don't hide the To-Do bar and forget about it! The To-Do bar allows you to easily view a calendar with upcoming appointments, add new tasks and accept or decline meetings—all without having to leave your Inbox/Mail Window. Check out this [Tech Republic article](#) for tips on making the To-Do bar work for you.

Evernote. [Evernote](#) is a cloud-based program that allows you to easily save and organize your notes, clip articles from the web, and store pictures or PDFs from a computer or mobile device. The basic version of Evernote is [free to download](#), and because it's simple to use and allows you to access your data from anywhere, it can be a great productivity tool for attorneys. Read [this article](#) to see how one attorney uses Evernote in his law practice to catalog case law and track travel itineraries and expenses. You may also want to take a look at his second article, [Getting Stuff Into Evernote](#), for an in-depth look at Evernote's features.

Good passwords. We all know it's a no-no to use the same password for everything. If your computer or one of the companies you do business with online is hacked, the bad guys have access to everything you use that password for, from online banking to Dropbox to your firm's network. You need two things: strong passwords and a way to remember them. For tips on choosing a good password, Microsoft offers some [easy to follow suggestions](#). You won't have to remember all your new passwords if you use a secure password vault, such as [LastPass](#), [KeePass](#) or [RoboForm](#). They will even assign a strong password for you.

Gifts for lawyers. Wondering what to get your favorite lawyer(s) for the holidays? Check out Reid Trautz's ever popular [Holiday Gift Guide for Lawyers](#)! This year, his gift ideas range from [Rise & Hang's](#) unique luggage system to [Apple TV](#). For the bookworm on your list, take a look at the [ABA's list of Great Gifts for Lawyers](#), which includes new titles and old favorites that are sure to please the avid reader on your holiday list.

Word tips. Have you ever ended up with a document that contained one or two paragraphs that were not formatted the way you wanted? Word's Format Painter can easily help you fix this. Simply place your cursor within a paragraph that is properly formatted, click Word's Format Painter (the paint brush icon on the Home tab of the ribbon), and then highlight the paragraph that is improperly formatted. Word will automatically correct the formatting issues for you! Check out [this list of Word tips](#) for more help with using the format painter, as well as several more Word tips that every lawyer needs to know.

Ransomware. A new type of malicious software (malware), known as ransomware, is infecting

computers. When it strikes, users are unable to access anything on their computers. A message appears on users' computer screens informing them that their data is being “ransomed” for a price and if the user refuses, the data will be deleted. If you find yourself on the receiving end of a ransom request, do not pay! Report the scam immediately to the [FBI Cyber Crime Division](#) and the [Internet Crime Complaint Center \(IC3\)](#), and call a reputable computer professional for assistance. Read more about ransomware in [this blog post](#).

Being prepared. In the wake of Hurricane Sandy, now is a great time to ensure your firm has a plan to deal with natural disasters or other disasters, like computer crashes and fires. Visit the Bar’s [disaster preparedness page](#) for resources and articles to help with creating your firm’s disaster plan. You can also request a copy of *Prepare*, the Bar’s guide to disaster preparedness, by e-mailing prepare@sbar.org. Even if your firm already has a plan in place, reviewing and updating it will give you peace of mind and ensure that you and your practice will be prepared in the event of a disaster.

Backing up your data. With so much confidential data being stored electronically, it’s imperative that you have a good system in place for backing up your data. Even if your firm already has a backup strategy, it is important to periodically retest your systems to ensure your data is being backed up properly. Take a look at [this article](#) to learn how.

Accepting credit cards. If your firm takes credit cards, LawPay is a company that understands the need to keep earned and unearned fees separate. Processing fees are deducted only from your operating account, never your trust account. LawPay offers a variety of processing options, including the iDynamo card reader for mobile devices, which offers triple encrypted credit processing from your smart phone or iPad. For details, [contact LawPay](#).

PDF viewers. Many lawyers have chosen Adobe Reader as their go-to PDF viewer without exploring other available options. There are several great alternatives to Adobe Reader—many that will take up less space on your hard drive, require fewer updates that force you to restart your computer and are free! [Foxit Reader](#) is one of the most popular alternative PDF viewers. It's fast, lightweight and includes some collaboration tools such as the ability to fill out PDF forms. Click [here](#) to read an article with information, complete with screenshots, on some of the best alternative PDF viewers

Data security. If you occasionally work on your laptop in a coffee shop, airport, meeting room or any other public place, is your work protected from the curious eyes of the people around you? Adding a privacy filter to your screen will narrow the viewing angle so that only the person looking directly at the screen has a readable view. These filters also help protect the screens from

damage and reduce glare while allowing you to work comfortably in public without worrying about your data being at risk. The filters are available at most [office supply stores](#) and [online retailers](#) in a range of prices.

Word tips. Word assumes a lot about the text you want selected. If you drag the mouse down, Word automatically selects all of the text to the right of the cursor's current position. Similarly, if you drag the mouse up, Word selects all of the text to the left of the cursor. Fortunately, you can force Word to select a vertical block of text, ignoring the text to the right or the left. To customize the selection area, first position the cursor at the beginning of the block you want to select. Next, hold down the [Alt] key and drag your mouse up or down and right or left to select just the block you want, without Word's interfering assumptions. If you attended the [Solo & Small Firm Section's](#) Annual Meeting and CLE last Friday, you may recognize this tip from the 60 Tips in 60 Minutes presentation. Click [here](#) to check out more tips that were presented at the Solo & Small Firm Conference.

Windows tips. We all do our best to keep our computer desktop and folders organized so that we don't waste time searching for a particular file. However, even those with the best organizational skills sometimes can't find the file they're looking for. Instead of searching through all of your folders, sometimes the quickest way to find your file is by using a desktop search tool. Check out [this article](#) to learn more about some of the best desktop search tools available.

Backing up your data. By now, we all know the importance of having multiple [backups](#) of our electronic data if your hard drive crashes or your laptop is stolen. If your office is backing up to an external hard drive, consider one that is nearly indestructible like the [ioSafe](#). It comes in a number of models and claims to be fireproof, waterproof and even theft proof. Attend the [Solo & Small Firm CLE and Annual Meeting](#) next month, and you can enter the drawing to win an [ioSafe Solo!](#)

Free repair manuals. [Ifixit.com](#) has [free repair guides](#) for hundreds of tech devices, including iPads, iPhones, laptops and tablets. Whether it's replacing your iPad's battery or cleaning the fan on your laptop, Ifixit.com is a good place to start. The website also includes a rating for the difficulty of repair to help you decide if it's truly a do-it-yourself project.

Secure passwords. Recently, it was rumored that Dropbox had been hacked again after several users were spammed. The [Dropbox blog](#) explained that hackers stole user login information from another website and were then able to access the Dropbox accounts of users who used the same login information for Dropbox. Let this be a lesson—it's never a good idea to use the same

password for everything! Set a unique password for every site to keep your information secure. Check out [this article](#) to learn more about this latest security scare and steps you can take to protect your account.

Going paperless. One of the main ingredients needed for a paperless law office is a good scanner. The Fujitsu ScanSnap line is getting [great reviews](#). These scanners are now [integrated with Clio](#) so you can scan documents directly into the [Clio cloud-based system](#). Fujitsu also has a great [ScanSnap Community](#) website filled with [tips and tricks](#). If you are attending the 2012 Solo & Small Firm CLE and Annual Meeting, [Small Firms, Big Opportunities](#), on Sept. 14, you could even win a [Fujitsu ScanSnap](#)!

Windows 7 shortcuts. Many Windows 7 users are unaware of Jump Lists—a great feature that takes you directly to frequently visited websites and more by right-clicking on an open item in the taskbar (located along the bottom of your screen). For example, see a list of recently viewed documents by right-clicking Word in the taskbar. Or, quickly jump to frequently visited websites by right-clicking Internet Explorer in the taskbar. For more information and tips on making the most of Jump Lists, click [here](#).

Smooth traveling. Regardless of whether it's for business or pleasure, travel can be stressful. Fortunately, there are numerous apps and tips out there to keep travel hassles to a minimum. Check out the [Field Guide for Mobile Lawyers](#) for stress-reducing tips, productivity tools and other advice for lawyers who work on the move. [Five Mobile Apps to Reduce Airport Hassles](#) contains links to some great apps, such as [Skyscanner](#), which can help you quickly find an alternate flight if yours gets canceled. For more travel tips, check out this blog post on the [S.C. Small Firm blog](#).

Getting paid. Guiding client expectations regarding fees at the outset is extremely important to ensuring you get paid at the end of the case. By clearly stating your payment policy in your client engagement letter, you greatly increase your chances of getting paid once the work is complete. Keeping an accurate record of the time spent on each task and billing at regular intervals can also reduce the time you have to spend trying to collect unpaid fees. For more in-depth advice on how to make sure the invoices you send out get paid, check out [this article](#) from Attorney at Work.

Getting things done. Many of us are guilty of making a to-do list and failing to cross off most items by the end of the day. [This article](#) explains how adding the reasons why you want to complete each task helps you get more accomplished. Also, take a look at this article on how to [make the most of those 15 minute breaks](#) that are scattered throughout your work day.

Useful iPad tips. Typing on the iPad's on-screen keyboard can take some getting used to. Check out [this guide to using the iPad's shortcuts feature](#) to save time and cut down on embarrassing typos. [Adding words to your auto-correct dictionary](#) will also save you time and spare you the headache of battling with auto-correct when typing words or nicknames you often use that may not be grammatically correct. Or if you're simply tired of being corrected, you can opt to [turn off iPad autocorrect](#).

Web conferencing with your smart phone. Did you know that several of the most common web conferencing providers have customized their applications to work on your smart phone? Now you can host or join a web conference using [WebEx](#), [GoToMeeting](#), [Join.Me](#) or [Adobe Connect](#) without being locked in to a land line.

The Cloud. Cloud computing is a hot topic with lawyers, but many are confused about what the Cloud is and what it can do for them. For a simple introduction to Cloud computing, be sure to read [Five Things Lawyers Should Know About the Cloud](#) by Courtney Kennaday in the Bar Bytes column of the latest *S.C. Bar News*.

Malware protection. The word malware is short for malicious software. Malware is any software program designed to damage your computer and can also be designed to gather information stored on your computer. Viruses, worms, Trojan horses and spyware are a few examples. [Malwarebytes](#) offers a [free download](#) of its program designed to detect and remove malware from your computer. [Microsoft Security Essentials](#) also offers free malware protection.

Virtual receptionists. Is your answering machine scaring away potential clients? The latest member benefit for Bar members is Ruby Receptionist, a company that provides virtual receptionists to lawyers in small firms. More than a traditional answering service, Ruby will do everything a typical receptionist does, except sit in your office. Plus, Ruby is much less expensive, never goes on vacation or even to lunch! Bar members receive a five percent discount off the base price of all plans, plus a 14-day free trial and waiver of the \$95 set-up fee. For more information, visit www.callruby.com/scbar.

Organizing your replies in Outlook. If you've ever tried to find a reply you sent to a client by searching your "sent" folder, you know that it's no easy task! There is a much easier way to keep track of your replies in Outlook; simply save the replies with the original message! If you have created personal folders in Outlook, you can save replies to the folder where the original message

is stored automatically. This is simple to set up, only takes a few seconds and can save you a ton of time. Check out this [TechRepublic](#) article for step-by-step instructions.

Speed testing. Is your Internet connection really as fast as your ISP claims? If you suspect it may be a little slower than advertised, you might be correct. Sometimes ISPs can be a little misleading about the download/upload speed of the service they offer. Fortunately, you can find out if you are really getting less than you paid for by using [SpeedTest](#), a free service that tests how fast your Internet connection is.

Line spacing. The default line spacing in Microsoft Word 2007 and 2010 may seem a little different than what you're used to. That's because the default setting for Word 2007 and 2010 is 1.15, while the default for Word 2003 was 1.0. Changing the line spacing to what you want can be a pain. Luckily, this article from [Tech Republic](#) gives you step-by-step instructions on how to change your default line spacing to exactly what you want. Also, check out [this post](#) on the [S.C. Small Firm Blog](#) for more tips on getting rid of the extra line space in Word.

Keeping your flash drive safe. Since flash drives can easily be lost or stolen, it's critical to adequately protect any important data saved on one. Ensure your data is safe by saving it on a flash drive that is encrypted. There are several programs designed to encrypt drives, including [DiskCryptor](#) and [Truecrypt](#). Another option for protecting data on flash drives is simply purchasing a flash drive that is already encrypted. With an encrypted flash drive, any saved files are automatically encrypted when loaded on the drive. [Imation](#) offers encrypted flash drives powered by [IronKey](#), available for purchase [here](#).

Helpful websites. The popular "60 Sites in 60 Minutes" seminar did not disappoint at this year's ABA TECHSHOW®. The list included a little bit of everything, both useful (the Harvard Business School Elevator [Pitch Builder](#)) and silly ([Why, Siri, Why?](#)). Included in the mix were sites to help you monitor [current scams](#), examine your [social media privacy](#) and [commission a design](#) for your law firm logo. [If This Then That](#) details how to automate tasks and create triggers between applications that you use often (like Facebook and Dropbox), and [Room77](#) lets you see what your hotel room view is like before you even book.

Phishing warnings for lawyers and staff. [Scam e-mails](#) continue to be a problem for law firms. These fraudulent e-mails appear to be from legitimate websites, including Google, Yahoo!, Facebook and banks, and ask for personal information such as usernames, passwords and account numbers. To protect yourself, never respond to requests for your password via e-mail and avoid using links included in suspicious e-mails. Links may appear to take you to a

trusted website, but really direct you to another. Instead of clicking through the link, type the name of the website in a new window. Reporting these scams will help stop their spread. Most e-mail providers, including [Gmail](#) and [Yahoo!](#), have forms that allow you to report suspected phishing, and many of the big [tech firms](#) are teaming up to fight these scams.

The new iPad. Is it worth trading up? The new iPad was released on Friday, sporting a retina display, iSight camera, HD video capabilities and 4G LTE support. Many lawyers are wondering whether the improvements in this latest version make it worth shelling out the cash to upgrade. Tom Mighell gives a great review of the new iPad's features and advice on whether upgrading is worth it for you on his blog, [iPad 4 Lawyers](#). You can also check out one lawyer's review of the new iPad's dictation feature [here](#).

Android Apps for Lawyers. If you think the “i” guys are the only ones with apps to brag about, think again. The [AttorneyatWork](#) blog just asked several smartphone gurus to share their favorite Android apps for lawyers. There's also a bonus download of 40 more free apps for lawyers. Read about it [here](#).

Word tables. Did you know you can quickly convert a list into a formatted table in Word? For step-by-step instructions with examples, visit the [TechRepublic](#) Microsoft Office blog.

E-mail spam. Most people know that junk e-mail is also known as spam, and sometimes legitimate e-mails get caught in spam filters. Knowing why can help ensure your critical business e-mail won't be thwarted before it reaches its recipient. Pay attention to the words used in your subject line. Certain words are known as “spam triggers” that will cause e-mail to be blocked by Internet service providers and anti-spam software. Among these are “congratulations” and “legal.” For a list of potential spam triggers, see [ProCopyTips](#) or [HubSpot](#).

Organizing Microsoft Outlook. Most lawyers using Outlook love to make new inbox subfolders to organize different clients or projects. Did you know you can also organize your replies the same way? By doing so, you'll be able to see the sender's message and your own reply in one folder. For step-by-step instructions, read this [TechRepublic](#) article.

Computer mice. Computer mice have become extensions of our arms during the work day. Doesn't it make sense to maximize yours? Now there are programmable mice that can perform tasks like clearing your screen and launching programs. Reviews of three hot new mice can be found [here](#). Left-handed? No problem! Click [here](#) to see mice specially designed for you. For an entire ergonomic typing experience, try the [Natural Ergonomic Desktop 7000](#).

Picking the tablet that's right for you. As 2012 promises to be yet another year of the computer tablet, many lawyers are asking which one is right for them. The most consistently popular are the iPad, Kindle Fire and Nook Tablet, and you can compare features of all three at [The Verge](#) or [CNET](#). CNET also has reviews of [other tablets](#) on the market, from the Blackberry Playbook to the Samsung Galaxy Tab.

Bar benefits. Being a member of the Bar entitles you to a number of [benefits](#), including discounts on products and services such as legal software, business products and computer backups. Bar members can even receive discounts on popular cloud computing products, including [Rocket Matter](#), [Clio](#) and [CoreVault](#).

Technology products for lawyers. The TechnoLawyer blog's year-end review of the top 15 products of 2011 is available now at [TL NewsWire](#). Number one on the list is the [TrialPad](#) for iPad, an app that can display documents for trial presentations. In addition to a number of software products, the list includes other items fit for holiday gifts, such as the [Kodak Scanmate I920](#) and the [Doxie Go](#) portable scanner. Click [here](#) to see the complete list.

Tech gifts for lawyers. 'Tis the season for the annual [Holiday Gift Guide for Lawyers](#). [Reid Trautz](#), a featured technology speaker at the 2012 [S.C. Bar Convention](#) and chair of the upcoming [ABA TECHSHOW 2012](#), has lined up some of the hottest tech toys of the season. Be sure to check out this fun list for yourself or the other lawyers in your life.

Protecting yourself from scam attempts. Beware of telephone "phishing" trips. There have been a number of recent reports in North and South Carolina of telephone scammers posing as "tech support" to steal information and gain access to computers. The caller tries to persuade you to give them remote access to your computer in order to fix an alleged problem. If you receive one of these phony tech support calls, keep the following tips in mind: Microsoft and other computer and software companies do not make unsolicited calls offering tech support; do not follow the caller's instructions; if you need tech support, contact the computer or software company at a number you know to be valid; and never share personal information, such as bank accounts, credit card numbers or computer passwords, with anyone you don't know who contacts you. Be sure to pass this information along to all employees in your firm.

Technology tools for improving client communication. On any given day, most lawyers use a cell phone or smart phone, a desktop computer and the Internet. Many more also have iPads or other tablet devices and use social media to communicate with clients. For an exploration of six new and improved ways of communicating with your clients, read [Six Technology Tools for](#)

[Improving Client Communication](#) by ABA author and former TECHSHOW Chair Dan Pinnington. The blog post includes helpful tips like how to use free long distance via the Internet.

Figuring out the iPad. If you're one of the many lawyers who has an iPad, you may have noticed it's not like other computers. If you're struggling to learn the ins and outs of your device, there are resources available to help you. One option is the iPad User Guide bookmark, which comes preloaded on your iPad. Simply click on the bookmark icon in the Safari web browser to view the comprehensive online source that will help you master your iPad. Another user-friendly option is the complete PDF user manual available from Apple. From your iPad, click [here](#) to download, then touch the screen in the upper right-hand corner of your iPad for the option to open the manual in iBooks. Once saved into iBooks, the manual will be ready whenever you need it, regardless of Internet availability.

Law firm marketing. It's hard to believe, but the holidays are just around the corner, and if you plan to send holiday cards from your firm, now is the time to start. Deciding what to say and which format to use shouldn't be difficult with the [Law Firm Holiday Card Planner](#). Here, you'll find helpful advice and even see examples of cards from other law firms.

Wi-Fi security. It's hard to resist the appeal of free public Wi-Fi. With our mobile devices, it's easier than ever to jump on the Internet whenever we'd like. But security experts like to remind us that all is not idyllic in the public Wi-Fi landscape. For five great tips for staying safe with Wi-Fi, read [Tie Down That Wi-Fi: Security in Public Requires Vigilance](#).

Trust accounts. Rule 1.15(h) of the S.C. Rules of Professional Conduct mandates that all lawyers with a trust account must file a written directive with their bank requiring the bank to report any non-sufficient funds (NSF) transactions. If you have an IOLTA account, please confirm with your bank that you have a directive filed. It is the duty of the lawyer to make sure this has been done. Do not assume that all banks do it automatically. If the Commission on Lawyer Conduct discovers an overdraft that was not reported by the bank, the lawyer may be disciplined for both the Rule violation that caused the overdraft *and* the failure to file a directive with the bank. If you need a form directive, you can find two online [here](#).

Twitter. Twitter is the social network based on brief messages of up to 140 characters. You can use Twitter to pass along news and information of interest to your friends, clients and colleagues. You don't have to use text messaging on your phone; you can tweet from your computer. If you are thinking about joining the legions of lawyers using Twitter, don't miss these [Essential Dos](#)

[and Don'ts for Twitter Users](#) from lawyer [Dan Pinnington](#). [Follow the Bar on Twitter!](#)
[PMAP is also on Twitter!](#)

Business Card Strategies. Even in the digital world we inhabit, business cards still have an important place for lawyers. Having a good card is a goal for all lawyers. For example, you should make sure someone can read your card easily without glasses or a magnifying glass (the "over age 40" rule). For more tips, see the new [S.C. Small Firm post](#).

Safe electronics disposal. Effective July 1, the S.C. Manufacturer Responsibility and Consumer Convenience Information Technology Equipment Collection and Recovery Act, S.C. Code Ann. Subsection 48-60-05 -- 48-60-150, bans televisions, computers, computer monitors and printers from the solid waste system. To look for recycling options in your area, visit the [e-cycle website](#). Don't forget to sanitize your [computers](#), [smartphones](#), copiers and other devices before you recycle them.

Androids. Android device activations now exceed 500,000 per day, worldwide. Android is the mobile operating system developed and owned by Google. It is available on a broad range of mobile phones and tablets. If you are one of the many new Android users, check out this podcast on using Android phones in the law office by the Bar's practice management advisor, Courtney Kennaday, on [LegalTalkNetwork](#).

Dropbox. Many lawyers are discovering a service called [Dropbox](#). Dropbox syncs files on all your computers or smart phones. Save a file on your work PC to Dropbox, and when you go to your laptop, the file is synced there too. Dropbox is convenient -- you don't have to save a document to a flashdrive or e-mail it to home to work on it. You can also give someone access to your Dropbox and share files with a client. But is it secure? For a recent discussion on Dropbox security, see this article at [TechRepublic](#).

Reducing typing errors and saving time. Although it has been a feature of Word for many versions, AutoText is often overlooked. AutoText lets you store text and graphics for use later. Anything you regularly type or insert in Word is an AutoText candidate. For step-by-step instructions, [see this article](#) on TechRepublic. Also, in Outlook 2007 and 2010, look for the QuickParts feature to do the same thing.

Improving your bottom line. [Law Practice](#) magazine featured the article, [25 Quick Tips for a Healthier Bottom Line](#), available free online. Integrate some of these tips into your practice to start on the road to an improved bottom line. Print the article and use it as the agenda for your next firm meeting. Use it as a check-off list—things you currently do and things you could do

better—and use it to help prioritize planned improvements for 2011. At a minimum, take the time to read this article and incorporate the tips into your thinking.

Time management. Do you jump from one task to the next without ever finishing? You may want to try the Pomodoro Technique of getting work done. To begin, you'll need a kitchen timer, a list of tasks and a pencil. Choose a task to be accomplished and set the Pomodoro to 25 minutes (the Pomodoro is the timer). Work on the task until the Pomodoro rings, then put a check on your task list. Take a five minute break and begin a new task with the timer running. Every 4 "Pomodoros" take a longer break (15-20 minutes). The technique was created in the 1980s by Francesco Cirillo. To download the free book and forms, visit www.pomodorotechnique.com.

Staying out of trouble. What is one way to make sure you are on top of any rule changes or new case law? [Subscribe to the S.C. Judicial Department e-mail updates](#). Select the notifications you wish to receive, including Court news and Advance Sheets. PMAP is free practice management assistance for Bar members.

Storing passwords. We all have accounts that require passwords. We've been told that, to be secure, we should never use the same one twice. Our passwords should be 12 characters long and use a random mix of letters, numbers and symbols. Instead, most of us use the same simple password for everything, year after year. The threat from spyware is too great to ignore. The most secure way to store all your passwords is with a good password manager – a software program that securely encrypts and stores passwords. You need just one strong password to unlock all the encrypted passwords stored by the password manager. Two popular products are [Roboform](#) and [LastPass](#).

Job satisfaction. Dan Pinnington, Practice Management Advisor and practicePRO Director for Lawyers' Professional Indemnity Company, Toronto, Canada, recently posted [“The 2/3 Rule Will Make You a Happy and Successful Lawyer”](#) on the [Slaw](#) weblog. Dan's post describes a concise concept to help you decide whether to take a case. Apply the 2/3 Rule in your law practice, and see if it works for you.

E-mail security. This week, [Gmail suffered a glitch that resulted in as many as 150,000 Gmail users losing access to their e-mail](#). In fact, their e-mail was wiped out. Google has apologized and is working to restore the e-mails from backup tapes. In January, Hotmail experienced a similar issue when 17,000 users found their e-mail and folders deleted. These news stories should give lawyers using online e-mail for their law practice serious concerns. If you are one of those lawyers, you should immediately make a backup of your e-mail. One way to

do this is to set up Gmail to forward your e-mail to another account, such as Outlook on your PC. To learn more, click [here](#).

Skype. Many people are familiar with using Skype, the free Internet communications system, for video chatting with distant relatives. But Skype can also be a benefit to lawyers by providing custom solutions for businesses. Skype can eliminate some of the headaches of buying, maintaining and supporting an in-house phone system. If you would like to learn more about Skype and whether it's right for your firm, read [Skype 201: For Your Law Firm](#) by Lincoln Mead.

Sending text messages via e-mail for free. Did you know you can send text messages via e-mail to most major cellular providers? Sending a text message to someone's phone by e-mail can save you money if your provider charges you for text messages. Also, it's easier for most people to type on the computer than on a little phone. Here's how to do it: open a new e-mail message on your PC, and instead of typing an e-mail address, substitute the recipient's 10-digit cell number, then "@" and the carrier's information. For example: 8035555566@vtext.com will send a text to a Verizon phone. The trick is knowing which cell phone provider the recipient uses (you have to ask them). You can also do the reverse: send an e-mail from a text message. Instead of a phone number, send your text to an e-mail address. Your carrier will convert it to an e-mail. For more tips and lists of carrier e-mail addresses, see these articles on [Lifehacker](#), [Wikipedia](#) and [NotePage](#).

Smartphone protection. Did you know smartphones can be targets of malware like viruses or trojans? When a mobile device becomes infected, it is not as easy to get rid of the infection as it is with a computer. To protect your phone, you should be as careful as possible when downloading and installing applications and games by reading reviews or researching them on the Internet first. If you have an Android, Blackberry or Windows Mobile phone, you also need an anti-virus or anti-malware program. One popular product is [Lookout](#), which offers free anti-virus protection. Lookout Premium Version provides more services, including enhanced backups and a missing device locator for \$2.99 per month or \$29.99 per year.

Readability. Readability is a simple tool that makes reading on the Web more enjoyable by removing the clutter around what you're reading. It's simple to install Readability in your browser (Internet Explorer, Firefox or Chrome). Go to the [Readability website](#), select your font settings and margins, then drag the bookmarklet on the page up to your bookmarks toolbar. The next time you want to read an online article unimpeded by flashy ads, select the Readability bookmark and they'll instantly disappear.

GPSolo magazine online. The December issue of the General Practice, Solo & Small Firm

Division's magazine focuses on "The Greening of Your Law Practice." Highlights of this "Technology & Practice Guide" issue include "Document Management: Go Green, Save Green," "Why Pay More? Buying Refurbished Office Equipment," "Is Cloud Computing Green Computing," the annual "Techno-Gift Guide," "Data Security in a Mobile World" and more. Also [browse past issues](#) of GPSolo back to 1995, or search the magazine's archives.

PDF for Word. WordPerfect users have been able to save documents as PDF for several versions now, even without owning Adobe Acrobat standard or professional version, and Microsoft Office 2010 includes a "Save as PDF" feature right out of the box. But did you know you can easily add that feature to Word 2007? Being able to save your Word documents directly to PDF format is useful for electronic filing and for sharing documents with others. Download the free add-in from Microsoft to enable the Save as PDF feature in Word 2007 and the other programs in the Office 2007 suite by clicking [here](#).

Opening multiple Word files at the same time. Lawyers spend the majority of their computing time in word processing functions. There are a number of ways to open Word files, but you may not know that you can open more than one file at the same time. For instructions with illustrations, see [TechRepublic](#). This tip works just as well with non-Word files, such as PDF, WordPerfect, Excel and more.

Internet security. Online privacy suffered another blow recently with the release of "Firesheep," a free extension added to Firefox that enables someone to hack into another person's online account. Facebook, Amazon, Google, *The New York Times*, Twitter, Windows Live, Wordpress and Yahoo are some of the 26 sites that Firesheep can target. The victim and the hacker must be sharing the same open Wi-Fi network, such as a public coffee shop Wi-Fi. Using Firesheep, the hacker can easily gain access to the victim's account, including the ability to post a message or send an e-mail from that account. Although this type of Wi-Fi hijacking is not new, Firesheep has made it very simple for anyone to be a hacker. For a better understanding of how Firesheep works, see [TechCrunch.com](#), [PC World](#) and also [How To Protect Your Login Information From Firesheep](#).

Google Instant. If you use Google search engine, you've probably noticed a new feature: Google Instant. With Google Instant search terms are suggested for you (Google Autocomplete), and search results instantly appear from the first letter you enter and continually update as you keep typing. Google designed this to anticipate what you are searching for and to save you time. Some users find the feature very useful; others have found it very distracting. If you would like to disable this feature, read [this article](#) for instructions.

Saving steps in Microsoft Word. If you've ever started typing without realizing your caps lock key was on you know the frustration of having to retype what you just wrote. Maybe you would like a faster way to change some text to all caps. It's actually easy to do! Highlight the text you need to change, then hold down the shift key and press F3. Each time you hit F3, you'll see options for changing your font to lowercase, all caps or capitalizing just the first letter of each word. On some keyboards, it may be necessary to press the Fn key or the F Lock key to activate the function keys first.

Microsoft Outlook. Have you ever been looking at mail in your inbox, then wanted to jump to your calendar without losing your place in the inbox? Outlook makes it possible through the use of multiple windows. To open multiple windows, right click on an icon (e.g., the calendar) in the Outlook Navigation pane, which is the left column of Outlook, and pick "Open in New Window." Resize your windows so that you can see your calendar and your inbox at the same time, or if you have two monitors, just drag one window over to the other monitor. Then you have a really good view of both windows.

Avoiding check scams. The Bar has received notification from several members that they have been targeted in the rash of check scams reported worldwide. Here are some "red flags" to look out for:

- A new "client" contacts you by e-mail (possibly with a debt collection matter or the "client" sends you a retainer check).
- One of the parties may be overseas.
- The debt or other obligation resolves itself rather quickly and easily without much effort by you.
- There is a very convincing certified check (which your bank may tell you is good).
- The amounts being collected are typically large (more than \$100,000).

Unfortunately, lawyers elsewhere have deposited the certified checks and disbursed the funds before learning that the check was a forgery. For more on avoiding check scams, visit the S.C. Small Firm blog: [Scams against lawyers](#) and [Fraud against lawyers](#).

Software comparisons. Choosing the right law office software can be tricky. How do you know you're getting the right product for your firm? One way is to review the handy online comparison charts provided by the [ABA Legal Technology Resource Center](#). The [charts](#) compare top software products in several areas, including case management and time & billing. Comparison areas including pricing and functionality.