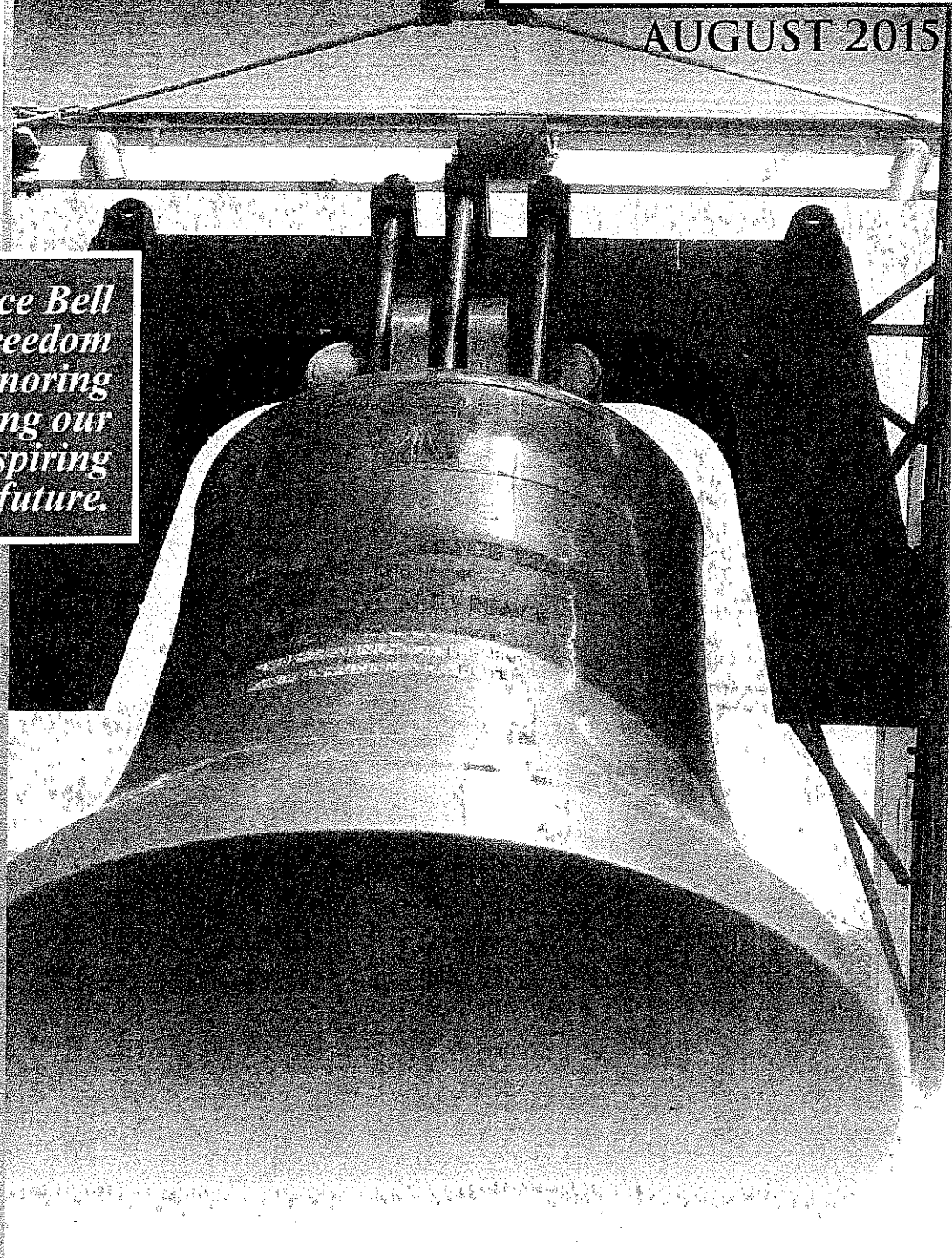


LEX LOCI

AUGUST 2015

RECEIVED
AUG 17 2015
By

*The World Peace Bell
is a symbol of freedom
and peace, honoring
our past, celebrating our
present and inspiring
our future.*



Northern
Kentucky
Bar
Association

SETTING UP SHOP: TECHNOLOGY OPTIONS & RECOMMENDATIONS

Bradford Thomas and Jennifer Mart-Rice

You have decided to take the plunge and hang your own shingle, or maybe you've recently done this and are looking for ways in which to save money and maximize your investment. Either way, this article is another installment in the series devoted to setting up your small-firm office. This month we will be discussing technology and some options available to you on hardware, software, cloud-based systems and billing software, and where these necessities can be purchased at an affordable price.¹

Please note that there are a wide variety of options available to you, all of which are dependent upon your needs or preference of Apple or PC. We will be taking you on a more general path versus giving preferential treatment to one particular brand over another. Remember, when purchasing equipment, the choice is ultimately yours.

Hardware & Software

It is oftentimes difficult to decide what type of hardware you'd like to start your office with. As you can imagine, there are so many viable options. You need to begin by sitting down and deciding what type of equipment you'd like to purchase, and then choose those brands accordingly. If you are just starting to build your office equipment, you may want to start by purchasing a mid to high-grade laptop or even a hybrid laptop such as the Asus Transformer or Windows Surface Pro. A hybrid option would allow you more flexibility with your equipment and if you happen to practice in a smart courtroom or are working with opposing counsel, your mobile office is already in your briefcase and can easily be plugged in. When purchasing your equipment, you also want to make sure that you include any smaller accessories such as a wireless mouse or PowerPoint presenter for ease of use.

The second piece of hardware that you need to invest in is a backup external hard drive where you save all of your information in case you have technological issues. A good habit to get into is backing up all of data at least 203 times a week at a minimum, but we would recommend

setting aside time at the end of each day to back up all of your files and work. If you are sharing office space with others, you may want to consider also purchasing a Network Attached Storage (NAS) where everyone in the office could back up data in a central location. A NAS also allows everyone to network computers to the same backup device and permits you to share the costs of the storage system and share documents and files among others in the office for a more collaborative environment.

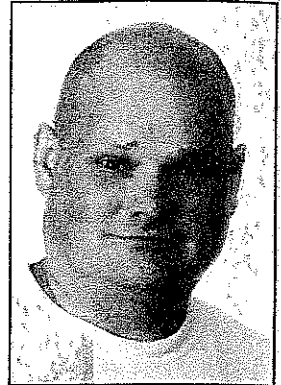
The final necessity for your small office is a printing network. If you are in an office with other individuals, even if you're only sharing space, it is probably more cost-effective to purchase a shared printing station. In order to accomplish this feat, you would need to purchase a wireless network printer and link each device within the office separately. If shared printing costs concern you, you could either opt for individual printers or you could call in an IT specialist to come in and set that up in your office.

When it comes to computer software, the options are varied and sometimes it is just safer to go with the most common software suite: Microsoft Office. It is common knowledge that nearly everyone operates by using Microsoft Office and when you are deciding what to purchase for your equipment, you want to make sure that what you are using in your office is compatible with nearly everyone you do business with. We would recommend that you purchase a copy of Microsoft Office, whether you own a PC or an Apple product, to avoid any confusion or conflicts later in practice. In addition to your word processing needs, the other software that you decide to purchase for your office really depends on what type of work you do and what device you are using to accomplish those tasks. Some additional software or applications that you may find helpful/useful in practice are those available in the following products: Asana, TinyScan, and a few others that will improve your productivity both in the office and on the go.

In addition to your necessary, average office software, you may want to consider purchasing additional billing software for your office. This is a good way to legitimize your business, minimize time spent on calculating your time for each client, and save you administrative time. Some options are MyCase, Tabs3, and TotalAttorneys. Each of these products is fairly inexpensive for simple billing and they have a wide variety of product options. Our recommendation would be for you to take advantage of the free trial period that each of these products offers to see which one you like best or that fits best within your office.

Cloud Options

A final consideration to make regarding technology is whether to utilize cloud-computing services. Even though there are a lot of options to choose from when it comes to the Cloud, you are free to choose whichever product best suits your device(s) and needs. In case you are unaware, some cloud-based products are as follows: Dropbox, Apple iCloud, Microsoft OneDrive, Google cloud storage, Box, etc. Cloud storage is a wonderful mechanism for document backup and recovery, particularly when you are utilizing a variety of devices in your office. We feel that if you choose to use a cloud storage application for personal documents and photographs that is likely ok. However, when it



comes to your professional life, we would caution you to tread very lightly in using cloud technology because of the ever-present concerns of privacy and security. It is for these reasons that we recommend you rely on an external hard drive or a NAS as your primary source for back up and make sure that whatever you choose to use is placed in a secure location in your office so that anyone who enters the office does not have access to it.

Where to Buy

Once you have figured out what equipment is needed in your small office, it is time to start looking for a place to purchase your necessities at an affordable price. If you wish to make your purchases locally, it is our recommendation that you make your way to MicroCenter on Mosteller Road in Cincinnati, Ohio. MicroCenter is a one-stop shop for all of your technological needs and their prices tend to be fairly competitive. You can visit the store and browse the available options for the products you are looking for and talk to their helpful staff. You can also choose to shop MicroCenter online at <http://www.microcenter.com> and look at their current sale ad or make a purchase online.

If you'd prefer to shop online for your purchases, we would recommend you take a look at Newegg.com. Newegg also has competitive pricing, a wide variety of stocked options available for purchase, and is a very good source for reviews on products. On their faces, Newegg and MicroCenter are very similar in their offerings. However, the benefit of Newegg over MicroCenter, in our opinion, is that Newegg will ship your purchases anywhere in the United States and MicroCenter does not do that. Instead, you typically need to visit the store to pick up any online purchases, which can be a bit of a hassle. However, both companies are great locations to purchase any of your technological necessities.

Conclusion

We hope that you have found this article to be helpful in your selection of office

hardware and software and that it has helped to alleviate any questions or concerns you may have about your current equipment and where to go from here. If you have any further questions, we would be happy to discuss some more specific options for your office with you.

Jennifer Mart-Rice is the Assistant Director for Collection Development, Acquisition & Serials at the Salmon P. Chase College of Law at Northern Kentucky University and is a licensed attorney in Indiana. Mart-Rice can be reached at ricej2@nku.edu.

Brad Thomas is the LIT Lab Manager & Technology Specialist at the Salmon P. Chase College of Law at Northern Kentucky University and has approximately 20 years of experience in the world of technology. Thomas can be reached at thomasbra@nku.edu.

¹ The recommendations in this article are based on an office size of 1-10 individuals that are either working together or sharing a space and resources.

NKBA

LEX LOCI 2015-2016 SUBMISSION DEADLINES

- **October 15, 2015**
for December 2015 edition
- **December 15, 2015**
for February 2016 edition
- **February 15, 2016**
for April 2016 edition
- **April 15, 2016**
for June 2016 edition
- **June 15, 2016**
for August 2016 edition
- **August 15, 2016**
for October 2016 edition

Horses aren't
the only thing in
Kentucky that move fast.



RESOLVING a legal crisis quickly can mean the difference between winning and losing a malpractice claim. With 27 years of Kentucky experience, we specialize in providing smaller firms with the kind of fast personal service that prevents a bump in the road from taking you out of the race.

Don't gamble on other companies. Go with a proven winner right here in Kentucky. Contact Lawyers Mutual for your free quote today at 502.568.6100 or www.lmick.com.

By Kentucky Lawyers. For Kentucky Lawyers.



Lawyers Mutual
www.lmick.com

Waterfront Plaza | 323 West Main Street, Suite 600 | Louisville, KY 40202
502.568.6100 | 800.800.6101 | LMICK.com