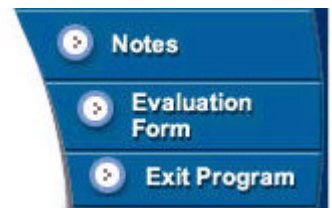


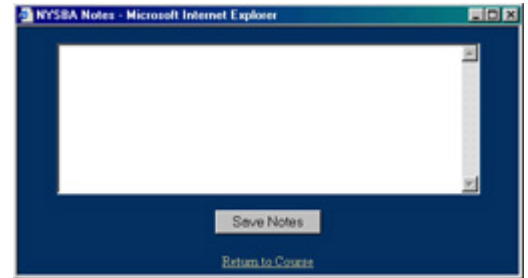
# Quickstart Guide to CLE Online



**Notes:** Opens an external file using Microsoft® Notepad. You can type or cut-and paste your desired notes into this file.

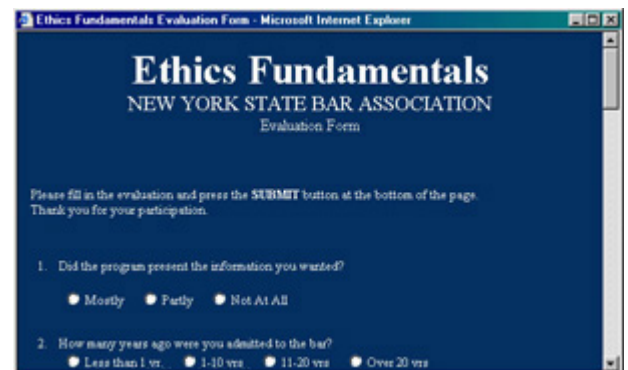
You can also copy your notes from this file into another document, using standard Windows keystrokes and commands.

Click the “Save Notes” button to save your notes, and Return to Course link to close the Notes window and return to the course.



**Evaluation Form:** Opens an Evaluation Form window. You don't need to print out the form as it will be submitted to us electronically. At the bottom of the evaluation form is a button labeled “Submit Form.” Click this button when you have finished the form.

You can also click “Save Partially Completed” button to save the form and finish it later. “Clear Form” button removes all entries on the form.



**Exit Program:** Closes the browser window.

**Program Menu:** Lists the available components for the course. Click any link in the Audio Length column to hear the audio, and click any link in the Text Length column to read a PDF. Adobe Acrobat Reader is required to read the PDF files.

Ethics Fundamentals Program Number: 80303		
Program Menu:	Audio Length	Text Pages
Attestation Form		2 pgs.
Table of Contents		pp 0-iii
The Rules - and the Consequences of Breaking Them	00:36:19	pp A1-A6
Using, Losing and Abusing Client Confidences & Secrets	00:35:36	pp B1-B13
Conflicts of Interest	00:38:04	pp C1-C10
Pitfalls for the Lateral Hire	00:29:41	pp D1-D8
The Ethics of the Internet	00:28:00	pp E1-E12
Recurring Ethical Issues	00:32:21	pp F1-F12
Addendum: NYSBA Ethics Opinions		pp G1-G138
NY Lawyer's Code of Professional Responsibility		97 pgs.
Entire Book		390 pgs.

Available audio controls\* include:

**Play** – Starts audio

**Pause** – Pauses audio. Selecting Play will resume from current location

**Stop** – Stops audio. Selecting Play will start playing from beginning

**Volume** – Can be adjusted up (louder) or down (quieter).

**Set Audio Bookmark** – Records the current location in the audio file.

**Resume From Bookmark** – Begins playing the audio file from the previously recorded bookmark location.



\* Actual audio control look may vary depending upon version of Windows Media Player installed.