



## Technology Tips

**Recycling Your Cell Phone? Protect Your Confidential Client Information and Personal Data.** Before you recycle your cell phone, remove the SIM (Subscriber Identity Module) card and find out how to wipe your specific model's *internal* memory clean. Some phones have a "master reset" sequence that deletes all stored data in one step. In other cases, you'll need to delete the data one function at a time (erase phone book, erase calls list, erase voicemail, etc.). If you are sending your phone in for repairs, consider taking the very same precautions. While you may have to reload some data or files, the SIM card can be easily reinserted when your phone is returned.

For information on how to erase the data on your old phone, go to [www.wirelessrecycling.com](http://www.wirelessrecycling.com), a site operated by ReCellular Inc., the country's largest recycler and reseller of used cell phones. Under the link "Phone Data Eraser," you will find detailed instructions on how to permanently delete stored data for phones made by 22 different manufacturers. To recycle your old phone, click on "Donations," and enter your zip code to find the nearest recycling center.

**Using Microsoft Office 2007 Programs to Create PDF Documents.** Microsoft Office 2007 (including Word 2007, Excel 2007, and PowerPoint 2007) supports the Portable Document File (PDF). To create a PDF in any of the Microsoft Office 2007 programs, use the "Save As" command. Third-party software, such as Adobe Acrobat, is no longer necessary to generate a PDF. You will first need to install add-in software, which is free from Microsoft and allows users to save documents in both PDF and XML/XPS

formats. (Either format will generate a fixed-layout electronic file, but PDF is used for commercial printing whereas XML/XPS is not.) For more information on PDF and XML/XPS formats, and to download the free add-in, visit <http://office.microsoft.com/en-us/help/HA101675271033.aspx>.

**Looking for a Cheaper Software Alternative to Outlook for Managing Your Calendar and Contacts?** Try Chaos Software's Time & Chaos v. 7 for \$45. The program can be run on your network (just install the data file on your server) or on individual computers. Since the licensing is "per user" rather than "per computer," there is no extra cost to load the program on both your office and home machines. Time & Chaos can handle calendaring, task management, and contact management. More than one user can be in the same calendar at the same time, and each user can access any other calendar – depending on permission settings. Users can color code, delegate tasks, and coordinate meetings by comparing free time on calendars. Time & Chaos can also generate reports, and it syncs with Outlook, Pocket PC, and Palm-based PDAs. Upgrade to Time & Chaos Intellect for \$59.95 to add e-mail management capabilities. For more information or a free 30-day trial, go to <http://www.chaossoftware.com/>. Requires Windows 2000/XP/Vista.

**Too Busy to Read E-mails and Documents? Listen Instead.** If you're the ultimate multi-tasker, you may want to consider iAudioize from MagneticTime. This software converts Outlook and Outlook Express e-mails and Word documents into MP3 files that can be played on your iPod, cell phone, PDA, or computer. The typical file size for a converted e-mail message

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or document amounts to 25% of a song. In your iPod, iAudioize creates two new play list categories, one for e-mails and one for documents. In Outlook, the program creates a new folder in your inbox and automatically copies all incoming mail. You select which messages you want to convert to audio files and transfer them by clicking an icon. iAudioize is available for Windows 2000/XP and Mac OS X 10.4 operating systems for \$39.99. (Outlook 2007 and Windows Vista compatible versions are coming.) For more information, visit [www.magneticsite.com](http://www.magneticsite.com).

**Spell-Checking Software for Bloggers, Instant Messaging, and the Web.**

While there is no substitute for thorough proofreading, spell-checking programs have certainly made life easier for word processing. Unfortunately, spellcheckers are sometimes missing on the Web or in other text-based programs such as blog posts, instant messaging, and Web e-mail. As-U-Type solves this dilemma. True to its name, the program corrects spelling errors as you type, recognizes frequent mistakes, and autocorrects the errors. It can also automate difficult and repetitive typing tasks. As-U-Type will work on any Web page or Web-based e-mail program and in any Windows application. For more information, visit [www.asutype.com](http://www.asutype.com). The software costs \$39.95, and you can try it out for 30 days at no charge.

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