

# 45 Apps & Tech Tips in 45 Minutes

Chris Krupa Downs  
Collin County Bar Association  
October 18, 2022



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# Ethics Moment

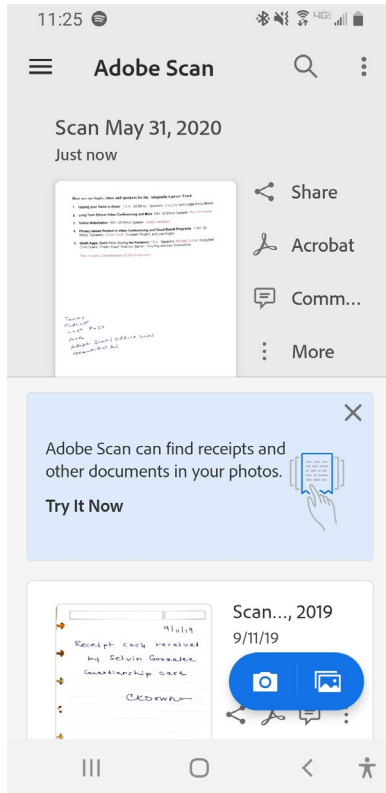
## Rule 1.01, Paragraph 8

- 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.



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# Adobe Scan

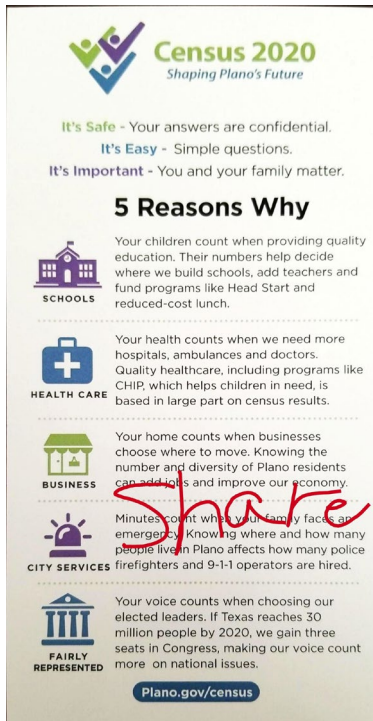


- PDF Scanner, PDF Creator, OCR
- Different capture modes (white board, form, document, business card)
- Open in Adobe Reader to make notes & comment
- Can link to your Adobe Pro DC account
- Android and iOS



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# Office Lens



## Another Scanner App

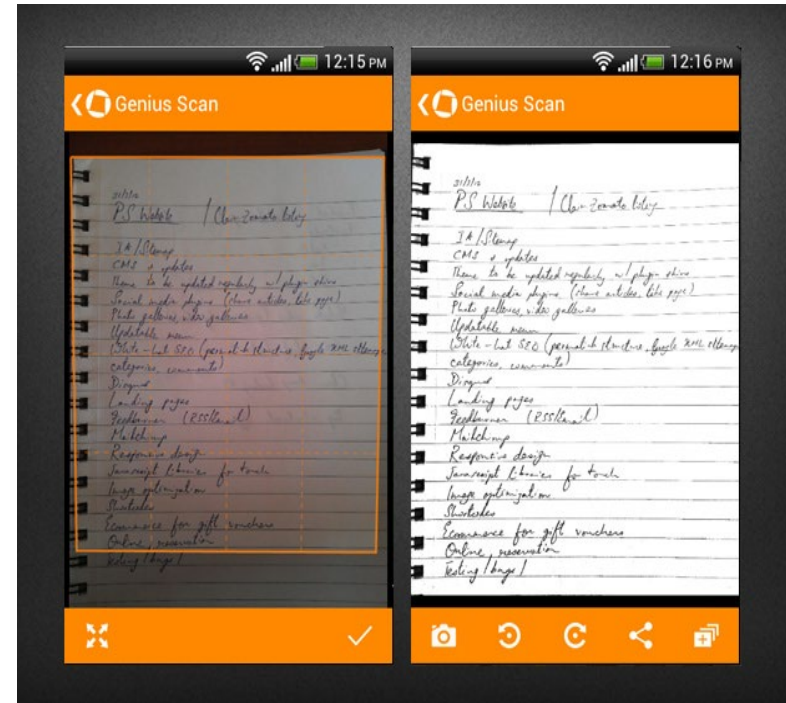
- Capture pictures of whiteboards, documents, business cards and receipts
- Save as PDF
- Save to phone's gallery or OneNote, OneDrive, Word, PowerPoint
- Write on your image



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# Genius Scan

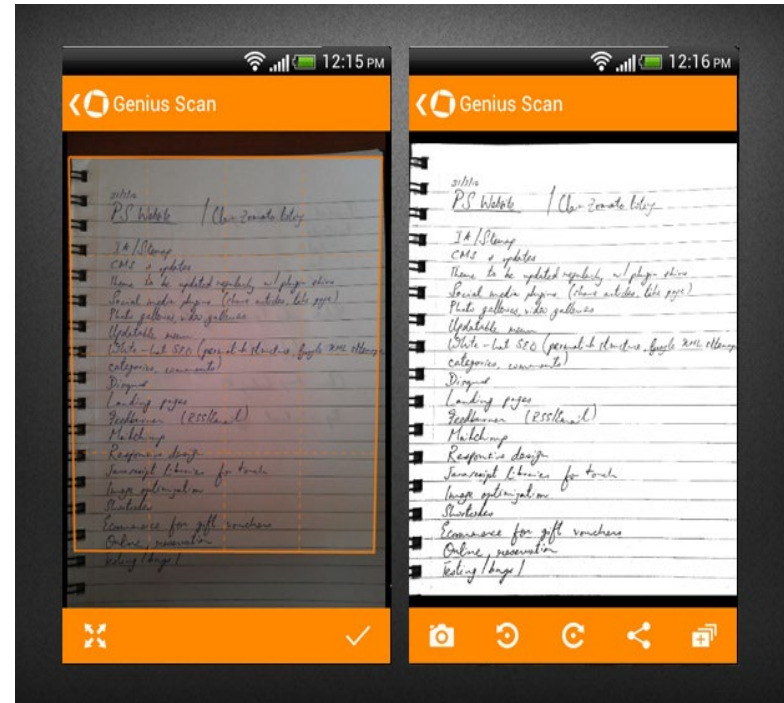
- Fast Document Scanner.
- Converts Photos to PDF.
- Combines Pics into Multi-page Docs.
- Crops & Cleans Up Images;
- Distortion Correction & Shadow Removal.
- Email Forwarding.



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# Genius Scan

- Fast Document Scanner.
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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.



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# Scan in Android

## How to scan documents on your Galaxy

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



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# Google Translate



## Ratings and Reviews

**4.5** out of 5

68K Ratings



athilus, 01/16/2022

### Longtime User

I've used this app for many years across many devices. It's had many wonderful improvements over the years. However, since the update giving masculine/feminine [more](#)



NickPark2018,

Cool google tr:  
Plz add more la  
languages ever  
in case someor  
possibly and al

## Google Translate 4+

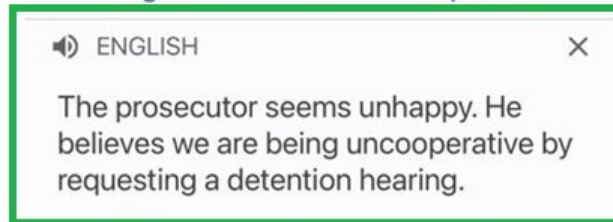
Text, Photo & Voice Translator

Google L

#1 in Refere

★★★★★ 4.!

Free



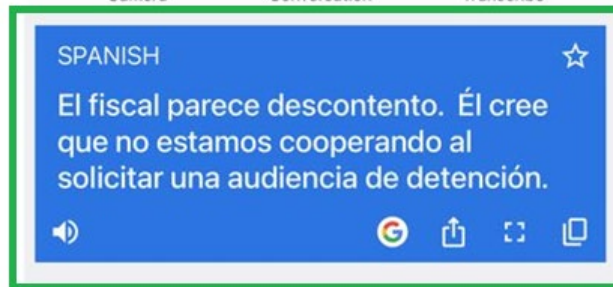
Camera



Conversation



Transcribe



- 108 Languages
- Offline translation
- Instant camera translation
- Easy
- Free!

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# LastPass

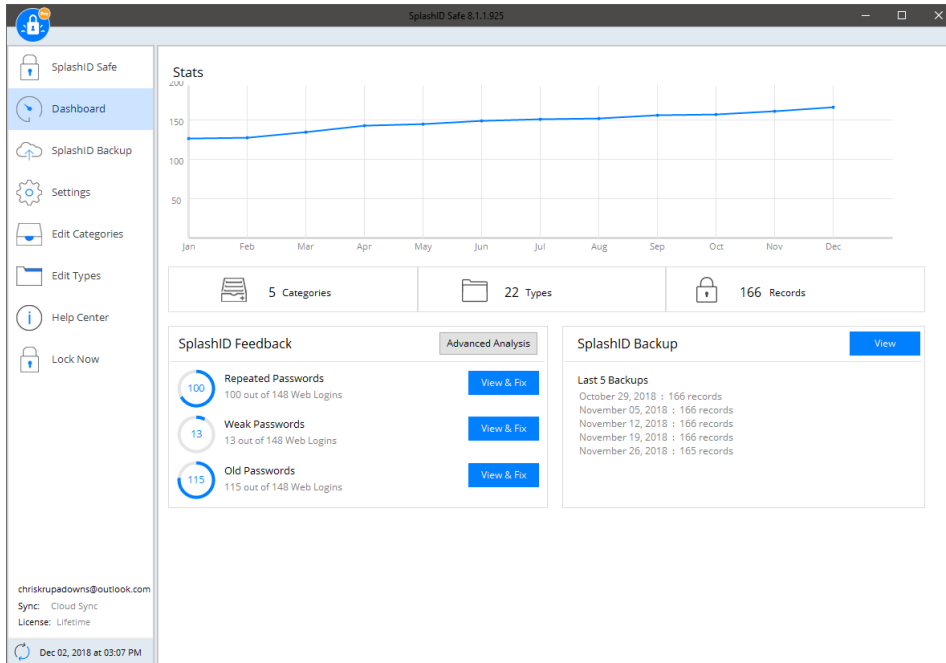
## Password Manager

- 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



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# SplashID



## Password Manager

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



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# 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)

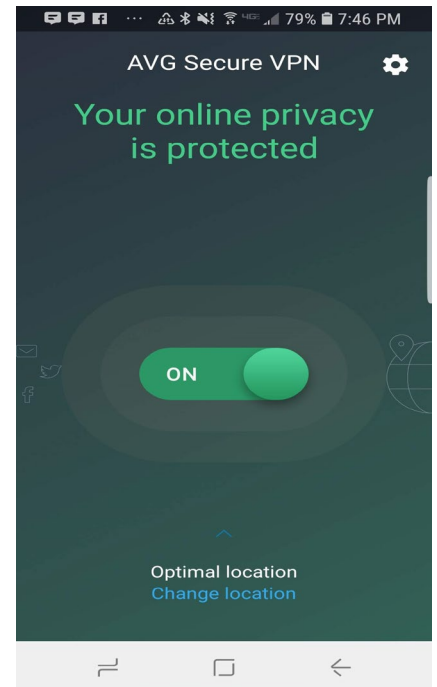


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# AVG Internet Security Secure Pin

## 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)

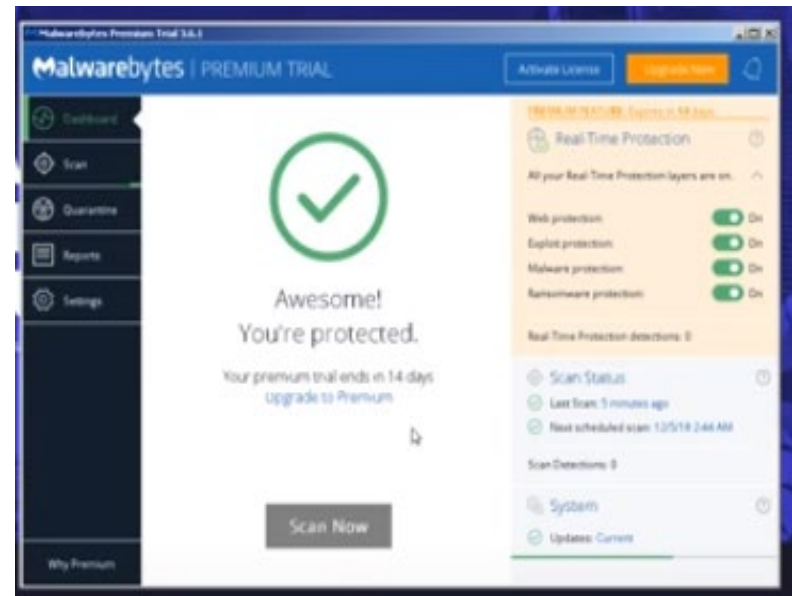


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# MalwareBytes

## Anti-Malware

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

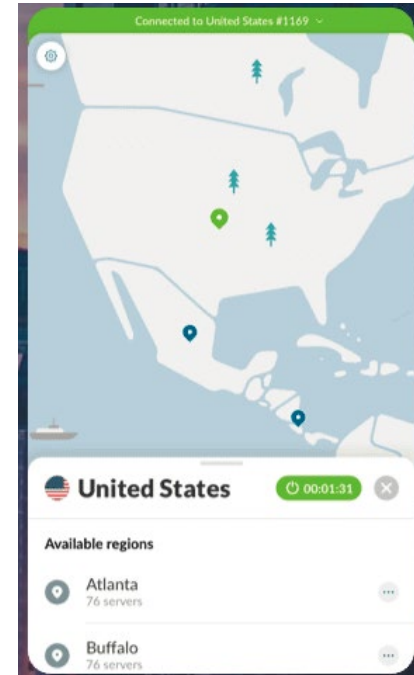


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# NordVPN

## Virtual Private Network

- Inexpensive: < \$3/month
- Excellent Technical Support
- Great benefits:
  - 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

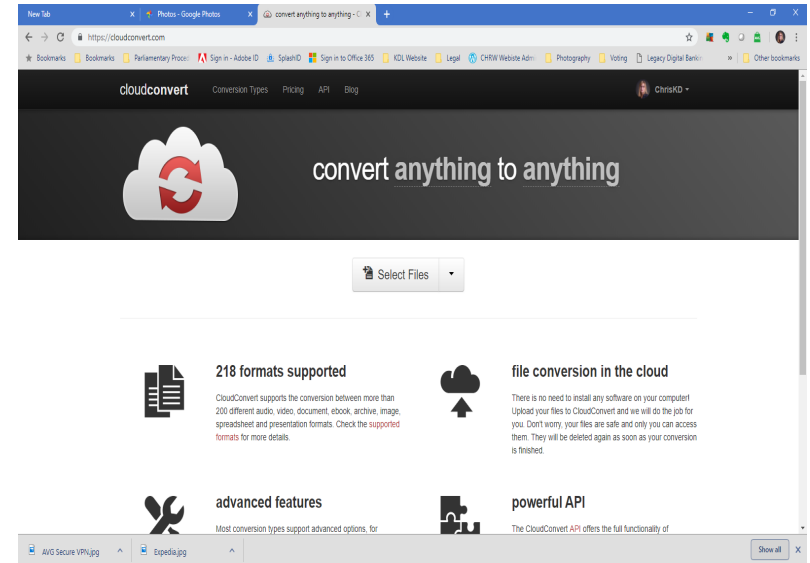


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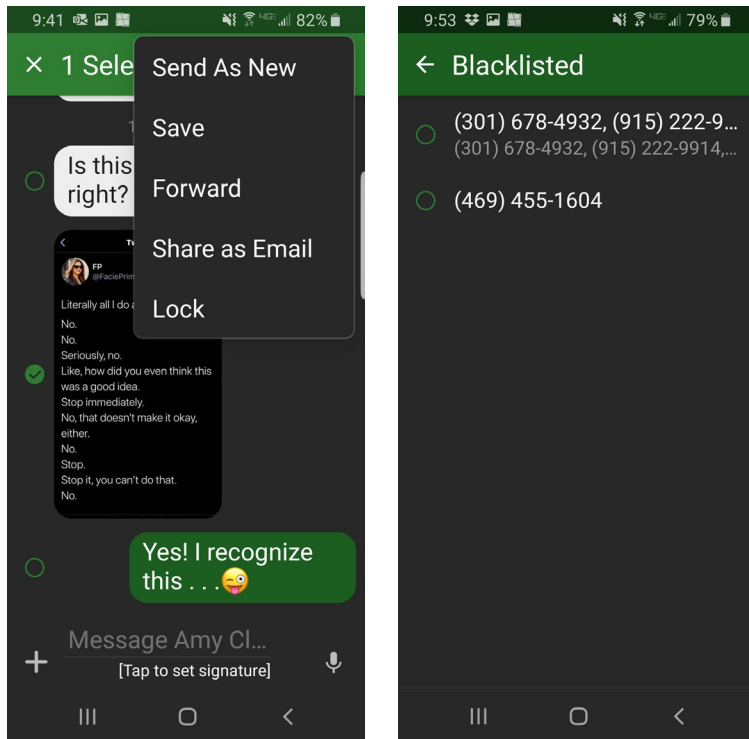
# CloudConvert

- 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



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# Textra



## Text App

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

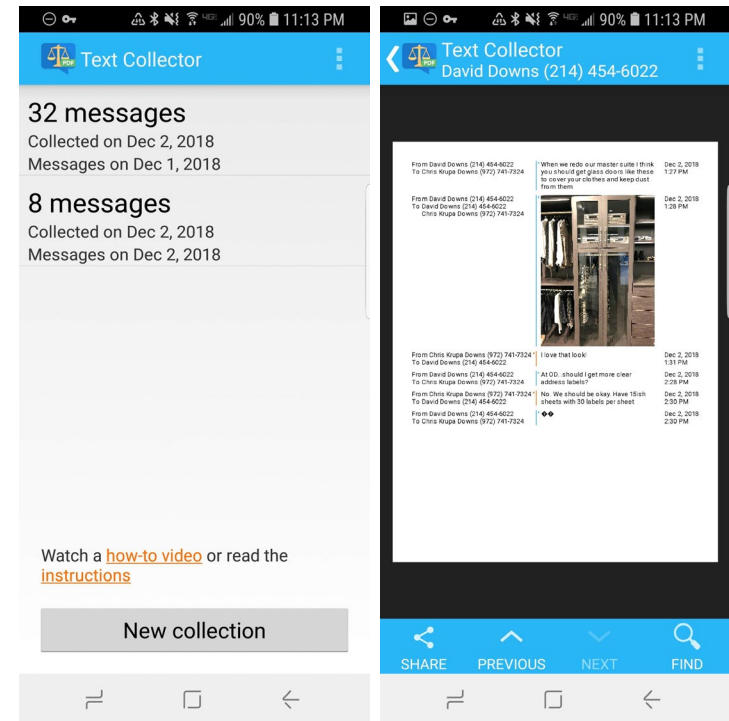


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# Legal Text Collector

## 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



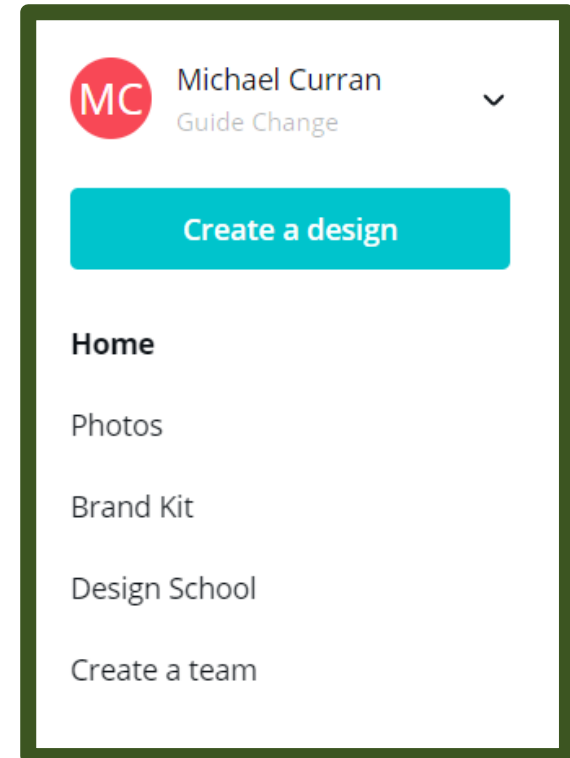
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# Canva

## Easy Graphic Design

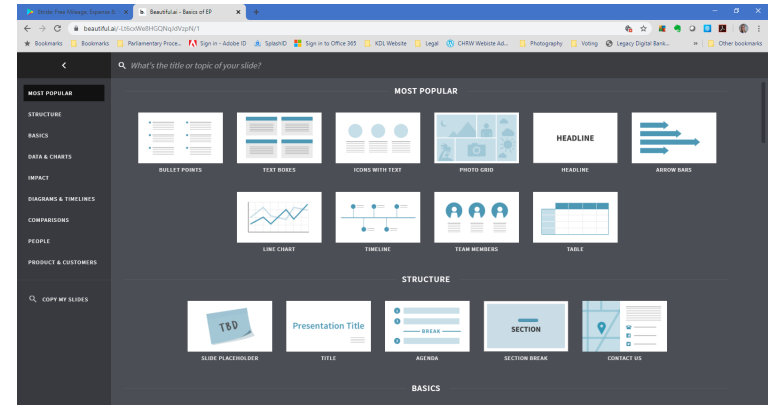
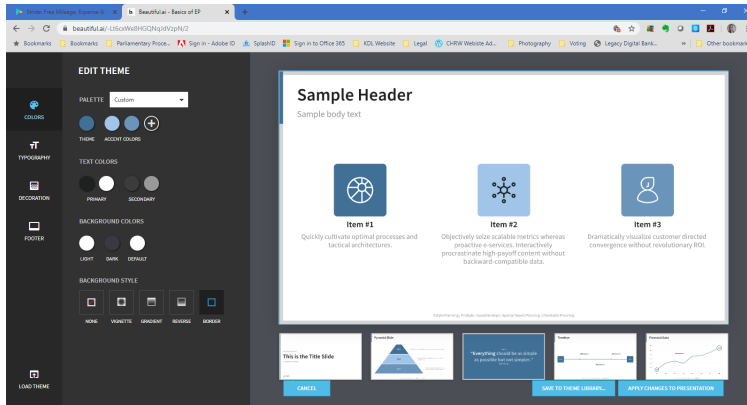
Templates for newsletters, flyers, handouts, social media posts, presentations, cards, etc.

Anything you would typically create using a Word template or PowerPoint, only better looking



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# Beautiful.AI – 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)



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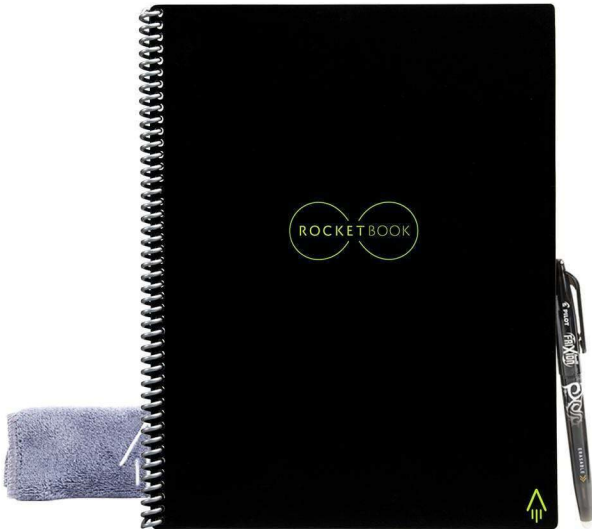
# Windows Virtual Desktops

- 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



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# RocketBook



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



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# 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**



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# Curvy Monitors



**This item** Alienware 120Hz UltraWide Gaming Monitor 34 Inch Curved Monitor with WQHD (3440 x 1440) Anti-Glare Display, 2ms Response Time, Nvidia G-Sync, Lunar Light - AW3420DW

Add to Cart



Fiodio 35" 180Hz Ultrawide QHD 3440 x 1440P Curved Gaming Monitor with 2xHDMI 2xDisplay Ports, PIP/PBP, Adjustable Tilt, sRGB 99%, 178° Wide-Viewing Eye Care, Home Office and Gaming (2022 Version)

Add to Cart



LG 34GN850-B 34 Inch 21:9 UltraGear Curved QHD (3440 x 1440) 1ms Nano IPS Gaming Monitor with 144Hz and G-SYNC Compatibility - Black (34GN850-B)

Add to Cart



Alienware Ultrawide Curved Gaming Monitor - 38-Inch WQHD Display, 144Hz Refresh Rate, 1ms Response Time, 2300R Curvature, NVIDIA G-SYNC Ultimate, IPS, VESA Display HDR 600, USB, White - AW3821DW

Add to Cart

Customer Rating	★★★★☆ (1452)	★★★★☆ (9)	★★★★☆ (763)	★★★★☆ (2)
Price	\$749 <sup>00</sup>	\$460 <sup>00</sup>	\$739 <sup>99</sup>	\$1,462.49
Shipping	✓prime	✓prime	✓prime	✓prime
Sold By	Etechtopia (SN recorded)	Amazon.com	Amazon.com	Amazon.com
Aspect Ratio	21:9	21:9	21:9	21:9
Display Resolution Maximum	3440 x 1440 pixels	3440 x 1440 pixels	G-SYNC Compatible 160Hz O/C	—

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# 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 accommodating?

**Price: \$69.99**

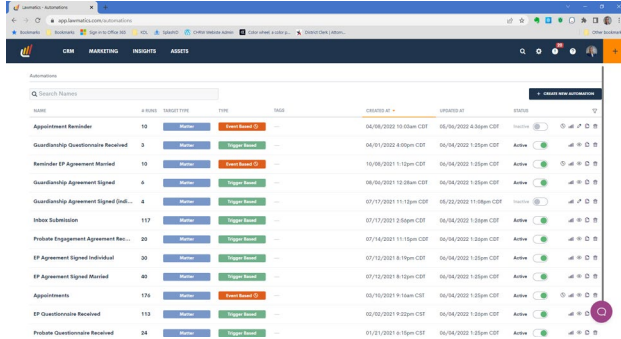


**KD**

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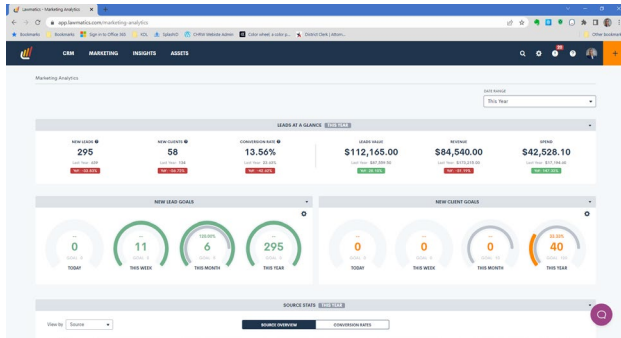
# Lawmatics

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



The screenshot displays the 'Administration' section of the Lawmatics CRM. It features a search bar at the top and a table of tasks. The table columns include 'NAME', 'STATUS', 'TYPE', 'DATE', 'ASSIGNED TO', 'DUE DATE', and 'ACTION'. The tasks listed include 'Appointment Reminder', 'Guardianship Questionnaire Received', 'Reminder EP Agreement Mailed', 'Guardianship Agreement Signed', 'Guardianship Agreement Signed (Ind...', 'Initial Submission', 'Probate Engagement Agreement Rec...', 'EP Agreement Signed Individual', 'EP Agreement Signed Married', 'Appointments', 'EP Questionnaire Received', and 'Probate Questionnaire Received'.

NAME	STATUS	TYPE	DATE	ASSIGNED TO	DUE DATE	ACTION
Appointment Reminder	10	Reminder	Task	06/06/2022 10:00am CDT	06/06/2022 10:00am CDT	View
Guardianship Questionnaire Received	3	Reminder	Trigger Based	06/01/2022 4:00pm CDT	06/01/2022 4:00pm CDT	View
Reminder EP Agreement Mailed	10	Reminder	Trigger Based	06/06/2021 1:12pm CDT	06/06/2021 1:12pm CDT	View
Guardianship Agreement Signed	4	Reminder	Trigger Based	06/06/2021 12:28pm CDT	06/06/2021 12:28pm CDT	View
Guardianship Agreement Signed (Ind...	4	Reminder	Trigger Based	07/17/2021 11:13pm CDT	08/23/2021 11:08pm CDT	View
Initial Submission	117	Reminder	Trigger Based	07/17/2021 3:58pm CDT	06/04/2022 3:58pm CDT	View
Probate Engagement Agreement Rec...	20	Reminder	Trigger Based	07/14/2021 11:13pm CDT	06/04/2022 11:13pm CDT	View
EP Agreement Signed Individual	30	Reminder	Trigger Based	07/12/2021 8:10pm CDT	06/04/2022 1:25pm CDT	View
EP Agreement Signed Married	40	Reminder	Trigger Based	07/12/2021 8:10pm CDT	06/04/2022 1:25pm CDT	View
Appointments	174	Reminder	Trigger Based	06/06/2021 9:16am CDT	06/06/2022 1:25pm CDT	View
EP Questionnaire Received	113	Reminder	Trigger Based	06/06/2021 9:22pm CDT	06/06/2022 1:25pm CDT	View
Probate Questionnaire Received	34	Reminder	Trigger Based	06/01/2021 6:16pm CDT	06/04/2022 3:25pm CDT	View

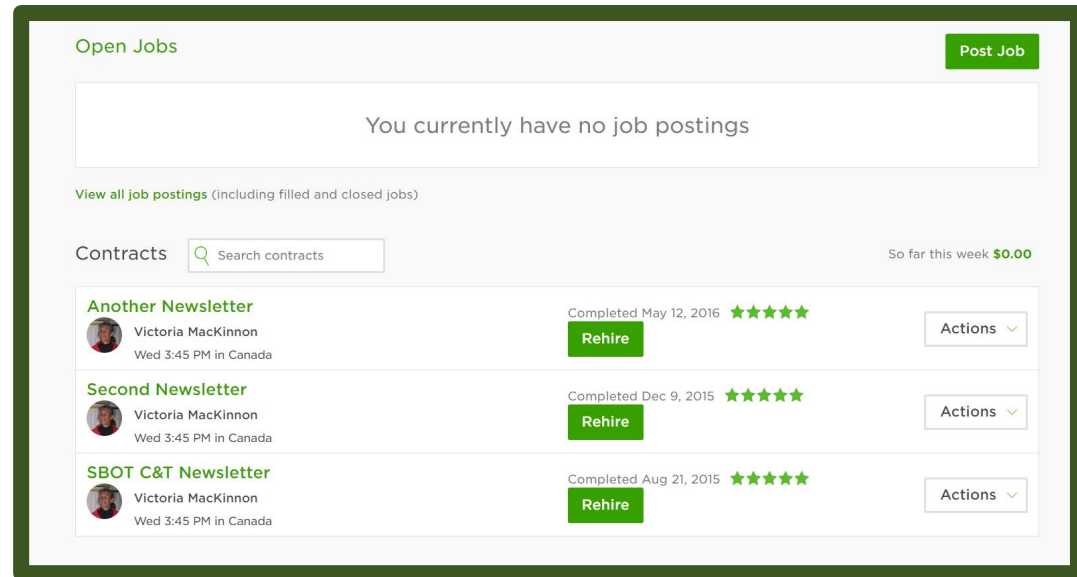


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# Upwork

## Freelancer Market

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



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# Outlook Online keyboard shortcuts

## Write email

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

N/Ctrl+N  
Alt+.  
Ctrl+Enter/Alt+S  
R/Ctrl+R  
Shift+R/Ctrl+Shift+R  
Shift+F/Ctrl+Shift+F  
Ctrl+Shift+F  
Ctrl+Shift+S  
Ctrl+Shift+C  
Ctrl+Shift+I  
Ctrl+Alt+H  
Ctrl+/  
Ctrl+.  
Ctrl+L  
Ctrl+E  
Ctrl+R  
Ctrl+Shift+M/Alt+Shift+Left  
Alt+Shift+Right/Ctrl+M  
Ctrl+K  
Ctrl+Shift+Y  
Ctrl+S  
Esc

## 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

Ctrl+A/S then A  
S then N  
Down/Ctrl+.  
Up/Ctrl+  
Home  
End  
M/F9  
Ctrl+Alt+V  
Ctrl+Alt+A

## Read email

Open an email  
Search your email  
Close an email  
Expand/Collapse a conversation  
Open the next item  
Open the previous item

O/Enter  
Alt+Q  
Esc  
X  
Ctrl+.  
Ctrl+,

## 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  
Go to Tasks  
Show Help

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  
?

## Email actions

Delete an email  
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

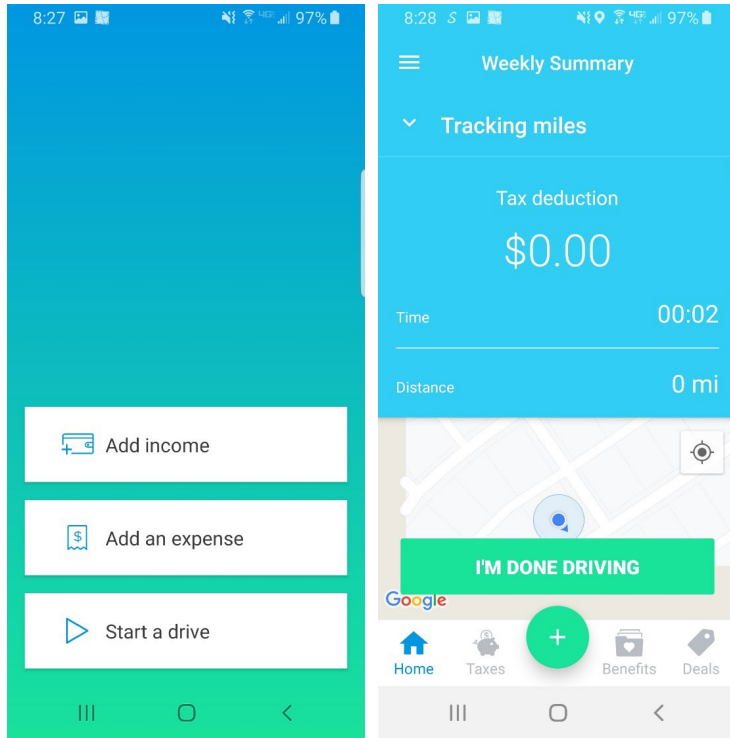
Del  
E  
J  
V  
Shift+E  
C  
Q/Ctrl+Q  
U/Ctrl+U  
Insert  
Ctrl+Z

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	M



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# Stride



- Free mileage, expense, & tax tracker
- Automatically records miles while you are driving

2019 Deductions	
Deductions	Income
Mileage Mon, Jul 22	-\$7.36
Mileage Sat, Jul 20	-\$4.41
Mileage Sat, Jul 20	-\$2.37
Mileage Sat, Jul 20	-\$2.44
Mileage Wed, Jun 26	-\$10.89
Mileage Wed, Jun 26	-\$7.70

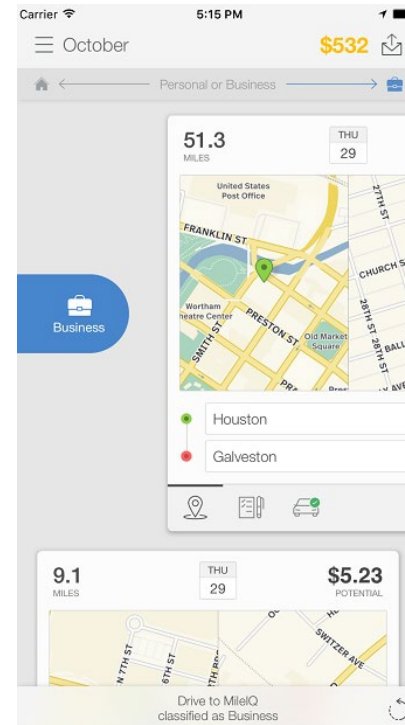


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# MileIQ

## Mileage Log

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



Your classified drives from last week are worth

22  
business  
drives

**\$217**  
classified

378  
business  
miles

■ Potential/unclassified value ■ Classified value

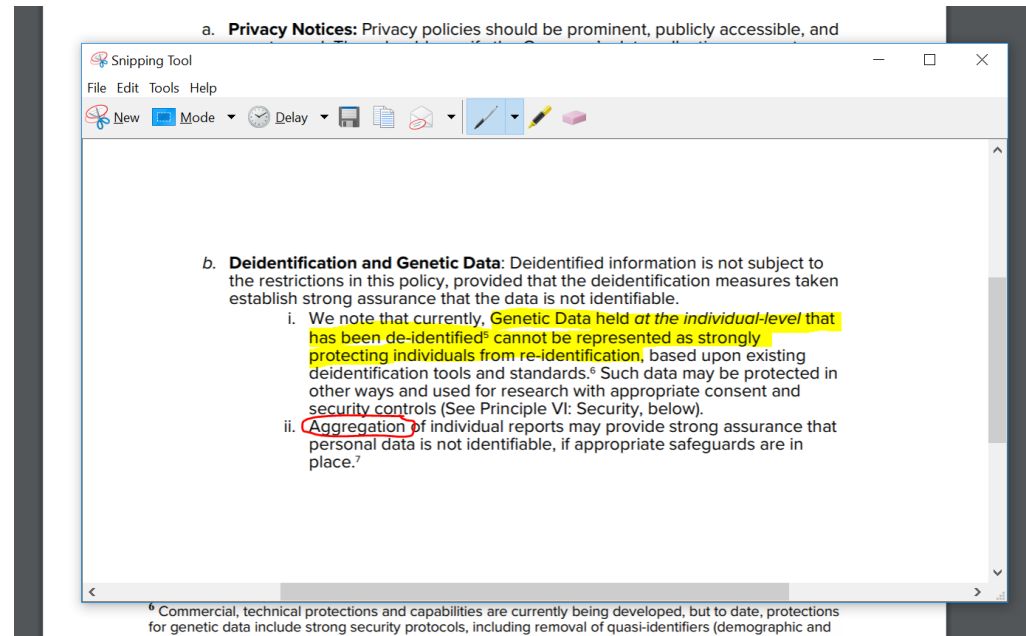


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# Snipping Tool

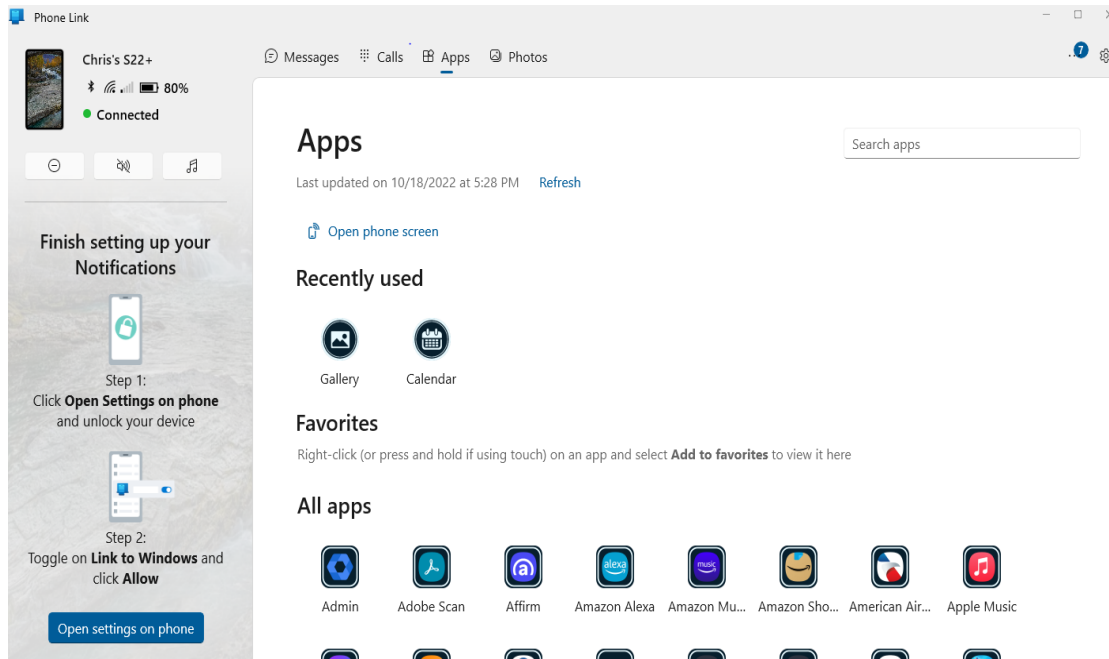
## Screencaps

- 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

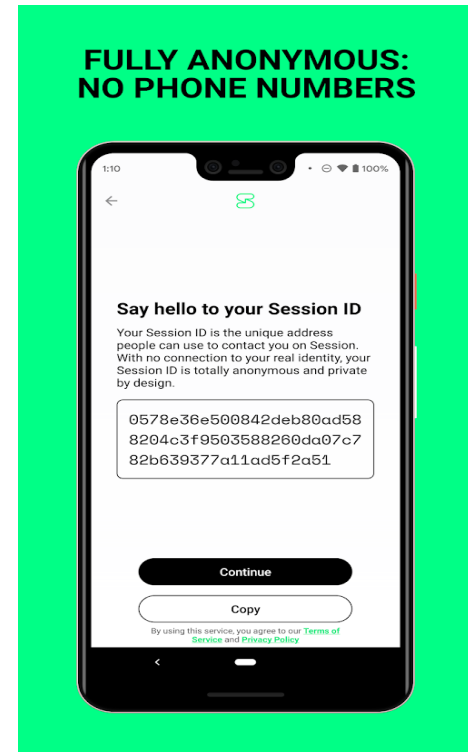


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# Session Encrypted Messenger

<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.

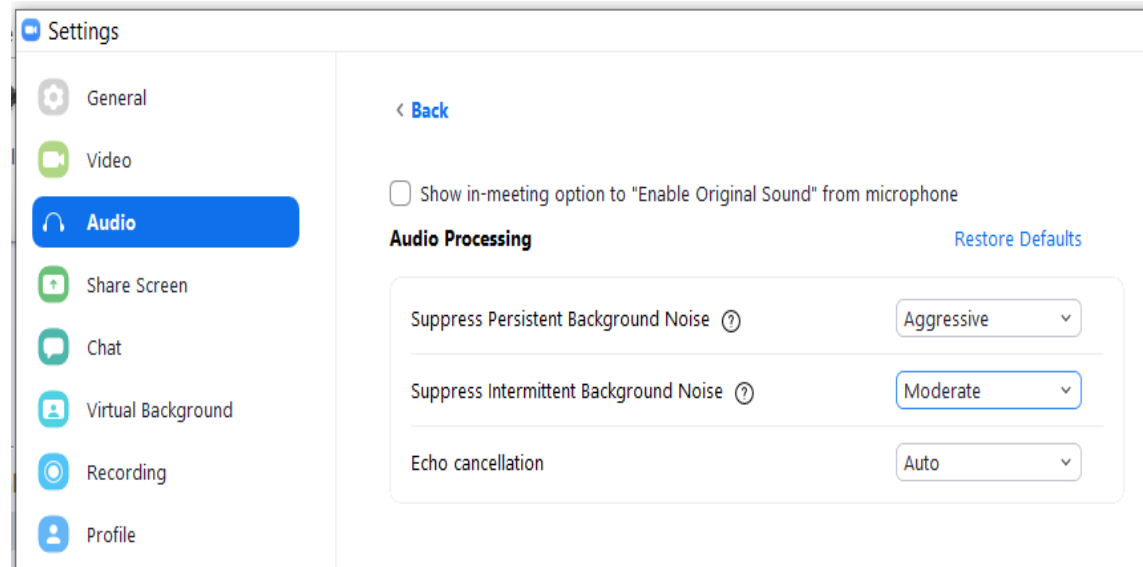


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# Zoom Noise Suppression

Invoke Profile/Settings

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

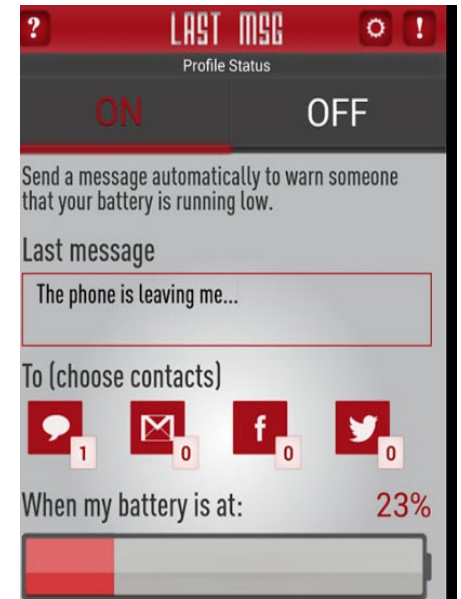


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# Last Message

## 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.



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# <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!



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# Expensify

## Expense Management

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

The screenshot displays the Expensify web application interface. On the left is a dark sidebar with a user profile for 'Maggie Reil' and navigation links for 'Inbox', 'Expenses', 'Reports', and 'Admin'. The main content area is titled 'Expenses' and features an 'Advanced Search' section with various filters: 'Merchant', 'From' (set to 2016-09-14), 'To', 'All categories', 'All tags', 'All policies', and 'All cards'. Below these filters are status buttons: 'Unreported', 'Open', 'Processing', 'Approved', 'Reimbursed', 'Closed', and 'Deleted'. A 'Select All' button and a 'Sort by: Date (newest to oldest)' dropdown are also visible. The bottom of the interface shows three receipt images. The first two are from 'BOOKS SPORTECH BOOKS' and the third is from 'ABREA CONSULTING GROUP (ACG)' with a 'RECEIPT' header and a large 'PAID' watermark.

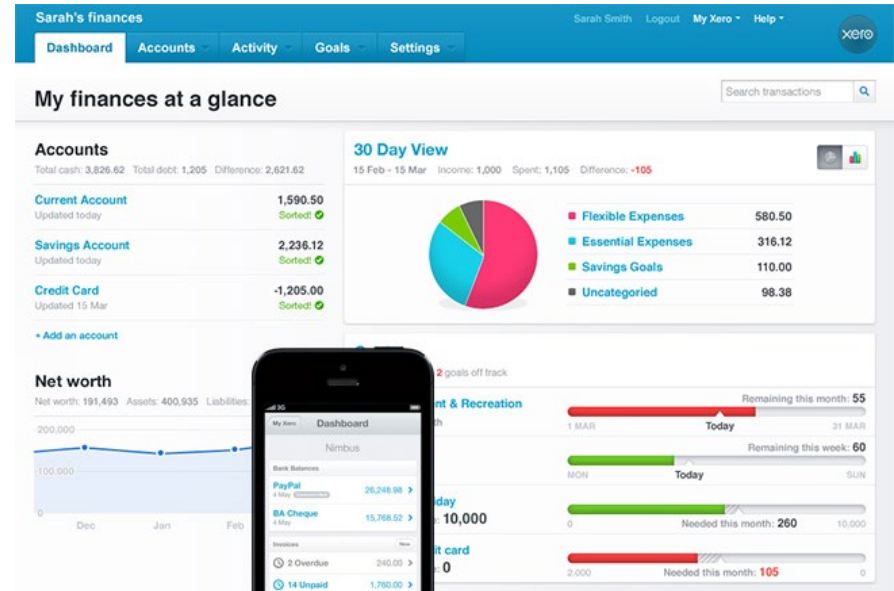


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# Xero

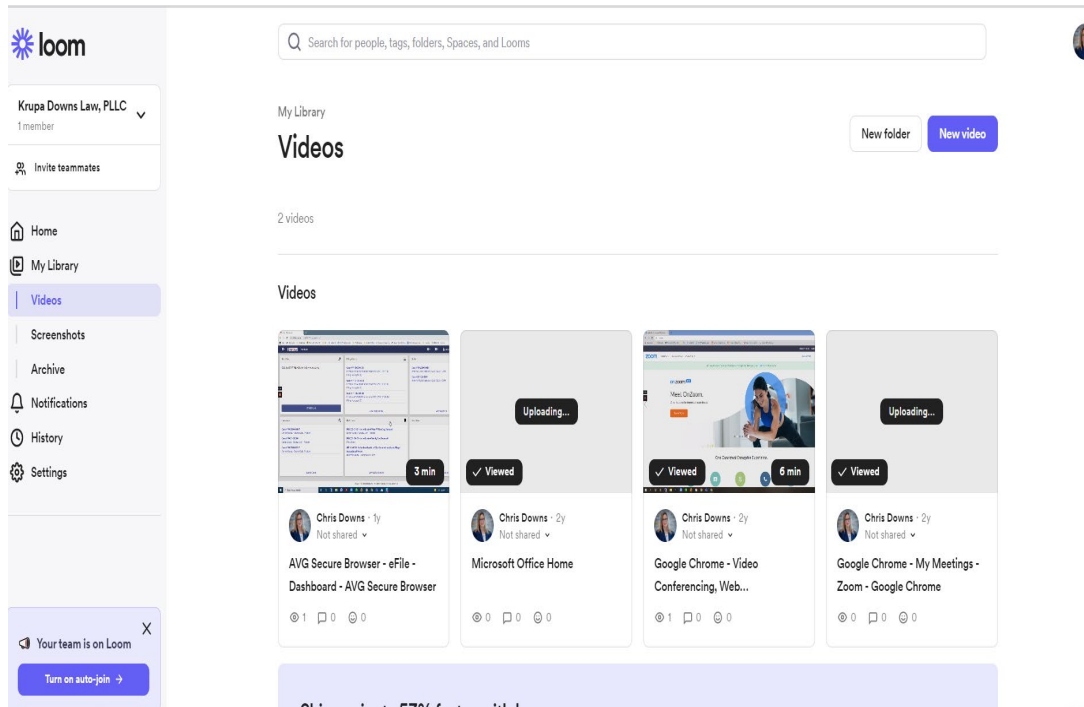
## Bookkeeping Reporting

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



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# Loom Video



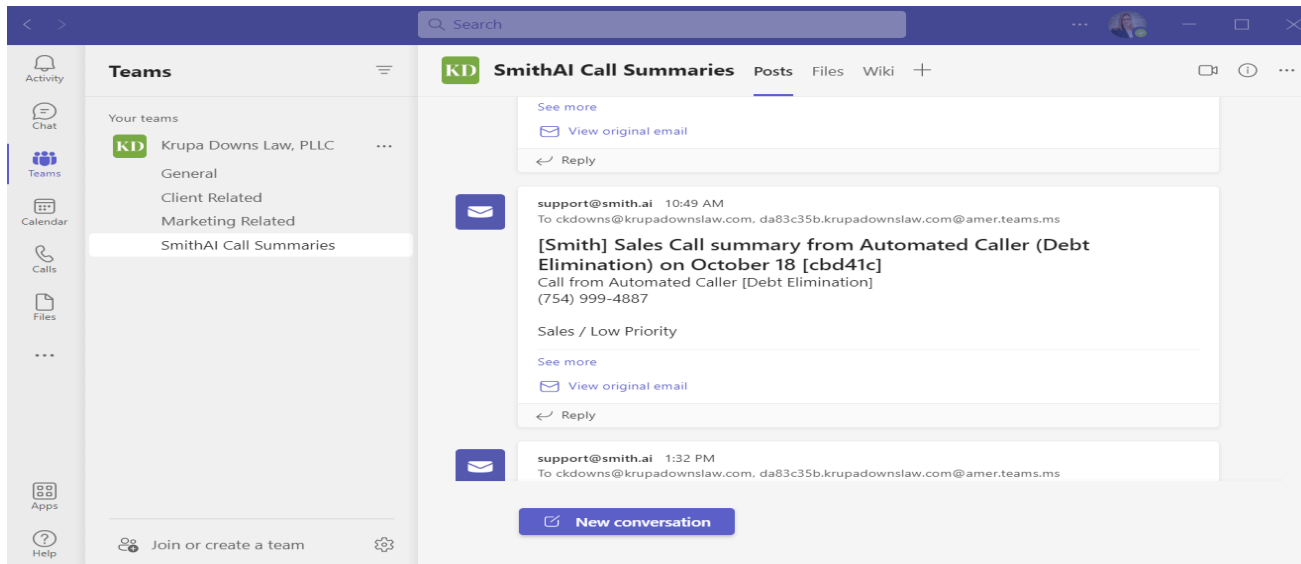
- Record quick videos
- Use to capture “how-to” on tasks and processes for training staff



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# Microsoft Teams

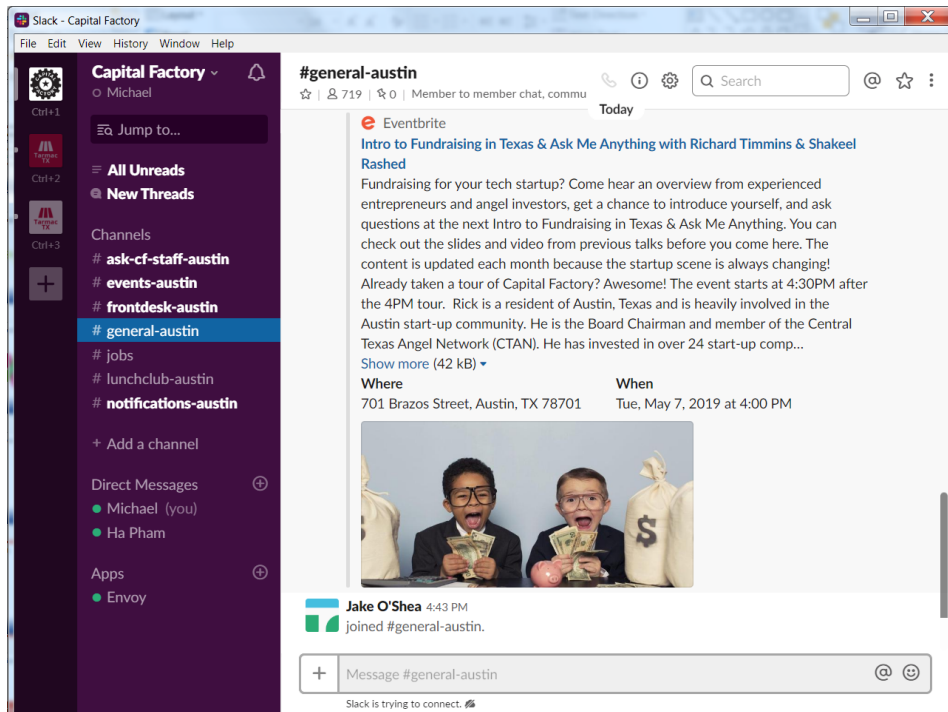


- Chat, Online meetings & video calling
- Team and personal file storage
- Screen sharing
- Create channels for staff, clients, or reception service
- Integrates with Clio, Zoom, Asana and other apps



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# Slack



## Group Communications

Acronym: Searchable Log of All Communication and Knowledge

- Free until size limits
- Great archive
- Channels

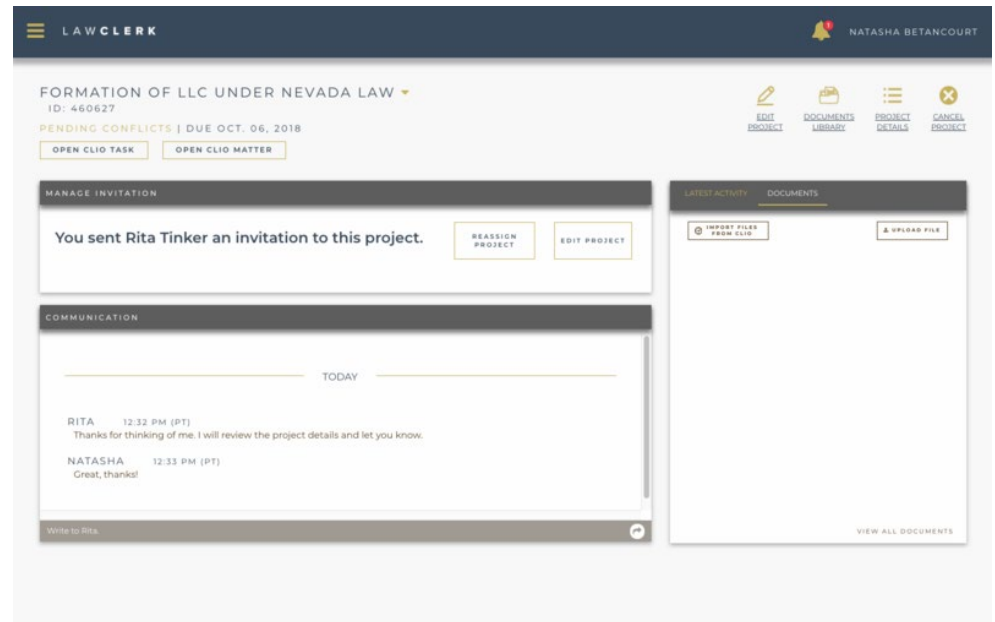
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# LawClerk.legal

## Project Outsourcing

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

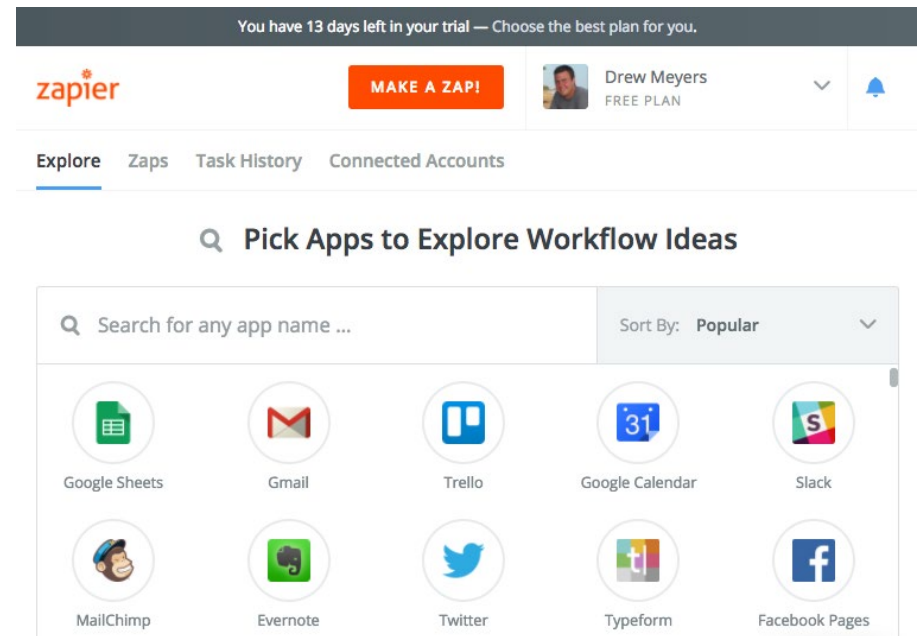


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# Zapier

## Automation Tool

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

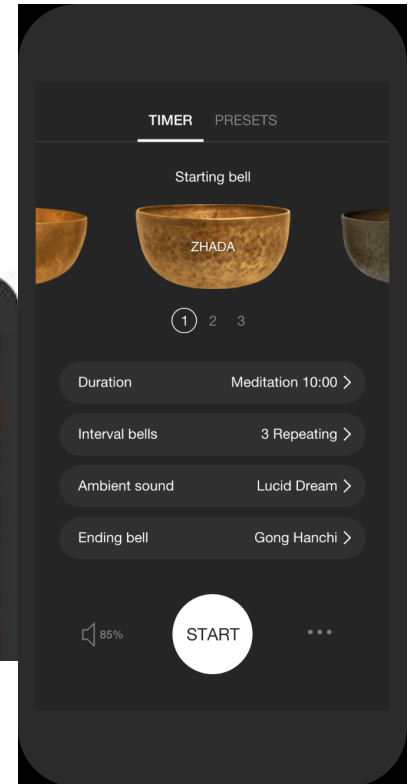


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# Insight Timer

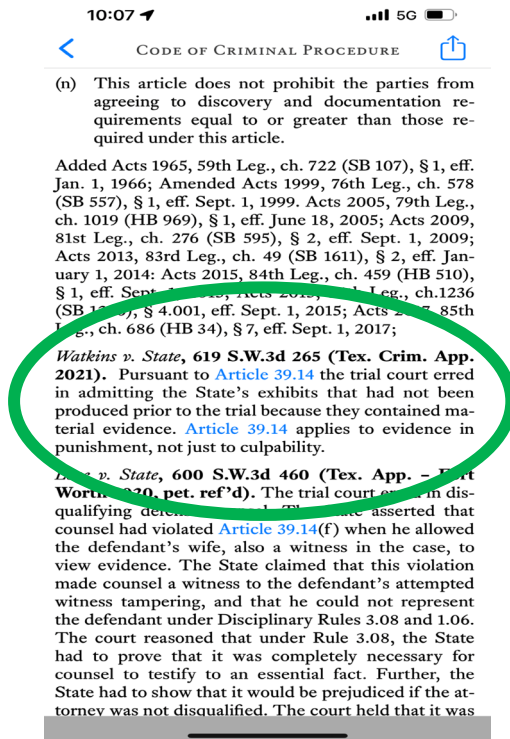
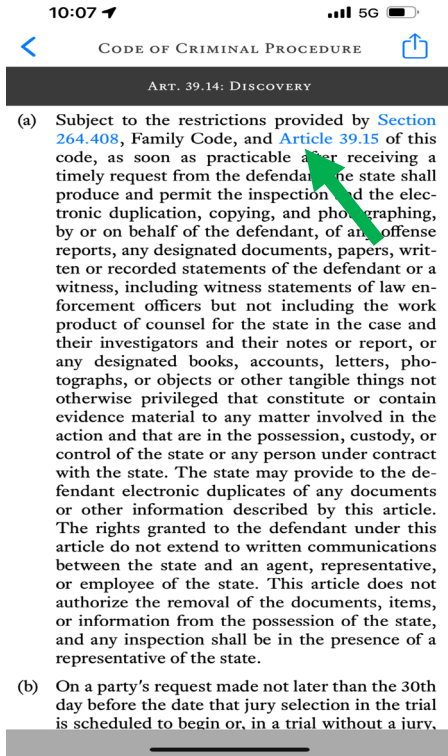
## Stress Management

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



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# TCDLA App



## Texas Criminal Defense Lawyers Association

- Free to any member
- Exclusively for members
- Dozens of state & federal criminal codes, rules & statutes
- Hyperlinks, annotations, CLE



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# Computer and Technology Section App

- “Texas Bar Legal”
- Download Texas or Federal statutes, codes and rules onto your smartphone or tablet
- FREE for members of the Computer and Technology Section; Annual Membership is only \$25.00



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# Thank you!

- 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!



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