

Make My Day: Free Apps, Tips and Gadgets

Sheila M. Blackford

Oregon State Bar Professional Liability Fund

Attorney | Practice Management Advisor

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Sheila Blackford - Practice Management Advisor

Sheila Blackford received her BA from Mills College and her JD with Tax Law Concentration from University of the Pacific, McGeorge School of Law. A member of the Oregon State Bar since 2000, she is the former Editor-in-Chief of Law Practice, the magazine published by the American Bar Association Law Practice Management Division. She is a Fellow of the American Bar Foundation and a member of the ABA Breast Cancer Task Force, ABA Women Rainmaker's, the Law Practice Division Education Board, eLawyering Taskforce Committee, and is currently serving on the Division's Council. She is a member of the OSB eCourt Task Force and the Public Service Advisory Committee.

Ms. Blackford has been a Practice Management Advisor for the Oregon State Bar Professional Liability Fund since 2005. She has been a member of the Adjunct Faculty for the School of Law at University of Oregon, teaching a Law Practice Management course during the January Term. A former sole practitioner, she provides confidential practice management assistance to Oregon attorneys to reduce their risk of malpractice claims and ethics complaints. In addition to her legal experience, she has over 10 years of teaching and marketing experience.

She is a frequent speaker about practice management for law-related organizations, including the Professional Liability Fund, the Oregon State Bar, the American Bar Association, and the Upper Law Society of Canada. She is co-author of Paperless in One Hour For Lawyers and a contributing author to the Flying Solo, 5th Edition both published by the ABA Law Practice Management Division and is a contributing author to the Fee Agreement Compendium published by the Oregon State Bar and to the PLF law practice management handbooks. Her articles frequently appear in legal publications, including the Oregon State Bar Bulletin, In Brief, Law Practice Magazine and Law Practice TODAY, and LTN Law Technology News. In between articles, she writes the [Just Oregon Lawyers](#) blog and tweets technology and practice management tips on [Twitter](#).



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"Looking for input on how to go paperless? Give me a call. The process is easier than you think and I can get you started down the right path."



App #1
VIIVO ensures access to
your files remains with you



App #2
Mint lets you manage your
money anywhere, any time



App #3

Expensify lets you handle expense reports on the fly



App #4

join.me lets you join an online meeting no matter where you go



App #5

Prezi lets you create & share dynamic presentations



App #6

Evernote, what did we ever do before you?



App #7

Zamurai Mobile Whiteboard takes collaboration to next level



App #8

Blancco lets you securely wipe all your data from old computers & smart phones



App #9

Pomotodo – Pomodoro
meets todo



App #10

DocuSign let's you sign
from your smart phone



Bonus App

Remember the Milk
for Web, Android, iPhone & iPad



Tip #1
Free can be costly:
read the Terms of
Use & EULAs



Tip #2
Save time with
prototype file
folders



Tip #3
Shortcut SHIFT+TAB
Jump back to a
previous field



Tip #4
Take an eye fatigue
rest stop every 15
minutes



Tip #5
Backups are
critical!
→ Multiple
→ Frequent
→ Layered



Tip #6
Encryption is easy
peace of mind if
you store in the
Cloud




Tip #7
How strong is your password? Check at passwordmeter.com



Tip #8
Avoid inadvertent emails: turn off autofill



Tip #9
Avoid inadvertent emails: set up delay send for 30 seconds



Tip #10
Password protect
your smart phone is
smart protection



Bonus Tip
There are software
alternatives like
Nitro Pro instead of
Adobe Acrobat





Gadget #1
Octa TabletTail Whale Kit



Gadget #2

Power2U AC/USB Wall Outlet



Gadget #3

ProClip


Vehicle Mount + Device Mount =
ProClip Solution

Tap Start button to open Sticky Notes
In Search Box, type Sticky Notes
Tap Sticky Notes in list of results
Click New Note (+ sign) or Ctrl+N to create new note
Click Delete Note (x sign) or Ctrl+D to delete note

Gadget #4 is free!

Sticky Notes in Windows 7

IRONKEY D80 HARDWARE ENCRYPTED FLASH DRIVE




KEY FEATURES

- Strong, enterprise-grade AES 256-bit encryption
- Always-on hardware encryption
- Encryption happens inside the drive and the key never leaves the drive
- Tough, durable, tamper-resistant enclosure
- Larger file high-capacity flash memory
- Secure, self-defending, non-volatile drive automatically reformats after 30 failed logins

Gadget #5
IronKey D80 Encrypted Flash Drive



Gadget #6
Jabra Freeway



Gadget #7
A Mouse for Any Surface
Microsoft Arc Mouse



Gadget #8

Pen Barcode Scanner + Barcode =
No more lost misplaced files



Gadget #9

Portable Scanner!
ScanSnap S1300i



Gadget #10

Wearable Technology: Smartwatch

This can be you....

2014 Goals

1. *Get my personal drone*
- 2.
- 3.





Bonus Gadget
Your personal drone.
Parrot A.R. Drone 2.0

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ABA TECHNOLOGY RESOURCES

The American Bar Association (ABA) has many resources for those interested in learning about technology.

Legal Technology Resource Center

An excellent place to start is the Legal Technology Resource Center (LTRC):
http://www.americanbar.org/groups/departments_offices/legal_technology_resources.html.

Many of the resources found at the LTRC site are available to members and non-members alike. For example:

Technology Charts and Overviews:
http://www.americanbar.org/groups/departments_offices/legal_technology_resources/resources/charts_fyis.html

Articles about Technology:
http://www.americanbar.org/groups/departments_offices/legal_technology_resources/resources/articles.html

Free Full-Text Online Law Review/Journal Search:
http://www.americanbar.org/groups/departments_offices/legal_technology_resources/resources/free_journal_search.html

Check back often and browse all the resources.

Law Technology Today Blog

Law Technology Today is the official legal technology blog from the ABA Legal Technology Resource Center (LTRC). Law Technology Today provides lawyers and other legal professionals with current, practical and innovative content developed by some of the leading voices on legal technology. Visit <http://www.lawtechtoday.org/> for more information.

Topics include:

- Tutorials & Demos
- Hardware - Essential Equipment
- Software - In & Out of the Cloud
- Security - Protect Your Practice
- Marketing - Social Media & More

Law Practice TODAY – free ABA Webzine

The Professional Liability Fund is a syndicator of the monthly digital publication, *Law Practice TODAY*, published by the Law Practice Division of the ABA. *Law Practice TODAY* strives to bring lawyers the most current information and trends in the legal industry by delivering anecdotes from professionals in the field of law. Nearly every issue of *Law Practice*

ABA TECHNOLOGY RESOURCES

TODAY contains an article on technology issues. You can find links to the latest issue of *Law Practice TODAY* at the PLF Web site, www.osbplf.org.

ABA Law Practice Division

Since 1974, the ABA Law Practice Division (formerly Law Practice Section) has supplied lawyers and legal professionals with cutting-edge information and resources related to the core areas of marketing, management, technology, and finance. Whether you are seeking to become a successful lawyer, build on your successes, or grow your law practice, LP is here to help. Become a member to take advantage of our meetings and professional networking opportunities, CLE programs, book discounts, magazine, and much more: http://www.americanbar.org/groups/law_practice.html.

IMPORTANT NOTICES

This material is provided for informational purposes only and does not establish, report, or create the standard of care for attorneys in Oregon, nor does it represent a complete analysis of the topics presented. Readers should conduct their own appropriate legal research. The information presented does not represent legal advice. This information may not be republished, sold, or used in any other form without the written consent of the Oregon State Bar Professional Liability Fund except that permission is granted for Oregon lawyers to use and modify these materials for use in their own practices.
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HOW TO BACK UP YOUR COMPUTER

Disasters happen to someone else somewhere else. Too bad this isn't true. Despite being trained – if not genetically hardwired – to anticipate the worst, many lawyers fail to have an adequate backup and recovery system to protect all the important information entrusted to their computers. The information stored on your computer is truly the lifeline of your practice. Safeguarding this information is critical to your practice's survival and an ethical obligation you owe to your clients.

Look around you. If your computer crashed or was ruined in a disaster, how much would the downtime cost you? Even a relatively minor calamity can wreak devastation on your law practice. Just consider the prospect of recreating all your documents, forms, client billing, time records, calendar entries, contacts, and emails. Scary, isn't it? If you aren't safeguarding your data on a regular basis, keep reading so you can learn how to get a system in place. Even if you have the support of an Information Technology (IT) department for your law office, keep reading so that you understand what they are doing and can apply it to your home computer.

DATA BACKUP OR DISK IMAGING?

The term "data backup" refers to backing up or making a duplicate copy of selected information stored on your computer. The term "disk imaging" refers to making a duplicate copy of everything on your computer – operating system, software applications, program customizations, folders, and files – not just the data. Disk imaging is the better choice. Why is disk imaging so important? Imagine that your computer hard drive has crashed. Everything is gone. Luckily, you took the time to back up your data. However, before you can access it, you must first reinstall your operating system, programs, security patches, updates, etc. Only then can your computer read the data you saved. If you need further convincing, take a moment to look at all the programs you have on your computer. If the prospect of reloading all those programs seems daunting – as it should – consider buying a disk imaging program for your office. A disk imaging program is inexpensive, easy to use, and allows you to get back up and running quickly. (See Resources at the end of this article.) It will prove its worth in gold, or at least in many, many billable hours.

CHOOSING A BACKUP AND RECOVERY SYSTEM

A good backup and recovery system has three elements: (1) automatic backup software; (2) a reliable storage device that is kept offsite; and (3) someone who can be trusted to ensure that the system is working. A good backup and recovery system will let you sleep easier knowing that your valuable information is protected.

1. Make It Automatic. The key to the software is that it must work well for the user. Otherwise, the user won't use it. Automatic backup software is the safest choice because you don't have to fit backing up into your day. Instead of an annoying pop-up window asking if you want to back up now or later, it just quickly and quietly does the backup automatically. It doesn't allow you to elbow it aside when you're rushed and taking the short view of your priority list. The automatic software program you choose should be easy to set up. Typically, once you install the program, an interactive setup allows you to specify what you want backed up, when, and how often. Select a program that has a restore feature so that any archived information can be restored to your computer.

2. Storage Devices. Once you have backed up all the data and programs on your hard drive, you will need to find a place to store the data until you back up again. Dedicating an external hard drive to the backup process is far superior to downloading the backup files onto numerous discs. A second removable hard drive or other external storage device is an affordable convenience; it will allow you to make a duplicate backup to be stored offsite, with the original locked in your law office's fireproof safe or file cabinet. When buying an external hard drive, purchase the largest capacity you can reasonably afford. Another storage option is the Iomega Rev, a combination of hard drive and special disks. Useful for PCs or Macs, it is a greatly improved combination of the Iomega Zip Drive and the Iomega Removable Hard Disk Drive. It claims to provide fast and easy backup, disaster recovery, and data transport solutions for a single PC. Other features include password protection, encryption, and removable disks, making it more secure and flexible than an external hard disk drive. The sealed disks are more durable and have higher capacity than CDs or DVDs. For more information, visit www.iomega.com. Especially in areas prone to natural disasters, the safest storage of backup information is offsite, preferably in another geographic location. The importance of this topic was recently underscored by the devastation delivered by Hurricanes Katrina and Rita. Using Internet-based backup services is one possible solution. If you choose this option, read and understand [Oregon Formal Opinion No. 2011-188](#), *Information Relating to the Representation of a Client: Third-Party Electronic Storage of Client Materials*. Also see [Odds & Ends, Safeguarding Client Information in a Digital World](#) by Helen Hierschbiel, *Oregon State Bar Bulletin* (July 2010).
3. Disk Imaging /System Backup Policies and Procedures. If you choose a disk imaging program, your computer backup and recovery policy is simple – just set the frequency of the backup. How often should you perform backups? The frequency should be dictated by your comfort level with risking any data created or received since your last backup. Most technology advisors recommend that you back up your new file information once daily, back up your full system once weekly, ship backups out of the geographic area semi-weekly (if living in a disaster-prone area), and do periodic restores semi-weekly or monthly. Your policy should also designate the person who is responsible for performing periodic test restores to be sure the program is working. Part of ensuring that the system is working is to periodically check to see whether you can restore a file and then compare it carefully with the file you backed up. The restored information should be identical to the backed-up information. The time to check is before you need the information. A recovered file that is unreadable because it is corrupt is not a surprise you want in the eleventh hour of any case.

SELECTING YOUR BACKUP SOFTWARE

When you compare backup software products, look for one that allows you to:

(1) recover entire operating systems and/or individual files; (2) schedule backups to occur automatically; (3) customize the timing of backups based on the occurrence of events such as billing; (4) back up and restore quickly; and (5) test the restoration process. To recover entire operating systems, applications, and data, use disk imaging software. If you need assistance with these or other practice management questions, call the PLF at 503-639-6911 or 1-800-452-1639.

RESOURCES

For Product Reviews and Articles:

Law Technology Today Resource Center (ABA) – Data Backups, SaaS (cloud computing), and Ethics of Online Backups:

<http://www.lawtechnologytoday.org/2012/10/5-steps-to-a-better-backup-strategy/>

http://www.americanbar.org/groups/departments_offices/legal_technology_resources/resources/charts_fyis/databackupfyi.html

http://www.americanbar.org/groups/departments_offices/legal_technology_resources/resources/charts_fyis/saas.html

http://www.americanbar.org/groups/departments_offices/legal_technology_resources/resources/charts_fyis/OBSethicsfyi.html

Law Practice Today – http://www.americanbar.org/groups/law_practice_management.html

Law Technology News – www.lawtechnologynews.com

Legal Ethics Forum – www.legalethicsforum.com

Backup Review – a top 25 list of online backup providers (updated monthly) – <http://www.backupreview.info/>

CNet.com – www.cnet.com

PC Magazine online – www.pcmagazine.com

To Comparison Shop:

Cyberguys.com – www.cyberguys.com

PriceGrabber.com – www.pricegrabber.com

Google Shopper Mobile app - <http://www.google.com/mobile/shopper/>

Disk Imaging/System Backup Software:

Windows

Acronis True Image – <http://www.acronis.com/>

Paragon Drive Backup – <http://www.drive-backup.com/>

Norton Ghost, Backup Exec, and other products – www.norton.com

O & O DiskImage - <http://www.oo-software.com/home/en/>

Mac

Carbon Copy Cloner - <http://www.bombich.com/>

Time Machine – built into Mac OS, version X or later.

Intego Personal Backup for Mac - http://download.cnet.com/Intego-Personal-Backup/3000-2242_4-27044.html

Drop DMG – <http://www.macupdate.com/app/mac/7099/dropdmg>

Hard Drive Clones:

SATDOCK22R – <http://us.startech.com/>

Online Data Storage Resources (Cloud Computing/SaaS):

Backup Review – a top 25 list of remote backup providers (updated monthly) – <http://www.backupreview.info/>

Carbonite – www.carbonite.com

CrashPlan – www.crashplan.com

EVault – www.evault.com

Files Anywhere – www.filesanywhere.com

Iron Mountain – www.ironmountain.com

Mozy – www.mozy.com (ABA Member discounts)

Vault Logix - <http://www.dataprotection.com/>

NOTE

The information in this practice aid is provided to assist attorneys in setting up effective backup systems. It does not establish, report, or create the standard of care for attorneys, nor does it constitute an endorsement of a particular product or vendor. Attorneys who elect to use online data storage resources should carefully review [Oregon Formal Opinion No. 2011-188](#) and conduct their own appropriate research.

ONLINE DATA STORAGE PROVIDERS

An online data storage provider is an Internet-based service that backs up your entire system automatically and stores the data on the Internet in a secure form and location. You may see this process referred to as storing your data “in the cloud,” Web-based data storage, or “software as a service” (SaaS). Online data storage providers were previously referred to as “Application Service Providers” (ASPs).

This online data storage method for backup and recovery has generated much discussion in legal circles. Using Internet-based backup services is one possible solution; it is not a required solution. Before choosing this option, read and understand [Oregon Formal Opinion No. 2011-188](#), *Information Relating to the Representation of a Client: Third-Party Electronic Storage of Client Materials*. Also see [Odds & Ends, Safeguarding Client Information in a Digital World](#) by Helen Hierschbiel, *Oregon State Bar Bulletin* July 2010). See also [Cloud Caution: Look Before You Leap](#) by Joshua Poje, *YourABA* e-newsletter, ABA Legal Technology Resource Center (2010). Online data storage can provide access to documents in a way that offsite backup cannot – especially if your offsite backup is stored in your same town or locale. This is one of the many tragic lessons learned in the wake of Hurricane Katrina, when one-third of the lawyers in Louisiana lost their offices, libraries, computers, client files, and homes. Even if the lawyers had backup devices or CDs at their home or other local site, few were able to access the backups. The ability of displaced lawyers to retrieve their client documents and financial data through the use of online storage provides a powerful incentive to consider this alternative.

Online backup for PCs and servers can provide up-to-the-minute data backup protection; however, many lawyers have reservations about using online data storage. Generally, the security issues associated with storage are the main concern. Placing client information in the hands of third parties, the solvency of the provider, the security of the storage location, the method of storage, and the preservation of confidentiality are high on the list of reasonable concerns considered by lawyers. These concerns apply whether lawyers are storing paper files in a document storage facility or storing electronic data through an online provider. With a paper document storage facility, once you are confident that the facility either has no access to your stored documents or maintains confidentiality and privacy, you turn over the boxes of client files for storage and periodic retrieval. Placing electronic client data in the hands of third parties who remotely upload it to their Web site is really not any different. Proper security is crucial for each. A hacker can access an electronic site that isn't secure; a thief can break into and enter a paper storage facility that isn't secure.

Both a physical storage center and an online provide the user with a special key. An online provider's security can be so restrictive that the user may be the only person who has the “key” – an aspect of storage that requires thought, planning, and safeguarding. There may be no electronic “locksmith” to help you enter your “storage facility” if the key is lost. Therefore, if you are the only key holder, you should store the key (usually a password) locally somewhere that is secure, such as a safe deposit box, and also somewhere secure in another geographic area. Don't rely on your memory – this is a key (password) you hopefully will never have to use.

When choosing an online data backup, storage, and restore system, you may want to ask these questions:

- Does the system offer the highest form of security data encryption available in the United States: Advanced Encryption Standard (AES)?
- Does the system offer a private encryption key that is held only by your office?
- Does the system encrypt all transmitted data at the source?

- Does the system provide continuous, automatic backups?
- Does the system have the capability to back up time-sensitive data like open files, e-mails, and databases?
- Does the system provide full coverage for complete data protection and recovery, including backup, offsite storage, ability to restore data over the network or dedicated storage device, online remote recovery, and offline archiving and recovery?
- Does the system provide instant file restores 24 hours a day, 7 days a week, 365 days a year?
- Does the system provide automatic notification of exceptions or problems encountered?
- Does the system provide detailed activity reports?
- Is the online data server in a geographic location that is separate from your locale?
- Does the online data storage provider take precautions for disasters in its own area, such as backing up on a server in another location?
- Is the online data storage provider's physical site secure? (The highest level of security is a Tier One Data Center Facility.)
- Is there a secure way for your firm to access the stored information if someone loses the law firm encryption key?
- What access does the cloud service provider have to your data? Be sure to review the Term of Service (TOS) or End User Licensing Agreement (EULA) or Service Level Agreement (SLA). Make no assumptions.
- Does the cloud service provider actually store your data, or is it stored elsewhere? Review any agreement between the cloud service provider and its data storage facility. Make no assumptions.

Online Data Storage Resources (Cloud Computing/SaaS):

Backup Review – a top 25 list of remote backup providers (updated monthly) –

<http://www.backupreview.info/>

Carbonite – www.carbonite.com

CrashPlan – www.crashplan.com

EVault – www.evault.com

Files Anywhere – www.filesanywhere.com

Iron Mountain – www.ironmountain.com

Mozy – www.mozy.com (ABA Member discounts)

Vault Logix - <http://www.dataprotection.com/>

For additional resources, see the practice aid titled, *How to Back Up Your Computer* located in this Technology folder.

NOTE

The information in this practice aid is provided to assist attorneys in understanding online storage provider when evaluating their backup and storage systems. It does not establish, report, or create the standard of care for attorneys, nor does it constitute an endorsement of a particular product or vendor. Attorneys who elect to use online data storage resources should carefully review [Oregon Formal Opinion No. 2011-188](#) and conduct their own appropriate research.

Oregon eCourt Resources

eCourt Training

User guides, reference guides, and rules can be found [here](#). Free Web training sessions, including self-study online, are available [here](#).

Schedule a presentation on [Oregon eCourt](#) for your organization or agency. Call or e-mail:

Oregon Judicial Department
Office of Education, Training and Outreach
503-986-5911
oeto@ojd.state.or.us

Technical Support

Oregon Judicial Department Help Desk – Monday through Friday 7:00 am to 6:00 pm
503-986-5582 or 1-800-922-7391
ETSDHelp@ojd.state.or.us

OJIN Online Subscriber/Business Support – Monday through Friday 8:00 am to 5:00 pm
1-800-858-9658
OJIN.Online@ojd.state.or.us

File & Service/eFiling User Support – Monday through Friday 7:00 am to 9:00 pm (CT)
Tyler Technologies
1-800-297-5377
Efiling.support@tylertech.com

Learn More

- How to whitelist court e-mails and notices
- Checking junk mail and spam filters for court notices
- Achieving “Inbox Zero” and other tips
- Common eCourt mistakes

Articles

[Email Missteps: Documenting Email as Part of a Client’s File, Part I](#)
[Filing Protocols to Capture It All: Documenting Email as Part of the Client’s File, Part II](#)
[Zero Tolerance for e-Filing Error: Avoid Committing Malpractice, with a Few Clicks of Your Mouse.](#)

CLEs

“Survival Tips for Organizing Your E-Mail and Practicing in eCourt,” available on the [PLF Web site](#).