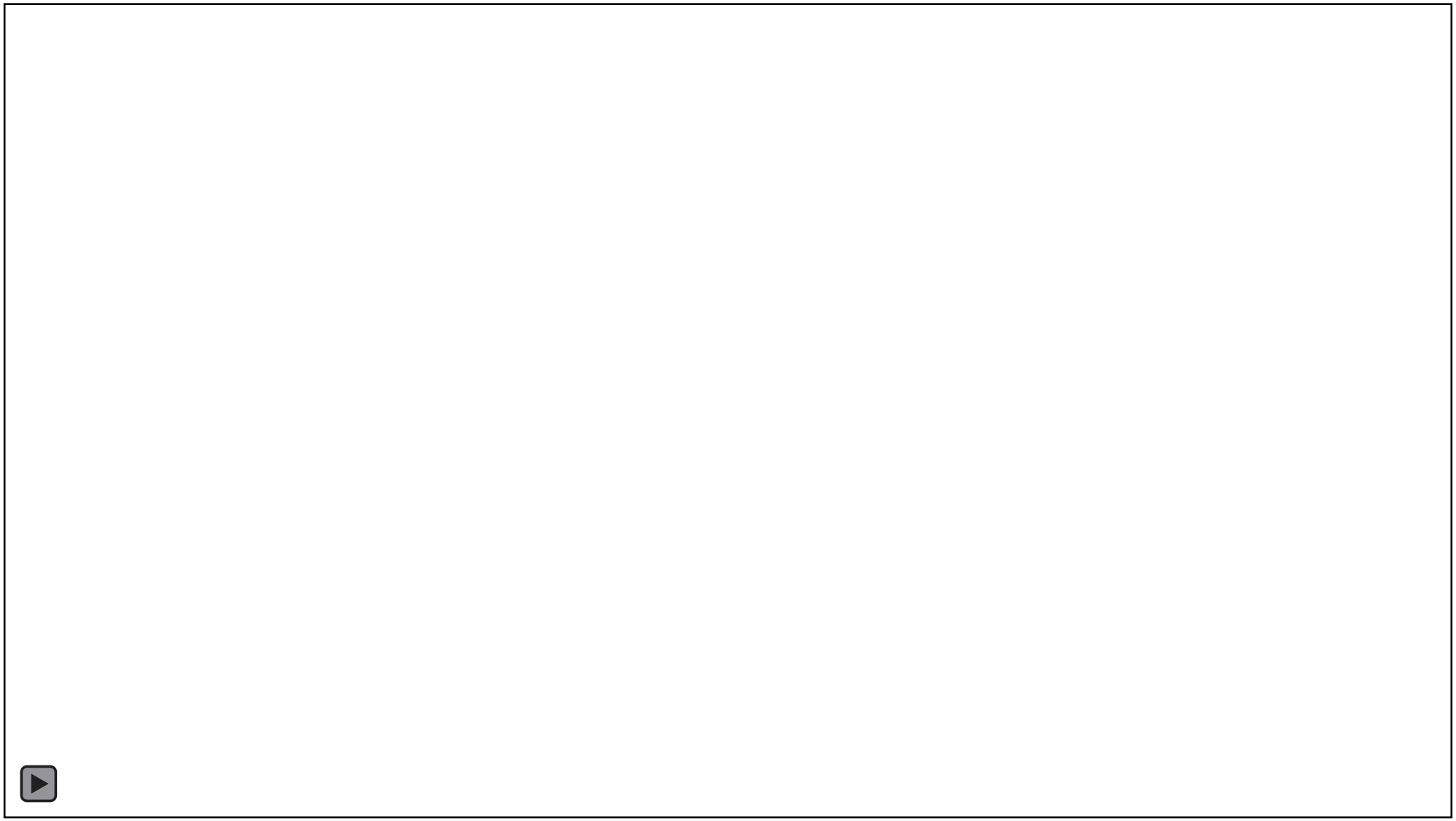
# 50 Tech Tips – a reprise of the EJC 2023 session



Jane Ribadeneyra, LSC
janerib@lsc.gov

Shellie Reid, Michigan Advocacy Program / LSNTAP
sreid@lsscm.org

Liz Keith, Pro Bono Net
lkeith@probono.net

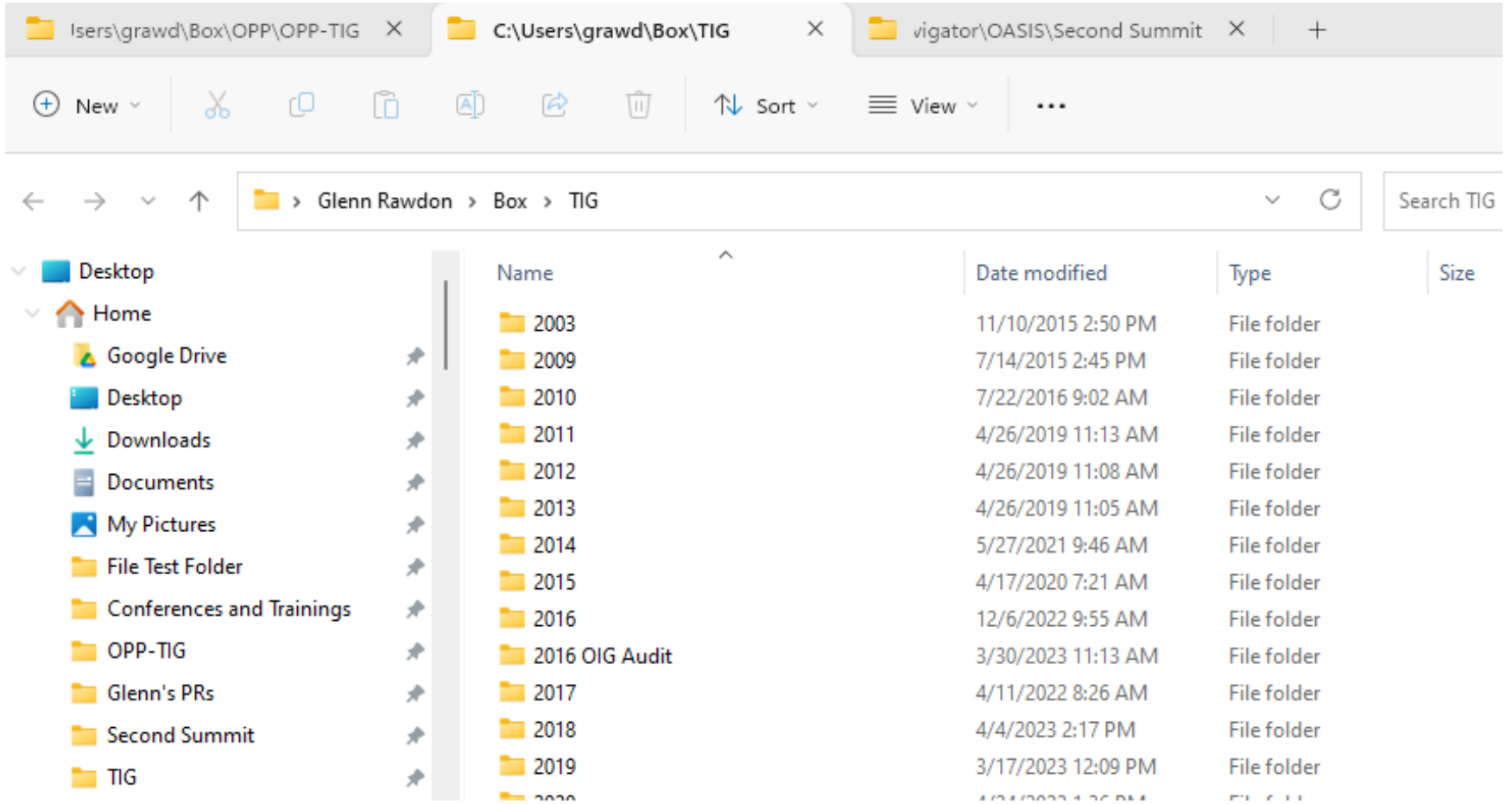
Glenn Rawdon, LSC
grawdon@lsc.gov

David Bonebrake, LSC
dbonebrake@lsc.gov

# AI is Exciting, but there are Concerns

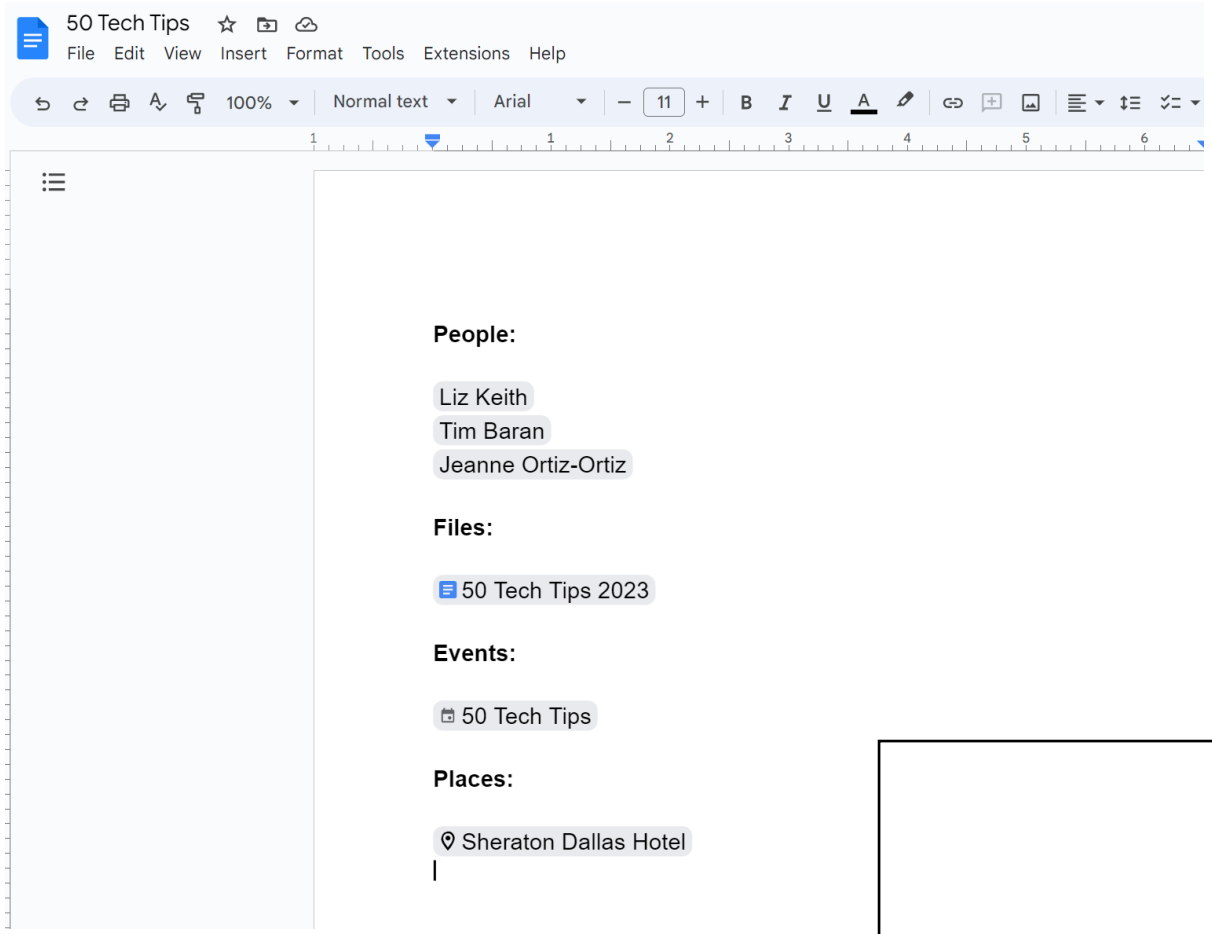
- Accuracy
- Bias
- Privacy
- Grifters

# Finally – Tabs in File Manager



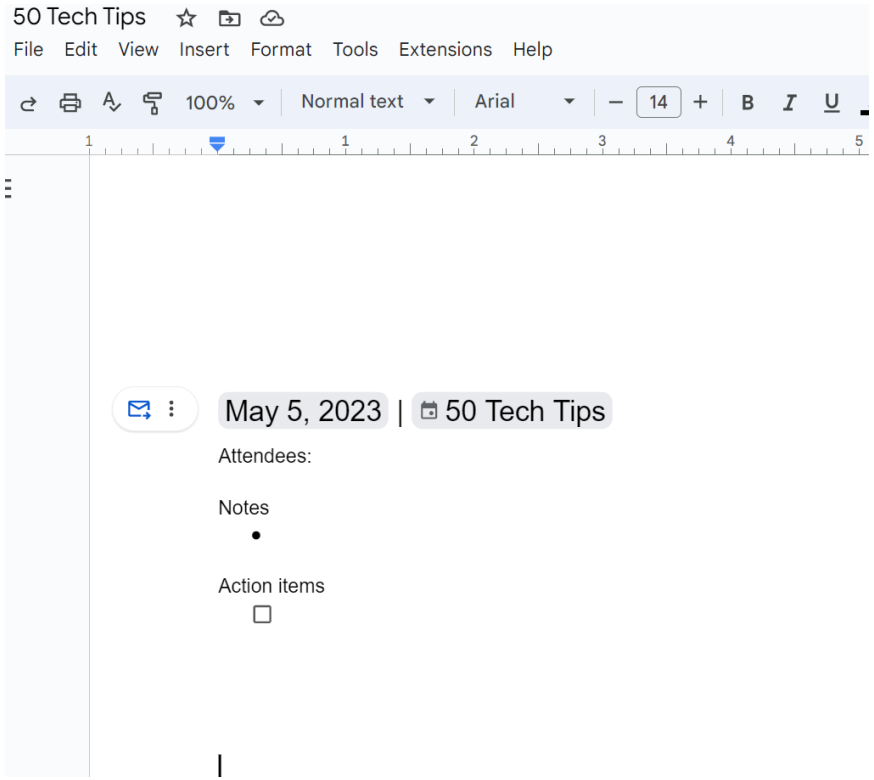
# Google Docs Power User Tips

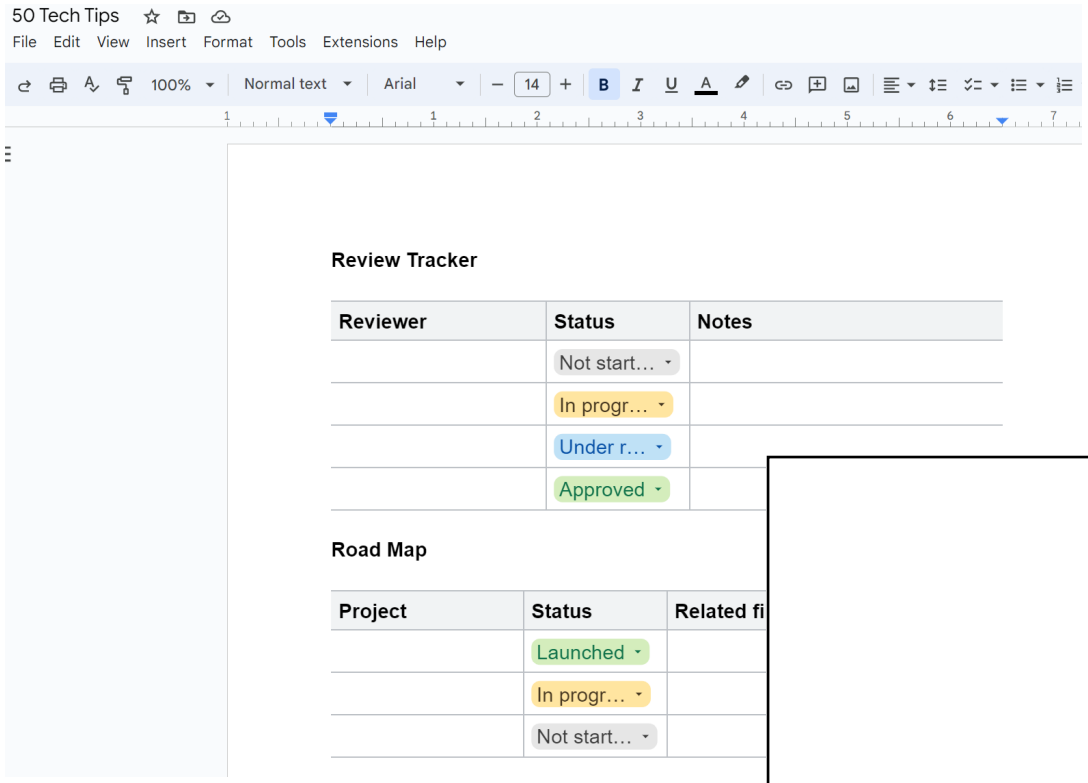
Use Insert > Smart Chips in your Google Docs to embed information about…



# Google Docs Power User Tips

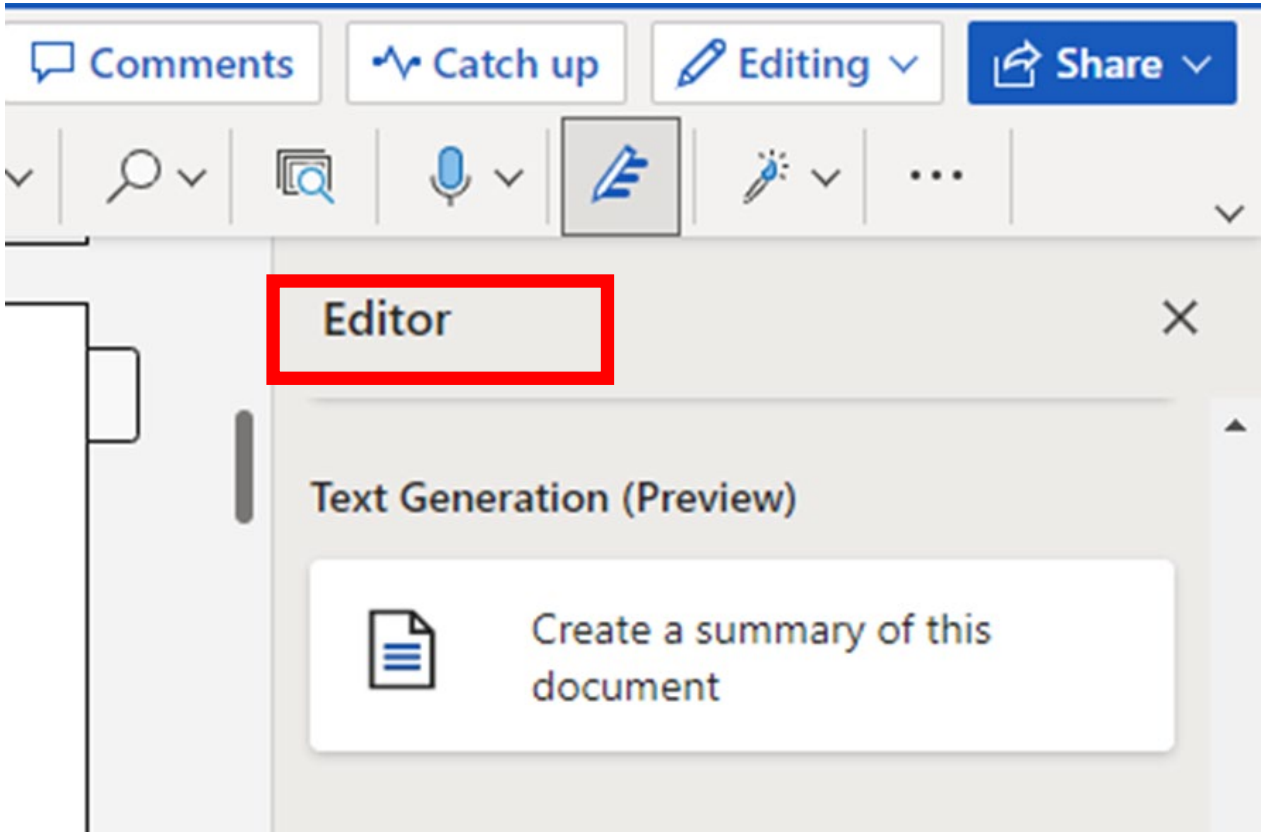
- Use Insert > Building Blocks in your Google Docs to instantly embed Meeting Agenda outlines, Review Trackers and simple Road Map templates



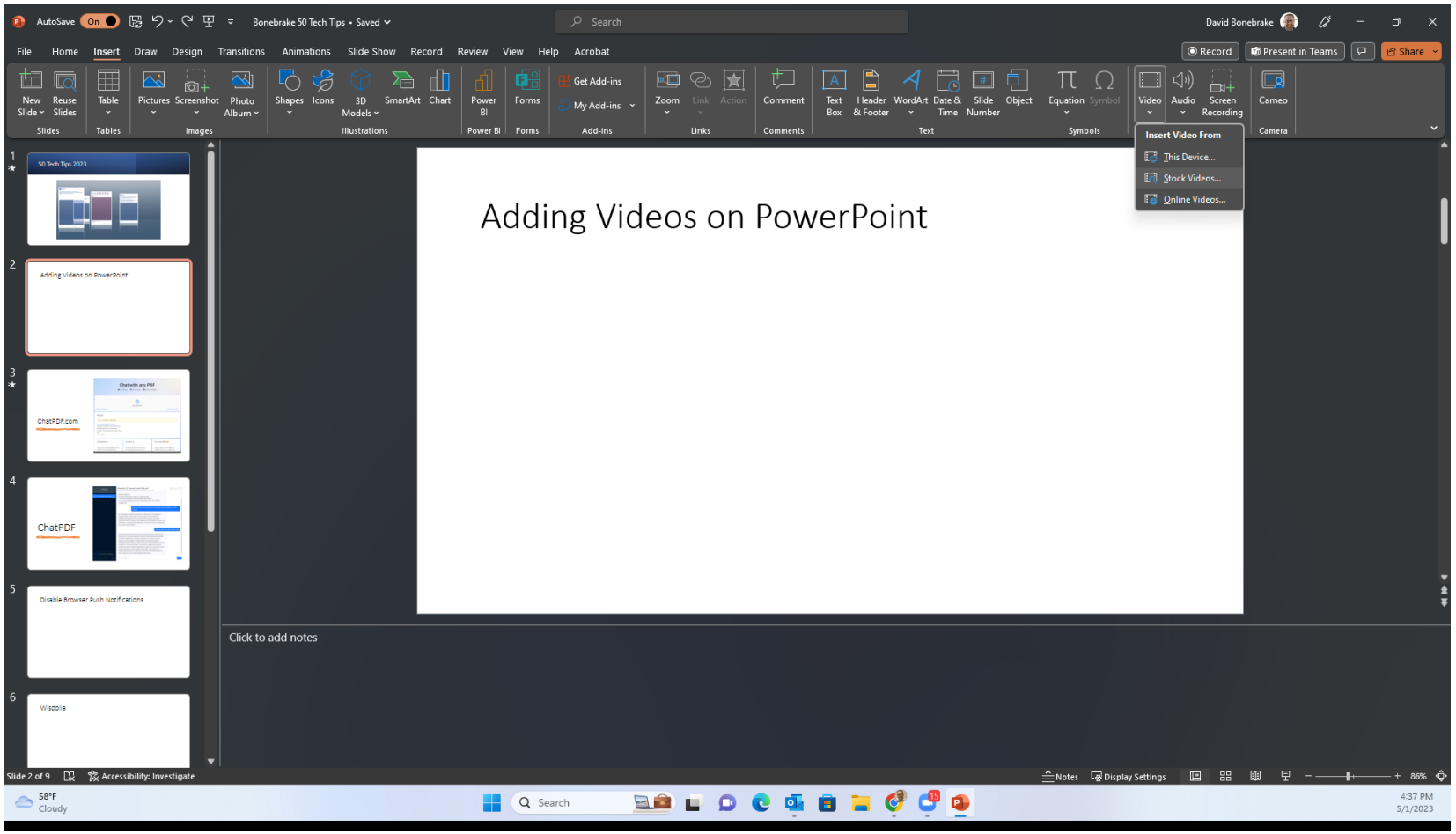



# AI-Powered Summaries in Word Online

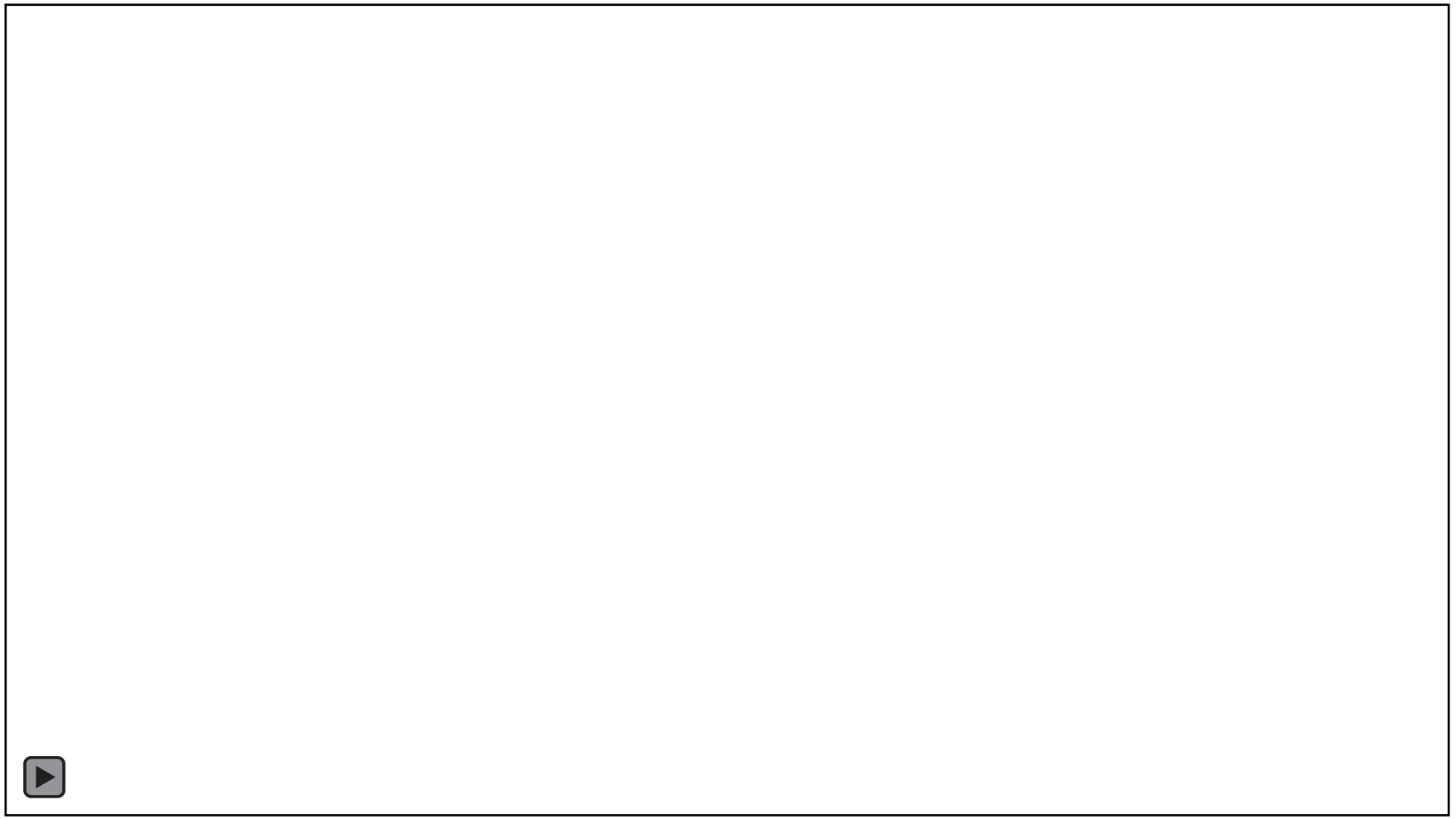
- Open the document in Word Online
- In Editing Mode, go to Text Generation in the Editor
- Create a summary (based on the first 2,000 words of the document)

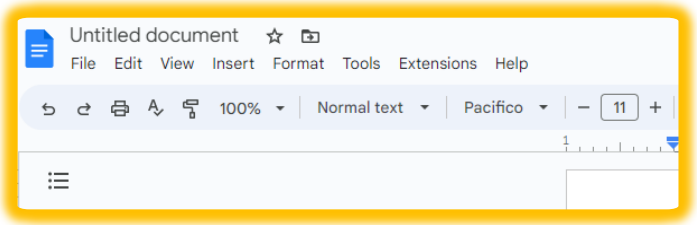


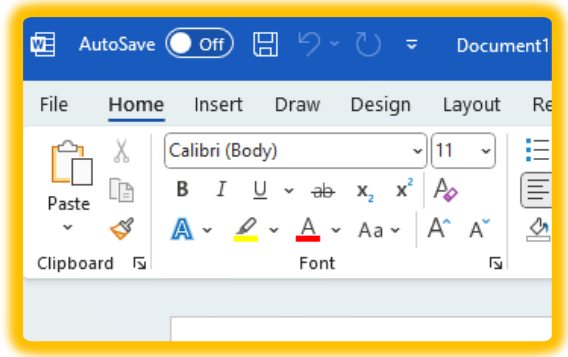
# Adding Videos to PowerPoint



# Hill Valley Legal Aid Team-Building Retreat



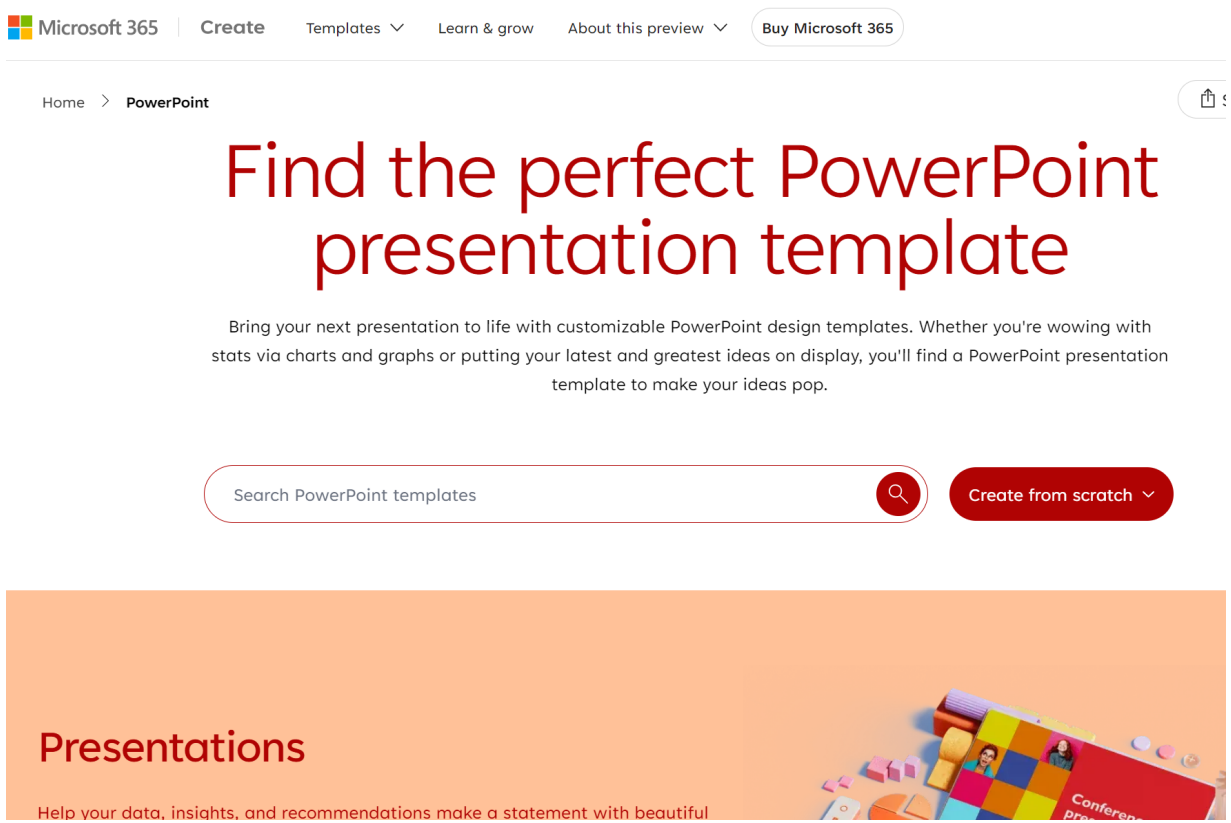


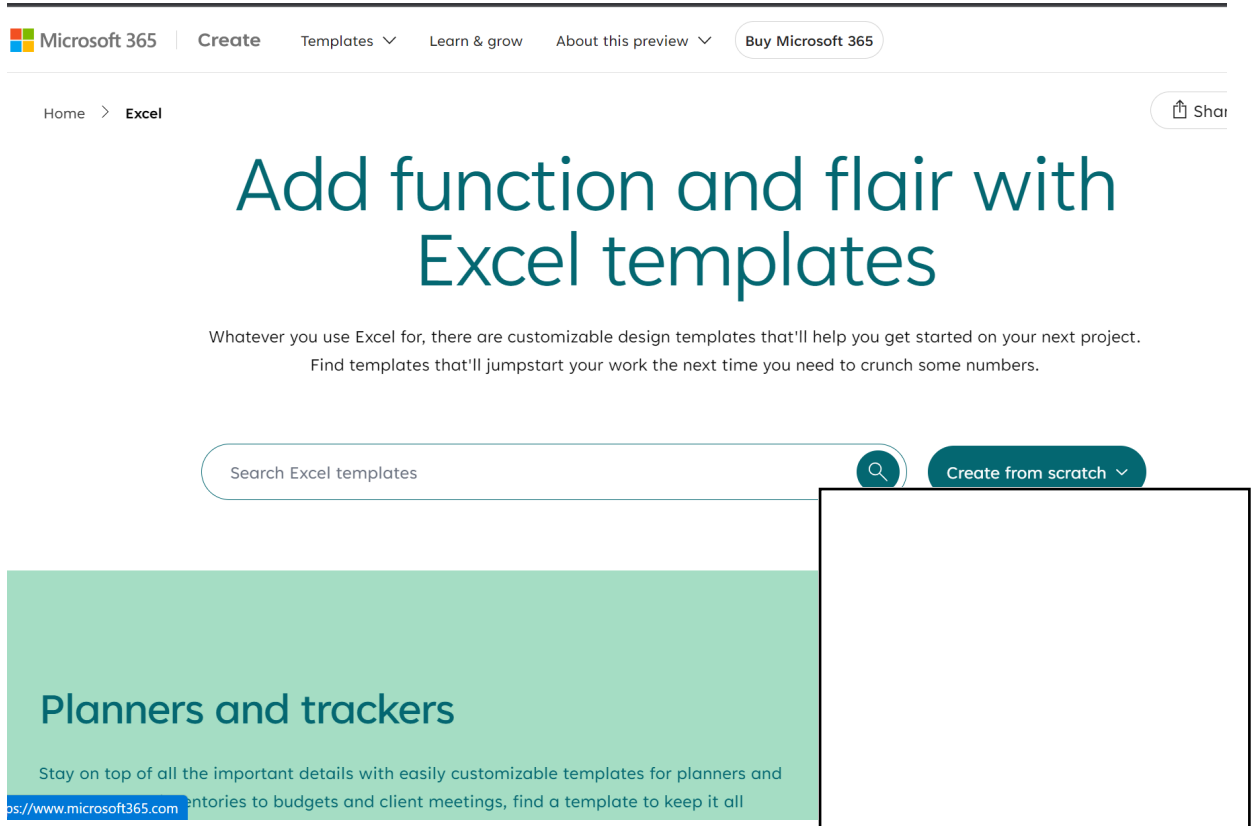




# Change Default Fonts in Docs & Word

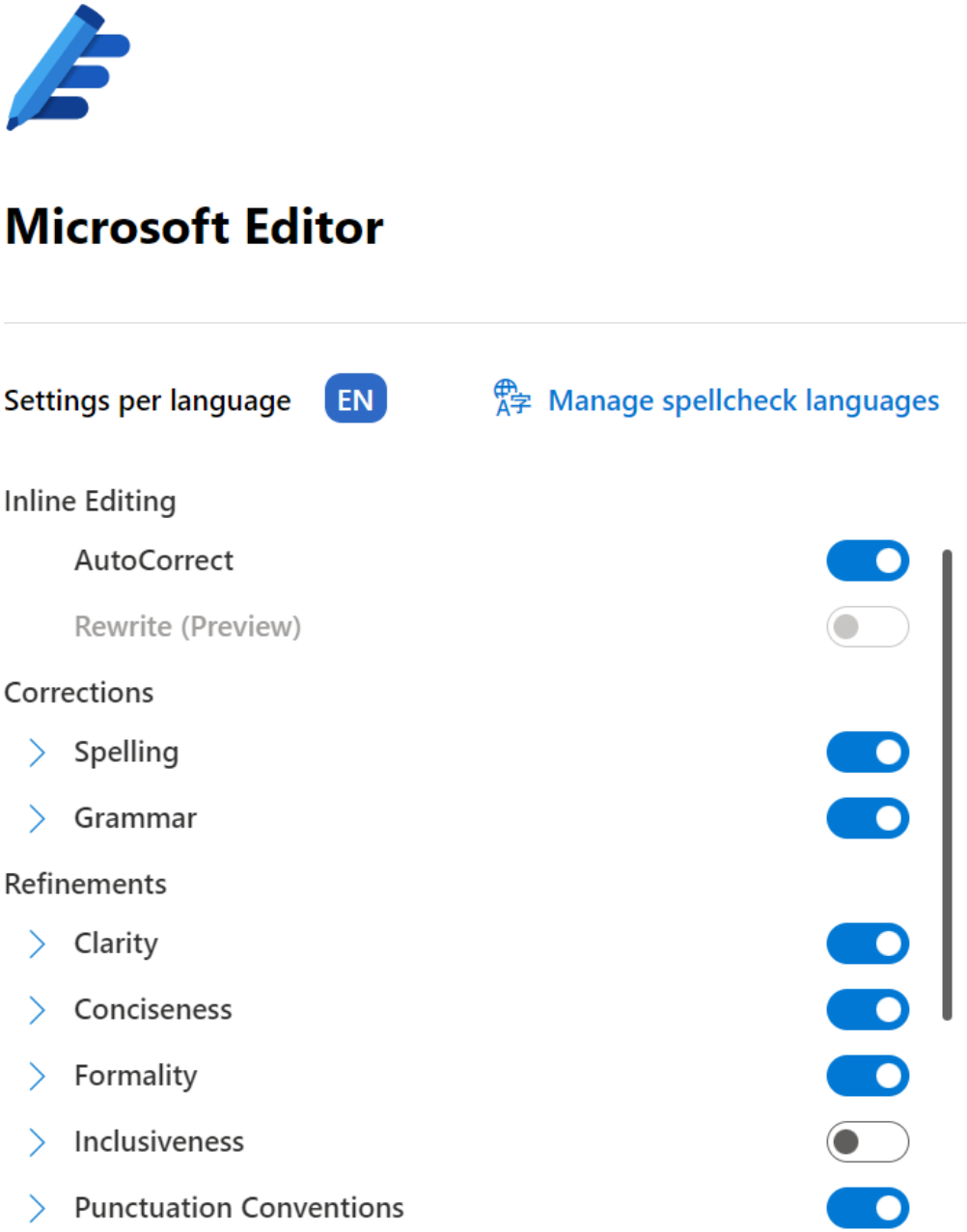
QR code links to Tango step by step directions

# Office 365 Templates

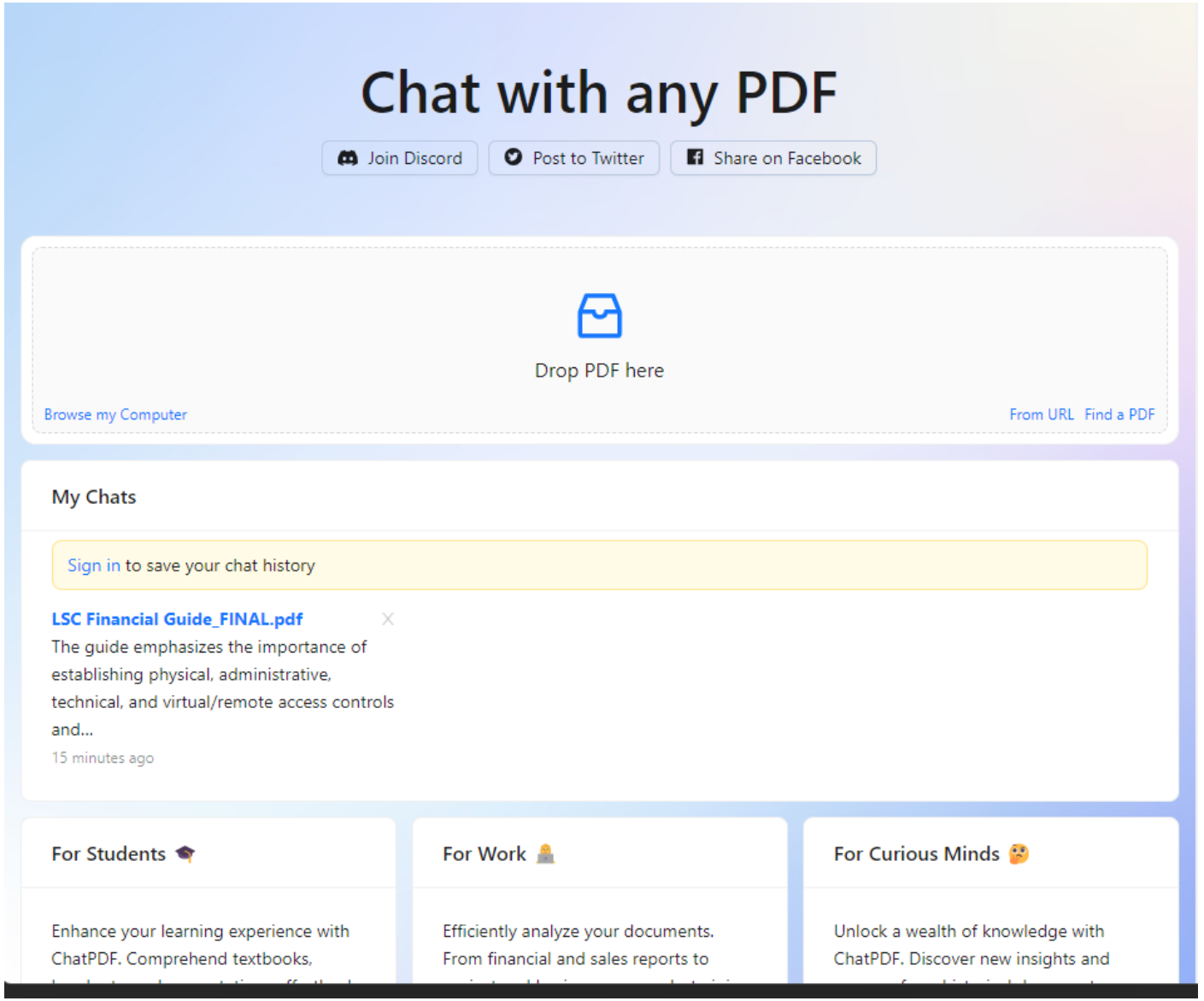


# Microsoft Editor Browser Extension



# ChatPDF.com


Chat with any PDF
Join Discord
Post to Twitter
Share on Facebook
Drop PDF here
Browse my Computer
From URL
Find a PDF
My Chats
Sign in to save your chat history
LSC Financial Guide_FINAL.pdf
The guide emphasizes the importance of establishing physical, administrative, technical, and virtual/remote access controls and...
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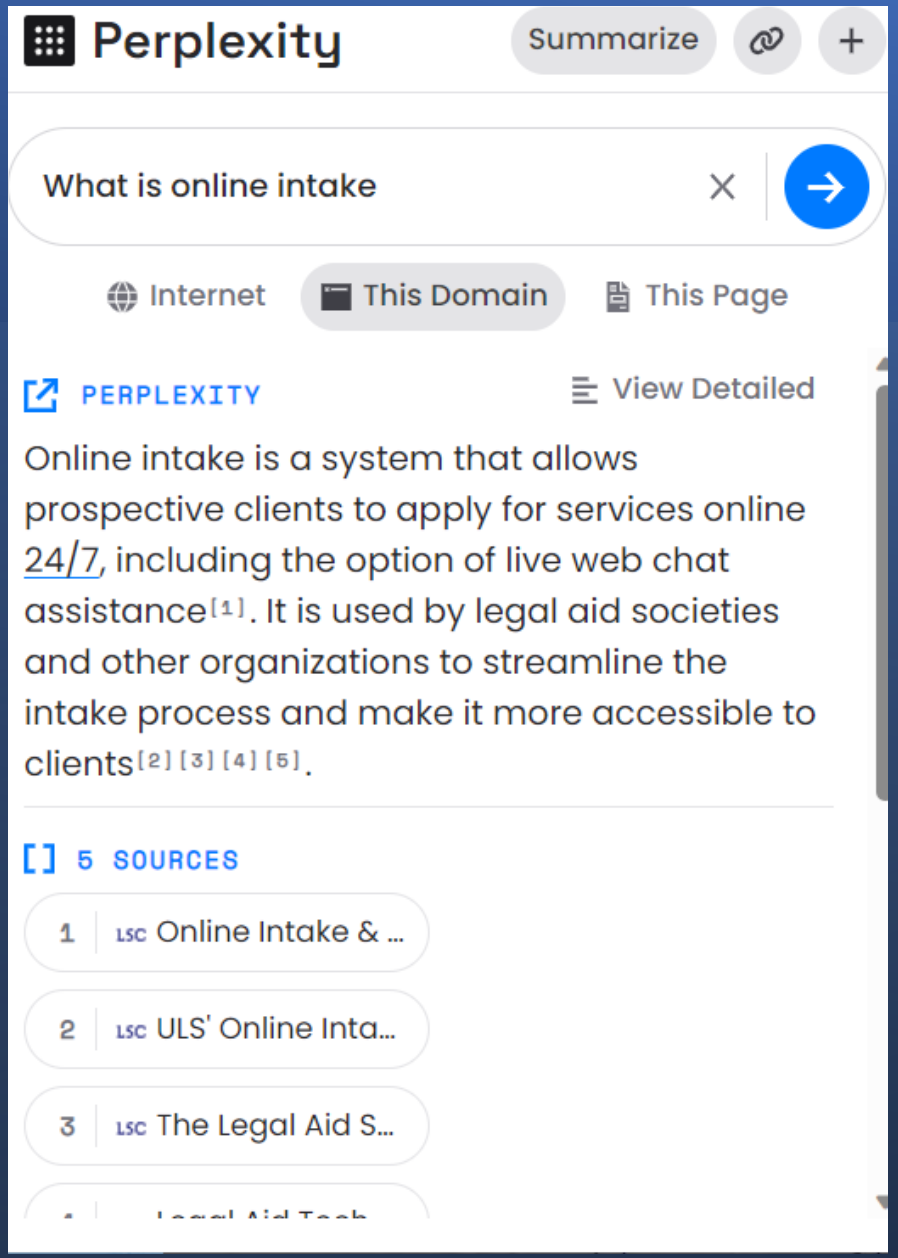
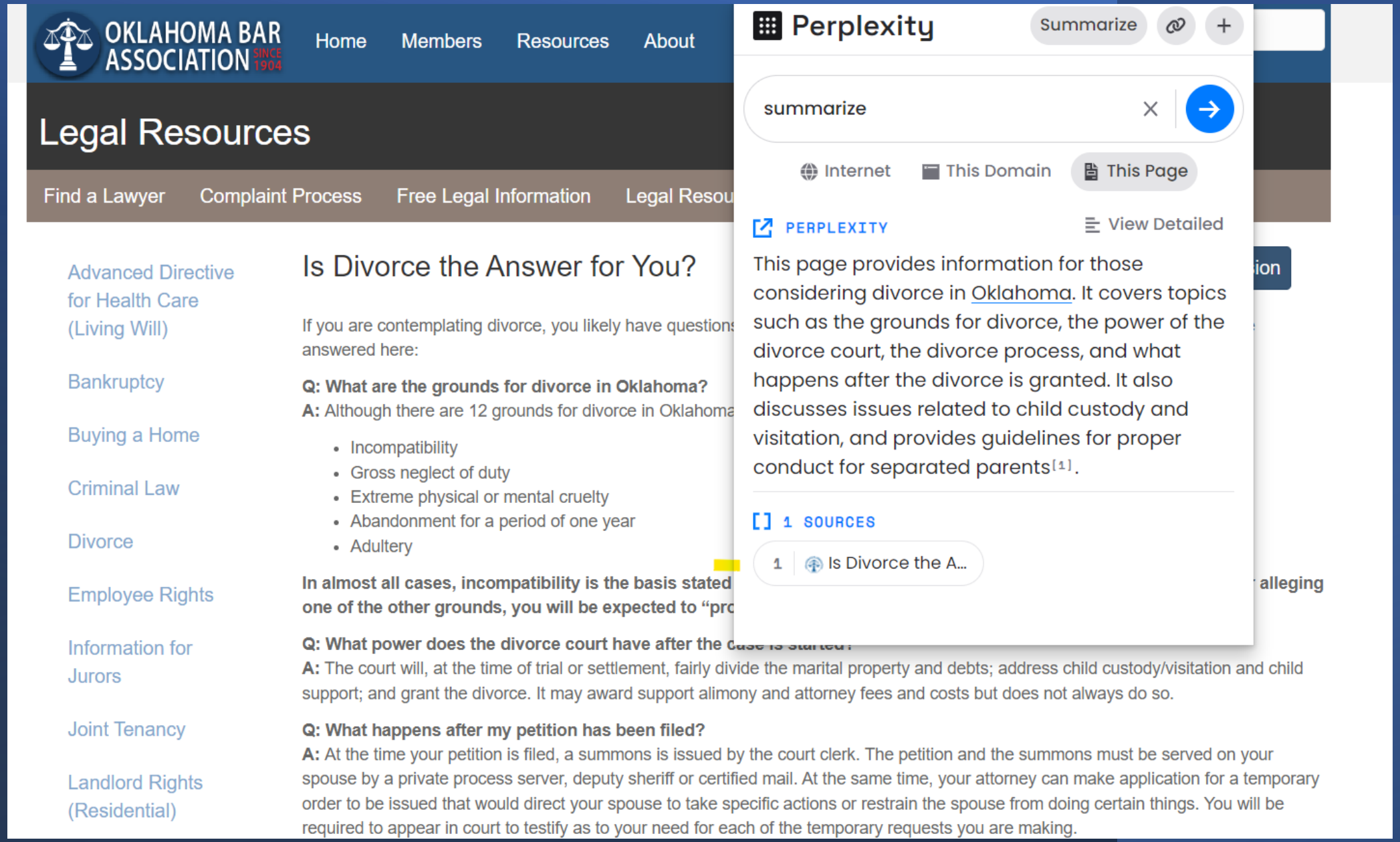
Enhance your learning experience with ChatPDF. Comprehend textbooks,
For Work
Efficiently analyze your documents. From financial and sales reports to
For Curious Minds
Unlock a wealth of knowledge with ChatPDF. Discover new insights and


Perplexity
Summarize
What is online intake
Internet
This Domain
This Page
PERPLEXITY
View Detailed
Online intake is a system that allows prospective clients to apply for services online 24/7, including the option of live web chat assistance[1]. It is used by legal aid societies and other organizations to streamline the intake process and make it more accessible to clients[2][3][4][5].
5 SOURCES
1 LSC Online Intake & ...
2 LSC ULS' Online Inta...
3 LSC The Legal Aid S...



OKLAHOMA BAR ASSOCIATION SINCE 1904

Home Members Resources About

# Legal Resources

Find a Lawyer | Complaint Process | Free Legal Information | Legal Resou

Advanced Directive for Health Care (Living Will)

Bankruptcy

Buying a Home

Criminal Law

Divorce

Employee Rights

Information for Jurors

Joint Tenancy

Landlord Rights (Residential)

## Is Divorce the Answer for You?

If you are contemplating divorce, you likely have questions answered here:

**Q: What are the grounds for divorce in Oklahoma?**
**A:** Although there are 12 grounds for divorce in Oklahoma

- Incompatibility
- Gross neglect of duty
- Extreme physical or mental cruelty
- Abandonment for a period of one year
- Adultery

**In almost all cases, incompatibility is the basis stated** **alleging one of the other grounds, you will be expected to "pro**

**Q: What power does the divorce court have after the case is started?**
**A:** The court will, at the time of trial or settlement, fairly divide the marital property and debts; address child custody/visitation and child support; and grant the divorce. It may award support alimony and attorney fees and costs but does not always do so.

**Q: What happens after my petition has been filed?**
**A:** At the time your petition is filed, a summons is issued by the court clerk. The petition and the summons must be served on your spouse by a private process server, deputy sheriff or certified mail. At the same time, your attorney can make application for a temporary order to be issued that would direct your spouse to take specific actions or restrain the spouse from doing certain things. You will be required to appear in court to testify as to your need for each of the temporary requests you are making.

Perplexity

Summarize

summarize

Internet | This Domain | This Page

PERPLEXITY

View Detailed

This page provides information for those considering divorce in Oklahoma. It covers topics such as the grounds for divorce, the power of the divorce court, the divorce process, and what happens after the divorce is granted. It also discusses issues related to child custody and visitation, and provides guidelines for proper conduct for separated parents[1].

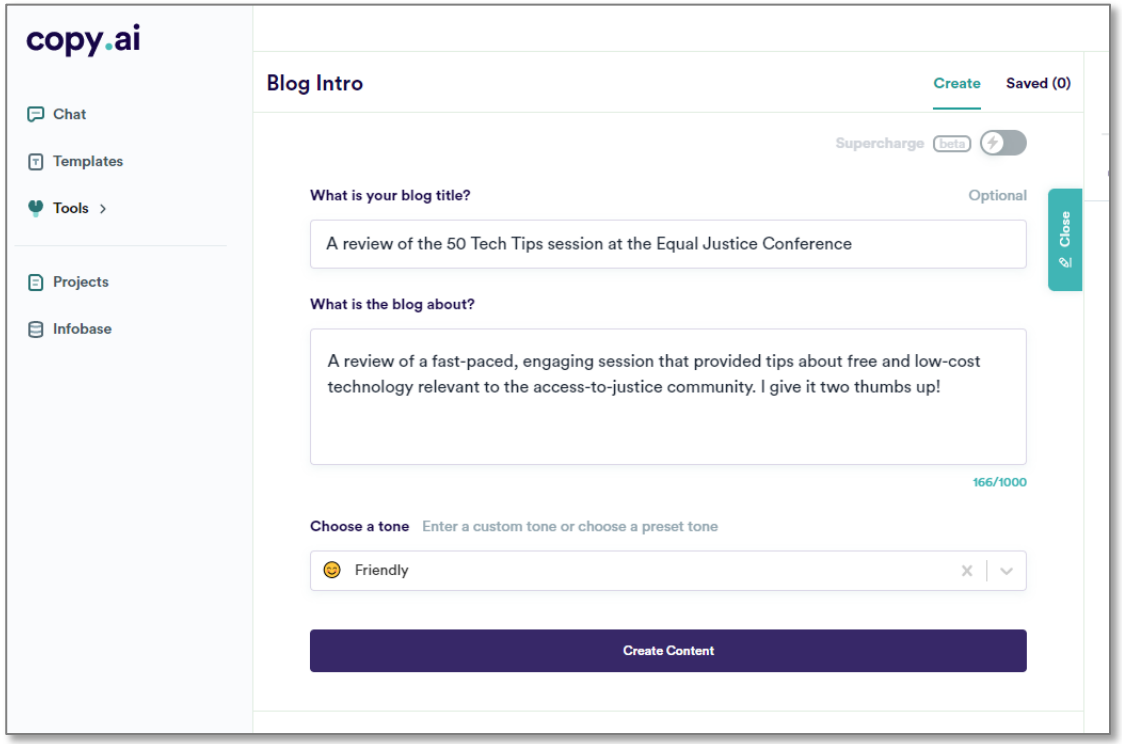
[] 1 SOURCES

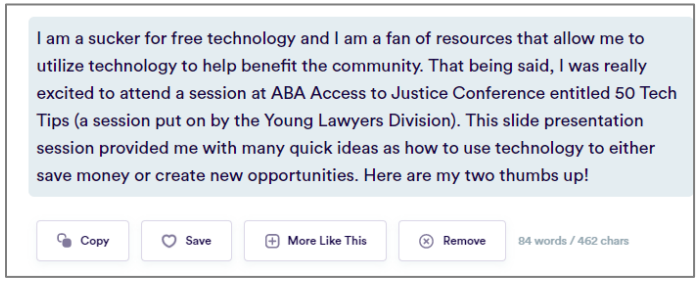
1 Is Divorce the A...

# Headshots by AI

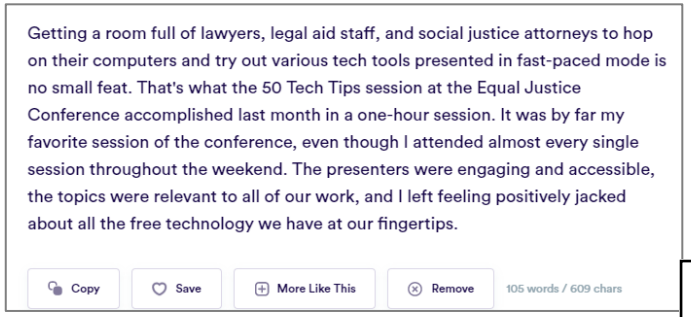
- Website: HeadshotsbyAI.com
- 45 headshots for $25

# Copy.ai

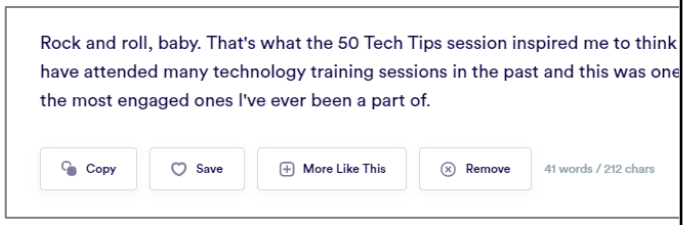



**“Friendly”**

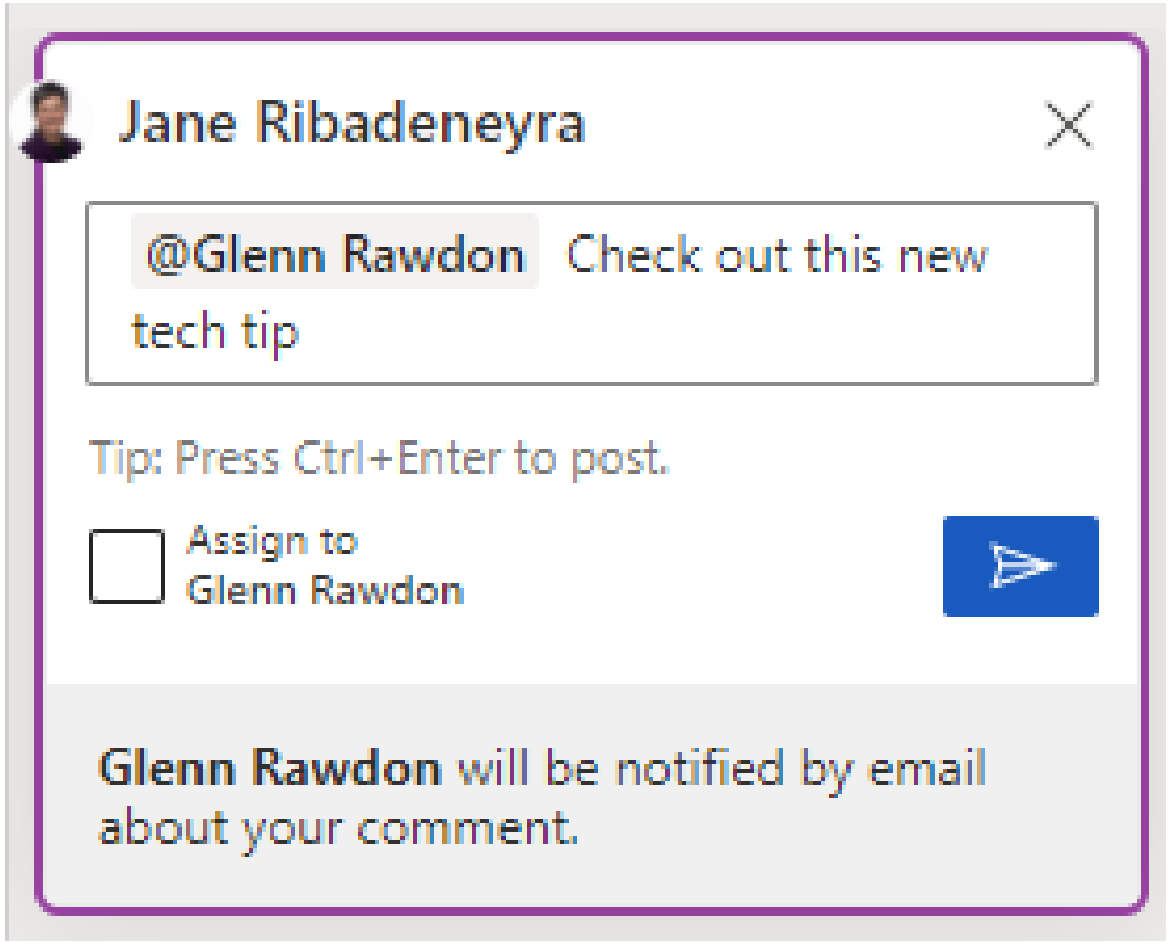


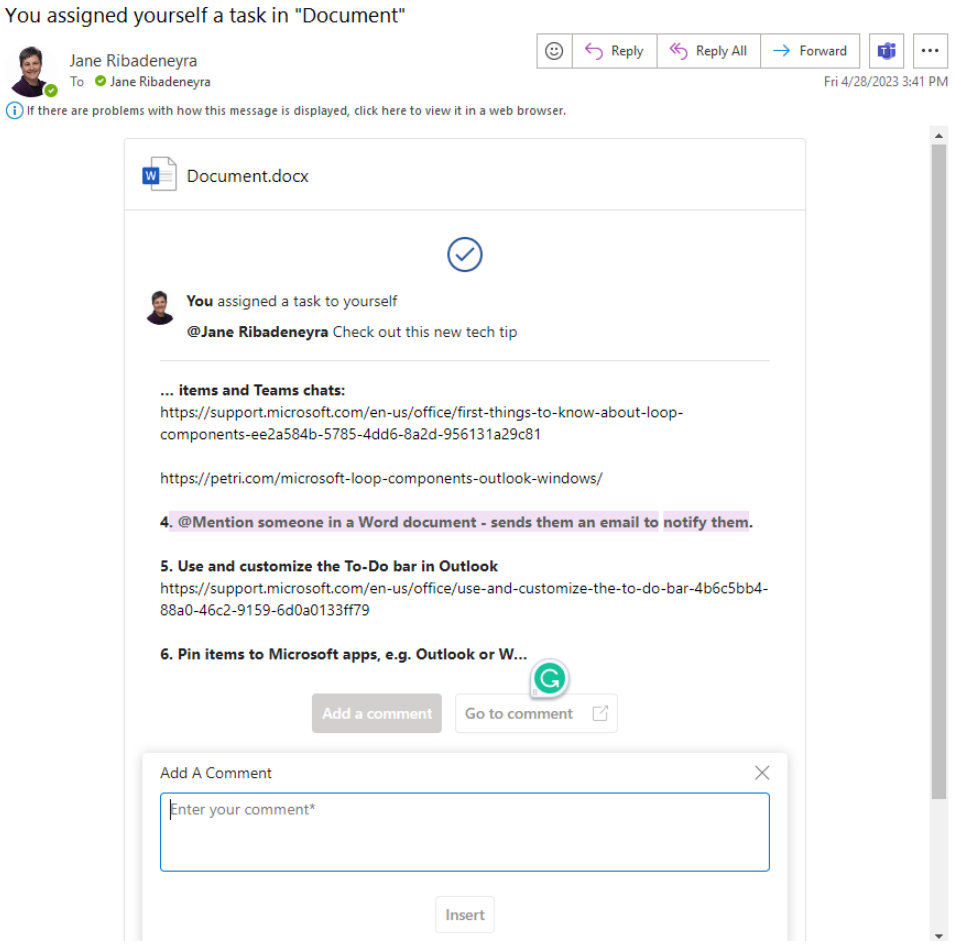

**“Persuasive”**




**“Elon Musk”**

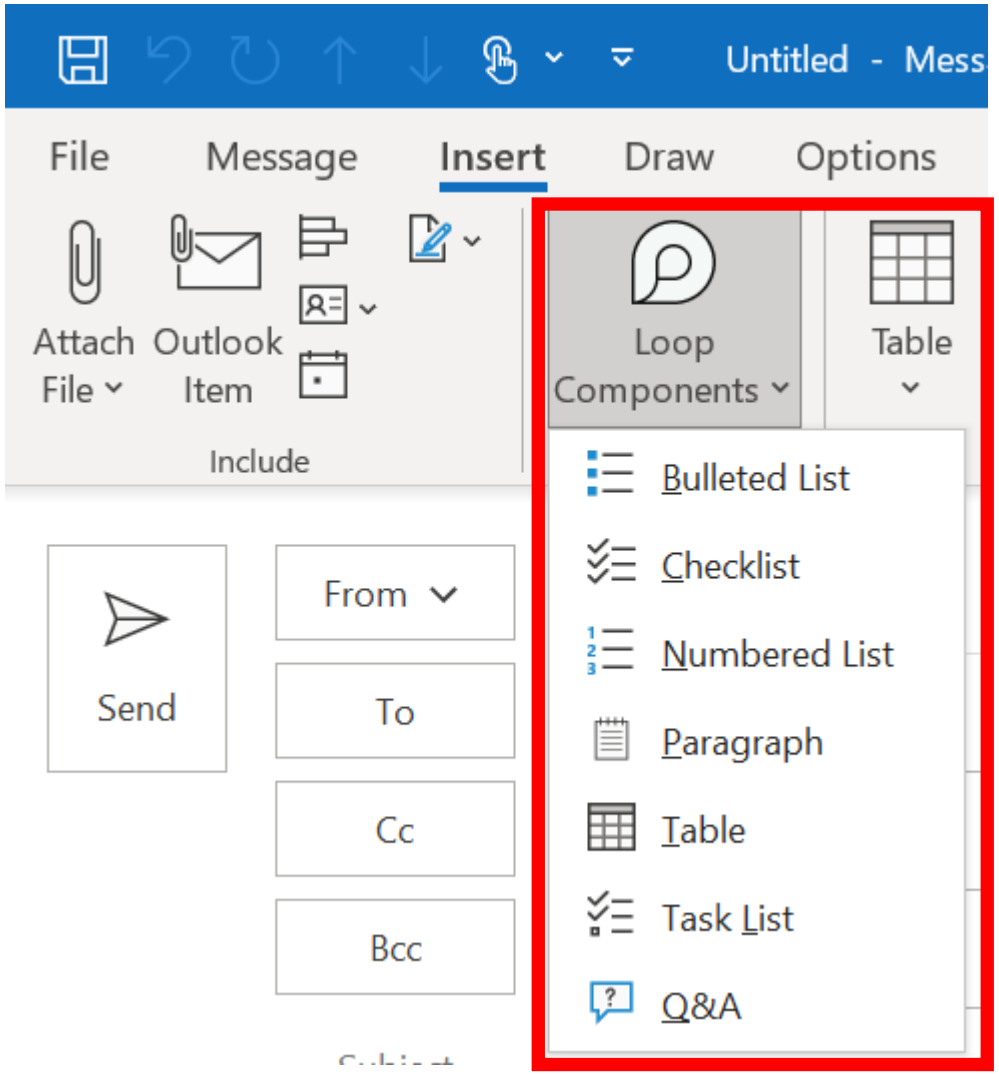
# Use @Mentions to Collaborate

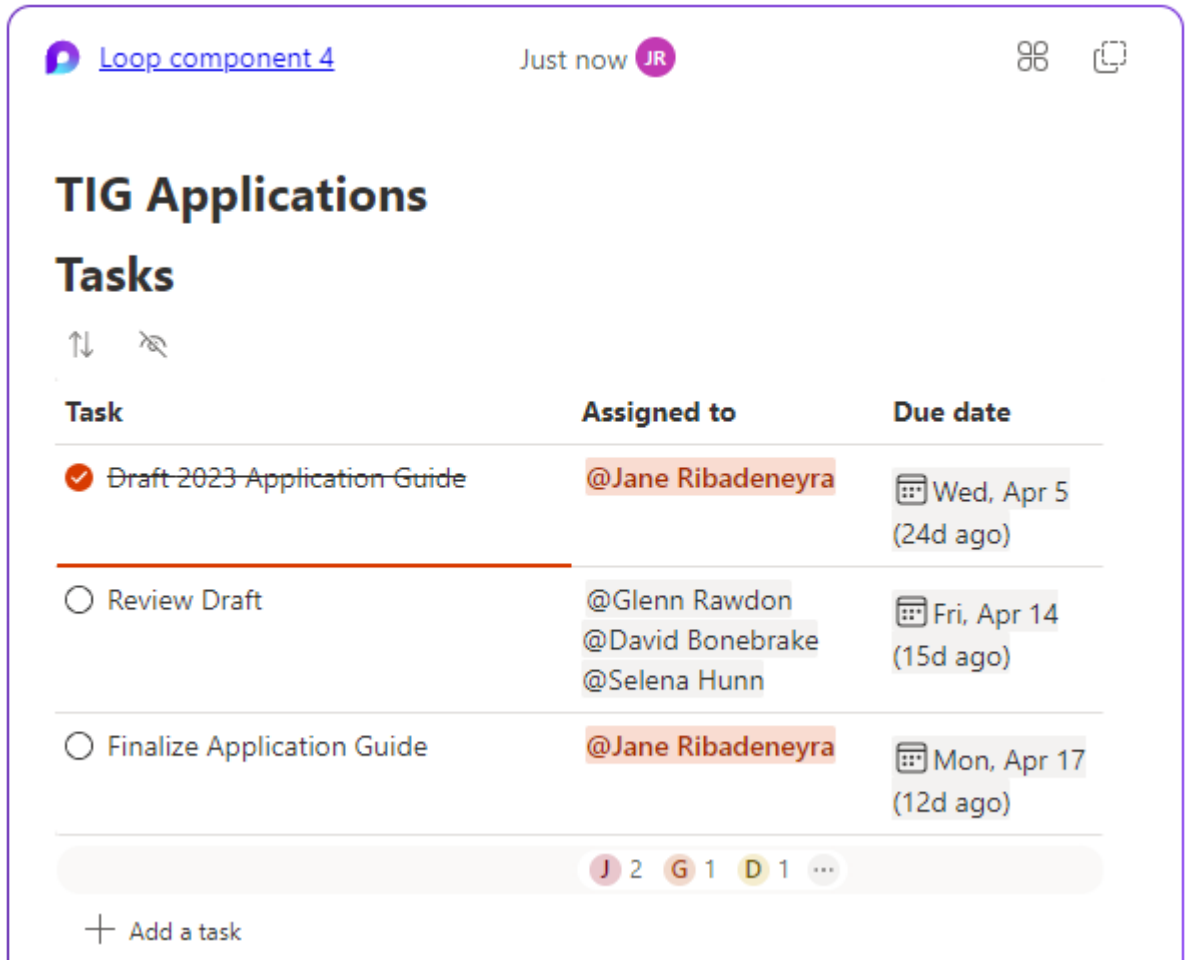


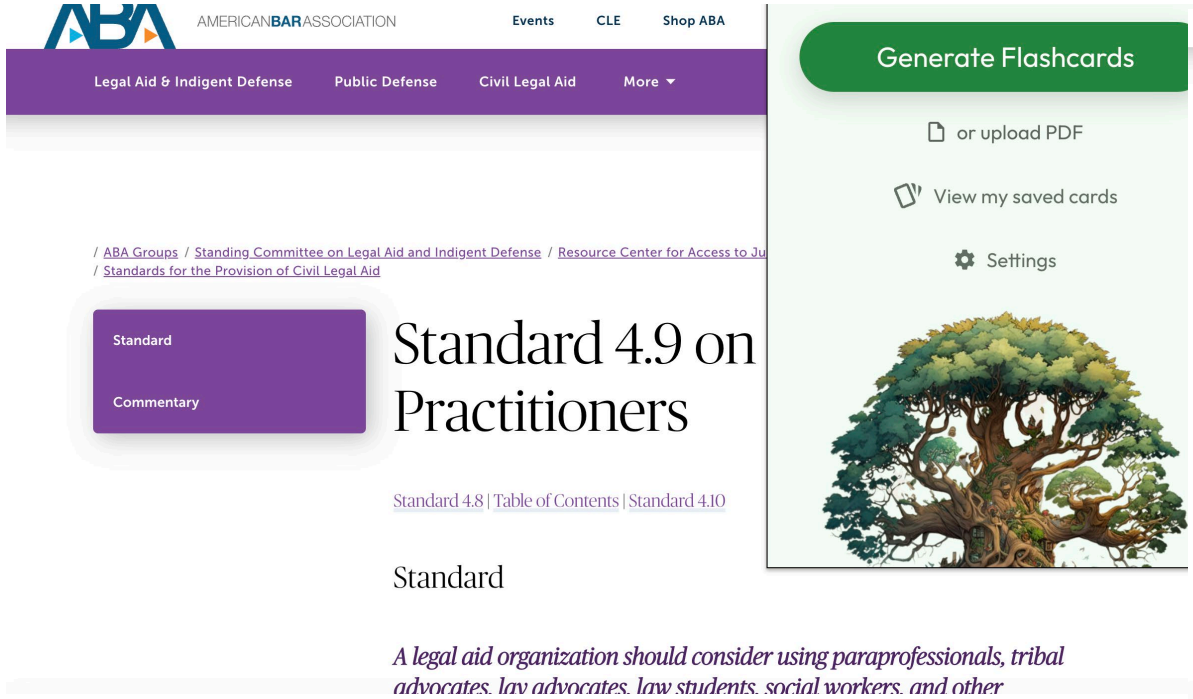
- Read website terms of service that you dismissed previously: https://tosdr.org/
- See community sourced ranking

# Microsoft Loop Components for Collaboration



# Wisdolia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Events
CLE
Shop ABA
Legal Aid & Indigent Defense
Public Defense
Civil Legal Aid
More
/ ABA Groups / Standing Committee on Legal Aid and Indigent Defense / Resource Center for Access to Ju
/ Standards for the Provision of Civil Legal Aid
Standard
Commentary
Standard 4.9 on Practitioners
Standard 4.8 | Table of Contents | Standard 4.10
Standard
A legal aid organization should consider using paraprofessionals, tribal advocates, lay advocates, law students, social workers, and other


Generate Flashcards
or upload PDF
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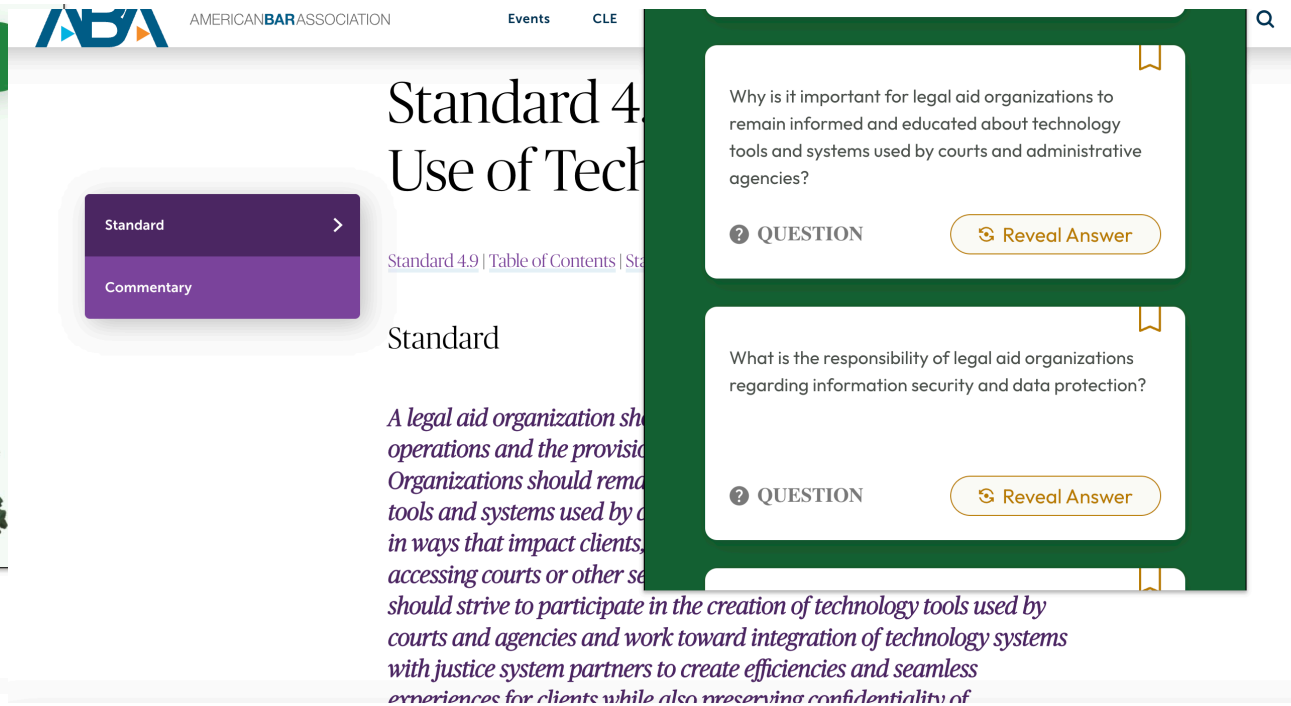
Settings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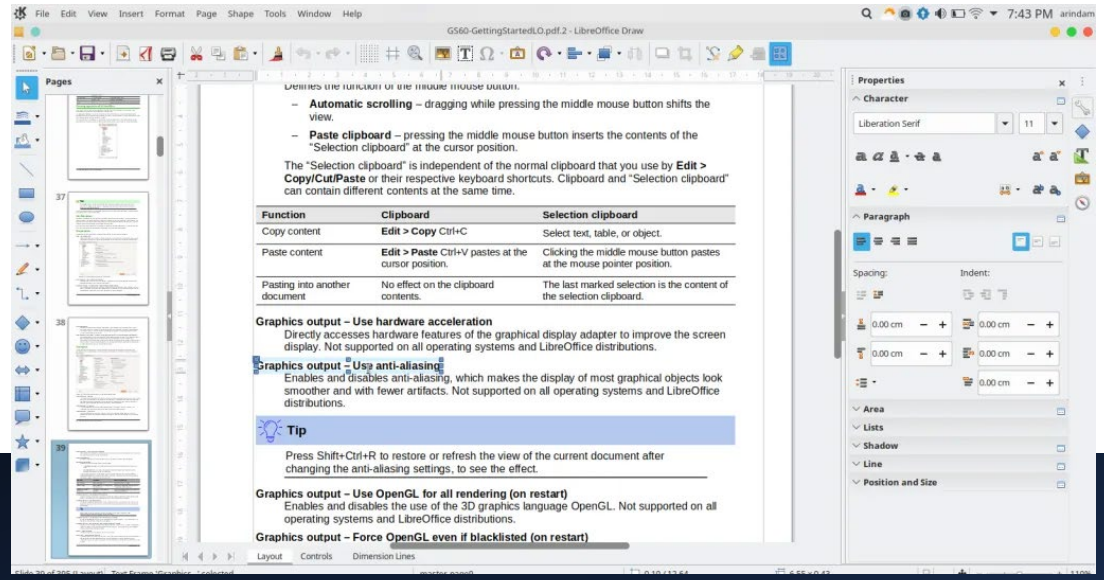
Commentary
Standard 4.
Use of Tech
Standard 4.9 | Table of Contents | St
Standard
A legal aid organization sh
operations and the provisio
Organizations should rema
tools and systems used by
in ways that impact clients,
accessing courts or other se
should strive to participate in the creation of technology tools used by courts and agencies and work toward integration of technology systems with justice system partners to create efficiencies and seamless
Why is it important for legal aid organizations to remain informed and educated about technology tools and systems used by courts and administrative agencies?
QUESTION
Reveal Answer
What is the responsibility of legal aid organizations regarding information security and data protection?
QUESTION
Reveal Answer

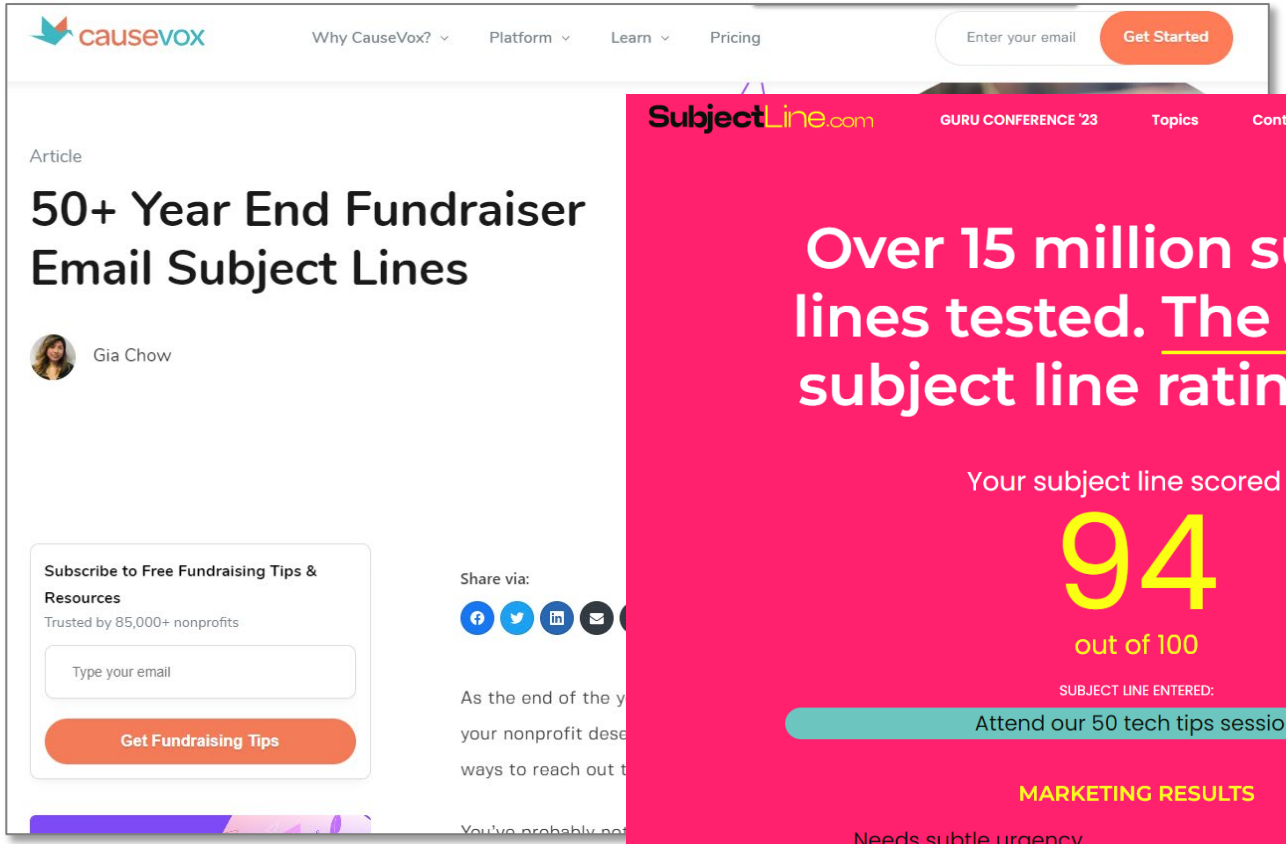
# Free PDF Editor from Libre Office

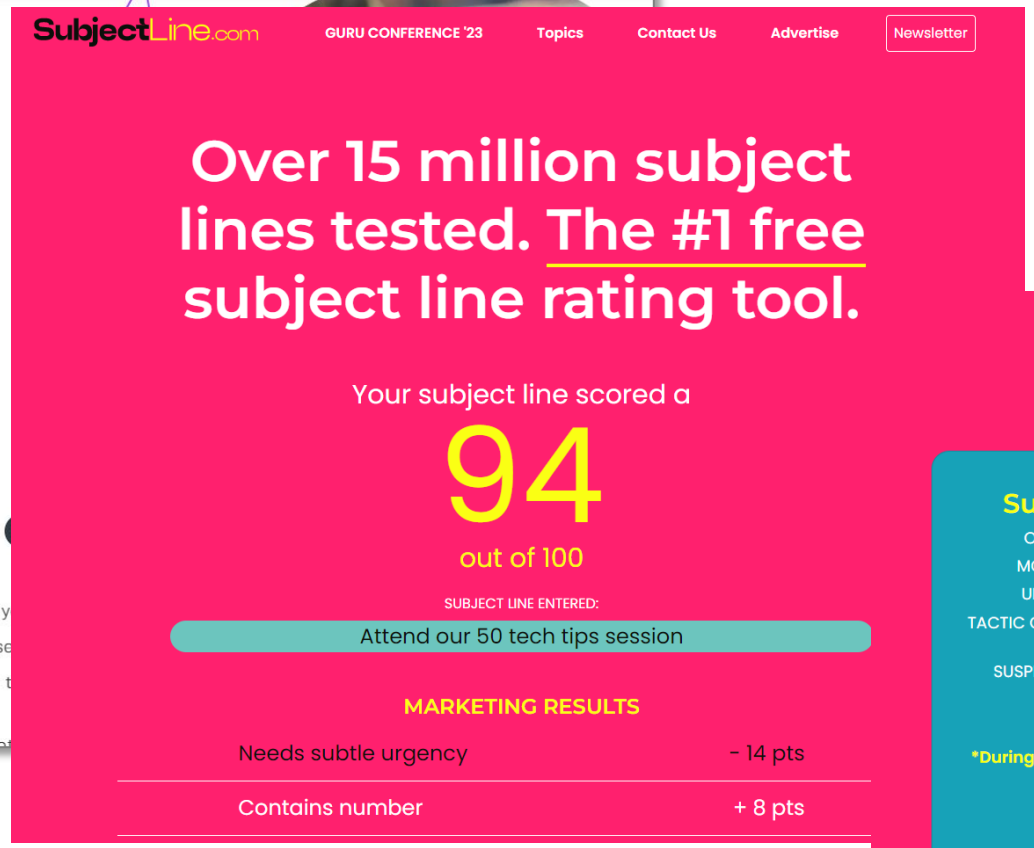


# Stream Deck

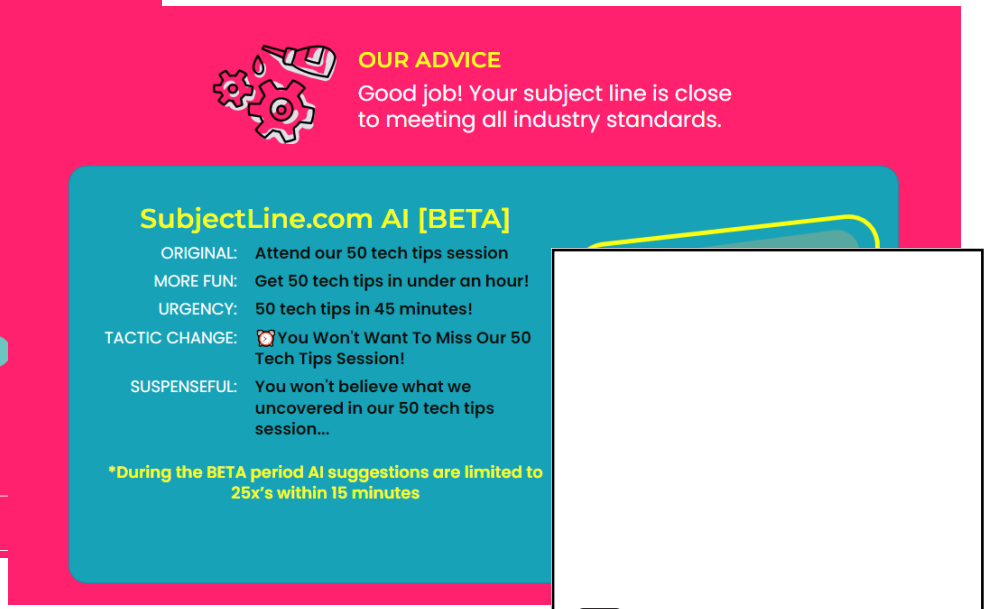
- Streamline workflows, control webinar functions, & more
- Try the mobile app first (free trial, then $3/month or $25/year)
- Prices range from $80 for the 6-button mini, $150 for the 15 buttons, to $250 for the XL

# Fundraising Email Subject Lines Best Practices – and Tools to Test Yours



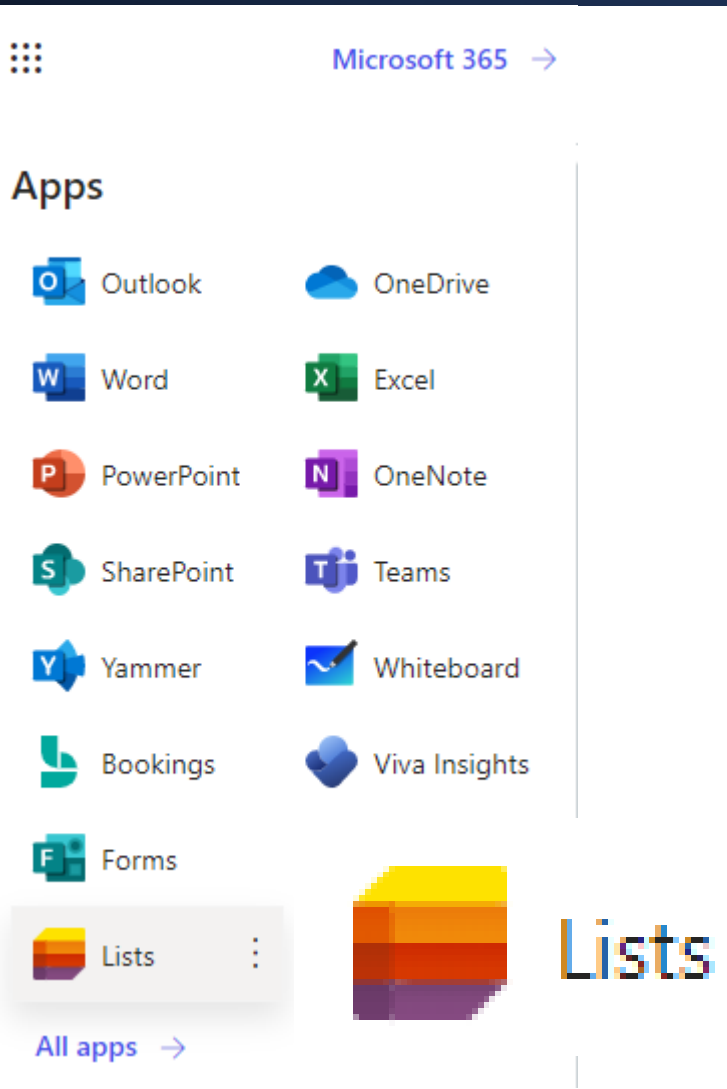




SubjectLine.com



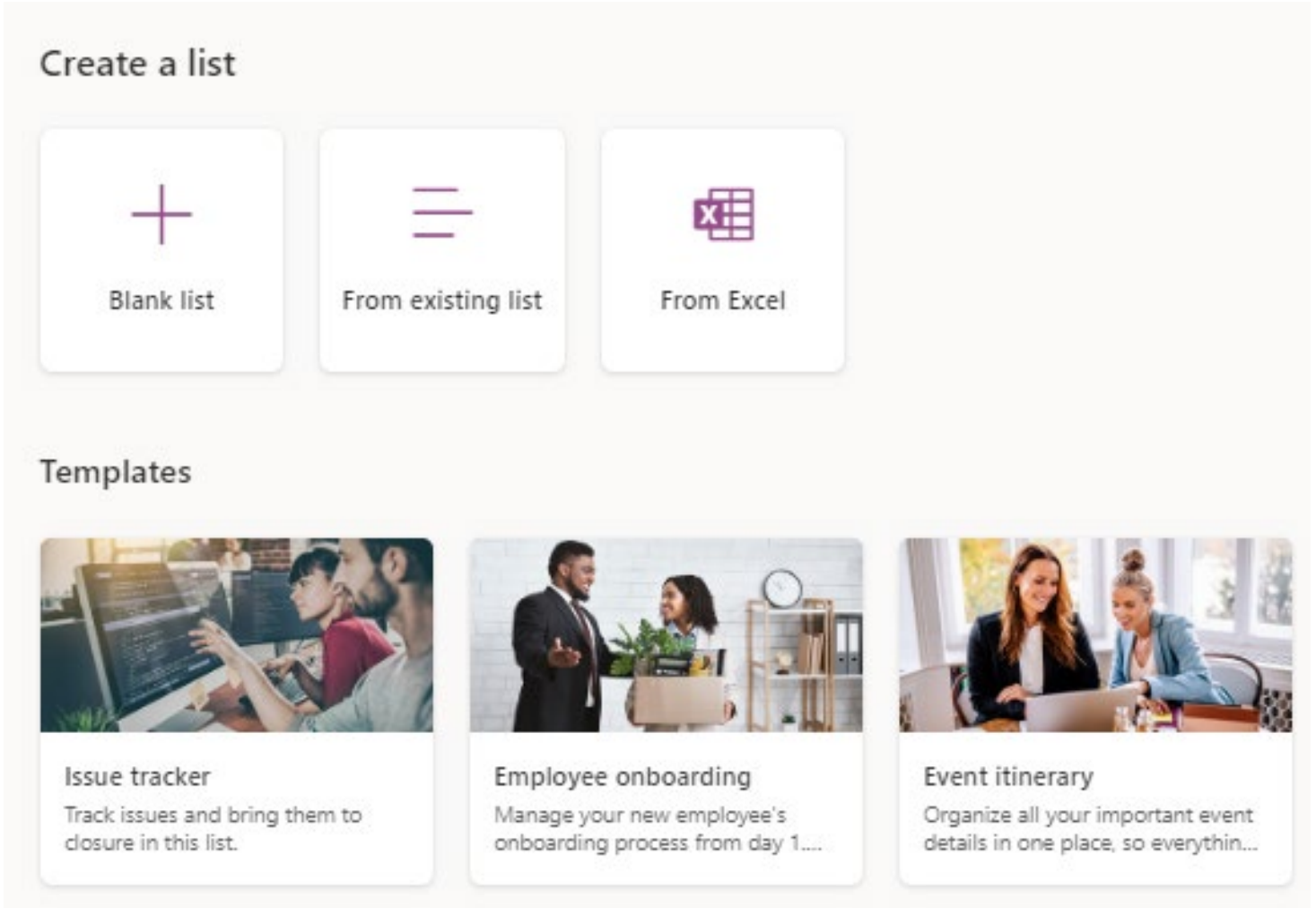

https://www.causevox.com/blog/end-of-year-giving-email-subject-lines/

# Microsoft Lists









Recruitment tracker

Travel requests

Travel requests wi...

Work progress tr...

Content scheduler

Content schedule...

## Work progress tracker

Track priorities and progress as you work towards delivering products and services.

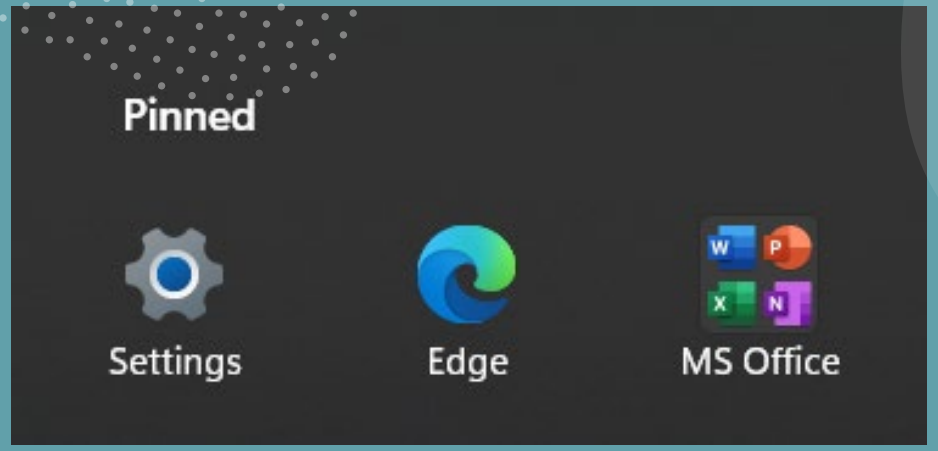
| Work item | Description | Category | Progress | Priority | Start da |
|---|---|---|---|---|---|
| Create a strategy document | This project needs a strategy document to be handed over to engineering before due date | | In progress | ↑ High | 7/1/20 |
| Run a competitive analysis | Research on other products in the market and understand the strengths of each product | | Behind | ⊗ Critical | 7/31/20 |
| Strategy review | Review the strategy document with all the project stakeholders | | Not started | ↑ High | 8/1/20 |
| Design & prototype | Document detailing the scope, scale, and core details of the project from a design perspective | | In progress | ⊗ Critical | 8/16/20 |
| Implement and Test | Take the design brief and convert it into functional, testable product | | Not started | ↑ High | 9/15/20 |
| Project status reporting | Create a dashboard to collect data about the project and automate reporting out every | | In progress | ↓ Low | 9/16/20 |

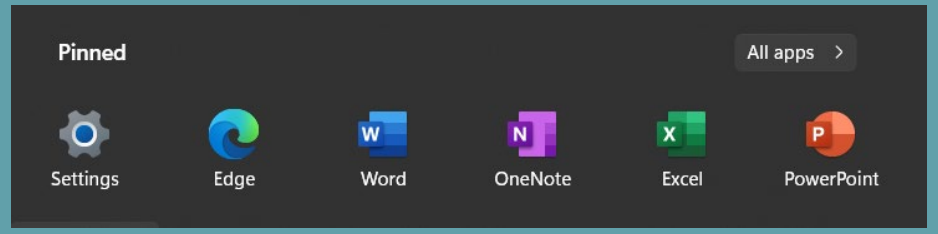
Back

Use template

Cancel

# Start Menu Folders Come to Windows 11



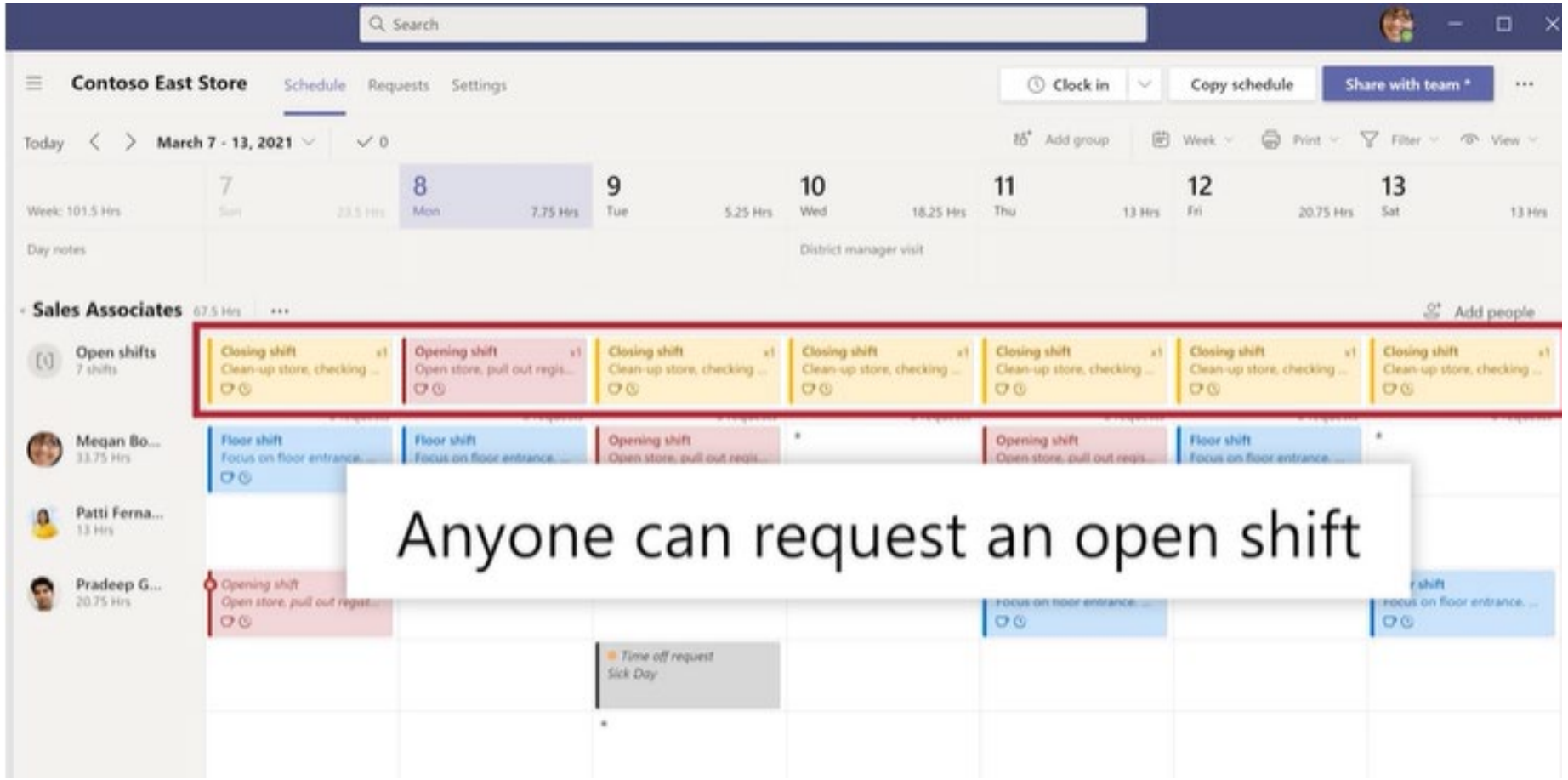
# Microsoft Shifts in Teams

Search for apps

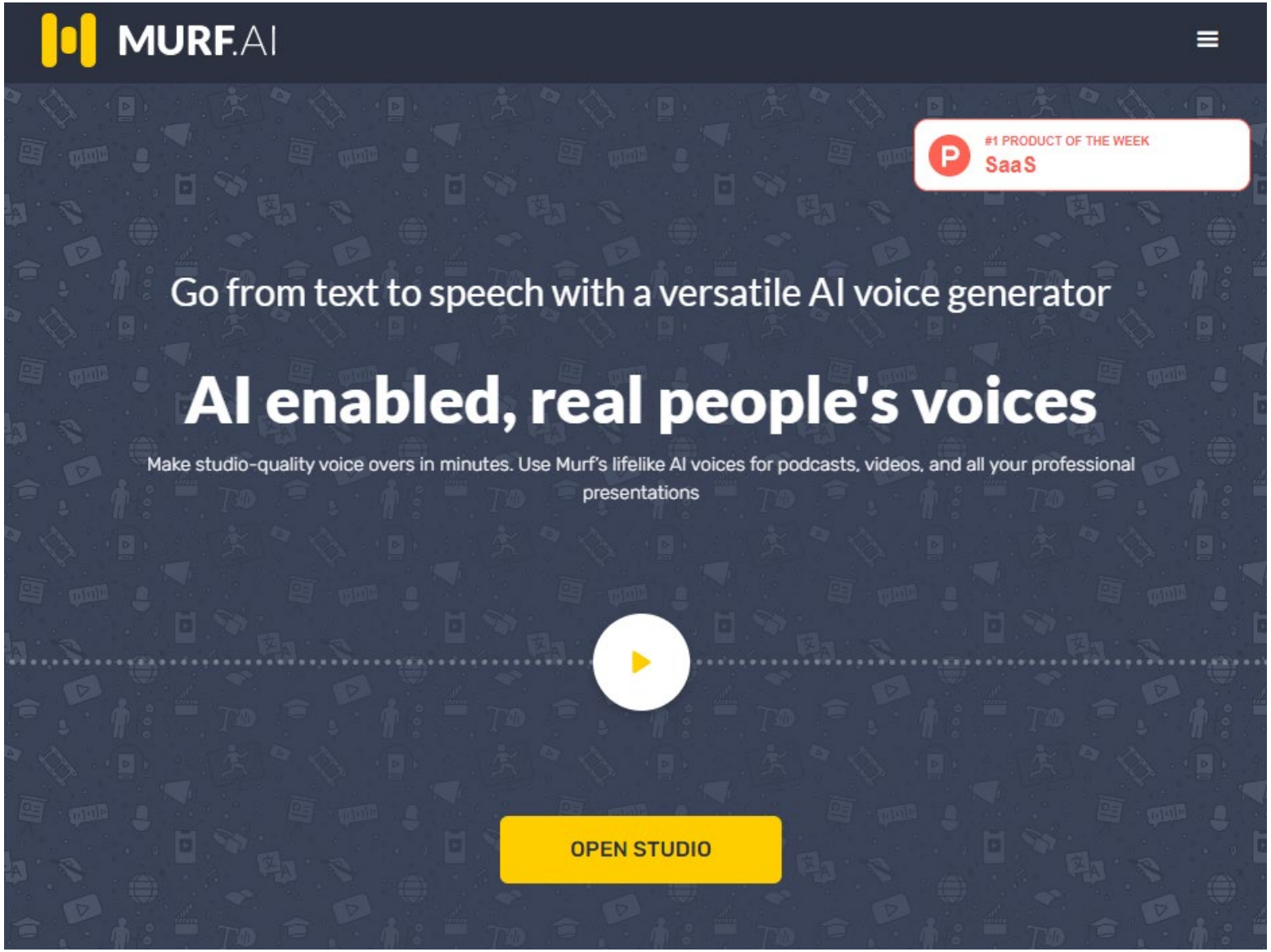
Viva Learning

Shifts

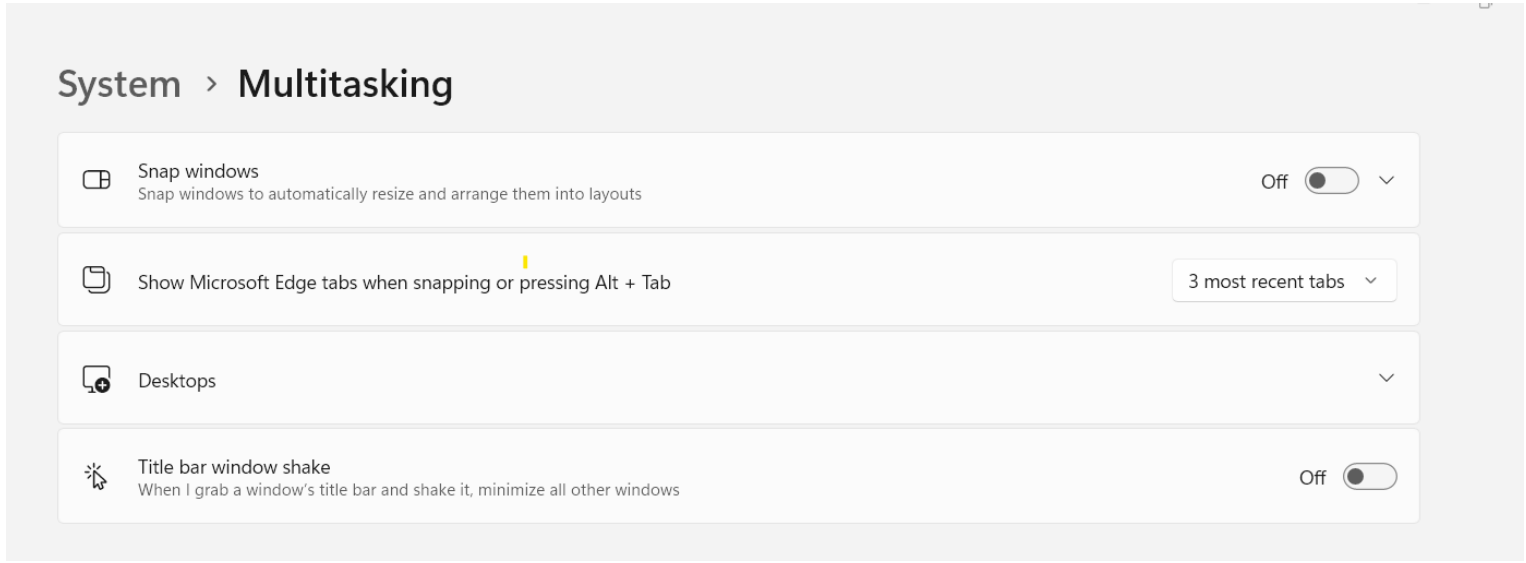
Tasks by Planner and ...



# Murf.AI

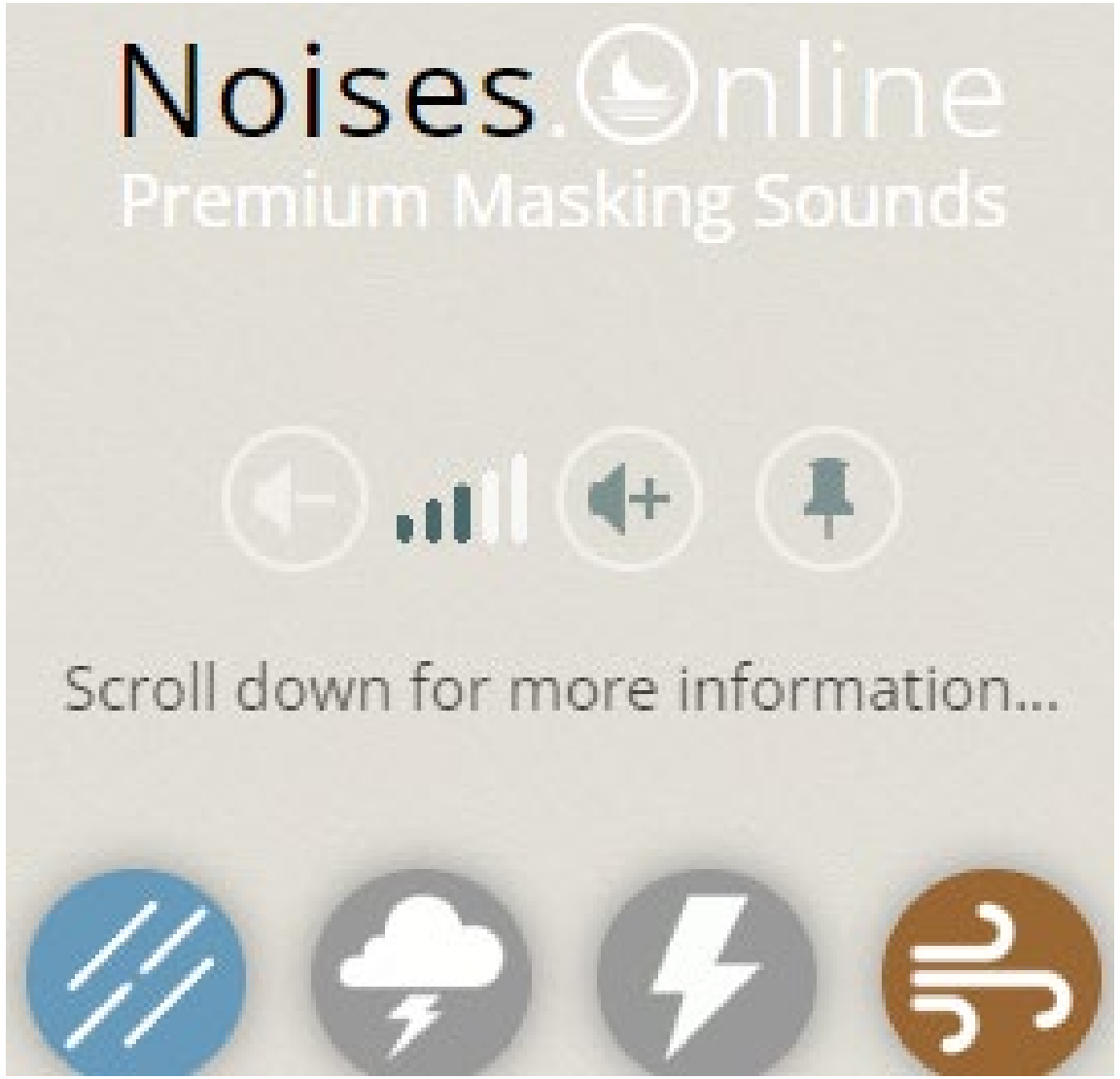

MURF.AI
#1 PRODUCT OF THE WEEK
SaaS
Go from text to speech with a versatile AI voice generator
AI enabled, real people's voices
Make studio-quality voice overs in minutes. Use Murf's lifelike AI voices for podcasts, videos, and all your professional presentations
OPEN STUDIO

# Organize your Screen with Snap Assist

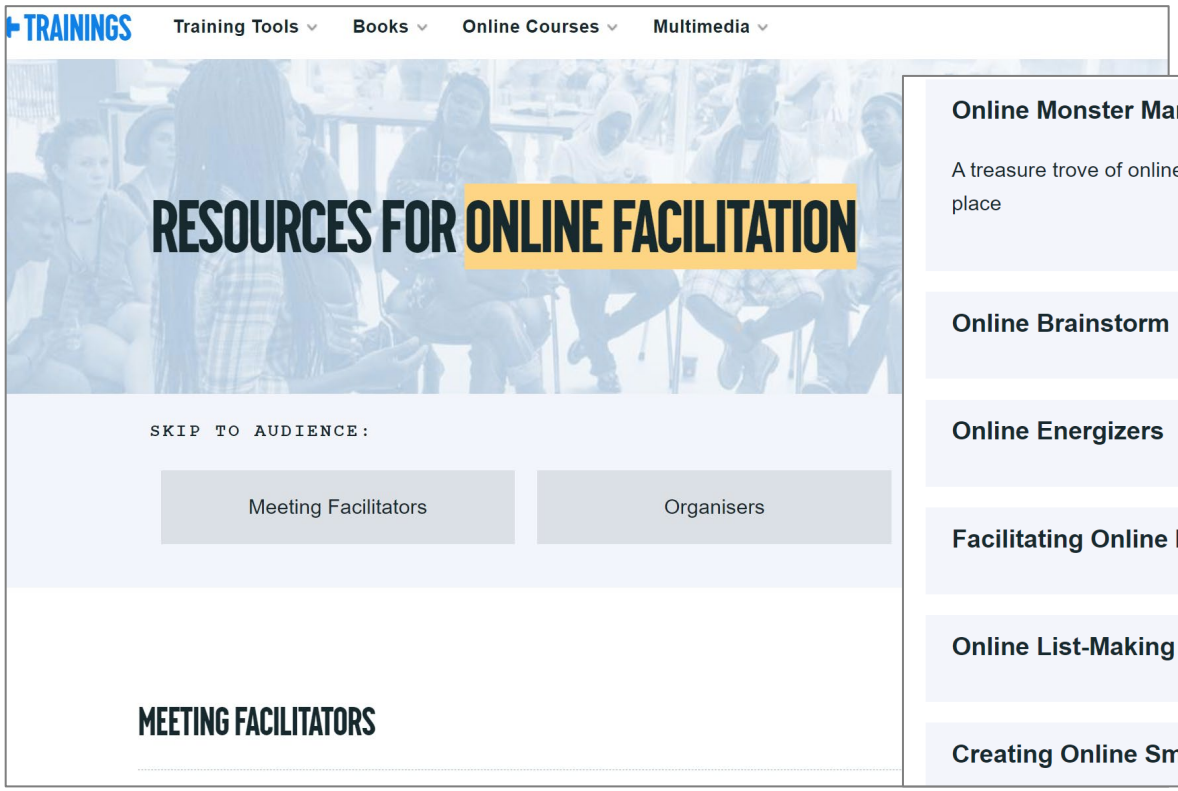


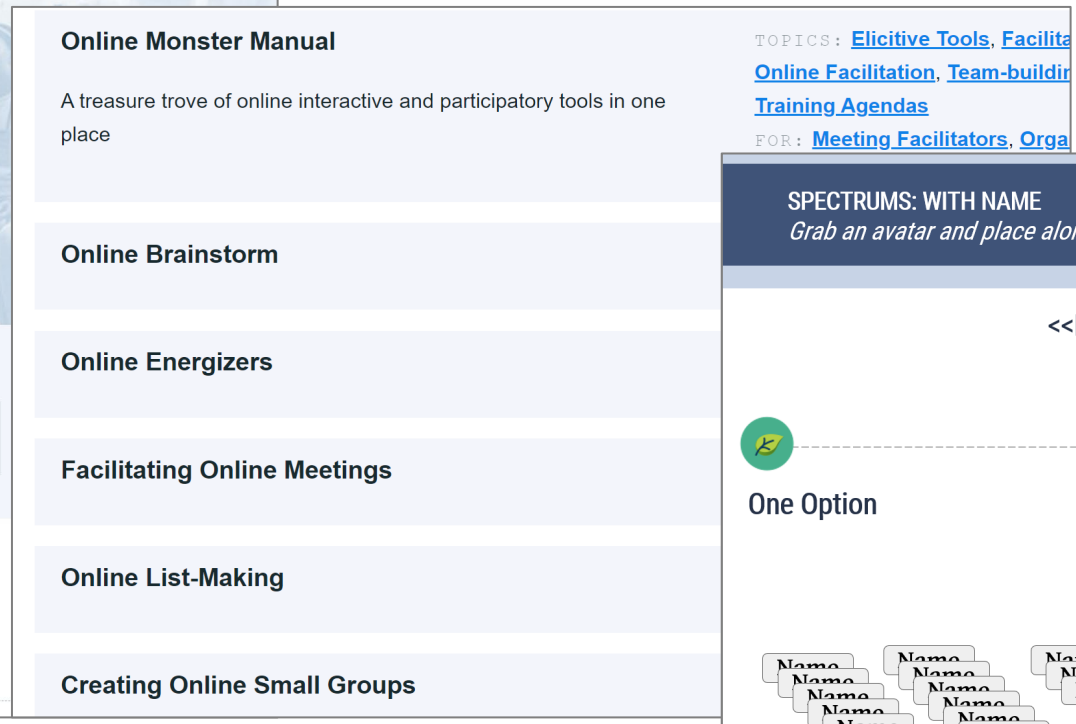
# Noises Online: Premium Masking Sounds

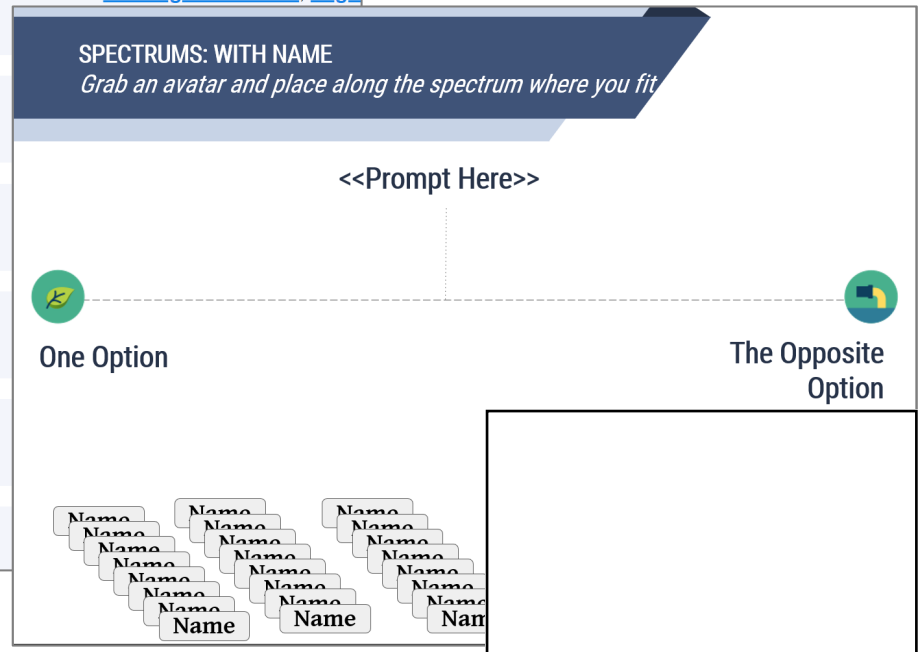
- Noises Online provides free ambient and relaxing sounds. https://noises.online/
- Currently, 30 sounds available
- The intensity and liveliness of the sounds is adjustable
- Sounds may be “stacked” to create the perfect mix
- Save and download your mix and add it to your music app



# Resources for Online Faciliation

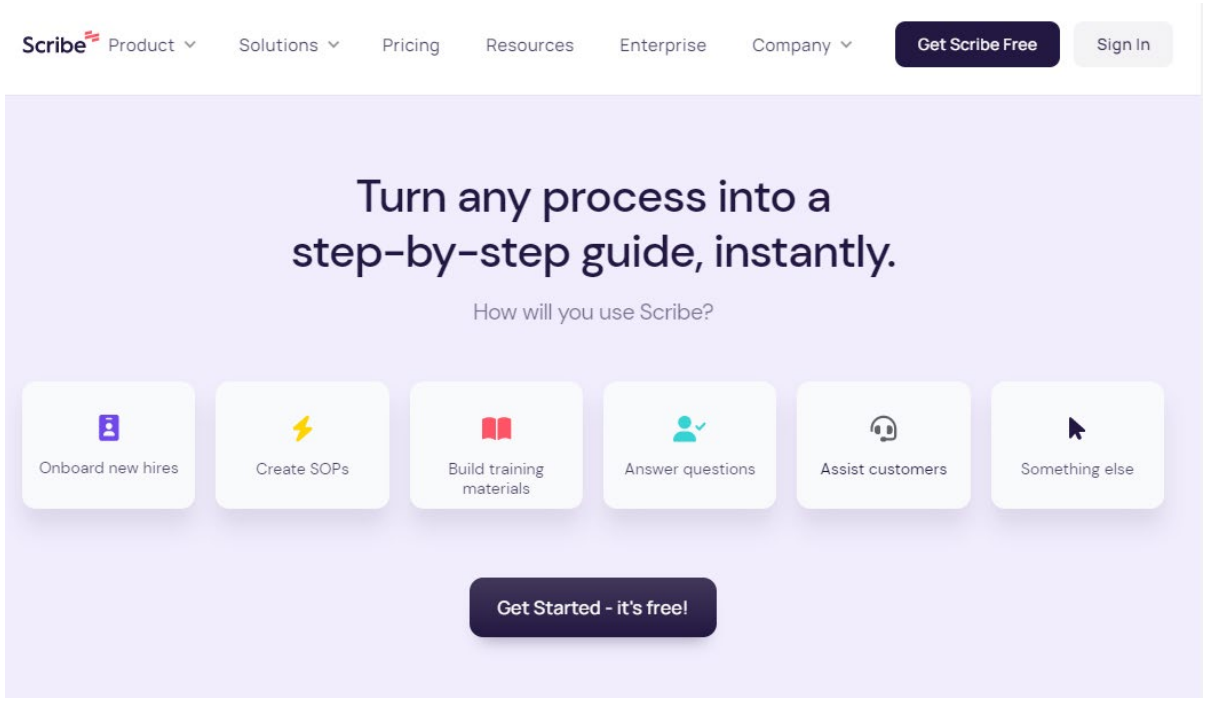


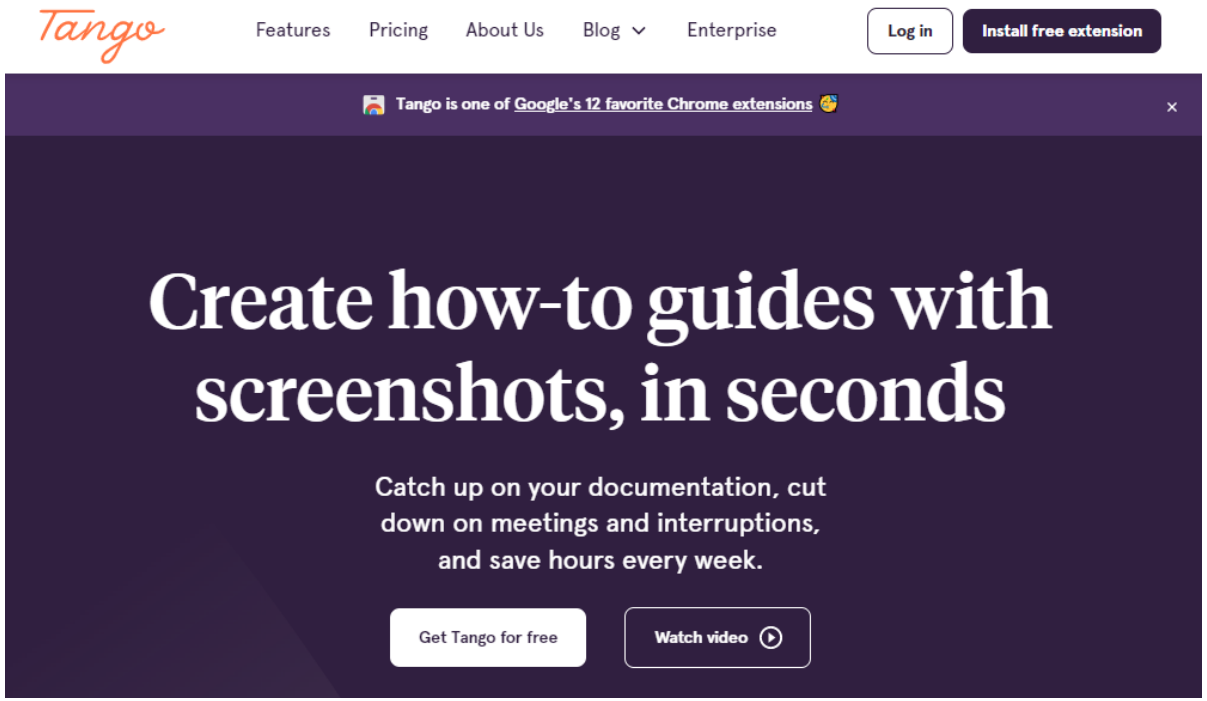




https://trainings.350.org/topics/online-facilitation/

# Step-by-Step Documentation: Tango or Scribe

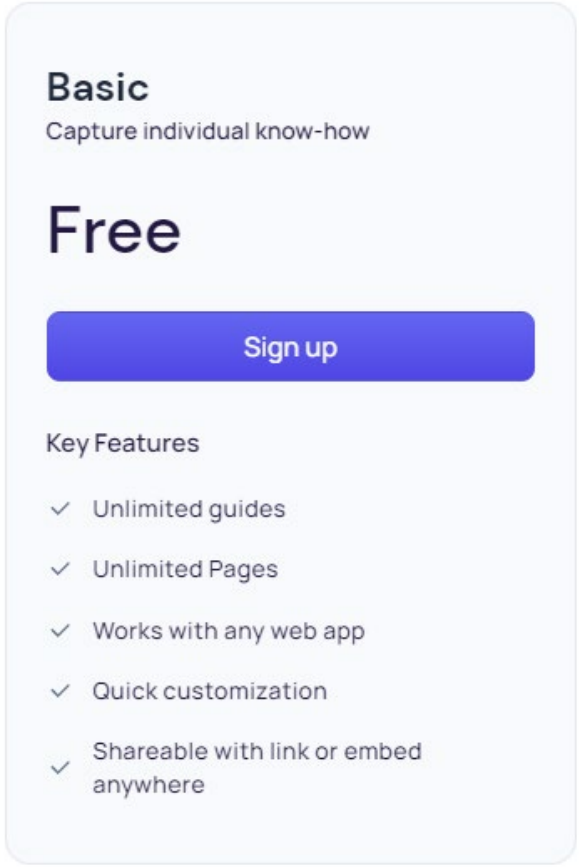



https://scribehow.com




https://www.tango.us

# Step-by-Step Documentation: Tango vs Scribe

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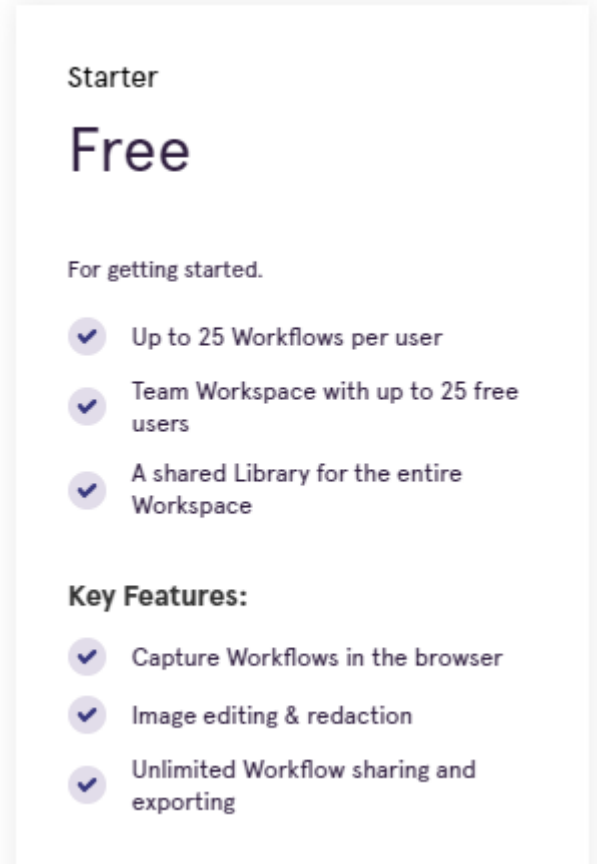
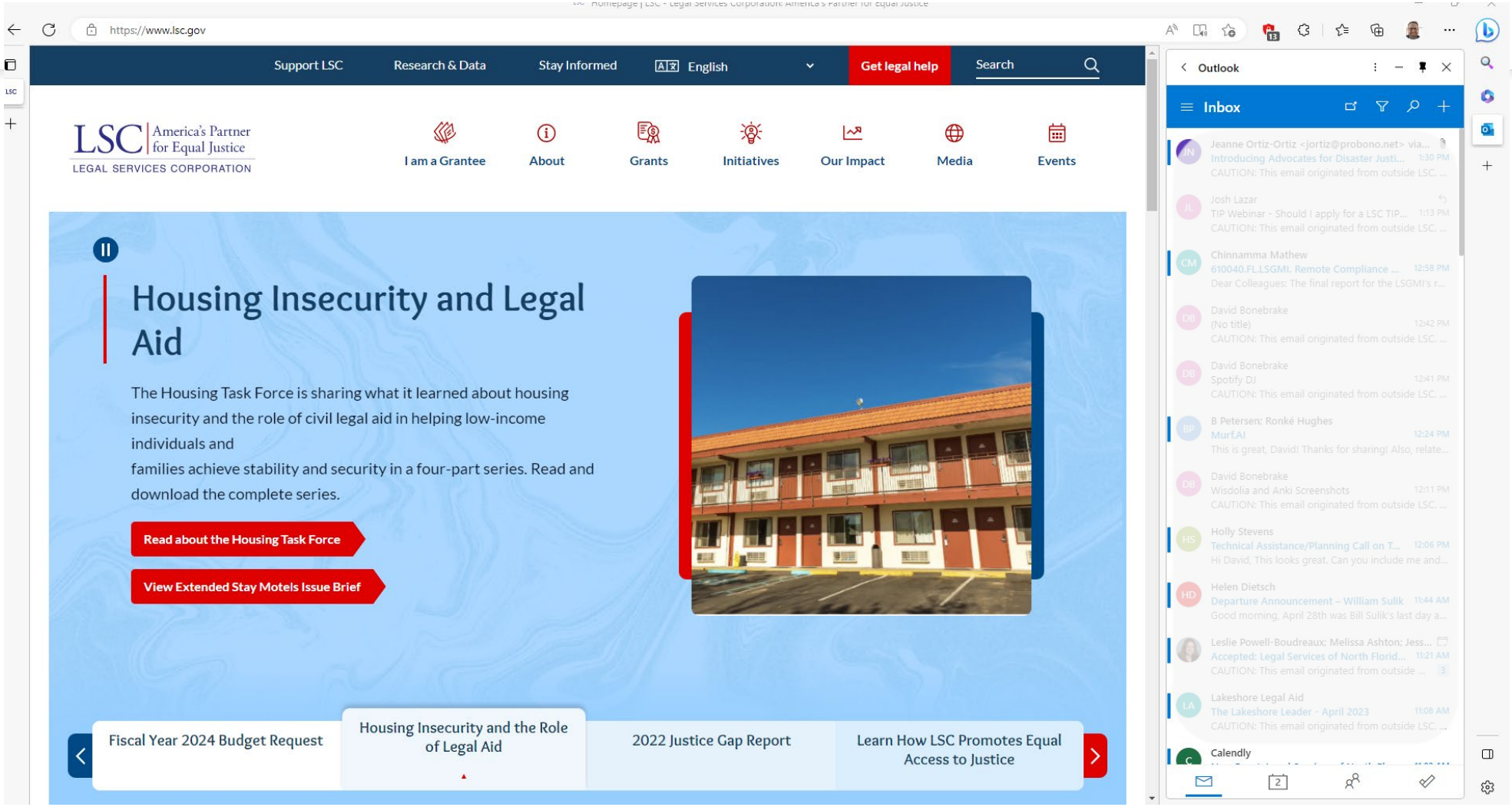
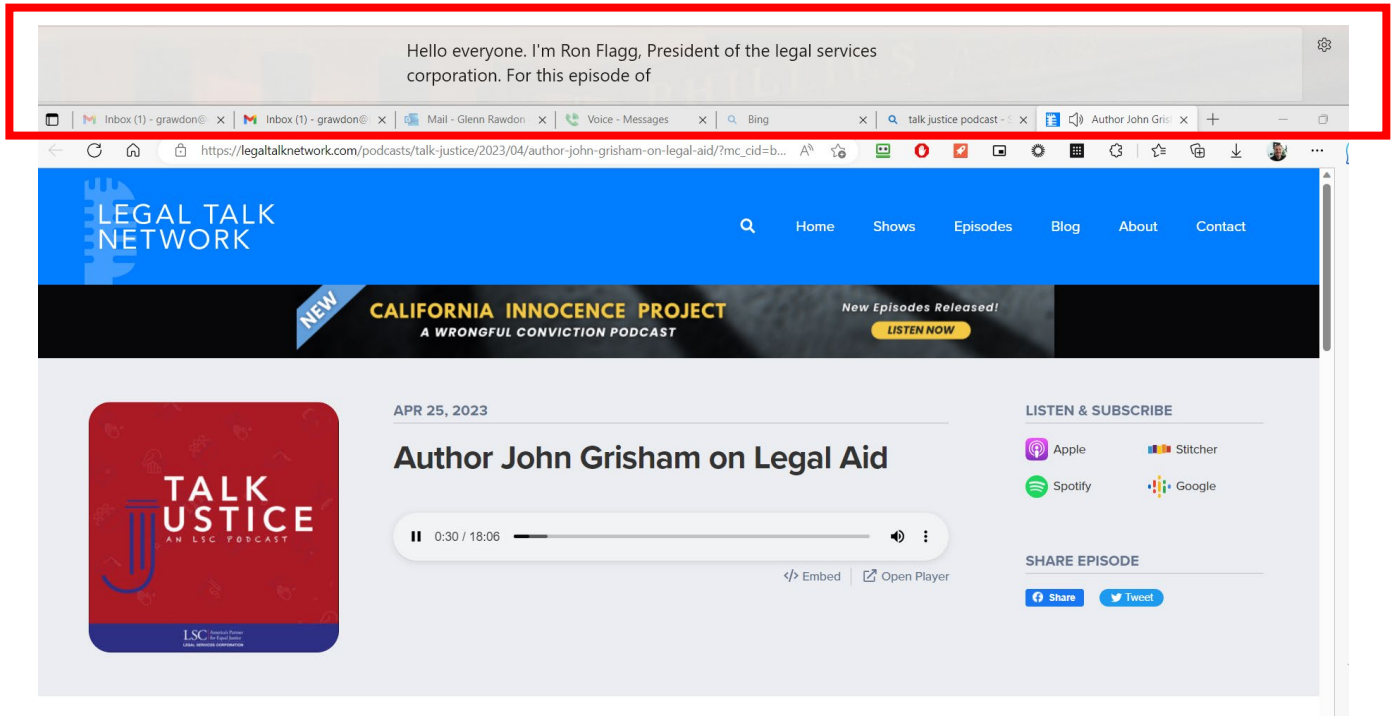



https://www.tango.us

# Edge Sidebar



# Wincaptions – Closed Captioning for any Audio



# Canva Text to Image

- Want to try AI but afraid of sharing information with an unknown site? Try Canva's Text to Image feature: https://www.canva.com/your-apps
  - Play with AI in a safe environment
  - Canva advises: "Type what you'd like to see, and watch it come to life."
  - https://www.canva.com/

  - Bonus: Canva also has a QR code generator

Dinosaur in a courtroom

A drawing of a daffodil

A deer and bear in the woods

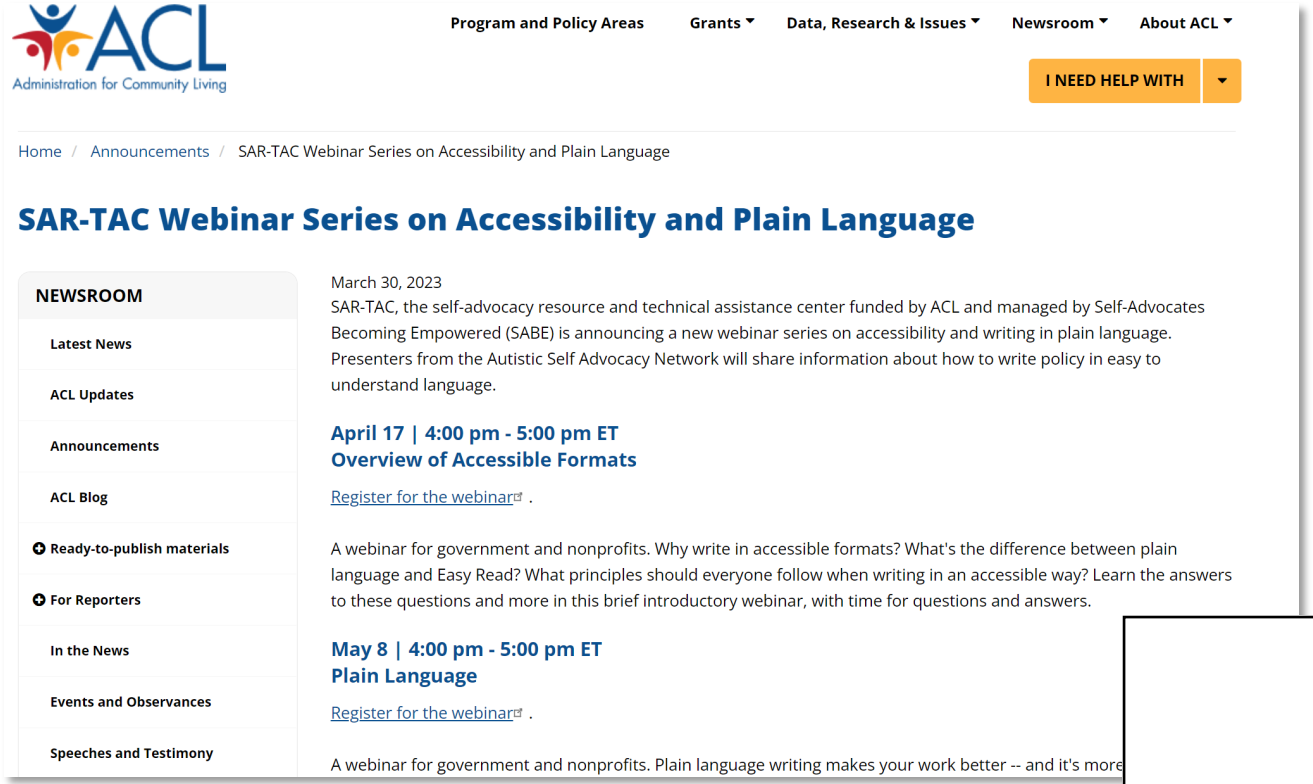
A watercolor painting of koi fish in a pond

A watercolor painting of a field of tulips

A group of differently abled people in a meeting

# ACL-sponsored webinar on Accessibility & Plain Language

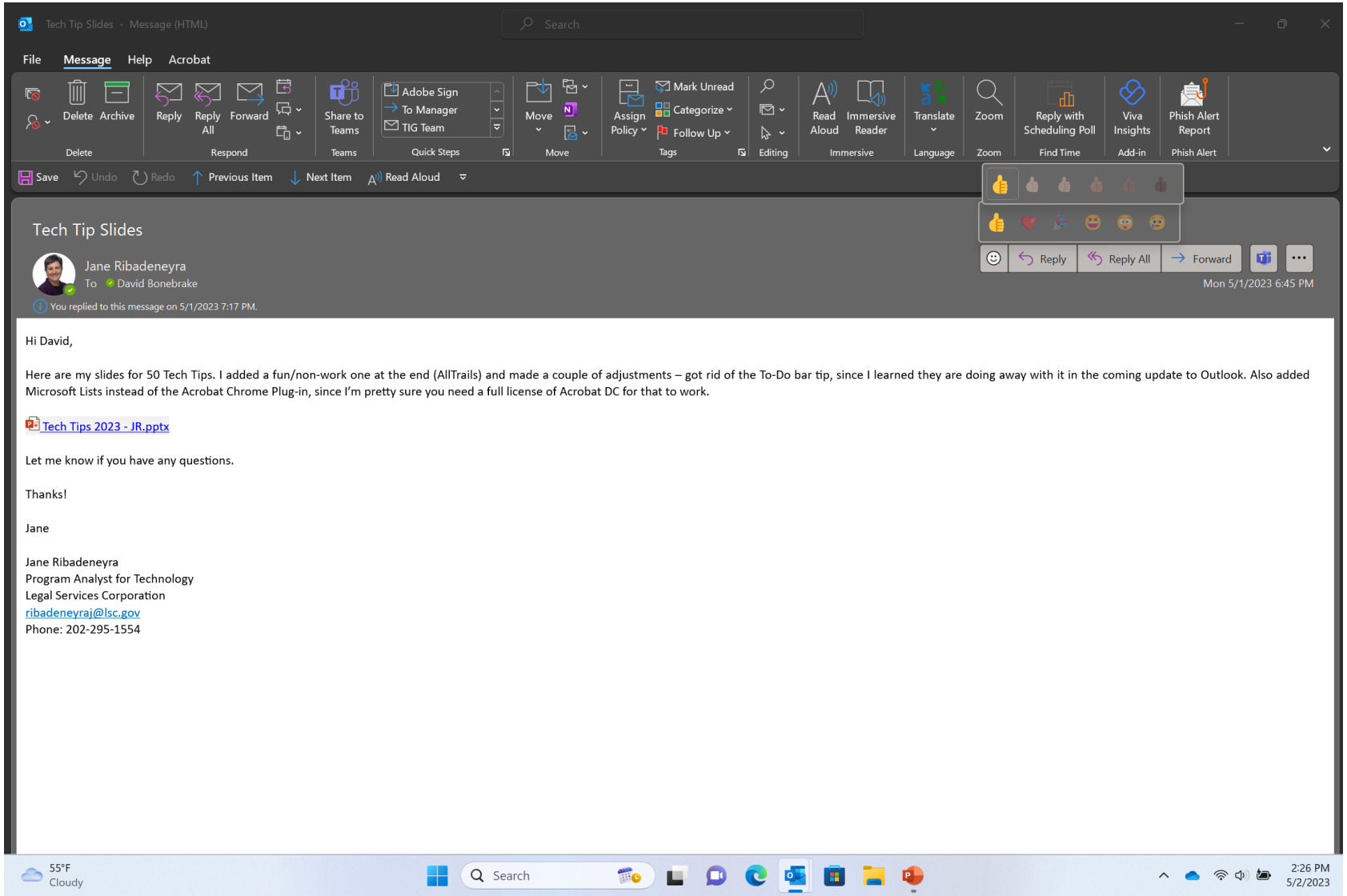
Free spring/summer 2023 webinar series by Self-Advocates Becoming Empowered and Autistic Self Advocacy Network sharing information about online accessibility and plain language.



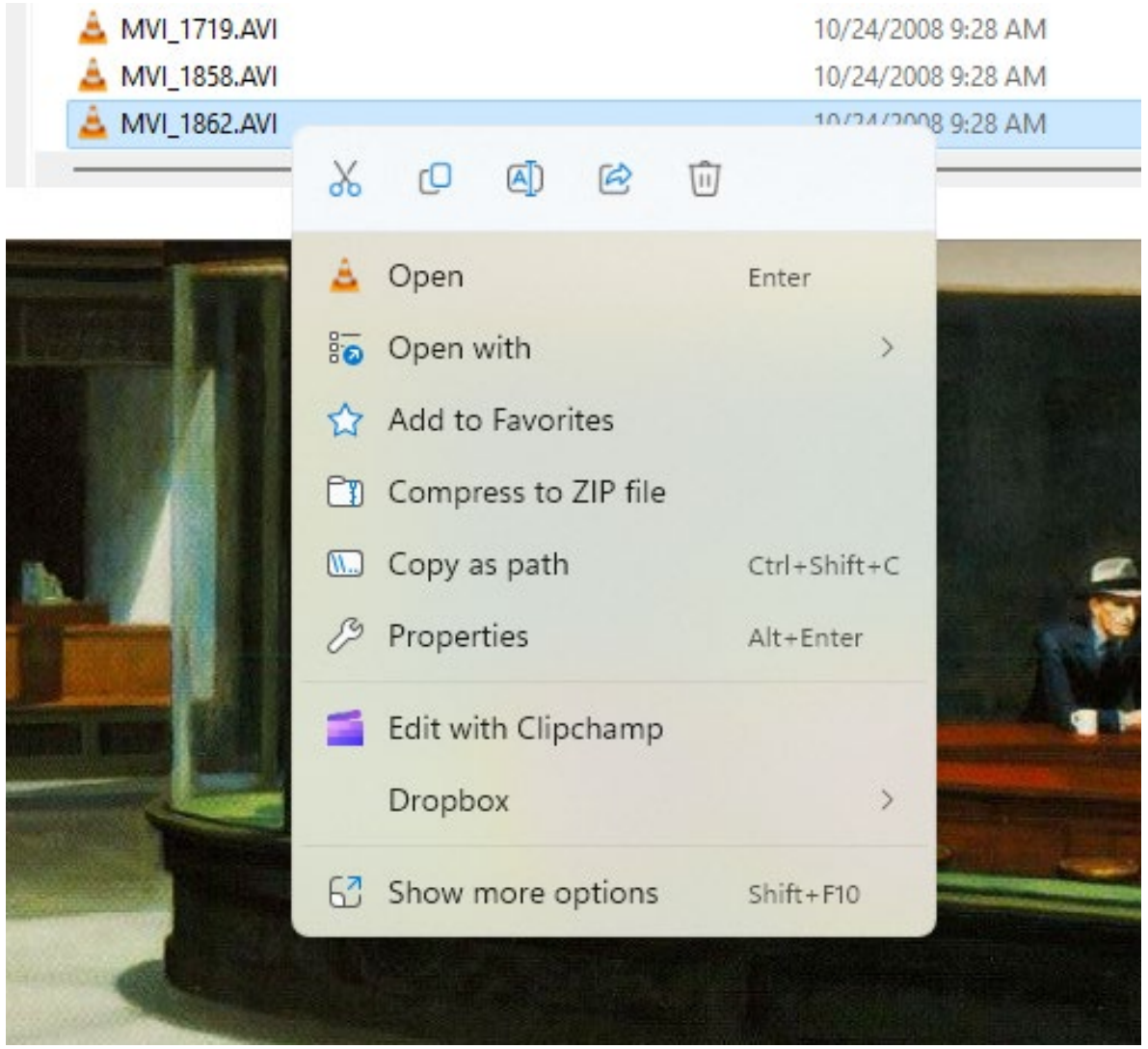

https://acl.gov/news-and-events/announcements/sar-tac-webinar-series-accessibili

Additional accessibility and Easy Read design resources: https://autisticadvocacy.org/resources/

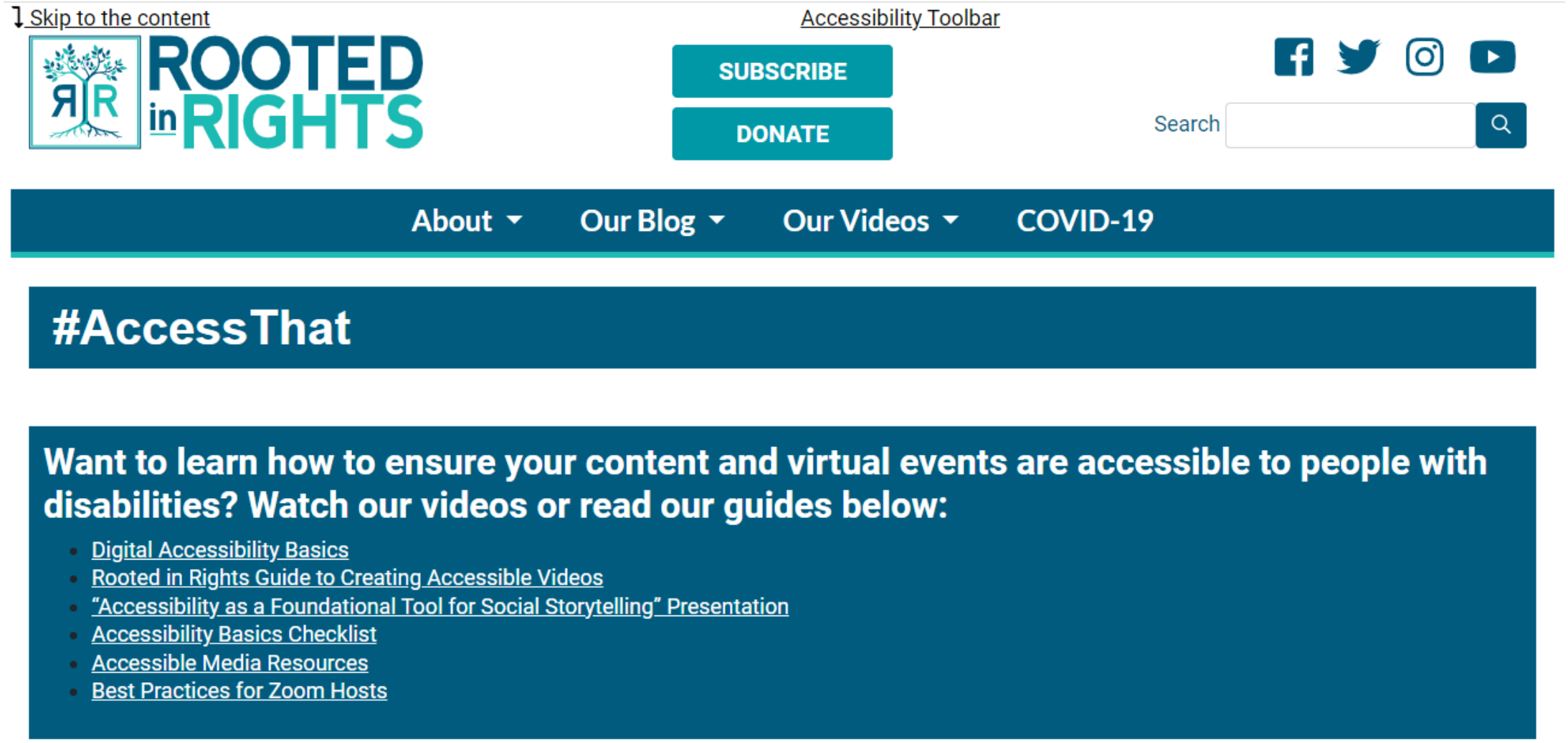
# Outlook Reactions



# Clipchamp Video Editor now in Windows 11



# Rooted in Rights #AccessThat Accessibility Tips



# David's ChatGPT Prompts for Better Writing

- Assume a persona
- Fix the junk:
  - "Always use plain language and active voice"
  - "Avoid overly flowery language."
  - "Just get to the point"
- Give clear direction

You're a lawyer for a nonprofit/a respected organizational leader/highly-effective bureaucrat/an accomplished communications professional. You write clearly and precisely, always using plain language and active voice. You avoid overly flowery language. Now, rewrite this email:

# Run a retrospective after every big milestone or project

- What worked well?
- What didn't work well?
- What should we do differently next time?
- Anything that left you puzzled?
- What shout-outs do you have for your teammates?

H/T to Ariadne Brazo

2018-08-20 BY CORINNA BALDAUF

## What is a retrospective?

[There's a German version of this text.]

A retrospective is an opportunity to learn and improve. It is time set aside – outside of day-to-day routine – to reflect on past events and behaviors. In its simplest form you answer 3 questions:

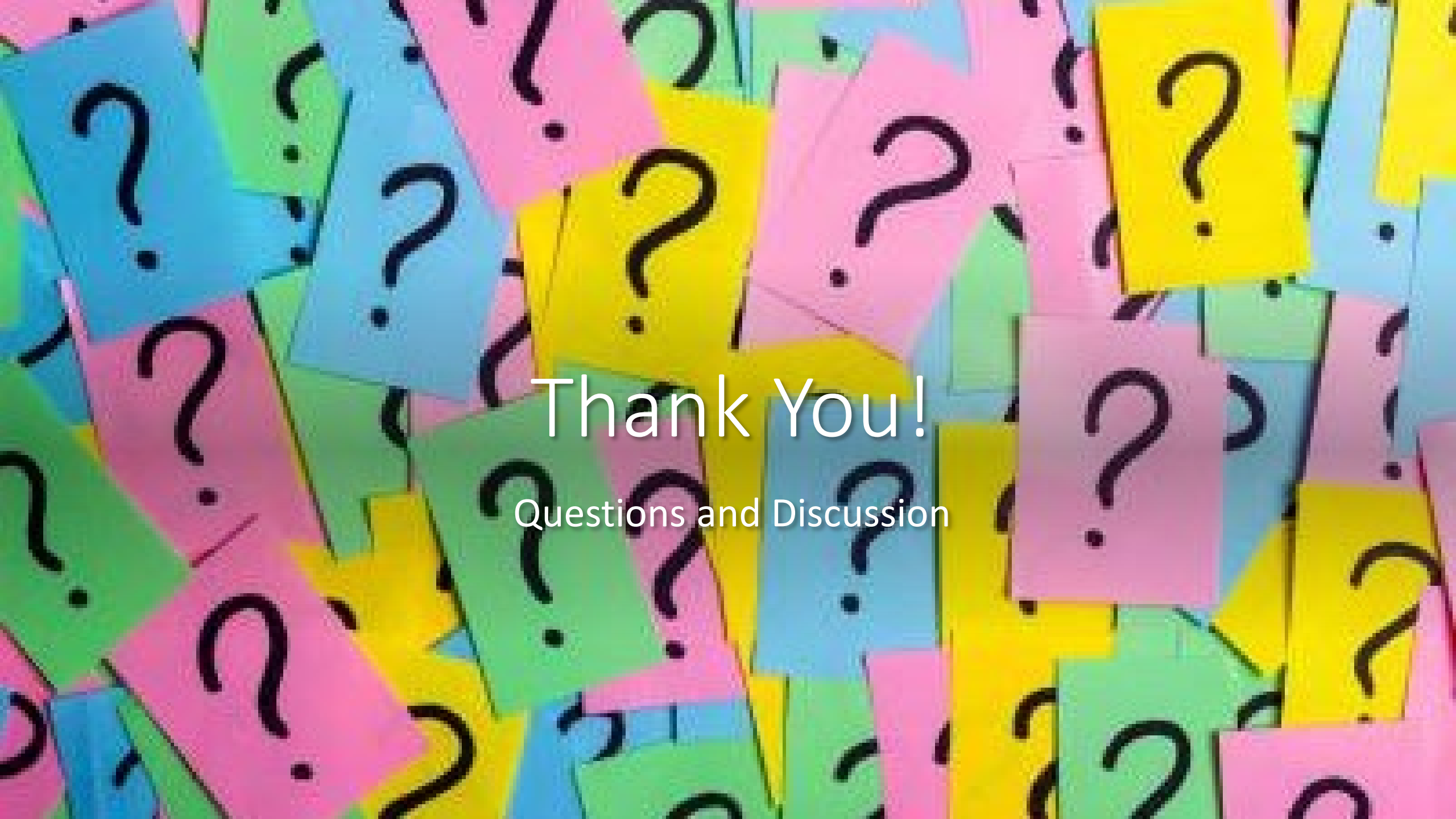
- What worked well?
- What didn't work well?
- **What are we going to try to do differently?**

In none-agile environments retrospectives are sometimes done after a project mortem" to derive "lessons learned". Those tend to be long meetings.

In constrast, in agile environments, a retrospective is short and done often (e. of a 2-week sprint). Thus the project is still in progress and you can address is project's success in time, hopefully keeping it on track.

In Scrum, retrospectives belong to the cast of regular sprint meetings. In Kanb ways to "schedule" retrospectives. In Lean A3's can serve the same purpose.

https://retromat.org/blog/what-is-a-re



# Thank You!

Questions and Discussion