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June 2009

# The Legal Connection

WHERE LEGAL TECHNOLOGY AND PEOPLE CONNECT

## Getting The Work Done!



You're a what?! Virtual assistant, I say patiently for the 1,000th time...

I get it all the time. Seems I just get peeps over the fact that what I do is done over and through the Internet only (hence the "virtual" in virtual assistant); and now I have to explain assistant - like its some never heard of before term.

I'm serious! Like the world all has communal memory loss - what do you mean you don't know what an assistant is and why are you saying the word "assistant" like it means something less or beneath you?

FYI, there have been assistants and secretaries as long as there have been businesses owners who need things done. Oh - and just because you can type, that doesn't mean you don't need an assistant!

Now, what do I do to assist my clients? First, I mostly help attorneys (I know, call me crazy!)... and then literally what

I do is make sure that what ever each one of my client's needs to be done, is done.

For some, that means straight typing (so they don't have to type anymore); others we organize or enter billing entries; others we do just their specialty documents such as Appellate Briefs. Personally I enjoy the techy stuff - the brainstorm domain urls, edit/proof websites or blogs; helping set up and use social media, or e-mail. Truly, whatever the client needs done, I not only make sure it's done but done properly.

When you think of it, you only have so many options in order to get any work done:

1. You can do it yourself;
2. You can hire someone else do it

If you choose option 2, and hire someone else to do it for you (a) you're really smart and (b) your options are then:

1. in house/part time/temp
2. virtual

How to determine in house or virtual? Easy! Do you have the space, equipment, user licenses and temperament to add another person to your office?

If "yes" - start telling everyone you know you are on the lookout for a worthy assistant. FYI, it's getting really hard to find a good one.

If "no", consider hiring a virtual assistant. Google "virtual assistant" and your physical location and see if you can't form a relationship/meet up with an experienced VA close to you.

Otherwise, contact me any time or join me August 20th as I present "How to Locate and Work with A Virtual Legal Assistant". More info on page 4.

**SMARTER TECHNOLOGY**  
Experience Counts

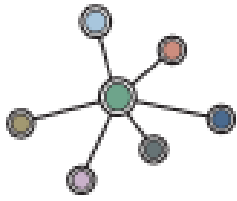


### TOUCH MY TECH NOW UNDER DEVELOPMENT

Before you can really understand if a certain piece of equipment is right for you, you literally have to touch it.

No picture or on line review can let you know how a phone or PDA or netbook is going to work, literally, for you. Will the keys be squished together; will there be keys at all; does it feel right in your hand? You just can't know until you touch.

With that in mind, I've started development of TouchMyTech.com and have scheduled the first event. Check out pg 4 for more details or e-mail info[at]legaltypist.com if you'd like to get involved or host.



The Legal Connection

# Tech Connect:

Techy tidbits from my digital world.

By: *Andrea Cannavina*

## New Audio File Type - .ds2

There's a new audio file type being created by the latest Olympus portable digital recorders, including the DS5000. Called the .ds2 file type, it is proprietary to Olympus and it's causing problems. First, because it's proprietary, any existing transcription software/equipment will not work with this file type. Second, Olympus has stated it will not be likely they will make the codec public. This means that anyone using Olympus recording products which create the .ds2 file type will be required to buy additional equipment or software in order to hear the file or transcribe it.

As no one needs additional expenses in this economy, I have no choice but to no longer recommend Olympus products. :( Instead, I steer my contacts and clients to the Philips 9600 or the Grundig 420 models for their portable dictation needs. Both of these recorders create the industry standard .dss file type.

My preferred vendor is still Bret Williams over at [www.AmericanDictation.com](http://www.AmericanDictation.com). I recommend Bret to anyone looking to purchase dictation/transcription/recording equipment.

## Palm Pre – So far, I like it!

I do not normally have "shiny object syndrome" when it comes to my tech purchases. However, I had really been wishing I'd win a Palm Pre so I could test the new operating system put out by Palm. Turns out I didn't need luck – a call with a Sprint Business rep and let's just say it was an offer I'd be a fool to refuse! In the beginning, I was not too happy. The new OS requires you to use Google, FaceBook or a web based Palm account for sync purposes. I also had to refuse to let it geo-locate the unit or fear that anyone with access to Google maps would know my specific location (ahhhh).

All in all, I'm happy with the Pre. The screen is seriously gorgeous. For multi-media purposes – including watching videos on YouTube, you can't get better. However, I continue to use my Centro for all business purposes and recommend it still. Here's a [link](#) to my blog post with my initial observations and recommendations re: Sprint, Pre and Centro.



# GET OUT AND VOTE!

**POLL: WHAT DO YOU USE TO TRACK  
NOTES/PROJECTS/TASKS/TIME ?**

Head on over to [www.legaltypist.com/done](http://www.legaltypist.com/done)  
and literally take 2 seconds to click on your preferred tracking  
methods –

sticky notes, PDA, desktop software, paper calendar ...

<http://www.legaltypist.com/done>

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Frugal VA**



Andrea saves time &  
money using one web  
based technology to  
control & organize her  
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The Legal Connection

# People Connect:

## Laurie Mapp, Virtual Legal Assistant

### 7 Tips When Blogging or Commenting

#### Tip #1

Always give credit where credit is due. This is a big unwritten rule in the blogosphere, business or personal. If you take a quote from another blog, link back to it or at least mention its name. If you are inspired to write a post by someone else's post, you should note that or at the very least give a hat tip to the person who inspired you. Everyone loves to be acknowledged!

#### Tip #2

This relates to tip #1, don't steal content! It is perfectly okay to put a spin on someone's idea and create your own post on a topic. For example if someone has a post of their 10 favorite twitterers, you can write a post with your 10 favorite twitterers – but they need to actually be people you have chosen, you can't copy the list. And you can definitely quote from other blogs, but a few sentences should be enough, for anything longer refer them back to the original blog.

#### Tip #3

When commenting on blogs, be respectful. It is more than okay to disagree with a blogger's point in a post, but do it in a considerate manner. Argue your point rationally, not just from an emotional standpoint. There is never any need for name calling or bashing, even if you are posting anonymously.

#### Tip #4

While technically it is okay to post comments anonymously, I don't recommend it. If you are not comfortable enough with what you are saying to post your name and link to your own blog or website, maybe you should think long and hard before leaving the comment.

#### Tip #5

It is generally okay to provide a link within a comment, but it is best to only do so when the link specifically is on point, you should not be linking to your own material just to increase your readership.

#### Tip #6

If you want to leave a very long or detailed response to a blog post, it may be better to write a post on your own blog and simply link back to the original discussion (known as a "trackback") so that you don't overtake a comments discussion.

#### Tip #7

Carefully spell-check and review your comments before posting, as quite often there is no way to edit once you have posted it, at least nothing short of emailing the blog owner and begging them to fix it for you! It's much like the measure twice, cut once adage in home repair, always consider what you are saying, whether in a blog post or a comment, review it at least once carefully and then hit the publish button. Once your words are on the internet, you may have cause for regret and it's very hard to truly permanently delete anything that is on the web.

*Laurie Mapp is the owner of Halo Secretarial Services, a virtual legal assistant company. Blogging has helped her business in numerous ways and commenting on other blogs in a considerate and thoughtful manner has garnered her both friends and clients.*

*To learn more about Laurie: [www.HaloSecretarial.com](http://www.HaloSecretarial.com)*



**From the Blog:**

## 20 "legal" peeps to follow on Twitter

I keep seeing all kinds of lists floating around these days. Lists of lawyers, lists of paralegals, lists of VAs on twitter, LinkedIn, Facebook. All recommending those you should take the time out of your life to locate and follow, connect and friend. Trouble is, it takes a lot of time to do such things and I keep seeing names on ...

<http://www.thelegalconnection.com>



July 1<sup>st</sup>

**Frugal Tech – control all of IT with one tech**  
FREE teleclass hosted by Andrea Cannavina

July 31<sup>st</sup>

**Touch My Tech Lunch**  
Long Island – location to be announced

August 20 – 12:00 PM

**How To Locate and Work with a Virtual Legal Assistant**  
FREE webinar hosted by Rocket Matter

**Tuesday Tech Talk @ 10 am**

September 8 – Review: Palm Pre  
September 15 – Domain - why buy?  
September 22 – Solve E-mail Overload Forever  
September 29 – Review: Twitter

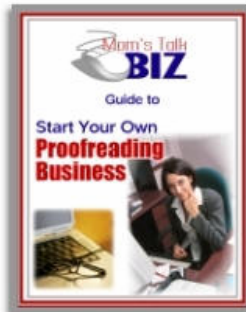
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<http://www.mozy.com/home?ref=3f9a896b&kbid=39560&m=24&i=95>



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