TOP TECHNOLOGY TIPS:
EVERYTHING IS DIFFICULT BEFORE IT BECOMES **EASY**

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LEGAL TECHNOLOGY: WHY?

- Use legal technology because it makes you a better lawyer

- Use legal technology because it protects your data

- Use legal technology to create and maintain a client focused firm

- Use legal technology to stay competitive

- Use legal technology to improve your bottom line..$$$

PROOFREADING SOFTWARE:
EVERYONE NEEDS A SECOND SET OF EYES

- Most lawyers spell check, but that is not enough.

- Legal proofreading is highly contextual and requires industry knowledge that general-purpose software cannot provide. It involves checking for inconsistencies; industry-specific spelling, grammar, and usage errors; and style and formatting mistakes.

- MS Word has improved: grammar and spellcheck since 2016 combined, and in 2017 if you are using Office 365, they added refinements, which relate to clarity, concision, passive voice, word choice, and style conventions. To learn how to set up these features on Office 365 go here: https://support.office.com/en-us/article/select-grammar-and-writing-style-options-ecd60e9f-6b2e-4070-b30c-42efa6cff55a?ui=en-US&rs=en-US&ad=US

- However, a specialized legal proofreading software provides unique and unmatched legal checking that may include (depending on which software you use): abbreviations, capitalization, italicization, hyphens and dashes, punctuation, typos and spelling, numbers, figures, and *Bluebook* citations.

PROOFREADING SOFTWARE TO CONSIDER

- **PerfectIt** is a lawyer developed proofreading and editing add-in for MS Word that works on PCs and Macs. This is a legal writing tool that checks for and enforces legal writing and style guidance per the American Legal Style. Free trial then $70./yr. for up to 49 users.**https://legal.intelligentediting.com**

- **ProWritingAid** analyzes entire documents with no word limits, allows you to edit where you write and has free access to writing resources. Free trial, free basic plan, Premium $70./ yr. **https://prowritingaid.com**

- **Grammarly Business** helps teams improve their communication at work. It integrates across platforms and devices. Free option and Premium for $139.92 monthly. **https://www.grammarly.com**

Invest the time in your practice and career *automating* tasks and business processes that take up a sizeable amount of your time each day.

SCHEDULING A MEETING

✓ **Doodle:** Avoid back and forth emails by providing your availability while keeping your calendar private. Avoid having to sort through each players availability and having to figure out the best time. Free trial, levels range from $48./yr. to $360/yr. depending on users and features.

https://doodle.com

✓ **Calendly**: Depending on the level selected it can connect with up to 6 calendars to automatically to check availability; automatically distributes meetings to your team; and sends confirmations and reminders. Basic to Pro Plans: Free - $12.00 per user monthly.

https://calendly.com

✓ **NeedToMeet:** Schedules meetings in two easy steps; creates a unique URL link to invite attendees; interfaces with your calendar; emails you when guests responds; and ad free. Free Trial. Standard to Premium Plans: Free - $19.00 per user yearly.

https://www.needtomeet.com

AUTOMATE

Invest the time in your practice and career *automating* tasks and business processes that take up a sizeable amount of your time each day.

Connecting Online Applications

A zap is basically an automated task that you want run over and over again between two online apps. A zap consists of a trigger and an action: When this happens (Trigger), do something (Action).

- ✓ **Zapier:** Zapier moves info between your web apps automatically, so you can focus on your most important work. Link your web apps with a few clicks, so they can share data. Build processes faster and get more done—no code required. 5 Plans ranging from Free100 tasks monthly to $599.00 monthly for 100,000 tasks.
- ✓ **https://Zapier.com**

- ✓ **Microsoft Flow**: Focuses on Office 365 and reduces repetitive manual tasks while integrating with hundreds of applications and services. Automatically saves email attachments to OneDrive or SharePoint document library; creates tasks for flagged emails; saves Gmail or Outlook attachments to personal OneDrive; and copy new files from PC to SharePoint. Free Trial. Starting at $15. per month per user.

  https://flow.microsoft.com

AUTOMATE

QUICK TIPS TO KEEP DATA SAFE

- When using a public charging station turn off your phone before connecting our data can be hacked if you use a public USB charging station or kiosk. Use a backup battery instead.

- Invest in a RFID wallet or passport cover; this blocks RFID signal from being read.

- Disable Bluetooth when you are not using it.

- Enable Touch ID or Facial Recognition if you use an Apple device.

- Use "passphrases" rather than "passwords".

- Turn off your computer. When you're finished using your computer or laptop, power it off. Leaving computing devices on, and most often, connected to the Internet, opens the door for rogue attacks.

THANK YOU

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