

50 Tech Tips – a reprise of the EJC 2023 session



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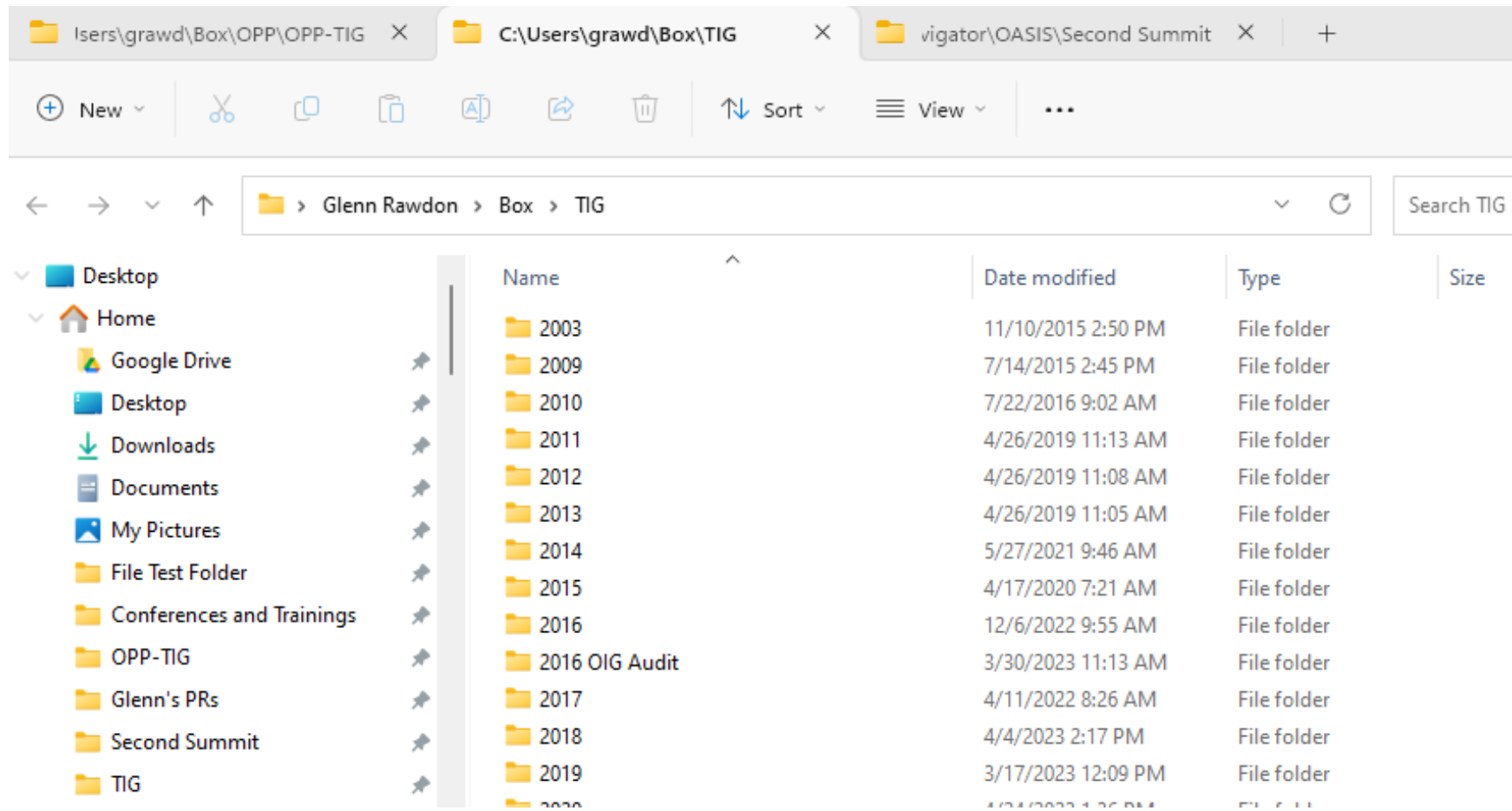


AI is Exciting,
but there are
Concerns

- Accuracy
- Bias
- Privacy
- Grifters

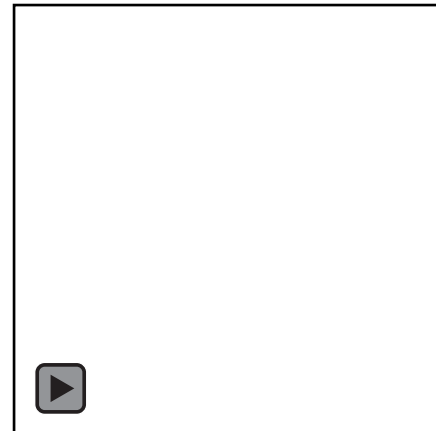
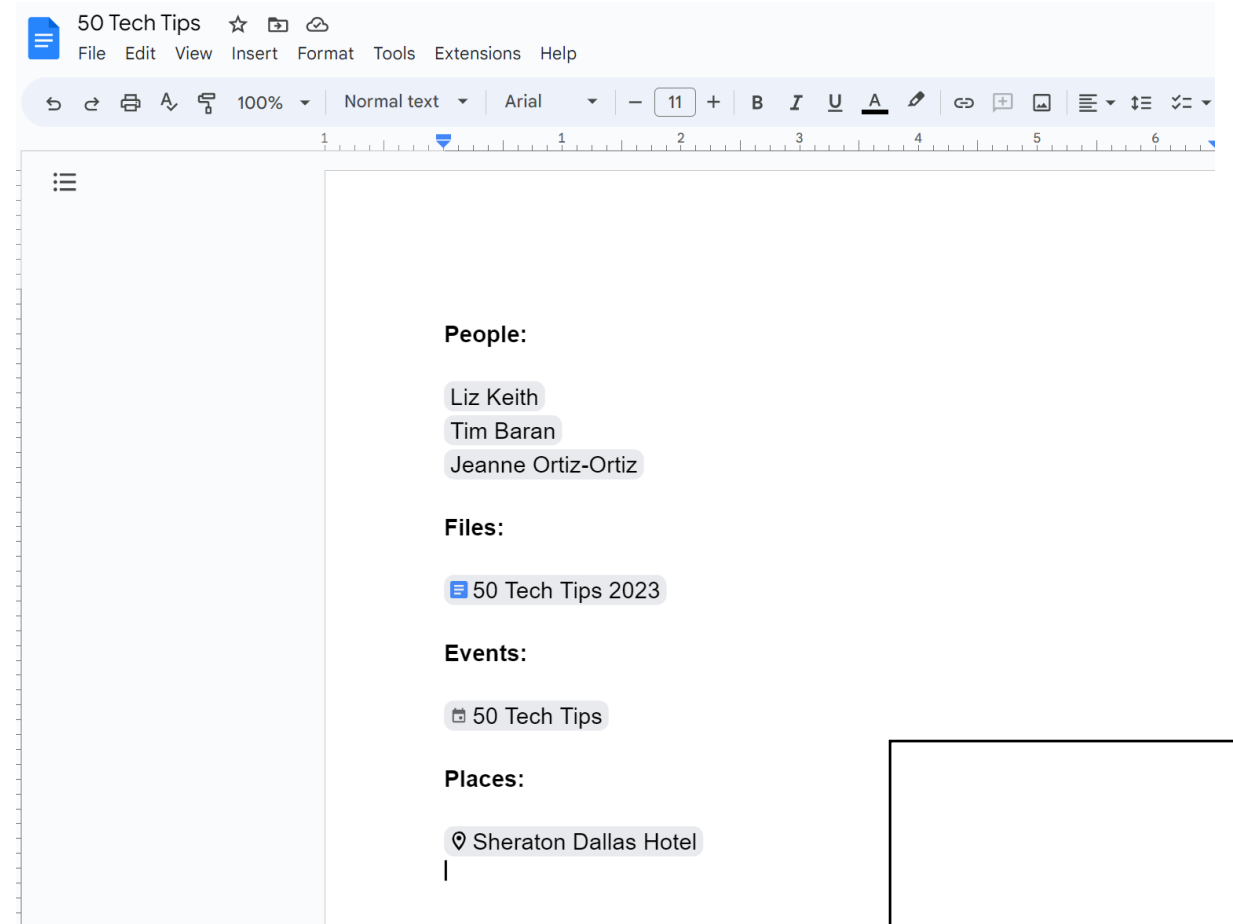


Finally – Tabs in File Manager



Google Docs Power User Tips

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



AI-Powered Summaries in Word Online



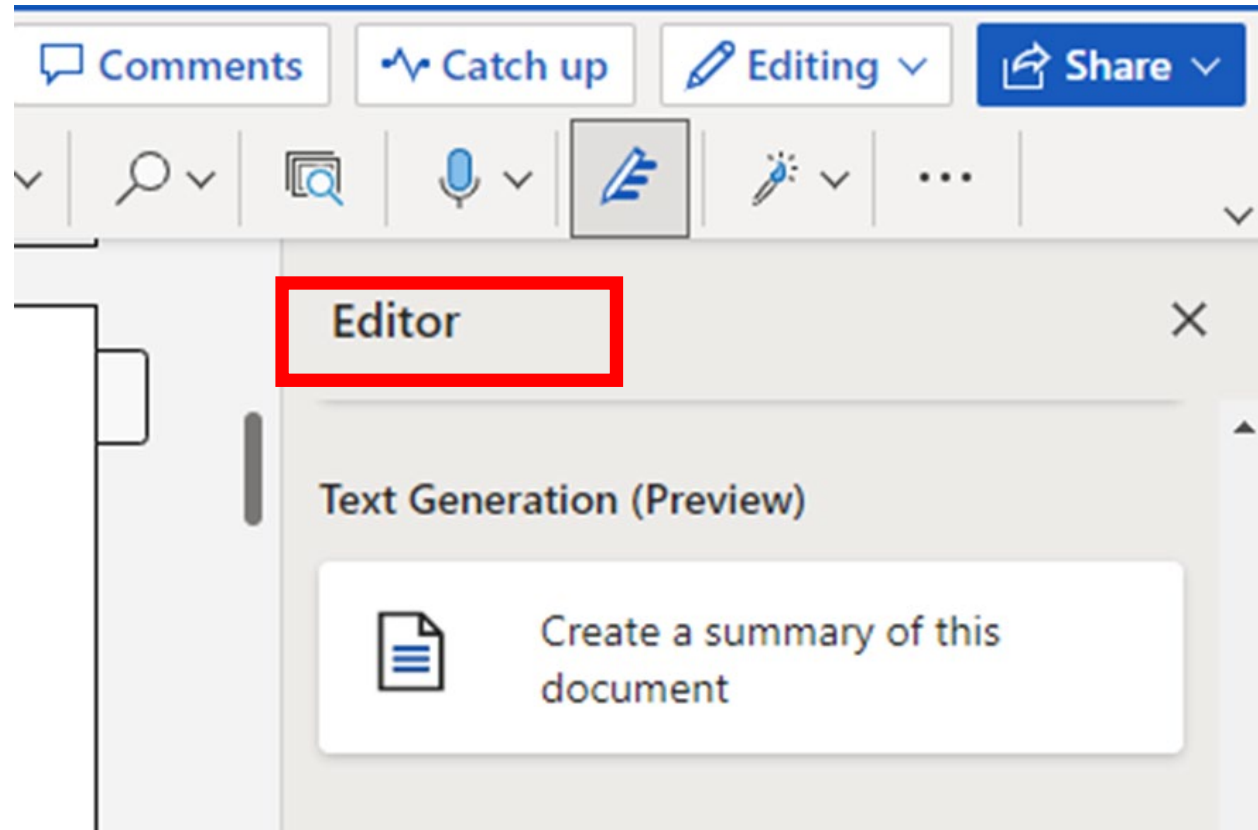
Open the document in Word Online



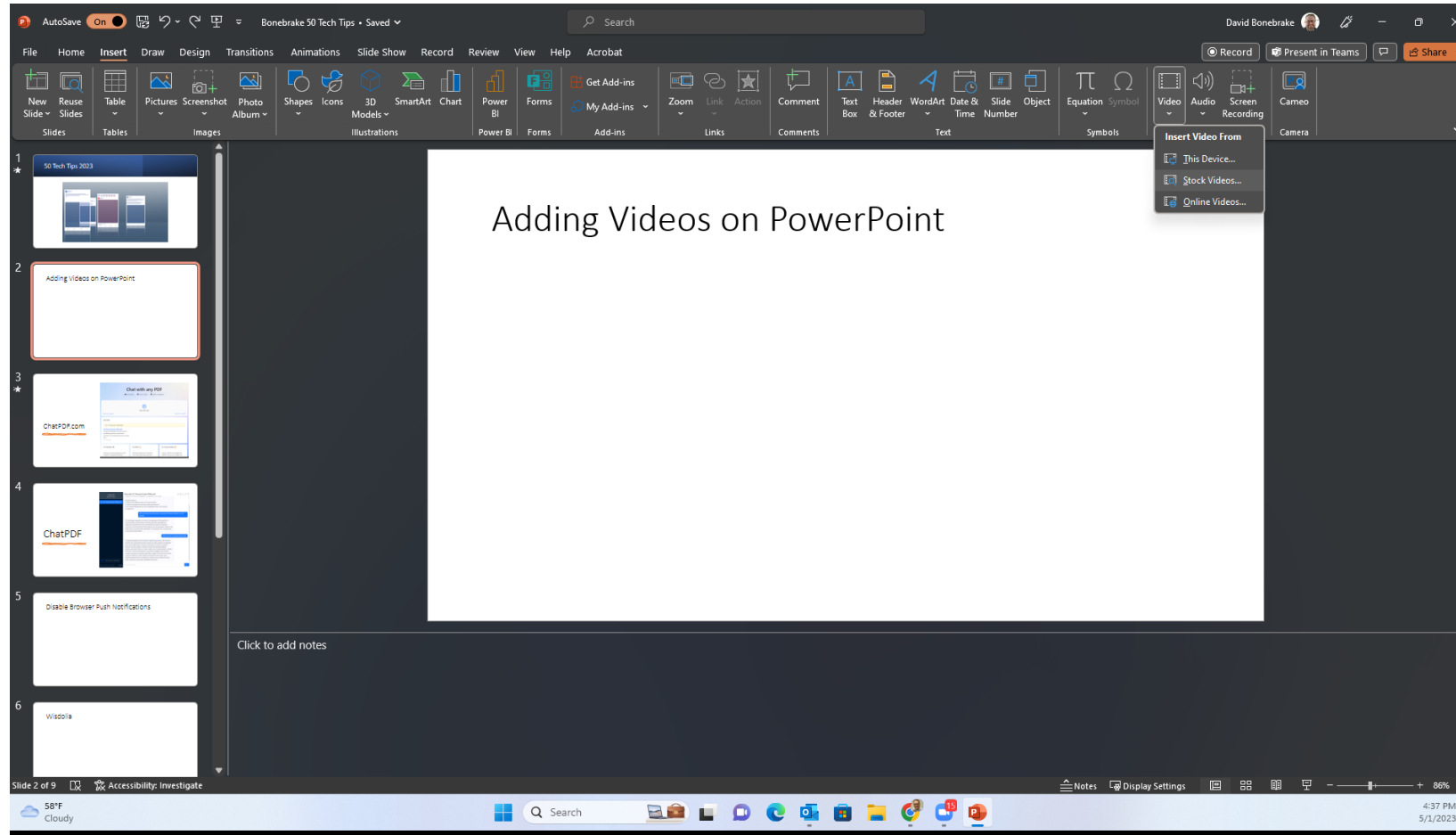
In Editing Mode, go to Text Generation in the Editor



Create a summary (based on the first 2,000 words of the document)

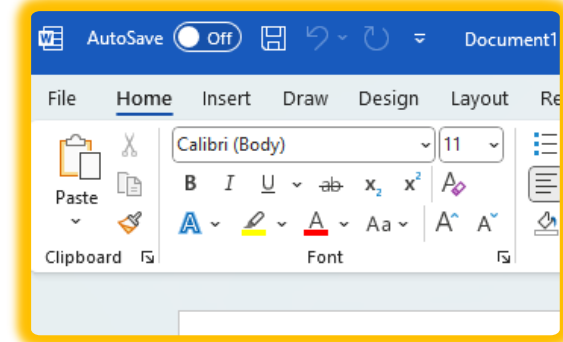
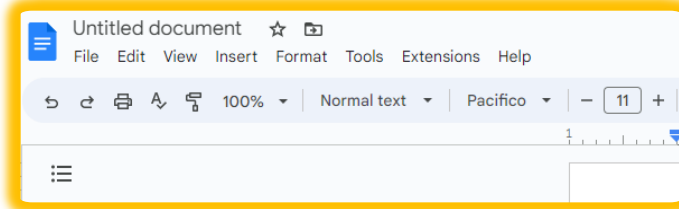


Adding Videos to PowerPoint



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

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Home > PowerPoint


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Presentations

Help your data, insights, and recommendations make a statement with beautiful




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Home > Excel

Add function and flair with Excel templates

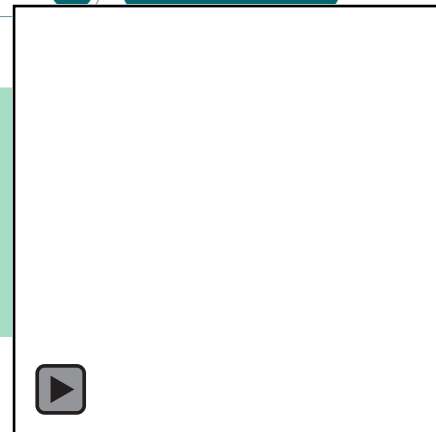
Whatever you use Excel for, there are customizable design templates that'll help you get started on your next project. Find templates that'll jumpstart your work the next time you need to crunch some numbers.

Search Excel templates  [Create from scratch ▾](#)

Planners and trackers

Stay on top of all the important details with easily customizable templates for planners and

<https://www.microsoft365.com> entories to budgets and client meetings, find a template to keep it all



Microsoft Editor Browser Extension



Microsoft Editor

Settings per language **EN**

 [Manage spellcheck languages](#)

Inline Editing

AutoCorrect

Rewrite (Preview)

Corrections

> Spelling

> Grammar

Refinements

> Clarity

> Conciseness

> Formality


> Inclusiveness

> Punctuation Conventions

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 Drop PDF here

[Browse my Computer](#) [From URL](#) [Find a PDF](#)

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[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...

15 minutes ago

For Students

Enhance your learning experience with ChatPDF. Comprehend textbooks, research papers, and more.

For Work

Efficiently analyze your documents. From financial and sales reports to legal contracts, ChatPDF has you covered.

For Curious Minds

Unlock a wealth of knowledge with ChatPDF. Discover new insights and answers to your questions.

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...

4 | Legal Aid Task

Legal Resources

Find a Lawyer Complaint Process Free Legal Information Legal Resources

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. In 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.

summarize

X



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

The screenshot shows the Copy.ai 'Blog Intro' creation interface. On the left is a sidebar with navigation options: Chat, Templates, Tools, Projects, and Infobase. The main area is titled 'Blog Intro' and includes a 'Create' button and 'Saved (0)' indicator. A 'Supercharge' toggle is set to 'beta'. The form contains three input fields: 'What is your blog title?' with the text 'A review of the 50 Tech Tips session at the Equal Justice Conference'; 'What is the blog about?' with the text 'A review of a fast-paced, engaging session that provided tips about free and low-cost technology relevant to the access-to-justice community. I give it two thumbs up!'; and 'Choose a tone' with a dropdown menu set to 'Friendly'. A 'Create Content' button is at the bottom. A 'Close' button is on the right side of the form.

I am a sucker for free technology and I am a fan of resources that allow me to utilize technology to help benefit the community. That being said, I was really excited to attend a session at ABA Access to Justice Conference entitled 50 Tech Tips (a session put on by the Young Lawyers Division). This slide presentation session provided me with many quick ideas as how to use technology to either save money or create new opportunities. Here are my two thumbs up!

Copy Save More Like This Remove 84 words / 462 chars

“Friendly”

Getting a room full of lawyers, legal aid staff, and social justice attorneys to hop on their computers and try out various tech tools presented in fast-paced mode is no small feat. That's what the 50 Tech Tips session at the Equal Justice Conference accomplished last month in a one-hour session. It was by far my favorite session of the conference, even though I attended almost every single session throughout the weekend. The presenters were engaging and accessible, the topics were relevant to all of our work, and I left feeling positively jacked about all the free technology we have at our fingertips.

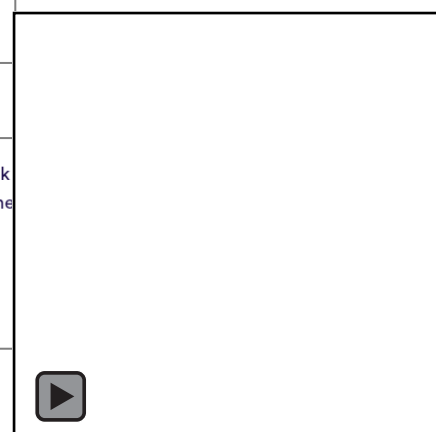
Copy Save More Like This Remove 105 words / 609 chars

“Persuasive”


Rock and roll, baby. That's what the 50 Tech Tips session inspired me to think have attended many technology training sessions in the past and this was one of the most engaged ones I've ever been a part of.

Copy Save More Like This Remove 41 words / 212 chars

“Elon Musk”



Use @Mentions to Collaborate



Jane Ribadeneyra

@Glenn Rawdon Check out this new tech tip

Tip: Press Ctrl+Enter to post.

Assign to **Glenn Rawdon**

Glenn Rawdon will be notified by email about your comment.

You assigned yourself a task in "Document"

Jane Ribadeneyra
To Jane Ribadeneyra

🗨️ Reply 🗨️ Reply All ➔ Forward 📧 ...

Fri 4/28/2023 3:41 PM

🔗 If there are problems with how this message is displayed, click here to view it in a web browser.

Document.docx

✓

You assigned a task to yourself
@Jane Ribadeneyra Check out this new tech tip

... items and Teams chats:
<https://support.microsoft.com/en-us/office/first-things-to-know-about-loop-components-ee2a584b-5785-4dd6-8a2d-956131a29c81>
<https://petri.com/microsoft-loop-components-outlook-windows/>

4. **@Mention someone in a Word document - sends them an email to notify them.**

5. **Use and customize the To-Do bar in Outlook**
<https://support.microsoft.com/en-us/office/use-and-customize-the-to-do-bar-4b6c5bb4-88a0-46c2-9159-6d0a0133ff79>

6. **Pin items to Microsoft apps, e.g. Outlook or W...**

Add a comment Go to comment

Add A Comment

Enter your comment*

Insert

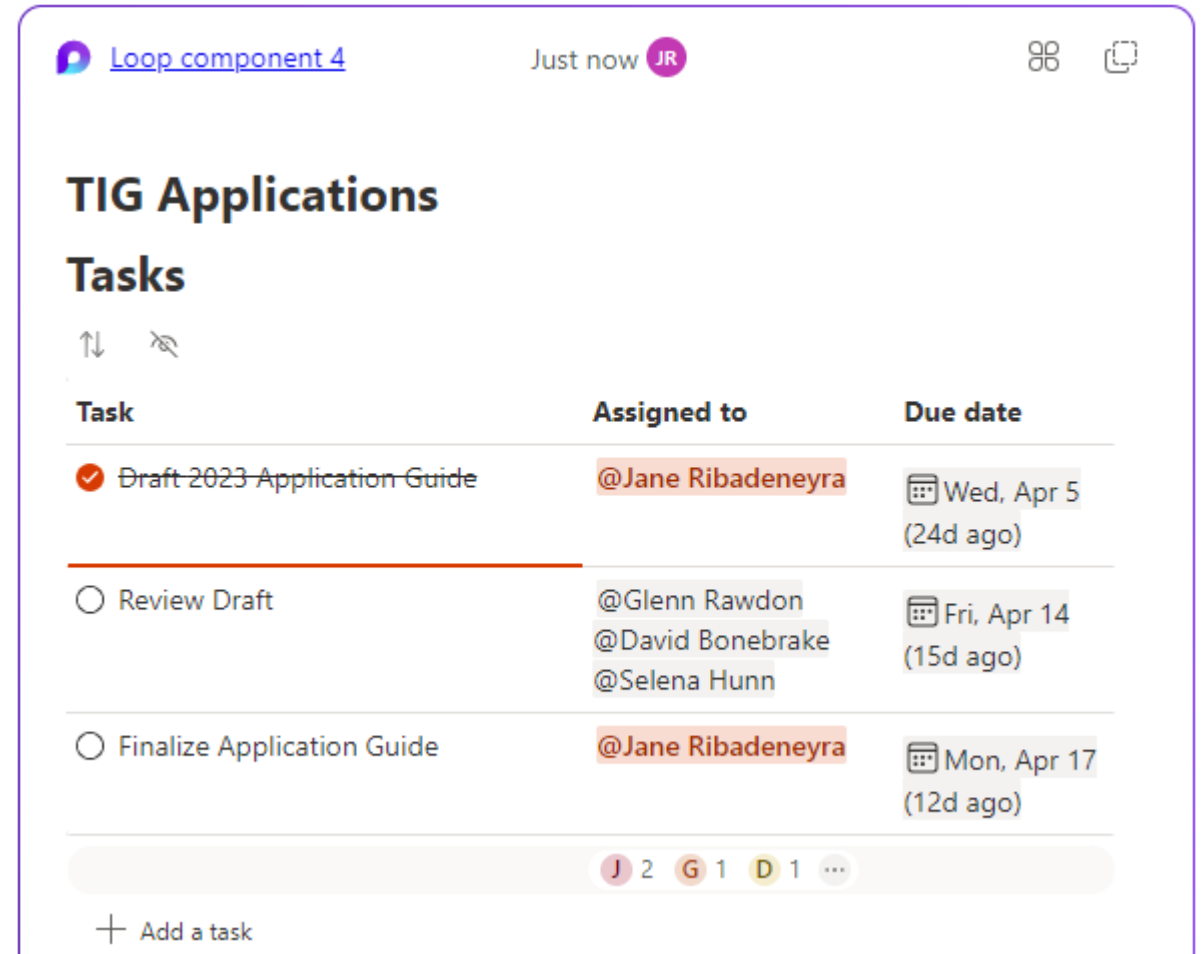
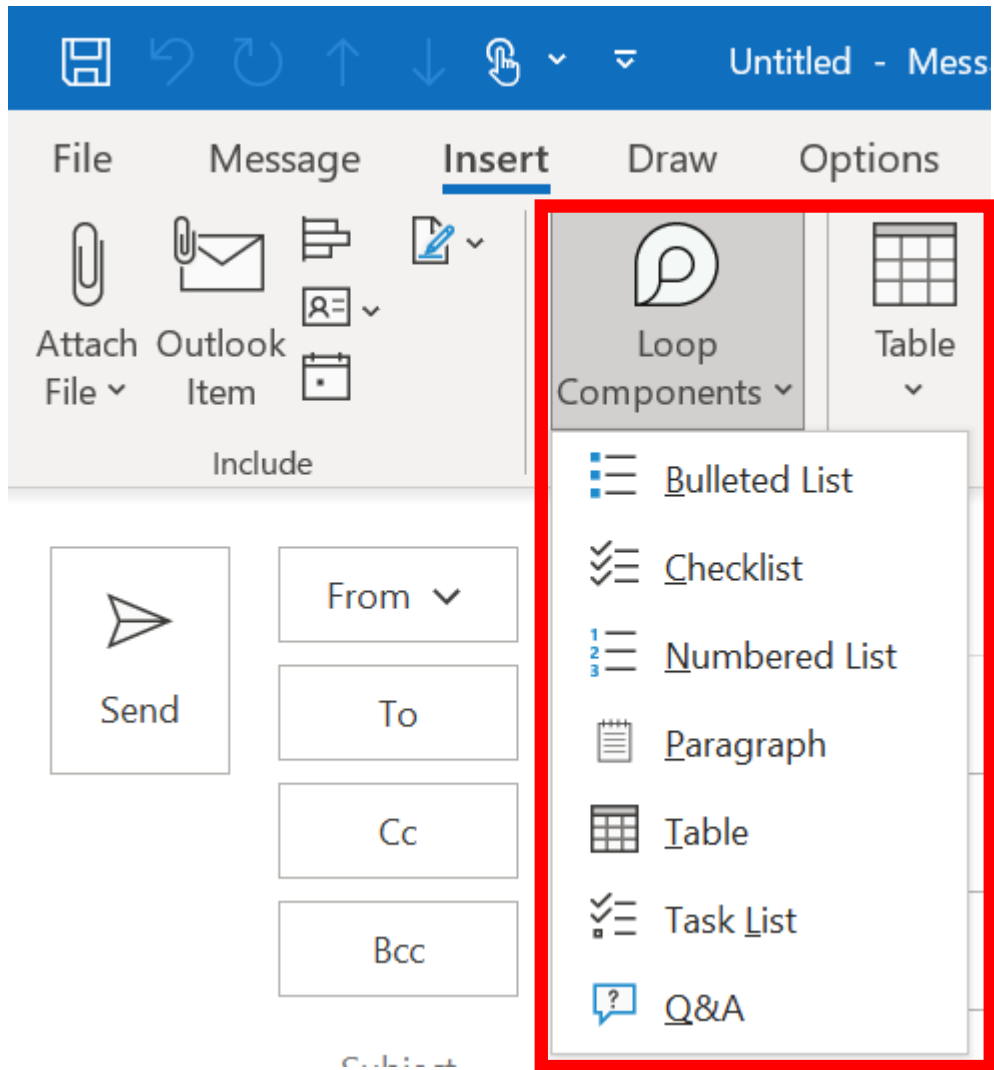


Terms of Service Didn't Read

"I have read and agree to the Terms"

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

Microsoft Loop Components for Collaboration



Wisdolia

ABA AMERICAN BAR ASSOCIATION

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 Justice](#) / [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, law advocates, law students, social workers, and other

Generate Flashcards

or upload PDF

View my saved cards

Settings

ABA AMERICAN BAR ASSOCIATION

Events CLE

Standard 4.9 on Use of Technology

[Standard 4.9](#) | [Table of Contents](#) | [Standards for the Provision of Civil Legal Aid](#)

Standard

A legal aid organization should consider using paraprofessionals, tribal advocates, law advocates, law students, social workers, and other

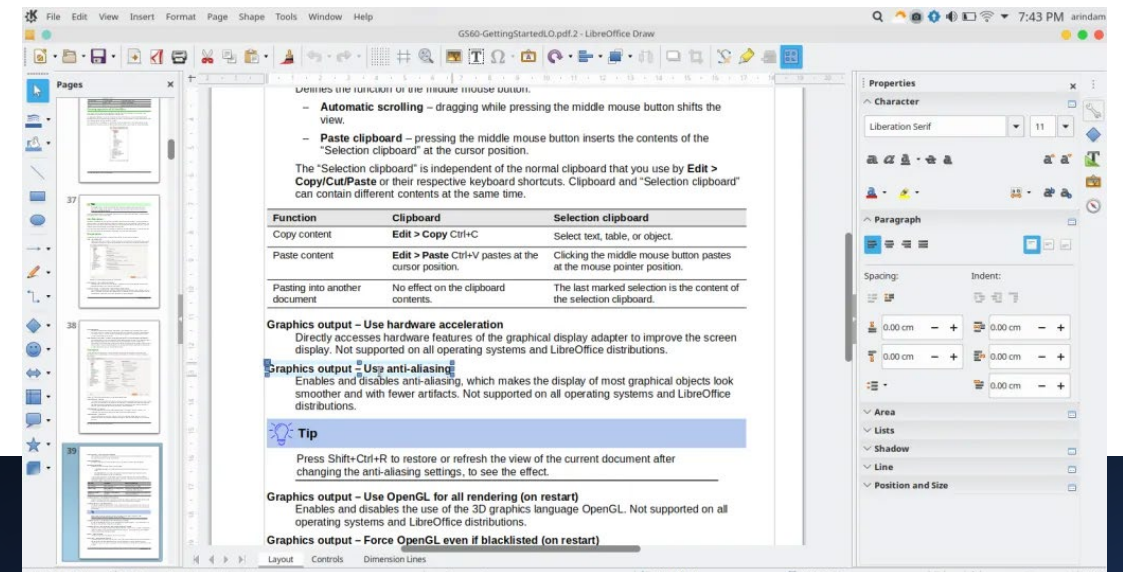
Why is it important for legal aid organizations to remain informed and educated about technology tools and systems used by courts and administrative agencies?

QUESTION Reveal Answer

What is the responsibility of legal aid organizations regarding information security and data protection?

QUESTION Reveal Answer

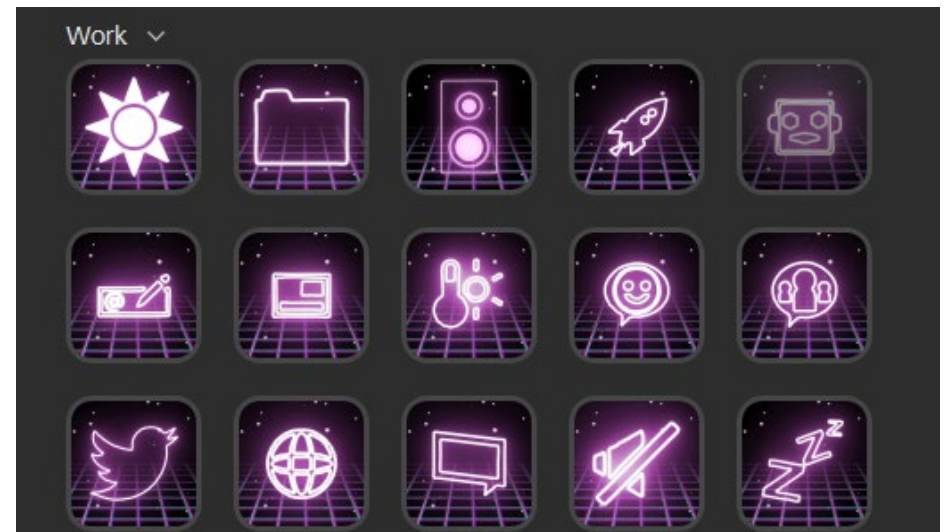
Free PDF Editor from Libre Office



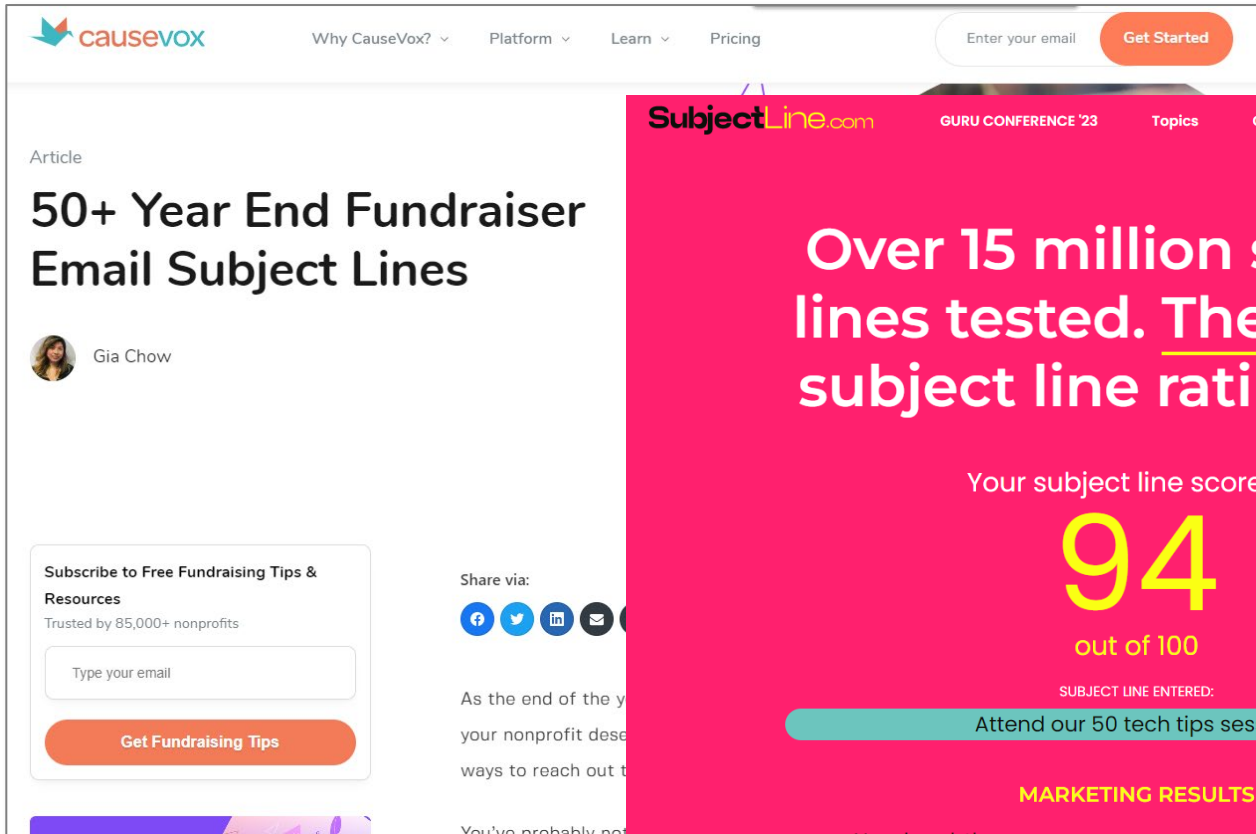
Stream Deck



- 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



The screenshot shows the SubjectLine.com website. The header includes "SubjectLine.com", "GURU CONFERENCE '23", "Topics", "Contact Us", "Advertise", and "Newsletter". The main content area features a large yellow score of "94 out of 100" and the text "Over 15 million subject lines tested. The #1 free subject line rating tool." Below the score, it says "Your subject line scored a" and "SUBJECT LINE ENTERED: Attend our 50 tech tips session". A "MARKETING RESULTS" table is shown at the bottom.

| MARKETING RESULTS | |
|----------------------|----------|
| Needs subtle urgency | - 14 pts |
| Contains number | + 8 pts |

The screenshot shows the SubjectLine.com AI [BETA] section. It features a gear icon and the text "OUR ADVICE: Good job! Your subject line is close to meeting all industry standards." Below this is a list of suggestions:

- ORIGINAL: Attend our 50 tech tips session
- MORE FUN: Get 50 tech tips in under an hour!
- URGENCY: 50 tech tips in 45 minutes!
- TACTIC CHANGE: 📢 You Won't Want To Miss Our 50 Tech Tips Session!
- SUSPENSEFUL: You won't believe what we uncovered in our 50 tech tips session...

*During the BETA period AI suggestions are limited to 25x's within 15 minutes

SubjectLine.com

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

Microsoft Lists


Microsoft 365 →

Apps

- Outlook
- Word
- PowerPoint
- SharePoint
- Yammer
- Bookings
- Forms
- Lists**




- OneDrive
- Excel
- OneNote
- Teams
- Whiteboard
- Viva Insights

All apps →





Lists

Create a list

- 
Blank list
- 
From existing list
- 
From Excel

Templates

- 
Issue tracker
Track issues and bring them to closure in this list.
- 
Employee onboarding
Manage your new employee's onboarding process from day 1....
- 
Event itinerary
Organize all your important event details in one place, so everythin...



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.

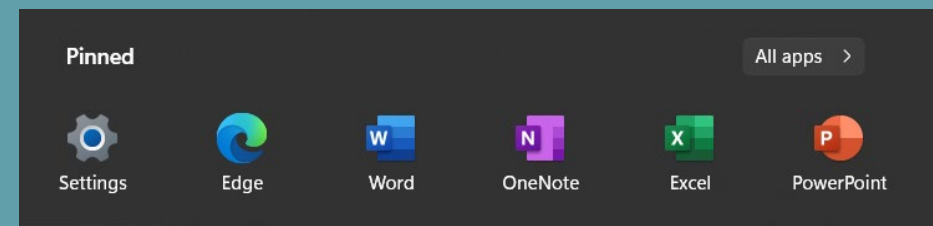
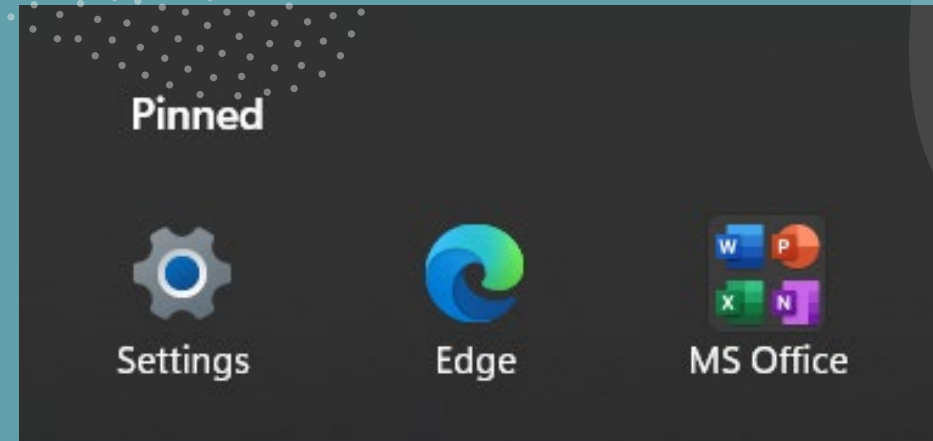
| Work item | Description | Category | Progress | Priority | Start date |
|----------------------------|--|----------|-------------|------------|------------|
| Create a strategy document | This project needs a strategy document to be handed over to engineering before due date | | In progress | ↑ High | 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 ...

Contoso East Store Schedule Requests Settings

Today < > March 7 - 13, 2021 ✓ 0

Week: 101.5 Hrs 7 Sun 23.5 Hrs 8 Mon 7.75 Hrs 9 Tue 5.25 Hrs 10 Wed 18.25 Hrs 11 Thu 13 Hrs 12 Fri 20.75 Hrs 13 Sat 13 Hrs

Day notes District manager visit

Sales Associates 67.5 Hrs Add people

Open shifts 7 shifts

Meghan Bo... 33.75 Hrs

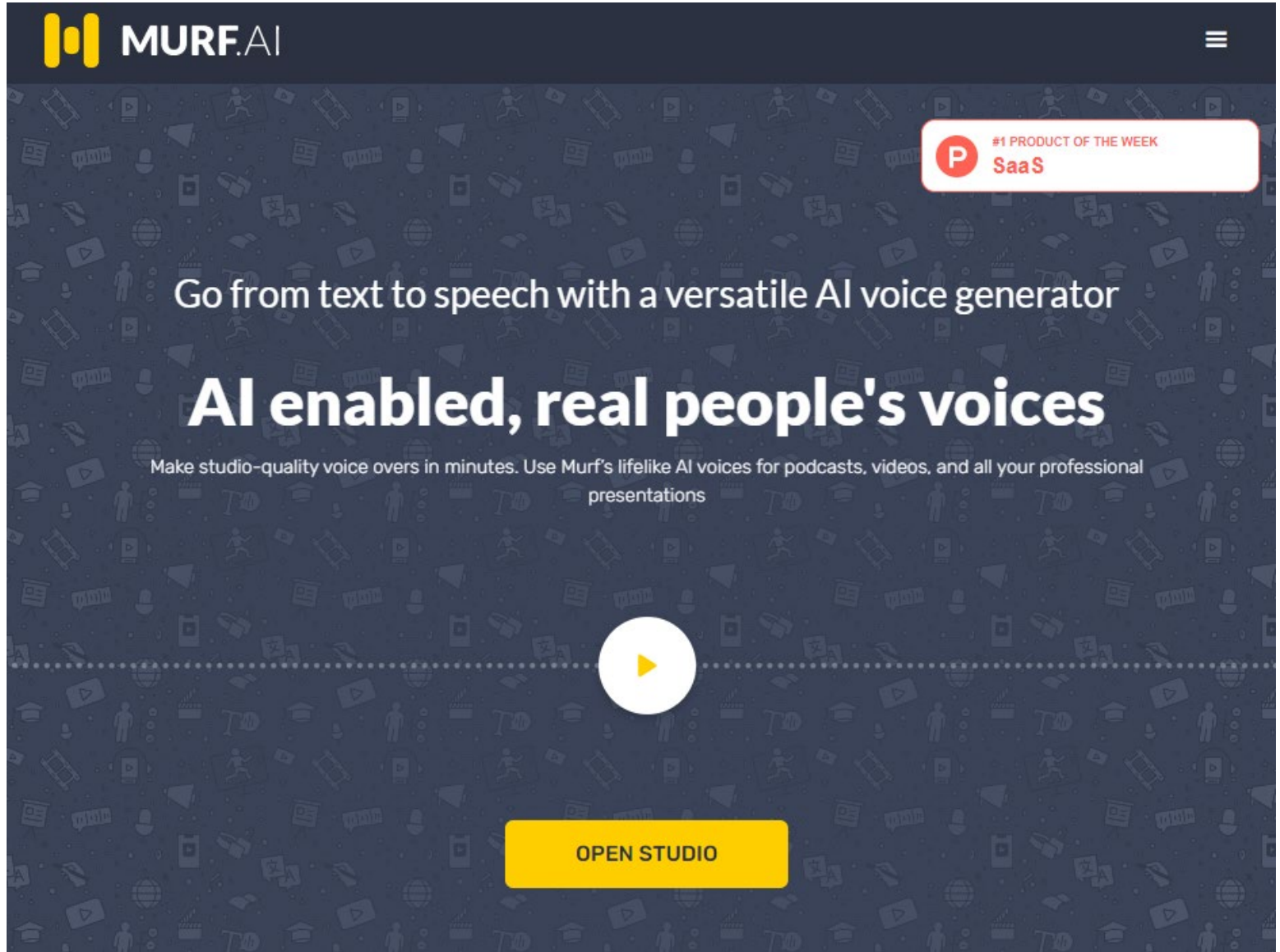
Patti Ferna... 13 Hrs

Pradeep G... 20.75 Hrs

Time off request Sick Day

Anyone can request an open shift

Murf.AI

The image shows a landing page for Murf.AI. At the top left is the Murf.AI logo, consisting of three vertical bars of increasing height followed by the text 'MURF.AI'. In the top right corner, there is a red badge with a white 'P' and the text '#1 PRODUCT OF THE WEEK SaaS'. The main headline reads 'Go from text to speech with a versatile AI voice generator' followed by 'AI enabled, real people's voices' in a larger font. Below this is a sub-headline: 'Make studio-quality voice overs in minutes. Use Murf's lifelike AI voices for podcasts, videos, and all your professional presentations'. In the center, there is a white play button icon inside a circle. At the bottom, there is a yellow button with the text 'OPEN STUDIO'. The background is dark blue with a pattern of small, light blue icons related to audio and technology.

MURF.AI

#1 PRODUCT OF THE WEEK
SaaS

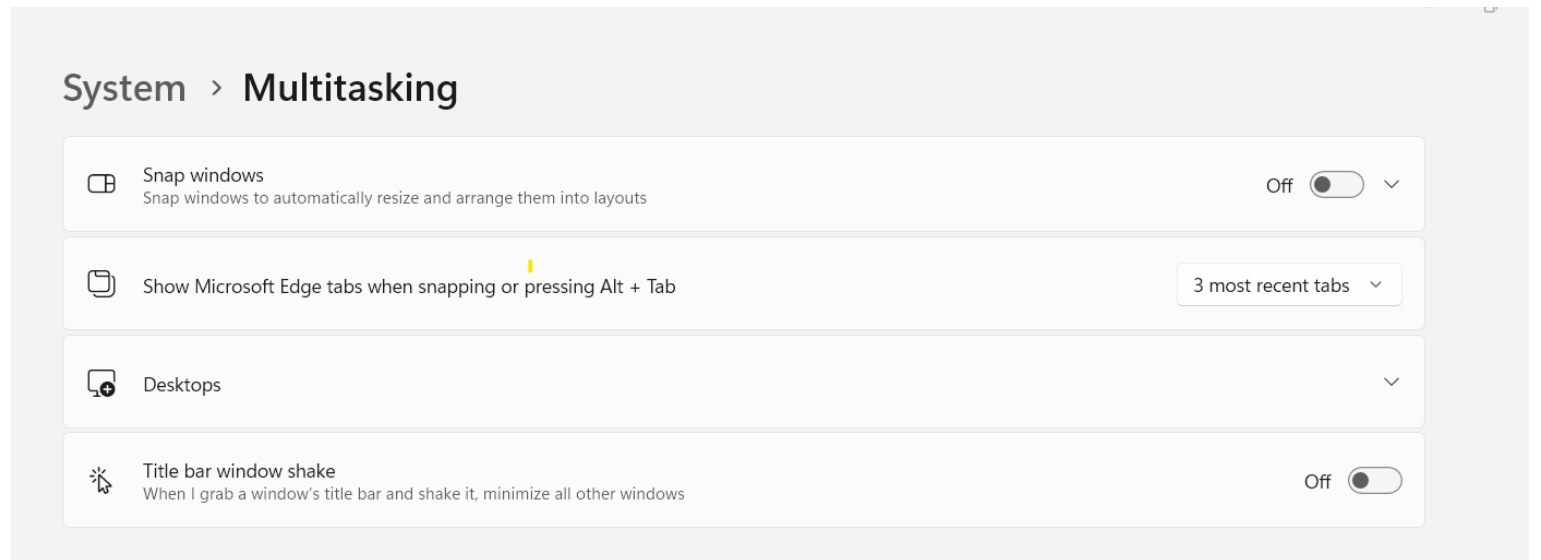
Go from text to speech with a versatile AI voice generator

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

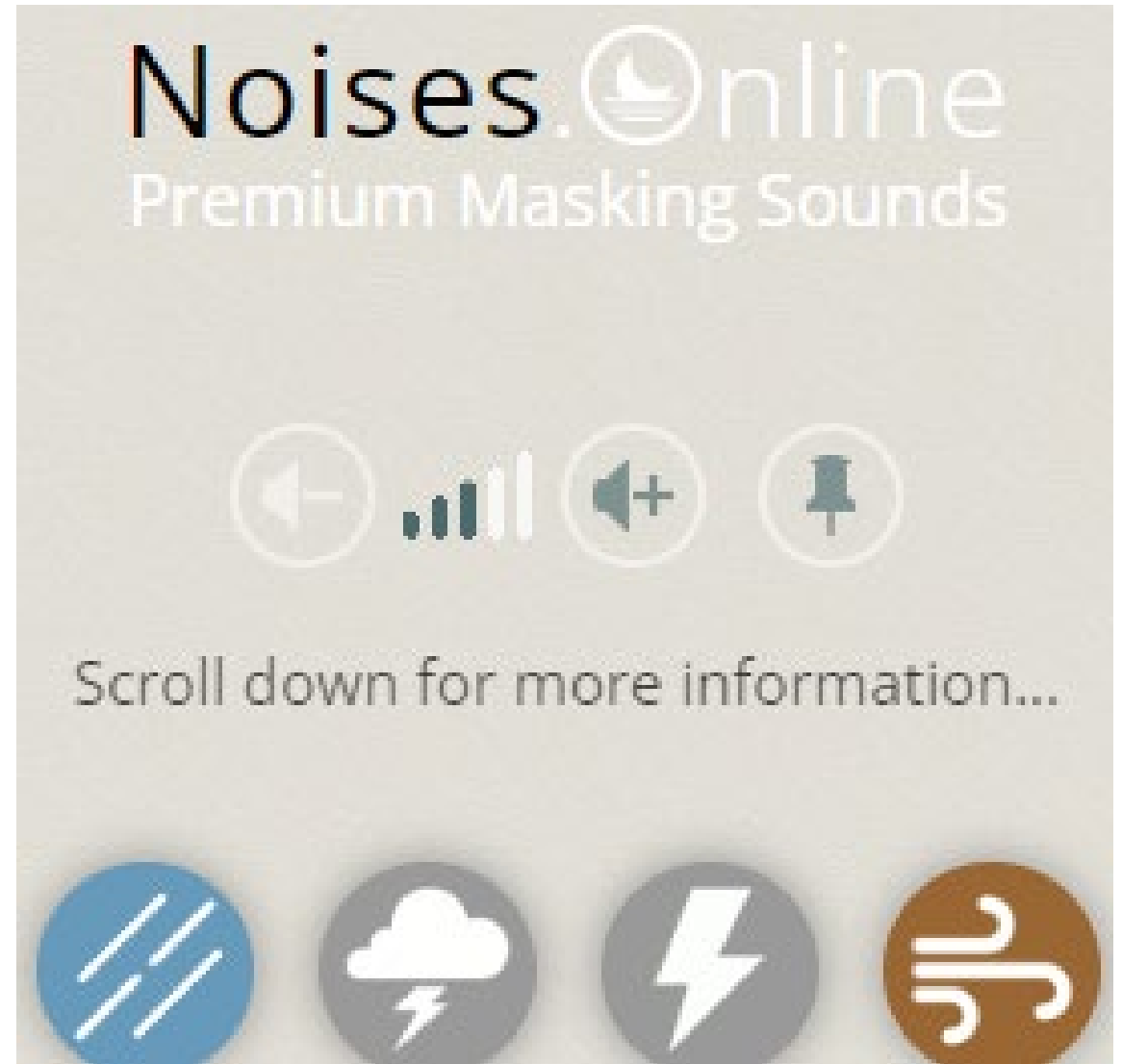
OPEN STUDIO

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 Facilitation

The image shows a screenshot of the TRAININGS website. At the top left, the logo 'TRAININGS' is visible. A navigation menu includes 'Training Tools', 'Books', 'Online Courses', and 'Multimedia'. The main header features a large image of a group of people in a meeting, with the text 'RESOURCES FOR ONLINE FACILITATION' overlaid in a yellow box. Below this, a 'SKIP TO AUDIENCE:' section has two buttons: 'Meeting Facilitators' and 'Organisers'. A 'MEETING FACILITATORS' section is also present.

The central part of the page lists several resource titles in a light blue sidebar:

- Online Monster Manual
- Online Brainstorm
- Online Energizers
- Facilitating Online Meetings
- Online List-Making
- Creating Online Small Groups

To the right of the 'Online Monster Manual' title, there is a description: 'A treasure trove of online interactive and participatory tools in one place'. Below this, there are 'TOPICS' and 'FOR:' sections with links to related content.

The 'SPECTRUMS: WITH NAME' activity is shown in a dark blue header with the instruction: 'Grab an avatar and place along the spectrum where you fit'. The activity area includes a dashed line with a central prompt '<<Prompt Here>>'. On either end of the line are circular avatars. Below the line, the text 'One Option' is on the left and 'The Opposite Option' is on the right. At the bottom of the activity area, there are several overlapping name tags, each with the word 'Name' written on it.

At the bottom of the page, the URL <https://trainings.350.org/topics/online-facilitation/> is displayed.

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

Step-by-Step Documentation: Tango or Scribe

The screenshot shows the Scribe website homepage. At the top, there is a navigation bar with the Scribe logo, a dropdown menu for 'Product', and links for 'Solutions', 'Pricing', 'Resources', 'Enterprise', and 'Company'. On the right side of the navigation bar are buttons for 'Get Scribe Free' and 'Sign In'. The main content area features a large heading: 'Turn any process into a step-by-step guide, instantly.' Below this is a sub-heading: 'How will you use Scribe?'. There are six interactive cards with icons and text: 'Onboard new hires' (person icon), 'Create SOPs' (lightning bolt icon), 'Build training materials' (book icon), 'Answer questions' (person with checkmark icon), 'Assist customers' (headset icon), and 'Something else' (mouse cursor icon). At the bottom of the main content area is a dark button that says 'Get Started - it's free!'.

<https://scribehow.com>

The screenshot shows the Tango website homepage. At the top, there is a navigation bar with the Tango logo, and links for 'Features', 'Pricing', 'About Us', 'Blog', and 'Enterprise'. On the right side of the navigation bar are buttons for 'Log in' and 'Install free extension'. Below the navigation bar is a purple banner with the text: 'Tango is one of Google's 12 favorite Chrome extensions'. The main content area features a large heading: 'Create how-to guides with screenshots, in seconds'. Below this is a sub-heading: 'Catch up on your documentation, cut down on meetings and interruptions, and save hours every week.' At the bottom of the main content area are two buttons: 'Get Tango for free' and 'Watch video' with a play button icon.

<https://www.tango.us>

Step-by-Step Documentation: Tango vs Scribe

Basic
Capture individual know-how

Free

[Sign up](#)

Key Features

- ✓ Unlimited guides
- ✓ Unlimited Pages
- ✓ Works with any web app
- ✓ Quick customization
- ✓ Shareable with link or embed anywhere

<https://scribehow.com>

Starter

Free

For getting started.

- ✓ Up to 25 Workflows per user
- ✓ Team Workspace with up to 25 free users
- ✓ A shared Library for the entire Workspace

Key Features:

- ✓ Capture Workflows in the browser
- ✓ Image editing & redaction
- ✓ Unlimited Workflow sharing and exporting

<https://www.tango.us>

Edge Sidebar

The image shows a browser window displaying the LSC website at <https://www.lsc.gov>. The website features a dark blue navigation bar with links for Support LSC, Research & Data, Stay Informed, English, Get legal help, and Search. Below the navigation bar is a white header with the LSC logo and the tagline "America's Partner for Equal Justice". A row of icons represents various services: I am a Grantee, About, Grants, Initiatives, Our Impact, Media, and Events.

The main content area has a blue background with a white text box on the left. The text reads: "Housing Insecurity and Legal Aid. The Housing Task Force is sharing what it learned about housing insecurity and the role of civil legal aid in helping low-income individuals and families achieve stability and security in a four-part series. Read and download the complete series." Below the text are two red buttons: "Read about the Housing Task Force" and "View Extended Stay Motels Issue Brief". To the right of the text is a photograph of a multi-story apartment building with a red roof and white walls. A red vertical bar highlights the left edge of this photograph.

At the bottom of the page is a horizontal navigation bar with four white buttons: "Fiscal Year 2024 Budget Request", "Housing Insecurity and the Role of Legal Aid", "2022 Justice Gap Report", and "Learn How LSC Promotes Equal Access to Justice".

On the right side of the browser window, an Outlook sidebar is open, showing an "Inbox" with a list of email messages. The messages include: "Jeanne Ortiz-Ortiz <jortiz@probono.net> via... Introducing Advocates for Disaster Justi... 1:30 PM CAUTION: This email originated from outside LSC...", "Josh Lazar TIP Webinar - Should I apply for a LSC TIP... 1:13 PM CAUTION: This email originated from outside LSC...", "Chinnamma Mathew 610040.FL.LSGMI: Remote Compliance ... 12:58 PM Dear Colleagues: The final report for the LSGMI's r...", "David Bonebrake (No title) 12:42 PM CAUTION: This email originated from outside LSC...", "David Bonebrake Spotify DJ 12:41 PM CAUTION: This email originated from outside LSC...", "B Petersen: Ronk  Hughes MurEAI 12:24 PM This is great, David! Thanks for sharing! Also, relate...", "David Bonebrake Wisdolia and Anki Screenshots 12:11 PM CAUTION: This email originated from outside LSC...", "Holly Stevens Technical Assistance/Planning Call on T... 12:06 PM Hi David, This looks great. Can you include me and...", "Helen Dietsch Departure Announcement - William Sulik 11:44 AM Good morning, April 28th was Bill Sulik's last day a...", "Leslie Powell-Boudreaux: Melissa Ashton; Jess... Accepted: Legal Services of North Florid... 11:21 AM CAUTION: This email originated from outside ...", "Lakeshore Legal Aid The Lakeshore Leader - April 2023 11:08 AM CAUTION: This email originated from outside LSC...", and "Calendly".



Wincaptions – Closed Captioning for any Audio

The screenshot shows a web browser window with a red border. The address bar contains the URL: https://legaltalknetwork.com/podcasts/talk-justice/2023/04/author-john-grisham-on-legal-aid/?mc_cid=b.... The page content includes the 'LEGAL TALK NETWORK' logo, a navigation menu (Home, Shows, Episodes, Blog, About, Contact), and a featured podcast: 'CALIFORNIA INNOCENCE PROJECT A WRONGFUL CONVICTION PODCAST'. The main content area displays a podcast player for 'Author John Grisham on Legal Aid' dated 'APR 25, 2023'. The player includes a red 'TALK JUSTICE AN LSC PODCAST' logo, a progress bar at 0:30 / 18:06, and social sharing options (Share, Tweet). A 'LISTEN & SUBSCRIBE' section lists Apple, Spotify, Stitcher, and Google. A red rectangular box highlights the top portion of the player, which contains the text: 'Hello everyone. I'm Ron Flagg, President of the legal services corporation. For this episode of'.

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.

The screenshot shows the ACL website's newsroom page. At the top left is the ACL logo (Administration for Community Living). The navigation menu includes 'Program and Policy Areas', 'Grants', 'Data, Research & Issues', 'Newsroom', and 'About ACL'. A yellow button labeled 'I NEED HELP WITH' is on the right. The breadcrumb trail reads 'Home / Announcements / SAR-TAC Webinar Series on Accessibility and Plain Language'. The main heading is 'SAR-TAC Webinar Series on Accessibility and Plain Language'. A sidebar on the left lists newsroom categories: Latest News, ACL Updates, Announcements, ACL Blog, Ready-to-publish materials, For Reporters, In the News, Events and Observances, and Speeches and Testimony. The main content area features a date 'March 30, 2023' and a paragraph: 'SAR-TAC, the self-advocacy resource and technical assistance center funded by ACL and managed by Self-Advocates Becoming Empowered (SABE) is announcing a new webinar series on accessibility and writing in plain language. Presenters from the Autistic Self Advocacy Network will share information about how to write policy in easy to understand language.' Below this are two webinar entries: 'April 17 | 4:00 pm - 5:00 pm ET Overview of Accessible Formats' with a 'Register for the webinar' link, and 'May 8 | 4:00 pm - 5:00 pm ET Plain Language' with a 'Register for the webinar' link. A partial entry for a May 15 webinar is visible at the bottom.

<https://acl.gov/news-and-events/announcements/sar-tac-webinar-series-accessibility>

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



Outlook Reactions

The screenshot displays the Microsoft Outlook interface. At the top, the ribbon shows the 'Message' tab with various action buttons like Delete, Archive, Reply, Forward, and Share to Teams. Below the ribbon, the email content is visible. The sender is Jane Ribadeneyra, and the recipient is David Bonebrake. The email text reads: 'Hi David, Here are my slides for 50 Tech Tips. I added a fun/non-work one at the end (AllTrails) and made a couple of adjustments – got rid of the To-Do bar tip, since I learned they are doing away with it in the coming update to Outlook. Also added Microsoft Lists instead of the Acrobat Chrome Plug-in, since I'm pretty sure you need a full license of Acrobat DC for that to work.' A file attachment 'Tech Tips 2023 - JR.pptx' is shown. On the right side of the email, a reactions menu is open, showing thumbs up, thumbs down, heart, and various emojis. Below the reactions menu are buttons for Reply, Reply All, and Forward. The Windows taskbar at the bottom shows the date and time as 2:26 PM on 5/2/2023.

Tech Tip Slides - Message (HTML)

File Message Help Acrobat

Delete Archive Reply Reply All Forward Share to Teams Adobe Sign To Manager TIG Team Move Assign Categorize Follow Up Mark Unread Tags Editing Immersive Language Zoom Find Time Viva Insights Phish Alert Report

Save Undo Redo Previous Item Next Item Read Aloud

Tech Tip Slides

Jane Ribadeneyra
To: David Bonebrake

You replied to this message on 5/1/2023 7:17 PM.

Hi David,

Here are my slides for 50 Tech Tips. I added a fun/non-work one at the end (AllTrails) and made a couple of adjustments – got rid of the To-Do bar tip, since I learned they are doing away with it in the coming update to Outlook. Also added Microsoft Lists instead of the Acrobat Chrome Plug-in, since I'm pretty sure you need a full license of Acrobat DC for that to work.

[Tech Tips 2023 - JR.pptx](#)

Let me know if you have any questions.

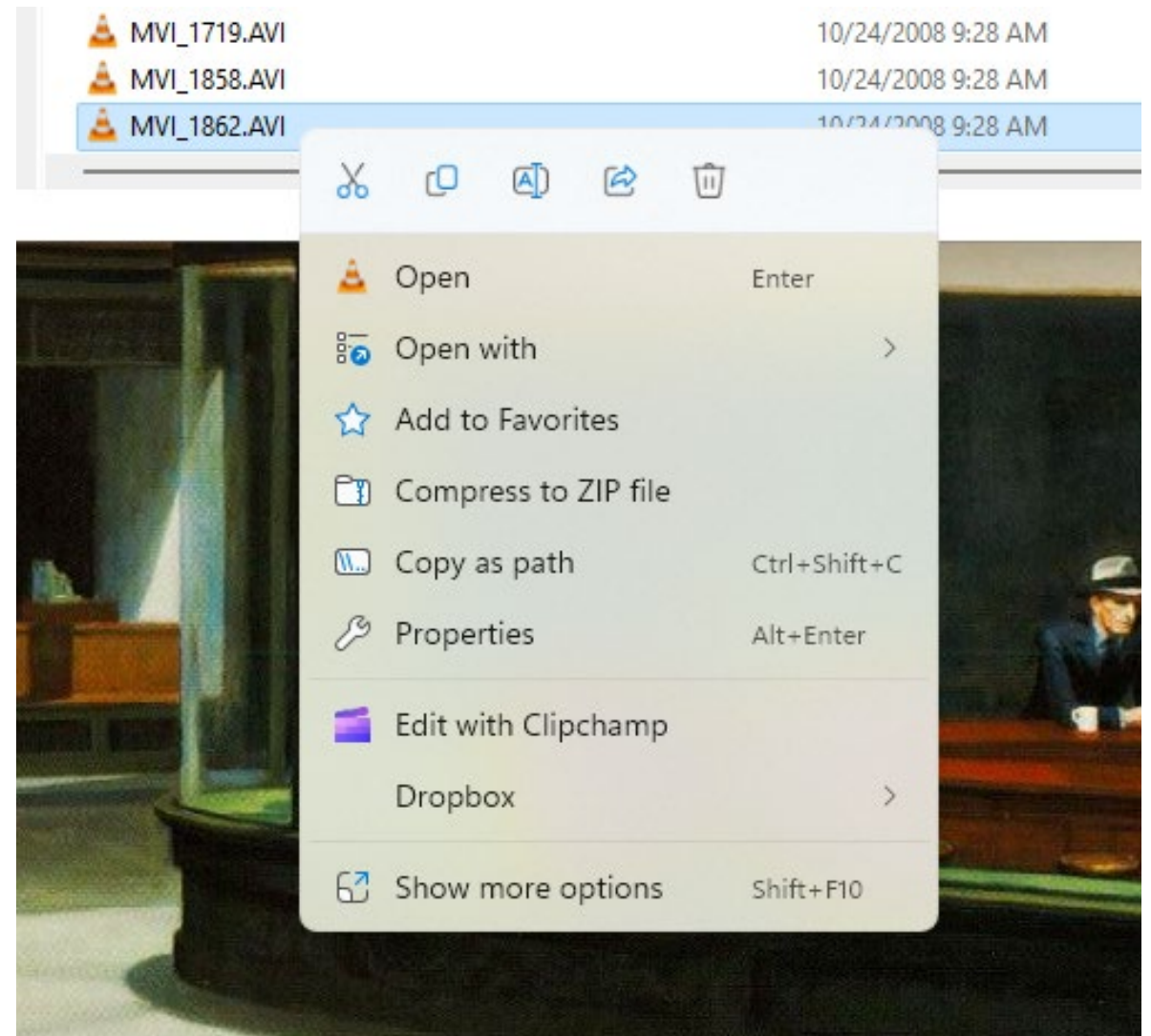
Thanks!

Jane

Jane Ribadeneyra
Program Analyst for Technology
Legal Services Corporation
ribadeneyraj@lsc.gov
Phone: 202-295-1554

55°F Cloudy Search 2:26 PM 5/2/2023

Clipchamp Video Editor now in Windows 11



Rooted in Rights #AccessThat Accessibility Tips

↓ Skip to the content



Accessibility Toolbar

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Want to learn how to ensure your content and virtual events are accessible to people with disabilities? Watch our videos or read our guides below:

- [Digital Accessibility Basics](#)
- [Rooted in Rights Guide to Creating Accessible Videos](#)
- ["Accessibility as a Foundational Tool for Social Storytelling" Presentation](#)
- [Accessibility Basics Checklist](#)
- [Accessible Media Resources](#)
- [Best Practices for Zoom Hosts](#)

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:

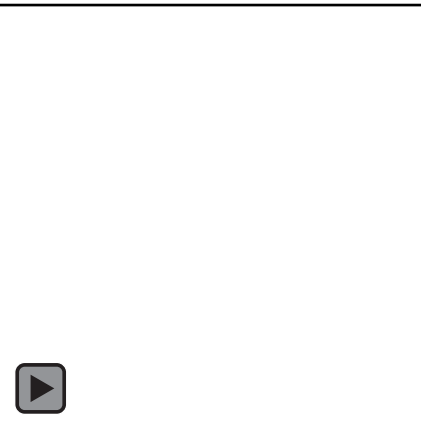
- What worked well?
- What didn't work well?
- **What are we going to try to do differently?**

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

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

In Scrum, retrospectives belong to the cast of regular sprint meetings. In [Kanban](#) ways to "schedule" retrospectives. In [Lean](#) A3's can serve the same purpose.

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



The background of the slide is a dense, overlapping collage of colorful sticky notes. The colors include shades of blue, green, pink, and yellow. Each sticky note has a large, black, hand-drawn question mark on it. The notes are scattered across the entire frame, creating a vibrant and busy visual texture.

Thank You!

Questions and Discussion