60 Tech Tips in 60 Minutes

December 20, 2018
NOBA Procrastinators’ Program
Charge your phone faster in airplane mode
iPhone: Spacebar = Mouse

Ever wish your iPhone had a mouse, so that you could correct a word without deleting the whole thing?

Just hold down the spacebar.
iPhone Magnifier

Settings → General → Accessibility → Magnifier On

Triple-click the home button to turn your iPhone into a magnifying glass with adjustable magnification.
Take a screenshot on your phone
Find My Phone App

Use the app to locate your lost or stolen phone and remotely lock it to protect your data.
Hidden keys on the iphone
Join Tile: Never Misplace An Item

Join the tile app

Locate anything in seconds: Attach Tile to your keys, wallet, scheduler, etc.

Two way bluetooth locator, ring your tile using your phone and your phone using a tile
Snipping Tool

- Start → All Programs → Accessories → Snipping Tool

Capture *anything* that appears on your screen.
Customize Contact Labels

Home
(504) 831-3328

Add Custom Label
radio
phone
Measure (and Level)
Pilcrows! ¶¶¶
Mobile Fax App

Send and view Faxes

Attach files from dropbox, google drive

Received Faxes will appear in your Email’s inbox
Tinyscanner App

Create PDF documents on your phone using your camera.
Prizmo

Universal Scanning and OCR. For Everyone.

iPhone + iPad (and Mac too). Optimized for latest iOS.
CamCard Free -- Biz Card Reader

Scan and store your business cards, never miss a card
Exchange e-cards with people nearby
Add notes & reminders to contacts
Get contact updates. Be the first one to say congrats
Enrich your profile to tell people more about yourself
Search contacts’ company news to start a good conversation
Navigate to contact addresses in Map
One-Click Conference Calls

In the “location” field, type the phone number, 3 commas, the passcode and # (no spaces).

No more memorizing or mis-typing passcodes!
iTranslate

Welcome, fellow procrastinators!

Bienvenue, collègues procrastinateurs!

Phrasebook

Essentials
While Traveling
Help / Medical
At the Hotel
At the Restaurant
At the Bar
At the Store
At Work
Time, Date, Numbers
WhatsApp Messenger

Useful when you’re traveling outside the U.S.
Sharing Task Lists

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**This Week's Projects**

**On Deck**
- Do weekly review
- Write a post about Trello
- Email Liz about project
- Research WordPress plugins
- Add a card...

**Today**
- Write an Editing newsletter
- Plan projects for next month
- Add a card...

**All Done**
- Finish knitting Mom's scarf
- Brainstorm blog post ideas
- Write Monday's (rbh) post
- Add a card...

**Waiting For/On Hold**
- Plan trip to California
- Add a card...

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Wunderlist

Todoist
Most Hacked Passwords 2017

1. 123456
   123456789

2. Password
   letmein

3. 12345678
   1234567

4. qwerty
   football
Safety First! Password Manager
Dashlane

• Ultimate Password Manager
• Supported on multiple platforms
• Import passwords from your web browser
Flyp App

Keep your cell phone number private by using a different phone number.
X1 Search

FIND ANY DOCUMENT OR EMAIL IN UNDER A SECOND
Encrypting Email?

AMERICAN BAR ASSOCIATION
STANDING COMMITTEE ON ETHICS AND PROFESSIONAL RESPONSIBILITY

Formal Opinion 477
May 11, 2017

Securing Communication of Protected Client Information
Encrypt Outlook Email

Restrict permissions to this item
Set up restrictions for this item. For example, you may be able to restrict recipients from forwarding the e-mail message to other people.

Move item to a different folder
Move or copy this item to a different folder.
- Current Folder: Outbox

Properties
Set and view advanced options and properties for this item.
- Size: Not yet saved
Cloud Storage

Your Content in our Services

When you upload, submit, store, send or receive content to or through our Services, **you give Google (and those we work with) a worldwide license** to use, host, store, reproduce, modify, create derivative works, communicate, publish, publicly perform, publicly display and distribute such content. The rights you grant in this license are for the limited purpose of operating, promoting, and improving our Services, and to develop new ones. **This license continues even if you stop using our Services**
Cloud Storage

When you use our Services, you provide us with things like your files, content, email messages, contacts and so on ("Your Stuff"). Your Stuff is yours. These Terms don't give us any rights to Your Stuff except for the limited rights that enable us to offer the Services.

Stewardship of your data is critical to us and a responsibility that we embrace. We believe that our users' data should receive the same legal protections regardless of whether it's stored on our services or on their home computer's hard drive.
Westlaw and Lexis Apps
1. Wooley v. Lucksinger, 14 So.3d 311 (La. App., 2008) 100%

December 29, 2008

Prescription generically is provided for in Title XXIV of Book III of the Civil Code. The first Chapter of Title XXIV has two Sections, namely: (1) Prescription; and (2) Peremption. As previously indicated, peremption is a species of prescription generically. In Section 1, three types of prescription are provided for: (1) acquisitive prescription; (2) liberative prescription; and (3) p...

2. In re Noe, 958 So.2d 617 (La., 2007) 44%

May 21, 2007

First, I note that this court held in LeBreton, 97-2221, 714 So.2d 1226, “that the specific statutory provision providing for the suspension of prescription in the context of medical malpractice [must be] applied alone, not complementary to the more general codal article which addresses interruption of prescription.” Id. at 2, 714 So.2d at 1227 (emphases added)....
D/L the LACivProBook App

Chunk the expensive West’s Book and download the LACivProBook

Updated to include the 2015 Legislative Session → New MSJ rules

See also... LACivCode, LA CrimBook apps
*Created by Judson Mitchell
NEW! Mobile PACER Case Locator

The Federal Judiciary has launched a new mobile web version of the PACER Case Locator. The PACER Case Locator allows searching for court records in all district, bankruptcy, and appellate courts. The Mobile PACER Case Locator is accessible using Apple devices, such as iPads, as well as Android devices version 2.2 or higher. When using supported mobile devices, users will be redirected to the Mobile PACER Case Locator when visiting pcl.uscourts.gov to search for court records on the go. The Mobile PACER Case Locator can be accessed directly by visiting pcl.uscourts.gov/searchmobile. There is nothing to install – it just works.

In addition, Appellate CM/ECF version 4.2 has been released to courts and will be the first version of CM/ECF to provide mobile PACER access. Appellate courts on 4.2 will have the option to provide a mobile query access link to the public. This will improve a user’s ability to view appellate case information from smart phones or tablet computers. Mobile access for District and Bankruptcy CM/ECF are in the works as well.
Download Facebook pages

Download Your Information

You can download a copy of your Facebook information at any time. You can download all of it at once, or you can select only the types of information and date ranges you want. You can choose to receive your information in an HTML format that is easy to view, or a JSON format, which could allow another service to more easily import it.

Downloading your information is a password-protected process that only you will have access to. Once you've created a file, it will be available for download for a few days.

If you'd like to view your information without downloading it, you can Access Your Information at any time.

New File

<table>
<thead>
<tr>
<th>Available Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Range:</td>
</tr>
<tr>
<td>Format:</td>
</tr>
<tr>
<td>Media Quality:</td>
</tr>
</tbody>
</table>

Create File
Responding to Online Reviews
Great tool for planning client lunches or dinners, or finding a semi-quiet space to work.
Practice Area Podcasts

WEN Podcast

Listen to this ongoing series that is for WEN members only and is accessible in our Library.

WEN Podcast

Hear different opinions about the industry and how these thoughts can be transformative.
The American Lawyer App
iPhone J.D.

Website for lawyers using iPhones and iPads.

Created by Jeff Richardson of Adams and Reese

Has every kind of app, tip, and trick - www.iPhoneJD.com
MileIQ App

Mile tracker and mileage log for tax deduction and business expense reimbursement

Smart drive-detection technology to automatically log your drives and calculate their value. You get the reimbursement or deduction you deserve with a minimum amount of effort
# Use Excel to Track Time

<table>
<thead>
<tr>
<th>Date</th>
<th>File Name</th>
<th>File #</th>
<th>Description</th>
<th>Codes</th>
<th>Billable Hours</th>
<th>Nonbillable Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/20</td>
<td>Non-billable</td>
<td>10000.123</td>
<td>Prepare for and present tech tips CLE.</td>
<td>L999/A111</td>
<td></td>
<td>1.2</td>
</tr>
<tr>
<td>12/20</td>
<td>Claus</td>
<td>20000.001</td>
<td>Purchase remaining 967 Christmas gifts.</td>
<td>L123/A987</td>
<td>13.4</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal:** 13.4

**Total:** 14.6
Accounting Software

Xero or Intuit QuickBooks Cloud

1. Manage your business on the go.

2. Reconcile, send invoices, create expense claims and record receipts
Organize E-files like Paper

- Utilize file naming protocols
- Begin each filename with date [20181220]
- Limit admin rights
- Standardize abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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</thead>
<tbody>
<tr>
<td>Am</td>
<td>amended</td>
</tr>
<tr>
<td>Ans</td>
<td>answer</td>
</tr>
<tr>
<td>Comp</td>
<td>complaint</td>
</tr>
<tr>
<td>Def</td>
<td>defendant/defense</td>
</tr>
<tr>
<td>Depo</td>
<td>deposition</td>
</tr>
<tr>
<td>Exh</td>
<td>exhibit</td>
</tr>
<tr>
<td>Exp</td>
<td>expert</td>
</tr>
<tr>
<td>Int</td>
<td>Interrogatories</td>
</tr>
<tr>
<td>Judg</td>
<td>Judgment</td>
</tr>
<tr>
<td>Mtn Amnd</td>
<td>motion to amend</td>
</tr>
<tr>
<td>Mtn to Enf</td>
<td>motion to enforce</td>
</tr>
<tr>
<td>Mtn to Excl</td>
<td>motion to exclude</td>
</tr>
<tr>
<td>MFL</td>
<td>motion for leave</td>
</tr>
<tr>
<td>MIL</td>
<td>motion in limine</td>
</tr>
<tr>
<td>Memo in Opp</td>
<td>memo in opposition</td>
</tr>
<tr>
<td>Mtn to Quash</td>
<td>motion to quash</td>
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<tr>
<td>Mtn for Sanct</td>
<td>motion for sanctions</td>
</tr>
<tr>
<td>MSJ</td>
<td>motion for summary judgment</td>
</tr>
<tr>
<td>Mtn to Strike</td>
<td>motion to strike</td>
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<tr>
<td>MTC</td>
<td>motion to compel</td>
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<tr>
<td>NOD</td>
<td>notice of deposition</td>
</tr>
<tr>
<td>Ord</td>
<td>order</td>
</tr>
<tr>
<td>PFS</td>
<td>plaintiff fact sheet</td>
</tr>
<tr>
<td>Pltf</td>
<td>plaintiff</td>
</tr>
<tr>
<td>PTO</td>
<td>pre-trial orders</td>
</tr>
<tr>
<td>RFA</td>
<td>request for admission</td>
</tr>
<tr>
<td>RFP</td>
<td>request for production</td>
</tr>
<tr>
<td>SDT</td>
<td>subpoena duces tecum</td>
</tr>
<tr>
<td>Subp</td>
<td>subpoena</td>
</tr>
<tr>
<td>Wtn</td>
<td>witness</td>
</tr>
</tbody>
</table>
Rocket Matter App

- View and add contact data and calendar events, anytime from anywhere
- Initiate calls, e-mails, and Skype® conversations directly from your contacts
- Record billable activity as it occurs and assign it to a matter
- Access important client data “on the go”, including invoicing and trust account balances
- Stay current with synchronization of data entered offline
Build a Website:
SquareSpace

Add and arrange your content and features anywhere you want with the click of a mouse

No coding knowledge -- Template based

Mobile-ready websites from the start
Linkedin Learning App
Mobile Transcript App

View all transcripts for all cases by logging into this app

Highlight key testimony with the tap of a finger and quickly e-mail selected points (in Excel format or PDF with yellow highlights) to associates or expert witnesses.

Email highlights to a paralegal, who then quickly creates a deposition summary.
Paperless App

Private communication, collaboration, and automation for legal aid, in a Smart Way.

It is a case management platform for attorneys, which enables legal aid to check eligibility of clients, send and receive documents through their private communications.

Text clients without sharing a phone number, and allow clients to continue to communicate without a phone plan, or if their minutes run out.

*Winner of Loyola’s Hackcess to Justice Competition -- Created by William Palin and Ernest Svenson*
Good Time Calculator

A simple calculator to determine the diminution in sentence (“good time”) for good behavior under Louisiana Law.

Created by Prof. Judson Mitchell, Kevin Carter, and John Love Norris, IV

http://loyolalawtech.github.io/good-time-calculator/
Legal Proof App

App provides a simple way to create court admissible evidence. This app should make everything legal and admissible by a judge or mediator.

A tool to gather evidence, regardless of the kind. There is no server backend; Everything is stored locally; Emails are the court admissible proof needed later on in case phone is lost and/or local data gets corrupted; local copy of data is simply for user to review, nothing else.

*Winner of Loyola’s Hackcess to Justice Competition -- Created by Tom Ortega II*
Clean Jacket App

The Clean Jacket App is based on a decision tree of expungement law. Using statutory law and criminal procedure requirement, JAC devised a process through which individuals can be educated on the general likelihood of an expungement.

Without a direct review of an individual’s particular arrest or conviction, however, the app cannot advise individuals on the success of filing a Motion of Expungement in any Louisiana court.

The app provides a list of private and/or pro bono attorneys who can provide expungement services according to the user’s geo-location or zip code.
## AppClose

- **FREE co-parenting app**
- **Chat, Calendar, Expenses, Reminders**
- **Easily export text messages to PDF**

### Screen Shots

![AppClose Features](image1.png)

- **Parenting Schedules**
- **Expenses**
  - September health insurance
- **ipayou™**
  - Sign up
- **Important Reminders**
  - Set important reminders
- **Medical**
  - Add professionals

![Calendar](image2.png)

<table>
<thead>
<tr>
<th>October 2018</th>
<th></th>
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<tbody>
<tr>
<td>S M T W T F S</td>
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<tr>
<td>30 1 2 3 4 5 6</td>
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</tr>
<tr>
<td>7 8 9 10 11 12 13</td>
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<td>21 22 23 24 25 26 27</td>
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<td>28 29 30 31 1 2 3</td>
<td></td>
</tr>
<tr>
<td>4 5 6 7 8 9 10</td>
<td></td>
</tr>
</tbody>
</table>

**Select data range for export**

- **Starts**
  - 11/19/2018
- **Ends**
  - 12/19/2018

![Select Button](image3.png)
Walgreens - Photo

Same. Day. Pickup.
Buddhify App

Practice mindfulness anywhere with guided meditations.
Library Apps
Focus Keeper App

Choose a task to be done, set the timer, and work until the timer goes off.
Bedtime!

- Set times to wake up and go to sleep
- Track sleeping habits
- Better alarm options
Day One Journal
TripIt App

Simply forward all your hotel, flight, car rental, and restaurant confirmation emails to plans@tripit.com

TripIt automagically transforms your emails into a master itinerary for every trip so all your plans are in one place.

View your itinerary anytime, on any device — even when you're offline.