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NUMBERING 6

| MARCH 2019 |

Legal
Connection

KEEPING LEGAL PROFESSIONALS CONNECTED.

Still maddening all these years later ... WORD

What is the most maddening thing I find about having to use Word in today's business environment?

The more complex the document (aka the more you NEED the software to work), the less likely that is to be so.

Case in point, line numbering. Unfortunately, especially if you are in the State of California, you have no choice but to use

line numbering for papers filed in the courts. Along with line numbering running down the left side margin, page numbers, footers, cites and any of the auto anything (like Tables) require coding to work.

When you put more code and different code in different parts of Word (such as in footers), the document tends to go what I call "wonky" and no

amount of "playing with it" will get the document to just work -- or the tables to properly generate.

That said, we recently came across an issue that seems to repeat.

Turn to page 6 to see the remedy for one item that tends to work out when working with line numbering in Word.

Until next month ... @LegalTypist

**SMARTER
TECHNOLOGY**
Experience
Counts



PAY ATTENTION

When conducting business "on line" use common sense and keep safety and security in the forefront of your mind. Only connect through a service or technology you own and pay for (no freebies!); and never give out information to any site not being pulled through the https <- LOOK for the "s."



Tips to Manage March Madness

by: Kristin Tyler, Esq.

March is upon us – how is that even possible?! The days are flying by even though it seems like we were just setting New Year's resolutions a few days ago.

I guess time flies when you're having fun and hopefully you are having a bit of fun in the midst of the chaos of the practice of law. I've been practicing in trusts and estates for 12+ years and cherish the lighter moments like when my 93 year old client calls me to tell me her latest joke.

There can certainly be times of pure madness in the day to day grind of the practice of law. Here are four things that I do when I'm feeling stretched too thin.

1. **Refresh and refocus.**

Are you running your day or is your day running you? If you find yourself getting caught up in time consuming repetitive tasks, it's time to step back and re-prioritize.

If you could create your ideal day what would that look like? Maybe you would spend your day researching and writing with a hot cup of tea. Or perhaps you want to spend your days rainmaking and handling new client consultations. Or maybe you're a true warrior and want to spend as much time as possible in court.

Refocus on the highest and best use of your time so that then you can

look for ways to delegate and outsource work that doesn't align.

2. **Lighten your load.**

Once you've refocused on how you want to spend your days, it's time to take the plunge and do some delegating. Start small and find one thing – just one thing – that you would normally do that you can assign to someone else at your firm. Are you spending hours doing your own legal research? That is something you could outsource to a freelancer. The same can be said of "administrative tasks" at home. How many hours a week are you spending on tasks like cleaning, buying groceries or doing laundry? Consider a grocery delivery service. Hire a cleaning service. Set up regular pick ups and delivery of dry cleaning to your office. Every hour you save on these types of tasks is another hour you can devote to your clients and your business.

3. **Practice self care.**

Life is too short to be all work and no play.

Make some time this month to schedule some self care – and don't cancel your appointment!

Whether your version of "self care" is a long bubble bath, a good book, a massage or a grueling work out – set the time aside to take care of you so you can continue to take care of others.

You have to put it on your calendar and resist the urge to cancel on yourself if a client suddenly has an emergency. Remember the warning that the airlines give us at the start of a flight – put on your own oxygen mask first before you help others. The same is definitely true with the practice of law.

You will be no good to your clients and colleagues if you aren't being good to yourself first.

4. **Give yourself a break.**

At the end of the day, my bet is that you are accomplishing more than you think.

You are helping your clients, serving your community and caring for your loved ones.

We tend to be our own worst critics so the next time you catch yourself thinking of all the things you really "should" be doing – stop.

Instead, remind yourself of all you have already accomplished, then take a deep breath before you dive back into the madness!



Kristin Tyler, Co-Founder LAWCLERK, Mom and VBA Literati specializing in helping attorneys work with and as a part of the freelancing economy.

Don't Be Mad: Everything you ever needed to know about backing up – really, really

by: Rick Rutledge, Esq.

You asked about whether your first backup of your new computer system should overwrite your last backup of your old system. I'll answer your question more broadly, based on my IT experience and philosophy. It's something everyone should consider when auditing their backup strategy. It should be considered with respect to each individual computer, as well as your computer systems generally; if a workstation fails, the user may be able to use a different computer while that system is recovered, but a server failure may leave everyone idle.

FIRST: When you make a full backup of a system, you should **NEVER, EVER** overwrite your only or most recent existing full backup of that system while doing so. Never. If your system fails during the backup, or if the data is corrupted (or encrypted by ransomware) and causes the backup to fail, your only full backup will now be corrupted, and possibly unusable. You will have put yourself in the position of attempting to navigate an effluent flow without an effective means of propulsion, so to speak.

Understanding Backup Generally:

Your backup solution should be carefully planned.

- Your backup strategy should ALWAYS, ALWAYS include at least one full "IMAGE"* copy of your system or data set. You should then augment that copy between full backups with updates (assuming you're not backing up everything, every day). These can be...

- INCREMENTAL ("These are the files that have changed since the last update."),
- DIFFERENTIAL ("These are the files that have changed since the last full backup."), or
- SNAPSHOT ("This is a full backup of the subset of files likely to have changed since the last full backup.")

Which method you use depends on factors such as:

- 1) How much data changes between backups (How many files on how many computers?);

- 2) What kind of data you're storing (Are you backing up word processing files, spreadsheets, or databases?);

- 3) The time you have available to allow the backup to run (Will it run overnight? Does your office operate outside of 'business hours'?);

- 4) The type of media you're using (Are you backing up to removable hard drives, tape, thumb drives, or the cloud?);

- 5) How fast the media can be accessed (Will you be downloading backups from the cloud, or just plugging in a drive?), and

- 6) How much time you can afford to spend doing a restore in the event of a full system failure, where you have to restore ALL of the files (Will your business be able to operate while you restore this system? Is it a workstation or a server?).

Keeping it Fresh

Because operating systems (Windows or MacOS) are updated and patched so regularly, you

should **make a FULL IMAGE backup at least once a month**, and ideally, it should not be more than a week old; weekends are a good time to exploit idle systems with a full backup.

IN A PERFECT WORLD, you will do a full image backup every day, with real-time incremental backups of discrete files as they change. Shared databases should use transactional locking and logging so that transactions can be restored "up to the minute" as necessary. The external media will be rotated daily, taking the previous day's copy off-site. That way, in the event of a system failure, you can restore the full system to new or repaired hardware with one action. You will do this restore from a single device via a fast connection, and bring it up-to-the-minute from the real-time source. (E.g., a full backup to an external drive each night, with Carbonite or some other cloud backup making copies of new and changed documents and spreadsheets on the fly throughout the day, so you can tell it to "restore everything added or changed since yesterday.")

IN THE REAL WORLD, because your system may not be fast enough, or you change so much data that there's not time to do a full backup every day, a DIFFERENTIAL backup allows you to restore from two data sets: the last FULL IMAGE, and the last DIFFERENTIAL. This is perhaps the most common scenario, where you make a full backup over the weekend, and each weeknight you back up what has changed since the last full backup.

-Continued on page -7-

Llamas of Legal : Millie

Name: Millie

Llama 002; Herd 1

Date of Adoption –January 2019

Adopted by: [gngf](#)

Works with Brianna and Mark

Personality traits: loves her sweets and to give and get hugs. Millie has needed to be chased out of the candy trough more times than herd leader Maple wants to admit!

When she is not grazing on all things yummy, Millie does her best to help the fine people of gngf (which stands for [Get Noticed Get Found](#)) meet other legal peeps at live legal events. She's pictured below at ABA TECHSHOW and also at the Entrepreneurial Attorney event in Las Vegas.

When she's not working, one of Millie's favorite things to do is to play with her friends, including Sharkey, her LawClerk.Legal partner in crime seen below in the ball pit!



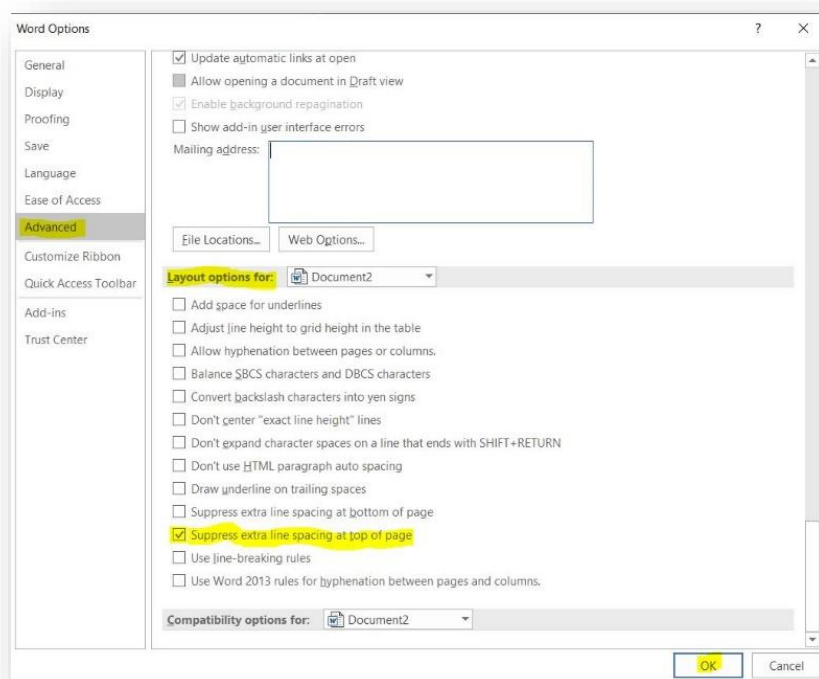
#llamasoflegal : pix from Feb 2019



For up to date information on what all the Llamas of Legal are up to – search or follow the hashtag #llamasoflegal on twitter, FaceBook and LinkedIn.

How to make California pleadings line numbers line up with text – it's fun and easy!

1. Stop screaming at computer.
 2. Open that unruly pleading.
 3. Click **File**, select **Options**.
 4. Click **Advanced**, scroll down to **Layout Options Tab**.
 5. Put check mark in box - **Suppress extra line spacing at top of page**.
 6. See document do what you want it to!
- And now it's...**



Irish Dancing Squirrel!



Happy
Dance
Time!

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A GOOD ALTERNATIVE, if your system isn't fast enough to backup all of the changes since the last full image because of a slow device or connection, or limited idle time, use INCREMENTAL daily backups. A restore will then require that you restore the last FULL IMAGE, followed by ALL of the INCREMENTAL backups, in the order you made them.

Restoring A System

When you restore, first figure out what backup sets you will need to get all of your data back, and then restore them IN THE ORDER YOU MADE THEM, to ensure you don't overwrite a newer backup of a file with an older backup!

Recovering A File

Do you just need to get back a file that was accidentally deleted or changed, or restore a whole system? A full "COPY" of all of your data files is a great resource for recovering in a pinch, or accessing data while your system is being restored. This is a good use for a SNAPSHOT. It can be as simply as copying your user document directory to a thumb drive before you leave at the end of the day.

Keep in mind that your computer (whether Windows or Mac) contains many thousands of files that it requires to operate properly, and those files likely contain hundreds or thousands of files that may 1) be hidden from you, 2) have special "permissions" that allow special system functions to work with them (they may not even be readable by you as a user), or 3) be locked while the computer is running. Both PC and Mac systems keep a special database of users, user rights and permissions, user passwords, and what files are required to run various programs. That database (called the "system state" in Windows, and

including things called the "registry" and the "hives") can only be accessed in certain ways while the computer is running. A "snapshot" copy will NOT back up those files!

You should have a special application, either built into your system, or purchased from a third party, that knows how to make copies of *all** files, including locked files, find and backup hidden and system files, and store the information necessary to recreate user accounts, restore users passwords and permissions, etc.

Testing: Knowing It Will Work

The worst time to find out that your backup system hasn't been working is when you tell it to restore a file, a folder, or a system. Frankly, there is no good time to find out it's not working...

AT LEAST ONCE A YEAR, you should run a test to ensure that you know how to restore your system, your data, or both, and how long it will take to do it. If you have a spare old system, you could try restoring one whole system backup to a different computer. This will prepare you for the glitches you may encounter, such as software that is "tied" to one set of hardware for licensing, reloading license keys for applications, etc.

AT LEAST ONCE A MONTH you should create a test file among your regular data files, delete it the next day, and make sure you can (and know how to) restore it the following day. This will ensure that the new file was "caught" in the overnight backup, that it's recoverable, and that you know how to restore it.

Educating Yourself

If any of this doesn't make sense to you, you should have a conversation with the person who maintains your systems, and ask them to explain 1) whatever you don't understand, 2) how this applies to your current practice, and 3) why your system is anything less than the ideal. (There are valid reasons for less-than-ideal practices, but it's important to know why, when you're using a less-than-ideal practice, so you can consciously decide whether a priority change is in order.)

*NB: I distinguish between a "full backup" and a "full image backup"; for a full backup – a snapshot of everything you can see – you may select all files and tell your system to make a copy of them. This will *only* copy the files you see. A full image backup will copy *everything on the drive*, including things you can't see, and things that may be in use. You will need backup software to make a full image backup.

Happy Computing,

-Rick Rutledge

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Gotta Love : Email Disclaimers

I always laugh when I see those detailed email disclaimers at the bottom of some law firm's messages. Why? They are completely useless. That said, I'm not the only one who knows this and I recently came across this signature block and asked if I could share. Hope you enjoy!

Kind regards,

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