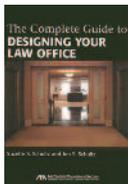


bookreview

The theme of this issue of *LAWPRO Magazine* is “making resolutions.” At the start of a year you might be looking to make changes or improvements in your practice. Here are some of the books from our Lending Library that could help you with your resolutions.



The Complete Guide to Designing Your Law Office

The Complete Guide to Designing Your Law Office by Suzette S. Schultz and Jon S. Schultz takes the view that your office is a marketing tool that can make you more profitable and improve your firm’s effectiveness. And like any marketing strategy, it’s good to rethink it once in a while. Whether you’re planning a move to a new office, or looking to remodel your existing space, this book covers all the steps from the planning to the actual move or renovation. It will help you think through what image you want your office to convey. It also discusses the latest law firm design trends, gives suggestions of how to put a team together and hire a design consultant, and provides abundant checklists and questionnaires to keep your project on time and on budget.



Marketing Success Stories: Conversations with Leading Lawyers

Marketing Success Stories: Conversations with Leading Lawyers by Hollis Hatfield and Joyce K. Smiley is a collection of marketing anecdotes from a wide range of lawyers in both urban and rural settings, different types of practice and varying firm sizes. For the lawyer looking for some rainmaking inspiration, this book shows how the most successful lawyers market themselves. The stories are divided into three sections: building a relationship through outstanding client service, developing a reputation or niche for your practice, and creating a winning marketing approach.



The 2012 Solo and Small Firm Legal Technology Guide

Thinking of getting some new technology for your office, or upgrading some of your existing technology? *The 2012 Solo & Small Firm Legal Technology Guide* by Sharon D. Nelson, John W. Simek and Michael C. Maschke is an annual overview of the best hardware and software lawyers can get for their dollar. You’ll find impartial reviews of computers, operating systems, scanners, smartphones, security software, practice and case management software and great overviews of social media and the paperless office. The philosophy of the authors is that your legal technology should help you be more profitable, better serve your clients, avoid malpractice and have a better quality of life.



Guides to Microsoft Outlook, Word, Excel and OneNote

Many computers come with the latest version of the Microsoft Office suite, so if you’ve upgraded recently you should take some time to learn what the newest features are. The Lending Library has the *Lawyer’s Guide* books on Outlook 2007, Outlook 2010, Word 2007, Word 2010 and Excel 2007. These books are written specifically for lawyers to help improve the productivity and efficiency of a law office. We also have *Microsoft OneNote in One Hour for Lawyers*, a guide to Microsoft’s note-taking software that now comes with every edition of Office 2010. What is OneNote? Imagine your yellow spiral notepad with the ability to search text, add audio, tag ideas, etc. It may be new to lawyers, but its popularity will quickly grow.

About the practicePRO Lending Library

The practicePRO Lending Library has more than 100 books on a wide variety of law practice management topics. Ontario lawyers can borrow books in person or via e-mail. A full catalogue of books is available online (www.practicepro.ca/library). Books can be borrowed for three weeks. LAWPRO ships loaned books to you at our expense, and you return books to us at your expense.

We have books on these topics:

- Billing & financial management
- Law firm management & administration
- Marketing & client relations
- Law office technology
- Career issues
- Wellness & balance issues
- Solo & small firm issues

For full descriptions of these titles, including downloadable tables of contents, go to practicepro.ca/library.