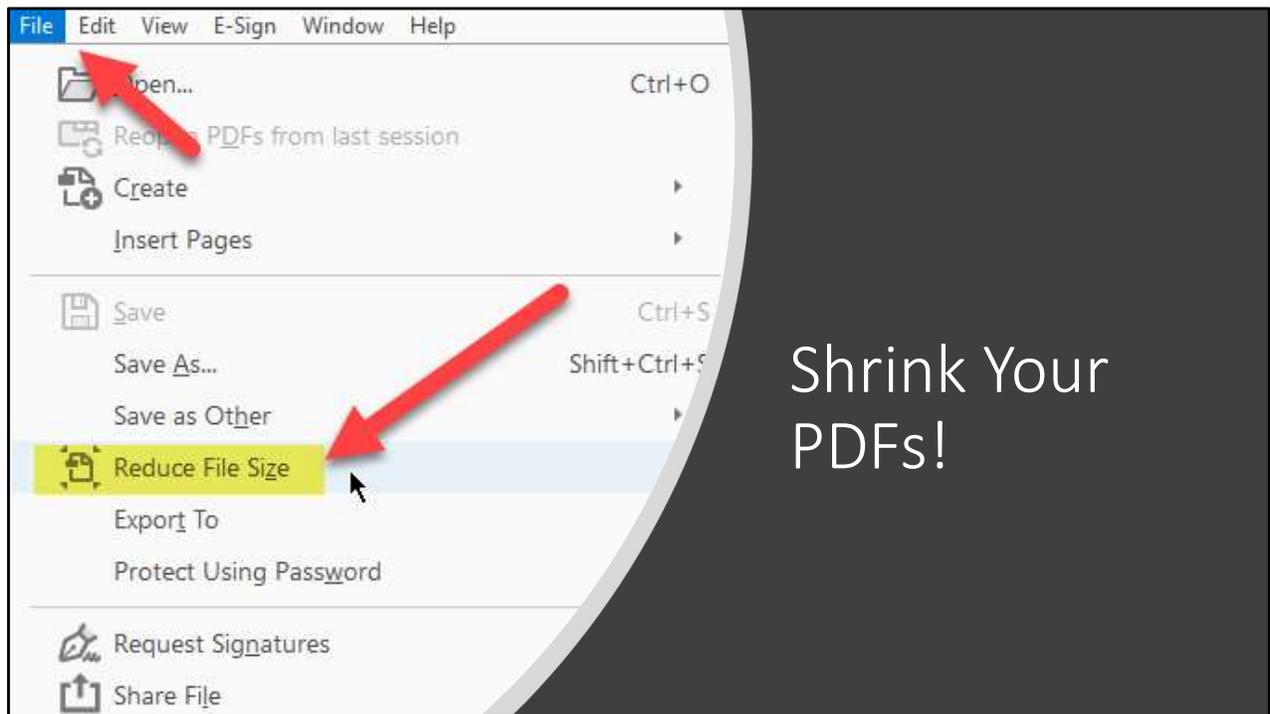




## Tips To Make You More Efficient

March 31, 2023

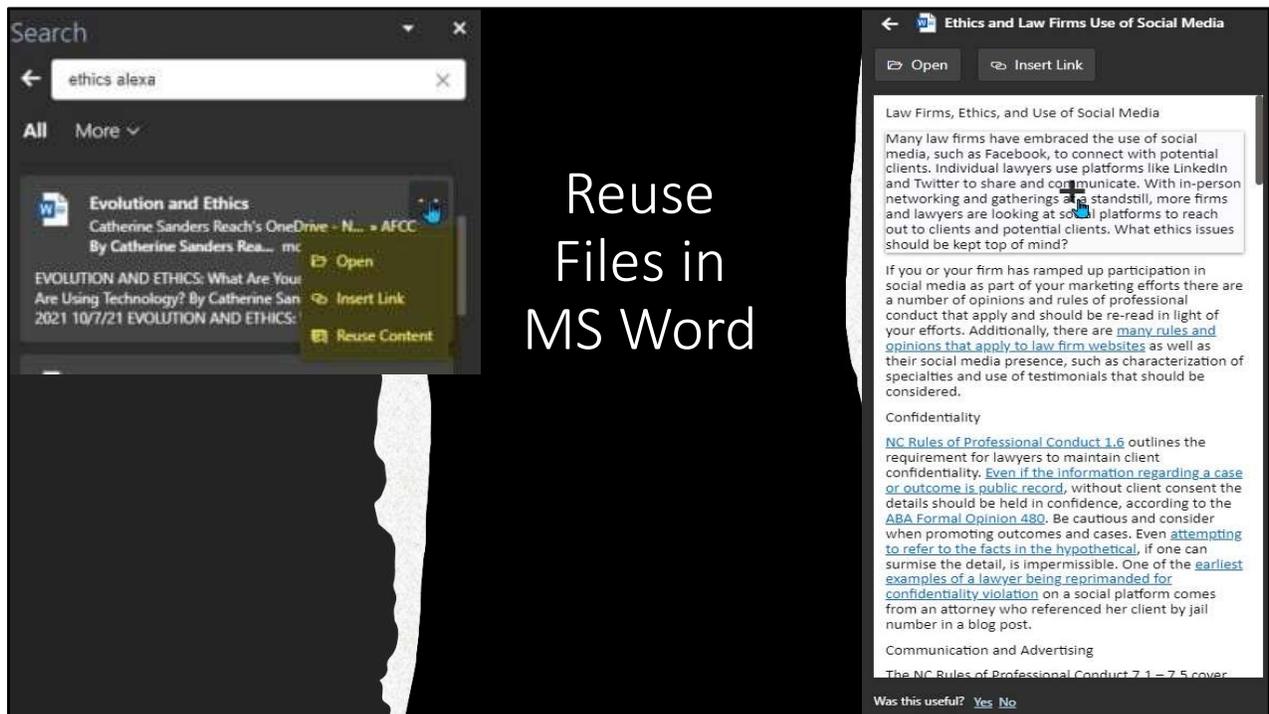
Catherine Sanders Reach, MLIS  
Director, Center for Practice Management  
North Carolina Bar Association



This slide deck was 12MB and one click to shrink it to under 3MB! Many people won't accept over 10, and while you can share a link, if it needs to be an attachment keep an eye on the file size. It doesn't always tell you if the attachment is too big.

Downside – when you shrink the file images may degrade. Also, for full functionality open in Reader, Acrobat or equivalent. The browser PDF readers don't recognize the links in the notes.

MS 365/Windows 10



In the MS 365 version of Word, you may have noticed a new button on the Ribbon called “Reuse Files”. Reuse Files has been in the Ribbon for PowerPoint for a while, and it is very handy for inserting slides from other decks without having to open each one and copy/paste. The Reuse files button in MS Word has similar features. Clicking on the button will pull up recent files, including MS Word files, Excel spreadsheets, and PowerPoint decks. Scroll down and you will also see that it reveals notes from MS OneNote and recent web searches from Bing. You can also look for media with Creative Commons rights, and data types.

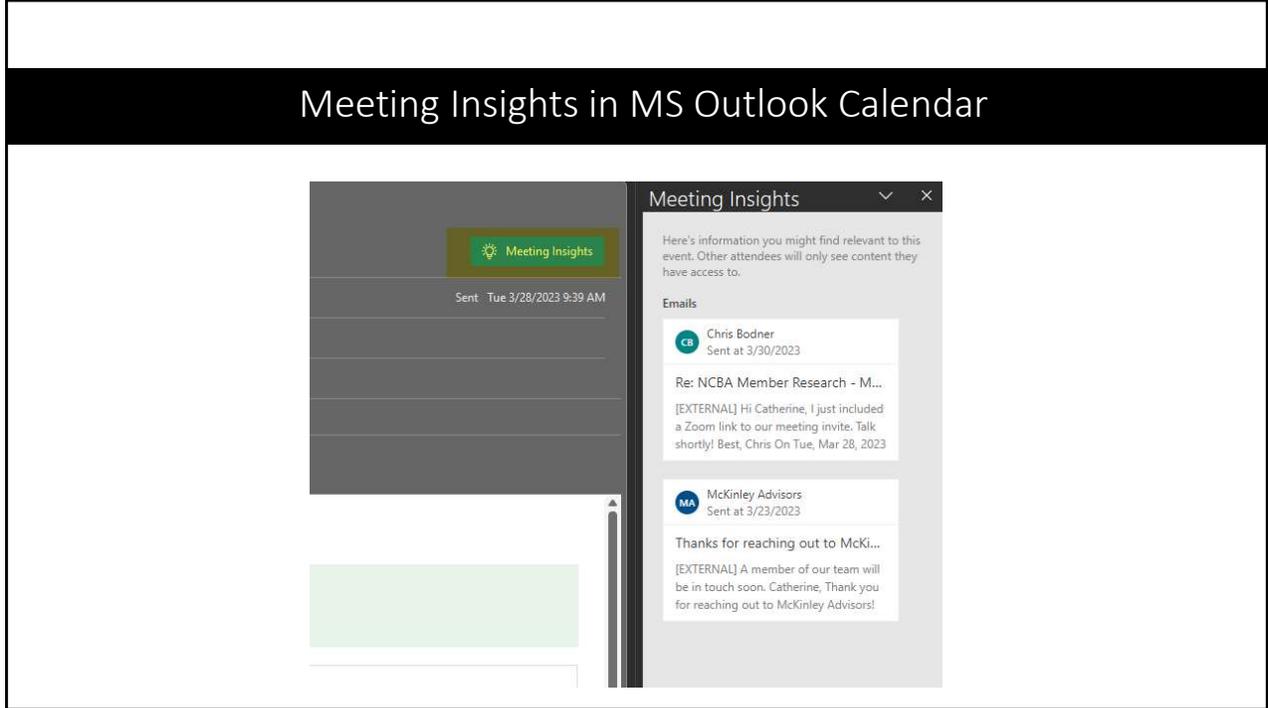
If you want to reuse text from a document you have created you can choose “Files” from the “More” drop down menu. You can browse for files from your machine (which includes files from OneDrive or SharePoint if you are synchronizing them between your local drive and the cloud storage). Browsing for files will open the file and you can copy and paste text. The real magic is using Search. You can type keywords into the Search bar in the Reuse Files column and the files will appear. Go to the file you want to reuse text from, click on the ellipses, and choose “Reuse Content”. You can scroll through the document and when you find a paragraph you want to insert into the current document, mouse over it and click on the Plus symbol. The text will be inserted without having to open the document and copy/paste.

Reuse Files has a lot of potential, but it could be better. Search does not take you to the keywords in context for the resulting documents, and the inserted text inherits

formatting from the parent document so you'll have to reapply Styles/formatting to match the current document. However, it is a handy feature to help save a few steps when you are reusing text, inserting images or charts from Excel, adding web links, and more. Reuse Files is also in the Ribbon for MS Outlook and PowerPoint under the Insert tab.

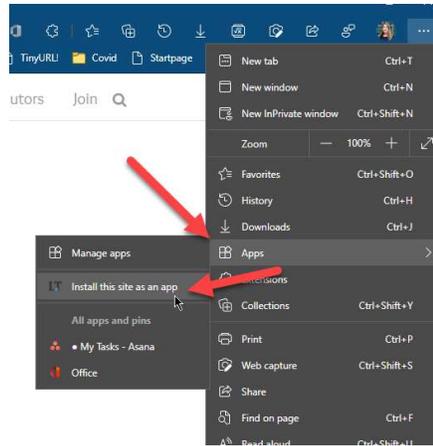
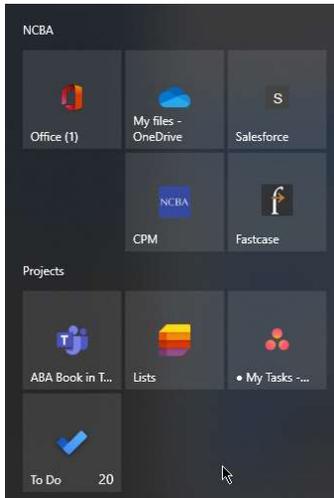
[Three Personal Knowledge Management Tips for MS 365 Subscribers - North Carolina Bar Association \(ncbar.org\)](http://ncbar.org)

## Meeting Insights in MS Outlook Calendar

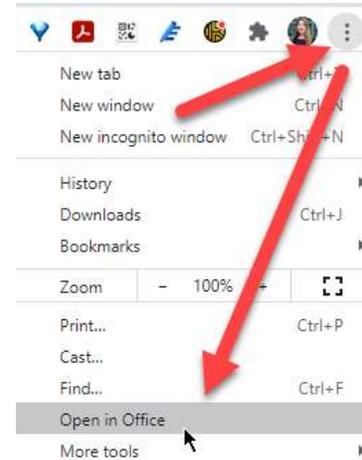


If you have been emailing with someone and they send you a meeting request the emails pertaining to the event will show up under “meeting insights”

## Add Apps to Windows Start Menu



Log in to Office.com and In MS Edge  
- In the More menu (...) click Apps  
and then Install this site as an App



OR In Chrome log into Office.com:  
- In the more menu (vertical ellipses) click Open in Office

### Ten Tips to Speed Up Your Work - North Carolina Bar Association

<https://www.ncbar.org/2021/05/31/ten-tips-to-speed-up-your-work/>

Many of the websites you visit through the browser are apps, like Fastcase, Microsoft 365, Clio, LinkedIn and hundreds of others. Instead of accessing them by opening a browser and opening a new tab you can add them as apps to your Windows Live Tiles menu. The nice thing is the “apps” are now available through your Start menu – no navigating to the browser and then open bookmarks, etc. And no losing the app in the gazillion open tabs in your browser. Open apps will appear in the Windows taskbar.

You can do this for most software as a service (SaaS) sites. You can also go to a specific page within an app – like creating an “app” to go straight to assigned Tasks in Asana or directly to a channel in a Team workspace.

Here are some instructions for adding websites as apps through Microsoft Edge and Google Chrome to the Windows 10 Start menu.

In MS Edge

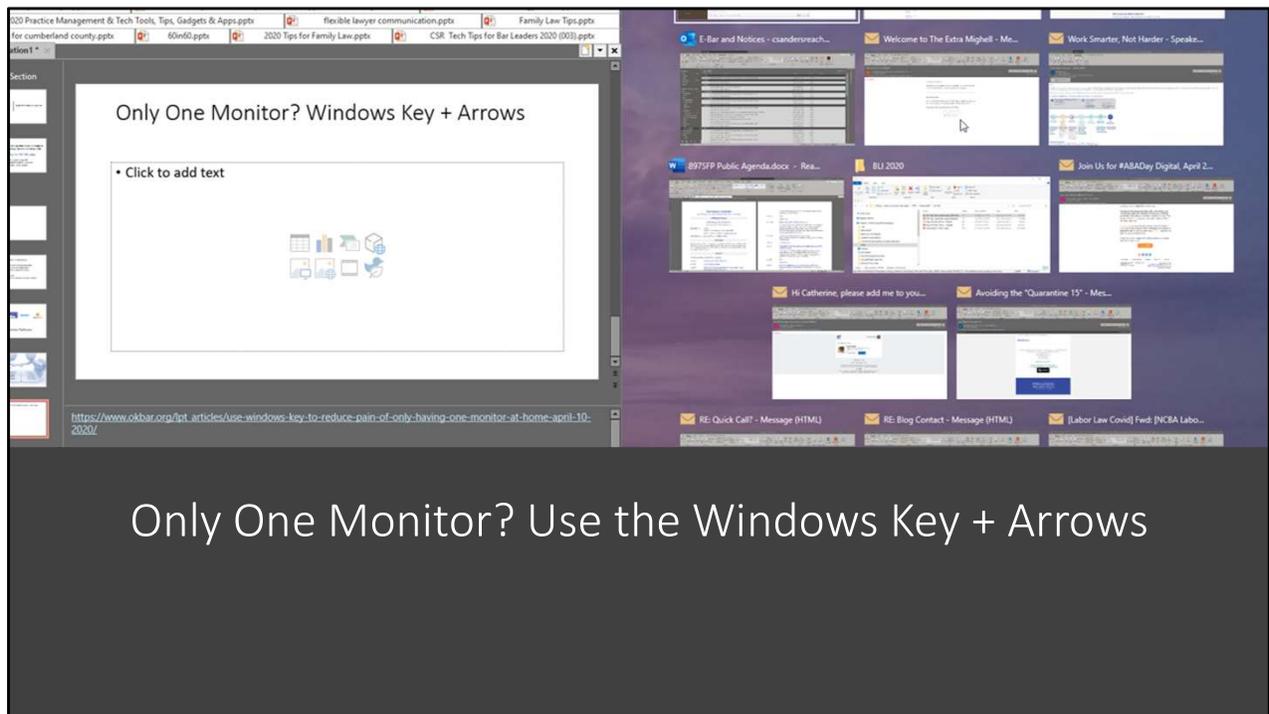
- Go to the website you want to add (like Office.com)
- In the More menu in the upper right of the browser (...) click Apps and then “Install this site as an App”

OR in Chrome:

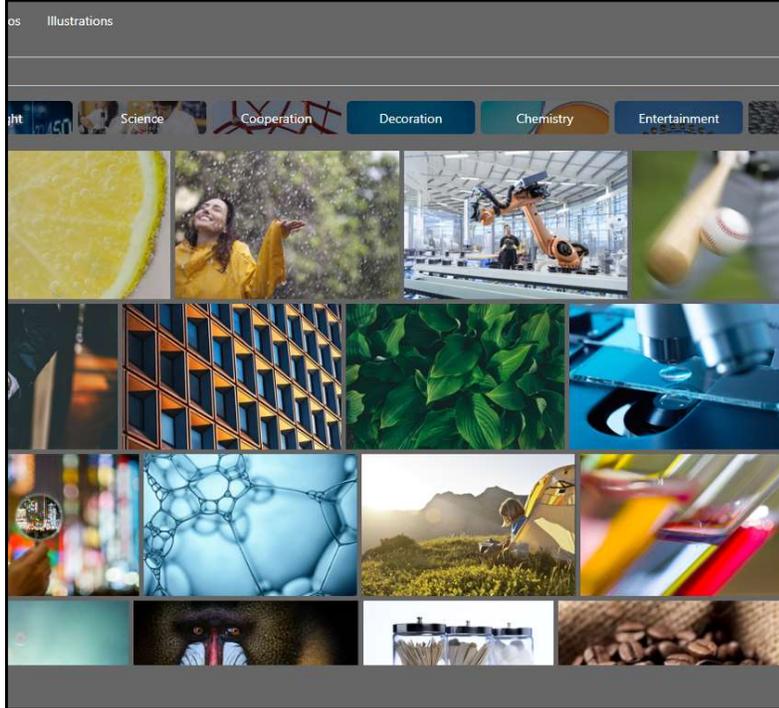
- Go to the website you want to add (like Office.com)

- In the more menu (vertical ellipses) click “Open in Office”

Then open the Windows Tiles (click the Windows icon in the far-left corner at the bottom of your screen) and you will see the new “app” you created at the top of the list of your applications under “Recently Added”. You can drag and drop it to the Live Tiles.



If you do not have two monitors at home, or crave a third and you are a Windows user hold down the Windows key and tap either the right or left arrow key. This action will move your open screen to the right or left half of the monitor and gives you thumbnails of the other open screens to put on the opposite side. This “split screen” mode allows you to have two screens open for viewing simultaneously. The larger the monitor or laptop screen, the better this works. This tip is courtesy of Jim Calloway from the Oklahoma Bar Association’s Management Assistant Program, who is posting a [daily tip on Practicing in a Crisis](#).



## New Stock Photography In MS Office

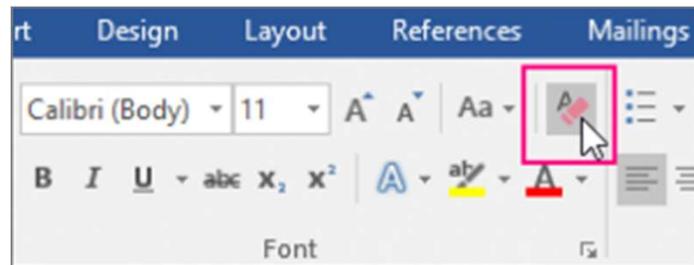
### Insert Images, Icons, and More in Microsoft 365

If you subscribe to Microsoft 365 (f/k/a Office 365) you now have a whole new crop of free images to put in documents, emails, and presentations – for free! Just go to the Insert tab and choose “Pictures” and click on “Stock Images” to see tons of images, cut-out people, icons and stickers to add interest to your documents and presentations.

<https://support.microsoft.com/en-us/office/insert-images-icons-and-more-in-microsoft-365-c7b78cdf-2503-4993-8664-851085c30fce>

## Removing Formatting from Word Documents

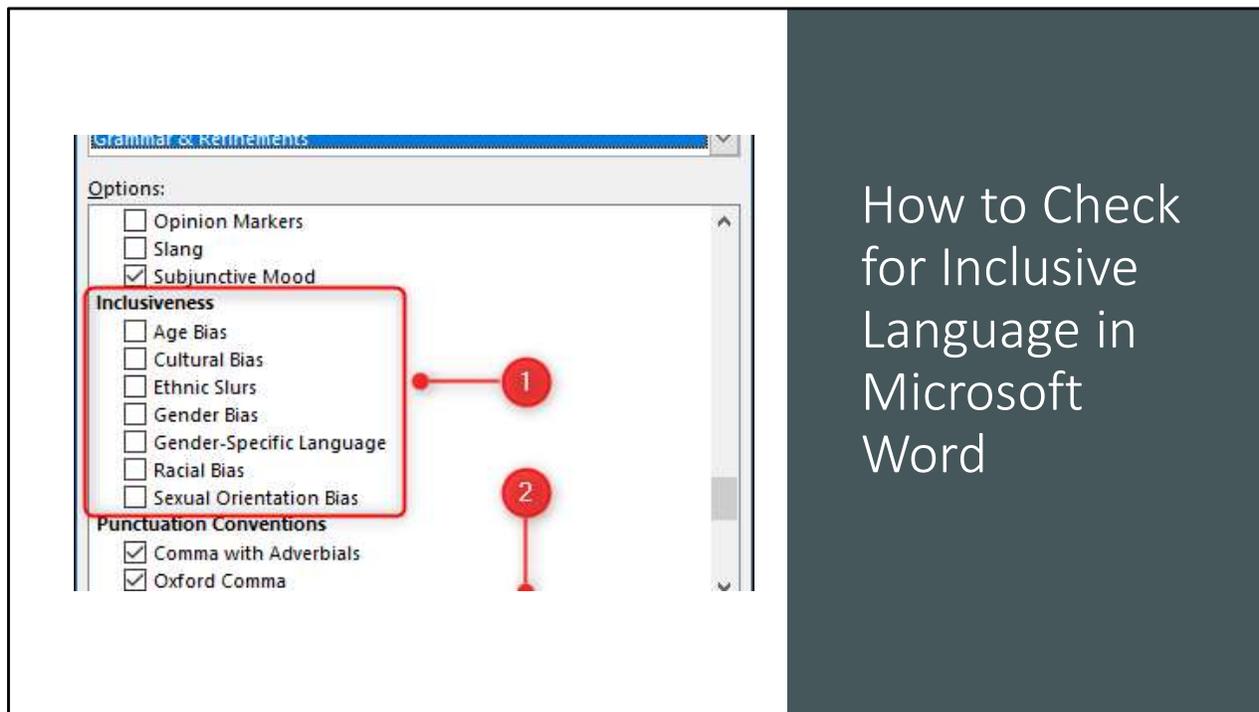
- **CTRL-SPACE** removes character-level formatting from the selected text (fonts, italics/bold, font size, etc.) but leaves paragraph formatting (indents, line spacing, etc.) intact.
- **CTRL-Q** leaves fonts and other character formatting intact but reverts paragraph-level formatting to Normal Style of current document.
- **CTRL-SHIFT-N** returns the selected text to Normal formatting, both character-level and paragraph-level.



[https://www.tiktok.com/@mtholfsen/video/6938860899151154437?is\\_from\\_webapp=v1&is\\_copy\\_url=1](https://www.tiktok.com/@mtholfsen/video/6938860899151154437?is_from_webapp=v1&is_copy_url=1)

Removing Formatting from Word Documents (April 17, 2020) – Oklahoma Bar Association

[https://www.okbar.org/lpt\\_articles/removing-formatting-from-word-documents/](https://www.okbar.org/lpt_articles/removing-formatting-from-word-documents/)

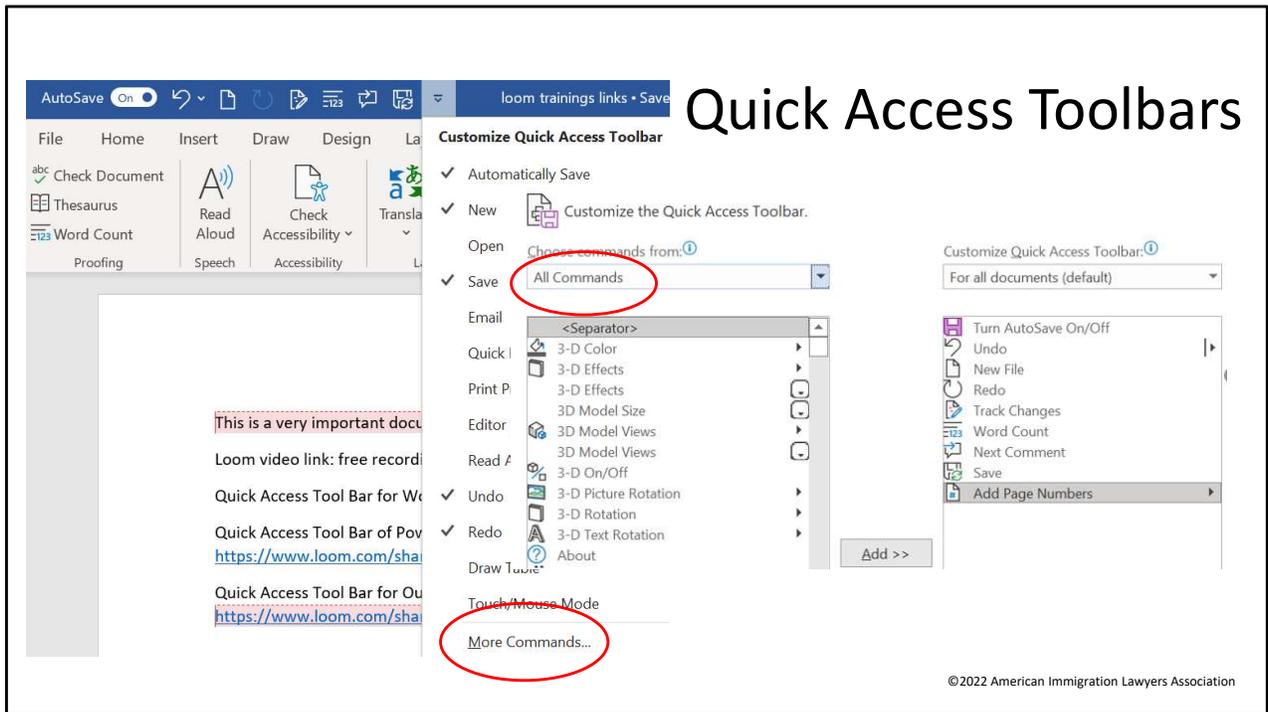


## How to Check for Inclusive Language in Microsoft Word

### How to Check for Inclusive Language in Microsoft Word

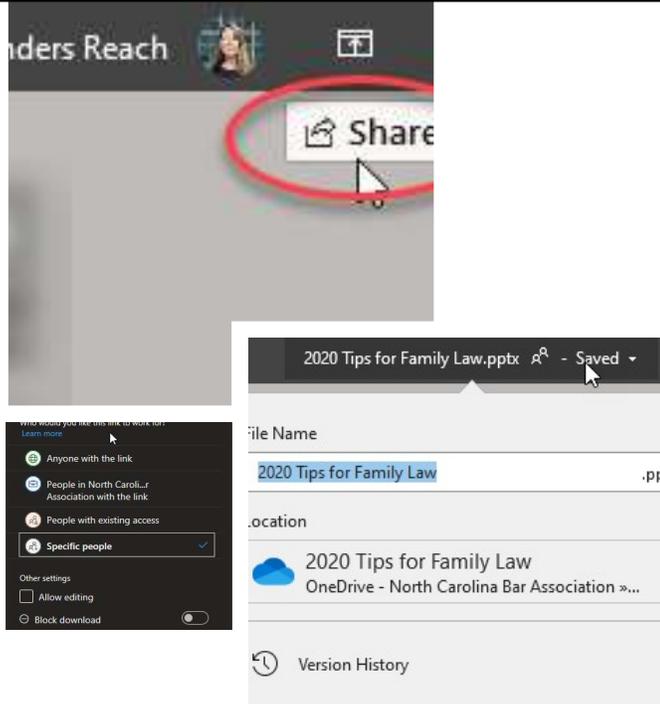
Turn on the inclusive language checker in Editor for Microsoft Word in MS 365 to help identify and correct language that indicates gender bias, age bias, and more. This article in How to Geek tells you how to get it enabled, since it is disabled by default.

<https://www.howtogeek.com/677694/how-to-check-for-inclusive-language-in-microsoft-word/>

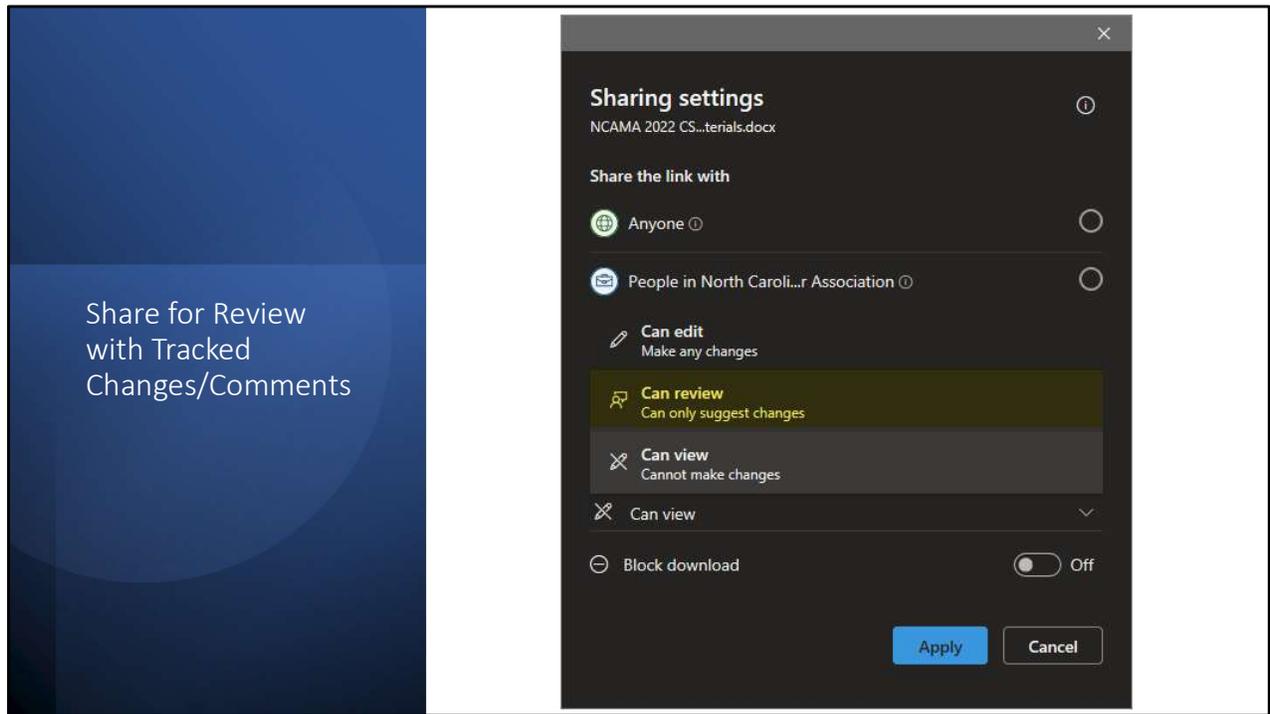


MS Office Hack: The Quick Access Toolbar - North Carolina Bar Association  
<https://www.ncbar.org/2022/03/15/ms-office-hack-the-quick-access-toolbar/>

Don't Email Attachments – Use document collaboration

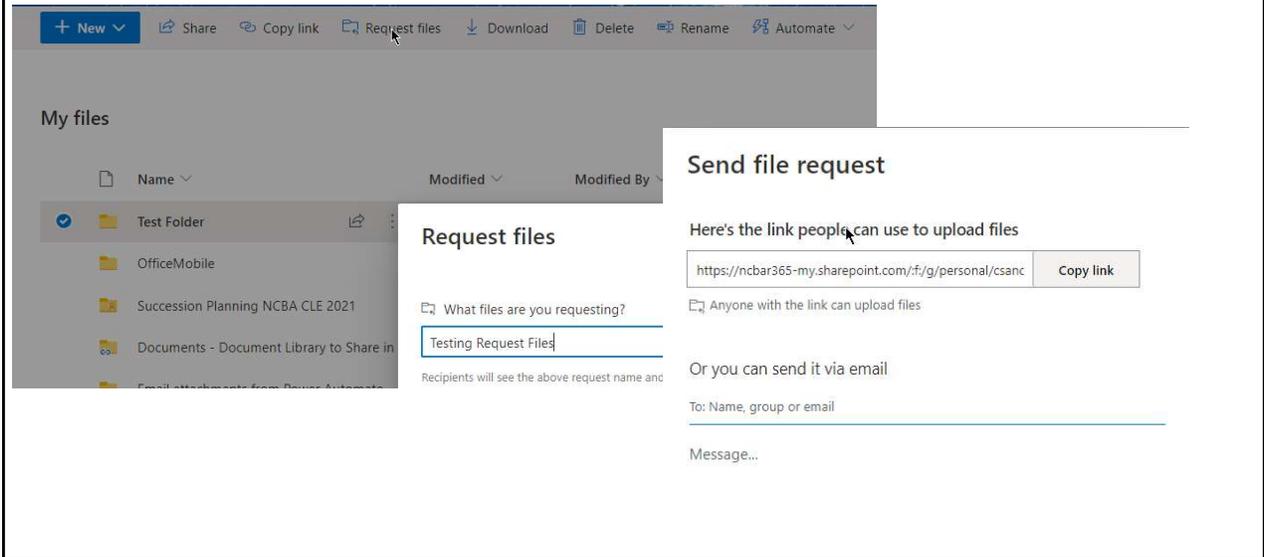


Stop Emailing Attachments - North Carolina Bar Association  
<https://www.ncbar.org/2021/05/17/stop-emailing-attachments/>



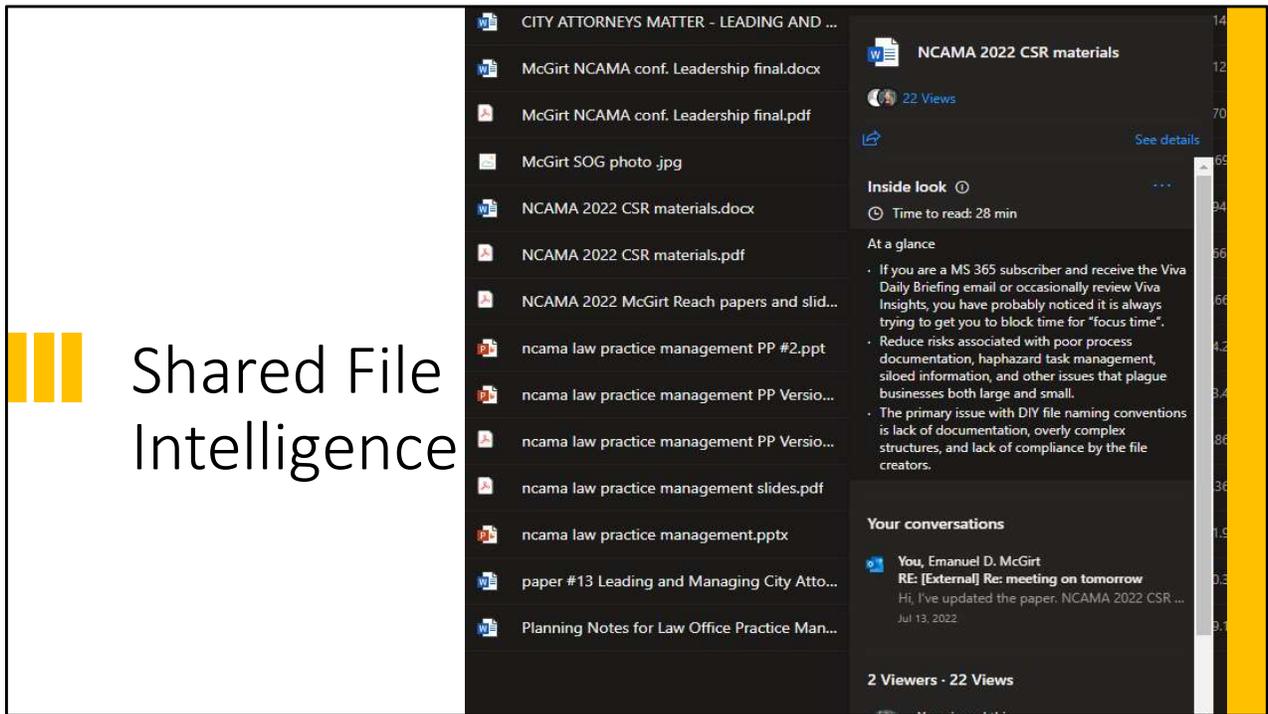
New Features in MS Word for 365 Subscribers - North Carolina Bar Association  
<https://www.ncbar.org/2023/02/21/new-features-in-ms-word-for-365-subscribers/>

## Send Link to Request Files from OneDrive

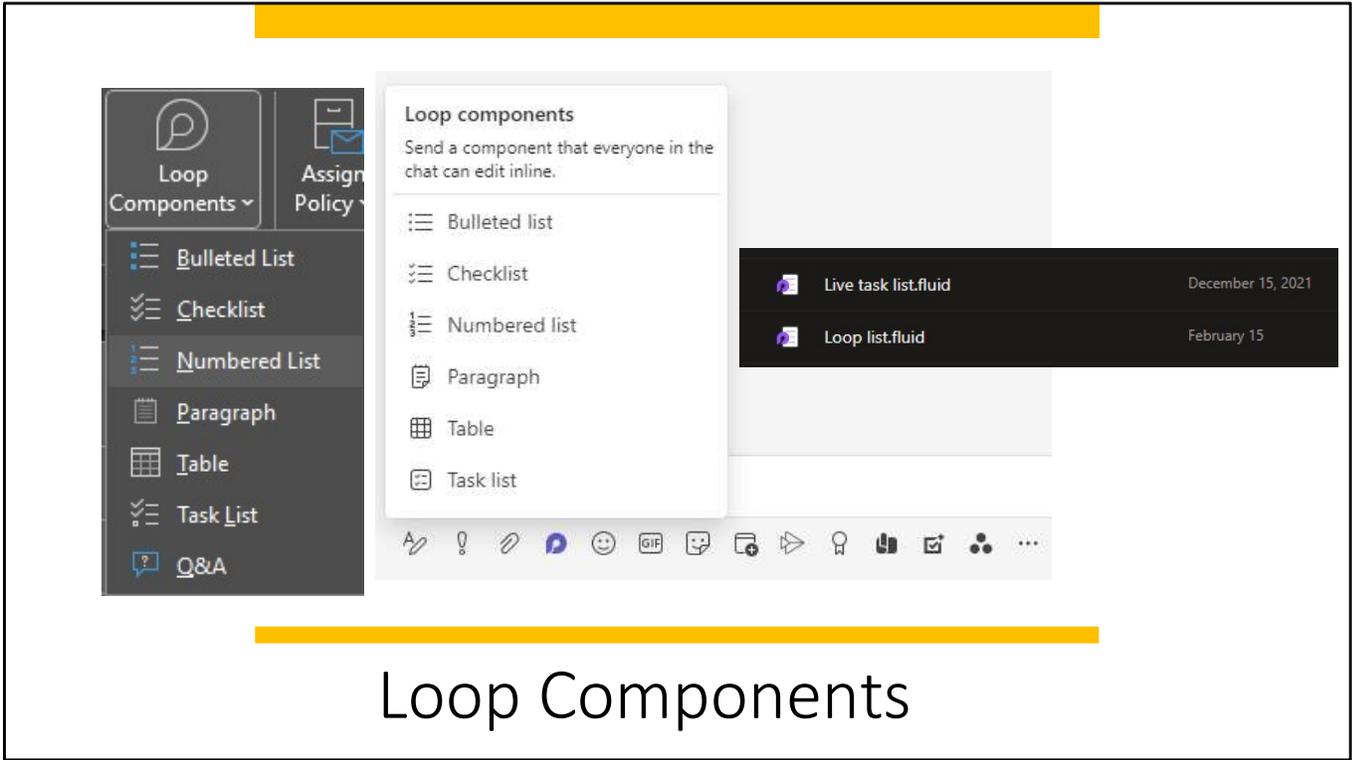


<https://support.microsoft.com/en-us/office/create-a-file-request-f54aa7f8-2589-4421-b351-d415fc3b83af>

- **Request files** is only available for OneDrive for work or school accounts and your admin must [enable Anyone links in OneDrive \(https://docs.microsoft.com/en-us/sharepoint/turn-external-sharing-on-or-off\)](https://docs.microsoft.com/en-us/sharepoint/turn-external-sharing-on-or-off). Please contact your admin if you don't see this feature.
- This feature is not available for Office 365 Government, Office 365 operated by 21Vianet, OneDrive for home, or Office 365 Germany.



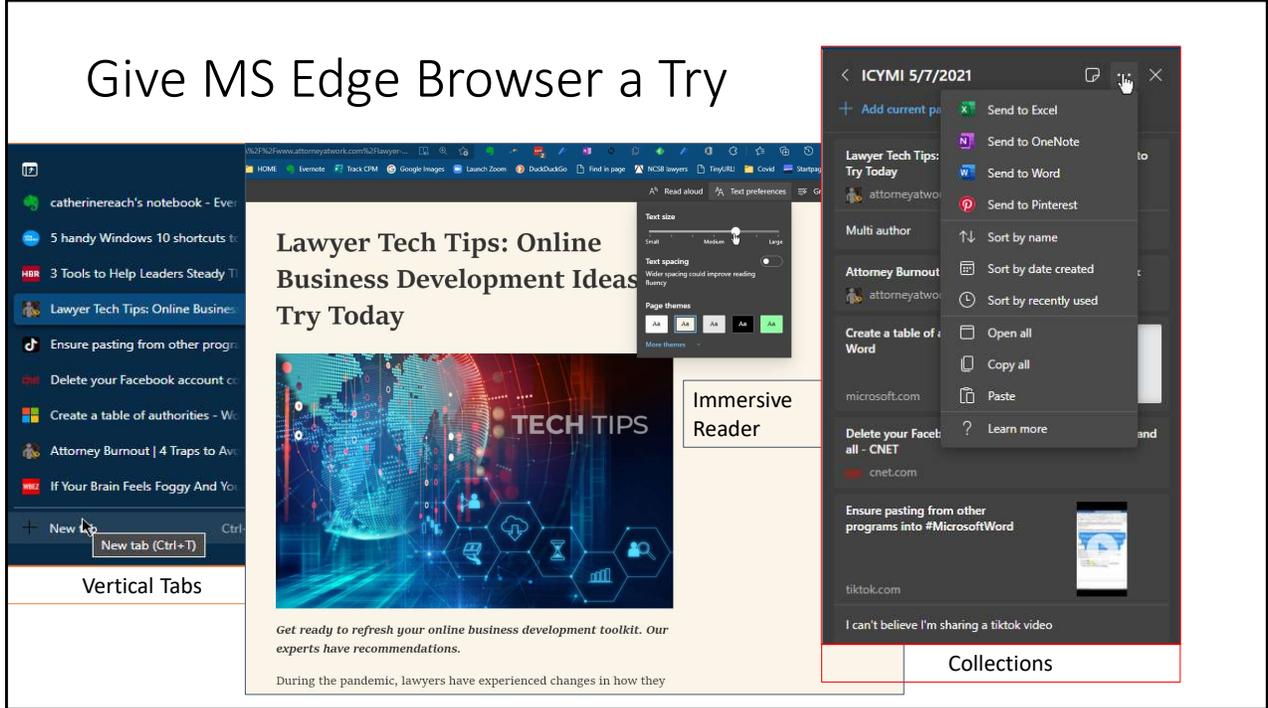
Mouse over a file shared from MS OneDrive to see “intelligence” about the file including a summary and relevant emails!



# Loop Components

New(er) Collaboration Tools in MS Outlook/365 - North Carolina Bar Association  
<https://www.ncbar.org/2023/01/31/newer-collaboration-tools-in-ms-outlook-365/>

# Give MS Edge Browser a Try



Microsoft Edge Browser – New and Improved - North Carolina Bar Association  
<https://www.ncbar.org/2020/11/17/microsoft-edge-browser-new-and-improved/>

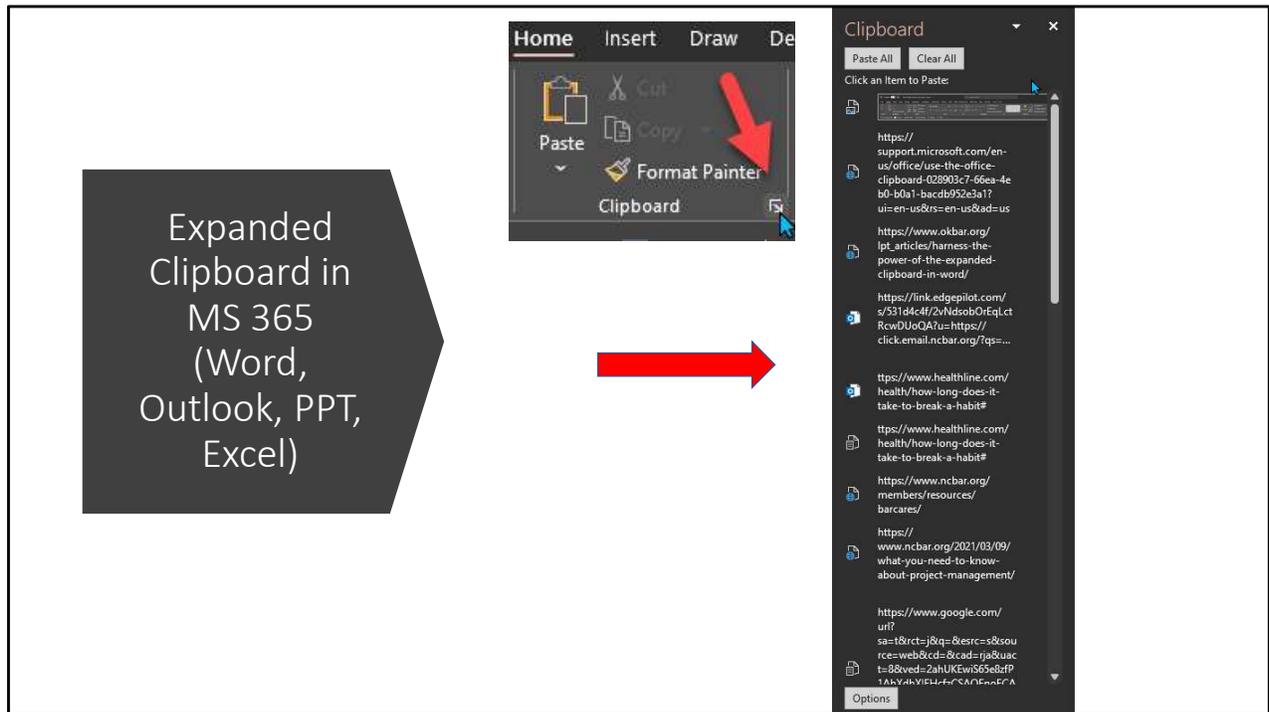


## Dictate and Transcribe in MS Word

### The Power of Speech: Voice Options in MS Word

Microsoft 365 has a lot of options for interacting with the spoken word. Native tools in the Microsoft 365 office suite let you dictate a document or email. If you are used to recording your notes or capturing audio from a meeting and asking your support staff to transcribe it, now you can upload the audio file and MS Word will transcribe the text. MS Word also has a read aloud feature, which is helpful for editing your own work. Read on to learn more!

<https://www.ncbar.org/2020/09/22/the-power-of-speech-voice-options-in-ms-word/>

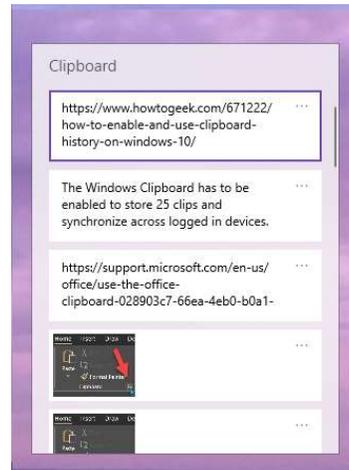


[Use the Office Clipboard \(microsoft.com\)](https://support.microsoft.com/en-us/office/use-the-office-clipboard-028903c7-66ea-4eb0-b0a1-bacdb952e3a1?ui=en-us&rs=en-us&ad=us)

<https://support.microsoft.com/en-us/office/use-the-office-clipboard-028903c7-66ea-4eb0-b0a1-bacdb952e3a1?ui=en-us&rs=en-us&ad=us>

Everything you copy held across the Office apps so you can paste with a click. These delete when you shut down all the applications or it reaches 25 clips or you reboot.

# Windows Clipboard

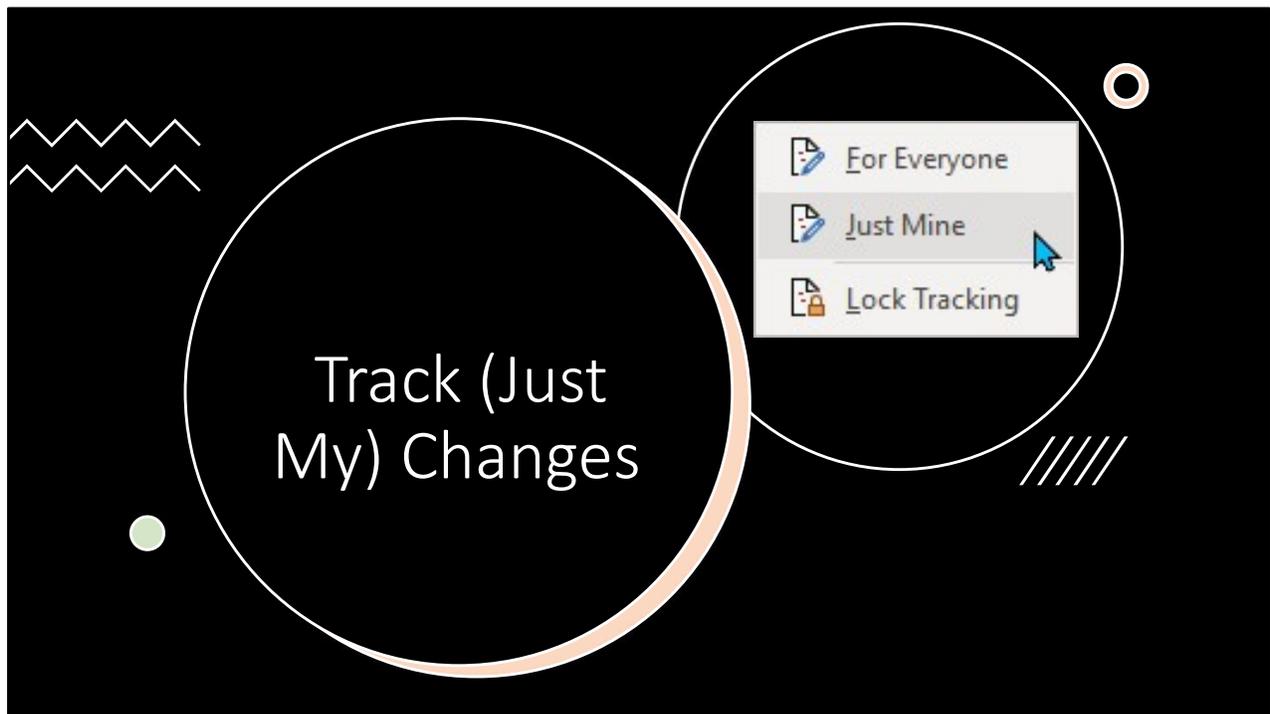


The Windows Clipboard has to be enabled to store 25 clips and synchronize across logged in devices. You can “pin” an item to the Windows clipboard so it doesn’t disappear after you reach 25 or restart your devices. The benefit of knowing that it is there is that while pasting from the Office Clipboard to the open Office application is awesome, if you need to paste into a browser, online form, Gmail or other web based app like Clio, you need the Windows Clipboard.

[How to Enable and Use Clipboard History on Windows 10 \(howtogeek.com\)](https://www.howtogeek.com/671222/how-to-enable-and-use-clipboard-history-on-windows-10/)

[https://www.howtogeek.com/671222/how-to-enable-and-use-clipboard-history-on-](https://www.howtogeek.com/671222/how-to-enable-and-use-clipboard-history-on-windows-10/)

windows-10/



Now you can track changes for everyone or just your changes. Handy for drafting. Just click the arrow on the Track Changes box in the lower right corner. You can also lock track changes on with a password for others.

This now works in Word installed and online for MS 365 Business users.

[Track changes in Word \(microsoft.com\)](https://support.microsoft.com/en-us/office/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a#TrackChanges=Web)

<https://support.microsoft.com/en-us/office/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a#TrackChanges=Web>

# Convert Word Online Outline to PowerPoint

## Themes

1. Get more out of what you are already paying for
2. Spend for technology where it really matters - anchor tenants
3. Reduce the spend on IT support - increase the spend on products you understand well enough to manage internally
4. Layer human touch on top of automation - and automate everything you can
5. Don't try to replace people with technology - replace pieces of jobs with technology
6. Freelancers are your friend
7. Keep rigorous track of ROI
8. Frugal is savvy, but cheap is for chumps
9. Leverage consumer technology where you can do so safely and ethically
10. Maximize your NGBA discounts

## Productivity

1. How to scan documents for free - ELM
2. Google One vs Google Drive - ELM
3. Hidden tricks in Apple Notes - ELM
4. Saving hours with shortcuts - ELM
5. Browsing with savings - CSR
6. Otter.ai - CSR

## Office Suite

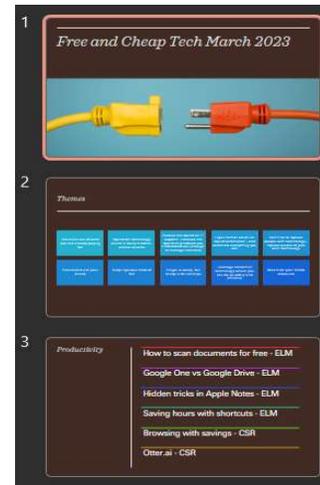
1. X things you didn't realize Gmail could do - ELM
2. Add-ons and integrations are your friends - CSR

## Time, Billing

1. Reducing your AR to \$0 - fixed fees - ELM
2. Zoho accounting - ELM
3. LawPay Pro - New! - CSR
4. Time59 - \$199 per year, unlimited users - CSR

## Practice Management

1. Running your practice in Google Workspace - ELM
2. Online scheduling - ELM
3. Running your practice in MS 365 with some help - CSR



File – Export – Export to PowerPoint Presentation

Email

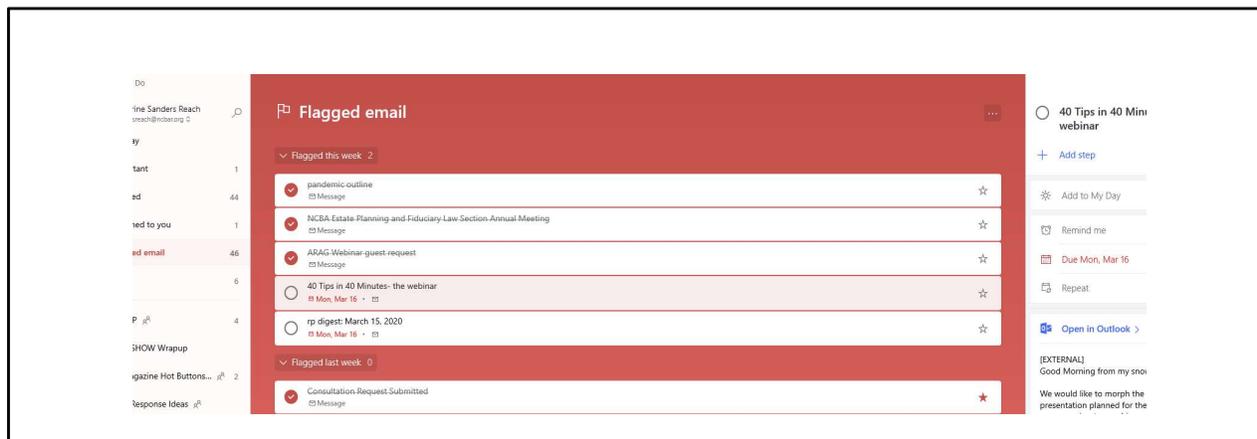


## Magically Turn Email Signatures into Contacts

Have you ever needed to call someone or visit their office only to find that information is in the full signature block, a gazillion emails ago in a thread? Then you get to search through emails while sitting in your car, hoping to find the information you need.

Evercontact (<https://www.evercontact.com/>) is a nifty add-on for Gmail or Outlook. It starts at \$59 per year. It automatically takes a signature block from an email and adds it to your contacts. If the contact already exists it will update the contact. You can choose to accept or reject the changes. A data and time stamp, as well as a copy of the text from the signature block, appear in the contacts notes

field.



## To-Dos from Flagged Emails

Task Management with Microsoft To Do - North Carolina Bar Association  
<https://www.ncbar.org/2020/03/24/task-management-with-microsoft-to-do/>

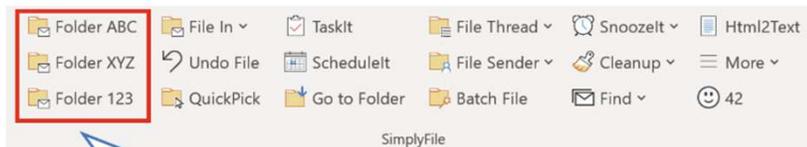
### Learning Objectives: Tools to Manage Tasks in Office 365

Looking for a way to effectively stay on top of tasks for you or your team? Do you need to delegate, supervise and stay current on projects whether you are in the office or working remotely? Microsoft Office 365 gives users quite a few ways to manage tasks, including Outlook, Planner, Teams, OneNote, Project, SharePoint, and To-Do. Keeping a task list with assignments and deadlines can help you and your team stay synced. We will walk through the options and see what might work well for you or your firm.

<https://youtu.be/fEJhPjb1v0E>

# SimplyFile from Techhit

Message Filing - SimplyFile on Outlook Ribbon - three one-click-file buttons



**After a brief training period, SimplyFile starts predicting destination folder for every message.**

**Click the corresponding one-click-file button to file the selected message to the right folder.**

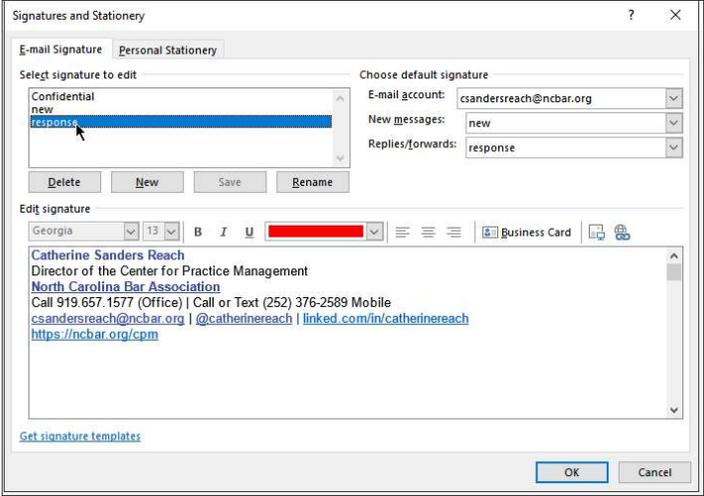
**One click is all it takes!**

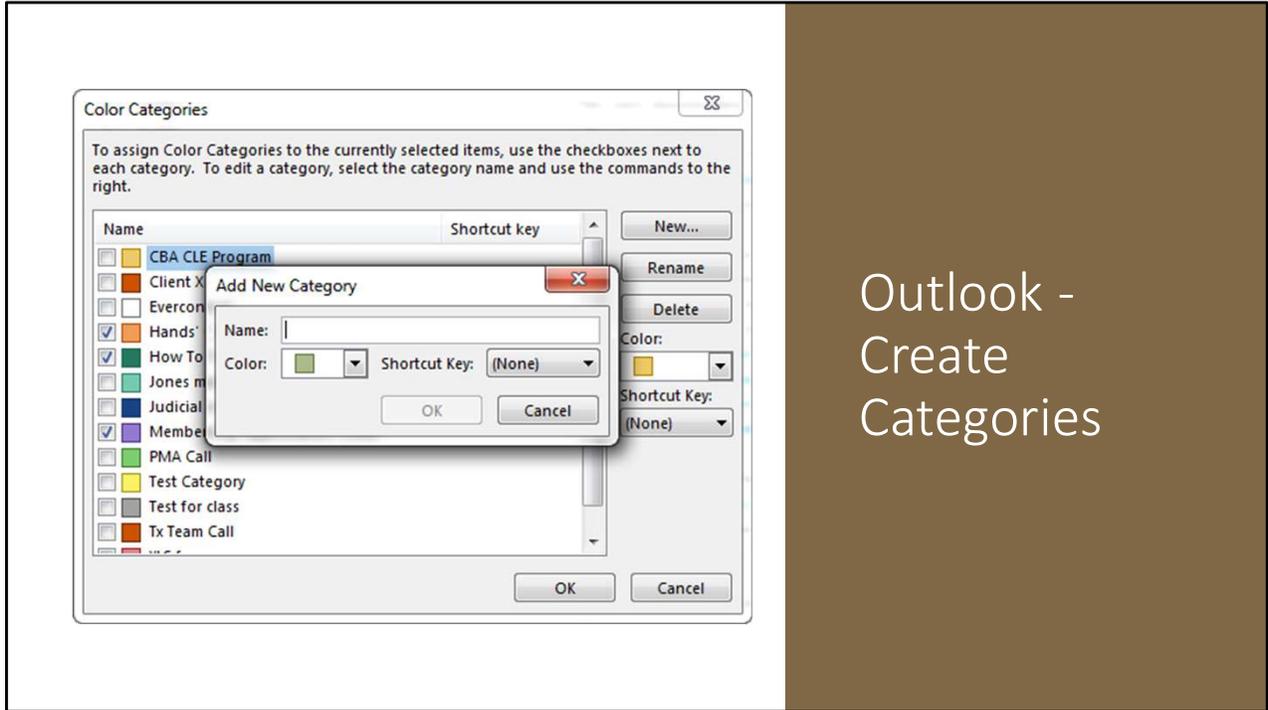
SimplyFile Add-on for MS Outlook - North Carolina Bar Association

<https://www.ncbar.org/2021/06/08/simplyfile-add-on-for-ms-outlook/>

About \$35 per year for Standard; \$60 per year for Pro. If you have an LPMS or a DMS you probably don't need SimplyFile

Useful  
Information in  
Your Signature  
Block

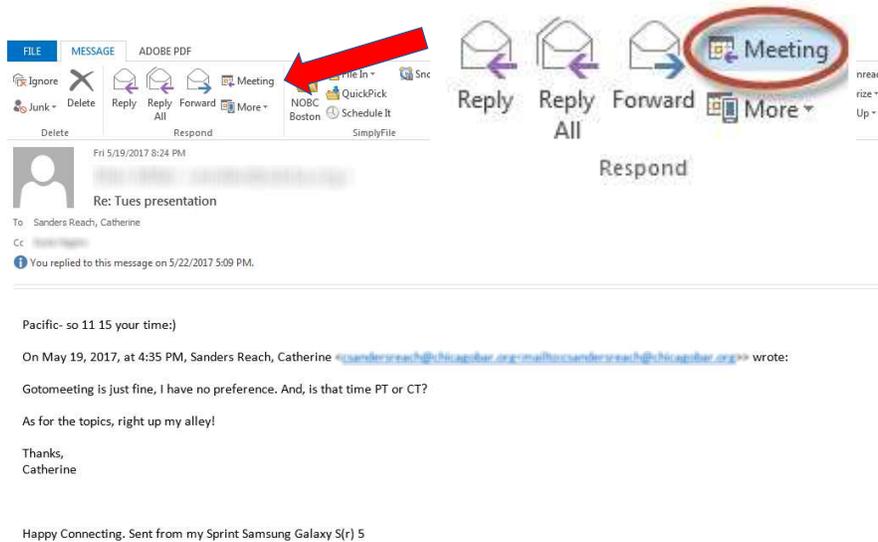




# Outlook - Create Categories

Organize Email with Categories in MS Outlook - North Carolina Bar Association  
<https://www.ncbar.org/2019/01/28/categories-in-ms-outlook/>

## Reply with Calendar Invites Not Emails



Turn Emails into Calendared Events in An Instant - North Carolina Bar Association  
<https://www.ncbar.org/2021/04/06/turn-emails-into-calendared-events-in-an-instant/>

Sending a calendar request to a meeting, teleconference or webconference helps ensure that the participants have it on their electronic calendar and have the information they need to participate. Users of any calendar program from Outlook, Google or Apple should be able to send a meeting request that can be opened and applied to the recipients calendar. If not, the recipient will still receive the pertinent information. Be sure to include the location information, including dial in and login information in the "location" area of the invitation, as well as in the body or notes field of the request so that people will not be late because they couldn't find the information they needed to participate.

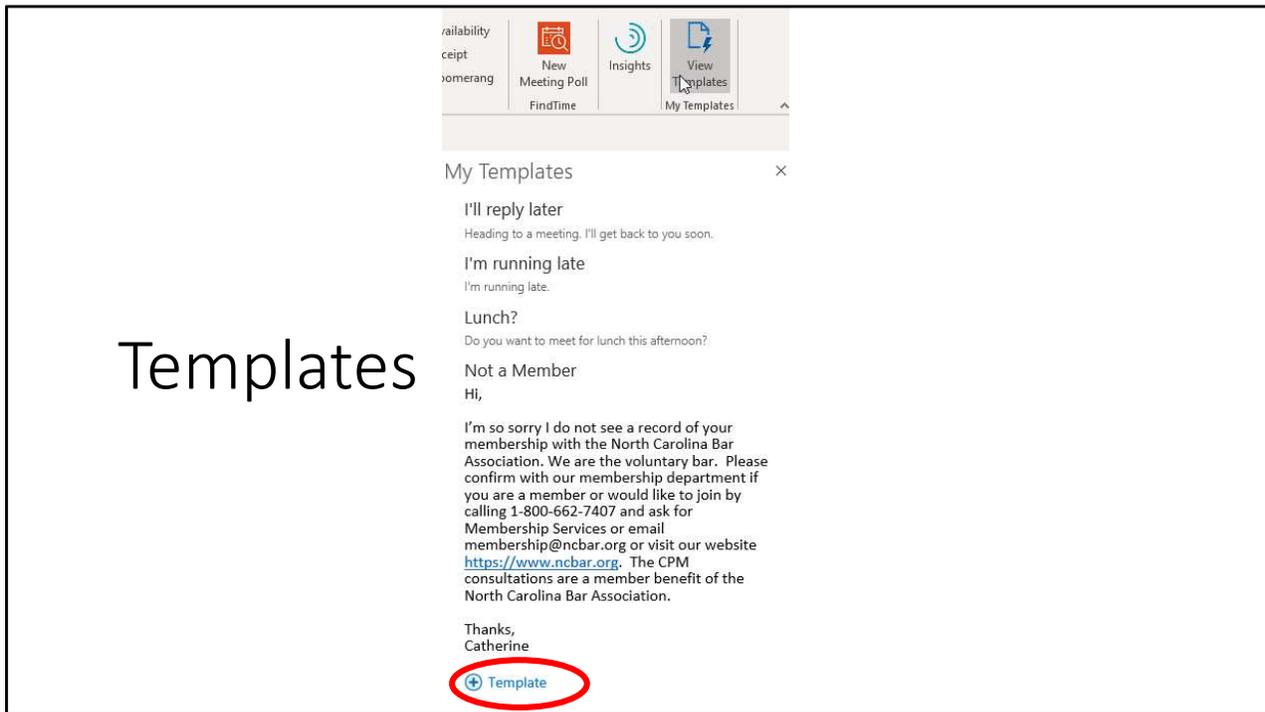
Turn Emails into Calendared Events in An Instant - North Carolina Bar Association  
<https://www.ncbar.org/2021/04/06/turn-emails-into-calendared-events-in-an-instant/>

Meetings can be time wasters

- Always have an agenda
- Always have a scheduled end time
- Formal meetings require minutes, but most work meetings should result in tasks, assignments and deadlines.

- Avoid scheduling meetings mid-morning or mid-afternoon because that breaks up time for large projects.

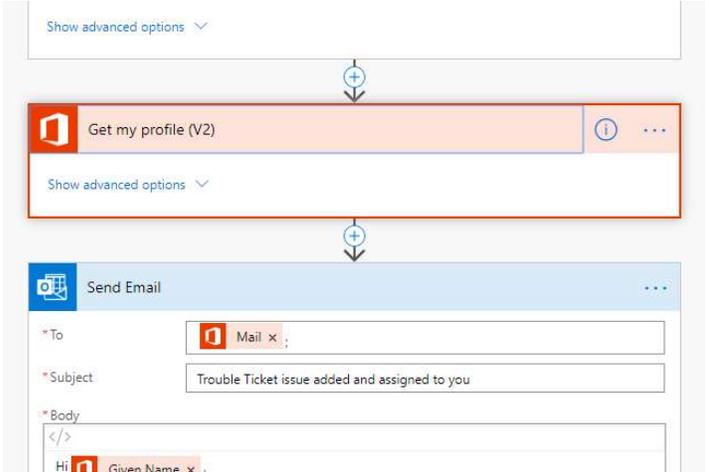
# Templates



My Templates – Admin enabled Addin

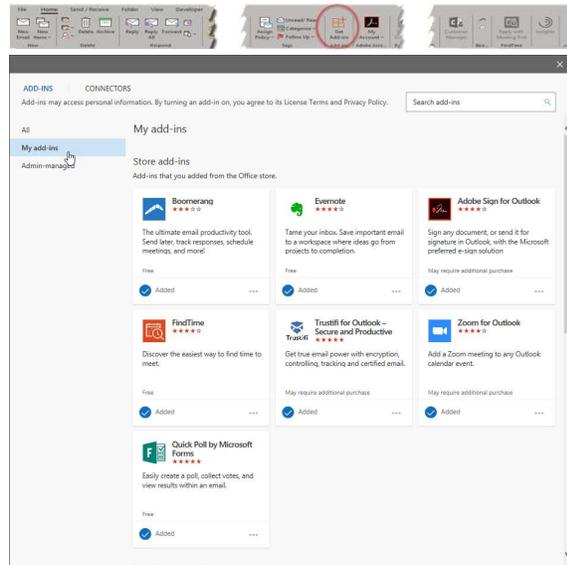
<https://docs.microsoft.com/en-us/office365/admin/manage/manage-deployment-of-add-ins?view=o365-worldwide>

Power  
Automate  
F/K/A  
Flow



Microsoft 365 Power Automate - North Carolina Bar Association  
<https://www.ncbar.org/2020/06/23/microsoft-365-power-automate/>

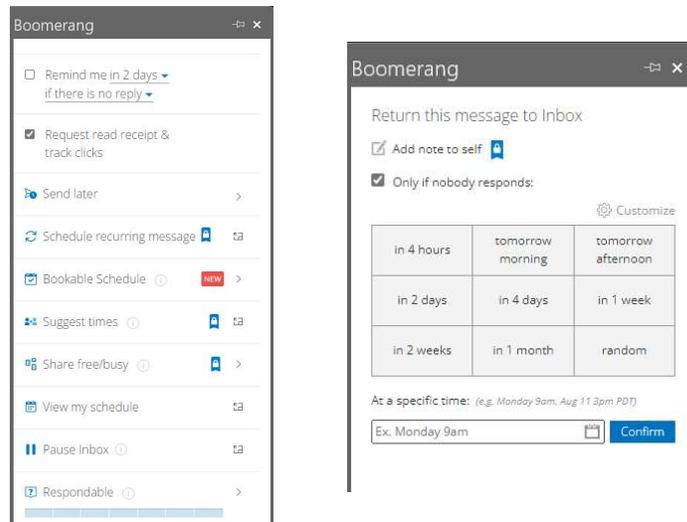
# Finding Outlook Add-ins



## Office App Store

<https://appsource.microsoft.com/en-us/marketplace/apps?product=office&page=1&src=office&corrid=59908086-4bab-4a10-992f-42c0b31b0a77&omexanonuid=646c32a2-d709-40ea-b741-c8ab009d3f59&referralurl=https%3a%2f%2fwww.google.com%2f>

## Boomerang Your Email

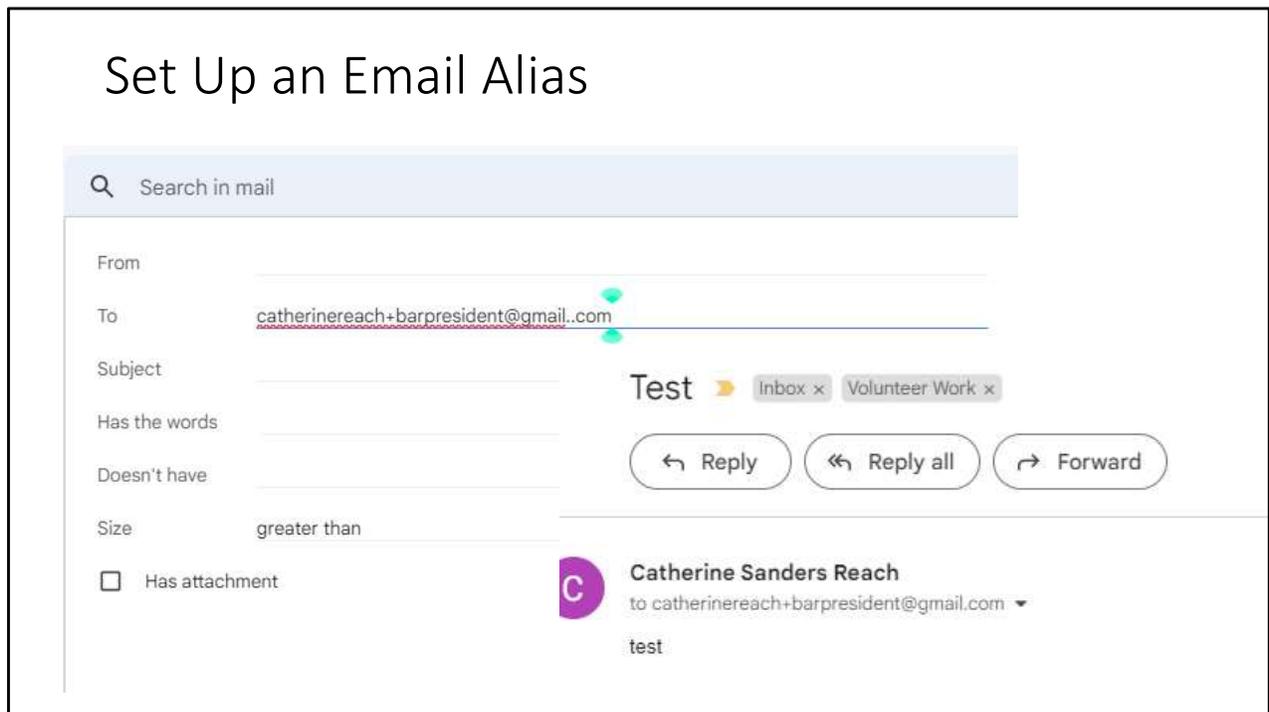


Boomerang by Baydin, Inc. is another useful add-in. Once installed it [works in the MS Outlook software](#) and in the browser, [as well as Gmail](#). It lets you snooze messages for a certain period and then the message will “boomerang” back into your inbox. You can add notes to the emails you choose to Boomerang. You can also set a sent message or reply to return to your inbox (boomerang) if you do not receive a response in a certain amount of time to help remind you to follow up.

Boomerang is a subscription service, though you get some free boomerangs that reset each month for free. If you want more message credits, click tracking, read receipts or

enhanced functionality like Respondable to show you a score on how readable your email message is you will need to upgrade to a pro plan. You can see the emails you have scheduled from within Outlook in the Boomerang folder, or from your account page in a browser. Note that the text of the email is not stored by Boomerang, only the email address and subject line.

## Set Up an Email Alias



To help filter email for bar work from all other things you set up an alias. In Gmail you use your current account and append a + or period will go into your account, but with a label

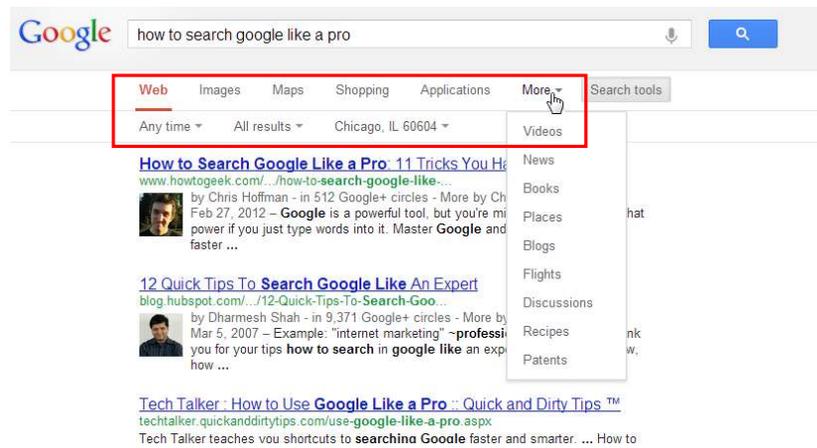
<https://www.popsoci.com/set-up-email-alias/> (Gmail and Outlook.com)

<https://learn.microsoft.com/en-us/microsoft-365/admin/email/add-another-email-alias-for-a-user?view=o365-worldwide> (MS 365 Business account)

Outlook.com [Add or remove an email alias in Outlook.com - Microsoft Support](#)

Google

## Refining Google Search Results



Site Search: patents site:www.abanet.org

Exact phrase: "lauritzen v. larsen"

Control words: bass –fishing or –guitar

OR: vacation Sedona OR Phoenix

Restrict search to domain (.edu), file type (.pdf), terms in title of the page

Type in math, conversions, addresses, phone numbers, tracking numbers

Do a search and want to narrow it on the fly? Look at the top of the results and click “More” to find quick ways to restrict results to other Google subsets like news or blogs or Google Groups.

Click “Search Tools” to get a new menu that lets you restrict by date range, location. Under “All Results” click to “verbatim” if you want Google to search specifically for the words you used without correcting for spelling etc. For instance, typing *ex delicta* results in results for *ex delicto*. Use verbatim search to correct the correction.

# Refine Google Search Results - Verbatim

The screenshot shows a Google search interface. The search bar contains the text "viva engage". Below the search bar are navigation buttons for Images, News, Videos, Shopping, Maps, Books, Flights, and Finance. The search results indicate that about 762,000 results were found in 0.46 seconds. The results are for "veeva engage" and suggest searching for "viva engage". The first result is for "Veeva Engage" with the URL "https://veevaengage.com". The description for this result is "A new way to engage with pharma. Efficiently view your connections and reach out to your pharma contacts all in one place. Connect with consultants, MSLS ...". Below the description is a link to "Join Meeting" and a note that "Engage uses cookies to enable key site features and by using this site you consent to the use of such cookies. I agree. Your Connection to Life Sciences." At the bottom of the search results, there is a section for "People also ask".

Google

viva engage

Images News Videos Shopping Maps Books Flights Finance Tools

About 762,000 results (0.46 seconds)

Showing results for **veeva engage**  
Search instead for viva engage

 Veeva Engage  
<https://veevaengage.com>

**Veeva Engage**  
A new way to **engage** with pharma. Efficiently view your connections and reach out to your pharma contacts all in one place. Connect with consultants, MSLS ...

<https://app.veevaengage.com/web/join>

**Join Meeting**  
Engage uses cookies to enable key site features and by using this site you consent to the use of such cookies. I agree. Your Connection to Life Sciences.

People also ask

# Refine Google Search Results - Verbatim

The screenshot shows a Google search interface. At the top, the search bar contains the text "viva engage". Below the search bar are navigation buttons for Images, News, Videos, Shopping, Maps, Books, Flights, and Finance. To the right of these buttons is a "Tools" button, which is highlighted with a red arrow. Below the search bar, the text "Showing results for **veeva engage**" is displayed, along with a suggestion "Search instead for viva engage". The first search result is for "Veeva Engage", with a URL "https://veevaengage.com". Below the result title is a description: "A new way to **engage** with pharma. Efficiently view your connections and reach out to your pharma contacts all in one place. Connect with consultants, MSLs ...". Below the description is a link "https://app.veevaengage.com › web › join" and a "Join Meeting" button. Below the button is a cookie notice: "Engage uses cookies to enable key site features and by using this site you consent to the use of such cookies. I agree. Your Connection to Life Sciences." To the right of the search results, there are two dropdown menus. The first is labeled "Any time" and the second is labeled "All results". The "All results" dropdown is open, showing three options: "All results" (with a checkmark), "Verbatim", and another option. A red arrow points to the "Verbatim" option.

# Refine Google Search Results - Verbatim

The screenshot shows a Google search interface. The search bar contains the text "viva engage". Below the search bar are navigation buttons for Books, News, Shopping, Maps, Images, Videos, Flights, and Finance. On the right side, there is a "Tools" button. Below the search bar, the search results are displayed. The first result is a suggestion: "Are you looking for: **veeva** engage". The second result is from Microsoft, titled "Microsoft Viva Engage - Employee Communication Platform". The description states: "Viva Engage is part of Microsoft Viva, the employee experience platform designed to help people connect, focus, learn, and thrive at work. Learn more about Viva." The third result is a news article titled "Introducing Microsoft Viva Engage" dated Feb 21, 2023, with a snippet: "The Viva Engage app in Teams helps organizations build community, spark engagement with leadership, harness knowledge and answers, and build ...".

Google

viva engage

Books News Shopping Maps Images Videos Flights Finance Tools

Any time ▾ Verbatim ▾ Clear

Are you looking for: **veeva** engage

Microsoft  
https://www.microsoft.com › en-us › engage

**Microsoft Viva Engage - Employee Communication Platform**

Viva Engage is part of Microsoft Viva, the employee experience platform designed to help people connect, focus, learn, and thrive at work. Learn more about Viva.

https://learn.microsoft.com › Learn › Microsoft Viva

**Introducing Microsoft Viva Engage**

Feb 21, 2023 – The Viva Engage app in Teams helps organizations build community, spark engagement with leadership, harness knowledge and answers, and build ...

# Google History

CTRL + H

The screenshot shows the Google Chrome History page. At the top, there is a search bar labeled "Search history". Below this, the page is divided into sections: "Chrome history", "Tabs from other devices", and "Clear browsing data" (with a checkmark icon). The main content is a list of history items, each with a checkbox, a timestamp, a site icon, a title, and a URL. The items are as follows:

Time	Site	Title	URL
11:53 AM	americanbar.org	The Internet and ADA Compliance [CC]	www.americanbar.org
11:46 AM	abajournal.com	ADA questions remain over web accessibility cases and the lack of DOJ regulations	www.abajournal.com
11:37 AM	webaim.org	WAVE Web Accessibility Tool	wave.webaim.org
11:36 AM	webaim.org	WAVE Report of North Carolina Bar Association   NC CLE, Fastcase & Legal Education	wave.webaim.org
11:32 AM	w3.org	How to Meet WCAG (Quickref Reference)	www.w3.org
11:28 AM	venable.com	Website Accessibility Claims on the Rise   Insights   Venable LLP	www.venable.com
11:27 AM	financialservicesperspectives.com	Navigating ADA Compliance Issues in an Online World   Financial Services Pers...	www.financialservicesperspectives.com
11:27 AM	pepperlaw.com	Supreme Court Denies Review of ADA Website Accessibility Case, Leaving...	www.pepperlaw.com
11:25 AM	kleinmoynihnan.com	Website Accessibility and the ADA? The DOJ Won't Weigh In.	kleinmoynihnan.com
11:10 AM	ada.gov	Accessible Technology Guidance	www.ada.gov
11:10 AM	ada.gov	Accessibility of State and Local Government Websites to People with Disabilities	www.ada.gov
11:09 AM	ada.gov	ADA Tool Kit: Website Accessibility Under Title II of the ADA	www.ada.gov
11:09 AM	ada.gov	Chapter 5 Addendum: Title II Checklist (Website Accessibility)	www.ada.gov

At the bottom left, there is a note: "Your Google Account may have other forms of browsing history at myactivity.google.com".

chrome://history/

## Terms/Connectors NOT in Advanced Search

*	()	AROUND(X)
feed a * starve a *	("time warner OR comcast) AND "net neutrality"	"net neutrality" AROUND(5) Comcast"

\*

In Google's search the \* is a wildcard. You can use a wildcard connector to substitute for a word in a phrase you are not sure of. For instance, the search *feed a \* starve a \** will find either "feed a fever, starve a cold" or "feed a cold, starve a fever" (and help put that question to rest once and for all).

()

You can group multiple terms or search operators to control how a search is executed. Putting a search term in between parentheses will group it away from the rest of your query, allowing for a more refined and specific search. Use it like you would a mathematical function. For instance the search [\("time warner OR comcast\) "net neutrality"](#) shows results with either Time Warner or Comcast before the phrase net neutrality. [Without the parenthesis](#) the results show the words in any order.

**AROUND(X)**

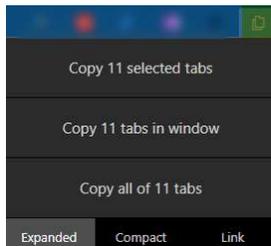
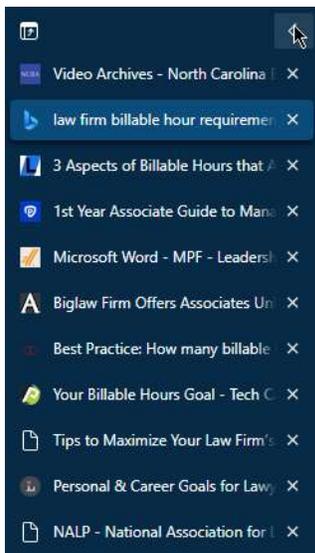
Yes, there is a proximity search in Google. Find pages containing words or phrases

within X words of each other. For instance, “*net neutrality*” *AROUND(5)* *Comcast*” will find the phrase “net neutrality” within 5 words of Comcast.

Mice dogs

Mice *AROUND(1)* dogs

# Tab Copy Extension



3 Aspects of Billable Hours that Associates Should Know | LawCrossing.com  
<https://www.lawcrossing.com/employers/article/900050305/3-Aspects-of-Billable-Hours-that-Associates-Should-Know/>

Microsoft Word - MPF - Leadership Matters - GOALS, MEASURES & SCORECARDS - FINAL - 6-19-14.docx  
<http://www.managingpartnerforum.org/tasks/sites/mpf/assets/image/MPF%20-%20Leadership%20Matters%20-%20GOALS,%20%20MEASURES%20%20&%20SCORECARDS%20-%20FINAL%20-%206-19-141.pdf>

Biglaw Firm Offers Associates Unlimited Billable Hours For Diversity & Inclusion Work | Above the Law  
<https://abovethelaw.com/2021/04/biglaw-firm-offers-associates-unlimited-billable-hours-for-diversity-inclusion-work/>

Best Practice: How many billable hours should an associate produce? | Illinois State Bar Association  
<https://www.isba.org/barnews/2015/04/22/best-practice-how-many-billable-hours-should-associate-produce>

Your Billable Hours Goal - Tech Can Help Your Firm | Proactive IT  
<https://weareproactive.com/billable-hours-goal/>

Tips to Maximize Your Law Firm's Hourly Billing: Time Tracking Tips for Lawyers - Law Technology Today  
<https://www.lawtechnologytoday.org/2020/07/tips-to-maximize-your-law-firms-hourly-billing-time-tracking-tips-for-lawyers/>

Personal & Career Goals for Lawyers: A Complete Guide (2021)  
<https://lawyerist.com/career-goals/>

NALP - National Association for Law Placement | Billable Hours  
<https://www.nalp.org/billablehours>

Tab copy extension for all browsers

<https://chrome.google.com/webstore/detail/tabcopy/micdlihgoppmejpecmkilggmaagfdmb/>

Do your research, copy all the tabs with page titles and links, copy into email/doc/newsletter, etc.

# Google Image Search



**Search by image**  
Search Google with an image instead of text.

Paste image URL

twitter.jpg catherine sanders reach

Web **Images** Maps Shopping More Search tools

About 7 results (0.35 seconds)

 Image size: 495 x 614  
Find other sizes of this image: All sizes - Medium

Best guess for this image: [catherine sanders reach](#)

**Catherine Reach** | LinkedIn  
www.linkedin.com/in/catherinereach  
Greater Chicago Area - Director, Law Practice Management & Technology at The Chicago Bar Association  
View Catherine Reach's professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like Catherine Reach discover ...

**About Us | Legal Technology Resource Center**  
www.americanbar.org / Legal Technology Resource Center  
Smiling Businesspeople Picture: About Us Learn more about the leading source for practical legal technology guidance. Advertisement. About LTRC Staff ...

**Visually similar images** - Report images  


**Pages that include matching images**

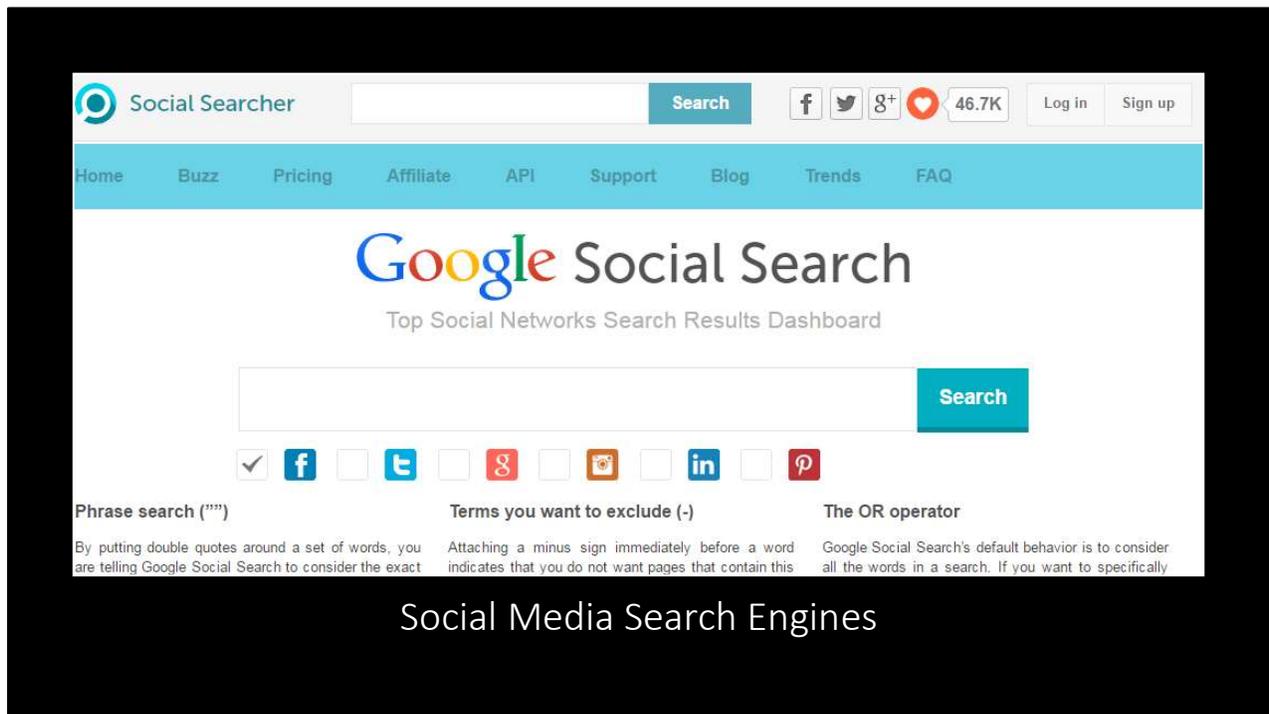
**Catherine Reach (catherinereach) on Twitter**  
https://twitter.com/catherinereach  
403 x 500 - The latest from Catherine Reach (@catherinereach) Director, Law Practice Management & Technology at Chicago Bar Association. Focusing on the utility of ...

**Catherine Sanders Reach, technology director ... Chicago Tribune**  
www.chicagotribune.com /chi-catherine-sanders-reach-dire...  
350 x 250 - Jan 5, 2012 - Catherine Sanders Reach has joined Chicago Bar Association as director of Law Practice Management & Technology. In this new position, she ...

Relatively new – upload an image to search for like images. It isn't just the metadata or the page keywords, but the actual image. Frighteningly accurate. At the least you can see who you look like (or what you look like)

Also try TinEye

Chrome extension – Fast Image Search. Right click on any image to pull reverse image search from Google, TinEye or both



## Social Media Search Engines

While aggregate social media search engines are in their infancy, there are a few out there to explore. One is [Google Social Search](https://www.social-searcher.com/google-social-search/), which aggregates search from many popular social networking sites.

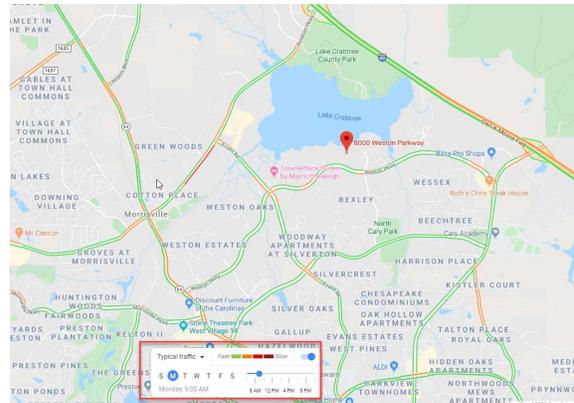
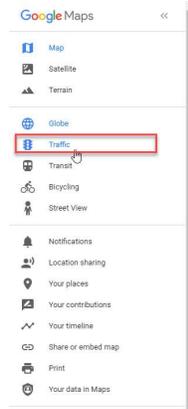
<https://www.social-searcher.com/google-social-search/>

## Google Maps – Street View



How Can Lawyers Use Google Maps? - North Carolina Bar Association  
<https://www.ncbar.org/2021/02/02/how-can-lawyers-use-google-maps/>

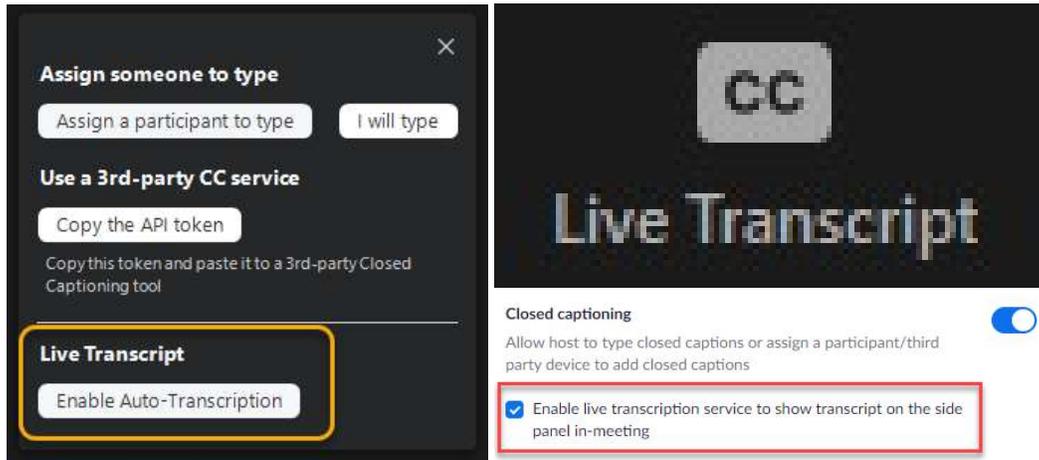
# Google Maps – Traffic (Live and Typical)



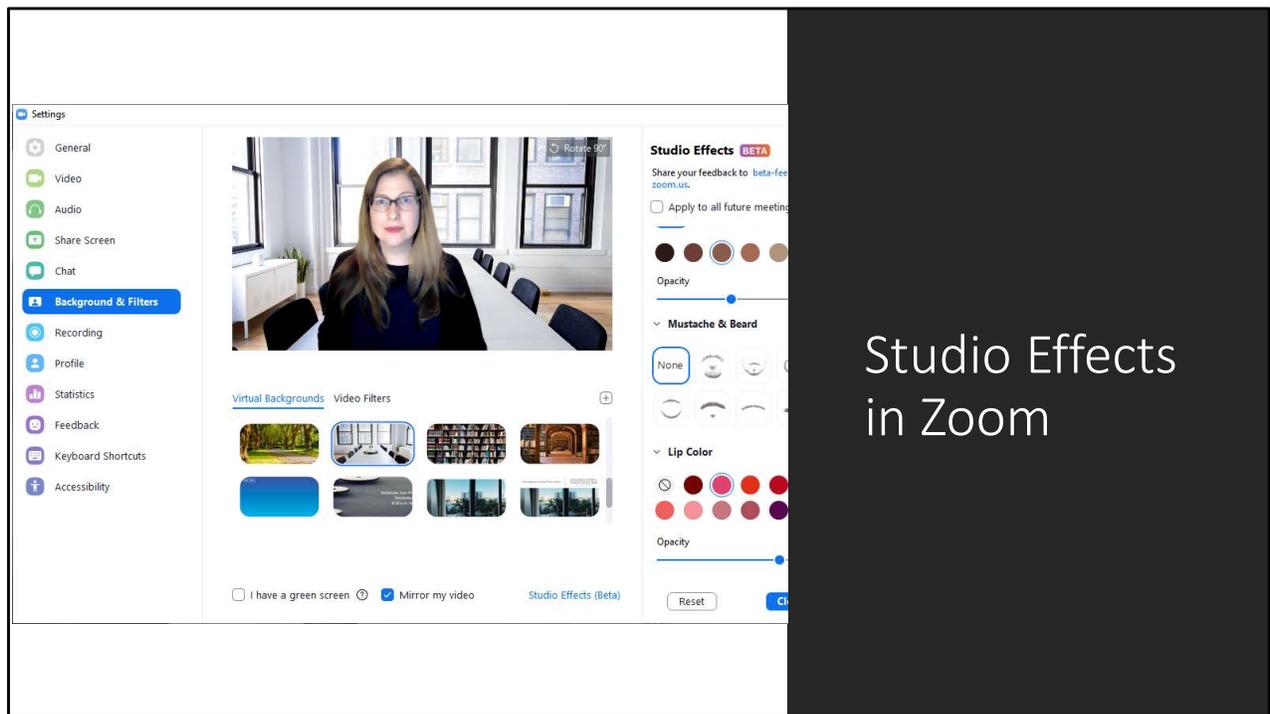
How Can Lawyers Use Google Maps? - North Carolina Bar Association  
<https://www.ncbar.org/2021/02/02/how-can-lawyers-use-google-maps/>

# Video Conferencing

## Live Transcript in MS Teams (and Zoom)



How do you enable transcribing on microsoft teams? - Microsoft Community  
[https://answers.microsoft.com/en-us/msteams/forum/msteams\\_tfb-msteams\\_meeting-msteams\\_suboth/how-do-you-enable-transcribing-on-microsoft-teams/b99e3a80-e54d-4a82-9f6a-af200317a0d9](https://answers.microsoft.com/en-us/msteams/forum/msteams_tfb-msteams_meeting-msteams_suboth/how-do-you-enable-transcribing-on-microsoft-teams/b99e3a80-e54d-4a82-9f6a-af200317a0d9)



## Studio Effects in Zoom

Video enhancements – Zoom Help Center

<https://support.zoom.us/hc/en-us/articles/115002595343-Video-enhancements#:~:text=Studio%20effects%201%20Sign%20in%20to%20the%20Zoom,all%20ofuture%20meetings%20check%20box.%207%20Click%20Close.>

## Tips for Video Conferencing

- Arrive early and test everything
- Don't assume because it worked fine yesterday it will work fine today
- Give attendees the link and dial-in information in the calendar event
- Have a backup platform if possible, have the dial in information at the ready
- Be forgiving – people are working at home with pets, children, deliveries, etc.



If you are hosting a video conference get in early and do a sound check to make sure everything works. Don't assume because it worked yesterday it will work today. Backup platforms – check with your VOIP provider, Skype, FreeConferenceCall.com Also, have back up Internet – your phone as a hotspot will work

# AI Meetings Assistant

- Otter.ai or Tactiq
- Joins your Zoom/Google/Teams/Webex meetings
- Transcribes and shares with attendees
- Creates outline, meeting notes, action items



Both Otter.ai and Tactiq transcription tools have AI assistants, free for limited use. They can join your Zoom/Teams/Hangout/Webex meetings and create a real time transcription that you can save, edit, and share. You can highlight and collaborate. AI creates a summary and action items. Integrates with Google Calendar and Outlook calendar.

[Otter.ai's free plan](#) has 300 monthly transcriptions minutes with 30 minutes per conversation. [Otter Pilot](#) will attend your meeting for you and the free plan has limited AI summary generation. [Tactiq](#) is a Chrome extension. It offers speaker identification, 10 meetings a

month and 5 AI credits with the free version. The AI summary and action items are amazing.

In MS Word Online 365 you can upload an mp3 or mp4 (or .wav or other audio/video file, including Zoom recordings) and it will create a transcript of the recording. Microsoft has an [excellent tutorial](#) on Transcribe and Office Watch [offers a tutorial](#) as well as some troubleshooting suggestions.

# Security/Privacy

Security Archives - North Carolina Bar Association  
<https://www.ncbar.org/category/security/>

	<p>High-Profile Skadden Litigator Goofs, Sends Private E-mail to Reporters</p> <p><small>Posted Feb 21, 2008, 10:03 am CST</small></p>	<p>February 5, 2008, 5:42 pm</p> <p>Report: Lawyer's Email Slip-up Leads to Zyprexa Leak</p> <p><small>Posted by Dan Slater</small></p>
<p>Oops. Former bar prez copies top court on email about its 'ill-conceived and uninformed questions'</p> <p><small>POSTED OCT 09, 2013 00:30 PM CST</small></p>	<h1>Email is the Most Dangerous Tool You Use Every Day</h1> <hr/>	
<p>Ex-DLA Piper partner caught in 'churn that bill, baby!' crossfire sues firm's counsel</p> <p><small>BY MARTHA NEEL POSTED MARCH 24, 2014, 12:10 PM CST</small></p>		

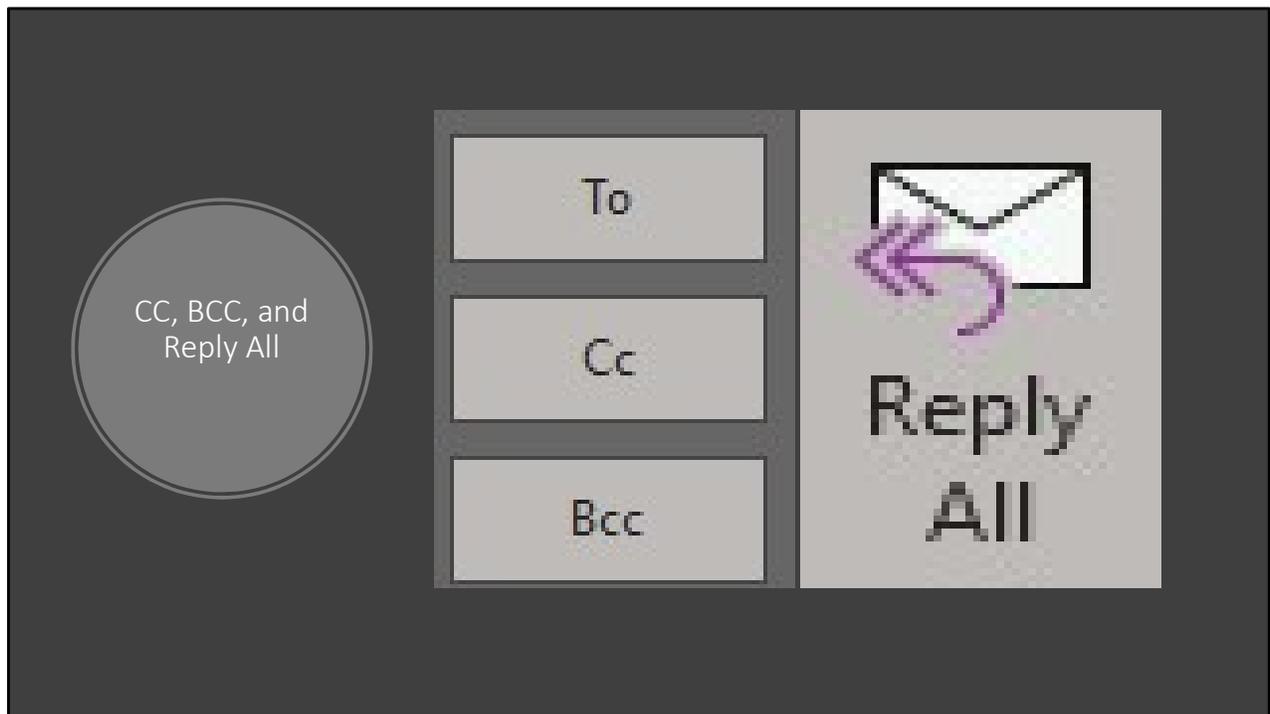
Make Email Less Dangerous - North Carolina Bar Association  
<https://www.ncbar.org/2019/07/30/make-email-less-dangerous/>

ICO statistics for legal sector breaches in 2017/18 in the UK show that people sending emails to the wrong person are a greater confidentiality and GDPR breach risk in practice (22.64%) than malware, ransomware, phishing, unauthorized access (cyber) and other cyber incident combined (11.95%). <https://ico.org.uk/action-weve-taken/data-security-incident-trends/>

In addition to having some ethics opinions to keep in mind (ABA Formal Opinion 99-413 on email encryption and ABA Formal Opinion 11-459 “Duty to Protect the Confidentiality of Email Communications with One’s Client” in response to the frequent cases regarding inadvertent disclosure and privilege loss due to use of an employer’s email for lawyer/client email communication, there are a lot of potential oops with email. Sending an email to the wrong person (and having that information go public), hastily penned missives that are misinterpreted or worse, and email as a way to receive phishing expeditions are just a few of the dangers. Just because we use it all day every day does not mean that people can get complacent about this form of communication. Employ a more formal “letter writing” approach, check your spelling,

check the recipients, exercise caution, consider alternate communication mechanisms, and just slow down!

ICO statistics for legal sector breaches in 2017/18 in the UK show that people sending emails to the wrong person are a greater confidentiality and GDPR breach risk in practice (22.64%) than malware, ransomware, phishing, unauthorized access (cyber) and other cyber incident combined (11.95%). <https://ico.org.uk/action-weve-taken/data-security-incident-trends/>



Don't 'Reply All' If Client of Opposing Counsel CC'ed, Bar Says

<https://news.bloomberglaw.com/us-law-week/dont-reply-all-if-client-of-opposing-counsel-cced-bar-says>

### [Should You Copy Clients on Emails To Opposing Counsel?](#)

While the New York State Bar has an ethics opinion that suggests it is ok to bcc a client, it really is not a good idea. Nicole Black explains why. Need more proof? Read the case in point at [Charm vs. Kohn](#).

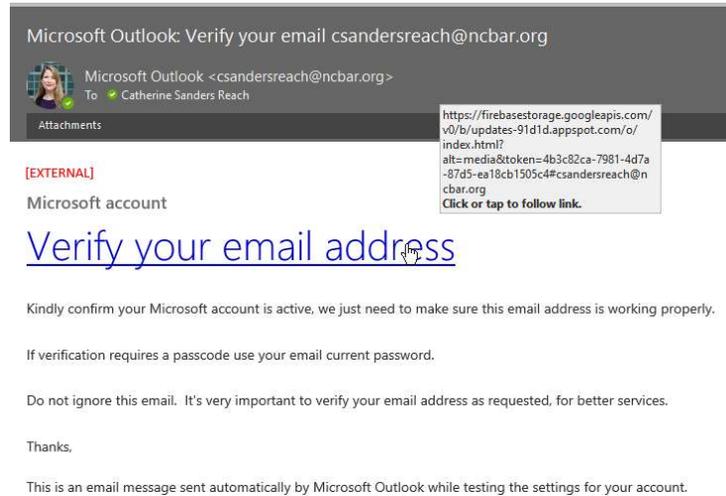
<https://www.legaltechmonitor.com/2020/11/should-you-copy-clients-on-emails-to-opposing-counsel/>

### [10 Habits for Successful Email Communication](#)

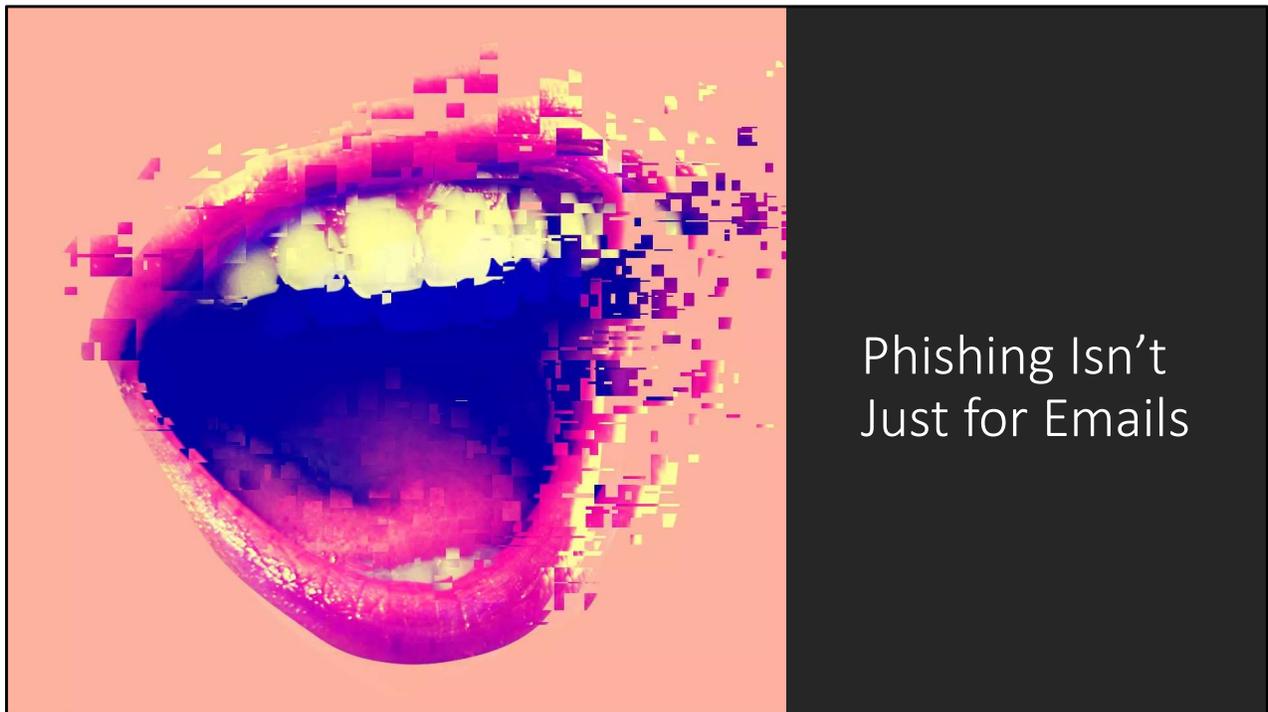
Mark C. Palmer writing for *Attorney at Work* outlines considerations on the use of to: versus cc:, what should be included in a signature block, ethics opinions on the use of BCC, how quickly you should respond to email, and why you should really stop using the Circular 230 disclaimer.

<https://www.attorneyatwork.com/10-habits-for-successful-email-communication>

## Would You Click On This?



How to Identify a Phishing Attempt and Thwart It - North Carolina Bar Association  
<https://www.ncbar.org/2020/09/01/how-to-identify-a-phishing-attempt-and-thwart-it/>



Deepfakes audio and video, Smishing (SMS phishing), Vishing (voicemail phishing) and just the good old scam and robocalls.

In 2019 a UK energy company's chief executive was tricked into wiring €200,000 (or about \$220,000 USD) to a Hungarian supplier because he believed his boss was instructing him to do so. But the energy company's insurance firm, Euler Hermes Group SA, told the *WSJ* that a third-party was using deepfake software to mimic the voice of the executive and demand his employee pay him within the hour.

The phone call was matched with an email, and the energy firm CEO obliged. Later, after a second request from the thieves was made, the energy firm CEO called up his actual boss, only to find himself handling calls from both the fake and the real versions of the man simultaneously, which alerted the CEO to the ongoing theft.

Cybersecurity firm Symantec says it has come across at least three cases of deepfake voice fraud used to trick companies into sending money to a fraudulent account.

When you pair deepfake audio with video footage though, you get something more along the lines of what we saw before. And the technology behind that is getting significantly more sophisticated.

Researchers from Nanyang Technological University in Singapore, the National Laboratory of Pattern Recognition in China, and artificial intelligence software company SenseTime developed the method for creating deepfakes from audio sources. Basically, the AI takes an audio clip of someone speaking, and a video of another person (or the same person), and generates realistic footage of the person saying the words from the source audio. The person in the video becomes a puppet for the original voice.

Because this method can use the real voice of the person you're trying to deepfake, and splice their words up into whatever you want, it's another leap forward in deepfake realism.

It's also worth mentioning that SenseTime, one of the companies that developed this research, was recently implicated in developing technology that helped the Chinese government profile a Muslim minority group.

Mention something about Amazon Alexa and voice recordings. We can't trust companies to act ethically.

<https://www.theverge.com/2019/9/5/20851248/deepfakes-ai-fake-audio-phone-calls-thieves-trick-companies-stealing-money>

[https://www.vice.com/en\\_us/article/g5xvk7/researchers-created-a-way-to-make-realistic-deepfakes-from-audio-clips](https://www.vice.com/en_us/article/g5xvk7/researchers-created-a-way-to-make-realistic-deepfakes-from-audio-clips)

11:30 AM · Sep 13, 2019 · Hootsuite Inc.

## Get Redaction Down, Once and For All

Déjà vu: Do Redaction Right - North Carolina Bar Association  
<https://www.ncbar.org/2019/10/01/deja-vu-do-redaction-right/>

We've been saying this for a while now, but redaction errors continue to pop up in high-profile cases and subsequently headlines.

Paul Manafort's lawyers made a redaction error showing that prosecutors apparently believe that Manafort shared internal Trump polling data with a suspected Russian spy during the campaign. Combined with some other factors in the case, this damaged Manafort's likelihood of receiving a light sentence.

In many of these scenarios, redaction simply hasn't been fully applied. Often, text in a Word document will simply be highlighted in black. This technically obscures the text, but the text is still there, as is the metadata. Other times, someone will put a black box over the text in a PDF document. Either way, the effect is the same: the text may be obscured, but it isn't actually removed from the document.

Redaction is typically a multi-step process. You have to mark text for redaction and then actually apply redaction. In most scenarios, the redaction is applied in a new document so that the original is not written-over. Metadata is also removed from the document.

The long and short of it is that you really need to be using a specific tool for redaction.

Such tools include:

- Adobe Acrobat Pro or Pro DC (\$15 per user per month) <https://acrobat.adobe.com/us/en/acrobat/pricing/compare-versions.html>
- Payne's Redact Assistant (\$60 for a single license) <https://new.thepaynegroup.com/redact-assistant>
- Kofax Power PDF <https://www.kofax.com/Products/power-pdf>
- PDFelement <https://pdf.wondershare.com/pdfelement.html>
- Corel WordPerfect Office Professional <https://www.wordperfect.com/en/product/professional-edition/>
- Nitro Productivity Suite (\$159 per license) <https://www.gonitro.com/nps>

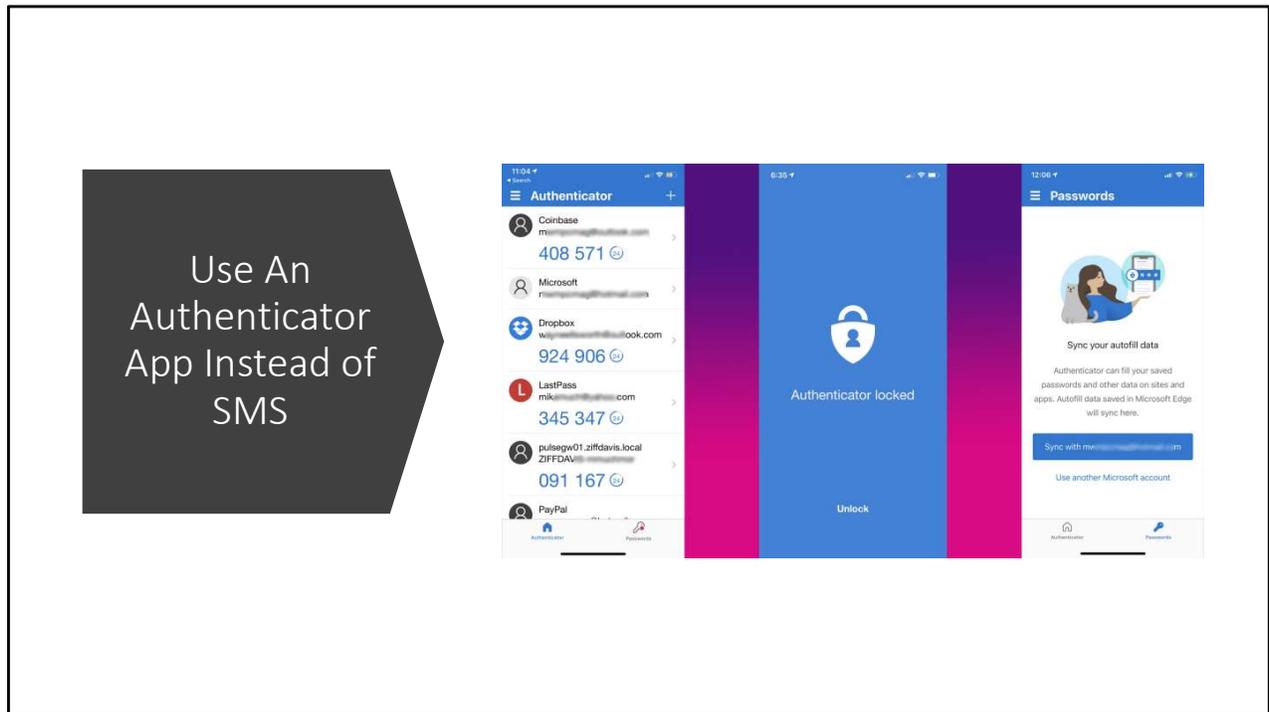
## How to Blur Your House on Google Street View



### How to Blur Your House on Google Street View (And Why You Should)

If someone has your home address they can “drive by” from afar via Google Street View. Whether you have a client who is trying to escape an abusive partner or you would rather not have anyone cybersnoop on your house, follow these steps to request your house be blurred in Google Street View.

<https://mashable.com/article/how-to-blur-your-house-on-google-street-view/>



Sadly a text message for two factor authentication is no longer a best practice. Fortunately you can get a free authenticator such as Authy, the Google or Microsoft authenticators, or one from your password manager like Dashlane, Keeper, or 1Password.

Not using two factor authentication? It is easy to set up, easy to use and offers far better protection than a username and password alone.

See:

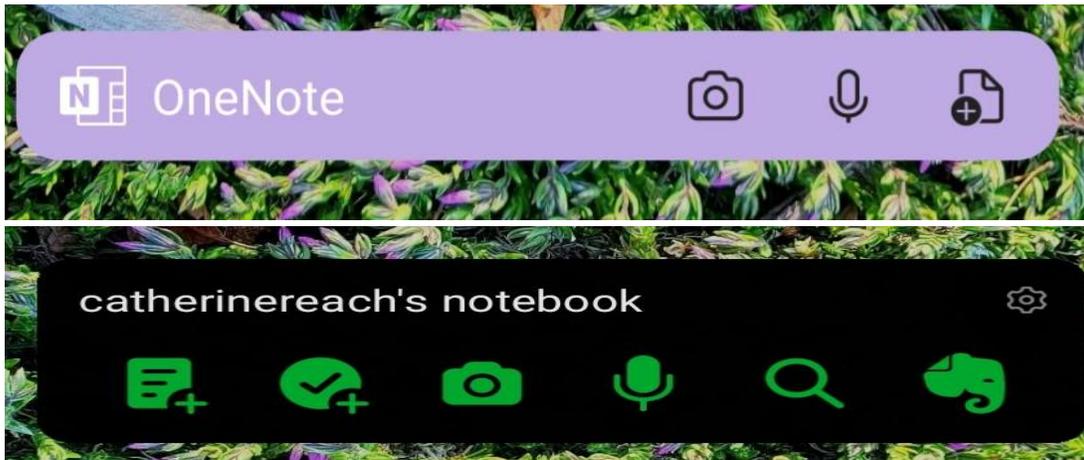
Redux: Is a Password Enough to Keep Your Sensitive

Information Safe?

<https://www.ncbar.org/2023/01/24/redux-is-a-password-enough-to-keep-your-sensitive-information-safe/>

Mobile

## Always Be Ready to Take a (Mobile) Note

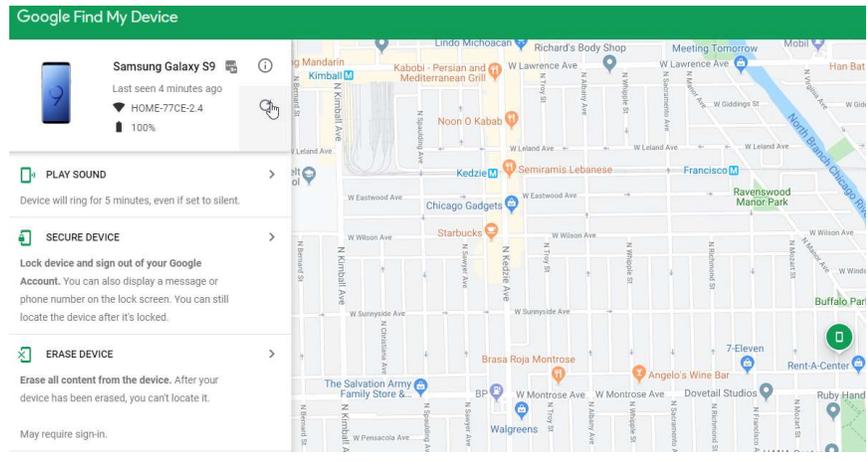


If you are at a conference, attending a meeting, or just out and about how do you jot down something you want to remember – a name, an action, a phrase, a resource? Is it consistent? Do you find yourself looking through a stack of business cards for notes you wrote on the back? Consider taking an app you may already have, like OneNote (through Microsoft 365 subscriptions) or Evernote (or Keep, or Apple notes) and then make it really easy to add a note, a picture of a business card, a voice note, or a task item by turning it into a widget on your phone and placing it on your home screen.

Whether you are an iOS (newer versions) or Android user

the process is much the same. If the note taking app is already installed all you need to do is long hold on an empty space on the screen. In iOS tap the plus button in the upper left corner, select the widget and widget size and then tap “Add widget” and then “Done”. In Android long press on a space on the screen and then choose Widgets from the bottom of the screen. Pick your widget and hold it and it will be added to the screen. Then, your note taking tools are a simple click away.

Do You Know How to Wipe Your Phone?



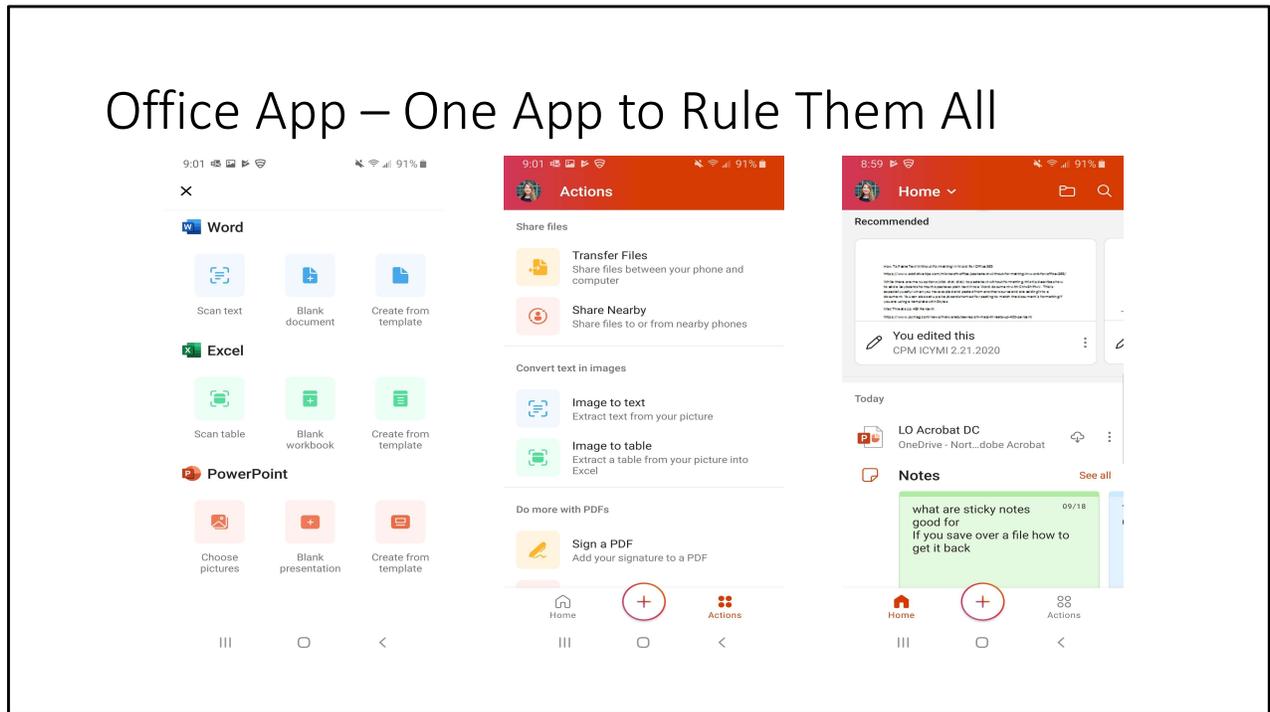
### [The Tale of the Stolen Briefcase](https://cpm.ncbar.org/2019/10/08/the-tale-of-the-stolen-briefcase/)

<https://cpm.ncbar.org/2019/10/08/the-tale-of-the-stolen-briefcase/>

### [Simple Steps to Protect Mobile Devices](https://cpm.ncbar.org/2019/06/25/simple-steps-to-protect-mobile-devices/)

<https://cpm.ncbar.org/2019/06/25/simple-steps-to-protect-mobile-devices/>

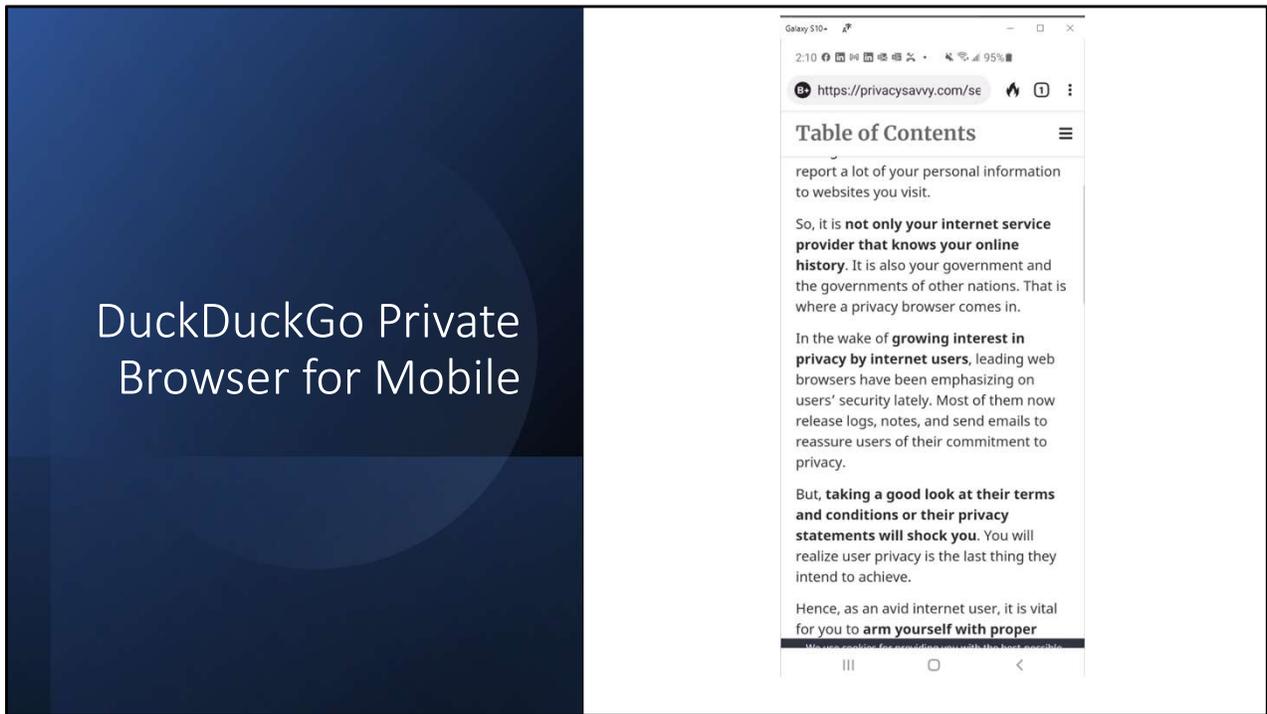
# Office App – One App to Rule Them All



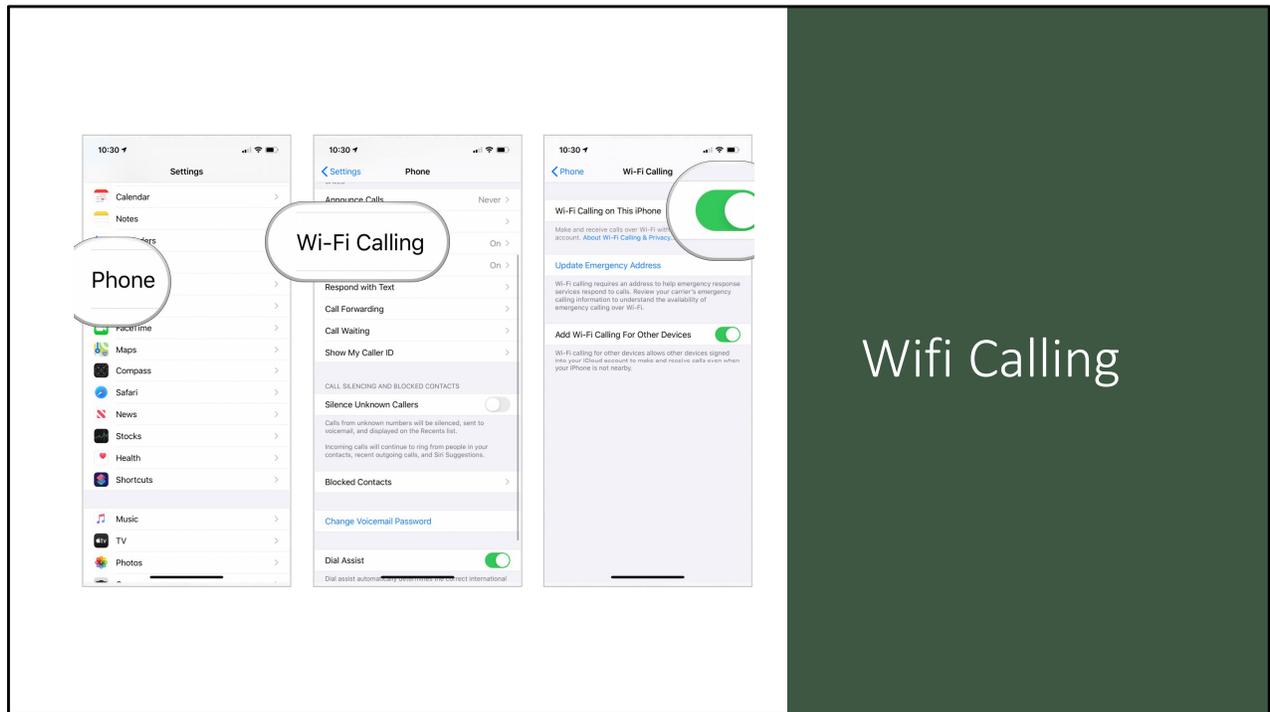
## [Power in Your Palm: Microsoft Outlook and Office Apps](#)

If you are a Microsoft 365 user then getting the [Outlook](#) and [Office](#) app on your smart phone is an easy decision. Built for what you need from your small screen, these apps provide an amazing amount of functionality, including scanning, signatures, managing your calendar and far more.

<https://www.ncbar.org/2020/10/13/power-in-your-palm-microsoft-outlook-and-office-apps/>



Recalling Privacy - North Carolina Bar Association  
<https://www.ncbar.org/2021/03/30/recalling-privacy/>



## What is Wi-Fi Calling and How Does it Work?

If you are using your personal smartphone for calls more often and find that your wifi is stronger than your cell phone signal you can switch to wifi calling on most carriers. No special apps needed, if your mobile phone is reasonably up to date you can just switch to wifi for calls. This article explains how.

<https://www.groovypost.com/howto/what-is-wi-fi-calling-and-how-does-it-work/>

# Communication/ Marketing

## Email Disclaimers



Pursuant to our conversation re: lawsuit against your company for wrongful termination, I believe that we have a strong case and would urge you to contact my office regarding beginning representation.

Blah blah.

Blah blah.

Blah blah.

Blah blah.

Blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah.

Catherine Sanders Reach  
Director of the Center for Practice Management  
Call 919 657 1577 (Office) | Call or Text (252) 376-2589 Mobile  
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<https://ncbar.org/spm>

North Carolina Bar Association  
8000 Weston Parkway | Cary, NC 27513



### Email Disclaimers

Lawyers still use lengthy email disclaimers that are appended to every outbound message. However, [are they effective?](#) If the disclaimer is supposed to protect against the creation of an attorney-client relationship, remind recipients that the email is confidential and to notify the sender if it was received by an unintended party, disclaim liability for any viruses transmitted by the email, or remind the recipient of duties under the tax law, should all of these disclaimers be included on every outbound email? If you have a disclaimer about confidentiality at the bottom of the message the recipient will necessarily have to read the entire message BEFORE she realizes her “duties” not to read it if it was sent in error. If the email doesn’t use a formal letter approach: “Dear John Smith”, how would a recipient know whether it was intentionally sent to him or not? Way back in 2012 an attorney [writing for the Wall Street Journal](#) likened email disclaimers to the modern equivalent of mattress tags – “... has anyone ever been arrested for tearing them off?”

Rethink how you use and when you use disclaimers. You can leverage the subject line by appending information that the recipient will see even before opening the email. For instance, you can add [Confidential to John Smith] in the subject. Yes, it will take a little longer to write but reduces the need to have a lengthy disclaimer. You may still add the disclaimer in the email footer but make it short and [in plain language](#). Do you really need any of the following words in your disclaimer: thereto, herein, hereby, thereof?

If you use disclaimers, consider adding them based on the context of the message and [use them intentionally](#) (not on every single email). There are several [ways to make this effort easy](#), using email templates, QuickParts, QuickSteps, signature blocks and more. Review your disclaimers for plain language and whether they are still appropriate (for instance, do you need that [Circular 230 disclaimer?](#)). You can also [take affirmative steps](#) to reduce the risk of sending an email to the wrong person.

## Balance and Tone in Automated Responses - North Carolina Bar Association

<https://www.ncbar.org/2022/02/01/balance-and-tone-in-automated-responses/>

## Show Value in Billing Descriptions

### **This?**

- Legal Research
- Conference call with expert witness
- Responded to email re: real estate matter

Have you ever had a client write down a bill? Or question an amount? Your bill is one of your most important client communications. Find ways to show the value of the work you do for clients, follow best practices for billing and send invoices that clients pay without question. You can also develop standardized descriptions for your whole firm to use if you do not already use billing codes with your clients.

[Showing Value in Billing Descriptions - North Carolina Bar Association \(ncbar.org\)](http://ncbar.org)

## Show Value in Billing Descriptions

### **This?**

- ~~Legal Research~~
- ~~Conference call with expert witness~~
- ~~Responded to email re: real estate matter~~

### **Or This?**

- Reviewed legislative history for intent of NC Gen Stat § 19-1.4 (2016)
- Discussed manufacturing defect in Hex head bolt with expert
- Examined plat survey discrepancies and summarized via email responding to client”

Have you ever had a client write down a bill? Or question an amount? Your bill is one of your most important client communications. Find ways to show the value of the work you do for clients, follow best practices for billing and send invoices that clients pay without question. You can also develop standardized descriptions for your whole firm to use if you do not already use billing codes with your clients.

[Showing Value in Billing Descriptions - North Carolina Bar Association \(ncbar.org\)](http://ncbar.org)



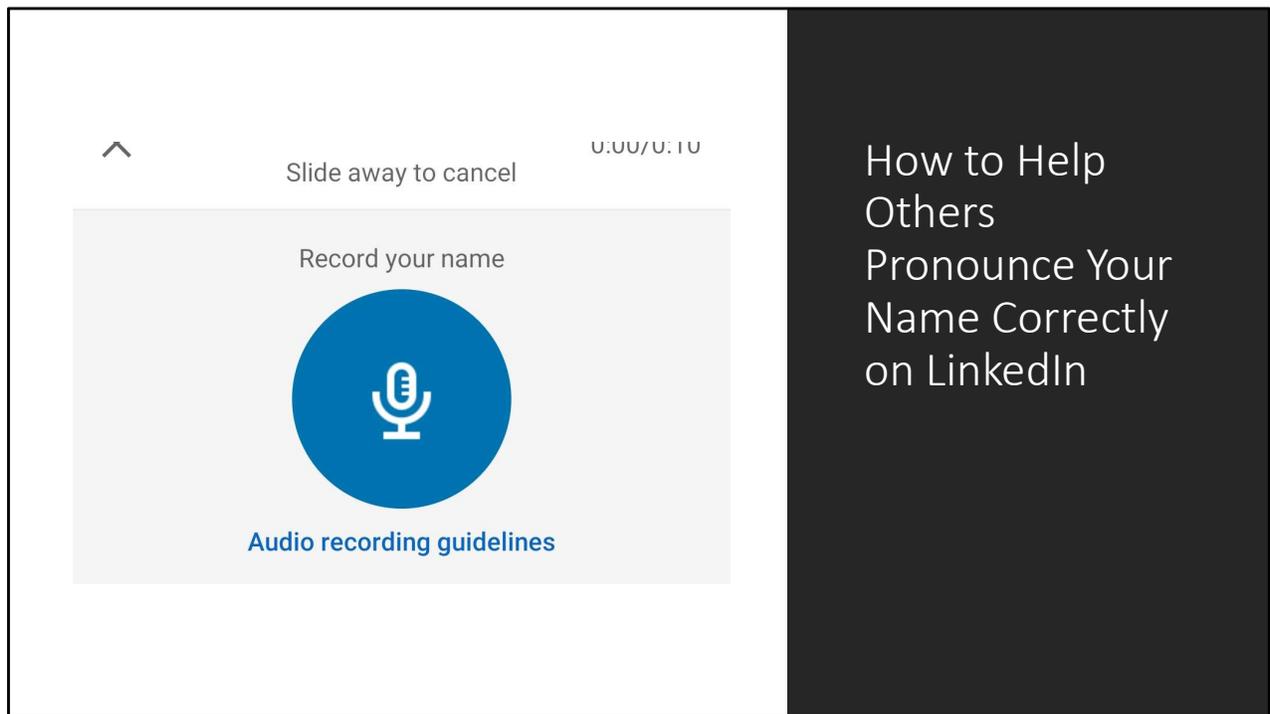
## Emojis Have Meaning (But Not Always What You Think)

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Emojis are everywhere. They are a cute and fun way to quickly respond to email, text, chat, on social media and more. However, they often have alternative meanings so be careful how you use them. For instance, the “ok” sign has been associated with white supremacists. A federal judge just ruled that [emojis count as financial advice](#).

Emojis are now powerful language and have meaning, plus lasting consequences. Emojis and their meaning or implied meaning have been [cropping up in caselaw](#) for quite some time. Be aware that they aren’t just cute pictures anymore. Of course, context is everything.





## How to Help Others Pronounce Your Name Correctly on LinkedIn

If your name is frequently mispronounced, you can help people who visit your LinkedIn profile learn how to say it by adding an audio file. This is a useful feature for you and for people who would prefer not to butcher your name when you meet.

<https://www.makeuseof.com/tag/linkedin-pronounce-name-correctly/>

To record and display your name pronunciation on Android or iOS:

1. Tap your profile picture then **View Profile**.
2. Tap the **Edit** icon (a diagonal pencil) from your introduction card.
3. Tap **+ Record Name Pronunciation**.
4. Tap the recording button and hold it down to record you pronouncing your name.
5. When you're satisfied, tap the **Use** button followed by **Save**.

# LinkedIn Newsletters



If you have been wondering how to continue to leverage LinkedIn for thought leadership and connecting with colleagues and clients could the newsletter option work for you? Like any newsletter it is a commitment, but it might be worth the time invested. This is a new feature; in this post we will dive into the details.

## Pros and Cons

Newsletters are in their infancy on LinkedIn. There is always the threat that they decide to discontinue the feature after you have spent a lot of time and effort building the newsletter. Currently newsletters are not easily discoverable after the initial edition is pushed to your connections to subscribe, outside of your efforts to post about new editions or link to the newsletter. There is not currently an aggregation of newsletters or a search option for newsletters. If you want to see other people's newsletters, you can go to My Network on the LinkedIn site and scroll down to the section called "Trending newsletters in your network".

Unlike a product like Mailchimp or Constant Contact, the metrics for LinkedIn newsletters are limited to showing you the number of subscribers, reactions and comments. It should be noted that you can turn off comments to the newsletter by viewing the newsletter and scrolling all the way to the Comments section, click the gear icon to the right and choosing "No one" under Comment settings. If you make that change it will delete any existing comments. Under "View Stats" on the page for a particle

newsletter edition you can see how many people viewed it, reshared it and get a general idea of where they work, their title and their geographic area. These are the same stats you can view for any post to LinkedIn.

You cannot transfer your subscription list from LinkedIn or remove subscribers.

#### Conclusion

Why would you consider a LinkedIn newsletter? If you have built a considerable number of connections, it is a fantastic way to continue to share information and stay top of mind.

You can grow your subscribers much more quickly than on an organic opt-in list. You could use this newsletter to keep your connections apprised of recent blog posts, events, comings/goings, and news at your firm as an announcement list or you can share great content. To get started read the [Overview](#) and the [FAQ](#) and decide if this is the right communication for you and/or your firm.

[Trying Out LinkedIn Newsletters - North Carolina Bar Association \(ncbar.org\)](https://www.ncbar.org/trying-out-linkedin-newsletters)

## The Center for Practice Management (CPM) is your free, confidential law practice advisor.

The Center for Practice Management consults with NCBA members on issues from law firm start up to wind down and all points in between, including:

- Technology
- Legal research
- Marketing your practice
- Social media best practices

Schedule a consultation, ask a question, or get in touch!

[ncbar.org/cpm](https://www.ncbar.org/cpm)

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Center for Practice Management - North Carolina Bar Association  
<https://www.ncbar.org/members/resources/center-for-practice-management/>

QUESTIONS?

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[csandersreach@ncbar.org](mailto:csandersreach@ncbar.org)

Catherine Sanders Reach, MLIS  
Director, Center for Practice Management  
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<https://ncbar.org/cpm>



Catherine Sanders Reach

Catherine Sanders Reach is Director for the Center for Practice Management at the North Carolina Bar Association, providing practice technology and management assistance to lawyers and legal professionals. Formerly she was Director, Law Practice Management and Technology for the Chicago Bar Association and the Director at the American Bar Association's Legal Technology Resource Center. Prior to her work at the NCBA, CBA and ABA she worked in library and information science environments for several years, working at Ross and Hardies as a librarian. She received a master's degree in Library and Information Studies from the University of Alabama, Tuscaloosa in 1997.

Ms. Reach's professional activities include articles published in Law Practice magazine, Law Technology News and GPSolo Magazine, as well as numerous other publications. She has given presentations on the use of technology in law firms for national bar conferences, state and local bar associations and organizations such as the National Association of Bar Council and the Association of American Law Schools. In 2011 she was selected to be one of the inaugural Fastcase 50, celebrating 50 innovators, techies, visionaries, and leaders in the field of law. In 2013 she was inducted as a Fellow of the College of Law Practice Management. In 2015 she was selected to be part of the ABA LTRC Women of Legal Tech. She served on the ABA TECHSHOW Board from 2007-2009, 2014-2016, was co-vice chair in 2019 and co-chair in 2020. She is co-editor of the 2023 ABA book *Design Your Law Practice*.

Follow her on Twitter <http://www.twitter.com/catherinereach> or connect at [www.linkedin.com/in/catherinereach](http://www.linkedin.com/in/catherinereach)

#### Short version

Catherine Sanders Reach is Director for the Center for Practice Management at the North Carolina Bar Association. Formerly she was Director, Law Practice Management and Technology for the Chicago Bar Association and the Director at the American Bar

Association's Legal Technology Resource Center. She was co-chair of ABA TECHSHOW 2020. She is co-editor of the 2023 ABA book *Design Your Law Practice*. Follow her on Twitter <http://www.twitter.com/catherinereach> or connect at [www.linkedin.com/in/catherinereach](http://www.linkedin.com/in/catherinereach)