2018 Milwaukee Bar Association
Law & Technology Conference

25 Tips and Tricks

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Catherine Sanders Reach's Tip for Milwaukee 2019 SSF Conference

1. Bookmark All Open Tabs in Chrome

Imagine you have been doing a lot of research and you need to leave your computer after opening a lot of tabs. You can create a bookmark of all the open tabs in Chrome by right clicking on any tab and choosing "bookmark all tabs". This will create a new folder in your bookmarks 11 and put links to each website in the bookmark folder. To open all the tabs again go into the bookmarked folder, right click and choose "open all bookmarks".

2. Boomerang for Outlook and Gmail

https://www.boomerangapp.com/ and http://www.followupthen.com

If all eight fingers are occupied by strings it may be time to consider alternative ways to keep up with reminders. Boomerang lets Gmail, Office 365 and mobile email app users "boomerang" an email back into the inbox when you want it to arrive. It archives the original email in the Boomerang folder. Gmail will now do this, but Boomerang takes it a step farther because it can also remind you when you have not heard back from someone you sent a message to. Basic versions are free.

There is also Followupthen is a fast, simple, free program that works with any email on any device. Simply send an email (or forward an email) to xxxtime@followupthen.com where xxxtime is the time you want to be reminded. Consider – forward an email that doesn't need action for two weeks to 2weeks@followupthen.com and folder the email. In two weeks the email will be sent to you with a note to follow up. Or send yourself a quick email reminder – something that doesn't sit in your inbox but alerts you to take action. When you receive your reminder email you can set another reminder with a click. Response Detection requires you connect your email account with Followupthen and will alert you if a response has not been received to an email you've sent out. Just send an email to someone and place a format such as "1day-r@fut.io" in the 'cc' or 'bcc' field. If they reply before the followup date, the followup will be cancelled.

3. DragApp to turn your inbox into a Kanban board

https://www.dragapp.com

DragApp is an MIT Startup and a Google featured product. It can turn your Gmail inbox into project management boards. It is a Chrome extension (so you can toggle it on and off). You can use it for sales and marketing, project management, or as a one person team to keep up with everything. It is free to try for 14 days, $3 a month for a solo, $49 per month for teams (in beta).

4. Security AntiPhishing Toolkit from Sophos

https://secure2.sophos.com/en-us/lp/anti-phishing/awareness-toolkit.aspx

Did you know 30% of phishing emails are opened? Your users are the weakest link in your fight against phishing, but you can teach them how to spot – and avoid – phishing emails with this free Sophos anti-phishing toolkit. The toolkit includes: Educational poster for your office; Examples of phishing emails; Top tips to spot a phish; PowerPoint deck for internal training sessions; Phishy flowchart to help people identify phishing email

5. Stop Emailing Attachments

https://blog.logikcull.com/getting-it-right-the-second-time-judge-reverses-harleysvilleinsurance

Many practice management applications (contacts, calendars, tasks, documents, dashboard, time/billing, online bill pay) have a client portal to share documents, communicate with clients, pay bills online. You should be using one! No practice management software? How about Dropbox, Google Drive, OneDrive, SharePoint, Box, ShareFile, or any one of multiple ways to send a client a link to files, not a ton of documents.

6. Reduce the Whoops (Email) on Your Phone

If you think it is easy to send an email to the wrong person from your desktop, what about your phone? Delay send in Android and iPhone for a fighting chance at stopping an email from going to the wrong person:

Android Email App

1. Open Email app
2. Click on the vertical ellipsis
3. Choose "settings"
4. Click "Delay Email Sending"
5. Check the box to delay email sending
6. Click Set Length of Delay
7. Choose between 3 and 30 seconds Close

In Android and iPhone Gmail App

1. Open Gmail
2. Open the "Hamburger" symbol on the left
3. Scroll down to Settings
4. Click on General Settings
5. Under Action Confirmations check the box for "confirm before sending" Close settings

7. Refining Google Search Results

Do a Google search and want to narrow it on the fly? Look at the top of the results and click "More" to find quick ways to restrict results to other Google subsets like news or blogs or Google Groups. Click "Search Tools" to get a new menu that lets you restrict by date range, location. Under "All Results" click to "verbatim" if you want Google to search specifically for the words you used without correcting for spelling etc. For instance, typing ex delicta results in results for ex delicto. Use verbatim search to correct the correction.

8. Evercontact – Turn Signature Blocks to Contacts http://www.evercontact.com

Evercontact works with Gmail, Google Apps, Outlook, Office 365, iPhones, and CRMs like Salesforce and Highrise. The software automatically creates and updates contacts from email signatures and sends them to your address book. Basic service for a single user is free, though there are group and Pro plans with more bells and whistles. One premium feature called "Flashback" looks at your email for the past five years and collects the contact information (that is, if you hang on to email that long) for a one-time cost of $99 or $49 for one year of analysis of your email archives. Evercontact will show you what it is adding and give you the chance to accept or reject it — so it isn't so automatic that it fills your contacts with people you don't want there.

9. Slack is Better Than Email
 https://slack.com/ In use by most B2B communication (especially tech companies but really all sorts now), Slack is a team communications tool that integrates with other apps like Google, Todoist, Evernote, etc. to let you send files, make calls, send messages, and more all through one interface. It is free, though for enhanced features (like single sign on) there are fee versions. The communications are encrypted end to end. And, best of all – NO SPAM!

10. Calendly – Your Appointments Online

https://calendly.com/ and https://www.scheduleonce.com/ and https://products.office.com/en-us/business/scheduling-and-booking-app

Tools like Calend.ly are free or starts at $8 user/month for premium and ScheduleOnce which starts at $5 per user per month make it easy to connect your Outlook or Google calendar to show free/busy times on your website at select intervals for individuals or teams to let people "self help" and book appointments without the friction of calling the firm and getting a voicemail or a distracted receptionist. These tools will also send meeting reminders and cancellations. With integrations with MailChimp and Zapier you can automate follow-ups and communications. A similar tool, Bookings comes with Office 365

Andy's Too Geeky Tech Tips

1. ## LiveScribe:

   After last year's tip on digital pens, I decided to get myself a livescribe. [Show pen and demo]. I can report the following:
   a. Pros: Easy to use, print your own paper (works most of the time), never lose your notes as they are synced almost immediately when connected.
   b. Cons: IOS App Interface is clunky and missing some functionality. Can only sync directly to OneNote with a personal account, does not sync with business accounts (no one could explain to me why.)
   c. Overall: Worth it if you are prone to losing your notes like me and hate writing on screens. I expect the next version of the app to be considerably better.
   d.

2. ## §

   Ever try to put a section symbol in an email or worse in some website form that requires it? If you are on a windows machine, you can use the character codes from anywhere. The Section Symbol Character Code is 0167, paragraph is 0182. Simply hold down the Alt key and enter the Character Code into the number pad and release and you have your character.

3. ## Don't forget the DOS:

   While new things are always the most exciting, a lot of the time the best solution is the old one. A number of annoying tech problems can be solved with dos commands. In the run box type cmd and press enter.
   a. Dir /s *.* > tmp.txt (print out the names and folders of every file on the cd you just got from opposing counsel and pipe it to the file tmp.txt).
   b. Tree (prints out a directory tree from where you are down).
   c. Ipconfig /release (or /renew) (reset your network connection without having to reboot your computer).
   d.

4. ## Power Point blackout:

   if you are a power point presenter, and you suddenly realize your audience is mesmerized by your slides and you need to wake them up or focus them on you, like I need to right now, just press B and the slide presentation will black out. Simple, but like all tips and tricks, it's something you might not know until you see it.

5. GOD MODE (for the truly geeky):

Since about windows 8 it has become harder to deal with all the crazy settings in the windows control panel. Tucked away is the Windows Master Control Panel shortcut, aka "God Mode", where you can view your PC's settings in a much more organized way. Create a new folder on the desktop and when in prompts you to name it, paste the following: **GodMode.{ED7BA470-8E54-465E-825C-99712043E01C} then press enter. The icon will change. Double click and you will have a completely different view of the settings on your machine.**

6. Windows 10 screen organizing tools:

Windows 10 has introduced some nice ways to organize your screen.
   a. Drag to side and split the screen 50-50 with another application.
   b. Drag to the corner and take up ¼ of the screen.
   c. Virtual Desktops: Allows you to have multiple screen layouts so despite having a bunch of applications open, your screen can be less cluttered and you can switch between one set of views and another easily and without changing your application screen positions. Really useful with one monitor, less so if you have multiple monitors.

7. IOS Tricks:

A couple of simple but nice tricks to add to your iPhone repertoire.
   a. Read a web page out loud: Your phone will read an article or web page out load with a simple swipe. Settings->General->Accessibility->Speak Screen-> On. Once enabled, with two fingers swipe down on the screen from the top and Siri will start reading the article to you. Be aware it reads everything so depending on the page it can be really useful or really annoying.
   b. Siri What Can You Do?: Recently Siri started interpreting my "Route me to" commands as references to Routt County, CO. So I had to change my command for directions and I doing so I looked up how to ask Siri for a command list. Smarter people than me probably already knew to just ask Siri "What can you do?" and it pops up a list of commands.

8. E-Bikes (cause I just think they are cool).

   a. I watched a biker on an e-bike fly up a hill without breaking a sweat on a 90+ degree day this summer and I decided they are just cool. I have no idea how good this one is (https://electronwheel.com), but it allows you to convert any bike into an electric assist simply by changing the front tire. And then go back to a normal bike just as easy.

https://www.nomoreransom.org/en/index.html. An interesting site that has tried to aggregate many of the efforts to find solutions to ransomware. Definitely worth a try if it happens to you.

Jeff Krause

1. Yammer
Yammer is a social tool designed for business rather than personal use. Yammer is a way that your people can collaborate as a team on projects or even legal matter. It is very easy to use. Create a group and invite others to the group. Next, start a discussion thread within the group. Other members of the group will begin contributing to the discussion.

Yammer is easy to use and as more and more people use social media as a personal communication tool, the concept of threaded discussions is more and more familiar. Yammer is free with an Office 365 Business Premium or higher.

2. Bookings
Bookings is another tool that is included with Office 365 Business Premium. Bookings creates a link that you can add to your website. It integrates with your Office 365 calendar and allows people to schedule time with you. At first, that might now sound very appealing. However, you have a lot of control over the process. You can set specific days when you can or cannot be booked. You can set maximum meeting times and minimal intervals between meetings.

While Bookings might not be for everyone, many people will find it very helpful. Think about how many times you have had to look through your calendar for an available time. With Bookings, the person who wants to see you does the work. You just get the appointment.

3. Zamzar
Zamzar (www.zamzar.com) is an online file converter tool. It converts files from one format to another. It is especially useful for converting video files such as an .mp3 file that you want converted to a .wav file or vice versa. It is also valuable when trying to convert files between some of the PC and Apple formats.

With a little time, research and trial and error, you will find that your computer is already capable of making many of these conversions. However, Zamzar has all of the tools in one place. It is much faster than finding the tool on your own.

$Free

4. Help with Tasks and Projects
Have you ever had a small project that you just did not have the time or skill to complete? Today, there are many services that will connect you to someone who can complete that task.

Task Rabbit (www.taskrabbit.com) and Takl (www.takl.com) focus on home services. Use them when you need a room painted or furniture moved from one room to another.   Takl offers a broader range of services including yard work and package pickup and delivery.

Thumbtack (www.thumbtack.com) connects to you to professionals in a variety of areas. Simply enter some details for your project or event and quotes start to appear.

The price depends on the project and there is some room to negotiate if the project specifications where unclear.

5. Recover Unsaved Documents
You start a new Word document and type a few pages. Now you are ready to leave for the day and when you close Word you are prompted to save the document. You're in a hurry and without thinking you click "Don't Save." You've just lost a few hours work. Right?

Not necessarily. Under the File Menu in Word, the Info tab provides access to the Manage Document feature. Manage Document will take you to the Unsaved Files folder on your computer which may very well contain the file. The "unsaved" save may be ten minutes old but losing ten minutes is a lot better than losing hours.

6. Luxafor Flag or Bluetooth
http://luxafor.com
Are you constantly interrupted by colleagues asking if you have a minute? Luxafor indicates whether you have that minute without anyone having to interrupt you to ask.

The Luxafor Flag is a USB connected device where green indicates that you are available and red indicates that you are not. The device can be manually activated or set to integrate with Outlook, Skype or other applications. The Bluetooth model attaches to any surface (your door) to extend the range of your warning light.

Luxafor Flag $31.00
Luxafor Bluetooth $79.00

7. OneLook
https://onelook.com
OneLook is a powerful dictionary tool that does more than just provide definitions of words. It also works like a text search engine to help you find and spell words. Some examples:
Bluebird finds definitions of bluebird
Blue* finds words and phrases that start with blue
*bird finds words and phrases that end in bird
Bl????rd finds words that start with bl, end with rd and have four letters in between
Bl*.snow finds words that start with bl and have a meaning related to snow
*.snow or .snow finds words related to snow
*.winter sport finds words related to the concept winter sport
winter finds phrases that contain the word winter
Expand:nasa finds phrases that spell out n.a.s.a.

The OneLook Thesaurus and Reverse Dictionary helps you find the right word. The Thesaurus works like a traditional thesaurus. Type a word to find similar or related words. The Reverse Dictionary finds the word you are looking for from its definition. For example, type "protect a table" finds words like coaster, tablecloth and hot pad.

9. **New Features in NetDocuments**
NetDocuments was already an outstanding cloud document platform but two new features have made it even better.

ndMail is predictive email filing. As you file emails into NetDocuments, ndMail learns and begins to suggest the correct location. ndMail's predictive ability goes way beyond the sender and recipient. It analyzes subject lines, the body of the email and even the names of attachments. It can spot keywords including things like claim numbers. After a few weeks it is almost always correct in its prediction, making email filing quick and easy.

ndThread is a social tool similar to Yammer or Slack. However, because it is part of NetDocuments, it works alongside the documents and emails you work with all day. You can create threads around matters, documents or any subject. It allows you to collaborate with your team in a new way.