## Ten Tech Tips for Lawyers

The Tech Savvy Lawyer's Blog

ww.TheTechSavvyLaywer.Page

# A little classroom background ...

- What was your first electronic video game between the ages 5 11?
  - Pong
  - Atari
  - ColecoVision
  - Nintendo
  - Playstation

# A little classroom background ...

- What was your first electronic video game between the ages 5 11?
  - Pong 1975
  - Atari 1977
  - ColecoVision 1982
  - Nintendo 1985
  - Playstation 1994

# Tip #1



- Learn Muscle Memory
- So you don't have to lift your hands from the keyboard to the mouse
- This investment of a little time now will save you more time in the end.
- Not only will your thoughts not be interrupted.
- But saving a little time each time you do these shortcuts will add up.
- Important when you are trying to meet that midnight filing, meeting with a client or getting ready for a hearing

	Mac	Windows
Select entire page content	Command (光) + A	Control (Ctrl) A
Copy Selection	Command (光) + C	Control (Ctrl) + C
Delete Selection	Command (光) + X	Control (Ctrl) + X
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	Mac	Windows
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Find and Replace	Command Shift(光)+H	Control (Ctrl) + H
Hyperlink	Command (光) + K	Control (Ctrl) + K





Typing Shortcuts

## Typing Shortcuts

ISSUE	MAKE THIS EASIER	Or	Made Easier
Routine Mis-spellings	Judgement		Judgment
Symbols	§		.section
E-mails	<u>michael@Eisenberg-</u> <u>Lawoffice.com</u>		<u>michael@</u>
Multiple E-mails	michael@Eisenberg-Lawoffice.com, michaeldj@thetechsavvylawyer.page, DMills@dcbar.org,RWashington@dcbar.org		.groupA
Short Phrase	Let me know!		.let
Long Phrase	Saluation		.sal

## Salutation Short Cut

Sincerely,

Michael Eisenberg

Law Office of Michael D.J. Eisenberg Attorney and Counselor at Law 700 12th Street, NW Suite 700 Washington, DC 20005 michael@eisenberg-lawoffice.com www.eisenberg-lawoffice.com O: (202) 558-6371 F: (202) 403-3430

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#### MAC - Universally

#### WINOWS - MS Word

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About This Mac

System Preferences...

App Store...

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Force Quit System Preferences て企業の

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Lock Screen



Mac - Universally - 1/4

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Mac - Universally - 2/4



Mac - Universally - 3/4

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Correct spelling automatically
 Capitalize words automatically
 Add period with double-space

#### Spelling:

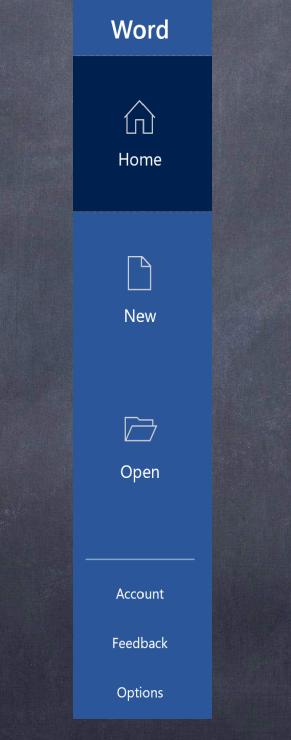
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Automatic by Language	$\hat{}$
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Use smart quotes and dashes

r Double Quotes	"abc"	\$
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Windows - MS Word - 1/3

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Windows - MS Word - 2/3

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Windows - MS Word - 3/3

# Tip #3



### Automatically Flagging E-mails

## Color code your e-mails to quickly triage your work

Sender	Color
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Client	
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Family	

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0	Angela from Smith.ai 3:01 PM [Smith] Call summary from
	2:58 PM New Appointment: Scheduled by a client Appointment time in the business's time zone: Tuesday, November 5, 2019 5:00pm EST Tim
2	uscfc_cmecf@cfc.uscourts.gov2:52 PMActivity in Case
	<pre><noreply@dcappeals.gov> 1:18 PM D.C. Court of Appeals E-Filing Approval Notice - 10 - 1. This is a notice to inform you that the BRIEF - Brief filed or and a second by the Court Clerk. T</noreply@dcappeals.gov></pre>
	<pre><noreply@dcappeals.gov> 1:10 PM D.C. Court of Appeals E-Filing Submission Notice - 19 This is a notice to inform you that the BRIEF - Brief filed on 10 0.1 0.100 mas been successfully submitted to the D</noreply@dcappeals.gov></pre>
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Mac Mail

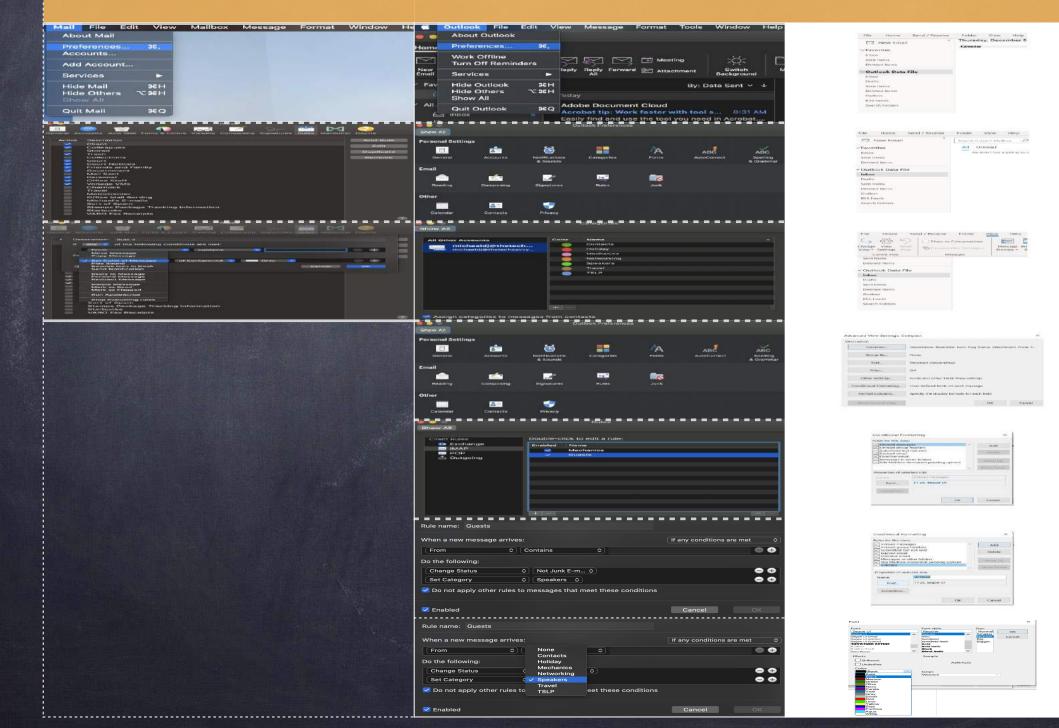
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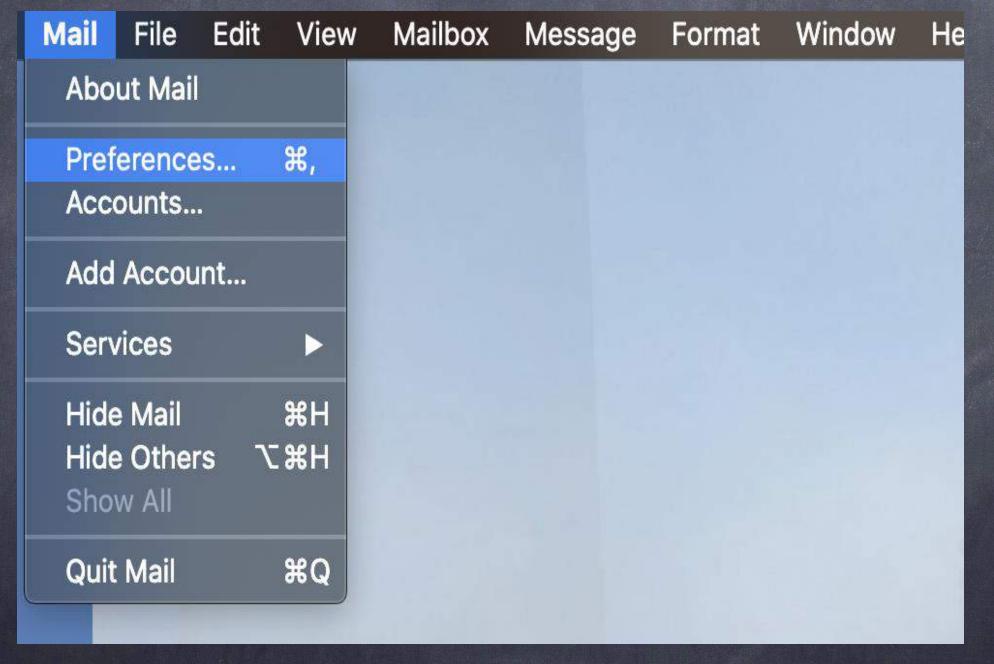
### Mac Outlook

MAC - Mail

#### MAC - Outlook

#### WINDOWS -Outlook





Mac Mail - 1/3

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	Client	
	Colleagues	Edit
	Stored	Duplicate
	Trash	Bapilouto
	Collections	Remove
	Court	
	Court Notices	
	Friends and Family	
	Government	
	Mail Sent	
	Personal	
	Office Staff	
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Mac Mail - 2/3

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Reply to Message		
Forward Message		
Redirect Message		
Delete Message		
Mark as Read		
Mark as Flagged		
Run AppleScript		

Mac Mail - 3/3

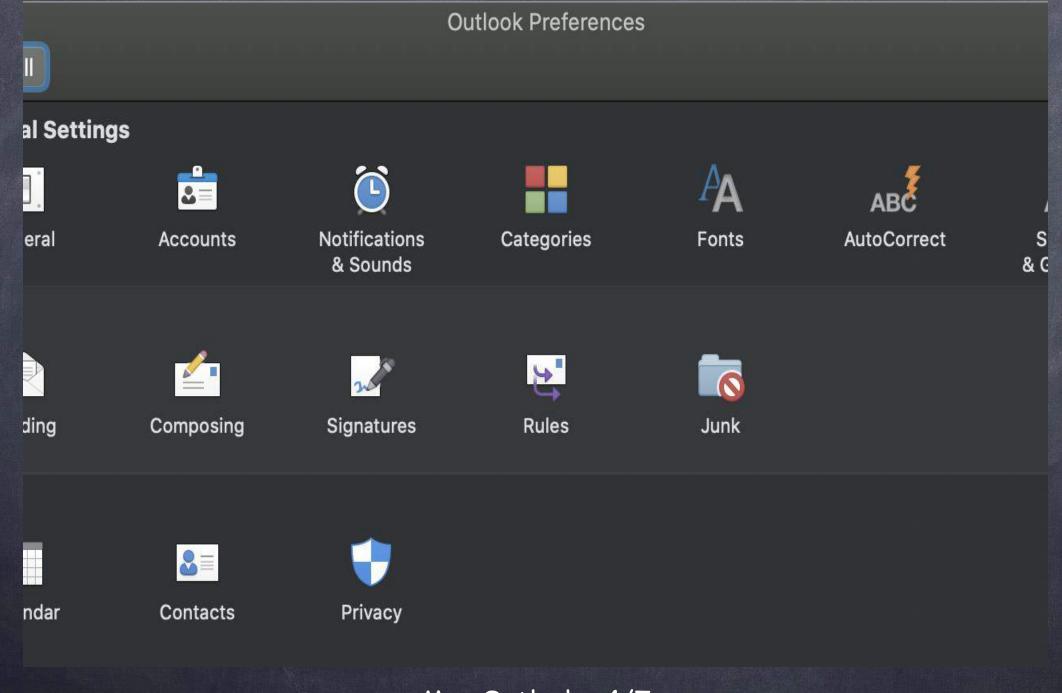
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Mac Outlook - 1/7



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			Mechanics
			Networking
			Speakers
			Travel
			TSLP

Mac Outlook - 3/7



Mac Outlook - 4/7

Client Rules	Double-c	lick to edit a rule:
💷 Exchange	Enabled	Name
		Mechanics
POP		Guests
🖆 Outgoing		

Mac Outlook - 5/7

Rule name: Guests	
When a new message arrives:	If any conditions are met 🗘
From Contains \$	9 🕀
Do the following:	
Change Status 🗘 Not Junk E-m 🗘	😑 🔂
Set Category  \$ Speakers \$	👄 🔂
Do not apply other rules to messages that meet the set of the s	nese conditions
<b>Enabled</b>	Cancel OK
Mac Outlo	ok - 6/7

Rule name: Guests	
When a new message arrives:	If any conditions are met 🗘
From $\Diamond$ None Contacts	
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Change Status Ketworki	
Set Category C Speakers	- 3
✓ Do not apply other rules to TSLP	eet these conditions
<b>Enabled</b>	Cancel OK

Mac Outlook - 7/7

New Email   Favorites   Inbox   Sent Items   Deleted Items   Inbox   Outlook Data File   Inbox   Drafts   Sent Items   Deleted Items   Outbox   RSS Feeds   Search Folders	File	Home	Send / Receive	Folder	View	Help
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Inbox Sent Items Deleted Items <b>Outlook Data File</b> Inbox Drafts Sent Items Deleted Items Outbox RSS Feeds				Calendar		
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MS Outlook for Windows - 1/7

File Home Send / Receive	Folder View Help
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Deleted Items	
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Inbox	
Drafts	
Sent Items	
Deleted Items	
Outbox	
RSS Feeds	
Search Folders	

MS Outlook for Windows - 2/7

File Home Ser	nd / Receive	Folder	View	Help
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Outbox				
RSS Feeds				
Search Folders				

MS Outlook for Windows - 3/7

#### Х Advanced View Settings: Compact Description Importance, Reminder, Icon, Flag Status, Attachment, From, S... Columns... Group By... None Received (descending) Sort... Off Filter... Other Settings... Fonts and other Table View settings Conditional Formatting... User defined fonts on each message Format Columns... Specify the display formats for each field OK **Reset Current View** Cancel

MS Outlook for Windows - 4/7

### Triaging E-mails Works on Macs and Windows

Conditional Formatting										
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MS Outlook for Windows - 5/7

### Triaging E-mails Works on Macs and Windows

Conditional Forn	×							
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MS Outlook for Windows - 6/7

### Triaging E-mails Works on Macs and Windows

Font:	Font style:	Size:	
Segoe UI	Regular	Normal	OK
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MS Outlook for Windows - 7/7





### Passwords!

### ABA Rules Require

#### <u>Rule 1.1 Competence</u>

 [8] To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology, engage in continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject.

#### Rule 1.6: Confidentiality of Information

 (c) 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.

### What is the Most Commonly Used Password?

- Class Survey
  - Password
  - Temp101
  - 123456
  - Sports
  - Money!

### History of Commonly Used Password

Rank	2011 <sup>[4]</sup>	<b>2012</b> <sup>[5]</sup>	2013 <sup>[6]</sup>	2014 <sup>[7]</sup>	2015 <sup>[8]</sup>	2016 <sup>[3]</sup>	2017 <sup>[9]</sup>	2018 <sup>[10]</sup>
1	password	password	123456	123456	123456	123456	123456	123456
2	123456	123456	password	password	password	password	password	password
3	12345678	12345678	12345678	12345	12345678	12345	12345678	123456789
4	qwerty	abc123	qwerty	12345678	qwerty	12345678	qwerty	12345678
5	abc123	qwerty	abc123	qwerty	12345	football	12345	12345
6	monkey	monkey	123456789	123456789	123456789	qwerty	123456789	111111
7	1234567	letmein	111111	1234	football	1234567890	letmein	1234567
8	letmein	dragon	1234567	baseball	1234	1234567	1234567	sunshine
9	trustno1	111111	iloveyou	dragon	1234567	princess	football	qwerty
10	dragon	baseball	adobe123 <sup>[a]</sup>	football	baseball	1234	iloveyou	iloveyou
11	baseball	iloveyou	123123	1234567	welcome	login	admin	princess
12	111111	trustno1	admin	monkey	1234567890	welcome	welcome	admin
13	iloveyou	1234567	1234567890	letmein	abc123	solo	monkey	welcome
14	master	sunshine	letmein	abc123	111111	abc123	login	666666
15	sunshine	master	photoshop <sup>[a]</sup>	111111	1qaz2wsx	admin	abc123	abc123
16	ashley	123123	1234	mustang	dragon	121212	starwars	football
17	bailey	welcome	monkey	access	master	flower	123123	123123
18	passw0rd	shadow	shadow	shadow	monkey	passw0rd	dragon	monkey
19	shadow	ashley	sunshine	master	letmein	dragon	passw0rd	654321
20	123123	football	12345	michael	login	sunshine	master	!@#\$%^&
21	654321	jesus	password1	superman	princess	master	hello	charlie
22	superman	michael	princess	696969	qwertyuiop	hottie	freedom	aa123456
23	qazwsx	ninja	azerty	123123	solo	loveme	whatever	donald
24	michael	mustang	trustno1	batman	passw0rd	zaq1zaq1	qazwsx	password
25	Football	password1	000000	trustno1	starwars	password1	trustno1	qwerty123

Wikipedia, "List of the most common passwords", Last Viewed October 28, 2019.

### History of Commonly Used Password



The "Winner"!

### Common Mistakes

- Multiple Passwords Are Needed
- Written down (on a sticky note) at your desk doesn't help you:
  - Secure from prying eyes
  - When you are on the road, at a hearing, at depositions or on vacation!

### Solution - Password Generator

- Password Generator
  - Random Numbers, letters, symbols . . .
- Syncs securely across devices
- Password protected in your devices
  - Helpful when you have different platforms e.g.,
     Windows v. Mac
  - Helpful when you are on the road



- IPassword\* https://lpassword.com
- LastPass https://www.lastpass.com
- Dashline <u>www.dashlane.com</u>





# Save Guarding Your On-Line A

Rhoto by Bich Tran from Pexels

# Prying Eyes are Everywhere!

- We don't work in isolation
- People live or work above you, below you and around you.
- Always sniffing for free wi-fi (password protect your wifi)
- But even the best password won't keep everyone out
- And what about public wifi Starbucks, Court Houses, Airports, etc.

### VPNs are "Virtual Private Networks"

- A virtual private impenetrable tunnel
- Keeps Prying Eyes Out.
- Keeps confidential and privileged information secure.
- PS: Do this at home too.

# VPN thoughts...

- Look for unlimited data plan
- Ease to set up and activate on its own.
- Multi-Device Use
  - Computers
  - Laptops
  - Tablets
  - Smart phones.

### VPNs out there

- encrypt.me\* <u>https://www.encrypt.me</u>
- NordVPN <u>https://nordvpn.com/</u>
- Tunnel Bear <u>https://www.tunnelbear.com</u>
- CONSIDER THIS: THERE ARE SERVICES OUT THERE THAT OFFER A ONE-TIME PAYMENT FOR A LIFETIME SUBSCRIPTION - But what is the motivation to keep the software up-to-date in the future.





# Whether working with one or more people...

- Microsoft Word or Apple Pages
- Has the ability to track changes one person makes to a document.
- Instead of reading the entire document, you can easily search for the edits
- Saves a lot of time especially when there is a deadline.

### The Declaration of Independence IN CONGRESS, JULY 4, 1776

The unanimous Declaration of the thirteen united States of America. ¶ When in the Course of human <u>extraterrestrial</u> events it becomes necessary for one people to dissolve the political bands which have connected them with another and to assume among the powers of the earth, the separate and equal station to which the Laws of <u>Human</u> Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires demands that they should declare the causes which impel them to the separation.¶

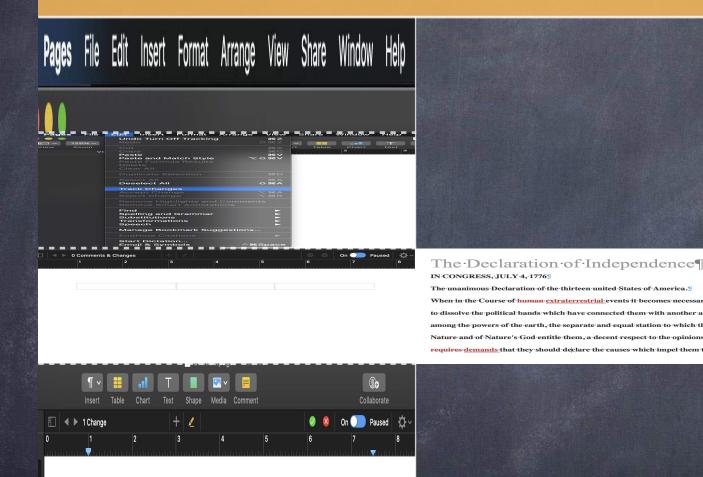
#### MAC - Pages

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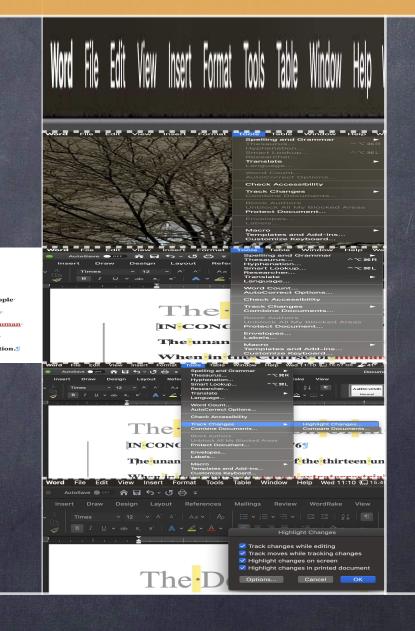
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#### MS Word



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Pages File Edit Insert Format Arrange View Share Window Help

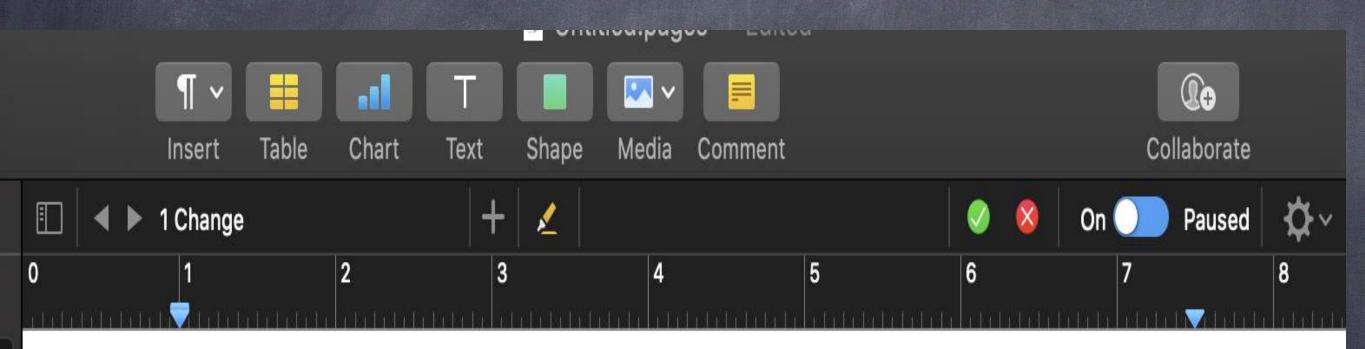
Mac Pages - 1/4

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Mac Pages - 2/4

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Mac Pages - 3/4



Mac Pages - 4/4

Word File Edit View Insert Format Tools Table Window Help V

MS Word - Universal - 1/5

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MS Word - Universal - 2/5

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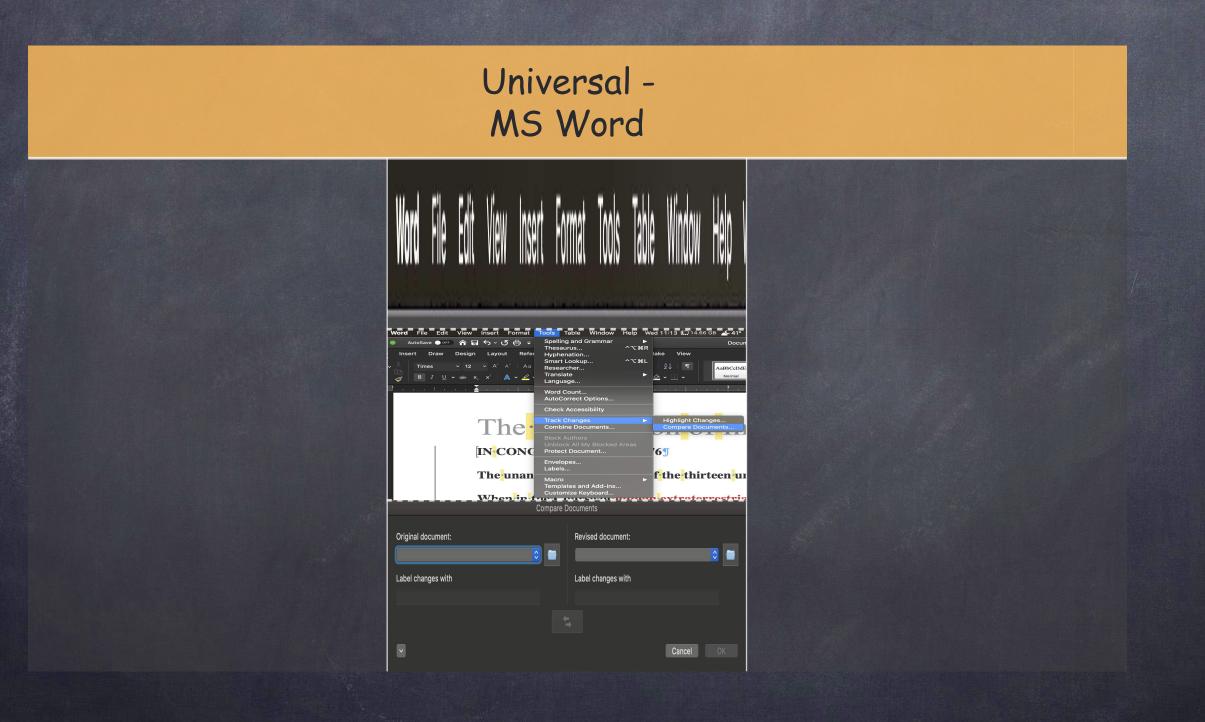
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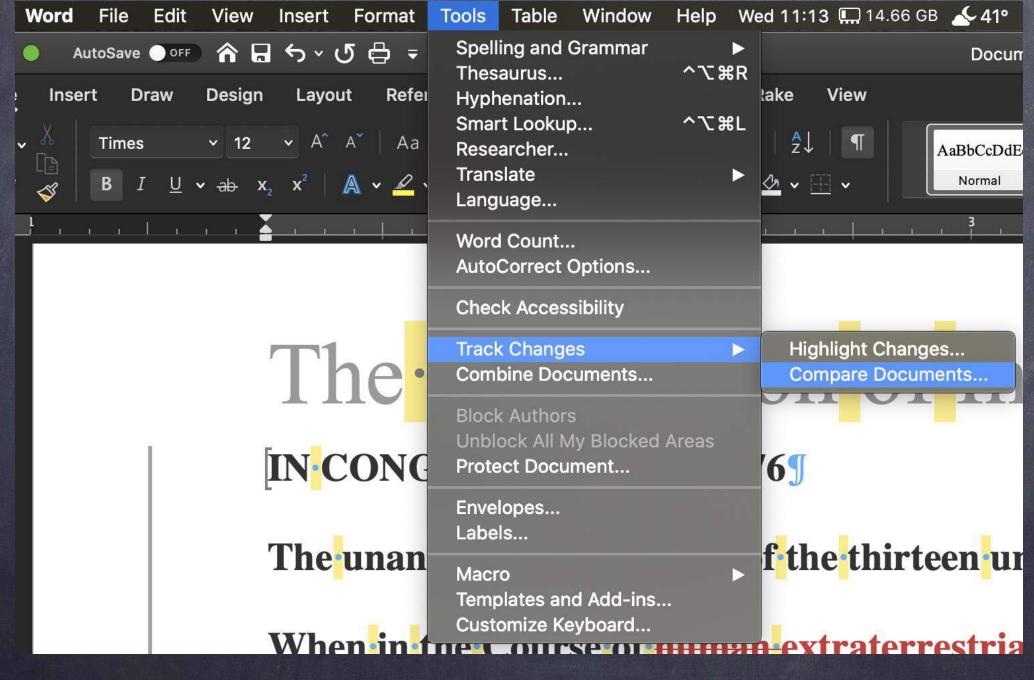


### There is an easy solution!



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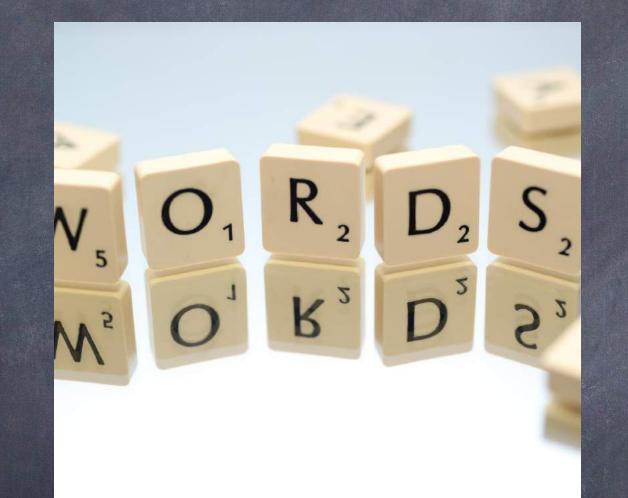
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### Tip #7



# PDF Manipulation Part I: OCR

Photo by Skitterphoto from Pexels

# As lawyers, we are all dealing with electronic Files

PDF is "Portable Document Format"

- What exactly is that?
- Can't escape it! The Courts are all requiring lawyers to file electronically, usually in PDF formate.
- If you don't have a scanner, GET ONE!

# What does "OCR mean?

- "OCR" stands for "Optical Character Recognition"
- An OCRed document allows you to word search the document.
- Imagine having to search a 1000+ document for a word or a phrase that may only appear a handful times in the document.
- Imagine the time you save by NOT HAVING TO WASTE HOURS doing just that...

# Simple Steps to OCR a document.

- 1st either scan a document into a pdf or take the pdf file you received....
- 2nd open the file in your PDF program
- Run the OCR action; and
- Voila, you have a document that is word searchable (command/control "f")

#### MAC - PDFpen



#### Acrobat -Universal

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#### PDF By Photo Study from Evel PDF Manipulation Part II: Form Fields

## What are "form fields" and why do I want them?

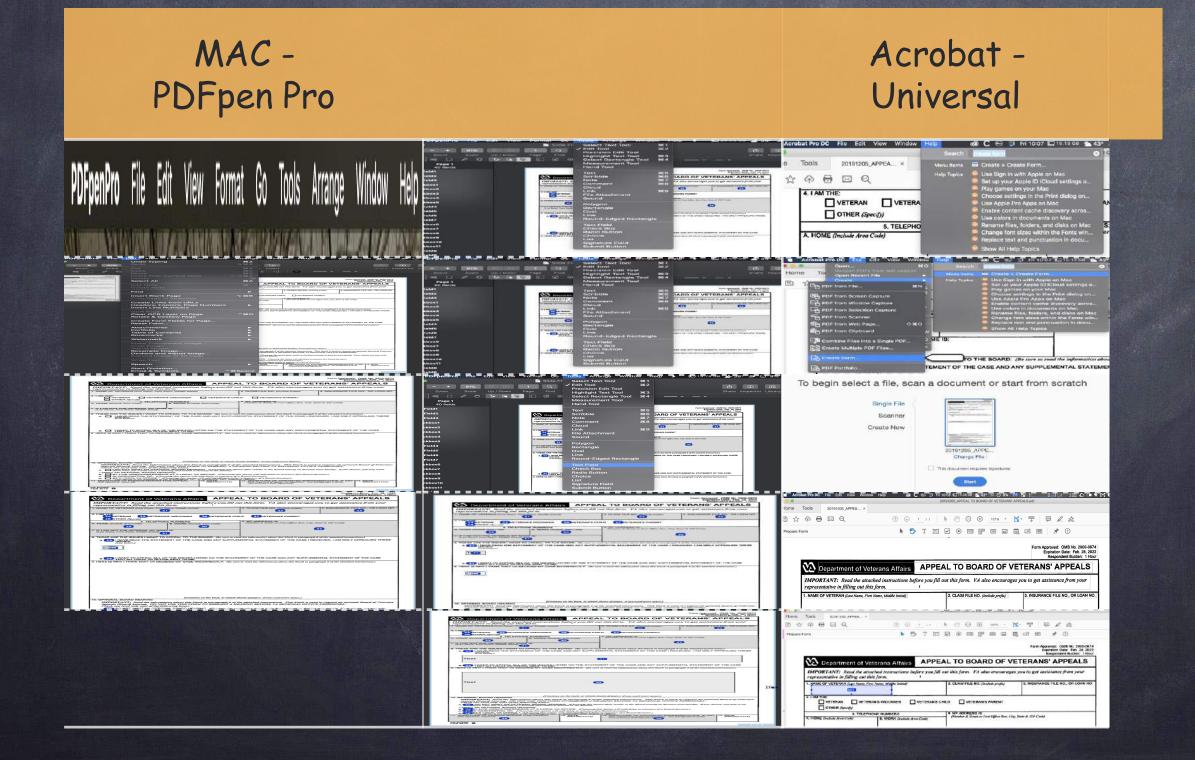
- "Form Fields" allow you to click into the field and type.
- The courts use them them all the time.
- Imagine using the same document over and over again for different clients ...
  - And you don't have an electronic file for this document
    - Or an electronic copy of the document with these fields
- Instead of typing the information by using a typewriter on a document or using the typewriter function in the pdf program to enter this information.
- Imagine the time you save by NOT HAVING TO WASTE HOURS doing just that...

## Simple Steps to create "form fields" for a document.

- 1st either scan a document into a pdf or take the pdf file you received....
- 2nd open the file in your PDF program
- Run the create "form fields" action; and
- Voila, you have a document that has created form fields for you
- But! What if it missed spot!
- Create your own specified fields.

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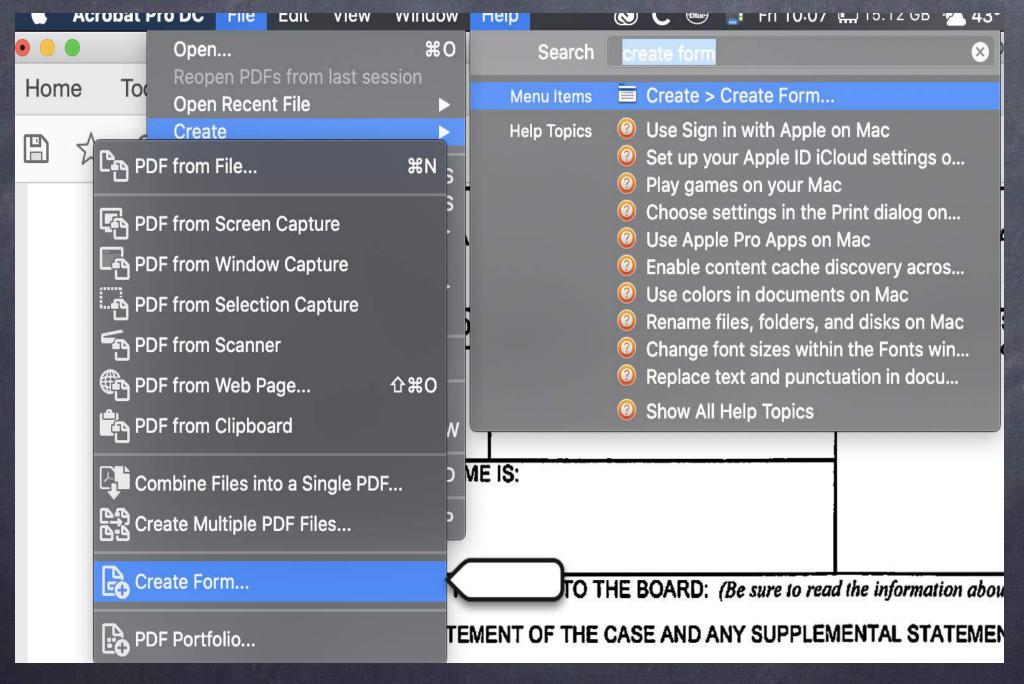
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## Tip #9



Photo by Hilary Halliwell from Pexels

## Battery Tips

### Carry a Spare

You could always go for a phone battery case . . .

- But can't be used with your other devices!
- And will it work on your next phone?
- Small or Medium
- Don't Forget to Bring a Wire!

### Battery Saving Tips

- Do you always need to be connected?
  - Wifi while driving?
  - Bluetooth when nothing is connected?
  - Why not "Airplane" Mode?
- Extra Tip: Need a faster charge?
   Keep your device in "Airplane" Mode!



Backup! Backup! Backup!

Redundancy and Varying Methods are Key!!!

- Three different locations
- Two different mediums
- 1 Computer

#### Three different locations

- Office
- Note to home office attorneys: One of these two backups should be in a different geographical location. Set up routine to exchange old backups with new back ups.
- Home

Cloud

- Two different mediums
  - Solid State Drive
  - Cloud

- Solid State Drive
  - Prices are coming down.
  - An extra, cheeper computer?, with duplicate software and files.
  - Create a disk image of your computer on disc.
  - Mac Users should use time machine.

#### Cloud

- Must have a reliable internet
- Note the difference between file back up and entire back up.
  - Continuous File Backups: Dropbox, OneDrive, iCloud
    - Important as your files change.
      - VS.
  - Regular Complete Hard Drive Backups: Backblaze\*, Carbonite-Mozy, iDrive,
  - Maybe late at night when computer usage is minimal and a large back up will not slow the machine

### Tech Tips for Lawyers

The Tech Savvy Lawyer's Blog

DJ@TheTechSavvyLawyer.Po

<u>www.TheTechSavvyLaywer.Pa</u>