

Objective: Describe the process of opening and saving a document using compression and un-compression (ZIP/UNZIP) software

Page Numbers: pp. 241-242

Level: Intermediate

9. The availability of internet services like SKYPE and AppleTalk have enabled almost anyone to:

- a. edit documents
- b. electronically file documents
- c. videoconference
- d. none of the above

Answer: c

Objective: Explain the use of internet-based collaboration tools

Page Numbers: pp. 254-257

Level: Intermediate

10. A Virtual Law Office is a phrase used to describe

- a. a very powerful engine, capable of performing research inquiries
- b. a law practice that exists online
- c. a modern research tool
- d. a fictitious law firm

Answer: b

Objective: Explain the use of internet-based collaboration tools

Page Numbers: pp. 254-257

Level: Intermediate

11. Paper documents may be converted to electronic format by use of:

- a. scanners
- b. drivers
- c. forms
- d. fields

Answer: a

Objective: Explain the uses of scanning and optical character recognition software in the law office

Page Numbers: pp. 239-241

Level: Difficult

12. A file structure defined by the original creating application is called a:

- a. graphic interface format
- b. TIFF
- c. PDF
- d. Native Format

Answer: d

Objective: Explain the features and reasons for the use of PDF format software in legal practices

Page Numbers: pp. 230-238

Level: Intermediate

13. The use of the Internet does not change the requirement that a person be properly licensed to practice law in a \_\_\_\_\_ before rendering legal advice to anybody within the state:

- a. form
- b. field
- c. jurisdiction
- d. office

Answer: c

Objective: Explain the use of internet-based collaboration tools

Page Numbers: pp. 254-257

Level: Basic

14. Encryption programs use mathematical formulas called \_\_\_\_\_ to scramble documents.

- a. forms
- b. algorithms
- c. computations
- d. formulas

Answer: b

Objective: Describe the need and methods for protecting client data

Page Numbers: pp. 242-247

Level: Intermediate

15. Cloud data storage is:

- a. used to make documents searchable
- b. the most valuable type of file compression software
- c. the saving of data remote servers using the Internet
- d. a form used to complete a database

Answer: c

Objective: Explain the use of internet-based collaboration tools

Page Numbers: pp. 254-257

Level: Intermediate

16. Cloning software is a method of \_\_\_\_\_ data

- a. backing up
- b. redacting
- c. bates numbering
- d. encrypting

Answer: a

Objective: Back up your computer and improve its performance

Page Numbers: pp. 249-251

Level: Intermediate

17. Virtual law offices present new issues in protecting the \_\_\_\_\_ of client information transmitted or available over the internet.

- a. veracity
- b. confidentiality
- c. candor
- d. fairness

Answer: b

Objective: Explain the use of internet-based collaboration tools

Page Numbers: pp. 254-257

Level: Intermediate

18. The ability to save documents in a format that cannot be \_\_\_\_\_ is one of the basic requirements of a system that allows for electronic documentation.

- a. filed quickly
- b. read easily
- c. easily changed
- d. transferred quickly

Answer: c

Objective: Explain the features and uses of PDF format software in legal practices

Page Numbers: pp. 230-238

Level: Intermediate

19. Where a client has only paper documents, these can be converted to electronic documents using

- a. routers
- b. printers
- c. modems
- d. scanners

Answer: d

Objective: Explain the uses of scanning and optical character recognition software in the law office.

Page Numbers: pp. 239-241

Level: Intermediate

20. When encryption is used to protect data,

- a. it is impossible for anyone other than the creator of the data to access data.
- b. only those with a secret code can enter the database to access information.
- c. it cannot be destroyed by a power surge.
- d. it cannot be accidentally deleted.

Answer: a

Objective: Describe the need and methods for protecting client data.

Page Numbers: pp. 242-247

Level: Intermediate

21. The danger in using electronic transmission is the potential access of the data by

\_\_\_\_\_.

- a. paralegals
- b. legal secretaries
- c. attorneys
- d. unauthorized parties

Answer: d

Objective: Describe the need and methods for protecting client data

Page Numbers: pp. 242-247

Level: Intermediate

22. \_\_\_\_\_ technology essentially permits a user to put a lock around his or her information

to protect it from being discovered by others.

- a. OCR
- b. encryption
- c. VoIP
- d. PDF

Answer: b

Objective: Describe the need and methods for protecting client data

Page Numbers: pp. 242-247

Level: Intermediate

23. In every law office there are certain documents that are fairly standardized or contain language that is always used, sometimes called:

- a. specialized
- b. encryption
- c. boilerplate
- d. PDF

Answer: c

Objective: Explain how document assembly programs increase efficiency and productivity

Page Numbers: pp. 247-249

Level: Intermediate

24. The following document assembly program allows automatic insertion of variables into a template:

- a. HotDocs
- b. PDF
- c. VoIP
- d. Access

Answer: a

Objective: Explain how document assembly programs increase efficiency and productivity

Page Numbers: pp. 247-249

Level: Intermediate

25. \_\_\_\_\_ data storage is the saving of data on remote servers using the Internet.

- a. Access
- b. PDF
- c. ZIP
- d. cloud

Answer: d

Objective: Explain the use of and issues with the Internet for saving files.

Page Numbers: pp. 252-254

Level: Intermediate

26. The following is an example of a free cloud-based server:

- a. Access
- b. Dropbox
- c. Excel
- d. PDF

Answer: b

Objective: Explain the use of and issues with the Internet for saving files.

Page Numbers: pp. 252-254

Level: Intermediate

27. The \_\_\_\_\_ tool checks the hard drive and reassembles the programs and data in a more efficient location

- a. defragment
- b. redacting
- c. bates numbering
- d. encrypting

Answer: a

Objective: Back up your computer and improve its performance

Page Numbers: pp. 249-251

Level: Intermediate

### **Chapter 8 True-False**

1. PDF has become a standard format for sharing documents.

- a. True
- b. False

Answer: True

Objective: Explain the features and reasons for the use of PDF format software in legal practices

Page Numbers: pp. 230-238

Level: Intermediate