



Don't Put Your Computer at Risk

Tips & Tricks

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per Admin Tools Help Modules Pages Users Edit Page

PRACTICEHQ

The New Jersey State Bar Association's Practice HQ is a free member resource designed to help you build and maintain a successful, thriving legal practice.

Look around to find checklists, whitepapers, videos, and other resources available to you as a NJSBA member.

EMAIL HOTLINE FOR NJSBA MEMBERS
We know that you need access to someone to answer questions and help guide you down the right path. Send your question to an Affinity Consultant who will respond within 48 hours. Just [CLICK HERE](#).

REMOTE CONSULTATIONS
Talk with an expert for 30 minutes on a phone consultation to find an answer to your practice challenges. To schedule a consultation, [CLICK HERE](#).

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How prepared are you?



• Fewer Safeguards

- In general, the office is a more controlled environment.
- The firm controls who is allowed in
- A receptionist greets visitors
- Security alarms and cameras
- Fire protection
- Power backup



Photo by [Jametlene Reskp](#) on [Unsplash](#)

● Non-Standard Equipment

- Unless you provide standard equipment to your work from home team, you have very little control over what equipment they use.
- Computers
- Phone systems
- Scanners
- Printers
- Networking
- Postage meters
- ...



Photo by [bert b](#) on [Unsplash](#)

● Less Secure

- Most home computer users are far less concerned about cybersecurity.
- Home computers lack anti-virus or it is never updated
- Home computers lack proper passwords
- Home computers lack encryption
- Home wi-fi is not configured or secured properly
- Family members have access to home computers
- Home networks see everything else on the network



Photo by [Hennie Stander](#) on [Unsplash](#)

• Less Supervision

- When someone is working from home, there is only so much you can do to ensure:
 - They are actually working
 - They are following firm guidelines regarding cybersecurity
 - They are securing their work area
 - They are keeping unauthorized people away from their work area



Photo by [Avi Waxman](#) on [Unsplash](#)

Working from Home

While it has a host of benefits, working from home has significant implications for several of the most basic legal ethics obligations including:

Competence
Confidentiality
Duty to Supervise

Ethics of Working from Home

The Rules Don't Change!

Ethics of Working from Home

If Anything,
You Need to be More Careful





• Rule 1.1

Rule 1.1. Competence

A lawyer shall not:

- (a) Handle or neglect a matter entrusted to the lawyer in such manner that the lawyer's conduct constitutes gross negligence.
- (b) Exhibit a pattern of negligence or neglect in the lawyer's handling of legal matters generally.

- Rule 1.1
- Comment 8

Rule 1.1

Comment 8

To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, *and changes in communications and other relevant technologies*, engage in continuing study and education, and comply with all continuing legal education requirements to which the lawyer is subject. See Comments [18] and [19] to Rule 1.6. (*Emphasis added.)

Adopted April 2016

* ABA Model Rule reads *“including the benefits and risks associated with the relevant technology”*

Centralize & Secure: Cloud Options


Two components:

- Software as a Service (“SaaS”)
- Infrastructure as a Service (“IaaS”)



How fast can you answer this?

My Survey - Lebowski


 Paul Unger
To: Paul Unger

← Reply ↶ Reply All → Forward ⋮

Tue 12/8/2020 2:26 PM

Can you please send me a copy of the survey performed in 2007 from the Broad Street purchase? Thanks!

Warmest regards,
Paul J. Unger, Esq. | Partner



1550 Old Henderson Road, Suite S-150, Columbus, OH 43220
614.340.3444 | 614.602.5572 (direct dial) | 614.580.6852 (cell)
punger@affinityconsulting.com
www.affinityconsulting.com



How many places must you look?



Closed File Room



Network Drive



Dropbox



Email



My Desktop



10 Seconds – One Place



Access to DMS - Anywhere



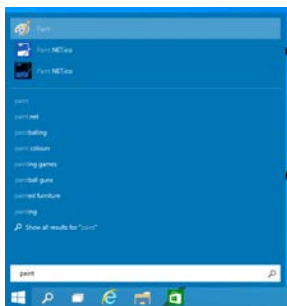
Organize Your Docs & Email

Save to a **document management system**

netdocuments®



Search Program or DMS



netdocuments®

Worldox®



Search Software

Windows Search Program Candidates

- X1 Search - \$79/yr
- Copernic Desktop Search Advanced - \$33/yr
- dtSearch - \$250
- Windows Search



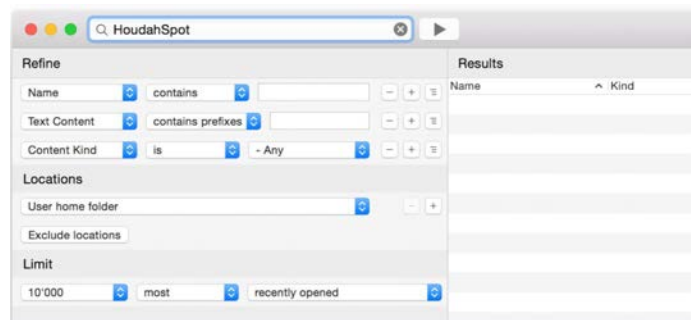
copernic



Search Software

Apple/Mac Search Program Candidates

- Spotlight Search (macOS)
- EasyFind: Free
- HoudahSpot: \$34



Encrypted Cloud – Tresorit

- You Hold the Key



Find the Tresorit plan that's right for you

For individuals **For businesses**

Business Standard

The basics of secure collaboration.
Starts from 3 users.

\$14.50

/ user / month, billed annually
\$18 billed monthly

Buy now

Try for free

Choose your Add-ons

- Tresorit eSign ?
- Tresorit Email encryption for Outlook ?

Key features

- GDPR Compliant
- 1TB of encrypted storage per user
- 5GB maximum file size

Business Plus

Enhanced control and security.
Starts from 3 users.

\$19

/ user / month, billed annually
\$24 billed monthly

Buy now

Try for free

Choose your Add-ons

- Tresorit eSign ?
- Tresorit Email encryption for Outlook ?

Key features

- GDPR Compliant
- Single Sign-On (SSO)
- HIPAA Compliant

Enterprise

Enterprise-level security, scalability and integration.
Starts from 50 users.

Custom

Tailored for your requirements

Contact us

Key features

- GDPR Compliant
- Single Sign-On (SSO)
- HIPAA Compliant
- Scalable encrypted storage
- 20GB maximum file size
- Advanced integration, admin and file sharing options

Encrypt Your Cloud



CRYPTOMATOR

[Alternative to Boxcryptor](#), the former recommendation that was purchased by Dropbox



Confidentiality



- **Rule 1.6**

Rule 1.6
Confidentiality of Information

(a) A lawyer shall not reveal information relating to the representation of a client unless the client gives informed consent, the disclosure is impliedly authorized in order to carry out the representation, or the disclosure is permitted by paragraph (b).

(f) A lawyer shall make reasonable efforts to prevent the inadvertent or unauthorized disclosure of, or unauthorized access to, information relating to the representation of a client.

- **Rule 1.6**
- **Comment**

Paragraph (f) requires a lawyer to act competently to safeguard information, including electronically stored information, relating to the representation of a client against unauthorized access by third parties and against inadvertent or unauthorized disclosure by the lawyer or other persons or entities who are participating in the representation of the client or who are subject to the lawyer's supervision. See Rules 1.1, 5.1 and 5.3.

...

- Rule 1.6
- Comment

...

The unauthorized access to, or the inadvertent or unauthorized disclosure of, confidential information relating to the representation of a client does not constitute a violation of paragraph (f) if the lawyer has made reasonable efforts to prevent the access or disclosure. Factors to be considered in determining the reasonableness of the lawyer's efforts include, but are not limited to, the sensitivity of the information, the likelihood of disclosure if additional safeguards are not employed, the cost of employing additional safeguards, the difficulty of implementing the safeguards, and the extent to which the safeguards adversely affect the lawyer's ability to represent clients (e.g., by making a device or important piece of software excessively difficult to use).

...

Data Security

- ***It's Not 1990!***
- ***Written Information Security Policy***
- ***Key Practices & Technology***



Hard Drive Encryption

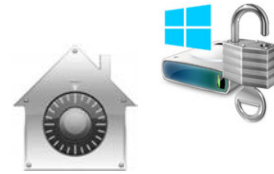
- Symantec Drive Encryption
- Dell DDP Enterprise disk encryption
- SecuriKey Pro
- AlertBoot
- SecureDoc Full Disk Encryption
- Windows BitLocker
- Mac FileVault



GTSecuriKey
The Cross-Platform Security Leader™

AlertBoot™

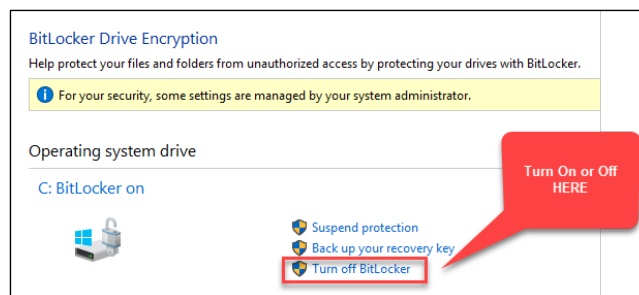
SecureDoc 
DISK ENCRYPTION



44

Turning On BitLocker

1. Windows Key > type "BitLocker" > open Manage BitLocker
2. Turn on Windows BitLocker

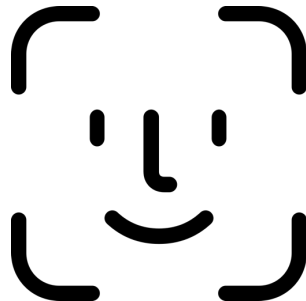


Turning On FileVault

- 1. System Settings > Privacy & Security
- 2. Turn on FileVault



Biometrics



Notebook Locks



Backups are Critical



BACKBLAZE

CARBONITE  TM



Asset / Recovery Tags

ABSOLUTE HOME & OFFICE

Features Products Solutions Partners Theft Recovery Support [Free Trial](#)



A deeper level of protection. A higher level of confidence.

That's what you get with the only security solution that both locates your missing device and gets it back to you. And it's virtually tamper-proof. Our patented Persistence technology can survive a factory reset or hard wipe.

[Buy Now](#)

<https://homeoffice.absolute.com/features/#locate>



PRODUCTS SOLUTIONS INDUSTRIES COMPANY MEDIA SUPPORT [REQUEST EVALUATION](#)

Award Winning FIPS Validated Hardware Encrypted Hard Drives & Flash Drives

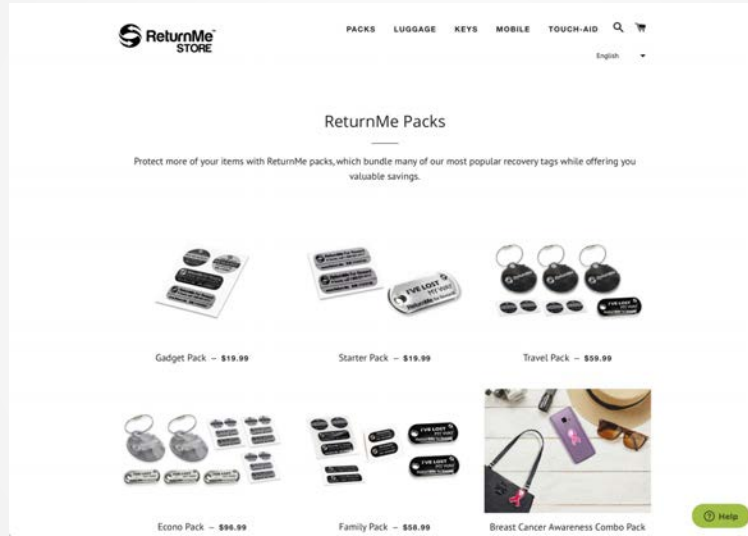
Reduce the stress of working remotely. Protect your files during COVID-19 with the most secure drives.

We have the solution.



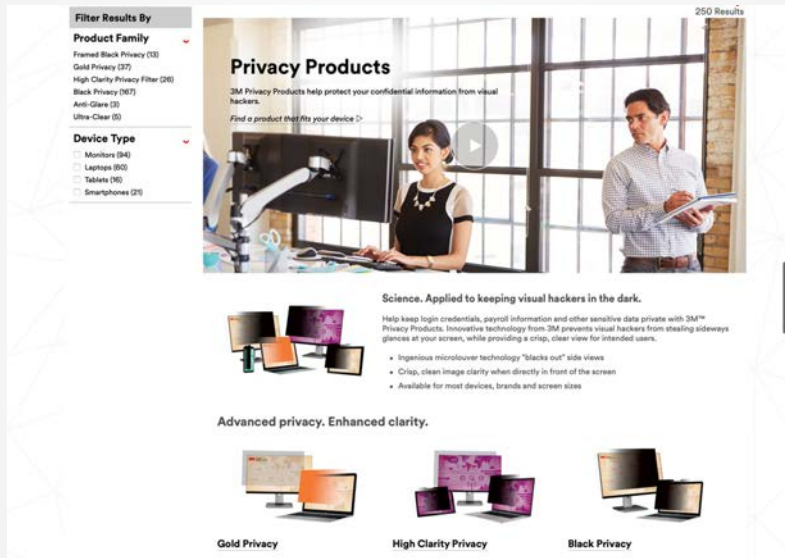
Asset / Recovery Tags

https://returnmetags.com



3M Privacy Screens

https://www.3m.com/3M/en_US/commercial/3M/privacy/index.jsp?cid=5092&cid=4871082&cid=1012&cid=253&cid=592&cid=592&cid=4



- Rule 1.6
- Comment

...

A client may require the lawyer to implement special security measures not required by this Rule or may give informed consent in writing to forgo security measures that would otherwise be required by this Rule. Whether a lawyer may be required to take additional steps to safeguard a client's information in order to comply with other law, such as state and federal laws that govern data privacy or that impose notification requirements upon the loss of, or unauthorized access to, electronic information, is beyond the scope of these Rules.

For a lawyer's duties when sharing information with nonlawyers outside the lawyer's own firm, see Comments to Rule 5.3.

Secure Sharing

- **Share files securely with someone outside of your organization**
- **Share exactly what you need to share and nothing else**
- **Share in the way you intend to (read only, download, edit, etc.)**
- **Disable sharing at any time or with an automatic expiration date**



Photo by [Markus Winkler](#) on [Unsplash](#)

Email Encryption

- Send email that is readable to only the intended recipient
- Email is encrypted in transit
- Require a password to open the email or access the linked documents
- Attached documents remain encrypted in the cloud and are only unlocked with the password



Photo by [Markus Spiske](#) on [Unsplash](#)

Client Portals

Dear Harry Ashwood,



Don Draper invites you to view a shared message using Clio Connect.

Click the link below to view the message using your Clio Connect credentials.
Creating an account is easy and only takes a few seconds!

Affinity Affinity L... 00:00:00 [User Icons]

Dashboard Calendar Tasks **Matters** Activities Documents Bills Communications

00106-Liberty Mutual Insurance2013

Liberty Mutual - Mark Sanchez v Bleacher Report Claim number 123ABC

Details Client Contacts Notes Time Entries Communications

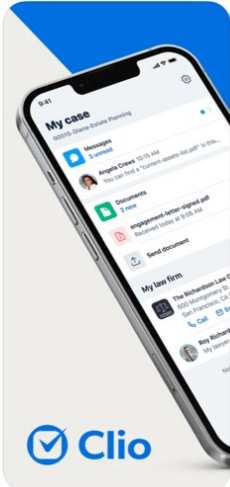
Matter Detail

Details

Client Reference Number	Claim Number 123ABC	Status	Open
Responsible Attorney	Steven Best	Open Date	06/05/2013
Originating Attorney	-	Pending Date	-
Practice Area	Civil Litigation	Close Date	-
Location	San Francisco	Limitations Date	05/16/2014
Working Attorney		Matter Client	Liberty Mutual Insurance
Defendant	Bill Gates	Plaintiff	
Date of Interview	02/08/2017	Date of Incident	01/07/2017
Billing Quarter	QA	Caption	
Filing Date		Matter Complexity	
Billing Month	7	Department	
Legacy Number		Office Location	
		Billing Frequency	

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Mobile Apps for Clients




Work with your lawyer from anywhere

Stay on top of your case with real-time updates from your lawyer.

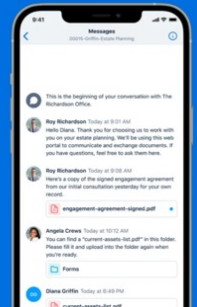
Scan and upload documents from your device



Use the built-in scanner to easily share documents.

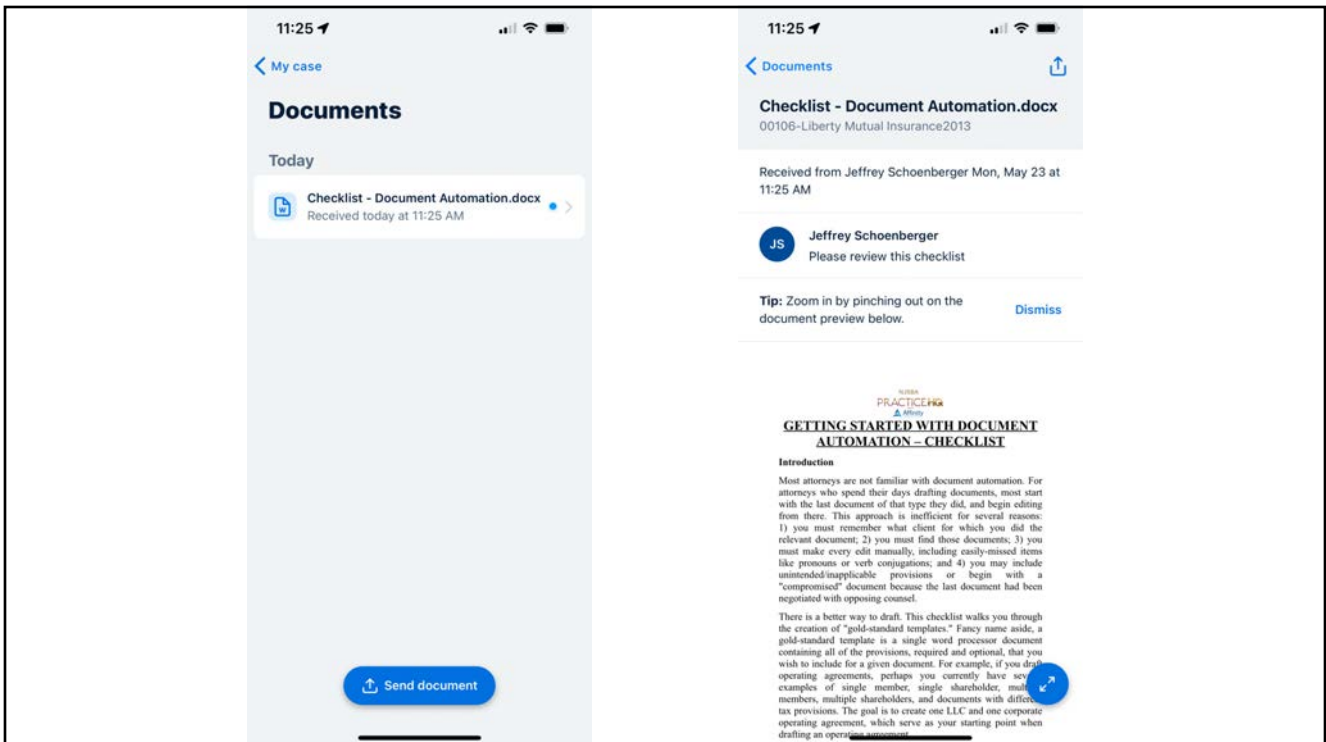
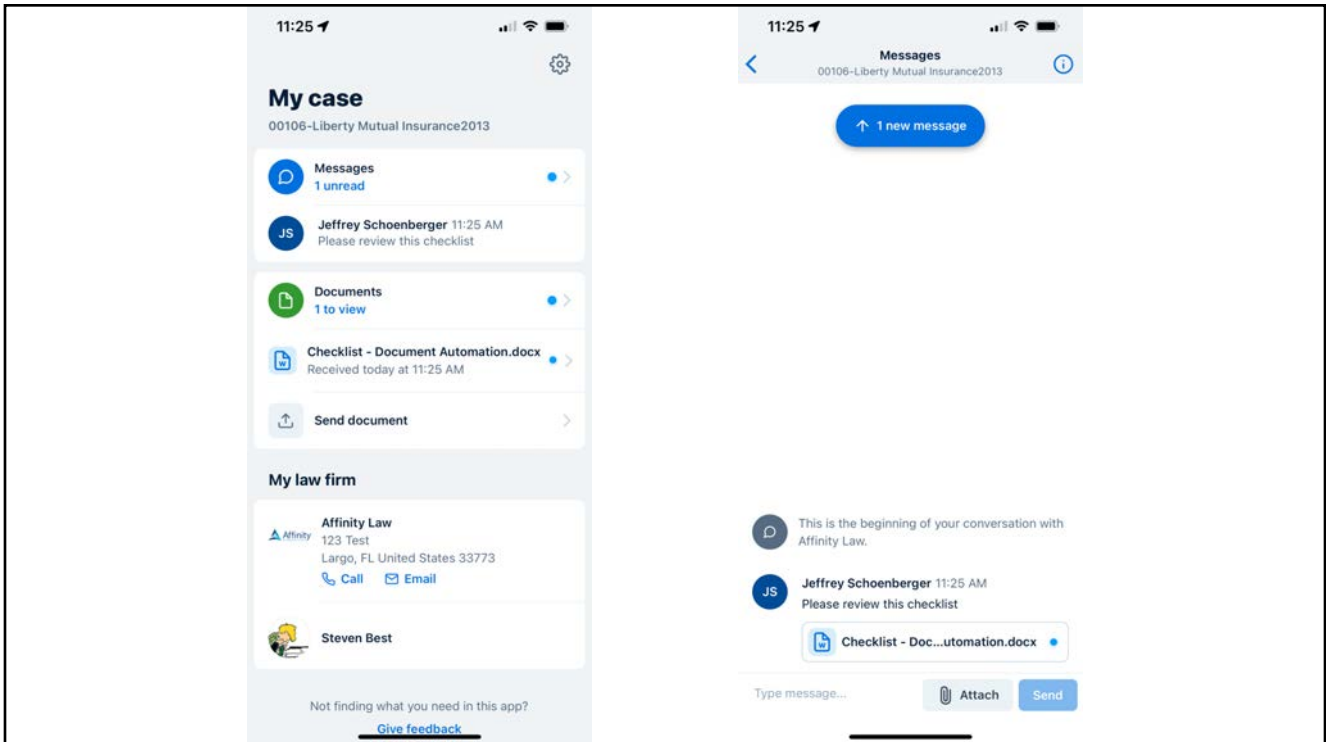


Communicate privately

Send and receive messages with your lawyer.







● Rule 5.1

Rule 5.1.

Responsibilities of Partners, Supervisory Lawyers, and Law Firms

(a) Every law firm, government entity, and organization authorized by the Court Rules to practice law in this jurisdiction shall make reasonable efforts to ensure that member lawyers or lawyers otherwise participating in the organization's work undertake measures giving reasonable assurance that all lawyers conform to the Rules of Professional Conduct.

(b) A lawyer having direct supervisory authority over another lawyer shall make reasonable efforts to ensure that the other lawyer conforms to the Rules of Professional Conduct.

(c) A lawyer shall be responsible for another lawyer's violation of the Rules of Professional Conduct if:

- (1) the lawyer orders or ratifies the conduct involved; or
- (2) the lawyer having direct supervisory authority over the other lawyer knows of the conduct at a time when its consequences can be avoided or mitigated but fails to take reasonable remedial action.

● Rule 5.2

Rule 5.2.

Responsibilities of a Subordinate Lawyer

(a) A lawyer is bound by the Rules of Professional Conduct notwithstanding that the lawyer acted at the direction of another person.

(b) A subordinate lawyer does not violate the Rules of Professional Conduct if that lawyer acts in accordance with a supervisory lawyer's reasonable resolution of an arguable question of professional duty.

● Rule 5.3

Rule 5.3.

Responsibilities Regarding Nonlawyer Assistance

With respect to a nonlawyer employed or retained by or associated with a lawyer:

(a) every lawyer, law firm or organization authorized by the Court Rules to practice law in this jurisdiction shall adopt and maintain reasonable efforts to ensure that the conduct of nonlawyers retained or employed by the lawyer, law firm or organization is compatible with the professional obligations of the lawyer.

(b) a lawyer having direct supervisory authority over the nonlawyer shall make reasonable efforts to ensure that the person's conduct is compatible with the professional obligations of the lawyer; and

(c) a lawyer shall be responsible for conduct of such a person that would be a violation of the Rules of Professional Conduct if engaged in by a lawyer if:

- (1) the lawyer orders or ratifies the conduct involved;
- (2) the lawyer has direct supervisory authority over the person and knows of the conduct at a time when its consequences can be avoided or mitigated but fails to take reasonable remedial action; or
- (3) the lawyer has failed to make reasonable investigation of circumstances that would disclose past instances of conduct by the nonlawyer incompatible with the professional obligations of a lawyer, which evidence a propensity for such conduct.

Secured Work Area

- **Require your users to work in a space that is reasonably secure**
- **Closed door for private phone calls**
- **Locked room to secure equipment and your client data**
- **It might seem inconvenient but it's your business, license and livelihood on the line**

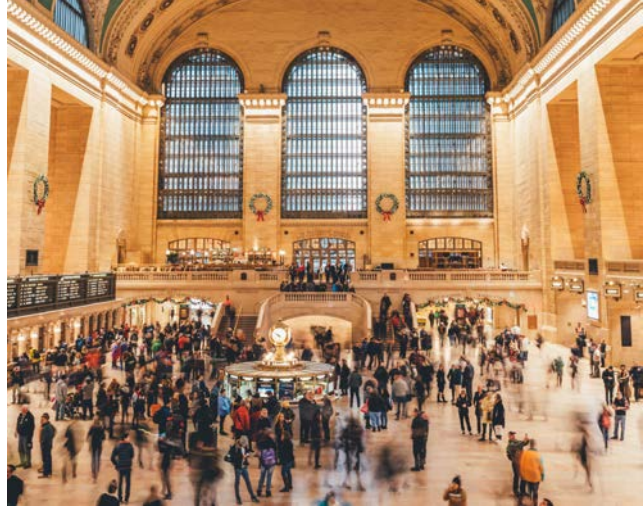


Photo by [Nic Y-C](#) on [Unsplash](#)

Home Wireless Routers

- **No WEP Encryption**
- **At Least WPA2 Encryption**
(WPA3 is coming; software update to some routers)



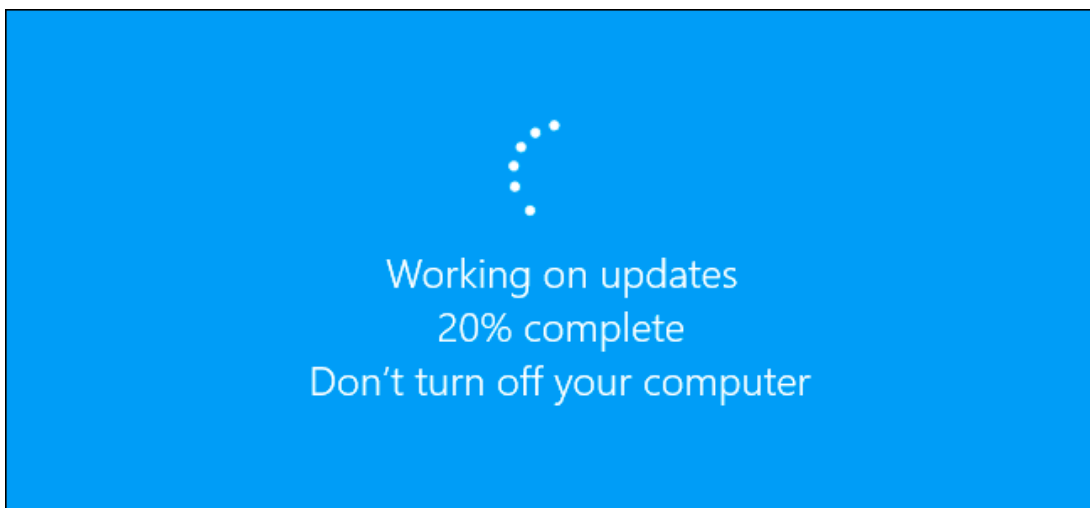
AntiVirus / Malware Protection

- Carbon Black
- New AI Based

- Windows Defender
- Malwarebytes
- Norton 360
- McAfee
- AVG



Windows Updates



Password Management



Password Managers

- **Too many passwords and logons to track**
- **Strong passwords**
- **Use different passwords for different services**
- **Holds credit cards**
- **Holds any kind of personal info**



Password Managers

1Password



bitwarden



dashlane



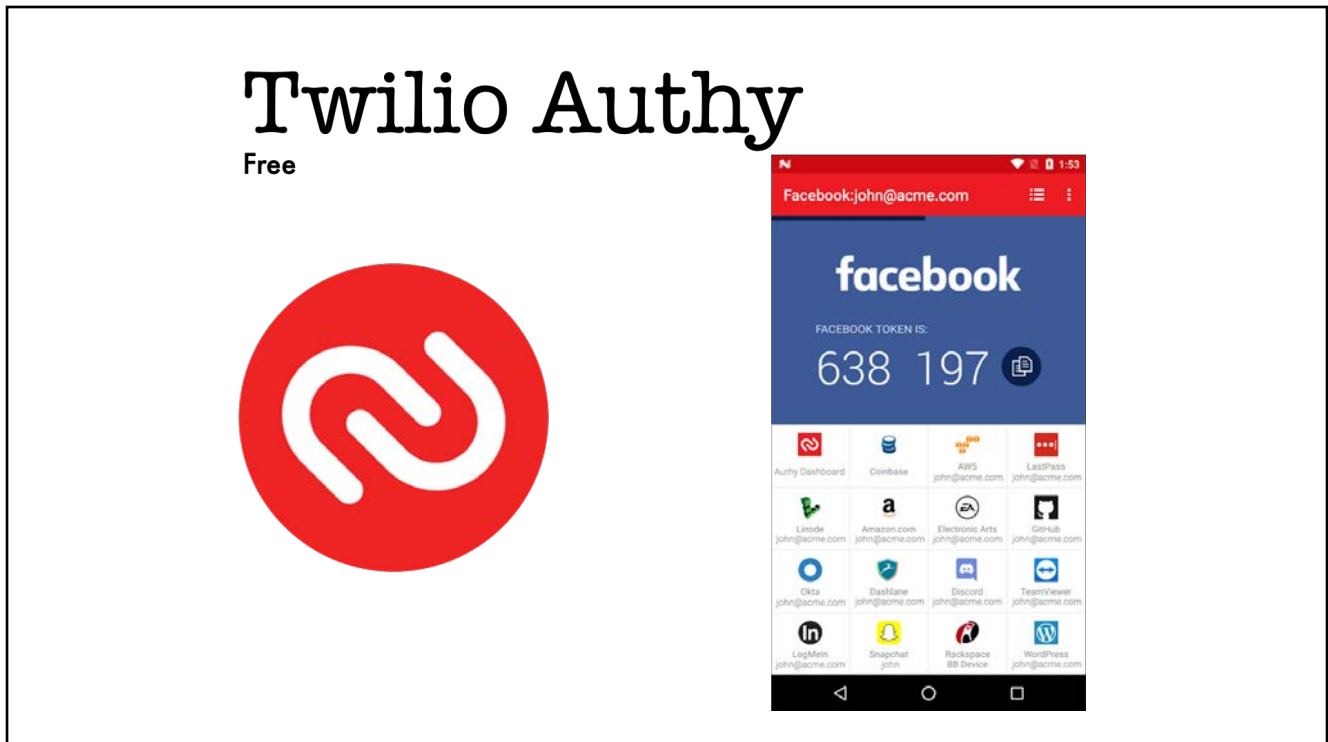
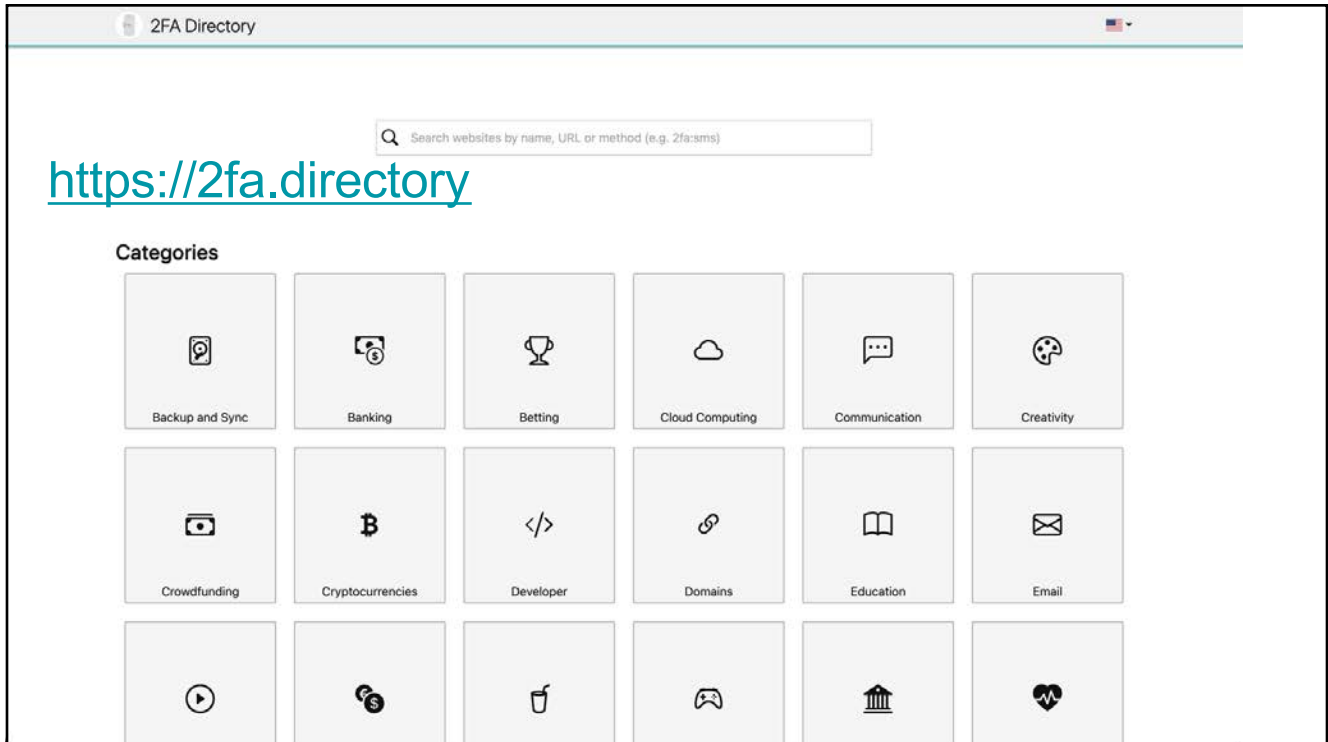
RoboForm



2-Factor Authentication

- Requires 2 authentication factors to verify identity
- **Knowledge factors** – something you know
- **Possession factors** – ID card, security token or smartphone
- **Inherence factors** – biometrics





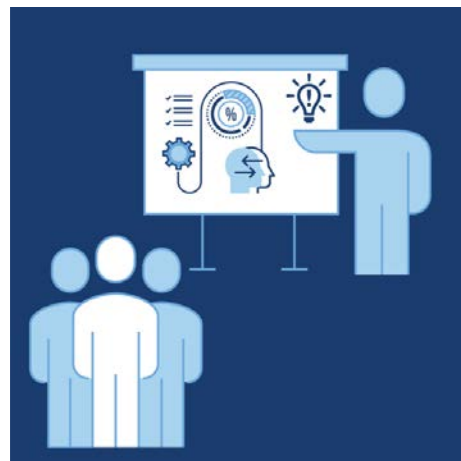
2 Factor Authentication Apps

- **Authy by Twilio**
- **Google Authenticator**
- **Microsoft Authenticator**
- **Duo Mobile**



Educate Users

- **Phishing Scams**
- **Don't Click on Unknown Links!**
- **Call Before you Click!**
- **Imposters are Tricky**
- **Be Slightly Paranoid**





Takeaways

Working from home is here to stay

Competence requires using modern technology designed for remote work

Confidentiality requires we secure client data on our computers whether they are in the office or at home

Proper supervision of your users includes knowing what technology they are using from home and that they are using it properly



How to Start Using ChatGPT



- **Create an OpenAI account**
- **Go to [chat.OpenAi.com](https://chat.openai.com) and register for an account with an email. You need to create an account to log in and interact with ChatGPT**
- **Premium account \$20/month**





Simplifying legalese for clients

Marketing – blogs, podcasts, SEO friendly copy, compelling headlines, video scripts

Research

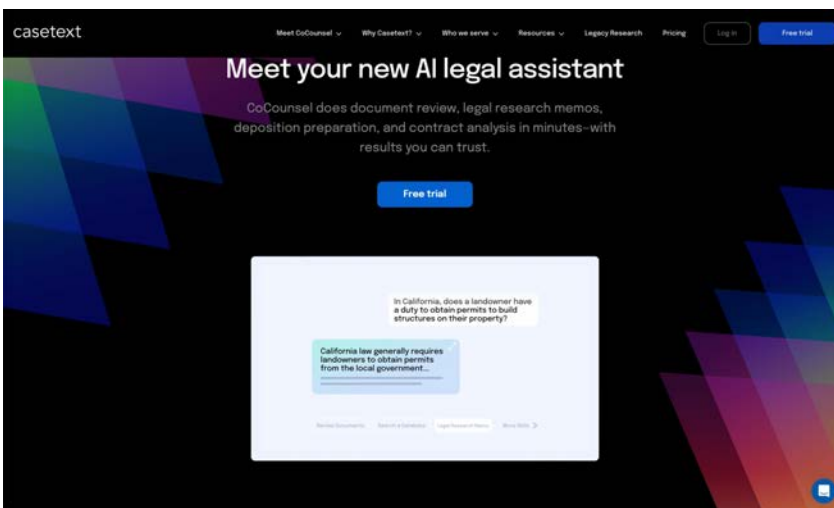
Draft documents, emails, contracts, briefs

Draft deposition questions

Predictive analysis

How do lawyers use ChatGPT?

CaseText CoCounsel



casertext

Meet CoCounsel | Why Casertext? | Who we serve | Resources | Legacy Research | Pricing | Log in | Free trial

Meet your new AI legal assistant


CoCounsel does document review, legal research memos, deposition preparation, and contract analysis in minutes—with results you can trust.

Free trial

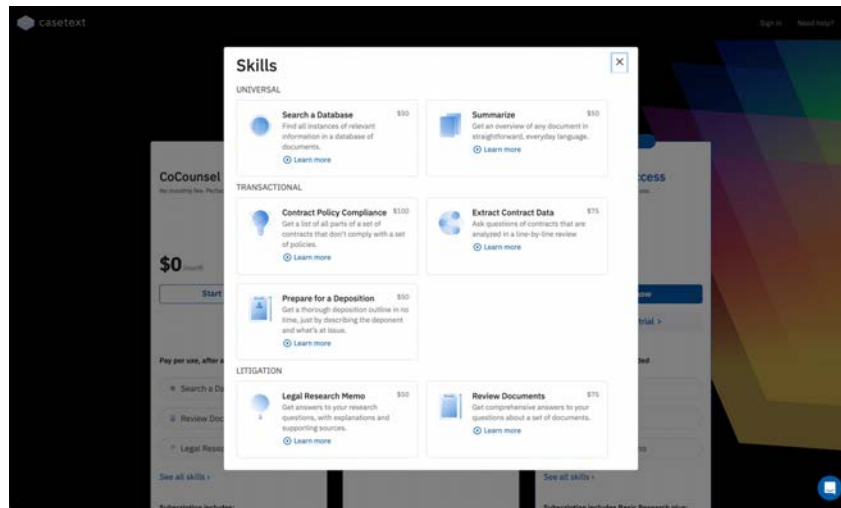
In California, does a landowner have a duty to obtain permits to build structures on their property?

California law generally requires landowners to obtain permits from the local government...

Search Documents | Search Questions | Log In/Sign Up | More Sites



CaseText CoCounsel



Caution! ChatGPT can be wrong

- It said that lawyers had no duty to be competent with their technology – it is still learning!
- Update: One week later, the answer has changed and it now cites legal ethics rules

CAUTION





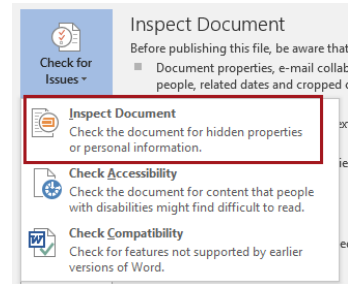
Metadata is Hidden Information in a File

Metadata Examples (Pitfalls)

- Your name
- Your initials
- Your company or organization name
- The name of your computer
- The name of the network server or hard disk where you saved the document
- Other file properties and summary information
- Non-visible portions of embedded OLE objects
- The names of previous document authors
- Document revisions (number of revisions and duration of revisions)
- Document versions
- Template information
- Hidden text
- Comments

Metadata Pitfalls

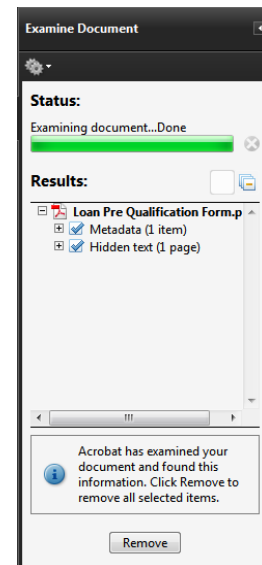
- Removing metadata from **Word 19/21/365** files:
File menu ► Check for Issues ► Inspect document
- This Feature is **Absent in Word for Mac**

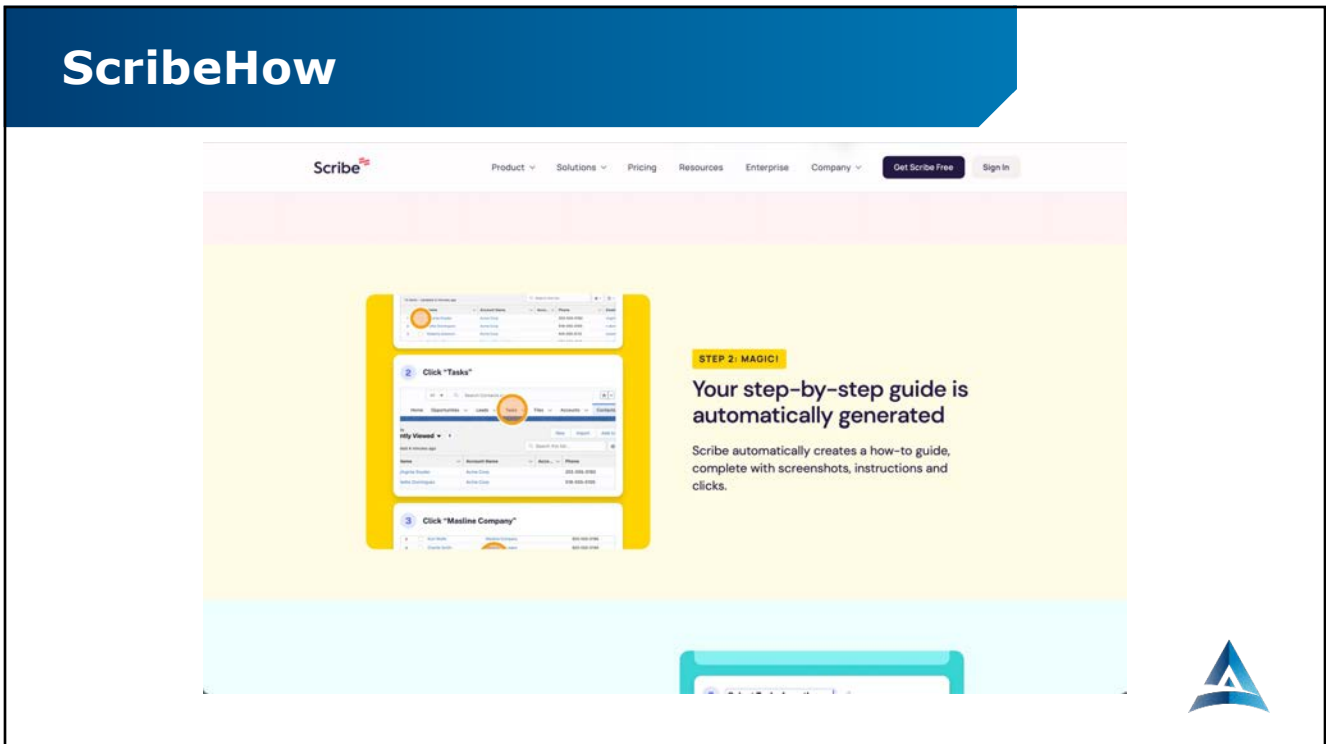


Metadata Pitfalls

- Removing Metadata from **PDFs**
 - Acrobat DC, Tools ► Redact

Remove Hidden Information Sanitize Document





Screenpresso (\$30) [or SnagIt]

Image and Video Screen Capture

Image and Video screen capture
Time saver for explaining something to your colleagues and clients



"A screenshot is worth a thousand words!"

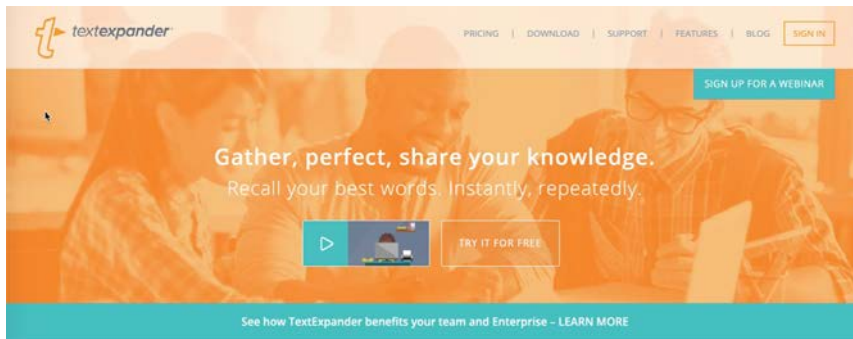
Screenpresso captures your desktop (screenshots and HD videos) for your training documents, collaborative design work, IT bug reports, and more...

Screenpresso is a NEW Light-weight screen grab tool with built-in image editor, user guide generator and sharing options.

↓ **Get Screenpresso for FREE**
All Windows versions



TextExpander



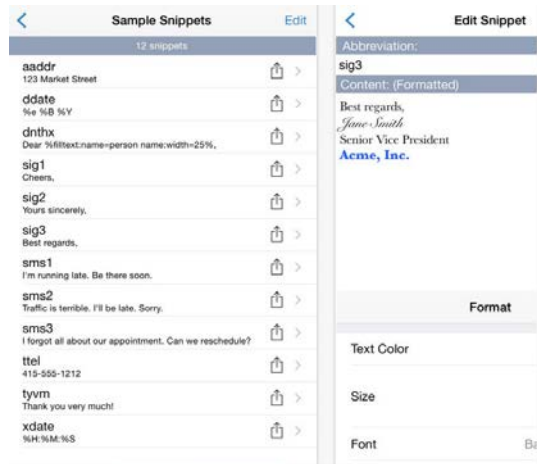
Snippet
;@jrs

Expanded Text
Jeffrey Schoenberger

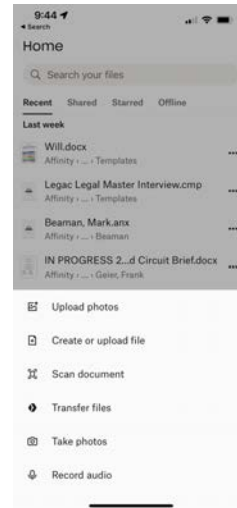
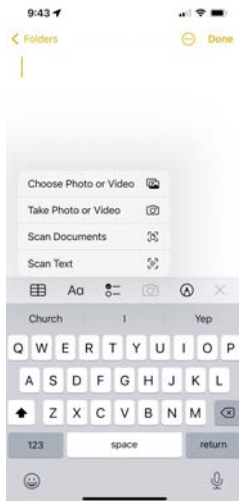


TextExpander

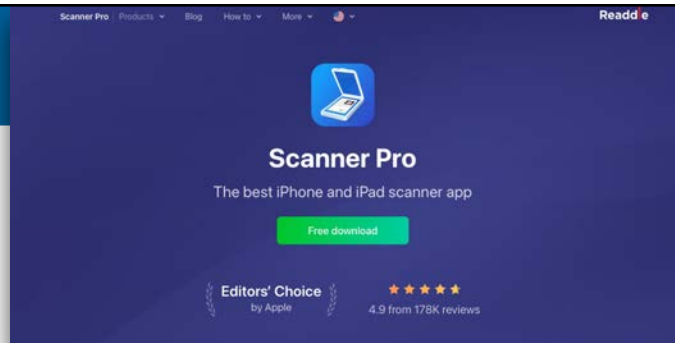
“Autotext” entries on an iPhone/iPad (\$3.39/month)



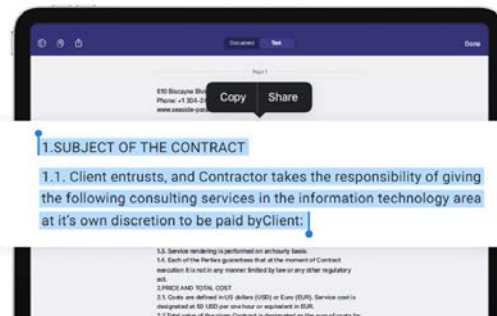
Scan to PDF from Your Phone



Scanner Pro



www.readdle.com

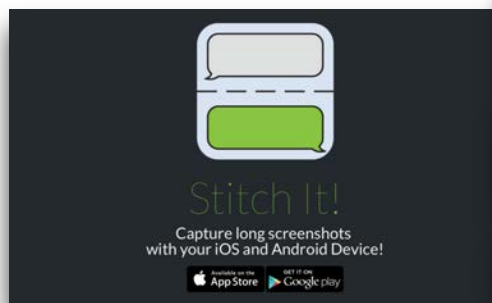


Stitching Text Messages Together...

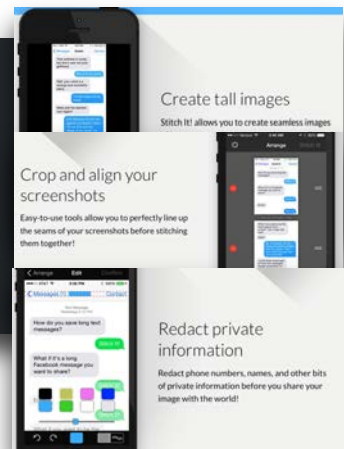
Step 1: Take Screenshots



Step 2: Stitch Them Together

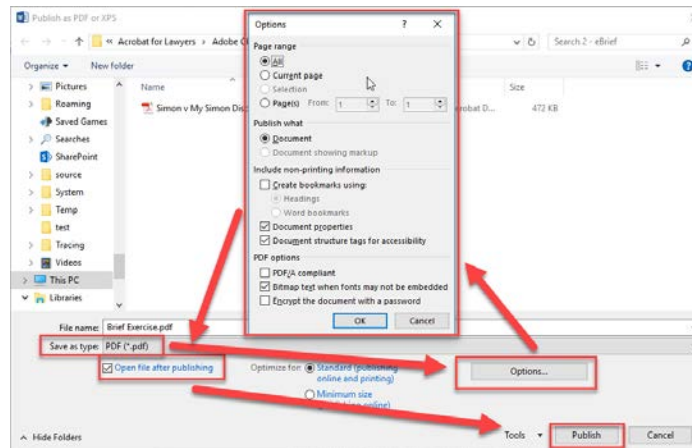


www.stitchitapp.com





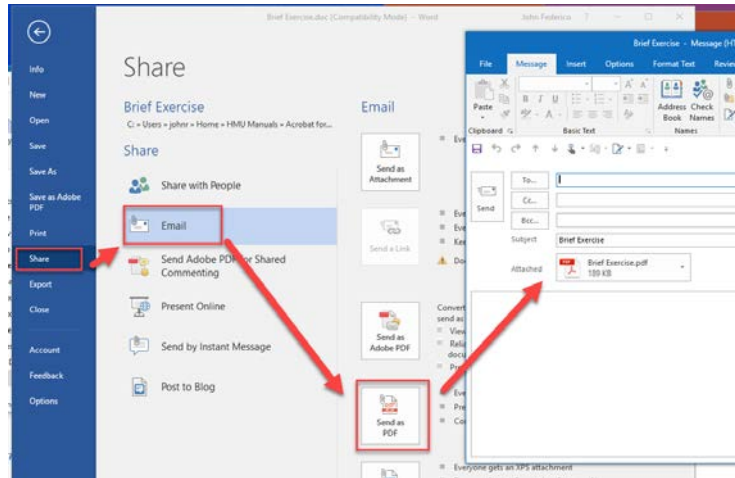
Creating PDFs from Word



Native Word Interface (without Acrobat)



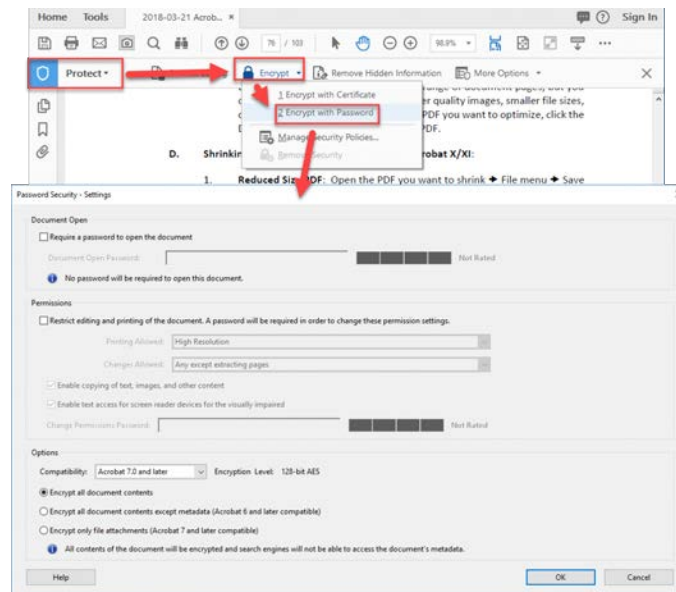
Creating PDFs from Word



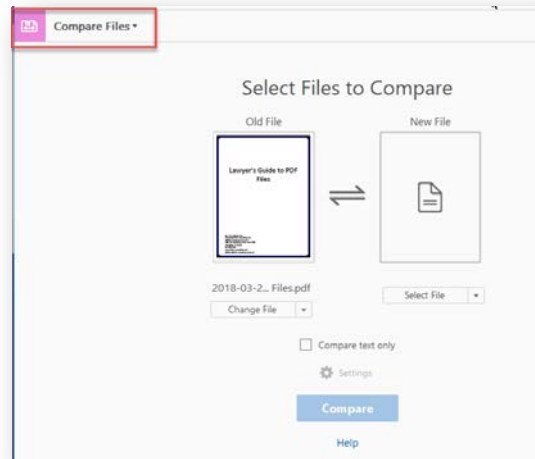
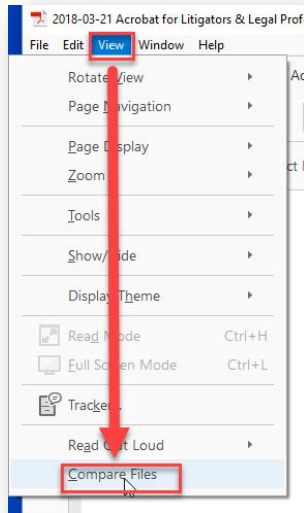
Email from native Word Interface (without Acrobat)



PDF Security



Compare PDFs



Redacting PDFs

- You must use the Redaction Tool.
- DO NOT DRAW BLACK BOXES WITH THE COMMENT TOOLS!



Reasonable Steps

You need to understand the **risks & benefits** of relevant technology.

1:38-7. Confidential Personal Identifiers

(a) Definition of Confidential Personal Identifiers. A confidential personal identifier is a Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, or active credit card number, or information as to an individual's military status.

(e) Redaction of Required Personal Identifiers. When confidential personal identifiers as defined in R. 1:38-7(a) are required by statute, rule, or court order to be included in documents or pleadings, such identifiers shall be redacted before public inspection is permitted. This redaction requirement, however, does not apply to driver's license numbers that the New Jersey Motor Vehicle Commission requires in documents pertaining to the suspension and reinstatement of licenses.

Redacting PDFs

Authorities botched attempt to redact report on Florida school massacre

By Michael Hechtman

August 4, 2018 | 9:40pm | Updated



Getty Images

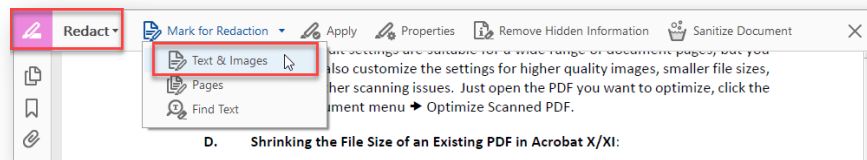
School officials in Florida need to sign up for remedial computer courses.

Authorities in Broward County, Fla., tried to literally cover up parts of a report on the **Parkland school massacre** — but failed because they didn't know that the sections they blacked out became visible when pasted into another computer file.

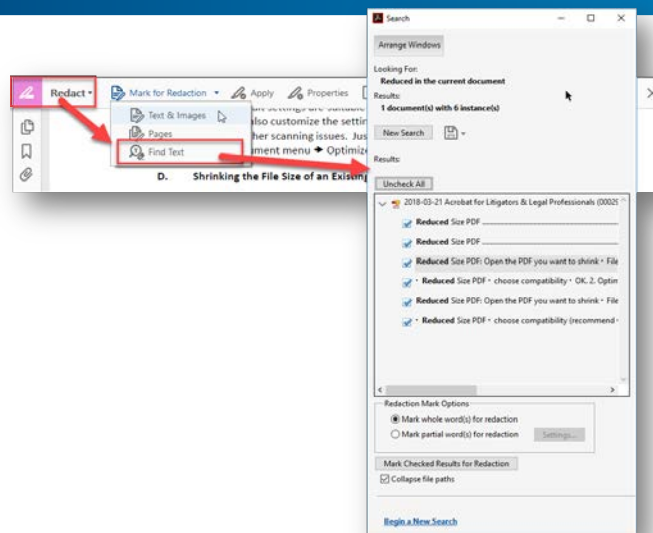


Redaction – Manual

1. Save your document with a different name
2. Mark areas for Redaction
3. Apply Redactions
4. Save



Redaction – Search and Redact



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Adobe Sign



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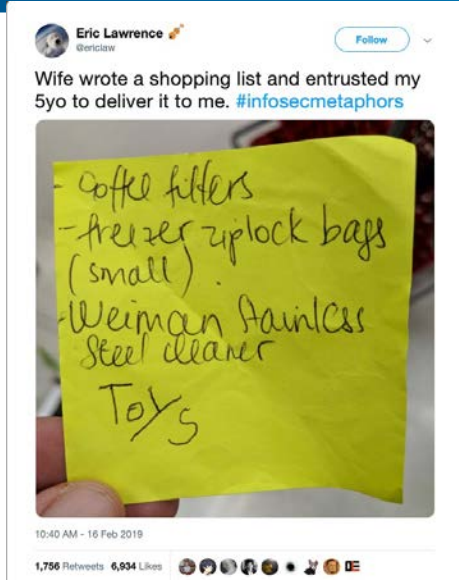


E-Signature Comparison Chart ([here](#))

	Adobe Acrobat Sign	DocuSign	Eversign	HelloSign	PandaDoc
	Included with subscription to Acrobat Standard or Pro, which start at \$12.99 /user/month	Standard starts at \$25.00 /user/month	Pro starts at \$39.99 /user/month	Standard starts at \$25.00 /user/month	Business starts at \$49.00 /user/month
Free Tier or Free Trial	30 Day Free Trial (Pro only)	30 Day Free Trial	Free Tier	30 Day Free Trial	Free Tier & 14 Day Free Trial
Integrates with NetDocuments		Yes-via Signature-Bridge			
Integrates with Worldox (GX4, GX3)					
Other Integrations	Adobe Acrobat Standard/Pro included with respective plans; See Integrations List	See Integrations List	Dropbox, Evernote, OneDrive, Box, Gmail, Google Docs, Google Drive, Google Chrome, and Zapier	See Integrations List	See Integrations List
Sends request via Email	✔	✔	✔	✔	✔
Target Market	All Business	All Business	All Business	All Business	All Business
Cloud vs. on-premise	Cloud, but preparation can occur in Acrobat desktop app	Cloud	Cloud	Cloud	Cloud
Has API	Available via Acrobat Sign Solutions , which targets larger businesses.	✔	(Res1 - \$\$\$) Yes	Yes (starts at \$75/month for 50 signature requests per month)	Enterprise
Templates	✔	✔	✔ (10 with professional plan)	✔ (15 with standard plan)	✔
- Defined order of signing	Yes (Roles)	Yes (Roles)	✔	✔	✔
Blockchain Compliant	✔	✔			✔



Wireless Encryption



TunnelBear

Free (but requires subscription)

Download a Bear and keep your location and browsing private

- Keep your location & browsing private
- Browse the Internet from another location
- The first VPN with independently audited security

Additional Tips

- **Don't share your computer with anyone.**
- **Don't work in a public area.**
- **Don't go to strange websites.**
- **Do purchase malware protection.**



(Brian) Krebs on Security



Kreb's 3 Basic Rules for Online Safety

Three Rules

- 1. If you didn't go looking for it, don't install it!**
- 2. If you installed it, update it...
especially for Windows and macOS**
- 3. If you no longer need it, remove it.**





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11:45 20 items \$0.00

Master Bedroom


Search

Master Closet (Right)
Location - 1 Item \$0.00

- 32" TV
- Angels
- Cabinet
- Chair
- Chest
- Dresser & Mirror

11:45 32" TV

1 Photo



32" TV

Serial Number: Z4MT3CEC505873J
Make: Samsung
Model: Un32EH5000FXZA version TS01
Quantity: 1
Location: Master Bedroom


Notes
No Notes

Warranties

Detail Photos Receipts Repairs Changes

Lawyerist Resources for Solo & Small Firms

(<https://lawyerist.com/field-guide-buying-products-services/>)



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Lawyerist Resources for Solo & Small Firms

(<https://lawyerist.com/book/>)

The screenshot shows the Lawyerist website interface. At the top, the Lawyerist logo is on the left, and navigation links for 'Healthy Firm', 'Resources', 'Product Reviews', 'Coaching', and 'About' are on the right, along with 'subscribe' and 'Account' buttons. Below the navigation is a red banner with 'ON THIS PAGE' and a list of chapter highlights: '01. Leave worn-out law behind', '02. Create your vision', and '05. Learn from experience'. The main content area features the book cover for 'THE SMALL FIRM ROADMAP Revisited: A Guide to the Healthy Law Firm of Your Future' by Stephanie Everett & Aaron Street. A red callout box points to the book cover with the text: 'Chapter 9, "Healthy Systems," Discusses the Role of Software'. Below the book cover is a 'Start Now' button. To the right of the book cover, the title 'The Small Firm Roadmap Revisited' is followed by a short introductory paragraph and a 'Buy the book' button.

A graphic with a blue background and a white diagonal stripe. On the left, the Affinity Consulting logo is displayed, featuring a stylized white 'A' above the text 'Affinity CONSULTING'. On the right, the text 'THANK YOU!' is written in large, bold, blue capital letters. Below this, the name 'Jeffrey Schoenberger' is followed by the email address 'jschoenberger@affinityconsulting.com' in a smaller blue font. The background of the graphic shows a modern glass skyscraper against a blue sky with light clouds.