

Technology Tips 2.0

Adam M. Spence, Esquire
SPENCE | BRIERLEY, P.C.
409 Washington Avenue, Suite 1000
Towson, MD 21204
(410) 823-5003
www.spencefirm.com
adam@spencefirm.com

- * Practicing 20+ years
- * Heavy Litigation practice
 - * Trust & Estate Disputes
 - * Business Disputes
 - * Landlord/Tenant Disputes
 - * General civil litigation
- * Technology can make any firm faster, better, cheaper and more client-friendly even if not a litigator
- * Don't be Overwhelmed – Can adopt simple ideas

ORGANIZE IT

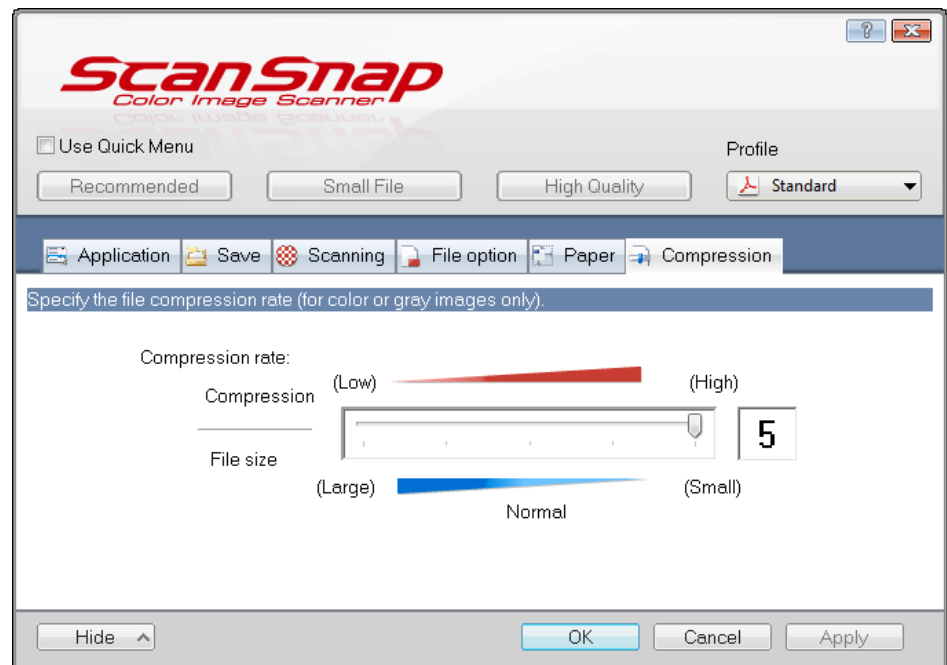
Scanners -- PaperLESS

- * Image outgoing & incoming Documents
- * Fujitsu ix500 - \$420
- * 42 pages a minute
- * One Touch Scanning

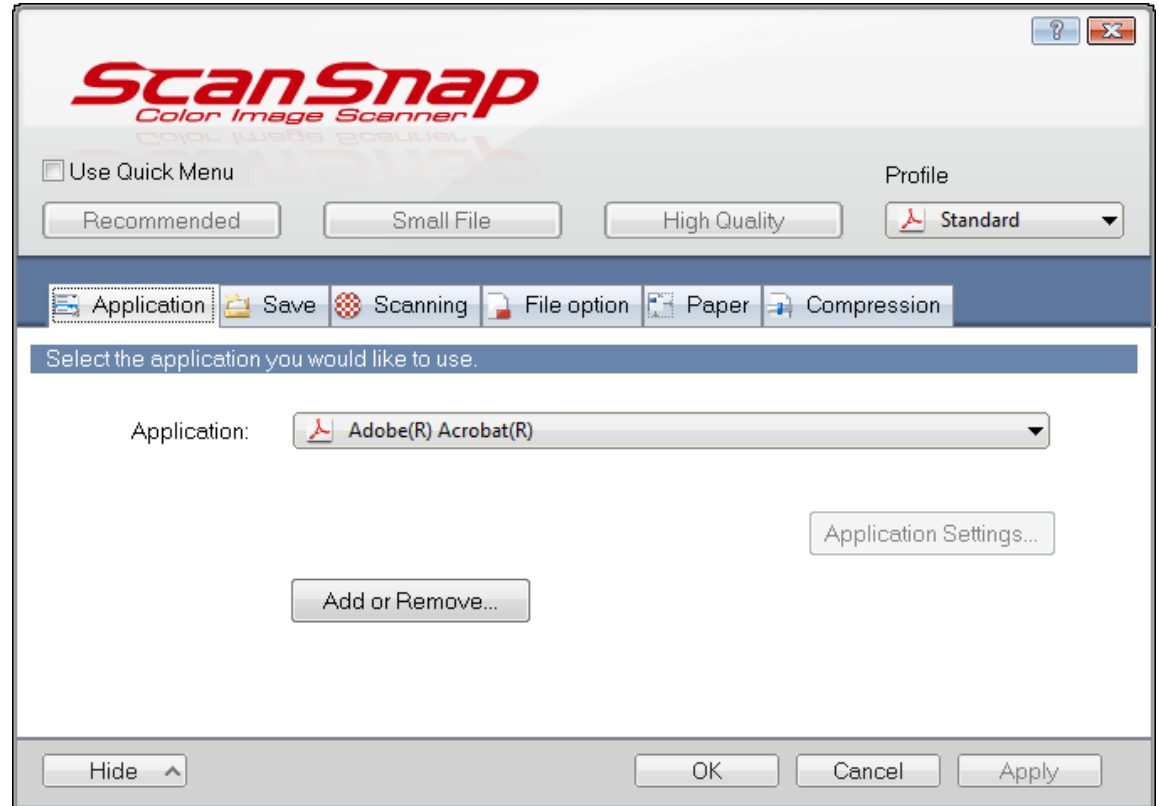


Changing Scansnap Settings

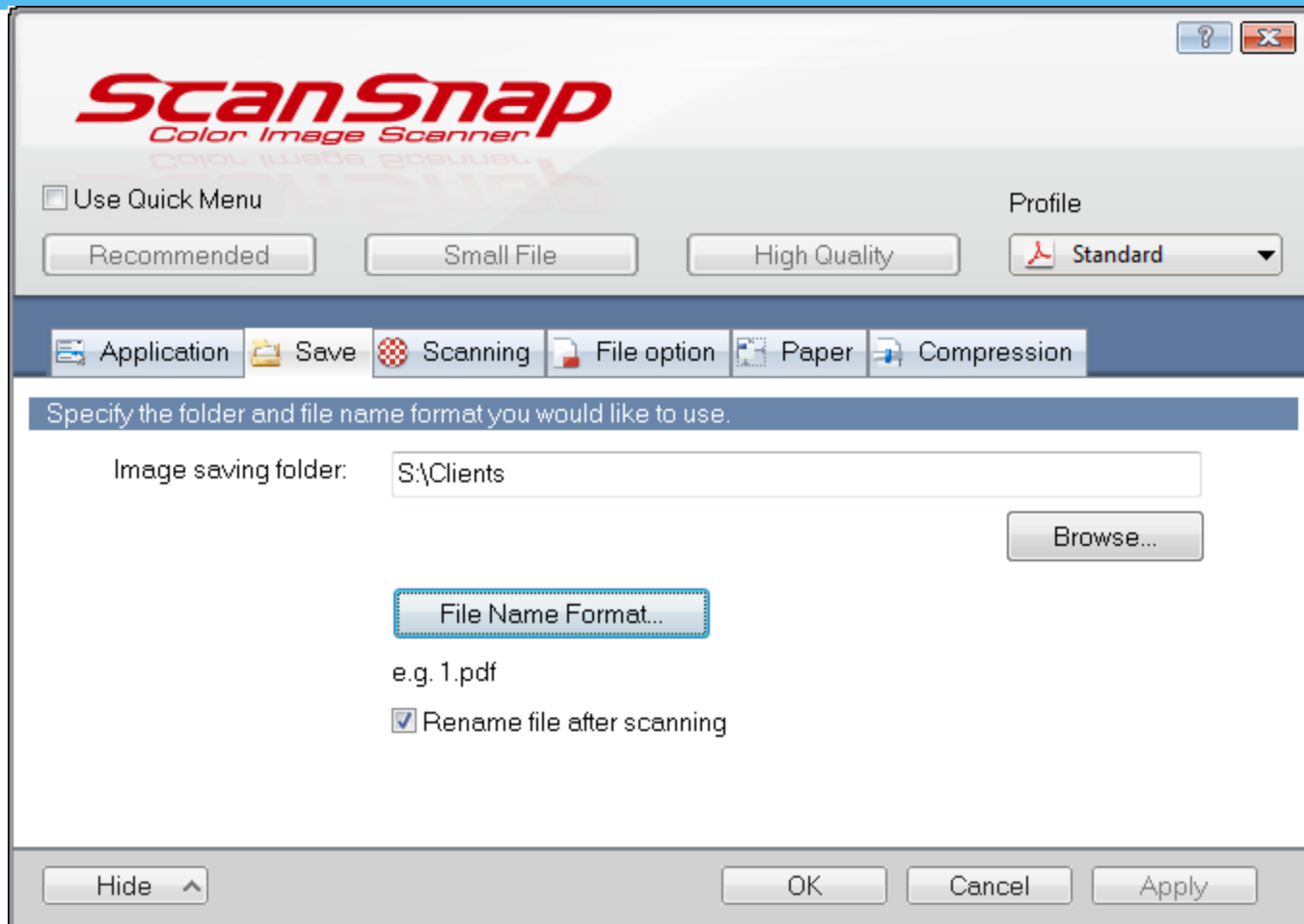
1. Goto Start Menu>All Programs>Scansnap Manager folder>
2. Open “Scansnap Manger Settings” program for this screen



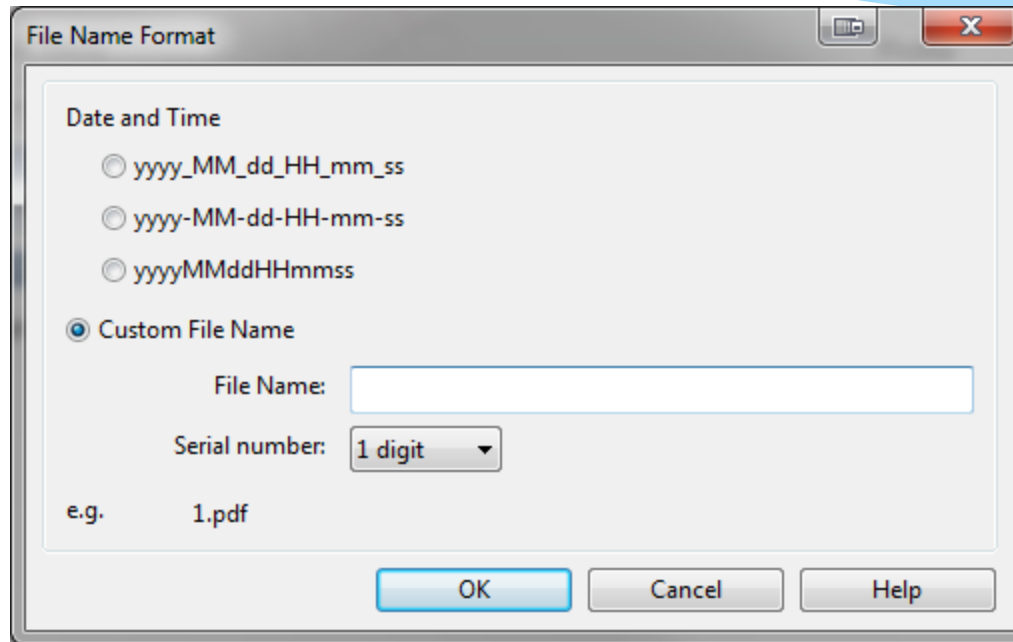
- Uncheck Use Quick Menu
- * Click detail to show full menu
- * Application Tab, select Adobe Acrobat (Reader)



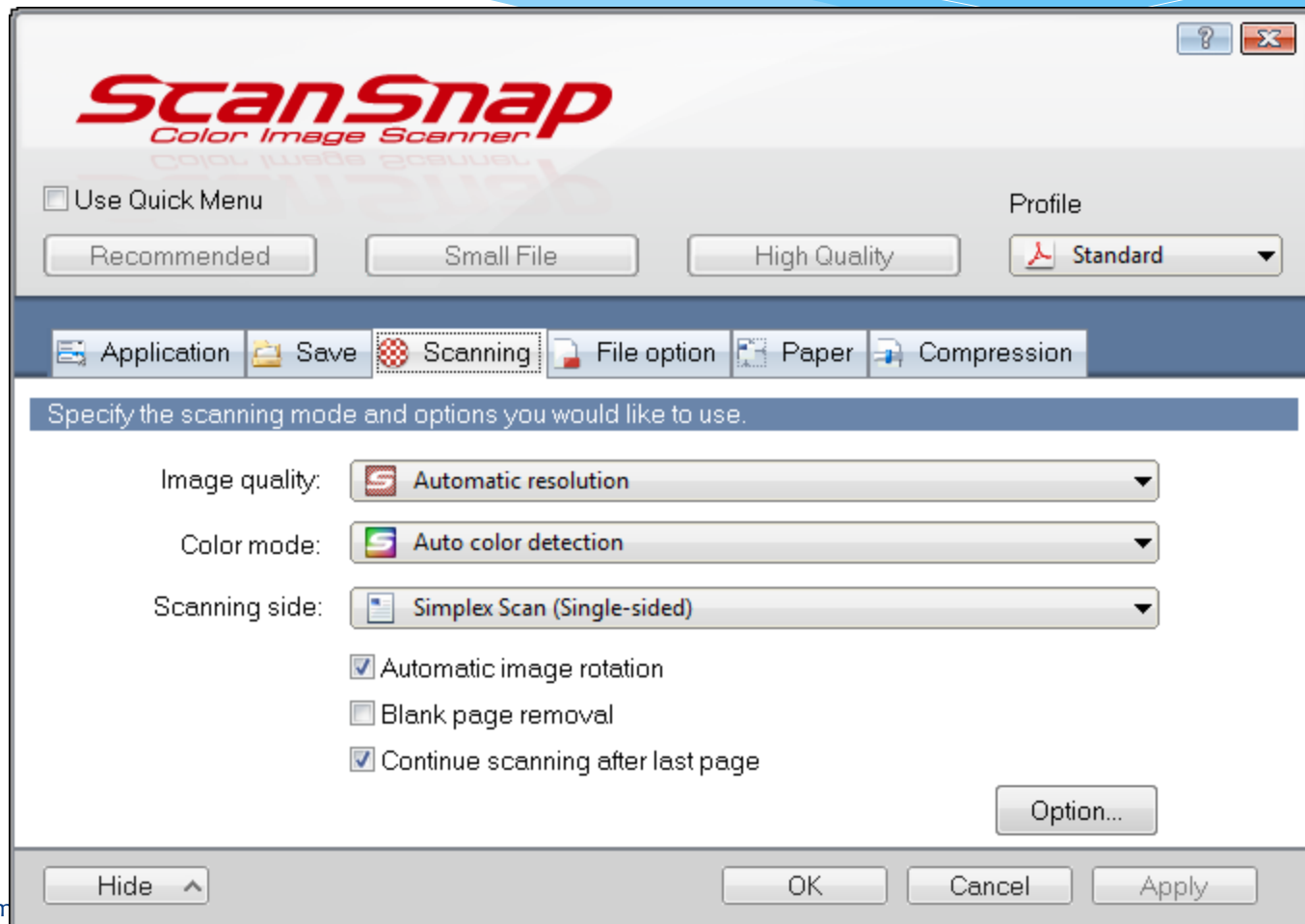
- * Set Image Save Folder where you save
- * And Check “Rename file after scanning”



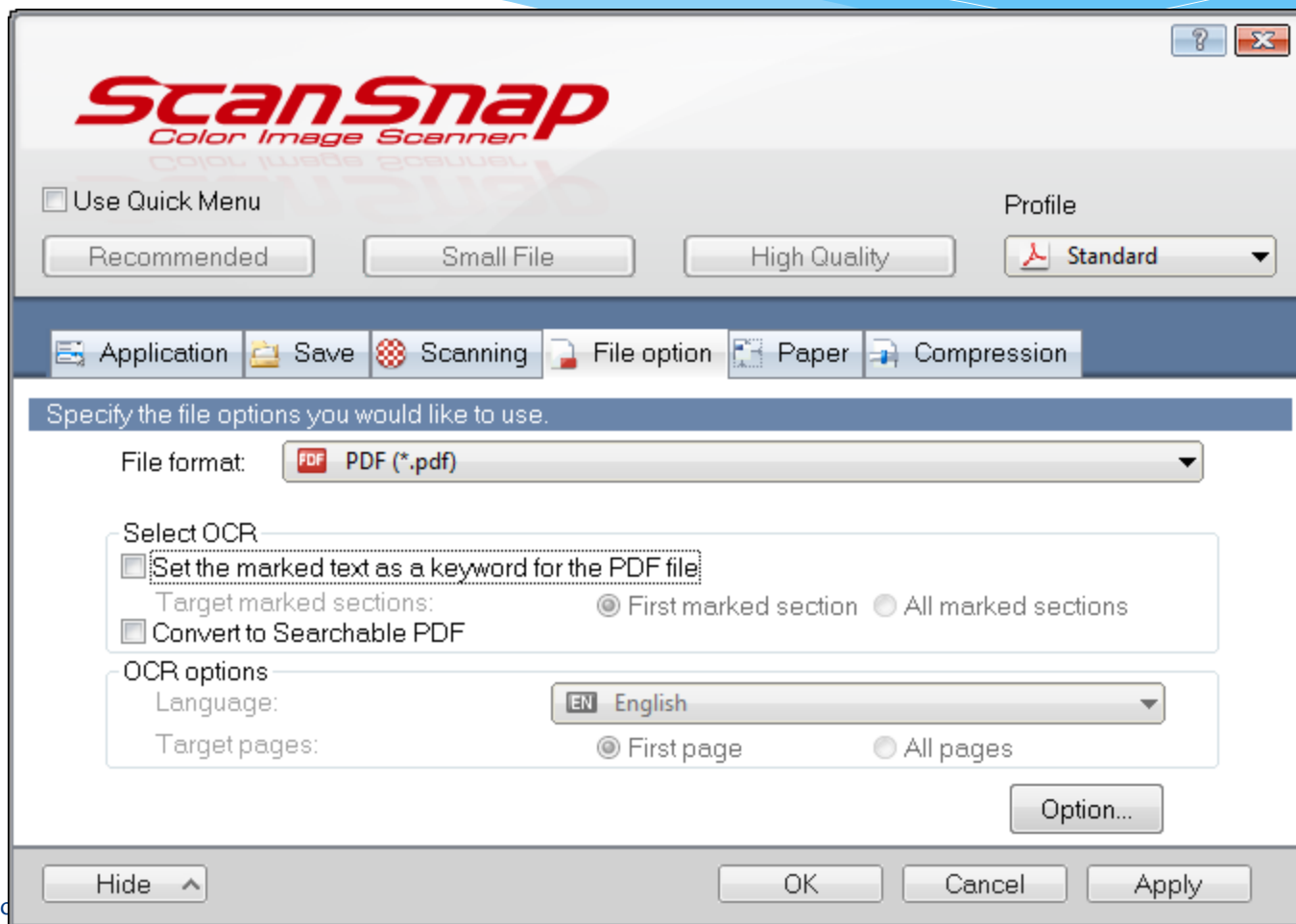
- * To make easy to rename, click File Save Format Button and set as follows:



- * Scanning Tab, if use duplex (double sided), make sure to click blank page removal.
- * Also check continue scanning /page rotation



- * File Option tab, select PDF file format
- * If want searchable PDF, check convert to searchable PDF



Multiple Monitors



- * Increase Productivity 20-40%
- * A must for a paperLESS office

Multiple Monitors

Super Easy: IOGear USB Video Card
Simply plug it into USB port and monitor!



The USB 2.0 External VGA Video Card from IOGEAR® allows you to connect an extra monitor to your desktop PC or laptop's USB port. It enables your connected monitor to be configured, to either clone your primary ... [Full Description](#)

Dell Price..... **\$49.99**

Add to Cart

Usually Ships: in 1-3 days

Free Shipping & Returns

15% Back Rewards*

Manufacturer Part# : GUC2015V | Dell Part# : A6582129

REMEMBER IT

TO DO LISTS

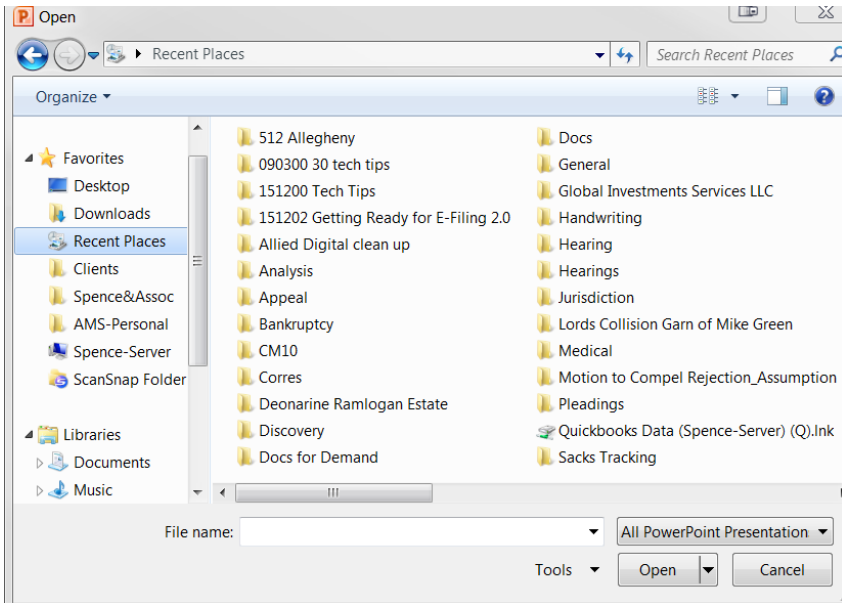
- **“Wunderlist”**
- **“Todoist”**
- **“Remember the Milk”**
- Across computer & phones
 - Install app on phone & computer

REMINDER APP

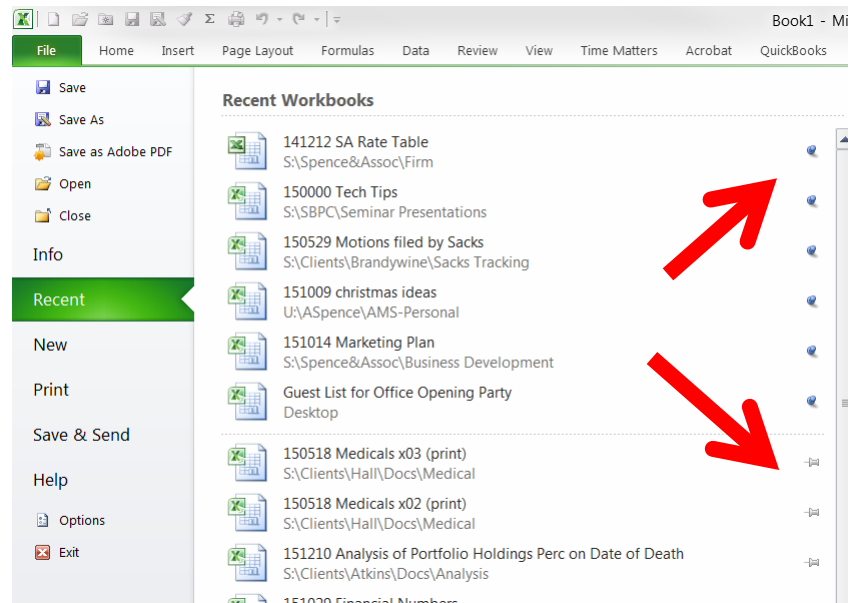
- **Followupthen.com**
 - Email out of your inbox (comes back when you need it)
 - Send reminders (boarding passes, texts, tasks, etc.)

REMEMBER IT In Microsoft

-Recent files list



-Pinning Files



REMEMBER IT

Everything Else

OneNote/Evernote/Google Keep

- Take screen shots of things you need
- Insert pictures
- Take Notes & Create lists Across platforms
- Organize by sections & Searchable

Picasa

- Organize and clean up photos
- Face Recognition & Map of where photos taken

REMEMBER IT

Lexis-Nexis Case Map

- * Knowledge Management Program
- * Case Chronology at its Core
- * Killer Document Management for under 10,000 documents
- * Links chronology to Documents using Acrobat
- * Excellent for organizing and accessing case research
- * Best software I have bought in years
- * Use with Acrobat to maximize use

COLLABORATE

- * Dropbox, OneDrive, GoogleDrive
 - * Not a backup!
- * Voice Over Internet Phones
- * Skype or Logmein.com for sharing desktop
- * Stream Invoicing

... IN COMFORT

Plantronics Savi

- Automatic Lifter
- Huge Range
- Lightweight
- Type/Walk while Talk
- \$230-320



... IN COMFORT

- MS Ergonomic Keyboard
- Eases Wrist Pain
- Looks Cool
- \$99.00



WORK IT . . . With Efficiency!

AutoHotKey

- * Program Macros

Launchy

- * Quickly launch programs and folders

Phrase Express

- * Text Expansion

Slack

- * Communicate with Team

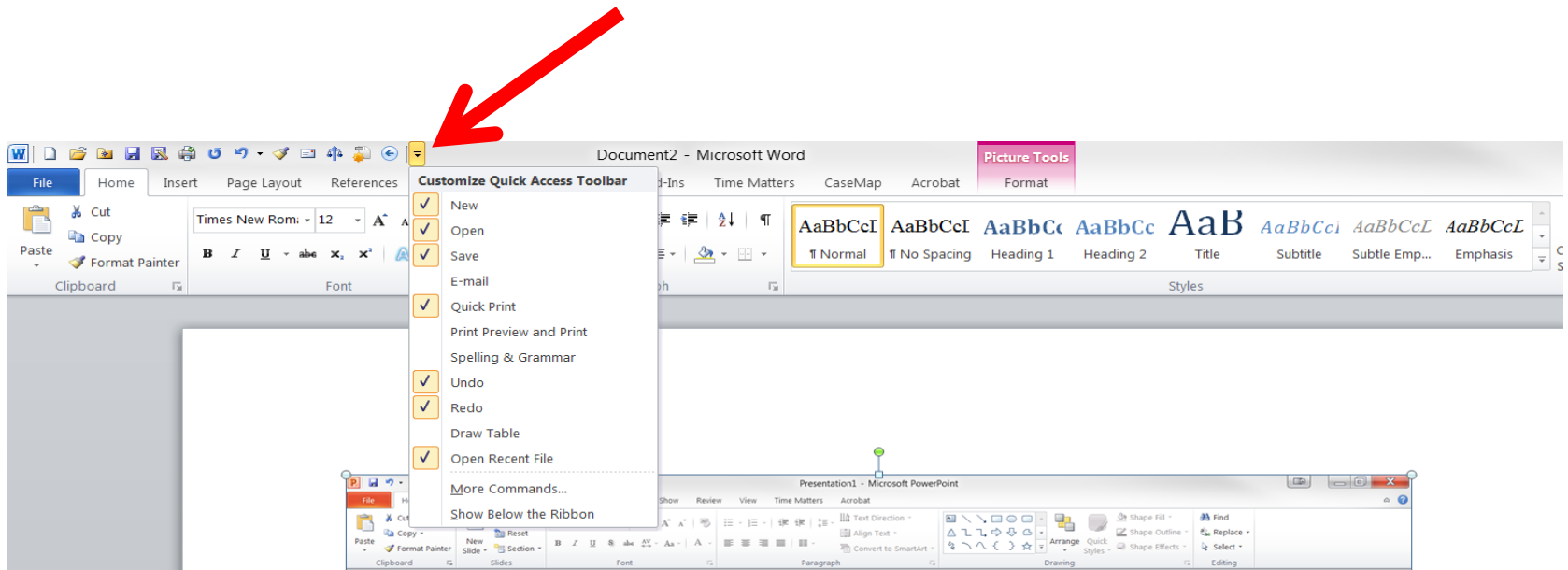
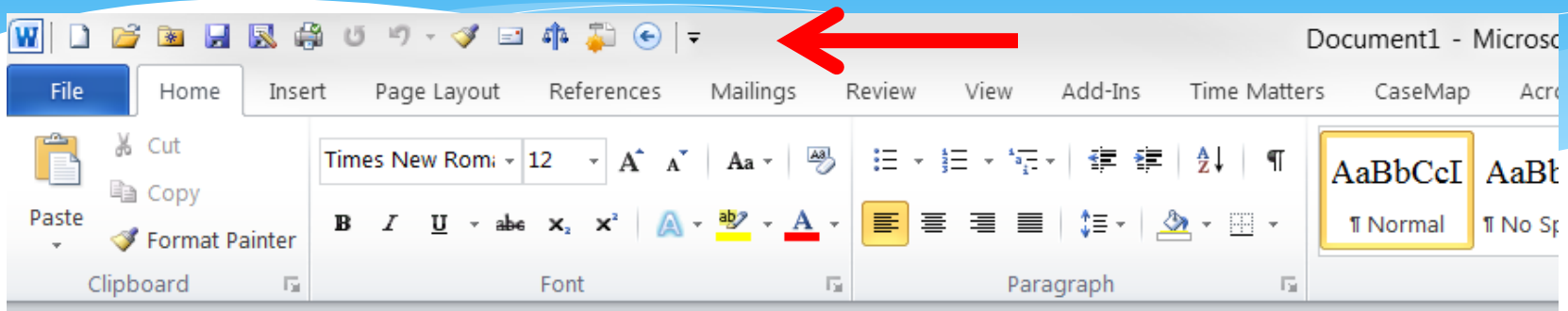
Snippet

- * Already on your computer
- * Use it
- * Cut and paste into Word or Adobe quickly

Keyboard Shortcuts Everyone Should Know

- * **Ctrl + C** or **Ctrl + Insert** - Copy selected item
- * **Ctrl + X** – Cut/Delete current item
- * **Ctrl + V** or **Shift + Insert** - Paste the clipboard.
- * **Ctrl + Z** and **Ctrl + Y** – Undo and Redo
- * **Ctrl + F** – Find in the open program
Ctrl + C
- * **Alt + Tab** or **Alt + Esc** – Cycle through open Programs
- * **Ctrl + Back space** – delete entire word
- * **Ctrl + Left arrow / Right arrow** – move word at a time
- * **Ctrl + S** – Save File
- * **Ctrl + Home / End** – Goto beginning/end of document

Windows Quick Access Tool Bar



Word Options

General

Display

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center



Customize the Quick Access Toolbar.

Choose commands from:

All Commands

- Cover Page
- Coworker
- Create
- Create Address Side
- Create Adobe PDF
- Create and Attach to Email
- Create and Email
- Create and Send For Review
- Create AutoText...
- Create Design Side
- Create Directory...
- Create Graphic
- Create Link
- Create Microsoft Outlook Task
- Create New Theme Colors...
- Create New Theme Fonts...
- Create or open notes about this docu...
- Create PDF
- Create Subdocument
- Crop
- Crop Tools
- Current Position
- Current Selection
- Curve
- Custom 3D Depth
- Custom AutoText

Show Quick Access Toolbar below the Ribbon

Customize Quick Access Toolbar:

For all documents (default)

- New
- Open
- Open Recent File...
- Save
- Save As
- Quick Print
- Redo
- Undo
- Format Painter
- Normal.NewMacros.Ltrhead2
- Normal.NewMacros.AM9Ltr
- Create PDF
- Normal.NewMacros.Para

Add >>
<< Remove

Modify...

Customizations: Reset Import/Export

OK Cancel

WORK IT!

With Siri, Google and Cortana

- * Getting Smarter
- * Use to make calls
- * Use to check the weather
- * Use to set appointments / alarms
- * Use to text or email
- * BTW, not talking about Google Search
(though that's great too!)

Help... My Computer is Slow!

MALWAREBYTES

Scrubs your computer of malware

**** Beware of CNET.com downloads ****

Use Filehippo.com instead

WINDOWS DEFENDER ANTIVIRUS

Comes with Microsoft

SANDBOXIE

Run or view suspicious sites, files, programs
(for advanced users)

SPECCY

Tells you your computer specifications

UPGRADE YOUR SOFTWARE

- * Failure to upgrade Internet Explorer, Adobe, Word, etc. leaves you vulnerable
- * Viruses, trojan horses and all kinds of nasties
- * Are you still using IE8?

- * Also ... change your passwords
No kidding

DON'T UPGRADE YOUR SOFTWARE

- * When looking at other programs, upgrading software often doesn't make financial sense
- * If in doubt, google it...

LIVE IT!

WAZE

- Great navigation app on phone
- Real time traffic, accident and police notifications

GOOGLE TRANSLATE

- Take a picture or talk to it, it translates

MINDMUP.COM

- Mind mapping at its best

TRIPADVISOR.COM

- Fear Not Travelers!

STREAMING TO TV WITH CHROMECAST

- Netflix and ...