

## TECH TOOLS, TERMS & TIPS FOR LAWYERS: FROM A-Z

From *Adobe Acrobat* to *Wikis*, this program will introduce lawyers to the technology tools, terms and tips that will help them work smarter and not harder. It is a plain English discussion of the latest technology trends that can make their work time more productive and help "level the playing field" between a solo attorney/small firm and larger firms.

Even if they don't know the difference between a *Wi-Fi* and a *Hi-Fi* or between *Phishing* and *Fishing*, this is their chance to get up to speed with the latest technology tools, terms and tips – without having to go to one of those technical colleges that advertises on TV late at night.

Technology and the easy access to information it affords can be a nightmare for attorneys in their struggle to keep clients' confidential information confidential. Attendees will learn ways to better-protect and shield this information and minimize the potential for leaking client confidences. One hour of ethics credit may be accredited for this program in states that require it.

Concepts discussed will include:

- \*Adobe Acrobat
- Spam
- \*Spyware/Adware
- \*Phishing/Pharming
- \*Trojans, Viruses & Worms
- \*Cell Phones & Smart Phones
- Macs for Attorneys
- \*PDAs
- Cookies
- Bandwidth
- Google Docs & Spreadsheets
- \*Flash Drives
- Podcasts (and RSS Feeds)
- \*Metadata
- \*Data Encryption
- Wikis

**\*Indicates material that may qualify for ethics credit in some states.**