

www in its URL. (And remember this point if you are mentioning a URL in an article.)

Finding information on a page

On really long pages you may find yourself looking for specific text or information. To easily find where a particular word or text is on any page, simply press Ctrl+F. This opens the Find dialog box. Enter the word or words you are looking for, and press Enter or click on the Find Next button. You can press Enter or Find Next a second time and it will jump to the next occurrence, and the same again for the

third occurrence, and so on. It will tell you when there are no more occurrences in the remainder of the page. If you want to refine your search, note the options in the Find dialog box for matching whole words and case.

Take me Home

Press Alt+Home will instantly jump you to your home page (the page that loads automatically every time you start IE).

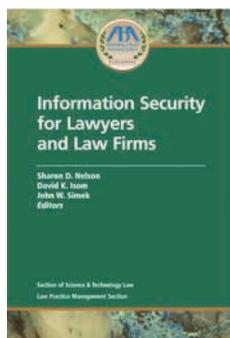
To change your home page, click on Tools, Internet Options, and in the Home Page box type the URL for the page you want in the Address box.

In the Home Page box you will also see the Use Blank button which forces IE to open without loading a page. My browser is set to this option which is great if I am on a slow internet or wireless connection. IE instantly opens and I can go to the site I want without having to wait for the specified home page to load.

Happy – and faster – surfing everyone.

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book review



Information Security for Lawyers and Law Firms

Sharon D. Nelson, David K. Isom and John W. Simek, Editors
ABA Law Practice Management Section and Section of Science and Technology Law
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Protecting the security and confidentiality of client and firm information is critical to the success of your practice, and an obligation under the Rules of Professional Conduct. To minimize the risk of a breach of confidentiality, you need to understand where the risks are, and implement office management practices and appropriate technology to ensure all firm data remains confidential and secure.

This is a tall order for busy practicing lawyers. LAWPRO provided some assistance in early 2005 with the *Managing the security and privacy of electronic information in a law office* booklet (www.practicepro.ca/securitybooklet). But what if you want or need more help?

The ABA has come to the rescue with the recently published *Information*

Security for Lawyers and Law Firms book. The book is intended to help non-technical people understand where the risks are, and what can be done to reduce or eliminate them.

At 424 pages, it is a substantial book that covers many different topics. It begins with an information security glossary and a review of basic security concepts and practices.

It then provides the answers to the following common questions: What are viruses, worms, trojans, spyware and metadata? How do I know if I have been infected or hacked, and how do I respond if I have been? Do I need a firewall? Does our firm need an e-mail, internet and technology use policy? How can e-mails and documents be secured with signatures and encryption? How can I securely access

my firm data from a remote location? Is my data backup procedure adequate? What do I need to do to safely turn my data over to a third-party service provider?

This book is a thorough resource that will help you do everything you need to do to protect the sensitive information in your office.

Lawyers dealing with matters involving electronic discovery will also find the book useful as many of the topics it covers will come up when dealing with the collection, preservation and production of electronic information.

This book costs US\$79.95. For more information about it, and other excellent ABA LPM Section publications, go to www.abanet.org/lpm/catalog.