45 Apps & Tech Tips in 45 Minutes

Chris Krupa Downs Collin County Bar Association October 18, 2022



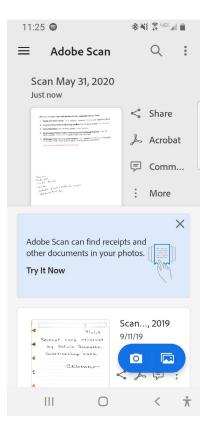
Ethics Moment

Rule 1.01, Paragraph 8

 Because of the vital role of lawyers in the legal process, each lawyer should strive to become and remain proficient and competent in the practice of law, including the benefits and risks associated with relevant technology. To maintain the requisite knowledge and skill of a competent practitioner, a lawyer should engage in continuing study and education.



Adobe Scan



- PDF Scanner, PDF Creator, OCR
- Different capture modes (white board, form, document, business card)
- Open in Adobe Reader to make notes & comment
- Can link to your Adobe Pro DC account
- Android and iOS



Office Lens



Another Scanner App

- Capture pictures of whiteboards, documents, business cards and receipts
 - Save as PDF
- Save to phone's gallery or OneNote,
 - OneDrive, Word, PowerPoint
- Write on your image



Genius Scan

- Fast Document Scanner.
- Converts Photos to PDF.
- Combines Pics into Multi-page
 Docs.
- Crops & Cleans Up Images;
- Distortion Correction & Shadow Removal.

• Email Forwarding.



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Scan in iPhone

How to scan documents on your iPhone, iPad, or iPod touch

- 1. Open Notes and select a note or create a new one.
- 2. Tap the Camera button , then tap Scan Documents .
- 3. Place your document in view of the camera.
- 4. If your device is in Auto mode, your document will automatically scan
- 5. Tap Save or add additional scans to the document.





Scan in Android

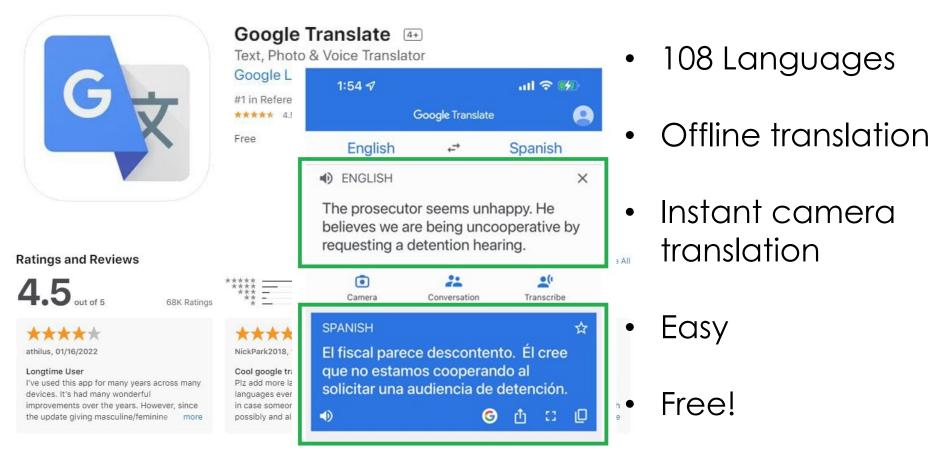
How to scan documents on your Galaxy

- 1. Open Camera
- 2. Look for yellow border to surround document
- 3. Tap Scan





Google Translate





LastPass

Password Manager

- Saves all your passwords and generates new, strong passwords
- Automatically logs you in and saves time
- Teams and enterprise versions
 - Vault for every user & shared folders
- \$3 \$8/user/month





SplashID

<u></u>	SplashiD Safe 8.1.1.025 — 🗖
SplashID Safe	Stats
Dashboard	150
SplashID Backup	100
Settings	50
 Edit Categories 	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
Edit Types	5 Categories 22 Types 166 Records
i Help Center	
Lock Now	SplashID Feedback Advanced Analysis SplashID Backup Vew 100 Repeated Passwords Vew & Fix Last 5 Backups October 29, 2018 : 166 records 13 Weak Passwords View & Fix Downther 19, 2018 : 166 records November 19, 2018 : 166 records 13 Old Passwords View & Fix November 26, 2018 : 165 records November 26, 2018 : 165 records 115 Old Passwords View & Fix November 26, 2018 : 165 records
hriskrupadowns@outlook.com ync: Cloud Sync icense: Lifetime) Dec 02, 2018 at 03:07 PM	

Password Manager

- Like Last Pass, etc.
- Free and Pro versions
- Access on all devices
- Feedback on passwords



AVG Internet Security



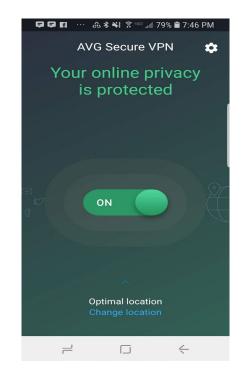
- PC/Mac/Mobile
- Free & Ultimate versions
- Stops viruses & malware;
- blocks unsafe links, downloads, email attachments;
- Protects passwords, files & webcam from hackers
- Privacy protection with a secure VPN (with Ultimate version)



AVG Internet Security Secure Pin

VPN

- Windows and Mobile
- Protects the data you upload & download
- Anonymizes your internet activity
- Protection against attackers by using an encrypted tunnel to property your online activity
- Uses AES 256-bit encryption key (bank-grade)

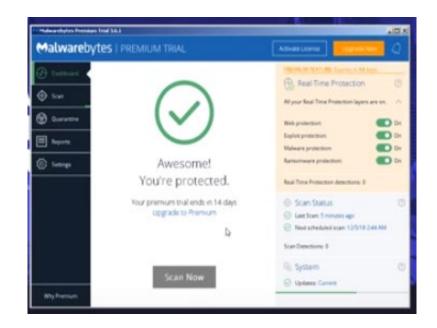




MalwareBytes

Anti-Malware

- 24/7 Scan Exploit Shield
 - Malware & Ransomware
 - Spyware & Adware Removal
- Complements Anti-Virus Apps
- "Chameleon" Shield Feature





NordVPN

Virtual Private Network

- Inexpensive: < \$3/month
- Excellent Technical Support
- Great benefifs:
 - Complete Privacy
 - Online Freedom: No Trail
 - Security & Accessibility

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NotaryCam

https://www.notarycam.com/

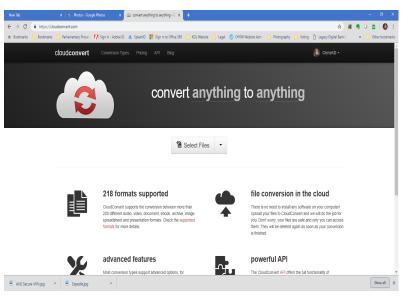
- eNotarize documents online
- Uses Webcam and confirms identify
- \$25/US or \$79/International
- Works anywhere you have an Internet connection





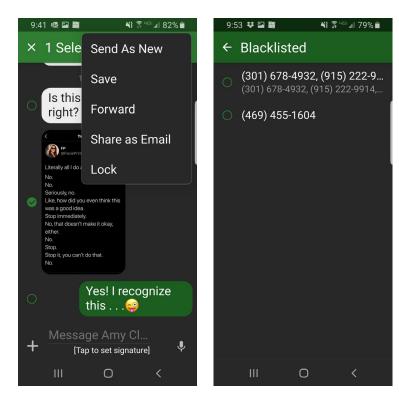
CloudConvert

- File conversion in the cloud
- Add to Chrome or iOS Apps
- 218 formats supported
- Cost
 - 25 conversions minutes/day = \$0
 - 500 conversion minutes= \$8
 - 1,000 conversion minutes = \$8/mo.
- Link to Drive, Dropbox, Box, OneDrive





Textra



Text App

- Customize colors & fonts
- Share texts as email
- Forward texts
- Undo text deletion
- Block/Blacklist Numbers!



Legal Text Collector

Ever need to collect texts from an Android?

- Collects messages & converts to PDF
- Includes images and attachments
- Organizes by conversations
- Share collection to e-mail, Dropbox, or other file sharing app
- Costs about \$3

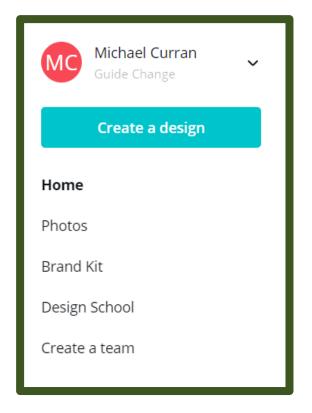
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Watch a <u>how-to video</u> or read the instructions	
New collection	SHARE PREVIOUS NEXT FIND
- L	



Canva

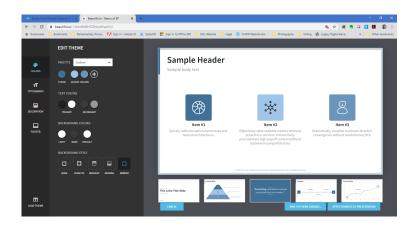
Easy Graphic Design

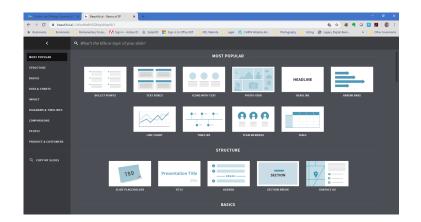
Templates for newsletters, flyers, handouts, social media posts, presentations, cards, etc. Anything you would typically create using a Word template or PowerPoint, only better looking





Beautiful.Al – Presentation Creator





- Add content & slides adapt without need to drag boxes
- Templates, photos & icons
- Desktop player or export as PDF or PowerPoint
- Playback on mobile devices
- Free & Pro plans (\$15/mo for Pro; can be paid annually)

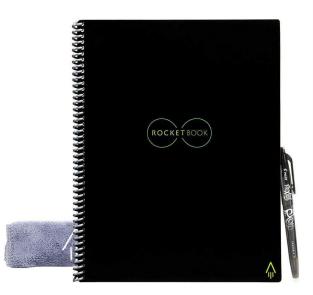


Windows Virtual Desktops

- Free, in Windows 10 and 11
- Type
 WINDOWS + TAB
- Drag programs between desktops
- Adjust display settings
- Use to create virtual desktops for different client matters if you want to keep certain documents & programs open



RocketBook



- Reusable notebook, note cards, & beacons
- Use App to scan handwritten notes to cloud
 locations
- Wipe clean!



Clicky Keyboards



Keychron Q2

The Keychron Q2 QMK is the kind of premium accessory that actually justifies its lofty price tag. The hot-swappable mechanical keyboard comes in three distinct colors, each with accented keycaps, and offers an excellent typing experience right out of the box. You can also pick it up with linear, clicky, or tactile switches for a more curated typing experience or choose to purchase a barebones kit if you're more into making your own.

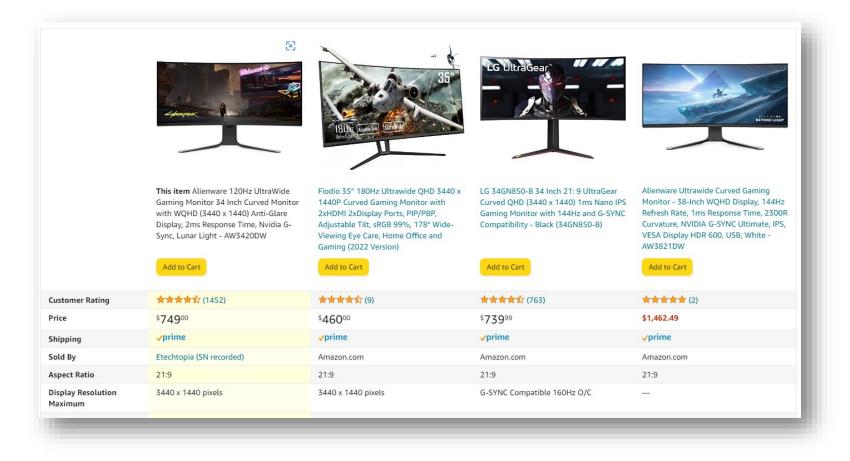
Price: \$169

LOW-PROFILE MECHANICAL





Curvy Monitors





Weird Mice



Logitech Lift Mouse

Logitech's second-gen vertical mouse looks weird but feels great. The ergonomic accessory is meant to be used at a 57-degree angle — which can help reduce pesky wrist strain — and opts for a number of helpful features, including a silky-smooth scroll wheel, Bluetooth connectivity, and a pair of thumb buttons that default to forward and back while browsing. It's even available in a left-handed configuration. How's that for accomodating? **Price: \$69.99**







Lawmatics

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- Client Intake
- Law Practice CRM
- AUTOMATIONS!
- Billing
- Client portals
- Integrated Apps including Zoom, Clio, Smokeball, Practice Panther, Filevine, and LawPay
- Releasing upgrades often



Upwork

Freelancer Market

- Often higher end workers
- Free to join pay for hires
- Post jobs, get bids
- Great for:
 - Newsletters
 - Powerpoints
 - Marketing

Open Jobs		Post Job
You cu	urrently have no job postings	
View all job postings (including filled and closed jobs)		
Contracts Q Search contracts		So far this week \$0.0
Another Newsletter Victoria MacKinnon Wed 3:45 PM in Canada	Completed May 12, 2016	Actions \vee
Second Newsletter Victoria MacKinnon Wed 3:45 PM in Canada	Completed Dec 9, 2015 ****	Actions \lor
SBOT C&T Newsletter Victoria MacKinnon Wed 3:45 PM in Canada	Completed Aug 21, 2015	Actions ~



Outlook Online keyboard shortcuts

Write email

N/Ctrl+N

R/Ctrl+R

Ctrl+Shift+F

Ctrl+Shift+S

Ctrl+Shift+C

Ctrl+Shift+I

Ctrl+Alt+H

Ctrl+/

Ctrl+.

Ctrl+L

Ctrl+E

Ctrl+R

Ctrl+K Ctrl+Shift+Y

Ctrl+S

Ctrl+A/S then A

S then N

Up/Ctrl+,

Ctrl+Alt+V

Ctrl+Alt+A

Home

End

M/F9

Down/Ctrl+.

Esc

Ctrl+Enter/Alt+S

Shift+F/Ctrl+Shift+F

Alt+.

Create a new email Show address book Send an email Reply to an email Reply all to an email Forward an email Change font Change font size Change font color Change font highlight color Apply first font highlight color Create numbered list Create bulleted list Align text left Align text center Align text right Decrease indent Increase indent Insert a hyperlink Insert emoticon Save draft Discard draft

Email list

Select all emails Deselect all emails Move selection downwards Move selection upwards Select first email Select last email Refresh all emails Toggle view Optimize for accessibility

Read email

Open an email Search your email Close an email Expand/Collapse a conversation Shift+R/Ctrl+Shift+R Open the next item Open the previous item Go to Go to Inbox Go to Drafts Go to Sent Go to All Go to Flagged Go to Mail Go to Calendar Go to People Ctrl+Shift+M/Alt+Shift+Left Go to Tasks Alt+Shift+Right/Ctrl+M Show Help Delete an email

Email actions Archive Mark an email as junk Move to a folder New folder Categorize an email Mark an email as read Mark an email as unread Flag an email

Undo last action

O/Enter Alt+O Esc Х Ctrl+. Ctrl+, G then I G then D G then S G then A G then L Ctrl+Shift+1 Ctrl+Shift+2 Ctrl+Shift+3/G then P Ctrl+Shift+4 ? Del Е J V

Shift+E

Q/Ctrl+Q

U/Ctrl+U

Insert

Ctrl+Z

С

Command	Shortcut
Archive	E
Mark as Junk	J
Mark as Read	Q
Flag	Insert
Search	Alt + Q
Reply	R
Reply to All	Shift + R
Refresh Mail	Μ



Stride

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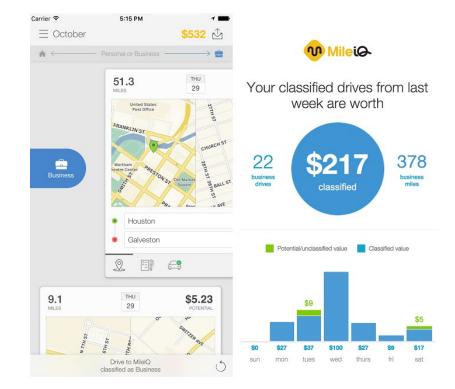
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Automatically records	Mileage Sat, Jul 20	-\$4.41	
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driving	Mileage Wed, Jun 26	-\$10.89	
	Mileage Wed, Jun 26	-\$7.70	
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MilelQ

Mileage Log

- Uses GPS to tracks automobile usage
- Logs mileage for business use
- Generates "contemporaneous mileage log" necessary for claiming reimbursements and tax deductions

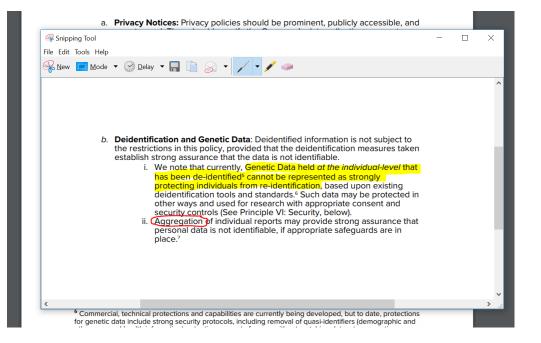




Snipping Tool

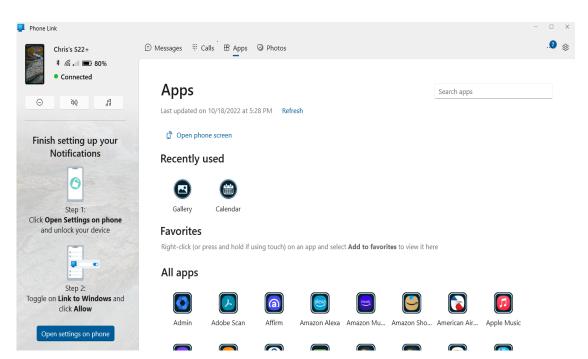
Screencaps

- Capture all or part of screen
- Highlight, marker, eraser





Integrated Android Apps on Windows



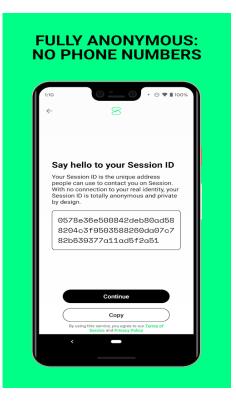
- Windows users can run Android apps side by side with Windows applications on a PC.
- Find Android apps in Microsoft's PhoneLink app
- These will run in a separate window outside of the Your Phone app, mirrored from your phone.
- Some apps may not be supported



Session Encrypted Messenger

https://getsession.org/

- OPTF built & maintained by , Australia's first privacy tech not-for-profit org.
- Encrypts texts, videos, photos, and voice.
- No metadata logging: Session doesn't store, track, or log your messaging metadata.



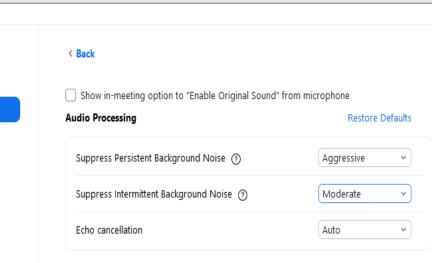


Zoom Noise Suppression

Invoke Profile/Settings

- Audio Tab/Advanced
- Select Suppress Options
- Persistent Noise?
- Intermittent Noise?
- Auto, Low, Moderate, Aggressive

🖸 Settings			
Θ	General		
	Video		
\cap	Audio		
0	Share Screen		
0	Chat		
	Virtual Background		
	Recording		
8	Profile		





Last Message

Notify contacts that your battery is running low

- Send warning via Twitter, email, SMS, or Facebook that you may not be in contact once your phone battery dies.
- Personalize your away message and choose at what percentage you want the app to send the message.





https://phishingquiz.withgoogle.com/

Practice your ability to stop a phishing email scam

- Google sponsored quiz
- Gives examples of phishing and legitimate emails
- Shows you how to tell the difference
- Google blocks 18 Million Coronavirus scam emails per day!





Expensify

Expense Management

- picture, Take forward • email, or upload PDF to capture receipts
- Automatically reads and • captures receipt contents
- Categorization, approval, • reporting

	Expenses					New Expense +
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Xero

Bookkeeping Reporting

 Software used to record and process accounting transactions and provide financial reports

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Loom Video

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	Dashboard - AVG Secure Browser		Conferencing, Web	Zoom - Google Chrome
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- Record quick videos
- Use to capture
 "how-to" on tasks and processes for training staff



Microsoft Teams

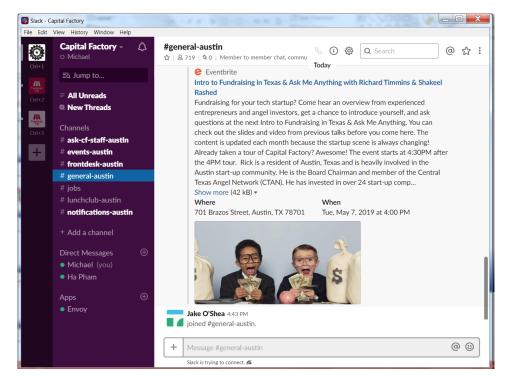
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? Help	Soin or create a team	द्ध		

- Chat, Online meetings & video calling
- Team and personal file storage
- Screen sharing
- Create channels for staff, clients, or reception service
- Integrates with Clio, Zoom, Asana and other apps



Krupa Downs Law

Slack



Group Communications

<u>Acronym</u>: Searchable Log of All

Communication and

Knowledge

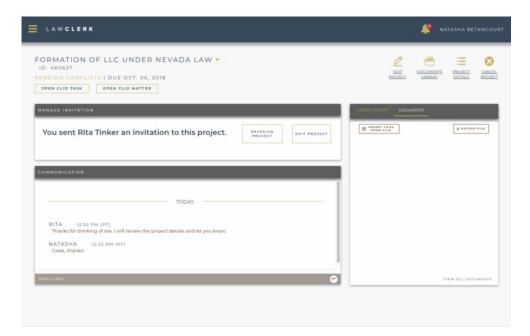
- Free until size limits
- Great archive
- Channels



LawClerk.legal

Project Outsourcing

- Legal services marketplace
- Outsource research and writing to lawyers based on experience and expertise
- Set and pay flat fee for completed work





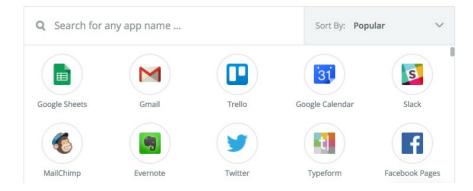
Zapier

Automation Tool

- Web-based services that allows users to integrate various applications to create automated workflows
- Over 1,000 integrated apps



Q Pick Apps to Explore Workflow Ideas





Insight Timer

Stress Management

- Free mobile app with almost 14,000 guided meditations to help:
 - calm the mind
 - reduce anxiety
 - manage stress
 - sleep deeply
 - improve happiness

Mesmerizing audio loops during meditation to enhance your practice



TIME	R PRESETS	
Si	tarting bell	
	ZHADA	
Duration	Meditation 10:00	>
Interval bells	3 Repeating	>
Ambient sound	Lucid Dream	>
Ending bell	Gong Hanchi	>
C 85%	START	



TCDLA App



(a) Subject to the restrictions provided by Section 264.408, Family Code, and Article 39.15 of this code, as soon as practicable after receiving a timely request from the defendation he state shall produce and permit the inspection of the electronic duplication, copying, and phot graphing, by or on behalf of the defendant, of an offense reports, any designated documents, papers, written or recorded statements of the defendant or a witness, including witness statements of law enforcement officers but not including the work product of counsel for the state in the case and their investigators and their notes or report, or any designated books, accounts, letters, photographs, or objects or other tangible things not otherwise privileged that constitute or contain evidence material to any matter involved in the action and that are in the possession, custody, or control of the state or any person under contract with the state. The state may provide to the defendant electronic duplicates of any documents or other information described by this article. The rights granted to the defendant under this article do not extend to written communications between the state and an agent, representative, or employee of the state. This article does not authorize the removal of the documents, items, or information from the possession of the state, and any inspection shall be in the presence of a representative of the state.

(b) On a party's request made not later than the 30th day before the date that jury selection in the trial is scheduled to begin or, in a trial without a jury,



(n) This article does not prohibit the parties from agreeing to discovery and documentation requirements equal to or greater than those required under this article.

Added Acts 1965, 59th Leg., ch. 722 (SB 107), § 1, eff. Jan. 1, 1966; Amended Acts 1999, 76th Leg., ch. 578 (SB 557), § 1, eff. Sept. 1, 1999. Acts 2005, 79th Leg., ch. 1019 (HB 969), § 1, eff. June 18, 2005; Acts 2009, 81st Leg., ch. 276 (SB 595), § 2, eff. Sept. 1, 2009; Acts 2013, 83rd Leg., ch. 49 (SB 1611), § 2, eff. January 1, 2014; Acts 2015, 84th Leg., ch. 459 (HB 510), § 1, eff. Sept. 1, 2015; Acts 2016, 1236 (SB 1610, § 4, 001, eff. Sept. 1, 2015; Acts 2017, 85th Leg., ch. 686 (HB 34), § 7, eff. Sept. 1, 2017;

Watkins v. State, 619 S.W.3d 265 (Tex. Crim. App. 2021). Pursuant to Article 39.14 the trial court erred in admitting the State's exhibits that had not been produced prior to the trial because they contained material evidence. Article 39.14 applies to evidence in punishment, not just to culpability.

v. State, 600 S.W.3d 460 (Tex. App. -. m dis-Worth, 220, pet. ref'd). The trial court or asserted that qualifying dere counsel had violated Article 39.14(f) when he allowed the defendant's wife, also a witness in the case, to view evidence. The State claimed that this violation made counsel a witness to the defendant's attempted witness tampering, and that he could not represent the defendant under Disciplinary Rules 3.08 and 1.06. The court reasoned that under Rule 3.08, the State had to prove that it was completely necessary for counsel to testify to an essential fact. Further, the State had to show that it would be prejudiced if the attorney was not disgualified. The court held that it was

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 Thank you to the Computer & Technology Council for the years of "60 Apps in 60 Minutes" presentations and for including me on the panel. This presentation would not have been possible without each of them and their tech tips!

