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NOVEMBER 2008

# Legal Connection

KEEPING LEGAL PROFESSIONALS CONNECTED

## 5 Great Gifts For Your Assistant

I'm sure you've noticed, the holidays are coming. Here's 5 gifts for any assistant:

1. **Dymo label printer.** Sounds like such a silly thing, doesn't it? Why is a label printer any different than the regular printer? Think about it - the paper is sticky on one side which can cause jamming and even damage to a regular printer; the formatting can be difficult and the labels expensive. Enter the Dymo - a small printer just for labels that plugs in via USB and can be accessed from most popular software with the click of the mouse.

2. **Avery Card Scan** – tiny, like the Dymo, but rather than getting the information out easily - you get it in. The **Avery Card Scan** is extremely effective at getting all those business cards laying around into a contact database FAST. A definite cure for the holiday mailing list frenzy/angst felt by most business this time of year!

3. A **scanner/all-in-one** with a sheet feeder that holds at least 20 pages. If it can scan double sided and has a flat bed - all the better. As with any printer, toner is more expensive to buy, but lasts much longer than ink. Expect to pay about \$500 for a solid machine but keep an eye out for deals such as this one at Tiger Direct. Remember you're removing the copier, printer and fax with all their related cartridges, toners and maintenance; while at the same time getting items such as mail, file copies and receipts digital (psst you can keep the paper too!).

4. An account with **LegalTypist** so s/he can work from home 1 or 2 days per week (and so could you)! Truly, wouldn't you both at least like the option?! For less than \$10.00 per month, your assistant can have their own account on our tech allowing you to work in tandem securely using nothing but a phone and an internet connection. Of course, we can assign your company a **Digital Assistant** too!



5. Up to date equipment/software/training. If the computer your assistant is working on is older than 3 years or uses software more than two versions behind the most current, it is time to upgrade. You don't want to wait for the machine or software to crash before you do. So plan a January 1st start date for moving forward on updated equipment and software. This gives you enough time to research and purchase what you need, as well as get everyone involved trained before year's end. These days, software is not intuitive. This makes training a must if you want to experience a seamless transition to the upgraded software and equipment.

*For more practical information on working from home, check out **Key Considerations For Any Home Office** on page 2.*

### REMINDERS ANYTIME – NO SOFTWARE NEEDED

There are a ton of "reminder" services on the web today, but one is my absolute favorite because of its simplicity and ease of use – <http://www.3mindme.com>

You address an e-mail with the date/time you wish to be reminded of something and receive a reminder back at the appointed time. It's THAT easy.

Don't take my word for it - go ahead and give it a try. E-mail: [5minutes@3mindme.com](mailto:5minutes@3mindme.com) and in 5 minutes, you'll see what I mean.

SMARTER  
TECHNOLOGY  
Experience  
Counts





# Key Considerations For Any Home Office

By: *Andrea Cannavina*

Here's my list of key considerations for anyone contemplating a home based office:

- Be certain it's "legal". Call your local county clerk and any other local governmental agency/home owner's association/co-op board for approvals.
- Office space - sturdy **desk**, good chair, proper lighting and file cabinet with lock. A separate room is best, but if space is tight - use a bookshelf and section off a "work" area or corner of a quiet room.
- Office equipment - telephone (not cell); "work" **desktop PC** or laptop with **desktop docking station**; secure Internet connection; laser printer/all in one.
- Office technology - secure connection to office network or other method to securely transfer files and information back and forth between your home/office/assistant; up to date anti-virus software and definitions; licensed software; unified messaging
- Ground Rules or established times for when you are "at work". Make sure these Ground Rules are known and respected by all who share your living space – spouses, kids and roommates.

And here's 5 great sites for building your home based office:

1. Thanks to LI "IT Guy" Michael Glasser of <http://www.glassertech.com> for this one: want to know what you already have? Assess your PC's soft and hardware with this nifty (and free) application you can download right off the internet: <http://www.belarc.com>
2. Is your connection secure? Really know by following this link: <http://tinyurl.com/3gpe7f>
3. Need a new PC or other tech to get the job done? Some of the best prices can be found here: <http://www.tigerdirect.com>
4. Securely log into your office PC from home – no tech required: <http://www.logmein.com>
5. Securely share files, notes, links and more securely with anyone: <http://www.backpackit.com>

**WANT TO USE THIS INFORMATION IN YOUR E-ZINE OR ON YOUR WEB SITE?** Feel free, as long as you include the following paragraph and do not change or remove the hyperlinks:

"About the Author: Andrea Cannavina is a Master Virtual Assistant who publishes practical, interesting and educational information just like this in her monthly e-zine, 'The Legal Connection'. Visit Andrea's site <http://www.legaltypist.com> and subscribe today.

## GET YOUR FREE REPORT!

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I've just completed my latest: **Website Check Up Special Report** with over 8 pages of practical and relevant information for any website owner. If your website is not doing what you thought it would (aka making you \$\$\$), then click on the link below and read my report today:

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# What's Your Outlook?

*Choosing Your Outlook - Microsoft Outlook, Outlook Web Access Or Outlook Express?*

*by: Andrea Kalli, VA*

An "outlook" can be so much more than pretty scenery and in the world of PCs, we have at least three to choose from. The trouble is Outlook Express, Outlook Web Access and Microsoft Outlook all sound like the same thing. So, how can you tell them apart and why would you want to? (Here's a tip - You really do want to!)

Like children with the same parents (Microsoft) they all share a name (Outlook), but having the same name doesn't mean they are the same and, also like children, they all have their own characteristics and special talents.

Outlook Express is the baby of the family. This comes free with most PCs using the Windows format. For home use and low volume, everyday e-mail, it's a fine product. It has an address book, can read from some news sites and pull down messages from Internet Service Providers. Usually you get what you pay for and, considering you don't pay for Outlook Express, most domestic users come out ahead of the game.

Outlook Web Access sounds like it might be Outlook Express with greater internet capabilities. It's not. It's a feature of Microsoft Exchange Server. With Web Access, you can get into your Exchange Server mailbox from anywhere, providing you have a browser. Web Access also has multi-platform functionality, meaning it can be reached via Internet Explorer, Apple Mac, or UNIX. This is the e-mail access program for the wanderer (or the wayward child.)

Microsoft Outlook, on the other hand, is the biggest sibling of the family. It usually comes as a part of Microsoft Office and is packed full of serious features. Outlook is ready for action and a not so small industry has grown up around providing add-ons for it.

Like little brother Outlook Express, Microsoft Outlook lives in your PC and your data is stored there.

With Microsoft Outlook, you have quick and easy access to pop and imap ISPs as well as Exchange Server. Indeed, combining Microsoft Outlook with Exchange Server brings out the best in both products.

Microsoft Outlook is for those looking to do serious business on the web. What other program integrates your diary, your messages, your address book and your hand held or mobile devices?

Contacts can be categorized and called up in whatever fashion you require. With a mail merge facility, you can call up any group and have their contact details transferred onto envelopes, stationery, or labels.

Old messages which would usually just clog up the system until you deleted them (usually less than a day before realizing you really needed them!) can be archived so they are stored out of the way but are retrievable at the click of a mouse.

But in a world increasingly bombarded by spam and junk e-mails the Rules feature of Microsoft Outlook might be the aspect you will appreciate most. Rules read your mail for you! It can be programmed to recognize mail actually addressed to you and delete or divert everything else. It can pass pre-determined messages on to another designated person, or forward personal (or whatever category you prefer) messages on to your mobile phone. And so much more! If not the first-born, then Microsoft Outlook is definitely the favorite child.

## Is Social Networking Sucking Up All of Your Time? If So, You Are Not Alone!

**GET YOUR SOCIAL NETWORKING UNDER CONTROL AND WORKING FOR YOU IN UNDER 30 MINUTES PER DAY**

Lots of professionals are seeing the benefits of using social networking sites such as LinkedIn, FaceBook and Twitter to increase visibility, credibility and make connections. You, too, can use the latest social networking craze to easily drive targeted traffic to your website, for FREE. However, if you don't have a plan or aren't informed, you're going to be spending a great deal of time on the various social networking sites to make them effective.

Shorten your learning curve and gain control of your time with Social Networking Success In Under 30 Minutes A Day.

You'll receive 21 insightful tips from someone who's been there and done that. These tips will keep you focused and on track when it comes to social networking.

Simply, [CLICK HERE](#)

*"Andrea's Social Marketing Program is perfect for the busy professional that knows they should take advantage of the social marketing explosion but can't find the time. The once a week, quick and easy to follow instructions and tips had me set up and running at full steam from the first email, and truly takes only 30 minutes a day!"* **Karen Reddick of [www.GrammerDoneRight.com](http://www.GrammerDoneRight.com)**

Andrea Kalli Virtual Trainer and Assistant, LLC offers a wide variety of business services, to include: Productivity training and support for Microsoft Outlook and Windows SharePoint Services, Administrative Office Assistant services, and Podcast Production and Support services. She has more than 12 years of office administrative experience, with a primary focus on maximizing team collaboration and communication for daily work and managing projects. Free and Affordable on-demand training courses for today's business professional available [here](#).



**From the Blog:**

## 5 Frugal Tips - Printing

1. To use less ink/toner, set your printer to the draft setting
2. Use the 2-up layout in Properties to print two pages per sheet
3. Use both front and back sides of paper for drafts
4. Get a printer that has separate color cartridges or better yet, invest in a laser printer which costs much less to operate
5. Use Ctrl+P from most applications to get to the printer controls

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



November 21st – 1:00 pm Eastern  
**2 Girls Talk Tech**

<http://www.blogtalkradio.com/2GirlsTalkTech>

During the inaugural show, our Techy Girls will share the tech they are thankful for this holiday season - from that which keeps them mobile and in the know; to that which both have recently called on to keep them in business

Join us LIVE or register [here](#) and immediately receive:

### 2 Andreas Talk Tech – Unified Messaging

The last time Kalli/Cannavina got together, they shared how business owners can use unified messaging to inexpensively control their company's communications - calls, voicemails, faxes and more! Get the **recording**

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**VA secrets REVEALED!** An insider's guide to being a successful virtual assistant

**Work from home. Get excited about work. Become a virtual assistant.**

My recommendation for organization!



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## 1<sup>st</sup> ANNUAL LEGALTYPIST SCARIEST FINGERS CONTEST **WINNER**



Sheila Rambeck, Esq  
<http://www.rambecklaw.com/>



That's right! Of all the entries submitted, the **Scariest Fingers** belong to an attorney! Sheila's no ordinary attorney though ... prior to passing the bar she was a dedicated legal secretary for over 20 years. Hailing from Peachtree City, GA, Sheila's law practice focuses on counseling those contemplating **bankruptcy** in the metro Atlanta area and Sheila also helps her clients plan and draft their will, powers of attorney and estate documents.

When we contacted Sheila, she commented: "I am so TICKLED!!!!!! I haven't had a typing test in ages and was happy to know I could still pound those keys!" With a word count of 95 and accuracy of 97%, Ms. Rambeck's fingers certainly fly!

From all of us at LegalTypist – Congrats Sheila! :) You can congratulate Sheila by commenting on LegalTypist's blog (<http://www.legaltypist.com/blog>).

Click [here](#) if you'd like to be added to the list to be notified when the 2009 Contest opens.