



TECHGEAR

Billed as the first all-Google phone, the Nexus One (\$179 with service plan) by HTC features a 3.7-inch touchscreen, a 5-megapixel autofocus camera, and Google's Android 2.1 operating system, which allows the user to install apps much like the iPhone.



WEBLINKS

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Macs in the Law Office

(<http://groups.google.com/group/milogroup>)

I am a technology geek and I love all things Apple. This Google group is a place for Apple-using attorneys to discuss topics like transitioning to Macs from PCs, wireless networking, cloud computing, website and blog design, referrals, and more.

American Immigration Lawyers Association (www.aila.org)

I am constantly blown away by how helpful this group's members are to one another. Personal faves: AILA message boards, webinars, and mentors. Don't forget their "free" on-staff practice manager, Reid Trautz.

TexasBarCLE.com

As a relatively new practitioner, wife, and mother of three kids under the age of 6, I love the convenience of attending CLE via the Internet. This service produces quality programming that is on-point with the issues facing attorneys today, especially in the age of the web, Facebook, Twitter, LinkedIn, and blogs.

Zappos.com

Free shipping for purchases and returns—need I say more? Since I've become a mom, I hate to take the kids shopping for shoes. I just received my daughters' tap and ballet shoes last week. Too small? No problem. Process the return online, slap a label on, and return for free. This site started by offering shoes only, but has expanded to clothing, handbags, and more.

How to Send Huge Files Over the Internet

BY DAVID J. FERRELL

What did we do before email? What did we do before cell phones? How did we live without texting, instant messaging, Voice Over Internet Protocol (VoIP), online meetings, and online document collaboration? It is hard to imagine the practice of law before these cyber tools, but these utilities are now standard. We may expect these tools to do far more than was originally intended.

This article discusses tools for sending large attachments via email. While it is too early to talk about "the death of email," many alternatives are emerging such as instant messaging, Adobe Acrobat collaboration, extranets, webOS, wikis, cloud computing, and many other tools that address email's shortcomings.

The best example of how the utility of email is breaking down can be found in transferring and providing access to large files. Simple low-cost and no-cost changes can alleviate big file hassles.

There are two major problems regarding email attachments. First, people are now sending more attachments than ever. Second, attachments are often *huge*. On an average day, a lawyer might send or receive large Word files, PowerPoint presentations, Pinnacle movies, Excel spreadsheets, digital photos, scans of documents and graphics, and more.

The use of large attachments causes several problems, including:

1. Internet Service Providers and email systems of law firms or clients might not accept or allow you to send attachments larger than 10 megabytes, while some allow up to 20 megabytes.
2. Many organizations, including law firms, limit the size of employees' inboxes. A recipient might have to

spend time archiving or deleting emails in order to clear space before receiving your message.

3. Delays or cost increases occur when people only have access over mobile phones or through an anachronistic dial-up account or have limited data plans.

There are two easy ways to deal with large attachments that you should suggest to clients and opposing or collaborating lawyers who email you: *Shrink file sizes or transfer files outside of email.*

SHRINK YOUR LARGE FILES

Many people do not realize how easy it is to shrink large attachments:

1. Save Word documents in Rich Text Format (RTF), which will drastically reduce file sizes. With your document open, from the "File" menu choose "Save As," and then choose "Rich Text Format" from the "Save As" drop-down menu.
2. Large PowerPoint files often contain uncompressed images. Spend a few minutes in the PowerPoint "Help" menu and you will learn how to compress the images in order to make file sizes smaller and easier to share.
3. Perhaps the easiest way to reduce file size is to save documents as PDFs with a PDF-creation program such as Adobe Acrobat Professional. Anyone who knows me knows I am an Adobe Acrobat aficionado. I've seen file sizes reduced by 90 percent this way. Adobe Acrobat users can shrink files in two easy ways. First, in your PDF creation program, set



default settings to save your documents using the “Smallest File Size.” Second, use the “Reduce File Size” feature. The “Help” menu has details.

4. Using old-school technology, you can “zip,” or compress, files before you send them. Use a program like WinZip or the compression tools built into Windows (right click a file or folder and choose “Send to” and then “Compressed (zipped) folder”).

TRANSFER FILES OUTSIDE OF EMAIL

When you must send large files, I recommend alternatives to email so you don’t have to even use attachments. Instead, send an email with a link to a website where the document is available

to download. I prefer to use YouSendIt (www.yousendit.com) and am satisfied with its utility. The service is free unless you want premium delivery, password-protected secure delivery, certified delivery with tracking, or a return receipt.

There are other simple, often free, websites that allow you to upload large documents and send links for downloading the file. These services are attractive for small firms or for any lawyer who wants to quickly and easily transfer large files. Do a Google search for “large file transfer over Internet free.” I promise you will find more websites and tools than you could use in your lifetime. Check out the top choices. When deciding which service to use, make sure you investigate the security provided by that service.

Some firms use extranets for clients where documents can be uploaded to a

secure private website. Some collaboration “cloud” websites, such as Google Docs, allow you to place a document on the site and invite your recipient to share it — either to access it or to work on it. Be careful about security here, too.

I am confident that once you try moving the transfer of large files outside your email system you will see the benefits. This is an example of inexpensive technological improvements that have great utility in the practice of law. ✚



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