UPDATE YOUR TECHNOLOGY SKILLS - APPS, SOFTWARE, AND TIPS
October 2018

CAUTIONS

- ➢ Links may break so you may have to search for listed software or articles.
- ➢ Apps add and lose features and at times do not work.
- ➢ Apps and software may transmit your data, including dictation and typing, to the vendor, e.g., the Dictation feature in Microsoft products will send your dictation "to Microsoft to provide you with this service, and may also be used to improve speech recognition services."
- ➢ Apps and software may be bundled with unwanted items that will attempt to install toolbars, e.g. Ask toolbar, and change your system settings, e.g., your browser's home page. Users need to take great care during installation to avoid these unwanted items.

Technical Support At hearings when using technology, urge the parties to have a technician familiar with the technology, e.g., using Skype or Go To Meeting for a remote witness.

Plan B Identify points of failure and a backup solution, e.g., if Skype will not work, use FaceTime on your iPhone, if FaceTime will not work, use Cisco WebEx, etc.

ADMINISTRATION

Apps and Software

Software	Free or Paid	URL	Description
AutoHotkey	Free	www.autohotkey.com/	AutoHotkey allows users to automate repetitive tasks in any Windows application, e.g., text expansion
DropBox	Free & Paid	www.dropbox.com	Windows and Mac app that syncs files between your computer and the cloud
Evernote	Free & Paid	https://evernote.com/	Windows and Mac app to save and organize notes
FreeConference Call	Free	www.freeconferencecall.com	Windows, Mac, Chrome, iOS, and Android app for free conference calls

FreeFileSync 9.7	Free	https://www.fosshub.com/FreeFileSync.html	Windows and Mac software that can be used to backup files to external hard drive
Google Drive	Free and Paid	https://drive.google.com/start	Windows and Mac website to store and access your files anywhere -- on the web, on your hard drive, or on the go
Google Voice Mail	Free (for now)	https://www.google.com/voice	Sends transcript of voice mail via email to yourself and provides call forwarding and voicemail services, voice and text messaging
Hotstrings script	Free	https://autohotkey.com/docs/commands/Hotstring.htm	Typed shortcut expands to a phrase
iBrowse	Free	www.ibrowseapp.com	Windows and Mac app that lets your Mac or PC access an iOS device file system
Launchy	Free	www.launchy.net	Windows and Mac Software that launches programs and opens files and web pages
Listary	Free & Paid Versions	www.listary.com	By typing the first few letters of a file name or folder Listary allows you to access your favorite folders and recent documents from many applications
Spotlight	Part of Mac	https://support.apple.com/en-us/HT204014	Search
Outlook MessageSave	Paid	https://www.techhit.com/messagesave/	Save Outlook email to hard disk, network drive, or SharePoint. Save Outlook email including attachments, as individual files in file system folders
Outlook SimplyFile	Paid	https://www.techhit.com/SimplyFile/?s=m&k=SimplyFile	Intelligent one-click email filing for Outlook
Signus	Free	signusapp.wordpress.com/download/	Signus contact grabber is used to copy contact information and then create contacts in Outlook, Gmail, SalesForce, Microsoft CRM, and SugarCRM
SugarSync	Paid	www.sugarsync.com	Windows and Mac software to backup and sync files

TeamViewer	Free & Paid	www.teamviewer.com/	For Windows and Mac remote access to your other computer
Wunderlist	Free	www.wunderlist.com/	To-do list with email reminders (no longer being developed)
xplorer²	Free & Paid Versions	www.zabkat.com	Displays folders in two adjacent windows; preview most files, color code files (paid version only)
X1	Paid	www.x1.com	Indexes outlook email and contacts, files, documents for quick searches including documents in some cloud services

Tips

Autocorrect typos Use software to automatically replace mistyped words
http://www.computoredge.com/AutoHotkey/Downloads/AutoCorrect.zip

Backup Backup your files to an external hard drive

Case Contact Card Create a contact card (e.g., in Outlook) for each arbitration and sync your contacts between your computer and your smartphone

Case Index Use software to index your cases to allow you to search for and quickly find past awards.

Case Log Keep a log of cases to be scheduled, to be heard, to write award, and to note completed.

Case Log To-Do Use a to-do app to track cases to be to be scheduled, make travel arrangements, due dates for awards, and completed awards

Cloud Use Internet servers to backup and sync your files so you can access them anywhere

Conference Calls Use your smartphone, software, or a site for conference calls, e.g., www.freeconferencecall.com

Dictation Use an app to dictate your emails, e.g., dictate for Outlook at https://dictate.azurewebsites.net/

Email Address Obtain an email address with your name, e.g., smith@smith.com through a domain service, e.g., The Guide to Getting Your Own Custom Email Address at https://iwantmyname.com/blog/the-guide-to-getting-your-own-custom-email-address, www.domains.google, www.godaddy.com, etc.

Email Attachment In Outlook 2016 and 2013, set the option to remind you to add a missing attachment, www.slipstick.com/outlook/email/outlook-2013s-forgotten-attachment-checker/ The same feature is available in Gmail, www.lifewire.com/how-to-get-a-forgotten-attachment-reminder-in-gmail-1171993

Email Format Format your emails for easier reading on a monitor, e.g., bold and underline keywords, dates, etc.

> <u>Receipt</u>. Please confirm receipt of this email.

> <u>Date</u>. The hearing date is **October 21, 2018**.

> <u>Starting time</u>. The starting time is **9 am**. (local time)

> <u>Location</u>. The hearing will take place at **123 Main, Anywhere, TX**

Email filing Use an app to file email to folders within your email software or to your hard drive file directory, e.g., Message Save.

Email Follow-up Set follow-up dates for email https://support.office.com/en-US/Article/Track-email-messages-that-require-follow-up-9d0f175f-f3e9-406d-bbf7-9c57e1f781cc.

Email Templates Create templates for emails accepting arbitration appointments, scheduling hearing, confirming hearings, and transmitting awards

Email Subject Lines

> ➤ When replying to emails update the subject line.
> ➤ Include key information in the subject line, e.g., please confirm receipt or hearing date is October 31.

Email Topics Generally, send emails that have only one action item.

Email VCard Include a Vcard, a virtual business card, as part of your signature block. See https://support.microsoft.com/en-us/help/290840/how-to-use-the-vcard-feature-in-outlook

File Organization

> ➤ By Appointing Agency
> ➤ By type (e.g., civil service, traditional labor)
> ➤ By status (e.g., need to schedule, need to make travel plans, need to write award)

Use software that will color code files, e.g., Awards appear in blue, Briefs appear in red, Exhibits appear in green (e.g., xplorer2 professional)

Scheduling Use an app to convert an email into an appointment on your calendar, e.g., SimplyFile at https://www.techhit.com/SimplyFile/

Use a website to schedule hearings or conference calls, e.g., www.whentomeet.com, zapier.com/blog/best-meeting-scheduler-apps/

Text Expander Use a text expander for frequently used phrases, e.g., typing /gr is automatically replaced by Grievant (Phrase Express or hotstrings script using AutoHotkey or texter at https://lifehacker.com/238306/lifehacker-code-texter-windows`)

Travel Log Keep a log of travel to be scheduled.

Voice Messages use an app or service to convert voice messages to text and then email the text to you, e.g., Google Voice.

TRAVEL

Apps, Software, or Internet Sites

Software	Free or Paid	URL	Description
Flightview App	Free	www.flightview.com	iOS and Android app for real-time flight tracking—often more accurate than terminal displays; often shows if the flight has departed from the prior airport
Google Flight	Free	www.google.com/flights	Find airline schedules to your hearing site
Google Maps	Free	www.google.com/maps	Print directions, voice directions via a smartphone, and find hotels and restaurants near the hearing site
Travelmath	Free	www.travelmath.com/nearest-airport	Website to find airports closest to your hearing site

Tips

Airport Use the Internet to find the closest airport to your hearing site, e.g., www.travelmath.com/flights.

Airline App Use an app to make or change a reservation or obtain a boarding pass.

Car Rental App Use to make or change reservations or to select car

Calendaring Use an app to automatically turn emails into appointments, e.g., hotel and flight reservations emails sent to Outlook 2016 are automatically added to your calendar and SimplyFile at https://www.techhit.com/SimplyFile/

➢ In Outlook, drag the email to your calendar to pop up your calendar

Flights Use the Internet (e.g., Google flights, www.google.com/flights#flt=/m/0f2rq..2018-08-31*./m/0f2rq.2018-09-04;c:USD;e:1;sd:1;t:h, www.kayak.com) to find the best flights to your hearing site.

Driving Directions Use an app on your smartphone to obtain voice directions to your hearing (e.g., Google maps www.google.com/maps).

Hotel Use an app to change a reservation or check-in or as room key at some hotels.

Itinerary Use an app to gather your itinerary, flight, hotel, and rental car information.

Parking

➢ Make a note of where you parked your car on your smartphone
➢ Use your phone camera to take a photo of where you parked your car
➢ Use an app to locate your car, www.pcmag.com/news/353026/how-to-use-a-smartphone-app-to-find-your-car
➢ Use an app to find parking, e.g., www.SpotHero.com or www.ParkWhiz.com
➢ Use an app to pay for parking e.g., www.SpotHero.com or www.ParkWhiz.com
➢ Use an app to prepay for airport parking, e.g., www.SpotHero.com or www.ParkWhiz.com

Receipts Use an app to take a picture of your receipt, convert the picture to a pdf and email it to yourself

Ride-sharing Use an app to schedule Uber, Lyft, or a cab

Screen For the lock screen for your smartphone use emergency contact information, e.g., "If found, please call John Doe at ***-***-****. In emergency please contact, Jane Doe at ***-***-****.

Travel Documents
➢ Use your camera phone to take pictures of key travel documents:
➢ Car Insurance for rental car
➢ Credit card
➢ Driver's License

Wallet Use the wallet app on your iPhone to capture an electronic boarding pass for your flight or to store a credit card for charging items.

HEARING

Apps and Software

Software	Free or Paid	URL	Description
E-Transcript	Free	https://info.legalsolutions.thomsonreuters.com/reallegal/products/e-transcript/default.aspx	Allows you to print condensed transcript with pages going vertically or horizontally
GoToMeeting	Paid	www.gotomeeting.com	Windows, Mac, Chromebook, or Linux app for remote testimony
Scannable	Free	https://evernote.com/products/scannable/	iOS app for taking a photo of a document, converting to pdf, and emailing it
Skype	Free & Paid	www.Skype.com	Windows, Mac, Linux, Android, and iOS app for remote testimony
VLC Media Player	Free	www.videolan.org	Windows and Mac software that plays most video and audio files

Tips

CBA Request searchable pdf or word processing document for CBA

Court reporter Create a checklist for court reporters, e.g., index of attendees, index of witnesses—direct and cross, index of exhibits offered and admitted, consecutive page numbers for multiple volumes, E-Trans, and condensed, etc.

Exhibits Request exhibits as searchable pdfs

Hearing Checklist for hearings, e.g., permission to sign award as a signed pdf via email, to whom to email your bill.

Recording Use your smartphone or a digital recorder to record the hearing, noting times for key testimony in your notes

Remote Witness Use a service or software (e.g., www.gotomeeting.com, www.Skype.com) that allows a witness to testify electronically

Smart Phone Turn your smartphone to airplane mode to avoid a pocket call during a hearing.

Submissions Request post-hearing submissions as word processing documents and request any awards or case law as searchable pdfs.

Transcript Ask for the transcript as an E-Transcript. With free software (https://info.legalsolutions.thomsonreuters.com/reallegal/products/e-transcript/default.aspx) you can then print the transcript in your preferred format, full page or condensed, with the condensed pages appearing vertically or horizontally

AWARD WRITING

Apps and Software

Software	Free or Paid	URL	Description
ABBYY Fine Reader	Paid	https://www.abbyy.com/en-us/finereader/in-details/	Windows and Mac software that converts pdfs to searchable pdfs or Word documents
Adobe Acrobat Reader DC	Free	https://get.adobe.com/reader/	Windows and Mac pdf reader that allows viewing, printing, and commenting
Calibre	Free	https://calibre-ebook.com/	Windows and Mac app to read and manage ebooks
ClipMate 7	Paid	www.clipmate.com/	Combine, edit, manage, print, spell-check clipboard data
Consistency Checker		http://www.techtoolsforwriters.com/consistency-checker-free-proofreading-tool/	Check for consistent use of abbreviations, numbers, spelling in Google Docs
Google Scholar	Free	https://scholar.google.com/	Find federal and state court opinions
Grammarly	Free & Paid Versions	https://app.grammarly.com/	Grammar checker for Word, Chrome, Safari, Firefox, and Edge
Greenshot	Free & Paid	https://getgreenshot.org/	Windows and Mac software to take a screenshot and convert to text
Hemingway	Free	www.hemingwayapp.com	The app highlights lengthy, complex sentences and common errors
IrfanView	Free	www.irfanview.com	An image viewer, editor, organizer, and converter program for Microsoft Windows, e.g., save a jpeg file as a pdf

LibreOffice	Free	www.Libreoffice.org grammar checkers listed at https://www.techrepublic.com/blog/five-apps/five-libreoffice-extensions-to-help-you-catch-grammar-problems/	Windows and Mac alternative to Microsoft Office and opens and saves to Microsoft Office files
OneDrive	Free & Paid	https://onedrive.live.com	Windows and Mac service to use phone, tablet, or computer to continue working on a file with changes updated to linked devices
PDF-XChange Editor	Free & Paid Versions	https://www.tracker-software.com/product/pdf-xchange-editor	View, OCR, sign, and comment on pdf
PerfectIt 3	Paid	https://intelligentediting.com/	Locate undefined abbreviations, Check consistency for capitalization, hyphens, numbers, etc.
Phrase Express	Free & Paid	https://www.phraseexpress.com/freeware.htm	Windows, Mac, and Android software typed shortcut expands to a phrase
Print friendly	Free	https://www.printfriendly.com/extensions/firefox	Chrome, Edge, Firefox, IE, Safari, iPad, iPhone, and Android app that prints webpage to pdf and maintains hyperlinks
ProWritingAid	Free & Paid	https://prowritingaid.com/	The app highlights lengthy, complex sentences and common errors and suggests solutions
Touchpad Blocker	Free	https://touchpad-blocker.com/	Software to prevent the cursor from jumping when you are typing on a notebook keyboard
Word CrossEyes	Free	www.levitjames.com/getmedia/8a9c2efd-1192-4395-9fff-46864523856b/crosseyes50_freeware.zip.aspx	Shows formatting in Word similar to reveal codes in WordPerfect. May not work in all versions of Word
Word Editor	Paid	https://support.office.com/en-us/article/editor-is-your-writing-assistant-91ecbe1b-d021-4e9e-a82e-abc4cd7163d7	Part of Word Editor spots misspellings, grammatical mistakes, and writing style issues
Word Dictate	Free	https://dictate.azurewebsites.net/	Part of Word that allows dictation

Tips

Collaboration When on a panel and if you have office 365, try the File-Share option in Word to see all your options for collaboration, https://support.office.com/en-us/article/Share-SharePoint-files-or-folders-in-Office-365-1fe37332-0f9a-4719-970e-d2578da4941c.

Conversion Use software to turn a picture (e.g., a picture of text) into a pdf that in turn can be converted to a searchable pdf, e.g., https://evernote.com/products/scannable/

Dictation Use an app to dictate your award, e.g., WordDictate at https://dictate.azurewebsites.net/

Edit Use an app or add-in to edit documents on a touch device with a digital pen, e.g., Ink Editor for Word 2016 with an Office365 subscription, https://support.office.com/en-us/article/edit-your-document-with-natural-gestures-7edbcf8e-0004-484d-9b62-501a31c23ee9?ui=en-US&rs=en-US&ad=US

Format Format your award for easier reading on a monitor https://www.texasbar.com/flashdrive/materials/managing_your_law_practice/Special_ManagingYourLawPracticeCLE_LegalWritingRewiredBrain_Dubose_FinalArticle.pdf, Write Like People Read https://www.attorneyatwork.com/write-like-people-read/

Keyboard ShortCuts Learn keyboard shortcuts for faster editing, e.g., https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Word-on-Windows-95EF89DD-7142-4B50-AFB2-F762F663CEB2, howtogeek.com/357623/microsoft-word-keyboard-shortcuts-that-make-your-life-easier

Optical Character Scanning (OCR) Use software to turn a pdf file (e.g., a CBA or an exhibit) into a searchable pdf file or a word processing file, e.g., PDF-XChange Editor at https://www.tracker-software.com/product/pdf-xchange-editor.

Proofing Use a read aloud app to proof awards.

Spelling and Grammar   Use 2016 Word's Editor to check spelling and grammar, https://support.office.com/en-us/article/select-grammar-and-writing-style-options-in-office-2016-ecd60e9f-6b2e-4070-b30c-42efa6cff55a .

Use add-ons to check spelling, grammar, and consistency, e.g., Grammarly (For Word), Consistency Checker (for Google Docs), PerfectIt (For Word)

Style Use a style check to improve your templates, e.g., http://www.techtoolsforwriters.com/hemingway-app-a-proofreading-tool-for-writers/ and https://prowritingaid.com/

SECURITY

Apps and Software

Software	Free or Paid	URL	Description
Eraser 5.8	Free	www.oldapps.com/eraser.php?old_eraser=2	Erase files on a hard disk drive (not recommended for solid state disk (SSD))
Hotspot Shield 7.4.6	Free & Paid Versions	www.hotspotshield.com	Windows and Mac virtual private network increases security when using public wi-fi
LastPass	Free	https://www.lastpass.com/	Windows and Mac app Password Manager
Malwarebytes Anti-Malware	Free & Paid	www.malwarebytes.org	Windows and Mac software that removes malware
Outlook PocketKnife Peek	Free	www.xintercept.com/peek/pkpeek.htm	Outlook add-in for screening email as plain text before opening it in Outlook

Tips

Delete Files Programs that erase files do not work reliably on modern hard drives, i.e., solid state disk (SSD). Instead of relying on programs that erase, encrypt sensitive files. At the very least, delete the file and then delete it again from the trash or recycle bin.

Encrypt files Use an app to encrypt sensitive files.

Encrypt texts Use an app that encrypts your texts, e.g., Signal, www.signal.org/

Hotspot For greater security, bring your own wi-fi instead of using public wi-fi. Most modern smartphones have a hotspot mode for occasional use but there may be charges for data use. https://www.pcmag.com/article2/0,2817,2400503,00.asp

Locate Smart Phone Turn on your smartphone's locate feature.

Password Protect your smartphone, tablet, and laptop with a password.

Preview email Use an app to preview suspect email without opening it to avoid malware, e.g., PocketKnife Peek, www.xintercept.com/peek/pkpeek.htm.

Smart Phone. Set your smartphone to erase your data after too many attempts to guess your password, e.g., an iPhone can be set to delete everything after ten wrong passcode guesses

VPN Use a virtual private network service to connect to public wi-fi connections at airports and hotels. Read https://www.makeuseof.com/tag/best-vpn-services/, https://thewirecutter.com/reviews/best-vpn-service/, https://www.howtogeek.com/221929/how-to-choose-the-best-vpn-service-for-your-needs/ and then Google VPN security

REVIEWS OF SOFTWARE AND HARDWARE:

www.howtogeek.com	www.wirecutter.com
www.makeuseof.com	https://alternativeto.net/
www.techsupportalert.com	AutoHotkey scripts:

http://www.computoredge.com/AutoHotkey/Free_AutoHotkey_Scripts_and_Apps_for_Learning_and_Generating_Ideas.html#Download_Index