

Technology Tips for Solo & Small Firm Practice

- 30+ Quick Hits - Practical ideas you can use, starting today!
- Cybersecurity discussion - Tools and best practices
- Dave Pantzer, Shawn Levin, Lee Sampson



30+ Quick Hits - Practical

ideas you can use, starting

today!



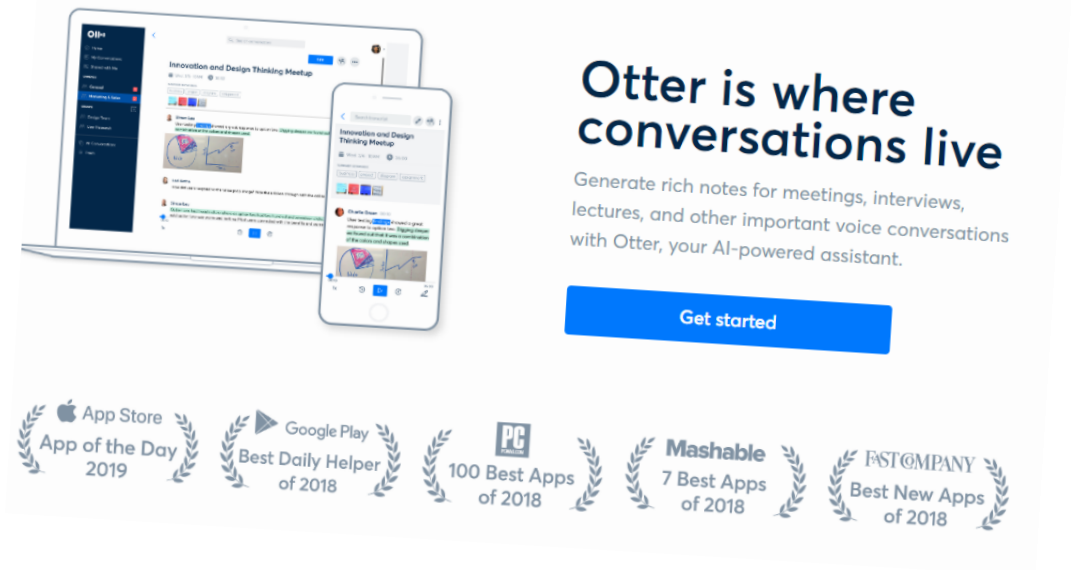
App/Office: Voice to text (free)

The goal: Turn spoken
language into written
language

- wherever you are.

Various possibilities:

- Otter.ai



Otter is where
conversations live

Generate rich notes for meetings, interviews,
lectures, and other important voice conversations
with Otter, your AI-powered assistant.

Get started

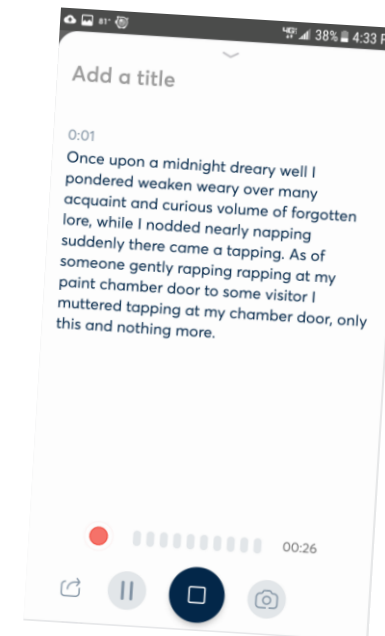
App Store App of the Day 2019

Google Play Best Daily Helper of 2018

PC 100 Best Apps of 2018

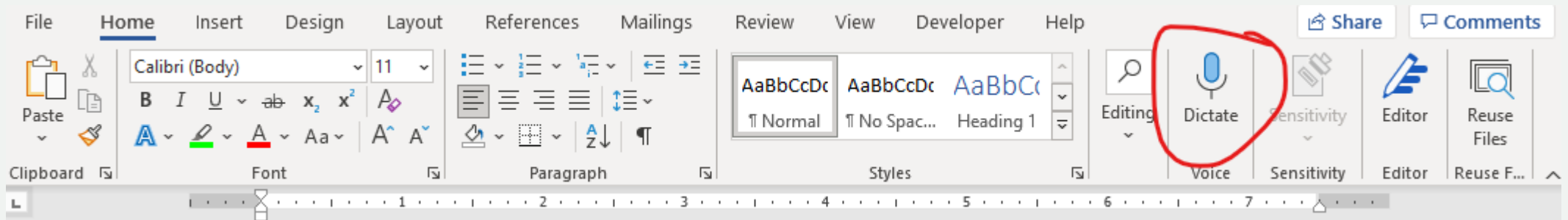
Mashable 7 Best Apps of 2018

FAST COMPANY Best New Apps of 2018

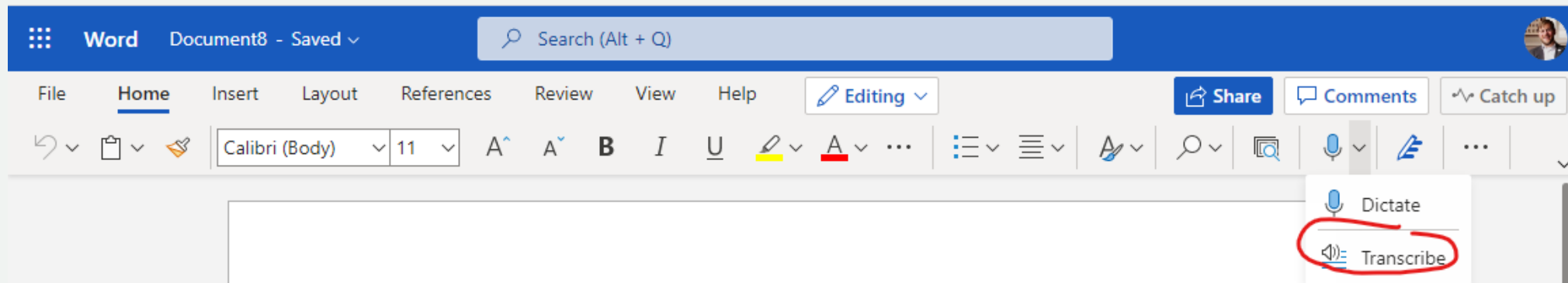


App/Office: Voice to text (free)

- Dictate to Word



- Word transcriptions (word.office.com)



Windows: Snip & Sketch

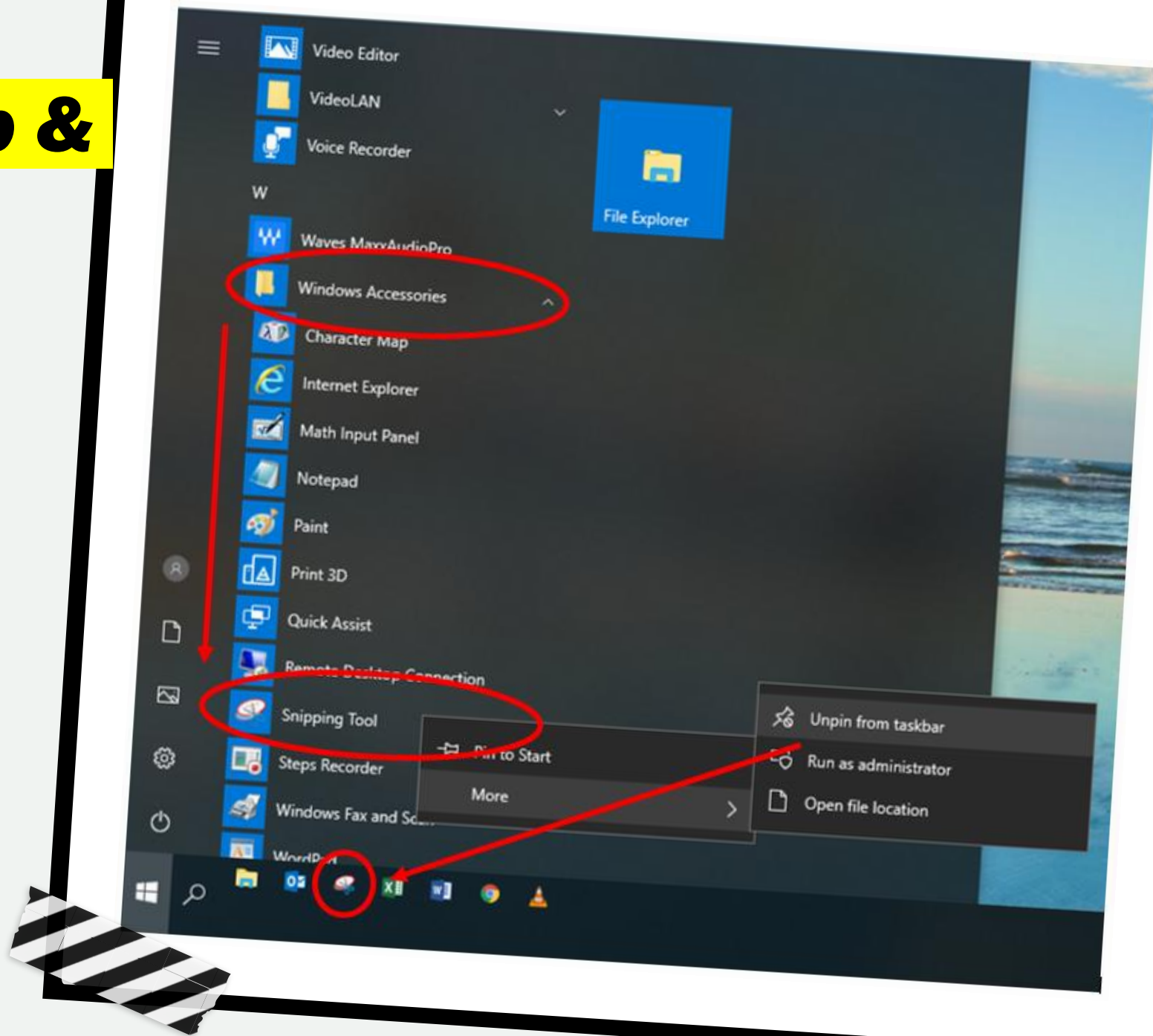
A Picture is worth 1,000 words

Windows:

1. Ctrl + Shift + Print Screen
2. Snipping tool
3. Snip & Sketch

Mac:

Command + Shift + 4



Office: Excel shortcuts

	A	B
1		
2	Red	1234.75
3	Orange	2341.99
4	Yellow	3412.21
5	Green	4123
6	Blue	1324
7	Purple	3241

	A	B
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	A	B
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3	Orange	2341.99
4	Yellow	3412.21
5	Green	4123
6	Blue	1324
7	Purple	3241

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1		
2	Red	1234.75
3	Orange	2341.99
4	Yellow	3412.21
5	Green	4123.99
6	Blue	1324
7	Purple	3241
8		

<https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-office-e765366f-24fc-4054-870d-39b214f223fd>



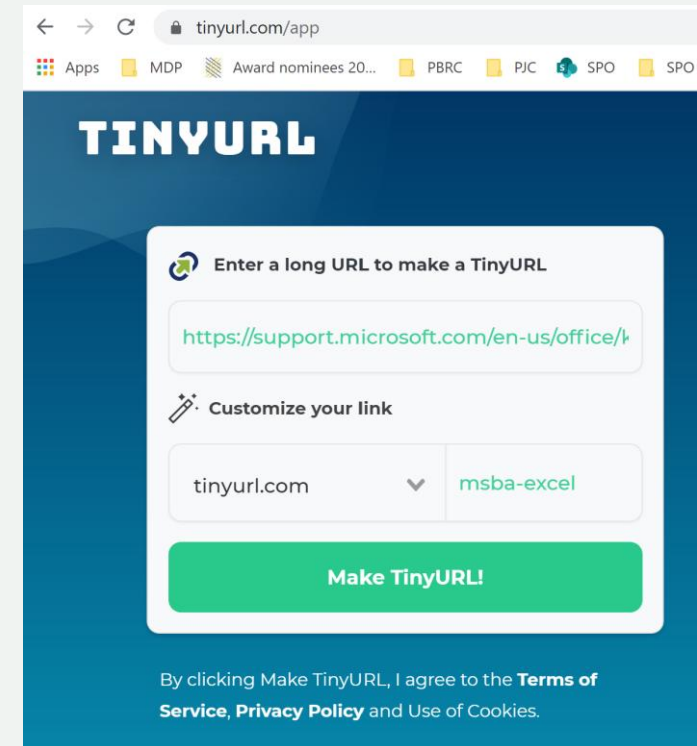
Web: TinyURL.com

<https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-excel-1798d9d5-842a-42b8-9c99-9b7213f0040f>

<https://tinyurl.com/msba-excel>

or

<https://bit.ly/2YZXTF8>



The screenshot shows the TinyURL website interface. At the top, the browser address bar displays "tinyurl.com/app". Below the address bar, there are several navigation tabs: "Apps", "MDP", "Award nominees 20...", "PBRC", "PJC", "SPO", and "SPO". The main content area features the "TINYURL" logo in white on a dark blue background. A central white box contains the following elements: a green circular icon with a white arrow, the text "Enter a long URL to make a TinyURL", a text input field containing the URL "https://support.microsoft.com/en-us/office/k...", a section titled "Customize your link" with a pencil icon, a dropdown menu showing "tinyurl.com", and a text input field containing "msba-excel". A large green button labeled "Make TinyURL!" is positioned below these fields. At the bottom of the white box, there is a disclaimer: "By clicking Make TinyURL, I agree to the Terms of Service, Privacy Policy and Use of Cookies."



Android: Microsoft SwiftKey keyboard

- Install from Play store; enable, select, ?sign in (no)
- “Microsoft SwiftKey gives you more accurate autocorrect and predictions by learning your writing style - including the words, phrases and emoji that matter to you.”
- Configurable layouts and modes
- Resize!
- Hold spacebar to gesture the cursor.



Microsoft SwiftKey Keyboard

SwiftKey Productivity

Everyone

★★★★★ 3,773,258

This app is available for your device

Installed



Web: [Unsplash.com](https://unsplash.com)



License

Unsplash photos are made to be used freely. Our license reflects that.

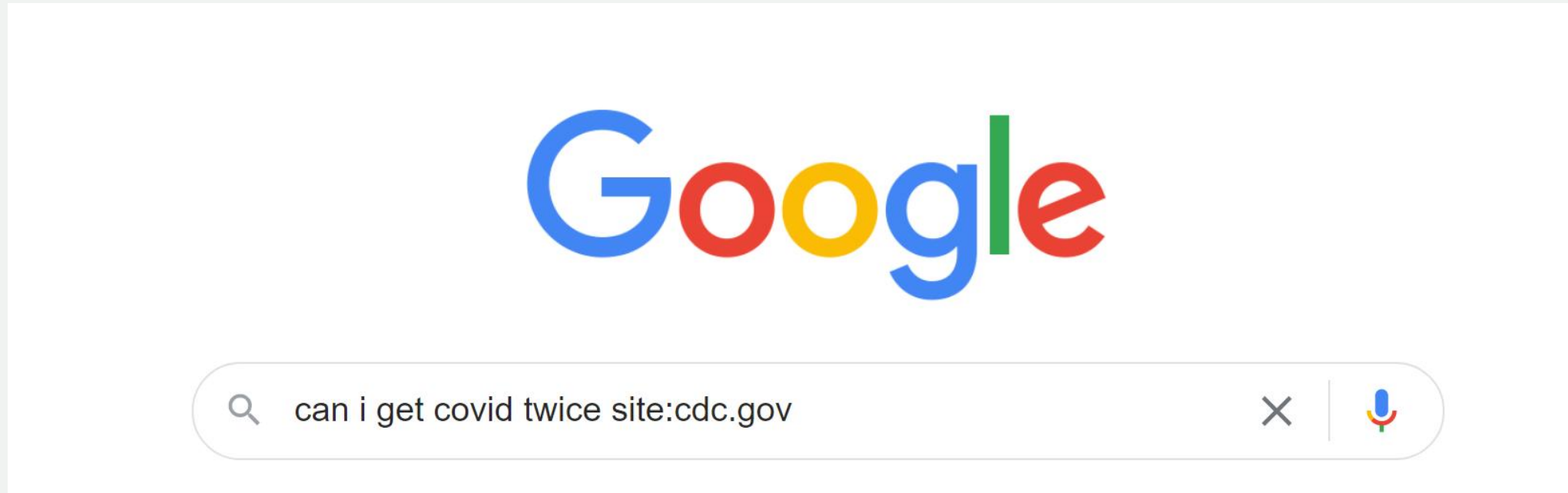
- ✓ All photos can be **downloaded** and used for **free**
- ✓ **Commercial** and **non-commercial** purposes
- ✓ **No permission needed** (though attribution is appreciated!)

What is not permitted 🗑️

- ⊘ Photos cannot be **sold** without significant modification.
- ⊘ Compiling photos from Unsplash to replicate a similar or competing service.



Web: Site: search and other tips



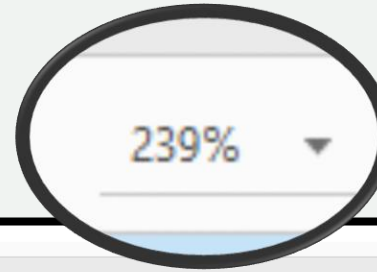
<https://www.lifehack.org/articles/technology/20-tips-use-google-search-efficiently.html>

<https://tinyurl.com/msba-google>



Dave

Adobe: Zoom settings



The screenshot shows the Adobe Acrobat Reader interface. The main content area displays the following text:

James Matthew Leidig v. State of Maryland, No. 19, September Term, 2020. Opinion by Biran, J.

CONSTITUTIONAL LAW – SIXTH AMENDMENT OF THE UNITED STATES CONSTITUTION – ARTICLE 21 OF THE MARYLAND DECLARATION OF RIGHTS – RIGHT OF ACCUSED TO CONFRONT WITNESSES – FORENSIC EVIDENCE – The Confrontation Clause of the Sixth Amendment to the United States Constitution provides a criminal defendant with the right “to be confronted with the witnesses against him.” Article 21 of the Maryland Declaration of Rights similarly provides that, “[i]n all criminal prosecutions, every man hath a right ... to be confronted with the witnesses against him; ... [and] to examine the witnesses for and against him on oath.” In *Williams v. Illinois*, 567 U.S. 50 (2012), the Supreme Court considered whether a laboratory report containing the results of DNA analysis was “testimonial” within the meaning of *Crawford v. Washington*, 541 U.S. 36 (2004). *Williams* resulted in a fractured decision, revealing that there was not a majority position on the Supreme Court concerning the minimum requirements for a forensic test report to qualify as testimonial for purposes of the Sixth Amendment.

The interface includes a top toolbar with navigation and editing tools, a left sidebar with document navigation options, and a right sidebar with a 'Signature Panel' and various PDF manipulation tools like 'Export PDF', 'Edit PDF', 'Create PDF', 'Comment', 'Combine Files', 'Organize Pages', 'Compress PDF', 'Redact', 'Protect', 'Adobe Sign', 'Fill & Sign', and 'Send for Comments'. A status bar at the bottom indicates 'The validity of the document certification is UNKNOWN. The author could not be verified.'



Adobe: Zoom settings

Edit >
Preferences >
Page Display >
Zoom

Preferences

Categories:

- Commenting
- Documents
- Full Screen
- General
- Page Display
- Accessibility
- Adobe Online Services
- Email Accounts
- Forms
- Identity
- Internet
- JavaScript
- Language
- Measuring (2D)
- Measuring (3D)
- Measuring (Geo)
- Multimedia & 3D
- Multimedia (legacy)
- Multimedia Trust (legacy)
- Reading
- Reviewing
- Search
- Security
- Security (Enhanced)
- Signatures
- Spelling
- Tracker
- Trust Manager
- Units

Default Layout and Zoom

Page Layout: Automatic Zoom: 100%

Resolution

Use system setting: 216 pixels/inch Custom resolution: 110 pixels/inch

Rendering

Smooth Text: For Laptop/LCD screen

Smooth line art Smooth images Use local fonts

Enhance thin lines Use page cache

Page Content and Information

Show large images Use smooth zooming

Show art, trim, & bleed boxes Show transparency grid

Use logical page numbers Always show document page size

Use Overprint Preview: Only For PDF/X Files

Default Transparency Blending Color Space: Working RGB

Reference XObjects View Mode

Show reference XObject targets: Only PDF/X-5 compliant ones

Location of referenced files: Browse for Location...

OK Cancel



Web: web.archive.org

INTERNET ARCHIVE
WayBackMachine

The screenshot shows the Wayback Machine homepage. At the top, there's a navigation bar with the Wayback Machine logo and the tagline "Travel with us to 2046 and imagine the future of the internet". Below this is a secondary navigation bar with categories like WEB, BOOKS, VIDEO, AUDIO, SOFTWARE, and IMAGES. A search bar is also present. The main content area features a search box with the placeholder text "Enter a URL or words related to a site's home page", which is circled in red. To the left of the search box is a "DONATE" button and the Wayback Machine logo. Below the search box, there's a row of thumbnail images representing saved web pages. One thumbnail is highlighted with a blue box and labeled "foodnetwork.com Oct 20, 2013 22:40:56". At the bottom of the page, there are four columns: "Tools" (listing various APIs and extensions), "wayforwardmachine" (with a "Go Forward" button), "Subscription Service" (describing Archive-It), and "Save Page Now" (with a "SAVE PAGE" button and a URL input field).



Dave

Web: web.archive.org



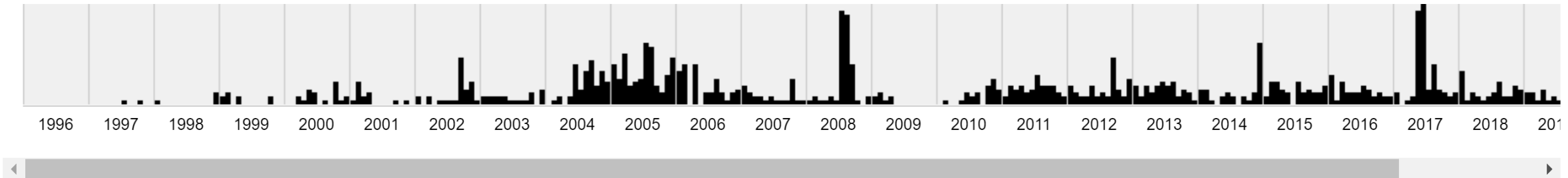
INTERNET ARCHIVE Explore more than 619 billion [web pages](#) saved over time

[DONATE](#) **WayBackMachine**

Results: 50 [100](#) [500](#)

- Calendar**
- [Collections](#)
- [Changes](#)
- [Summary](#)
- [Site Map](#)
- [URLs](#)

Saved **983 times** between [July 23, 1997](#) and [October 2, 2021](#).



Web: web.archive.org

INTERNET ARCHIVE
WayBackMachine

INTERNET ARCHIVE <http://www.msba.org/> Go JUN JUL OCT
WayBackMachine 983 captures 23 Jul 1997 - 2 Oct 2021 1996 JUL 23 1997 1998
About this capture



The Maryland State Bar Association, Inc.



Mission Statement

The Maryland State Bar Association is a professional, non-profit, voluntary membership association comprised of nearly 18,000 attorneys across the state of Maryland, which monitors judicial and legislative issues in the state, offers legal education opportunities and promotes leadership within the legal profession. MSBA develops and sponsors public service programs to ensure the delivery of quality legal services to all citizens and is committed to furthering the efficient administration of justice and equality for all under the law.

- OFFICERS AND STAFF
- CALENDAR OF EVENTS
- BENEFITS OF MEMBERSHIP
 - SERVICES FOR MEMBERS
 - LAW PRACTICE MANAGEMENT SERVICES
 - VENDOR DISCOUNTS FOR MEMBERS
 - INTERACTIVE MEMBERSHIP APPLICATION
- PUBLICATIONS
- SECTIONS
- RESOURCES FOR THE PUBLIC
- LEGAL LINKS

We would appreciate receiving your [comments](#).

The Maryland State Bar Association, Inc.
Maryland Bar Center Baltimore, MD 21201
Phone: (410) 685-7878 * (800) 492-1964 * Fax: (410) 837-0518
Email: msba@msba.org


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Dave



Web: web.archive.org

INTERNET ARCHIVE
WayBackMachine

INTERNET ARCHIVE WayBackMachine Go DEC FEB MAR 02 1999 2001 2002 983 captures 23 Jul 1997 - 2 Oct 2021   [About this capture](#)

MARYLAND STATE BAR ASSOCIATION, INC.



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- Legal Links
- LOMA
- Mentoring Program
- Legal Vendor Email
- Publications
- News Center *Media Info*
- Sections/Committees
- Public Resources
- Site Map
- FAQ's
- Ethics Index **MEMBERS ONLY**

Advertisement

[Business and Technology Program Task Force Report](#)



Here's the latest...

MSBA CYBARNEWS

Volunteers Needed for MSBA Senior Law Day - May 9



Dave

Web: web.archive.org



INTERNET ARCHIVE WayBackMachine Go JUL AUG OCT 2007 31 2008 2010 983 captures 23 Jul 1997 - 2 Oct 2021

MSBA THE MARYLAND STATE BAR ASSOCIATION, INC. MSBA Home Contact Us Become a Member Member Login

MSBA's Latest

Maryland Bar Bulletin - August 2008 Articles
View All Articles

- Overwhelming Lawyer Volunteer Response to Maryland Foreclosure Crisis
- Maryland's Legal Services Community Turns Out for 10th Annual Maryland Partners for Justice Conference

Registration Now On-Line for 10th Annual Solo and Small Firm Conference
Click Here To Register

Fastcase Training Webinars For MSBA Members

The Maryland State Bar Association and Fastcase are offering online webinars to help MSBA Members boost their online legal research skills on Fastcase.

2009 Bar Bulletin Editorial Calendar

The MSBA Bar Bulletin Editorial Department is seeking attorneys interested in submitting articles for its upcoming 2009 focus issues. Tell us of the latest happenings in your field. [more...]

Section Event of The Week
State & Local Government Law Section and Administrative Law Section
Joint Dinner Meeting
FRIDAY OCTOBER 16, 2008

Invest in the future of your practice by becoming an MSBA Section Member
The MSBA has 27 distinct Sections that will allow you to expand your professional knowledge and development

MSBA Mission Statement

Our mission is to effectively represent Maryland's lawyers, to provide member services and to promote

fastcase
Accelerated legal research.
Free to Members
Events Calendar
10th Annual Solo and Small Firm Conference
FRIDAY & SATURDAY NOVEMBER 7 & 8 2008
MSBA Mid-Year Meeting
Jamaica
FEBRUARY 21 - MARCH 1, 2009

MSBA Section News & Events

- Lawyer Assistance Program: 12 Step Professional's Support Group Meeting
MEETS EVERY THURSDAY 6:30PM
- Consumer Bankruptcy Section: Chapter 13 Nuts & Bolts Seminar
FRIDAY, OCTOBER 3 & OCTOBER 10, 2008
- Animal Law Kick off Dinner
OCTOBER 15, 2008
- State & Local Government Law Section and Administrative Law Section
Joint Dinner Meeting
FRIDAY OCTOBER 16, 2008
- Tax Networking
NOVEMBER 13, 2008, 6:00PM

Maryland Bar Journal



Dave

Web: web.archive.org

INTERNET ARCHIVE
WayBackMachine

The screenshot shows the MSBA website with a navigation menu and a main banner. The navigation menu includes: HOME, CALENDAR, MEMBER DIRECTORY, FASTCASE, ETHICS HOTLINE, FAQs, CONTACT US, LOGIN. The main banner features the MSBA logo and the text "MARYLAND STATE BAR ASSOCIATION, INC". Below the logo is a search bar with the text "search msba.org" and a "Search" button. The banner also includes a navigation menu with: FOR MEMBERS, MEMBER GROUPS, CLE, PUBLICATIONS, BECOME A MEMBER, LEGAL RESOURCES, FOR THE PUBLIC, ABOUT US. The main content area features a large banner for "CLREP Presents: Trials & Tribulations" with a "NEW DATE!" banner. Below the banner are four columns of text: "An Evening of Storytelling", "Registration is open!", "New Edition!", and "Information for the Public". To the right of the banner is a "MEMBER LOGIN" form with fields for "USER ID" and "PASSWORD", a "Login" button, and a link for "Lost Password / Activate Account". Below the login form is the "fastcase" logo.

INTERNET ARCHIVE
WayBackMachine

983 captures
23 Jul 1997 - 2 Oct 2021

Go FEB APR MAY
2014 2015 2016

HOME CALENDAR MEMBER DIRECTORY FASTCASE ETHICS HOTLINE FAQs CONTACT US LOGIN

MSBA MARYLAND STATE BAR ASSOCIATION, INC

search msba.org Search

FOR MEMBERS MEMBER GROUPS CLE PUBLICATIONS BECOME A MEMBER LEGAL RESOURCES FOR THE PUBLIC ABOUT US

CLREP Presents:
Trials & Tribulations
NEW DATE!
The Good, The Bad & The Funny of Practicing Law

An Evening of Storytelling
Hear true stories from Maryland Attorneys! Wednesday, April 1 at

Registration is open!
Register online and join us down the ocean!

New Edition!
Comprehensive detailed analysis of legal issues & practical considerations in tort damages

Information for the Public
Easy-to-read guides designed to inform the public about common legal problems

MEMBER LOGIN MEMBER DIRECTORY

USER ID
PASSWORD
Login
Lost Password / Activate Account

fastcase®



Security tool: Encrypto

- Macpaw.com/encrypto

<https://apps.apple.com/us/app/encrypto-secure-your-files/id935235287?mt=12>

<https://tinyurl.com/msba-encrypto>



macpaw.com/encrypto

Award nominees 20... PBRC PJC SPO SPO ADP SF PBRC - Login Training Imported From Fire... ADP 2 Music CPC-login Home Card

MacPaw Store Menu

Encrypto

Protect files with AES-256 encryption

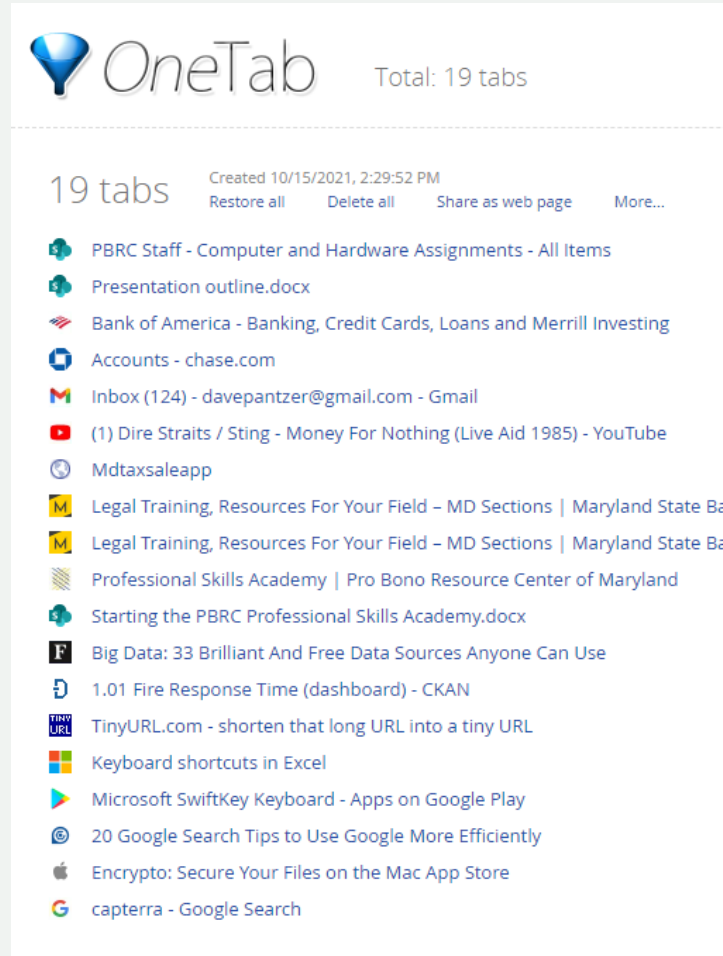
Encrypto lets you encrypt files before sending them to friends or coworkers. Drop a file into Encrypto, set a password, and then send it with added security.

Download for Windows Download on the Mac App Store



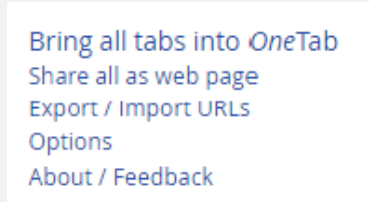
Windows: Tab switching, shortcuts

- CTRL + 1
- OneTab Chrome Extension



The screenshot shows the OneTab Chrome extension interface. At the top, it displays the OneTab logo and "Total: 19 tabs". Below this, it shows "19 tabs" and "Created 10/15/2021, 2:29:52 PM". There are links for "Restore all", "Delete all", "Share as web page", and "More...". The list of tabs includes:

- PBRC Staff - Computer and Hardware Assignments - All Items
- Presentation outline.docx
- Bank of America - Banking, Credit Cards, Loans and Merrill Investing
- Accounts - chase.com
- Inbox (124) - davepantzer@gmail.com - Gmail
- (1) Dire Straits / Sting - Money For Nothing (Live Aid 1985) - YouTube
- Mdtaxsaleapp
- Legal Training, Resources For Your Field - MD Sections | Maryland State Bar
- Legal Training, Resources For Your Field - MD Sections | Maryland State Bar
- Professional Skills Academy | Pro Bono Resource Center of Maryland
- Starting the PBRC Professional Skills Academy.docx
- Big Data: 33 Brilliant And Free Data Sources Anyone Can Use
- 1.01 Fire Response Time (dashboard) - CKAN
- TinyURL.com - shorten that long URL into a tiny URL
- Keyboard shortcuts in Excel
- Microsoft SwiftKey Keyboard - Apps on Google Play
- 20 Google Search Tips to Use Google More Efficiently
- Encrypto: Secure Your Files on the Mac App Store
- capterra - Google Search

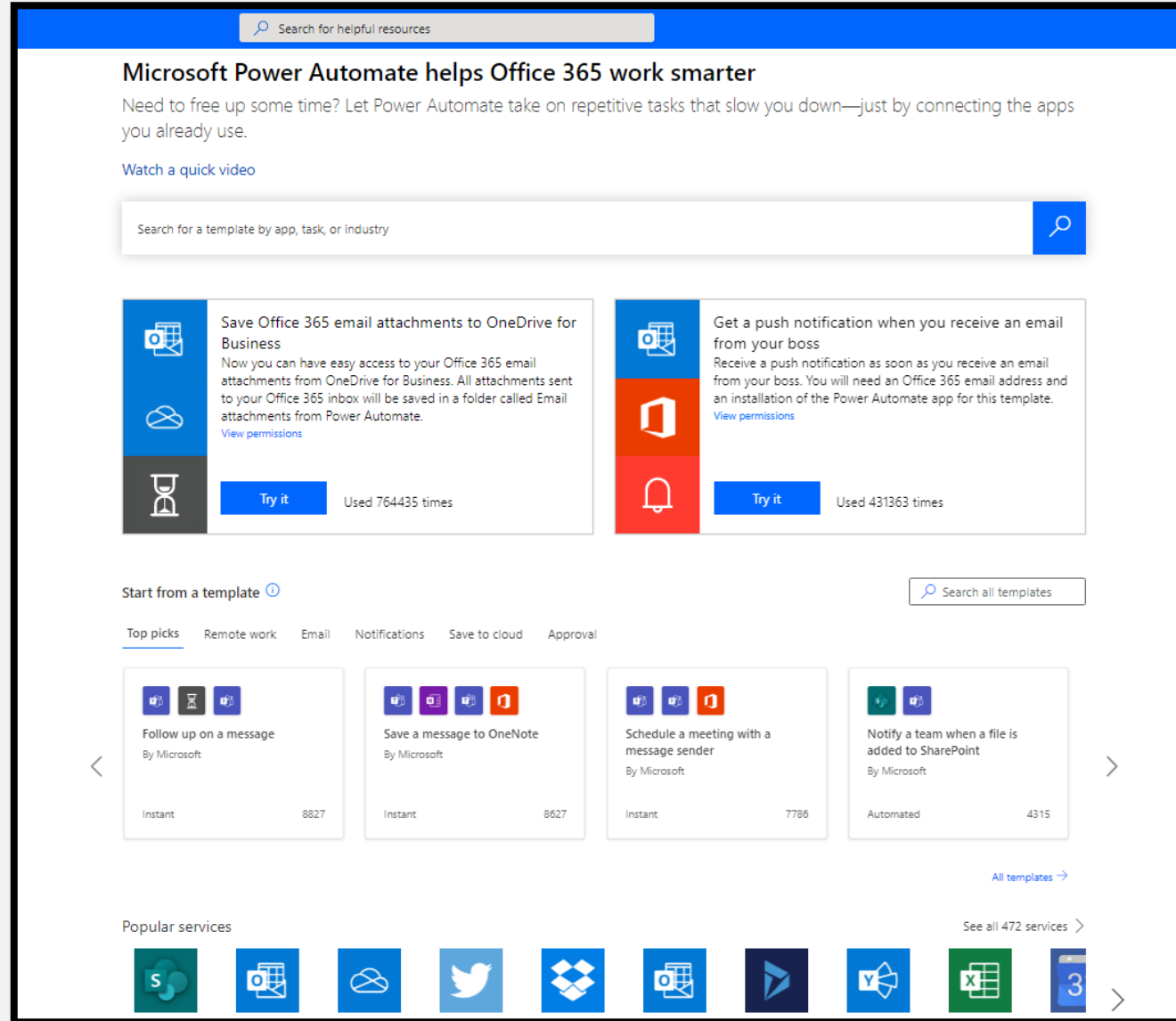
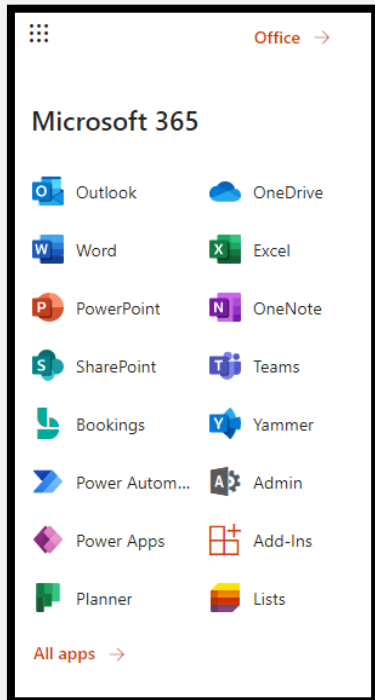


The screenshot shows the OneTab extension menu options:

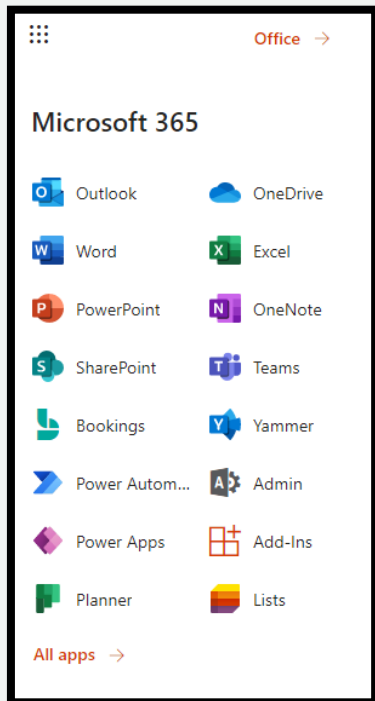
- Bring all tabs into OneTab
- Share all as web page
- Export / Import URLs
- Options
- About / Feedback



Microsoft 365: MS PowerAutomate



More Possibilities



A screenshot of the Power Automate interface. The top navigation bar includes the "Power Automate" logo, a search bar for "Search for helpful resources", and the environment name "Environments Pro Bono Resource Cen...". The main area shows a flow configuration for "When a file is deleted -> Send me a mobile notification".

The flow consists of two steps:

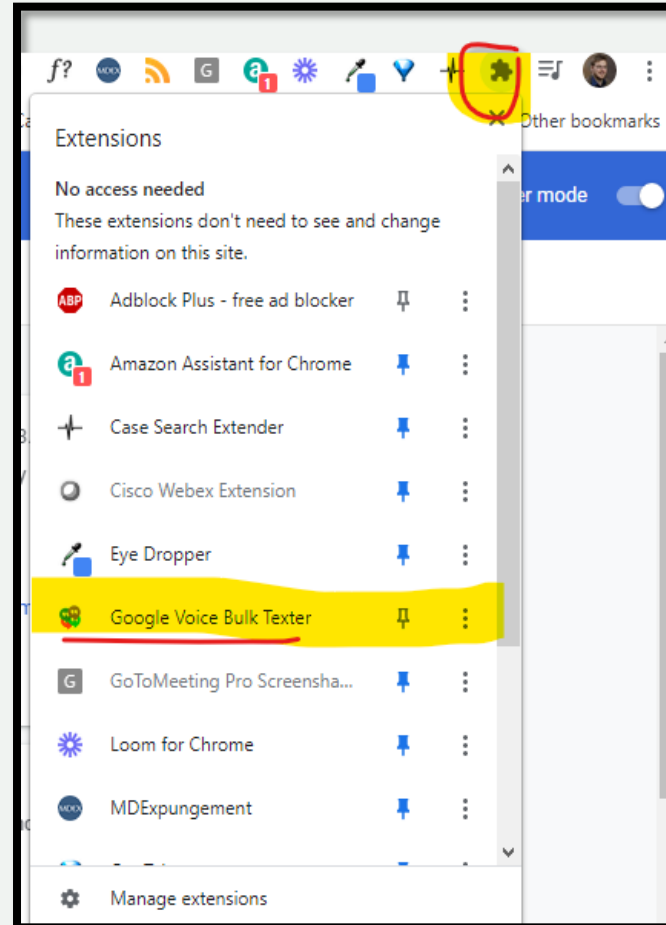
- When a file is deleted:** This step is configured with the following settings:
 - Site Address:** PBRC Staff - <https://probonomd.sharepoint.com/sites/pbrcstaff>
 - Library Name:** Documents
 - Folder:** Select a folder, or leave blank for the whole library
- Send me a mobile notification:** This step is configured with the following settings:
 - Text:** Filename with ... was deleted by Deleted by at Time deleted This is a folder? Is folder
 - Link:** Include a link in the notification
 - Link label:** The display name for the link

At the bottom of the interface, there are two buttons: "+ New step" and "Save".



Google Voice Bulk Texter

- Extract <https://github.com/brismuth/google-voice-bulk-texter/archive/master.zip>
- Chrome://extensions
- Click load unpacked; Select the “src” folder within the extracted ZIP; click select folder.
- Log in to Google Voice, then use the puzzle piece icon to run bulk texter.
- Full details and instructions: <https://github.com/brismuth/google-voice-bulk-texter>



Dave

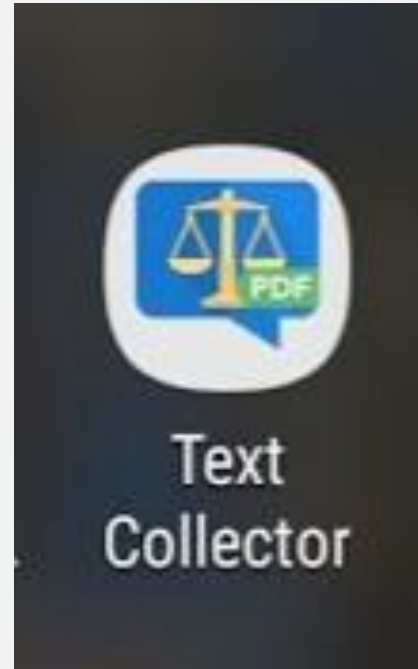
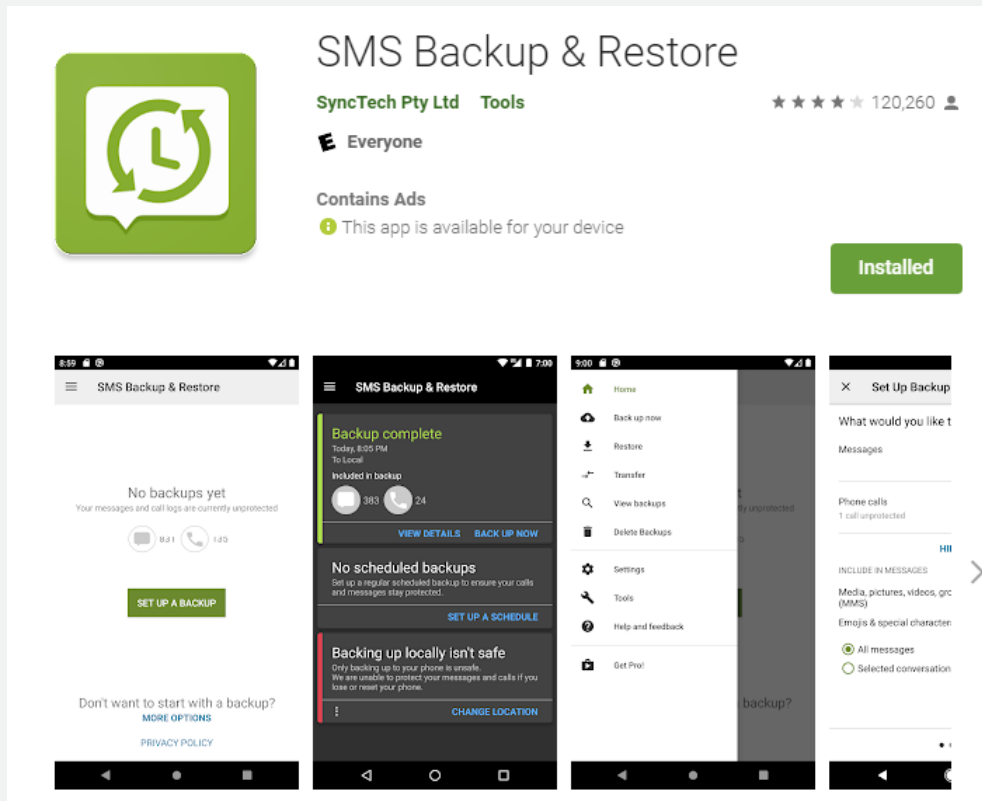


Dave

Mobile: Text message to PDF

<https://www.youtube.com/watch?v=VI0QH8dF4EM>

<https://tinyurl.com/msba-android>



<https://pdf.wondershare.com/mobile-app/how-to-save-text-message-to-pdf-on-iphone.html>

<https://tinyurl.com/msba-iphone-1>

iPhone:
<https://deciphertools.com/decipher-textmessage.html>

<https://tinyurl.com/msba-iphone-2>



Sync your files without any third party

involvement

- <https://syncthing.net/>



[Project](#) [Downloads](#) [Security](#) [Foundation](#)

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The Syncthing Foundation stands against racism! [Read about what we're doing.](#)

Syncthing is a **continuous file synchronization** program. It synchronizes files between two or more computers in real time, safely protected from prying eyes. Your data is your data alone and you deserve to choose where it is stored, whether it is shared with some third party, and how it's transmitted over the internet.

Get Started

Grab one of the [downloads](#) and start syncing!
Check out the [getting started guide](#) for some tips along the way.

Private & Secure

- **Private.** None of your data is ever stored anywhere else other than on your computers. There is no central server that might be compromised, legally or illegally.
- **Encrypted.** All communication is secured using TLS. The encryption used includes perfect forward secrecy to prevent any eavesdropper from ever gaining access to your data.

Open

- **Open Protocol.** The protocol is a [documented specification](#) — no hidden magic.
- **Open Source.** All source code is [available on GitHub](#) — what you see is what you get, there is no hidden funny business.
- **Open Development.** Any bugs found are [immediately visible](#) for anyone to browse — no hidden flaws.



Dave

Planner

The screenshot shows the Microsoft Planner interface. At the top, there's a navigation bar with 'Planner' and a hamburger menu. Below that, the current plan is identified as 'PBRC-Support' with a star icon and a notification badge. The view is set to 'Board', with options for 'Charts' and 'Schedule'. The board is divided into three columns: 'Communication', 'Website', and 'Tech Support or Purchase'. Each column has an 'Add task' button.

This is a close-up of the 'Add Task' dialog box. It has a title 'Website' and an 'Add task' button at the top. Below that is a text input field with the placeholder 'Enter a task name'. There are also options for 'Set due date' (with a calendar icon) and 'Assign' (with a person icon). A large green 'Add Task' button is at the bottom. At the very bottom, it says 'Show completed 41' with a dropdown arrow.

Tasks.office.com

This screenshot shows the details for a task named 'test'. It includes a progress indicator (a circle) and the text 'Last changed moments ago by you'. There are options to 'Assign' and 'Add label'. Below that are dropdown menus for 'Bucket' (set to 'Website'), 'Progress' (set to 'Not started'), and 'Priority' (set to 'Medium'). There are also fields for 'Start date' (set to 'Start anytime') and 'Due date' (set to 'Due anytime'). A 'Notes' section has a text area with the placeholder 'Type a description or add notes here'. Below that is a 'Checklist' section with an 'Add an item' option. An 'Attachments' section has an 'Add attachment' button. A 'Comments' section has a text area with the placeholder 'Type your message here' and a 'Send' button. At the bottom, it shows the user 'Dave Pantzer' and the message 'New Task "test" created' with a timestamp of 'April 19, 2021 1:37 PM'.



Libre Office

Free, open source
office suite

LibreOffice
The Document Foundation

DOWNLOAD ▾ GET HELP ▾ IMPROVE IT ▾ EVENTS ABOUT US ▾ DONATE Search

Discover / What is LibreOffice?

What is LibreOffice?

What is LibreOffice?
LibreOffice Technology
New Features
Writer – word processor
Calc – spreadsheet
Impress – presentations
Draw – diagrams
Base – database
Math – formula editor
Charts
What is OpenDocument?
LibreOffice vs OpenOffice
Templates & Extensions
Who uses LibreOffice?
Screenshots

Discover

- What is LibreOffice?
- LibreOffice Technology
- New Features
- Writer – word processor
- Calc – spreadsheet
- Impress – presentations
- Draw – diagrams
- Base – database
- Math – formula editor
- Charts
- What is OpenDocument?

Do more – easily, quick

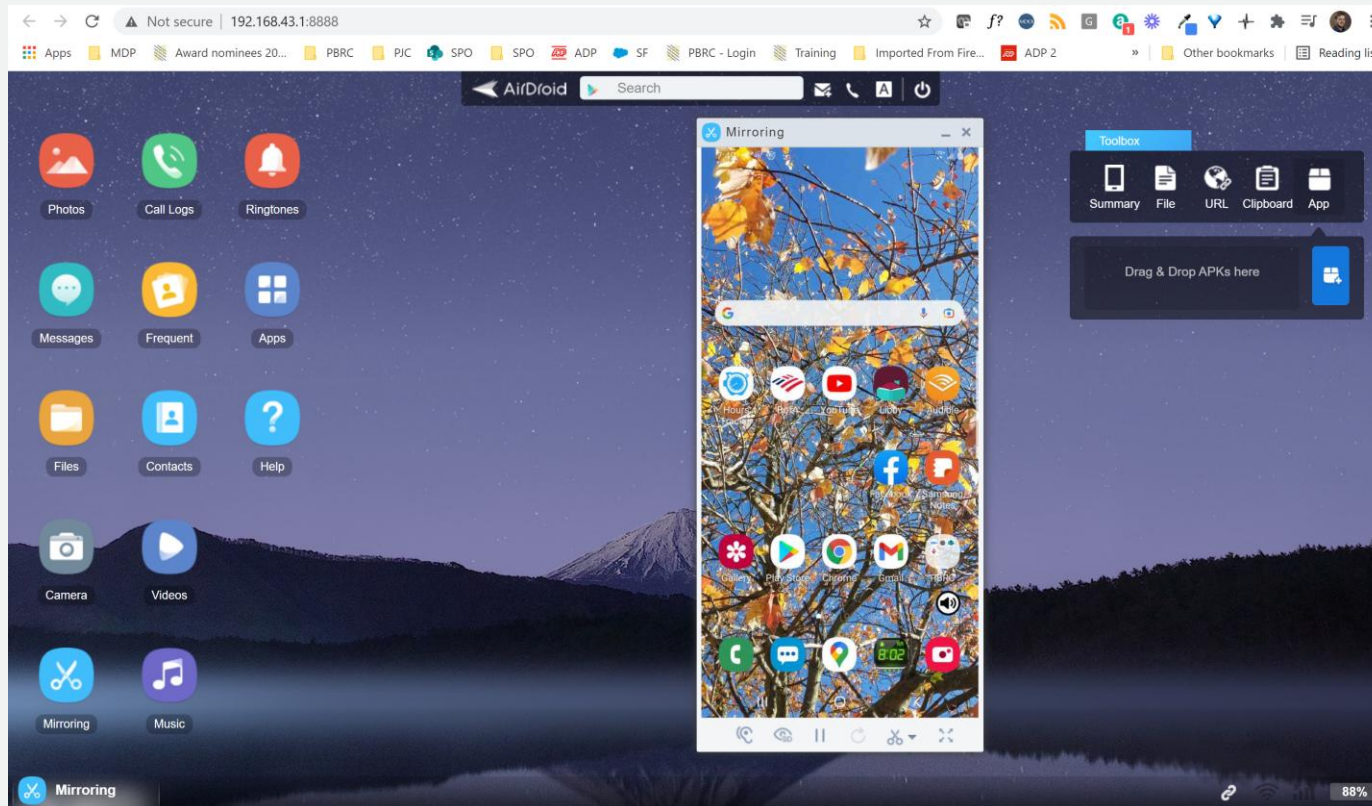
LibreOffice is a powerful and free office suite, a **successor to OpenOffice.org**, used by millions of people around the world. Its clean interface and feature-rich tools help you unleash your creativity and enhance your productivity. LibreOffice includes several applications that make it the most versatile Free and Open Source office suite on the market: Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing).

Discover

- What is LibreOffice?
- LibreOffice Technology
- New Features
- Writer – word processor
- Calc – spreadsheet
- Impress – presentations
- Draw – diagrams
- Base – database
- Math – formula editor
- Charts
- What is OpenDocument?



Project your phone with AirDroid

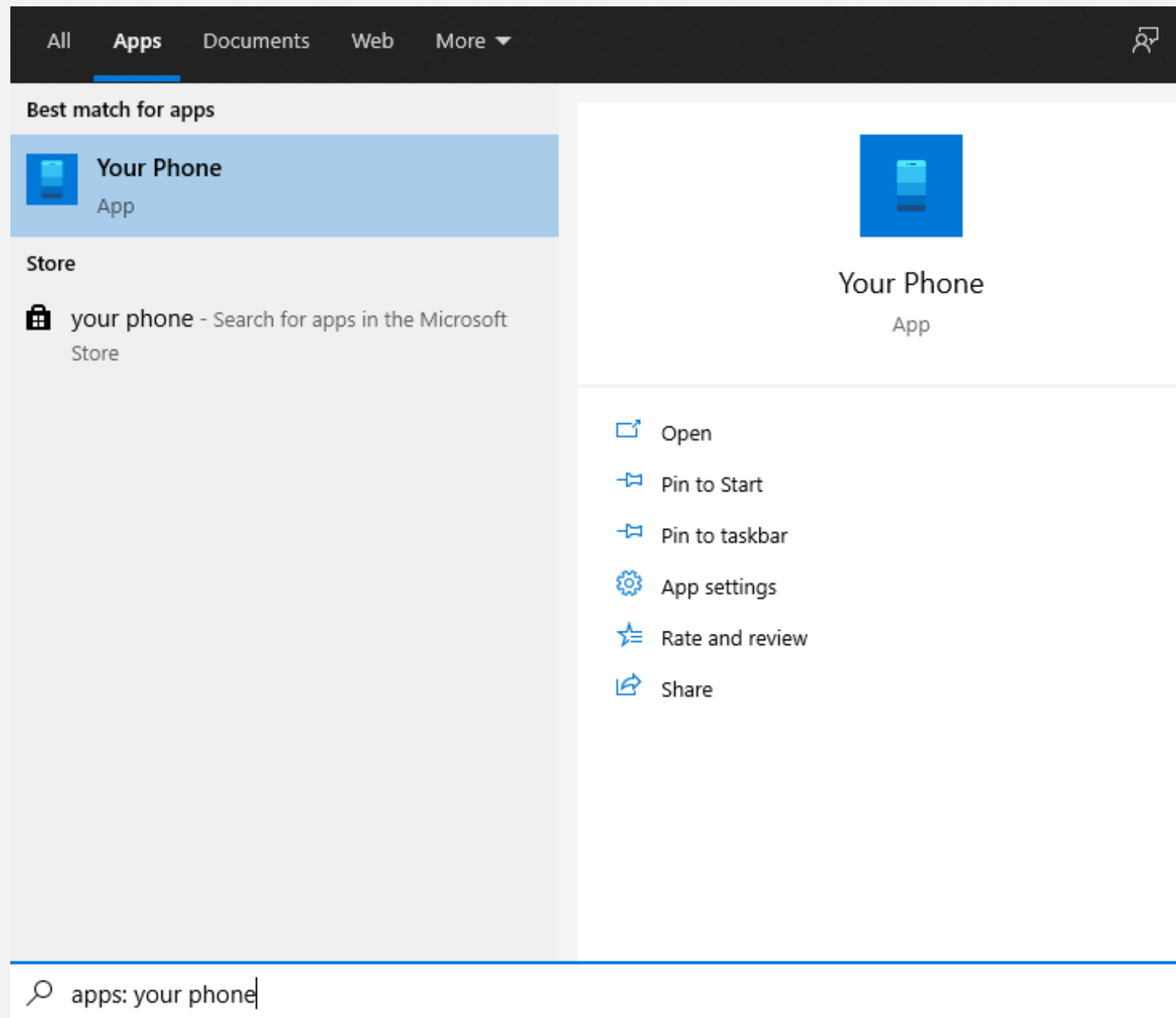


- Turn on your Hotspot
- Connect the PC to your Hotspot
- Run AirDroid
- Select AirDroid Web
- Browse to <http://192.168.43.1:8888>
- Use the “Mirroring” tool



Your Phone app

- Link your Android phone and PC
- View and send text messages from your PC
- Receive your phone's notifications on your PC
- Make and receive calls from your PC



The screenshot shows the Windows Start menu search interface. At the top, there are navigation tabs: 'All', 'Apps', 'Documents', 'Web', and 'More'. The 'Apps' tab is selected. Below the tabs, the search results are displayed. The first result is 'Your Phone App', which is highlighted. Below this result, there is a 'Store' section with a link to 'your phone - Search for apps in the Microsoft Store'. To the right of the search results, there is a larger view of the 'Your Phone App' with its icon and a list of actions: 'Open', 'Pin to Start', 'Pin to taskbar', 'App settings', 'Rate and review', and 'Share'. At the bottom of the search bar, the search query 'apps: your phone' is visible.



Outlook Message Send Delay w/exception

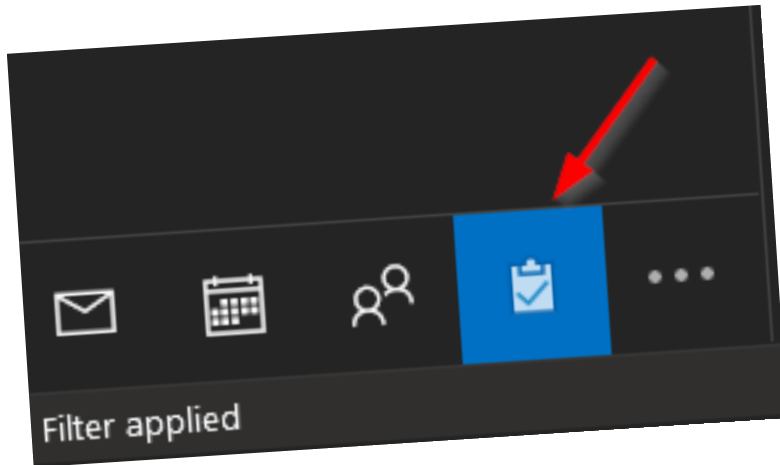
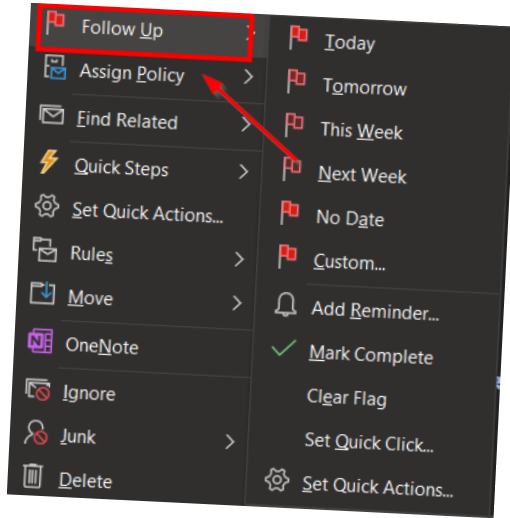
How many times have you said I should have _____ that message right after clicking send?

The image displays a sequence of screenshots from the Outlook Rules Wizard, illustrating the configuration of a rule with a send delay and an exception. Red boxes and arrows highlight key elements:

- Rules Wizard - Step 1: Select a template:** The "Apply rule on messages I send" option is selected under "Start from a blank rule".
- Rules Wizard - Step 1: Select condition(s):** The condition "with specific words in the subject" is selected, with a red box around the text "Selection Nothing".
- Rules Wizard - Step 1: Select action(s):** The action "defer delivery by a number of minutes" is selected.
- Rules Wizard - Step 1: Select action(s) - Confirmation:** A dialog box asks "This rule will be applied to every message you send. Is this correct?" with "Yes" selected.
- Rules Wizard - Step 2: Edit the rule description:** The rule description is "Apply this rule after I send the message".
- Rules Wizard - Step 2: Edit the rule description:** The "defer delivery by a number of minutes" action is configured with a value of 2 minutes.
- Rules Wizard - Step 2: Edit the rule description:** The "except if the subject contains specific words" exception is added, with the search text "specific words" entered.

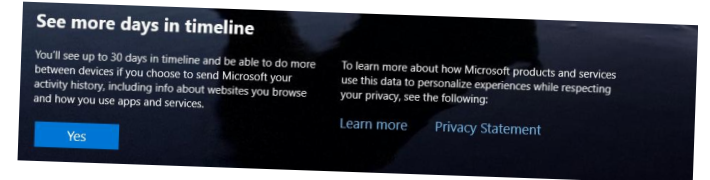
Outlook: Don't leave unread, Flag into your ToDos

- Desktop:
 - + Pressing "insert" will flag or complete a message. All flagged messages will appear on your ToDo List.
 - + If you want more options, right-click on a message and click "Follow Up"
- Phones:
 - + Mobile Outlook Swipe Right on a message



"WIN-TAB" Task View (Windows Timeline)

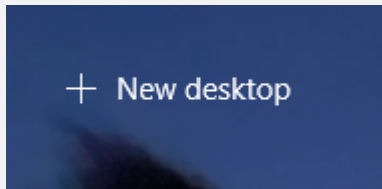
Let's you see what you did and when. Useful when trying to find previous days sites or documents.



"New Desktop" from "Task View"

- Want to contain projects or workflows into separate areas without having tab and application chaos?
- May not survive reboot.

Press
"WIN-TAB"
OR

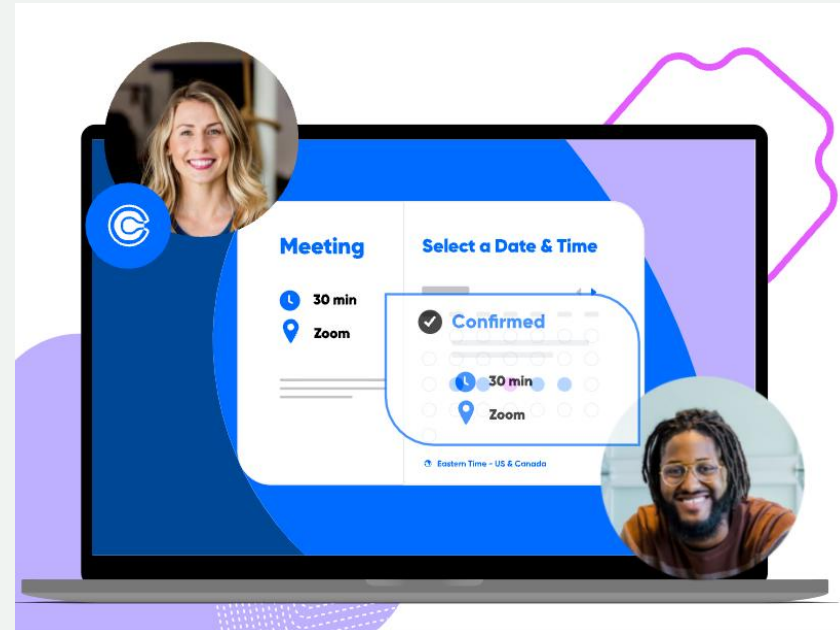


Click on
Name to
Rename



Public Calendar – Calendly.com

- If you don't have Microsoft Suite – Calendly.com let's people book time with you. Remember to keep your calendar updated and your "office hours"



Improve your Connectivity...go Wired

- Not everything has to be wireless - get a wire when you can for more stable and consistently faster, more secure connections.



Signature Tool – Information Gathering

- If you are using DropBox look at **HelloSign**
- If you are using ShareFile look at **RightSignature**
- If you want something else - **Jotform**
- All let you create templates you can reuse and share. Jotform has most power for sharing.



RightSignature



Secure Compliant File Sharing

- DropBox, ShareFile, and OneDrive/SharePoint



Dropbox
Software



citrix | ShareFile





Learn to Type Faster

This web application will help you to learn touch typing which means typing through muscle memory without using your eyesight to find the keys. It can improve your typing speed and accuracy dramatically. The opposite is hunt and peck typing, a method of typing in which you look at the keyboard instead of the screen, and use only the index fingers.

This is a short tutorial that will explain how this application works.

Click to add text

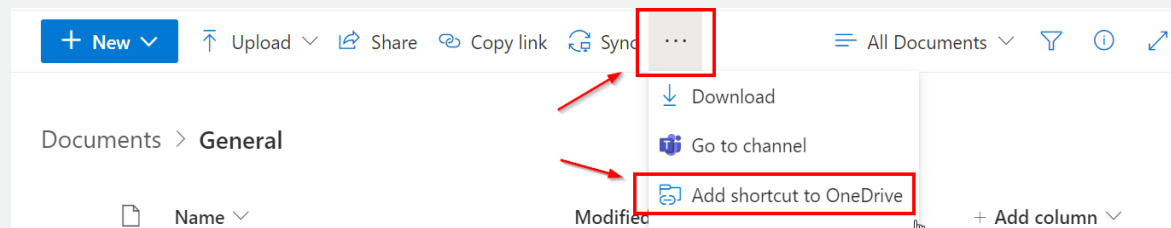
You can use the left and right arrow keys to navigate through these slides.

Typing Training -

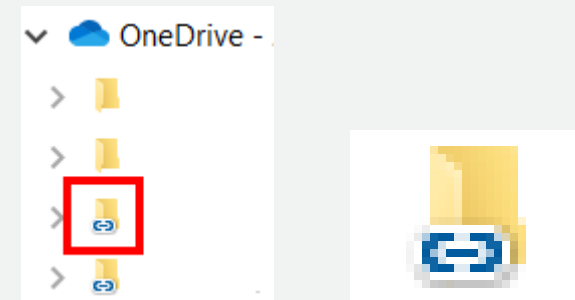
keybr.com

Shortcut to SharePoint in OneDrive

- In SharePoint click the "..." then "Add shortcut to OneDrive"
- You can rename Shortcuts in Windows Explorer once they appear.
- Faster use of new folders. More efficient than Sync.
- If libraries are locked down, must enable the sync...as of 10/21.



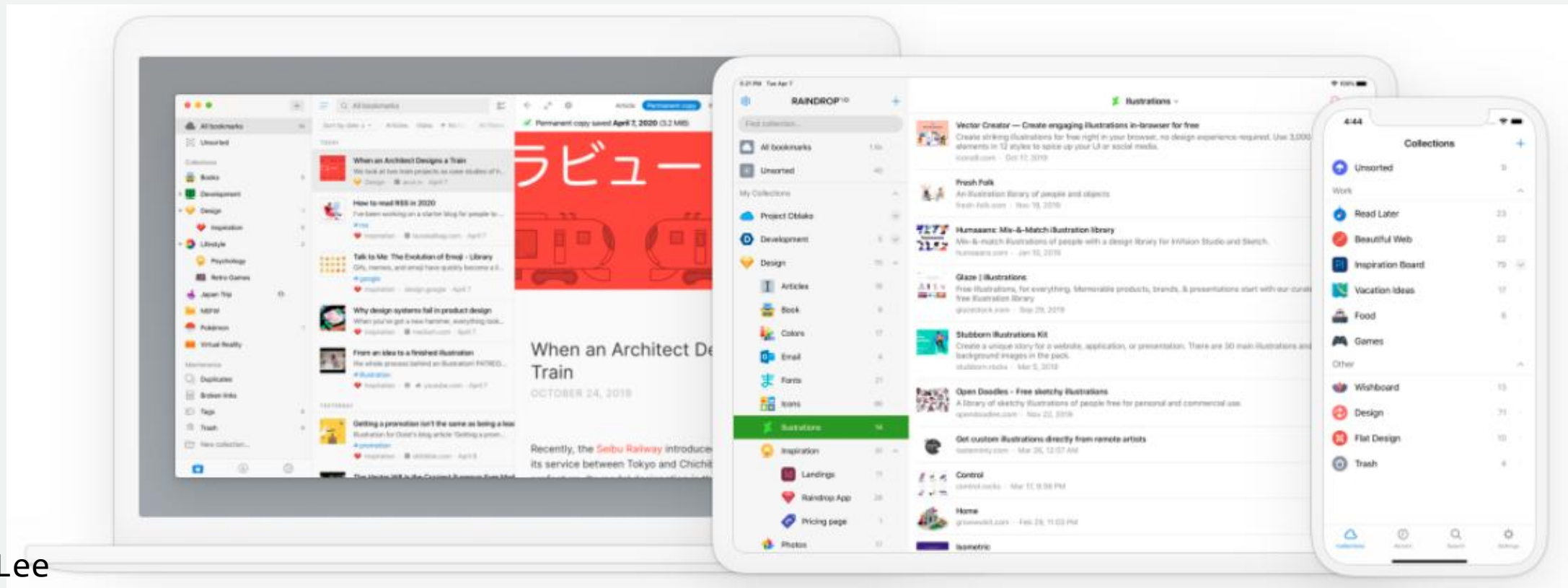
In SharePoint



In Windows Explorer
& OneDrive

Bookmarks – Raindrop.io

- Cross-browser, cross-platform bookmark manager



Monitor Webpages – Distill.io

- + Monitor web pages for changes
- + Free and paid plans



Distill.io



Password Manager - Bitwarden

- Secure password management
- Use a unique, high quality password for each site
- Access your credentials across devices
- Audited by 3rd parties
- Free and paid plans
- Bitwarden.com



Alternative Search Engines

- Search the web without tracking
- Unfiltered search results
- Fewer ads



Brave Search



Startpage.com



DuckDuckGo



PrivacyTools.io

- Find privacy respecting tools and products
- Short list of non-big tech alternatives
 - + VPN providers, cloud storage, browser addons, MFA authenticators



Browser Addon – uBlock Origin

- Block content from loading in your browser
 - + Ads, trackers, malware, analytics
 - + Speeds page load times
 - + Consider whitelisting your favorite ad supported sites



Data Breach Alerts

- Haveibeenpwned.com
- Find out if your account credentials or data has been exposed
- Get alerts

';--have i been pwned?

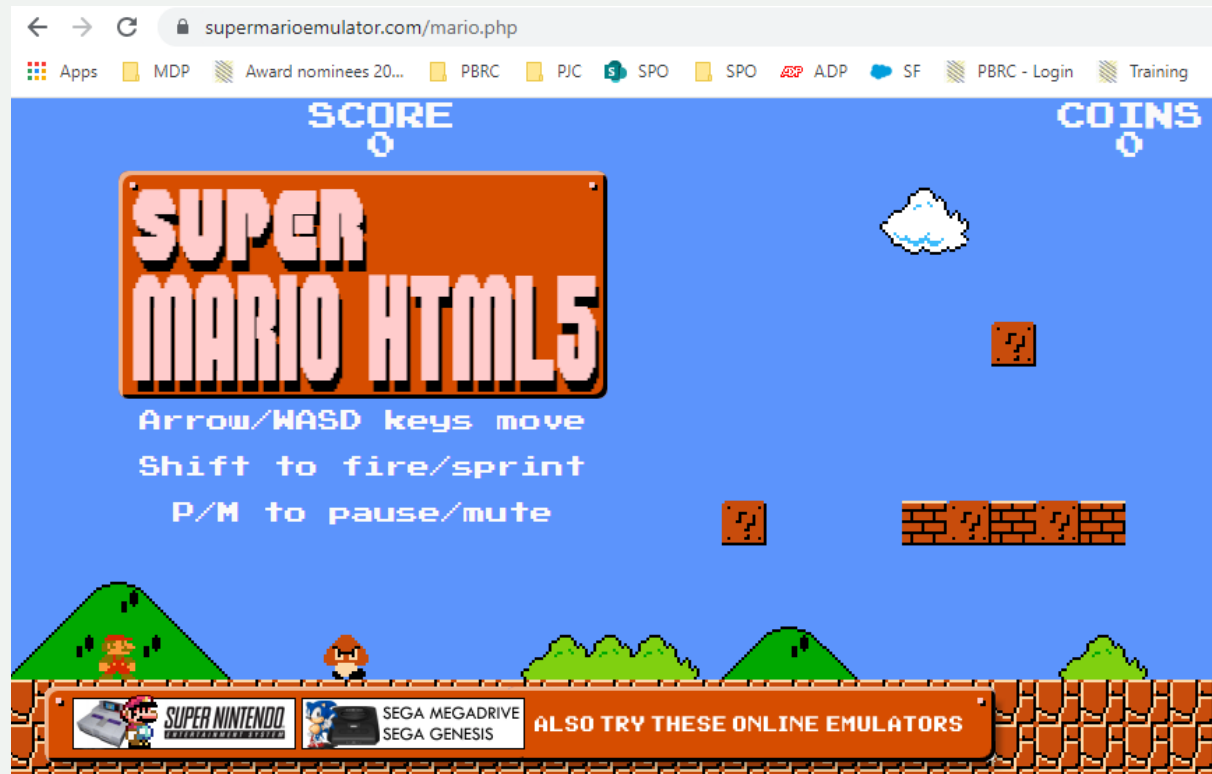


Microsoft Account password removal

- Remove your password from your **consumer** Microsoft account
- Replace the password with an MFA app (like Authy or MS Authenticator)
- Avoid common attacks like phishing, password spray, and credential stuffing
- <https://techcommunity.microsoft.com/t5/azure-active-directory-identity/introducing-password-removal-for-microsoft-accounts/ba-p/2747280>



It's Friday... time to unwind...



Dave

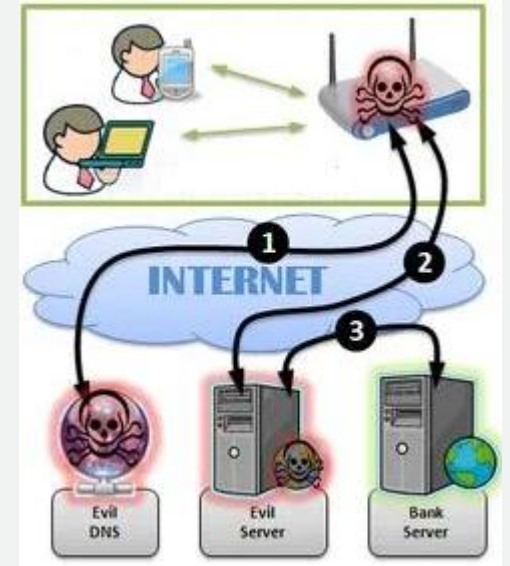
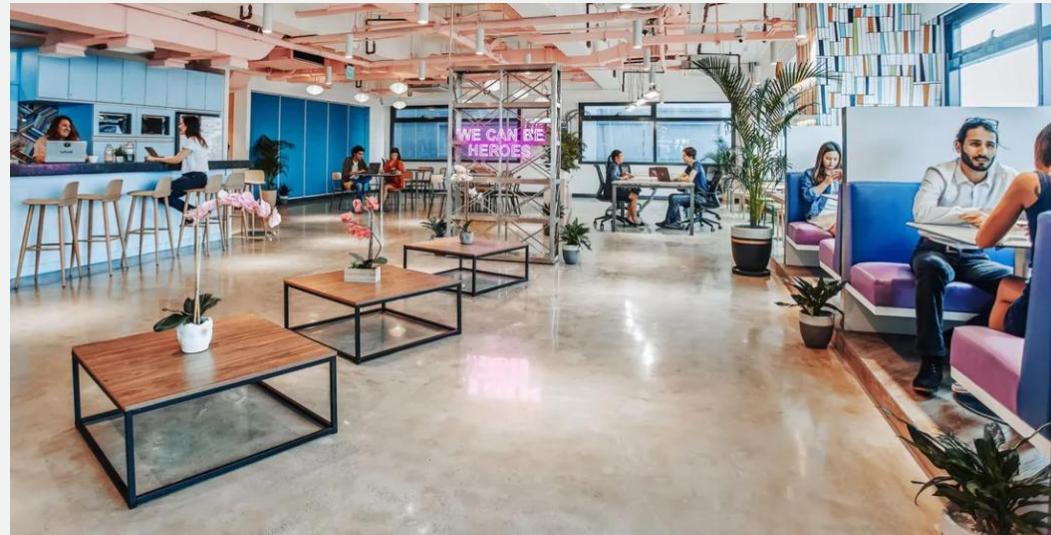
<https://tinyurl.com/msba-mario>



***Cybersecurity
Discussion – Tools
and Best Practices***



The Scenario...



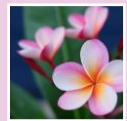
The Bottom Line...



Use Multi-factor Authentication



Protect your data, in storage and in transit



Create Backups



Strategy can be as simple as



Use Multi-Factor Authentication on all services



Encrypt data on device



Encrypt data when sharing or moving



Backup data



Multi-Factor Authentication

**Protect
against creden
tial theft**

**Protection
from phishing**

**Block 99.9% of
account hacks**

**Becoming
industry
standard**



Multi-Factor Authenticator – Not SMS

- Forms of authentication:
 - + Something you know – password
 - + Something you are – biometric
 - + Something you have – security token
- Use and MFA app like Authy or MS Authenticator instead of SMS based authentication
- Use on multiple devices and back up authentication links
- Also known as 2-Factor, 2FA, 2-Step Verification



Protect data on device

Practical tips:

- Create a separate administrator account on your computer
- Set yourself up as a user and don't use the administrator account
- Minimizes installation of accidental or unneeded software
- Lock device when stepping away
- Encrypt data on external hard drives and flash drives with BitLocker



Protect data on device -

Bitlocker

Bitlocker is built into Windows – whole disk encryption

Turn on Bitlocker

1. Start > Manage Bitlocker > Open
2. Turn on Bitlocker
3. Save to a file (on USB)
4. Save key to flash drive and save it securely to a known location
5. Next
6. Activate Bitlocker



Protect data in transit

This includes data being sent over the internet.

- Consider using encrypted emails containing protected information
- Always use secure networks and websites when transmitting protected information.
- Look for the lock icon by the website URL



Protect data in transit

Secure Connections

WiFi security, even at home

VPN whenever possible

Use known safe networks when possible

Isolate your work devices from household devices (use 2 routers if possible)



Backup, Backup, Backup

3-2-1 backup

3 copies of data

2 locations for data (office and home/cloud)

More than 1 different type of media

Ensure file/folder versioning is enabled anywhere files are saved

Check backups once a quarter

Setup failure notifications (at least emails)

Practice disaster recovery!



Updates and disposal

Set auto-updates and check occasionally

When getting rid of equipment properly dispose by format/overwrite (or use a hammer).

Backup before destroying



Thank you!

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Dave Pantzer – DavePantzer@gmail.com

Leland Sampson – Leland.Sampson@mdcourts.gov

