

NORTH CAROLINA

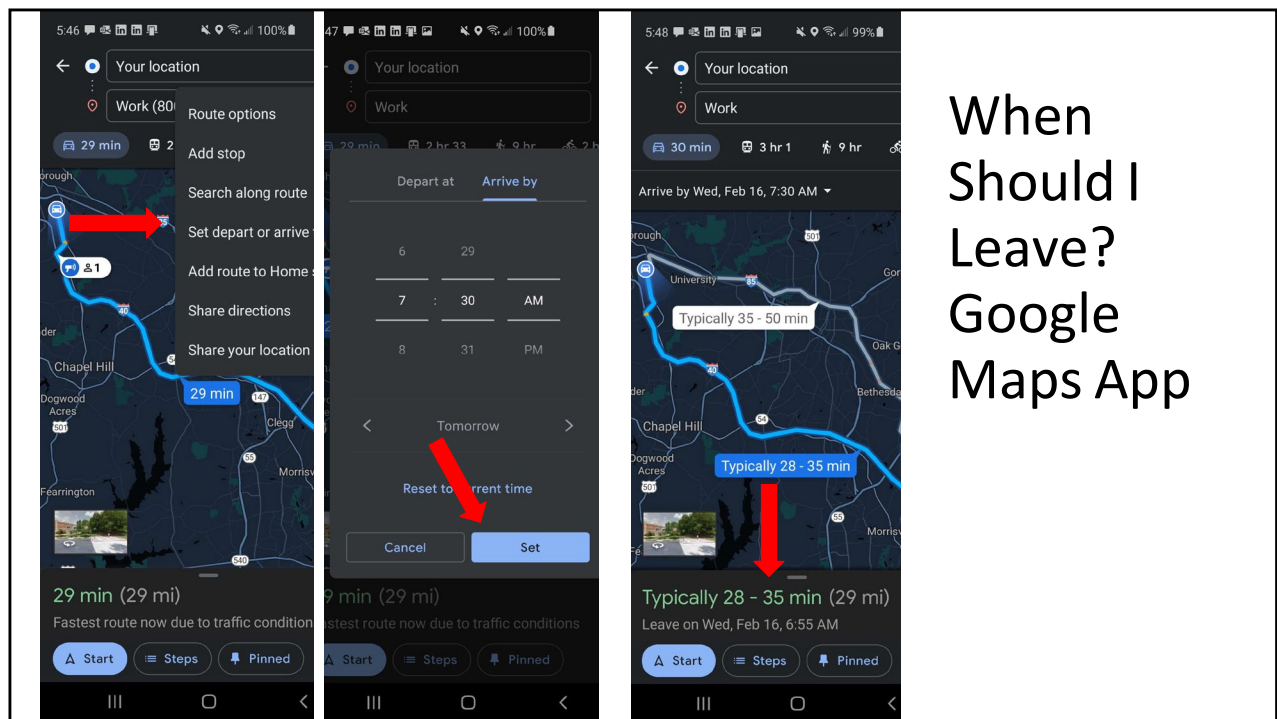
BAR ASSOCIATION
seeking liberty + justice

Center for Practice Management

Tips for Bar Leaders

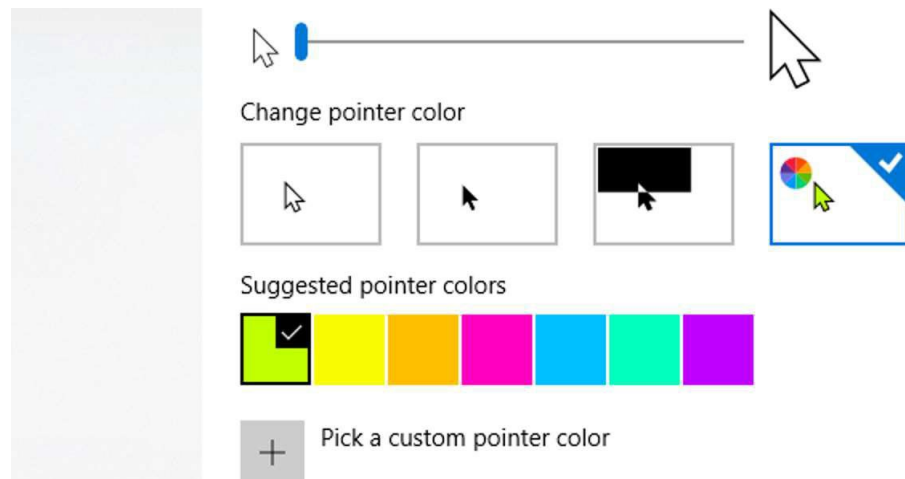
BLI 2022

Catherine Sanders Reach, MLIS
Director, Center for Practice Management
North Carolina Bar Association



1. Open Google Maps App on Your Phone
2. Set you destinations
3. Click the vertical ellipses in the upper right corner
4. Choose Set Depart or Arrive Times
5. Set your arrival time and click “Set”
6. Your App will show when you should leave based on average traffic

Increase the Size/Change the Color of Your Mouse Pointer



Increase the size of and change the color of your cursor

Settings > Ease of Access > Cursor & Pointer

Full instructions here:

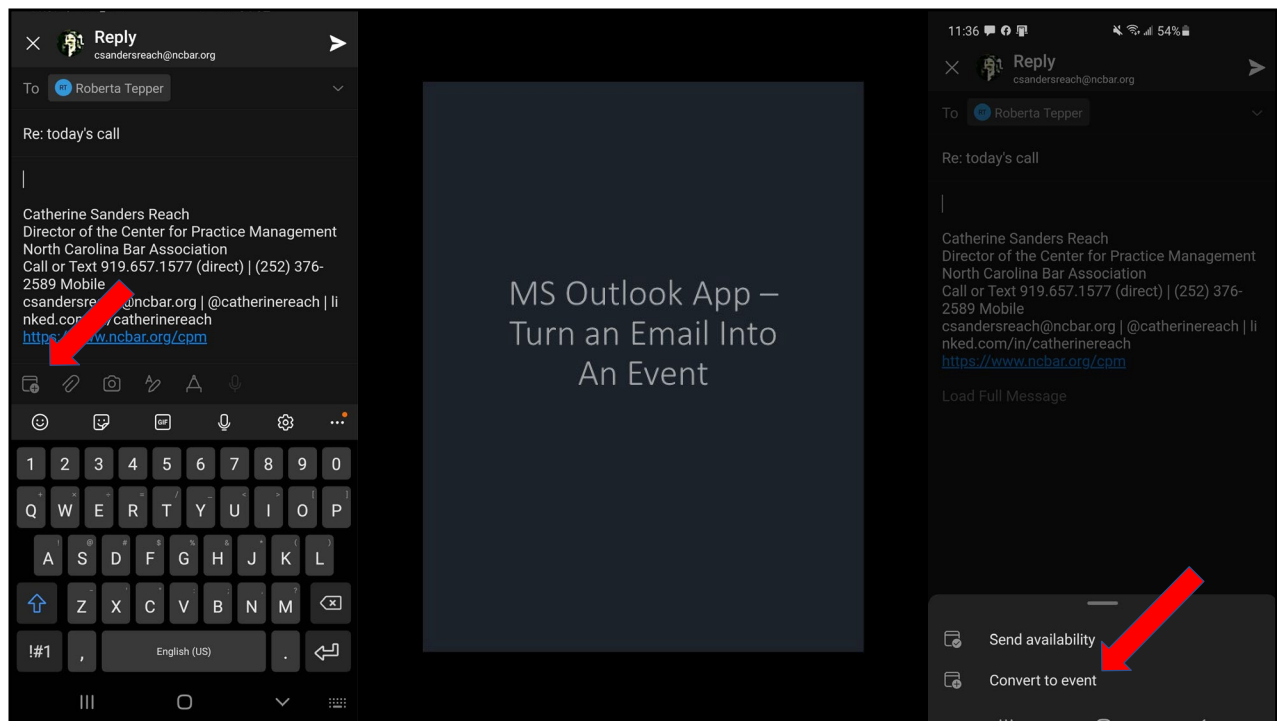
<https://www.howtogeek.com/427263/how-to-change-the-mouse-pointer-color-and-size-on-windows-10/>

How to Change the Mouse Pointer Color and Size on Windows 10

Windows 10 now lets you increase the mouse cursor's size and change its color. Want a black mouse cursor instead? You can choose that! Want a huge red cursor that's easier to see? You can choose that, too! (112 kB)

and highlight your cursor with radar:

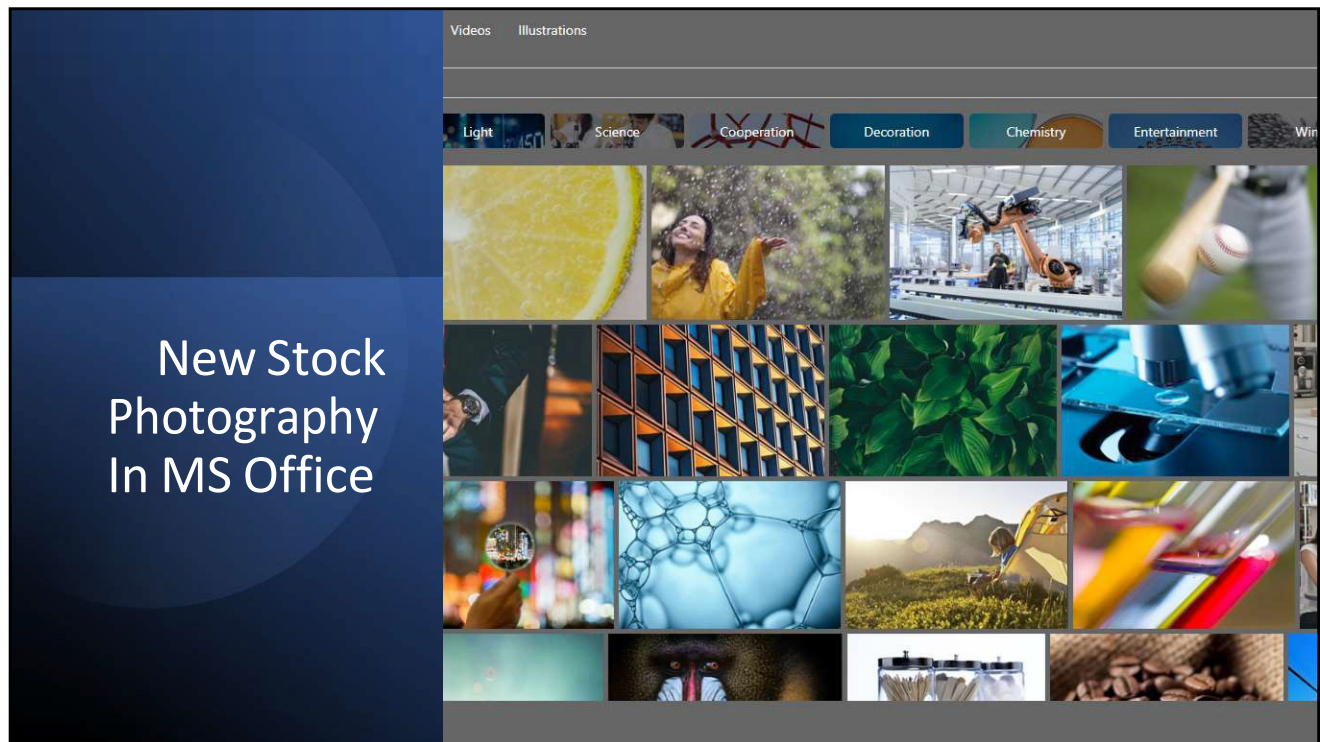
<https://support.microsoft.com/en-us/windows/find-your-mouse-pointer-fast-dbc1d222-778c-da15-5218-cb8336074554>



In the Outlook app on your phone

1. Compose an email or reply to an email
2. Click the calendar icon in the lower left corner
3. Convert to Event
4. Choose the date and time
5. Send the event request

You can also click “send availability” to pick times on your calendar that work for you and send them to someone.

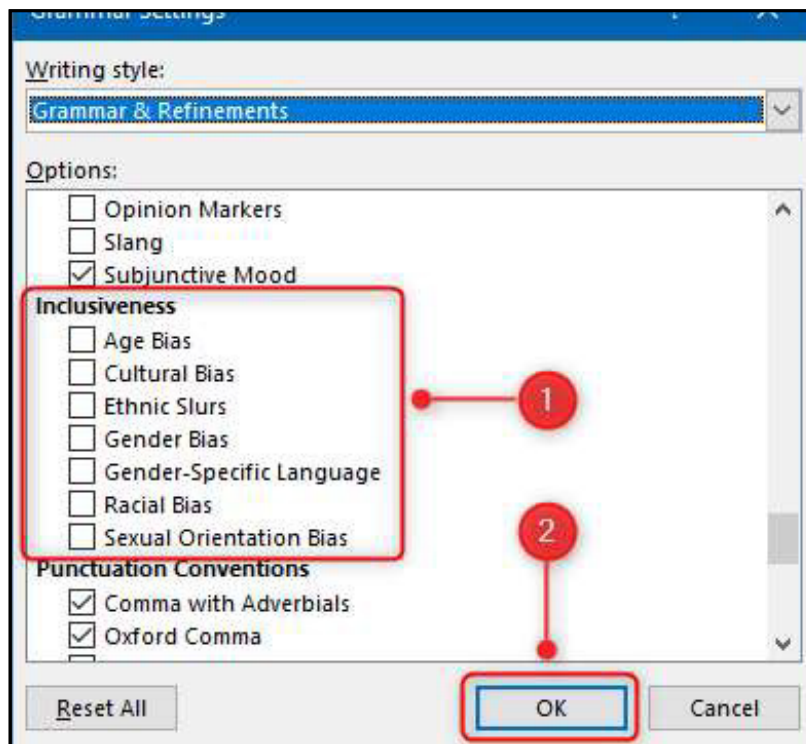


Insert Images, Icons, and More in Microsoft 365

If you subscribe to Microsoft 365 (f/k/a Office 365) you now have a whole new crop of free images to put in documents, emails, and presentations – for free! Just go to the Insert tab and choose “Pictures” and click on “Stock Images” to see tons of images, cut-out people, icons and stickers to add interest to your documents and presentations.

<https://support.microsoft.com/en-us/office/insert-images-icons-and-more-in-microsoft-365-c7b78cdf-2503-4993-8664-851085c30fce>

Also, if you are looking for royalty free images for social media posts sign up for a free Hootsuite account. Makes it easier to post on a schedule AND you get stock images.



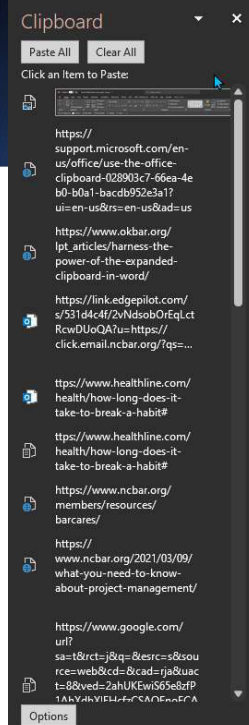
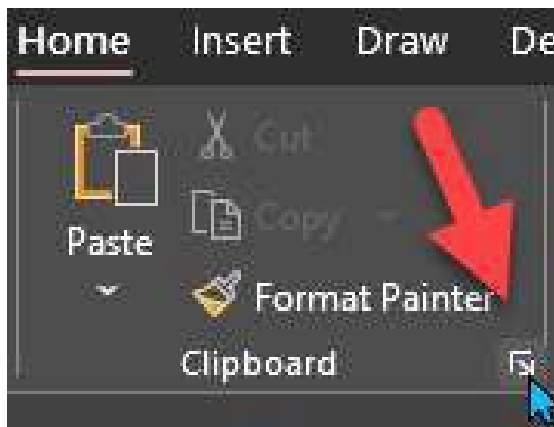
How to Check for Inclusive Language in Microsoft Word

How to Check for Inclusive Language in Microsoft Word

Turn on the inclusive language checker in Editor for Microsoft Word in MS 365 to help identify and correct language that indicates gender bias, age bias, and more. This article in How to Geek tells you how to get it enabled, since it is disabled by default.

<https://www.howtogeek.com/677694/how-to-check-for-inclusive-language-in-microsoft-word/>

Expanded Clipboard in MS 365 (Word, Outlook, PPT, Excel)

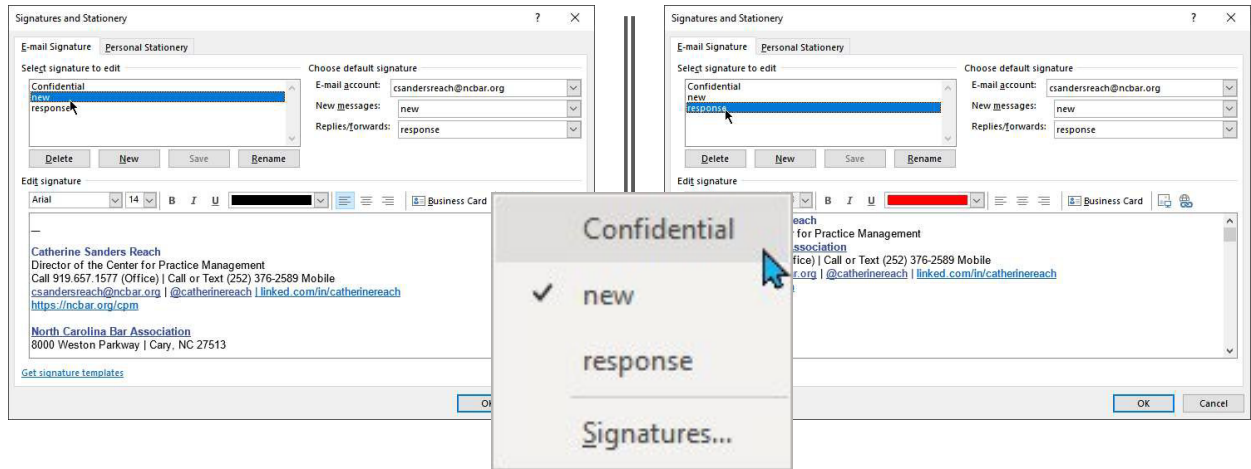


[Use the Office Clipboard \(microsoft.com\)](https://support.microsoft.com/en-us/office/use-the-office-clipboard-028903c7-66ea-4eb0-b0a1-bacdb952e3a1?ui=en-us&rs=en-us&ad=us)

<https://support.microsoft.com/en-us/office/use-the-office-clipboard-028903c7-66ea-4eb0-b0a1-bacdb952e3a1?ui=en-us&rs=en-us&ad=us>

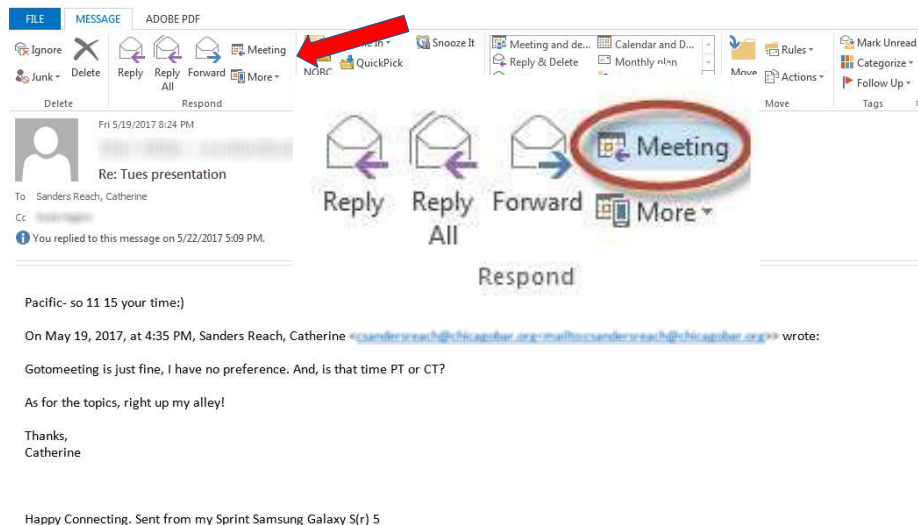
Everything you copy held across the Office apps so you can paste with a click. These delete when you shut down all the applications or it reaches 25 clips or you reboot.

Multiple Signature Blocks



Create as many signature blocks as you need. Then right click on your signature to pick from a drop down list in new, forwarded or reply email.

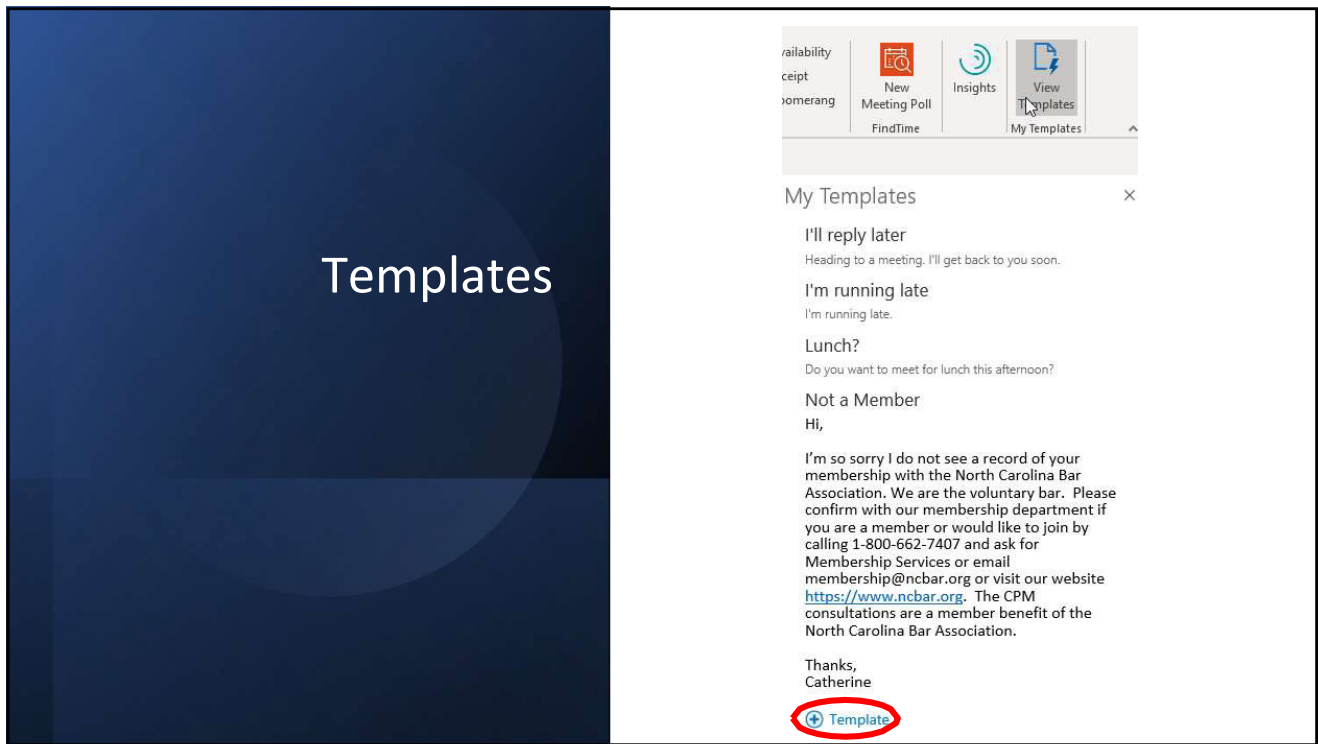
Reply with Calendar Invites Not Emails



Turn Emails into Calendared Events in An Instant - North Carolina Bar Association

<https://www.ncbar.org/2021/04/06/turn-emails-into-calendared-events-in-an-instant/>

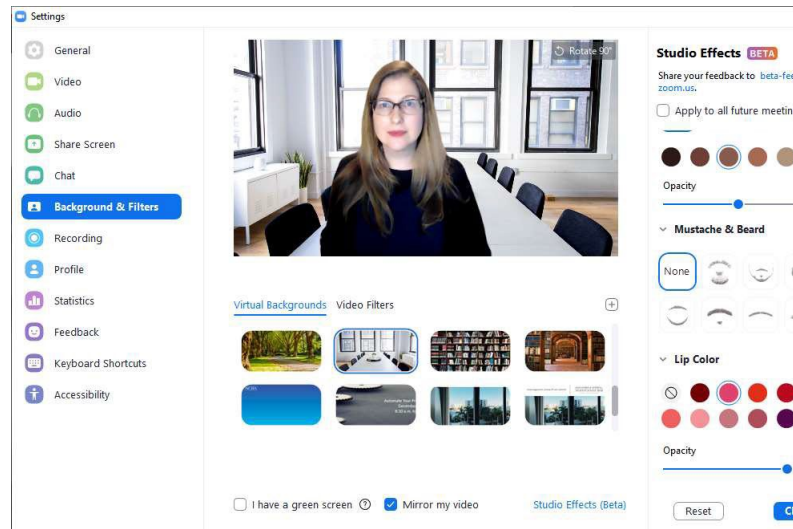
Sending a calendar request to a meeting, teleconference or webconference helps ensure that the participants have it on their electronic calendar and have the information they need to participate. Users of any calendar program from Outlook, Google or Apple should be able to send a meeting request that can be opened and applied to the recipient's calendar. If not, the recipient will still receive the pertinent information. Be sure to include the location information, including dial in and login information in the "location" area of the invitation, as well as in the body or notes field of the request so that people will not be late because they couldn't find the information they needed to participate.



My Templates – Admin enabled Addin

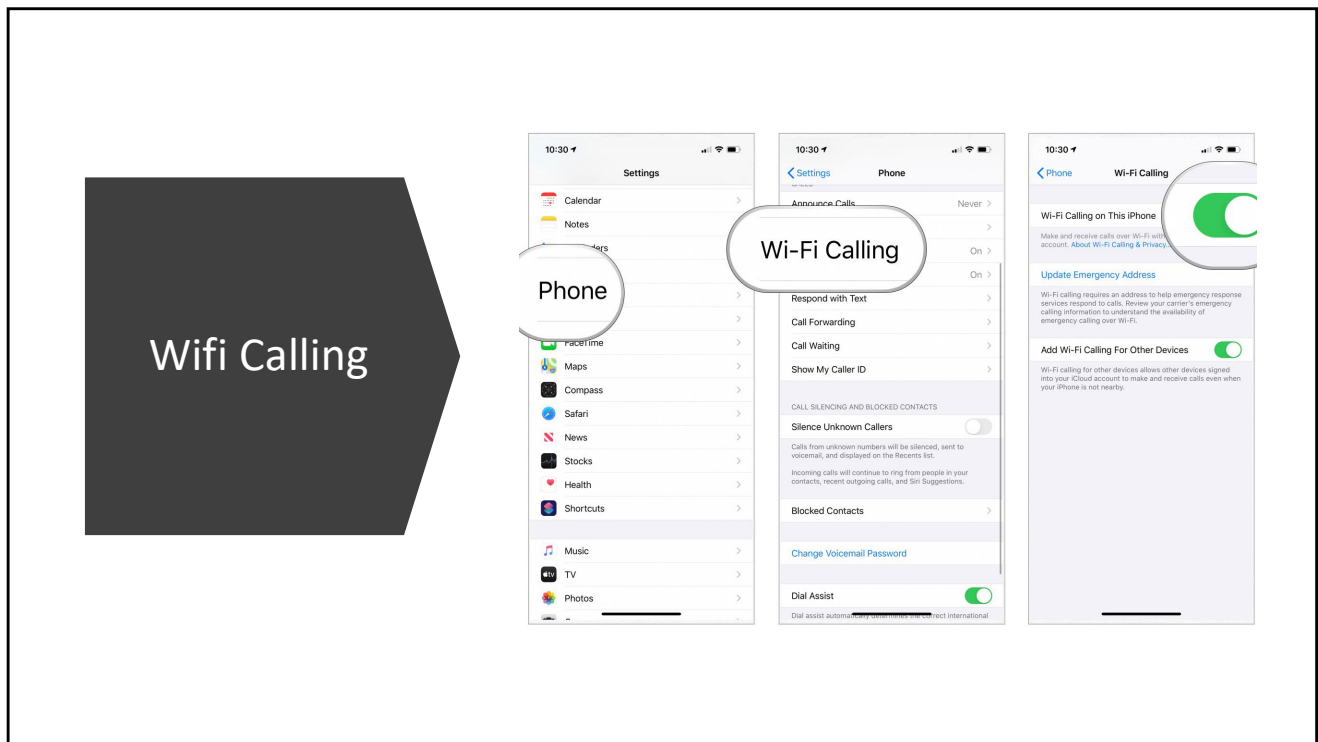
<https://docs.microsoft.com/en-us/office365/admin/manage/manage-deployment-of-add-ins?view=o365-worldwide>

Studio Effects in Zoom



Video enhancements – Zoom Help Center

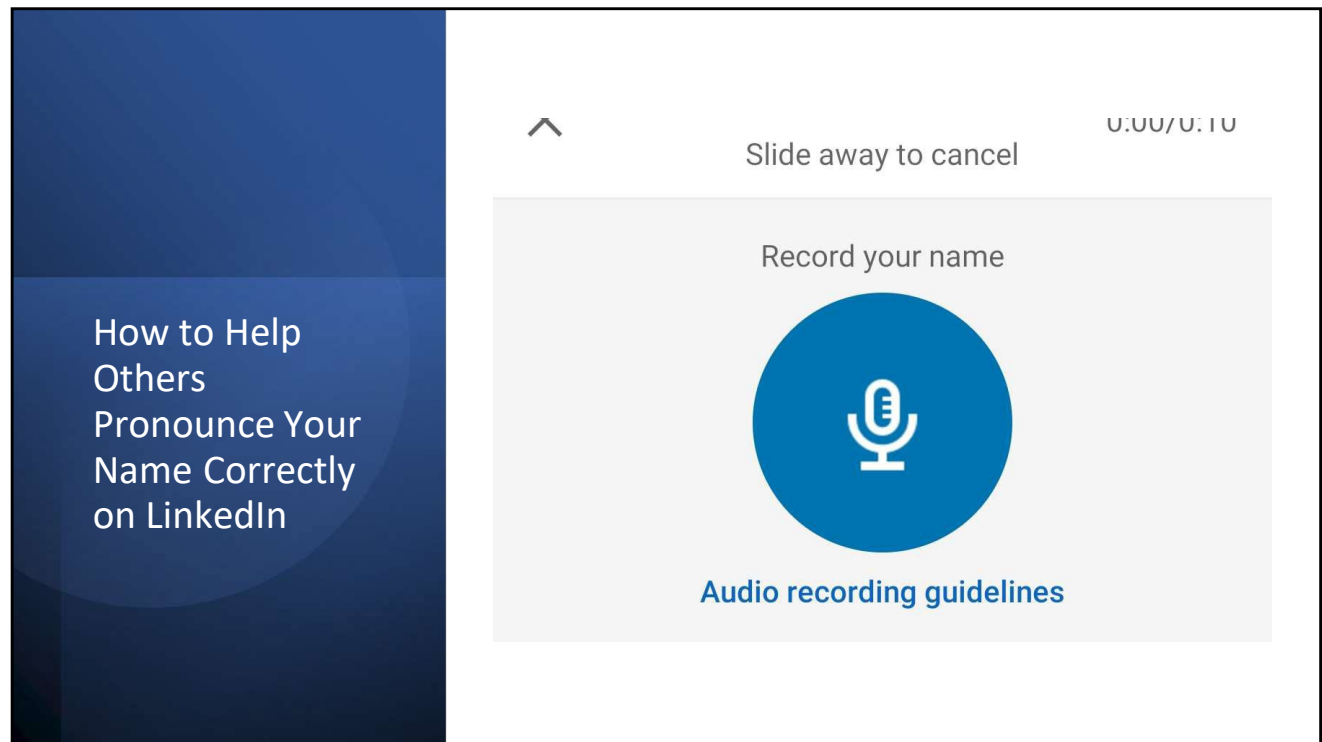
<https://support.zoom.us/hc/en-us/articles/115002595343-Video-enhancements>



What is Wi-Fi Calling and How Does it Work?

If you are using your personal smartphone for calls more often and find that your wifi is stronger than your cell phone signal you can switch to wifi calling on most carriers. No special apps needed, if your mobile phone is reasonably up to date you can just switch to wifi for calls. This article explains how.

<https://www.groovypost.com/howto/what-is-wi-fi-calling-and-how-does-it-work/>



How to Help Others Pronounce Your Name Correctly on LinkedIn

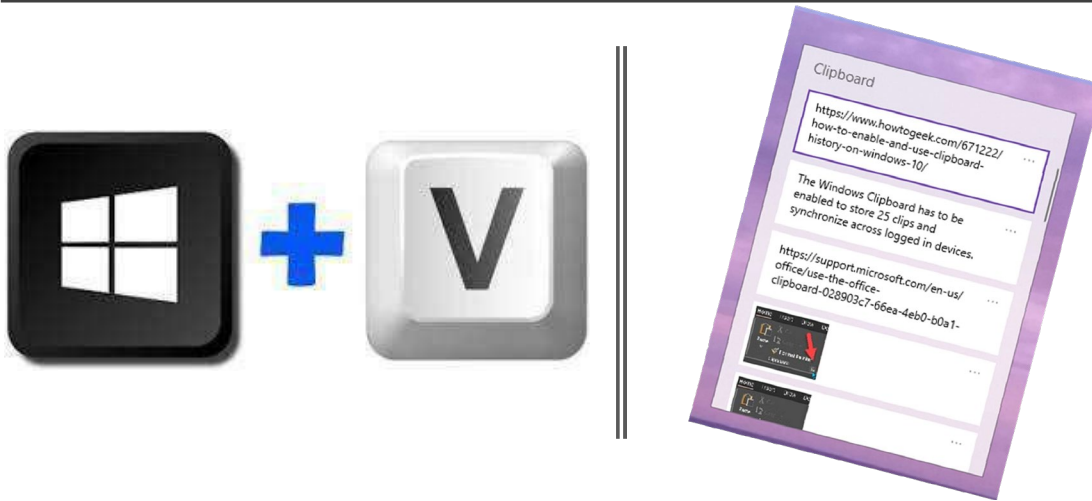
If your name is frequently mispronounced, you can help people who visit your LinkedIn profile learn how to say it by adding an audio file. This is a useful feature for you and for people who would prefer not to butcher your name when you meet.

<https://www.makeuseof.com/tag/linkedin-pronounce-name-correctly/>

To record and display your name pronunciation on Android or iOS:

1. Tap your profile picture then **View Profile**.
2. Tap the **Edit** icon (a diagonal pencil) from your introduction card.
3. Tap **+ Record Name Pronunciation**.
4. Tap the recording button and hold it down to record you pronouncing your name.
5. When you're satisfied, tap the **Use** button followed by **Save**.

Windows Clipboard

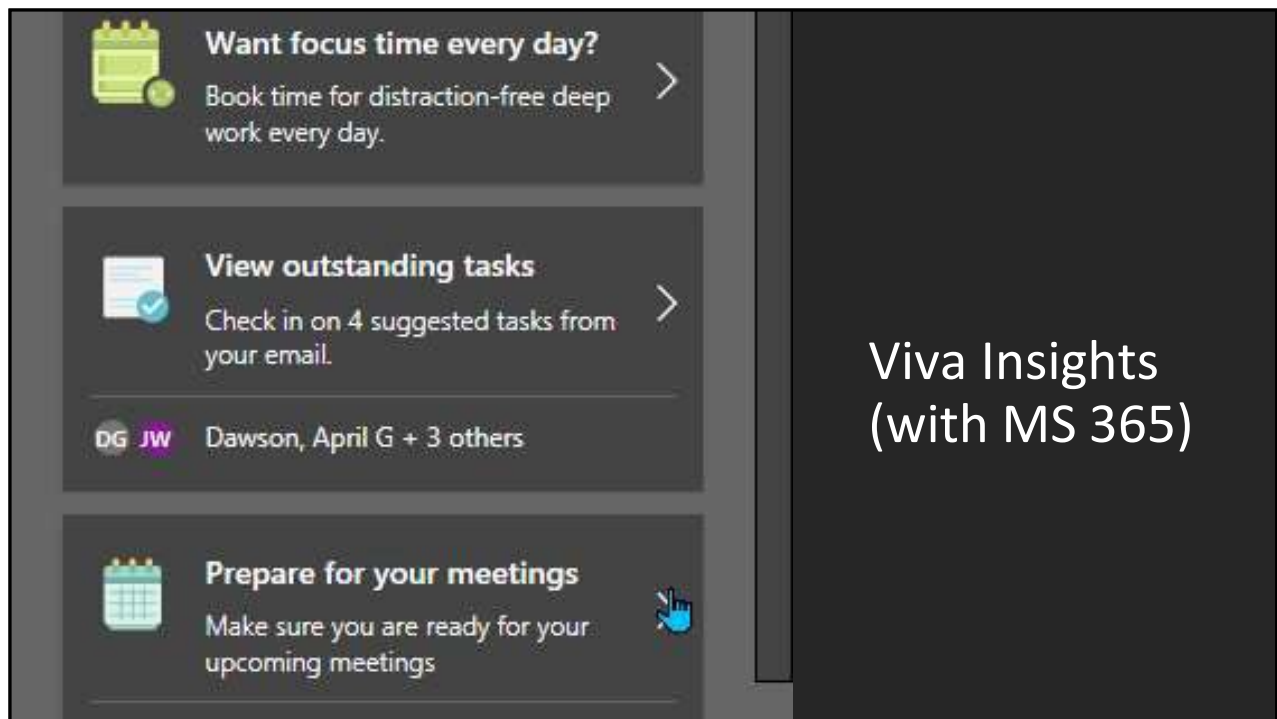


The Windows Clipboard has to be enabled to store 25 clips and synchronize across logged in devices. You can “pin” an item to the Windows clipboard so it doesn’t disappear after you reach 25 or restart your devices.

The benefit of knowing that it is there is that while pasting from the Office Clipboard to the open Office application is awesome, if you need to paste into a browser, online form, Gmail or other web based app like Clio, you need the Windows Clipboard.

How to Enable and Use Clipboard History on Windows 10 (howtogeek.com)

<https://www.howtogeek.com/671222/how-to-enable-and-use-clipboard-history-on-windows-10/>



Admin Add-On in MS 365 helps you triage emails, prepare for meetings, identify tasks

Introduction to Viva Insights | Microsoft Docs

<https://docs.microsoft.com/en-us/viva/insights/introduction>

Email is the Most Dangerous Tool You Use Every Day



Oops. Former bar prez copies top court on email about its 'ill-conceived and uninformed questions'

POSTED OCT 09, 2013 05:30 PM CDT

Ex-DLA Piper partner caught in 'churn that bill, baby!' crossfire sues firm's counsel

BY MARTHA NEIL

POSTED MARCH 24, 2016, 12:15 PM CDT

High-Profile Skadden Litigator Goofs, Sends Private E-mail to Reporters

Posted Feb 21, 2008, 08:03 am CDT

T

February 5, 2008, 5:42 pm

Report: Lawyer's Email Slip-up Leads to Zyprexa Leak

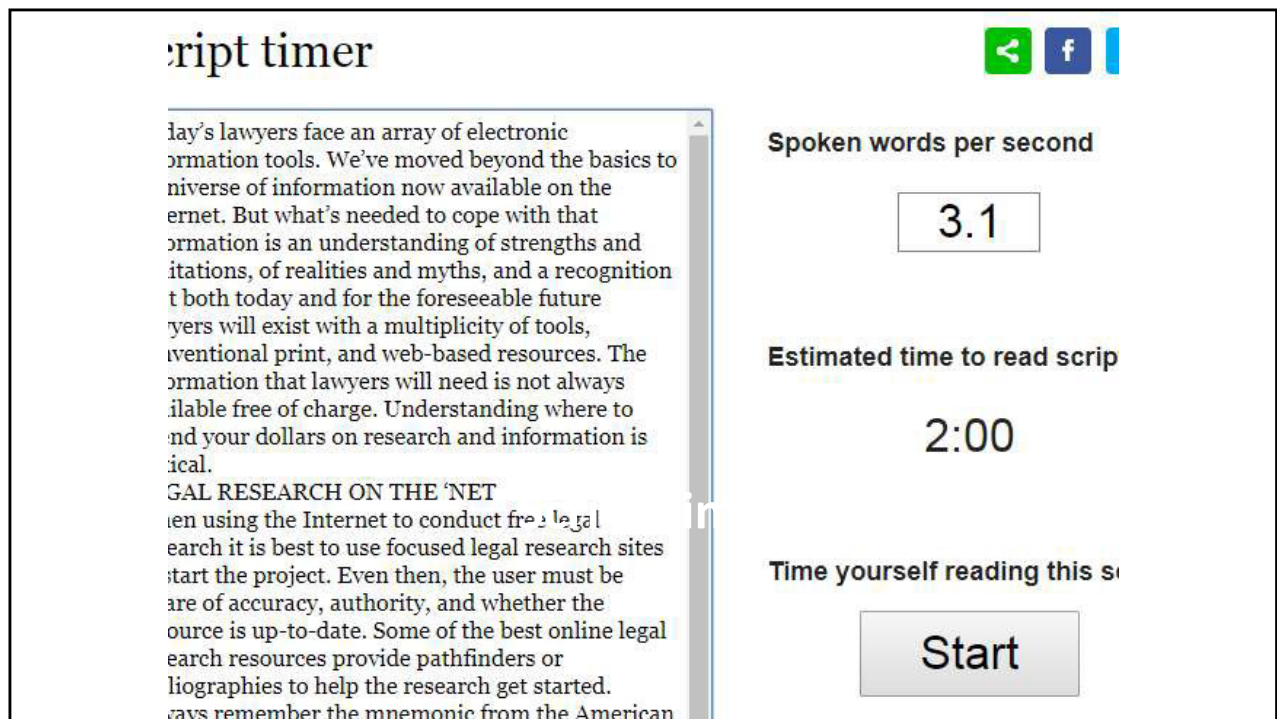
Posted by Dan Slater

Make Email Less Dangerous - North Carolina Bar Association

<https://www.ncbar.org/2019/07/30/make-email-less-dangerous/>

ICO statistics for legal sector breaches in 2017/18 in the UK show that people sending emails to the wrong person are a greater confidentiality and GDPR breach risk in practice (22.64%) than malware, ransomware, phishing, unauthorized access (cyber) and other cyber incident combined (11.95%).

<https://ico.org.uk/action-weve-taken/data-security-incident-trends/>

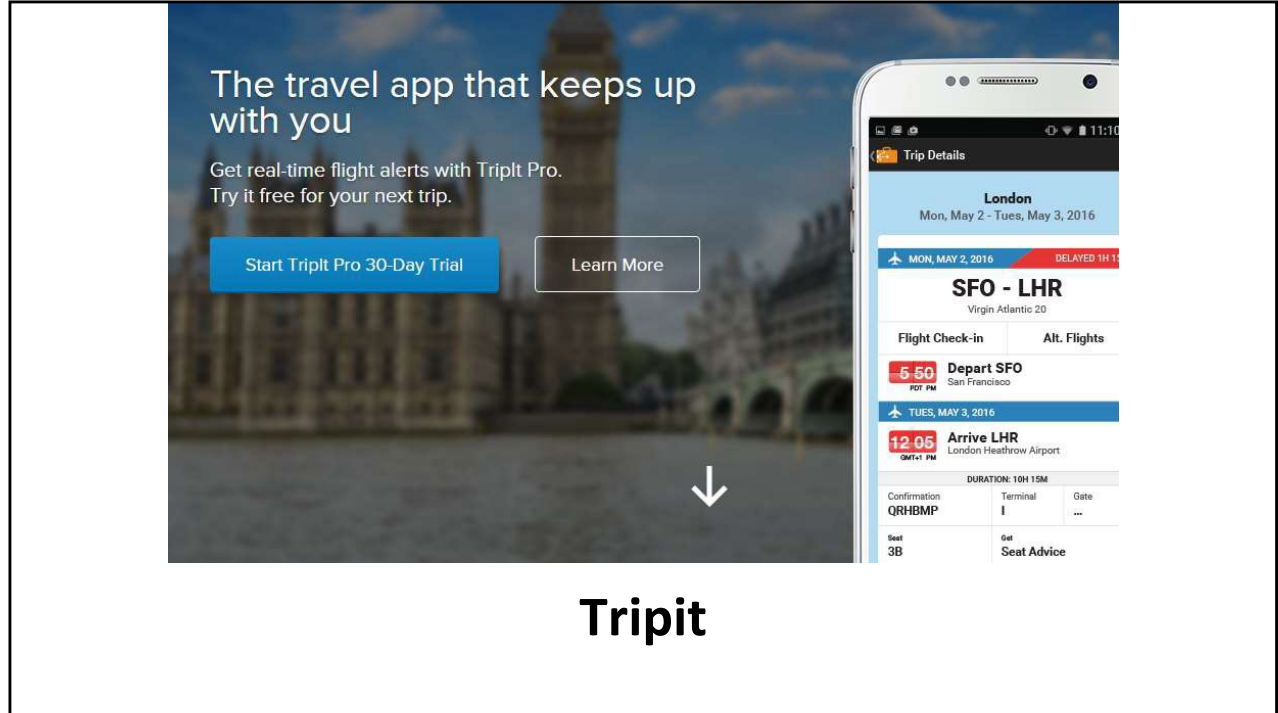


Have you been asked to keep your comments brief? You can actually write a script, paste it into ScriptTimer (free) and based on how fast you talk estimate how long it would take to read your script.

Script Timer <https://www.piehole.tv/explainer-video-script-timer/>

Paste in your script, click “start” and read it then click “stop” to adjust for your reading rate.

If you are being filmed you can also use a free teleprompter [Free Teleprompter Software - Voice Activated Online Teleprompter \[2022\] \(telepromptermirror.com\)](https://www.telepromptermirror.com/) which works on a laptop, iPhone or iPad.

An advertisement for the Tripit travel app. The background is a blurred image of a city with a large clock tower. On the left, white text reads "The travel app that keeps up with you". Below this, smaller text says "Get real-time flight alerts with Triplt Pro. Try it free for your next trip." There are two buttons: a blue one labeled "Start Triplt Pro 30-Day Trial" and a white one with a grey border labeled "Learn More". A white arrow points down from the text area towards the right. On the right, a smartphone displays the Tripit app interface. The screen shows "Trip Details" for a trip to London from May 2 to May 3, 2016. It highlights a flight from SFO to LHR on Virgin Atlantic 20, which is delayed by 1 hour and 13 minutes. The departure from SFO is at 6:50 PM, and the arrival at LHR is at 12:05 PM. A table at the bottom shows flight details: Confirmation QRBMP, Terminal I, Gate ... (with an ellipsis), Seat 3B, and a link for Seat Advice.

The travel app that keeps up with you

Get real-time flight alerts with Triplt Pro. Try it free for your next trip.

Start Triplt Pro 30-Day Trial

Learn More

↓

Tripit

Trip Details

London
Mon, May 2 - Tues, May 3, 2016

MON, MAY 2, 2016 DELAYED 1H 13

SFO - LHR
Virgin Atlantic 20

Flight Check-in Alt. Flights

6:50 Depart SFO
San Francisco

TUES, MAY 3, 2016

12:05 Arrive LHR
London Heathrow Airport

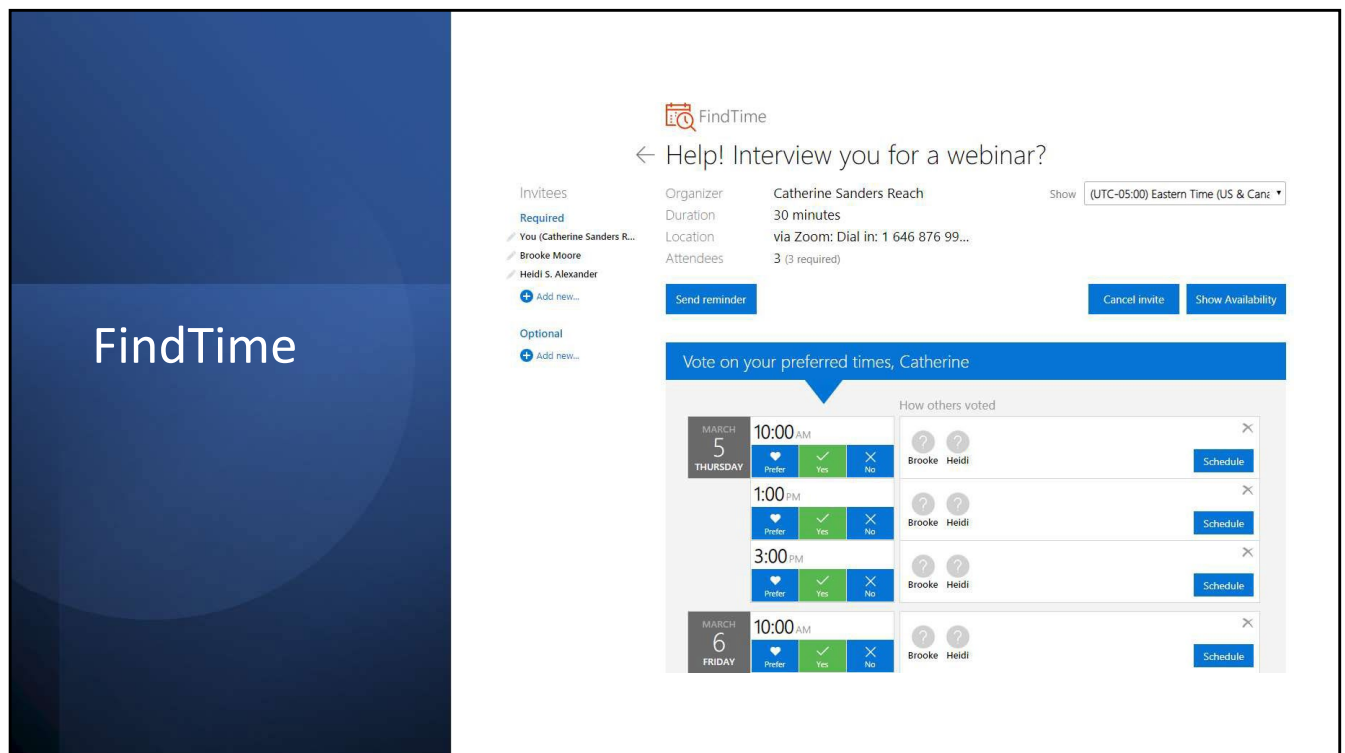
DURATION: 10H 15M

Confirmation	Terminal	Gate
QRBMP	I	...

Seat	Get
3B	Seat Advice

Free for basic use. It works like this – book flights, hotels, cars, etc. Forward your confirmation email to plans@tripit.com (or let it mine your Gmail for them). It puts all the information you need into the app and you don't have to print, forward or retrieve all the confirmations with confirmation numbers etc. It creates a nice itinerary, and you can add notes, other plans that don't have reservations, etc. You can forward or share your plans with others.

Tripit Pro for \$50 per year sends alternative flights, monitors for fare refunds, sends real time flight alerts, reminds you to go to the airport based on real time traffic conditions, helps you navigate through unfamiliar airports, tells you baggage claim information, lets you share, and update defined people about your travel plans



(Not So) Secrets for More Productive Meetings

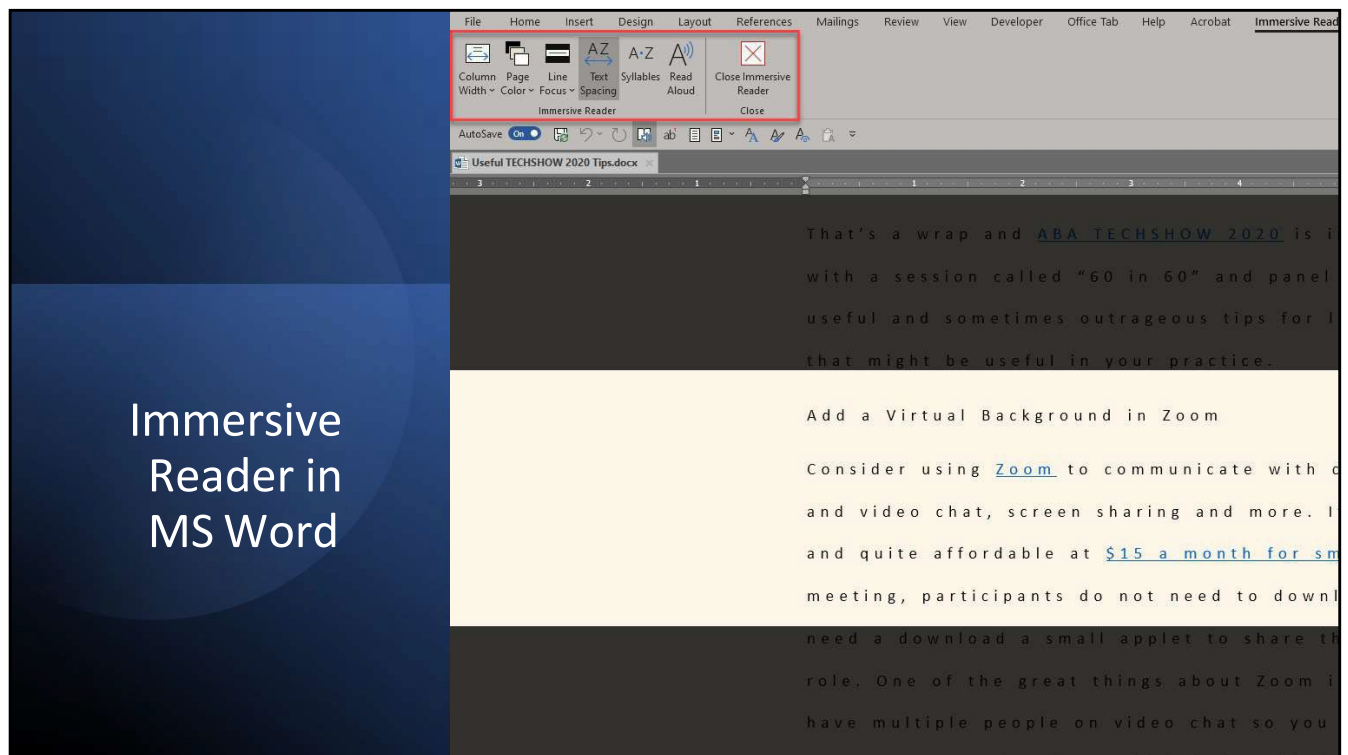
<https://cpm.ncbar.org/2019/05/21/not-so-secrets-for-more-productive-meetings/>

A Better Way to Find Time

<https://cpm.ncbar.org/2018/11/27/a-better-way-to-find-time/>

Outlook Tips and Add-ons

<https://www.youtube.com/watch?v=NPwbiXFnCDQ&feature=youtu.be>

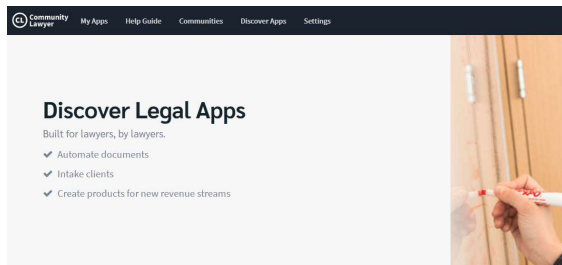


Tools to Edit Your Own Work

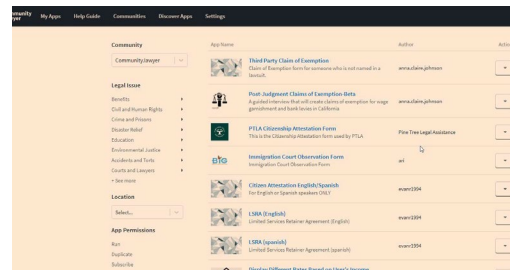
<https://cpm.ncbar.org/2019/04/30/tools-to-edit-your-own-work/>

Microsoft Word in Office 365 has a feature called [Learning Tools](#) that helps you review your writing by adding line focus to reduce distractions. You can adjust the focus to one, three, or five lines in view at a time and change the page color to sepia to reduce the glare of the white background. You can adjust text spacing between words, characters, and lines to make it easier to read and break down syllables in words. There is a “Read Aloud” feature that reads the document and highlights each word as it goes. You can adjust the reading speed with keyboard shortcuts. To find these tools go to View > Learning Tools in the Immersive group. To make it easier to remember to use it right click on the icon and select “Add to Quick Access Toolbar”.

Iristech.co

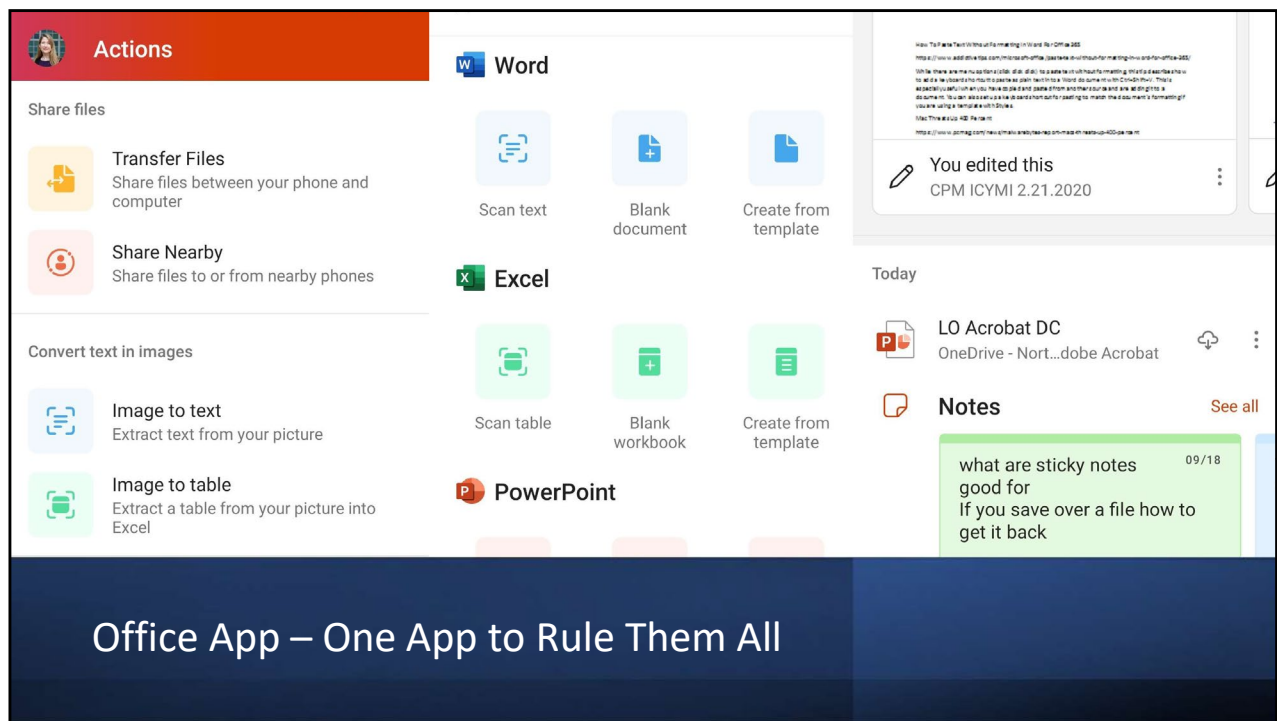


WITHOUT IRIS



WITH IRIS

\$15 lifelong 1 time purchase or \$50 lifelong with future updates – both you can move to a new machine
Free trial, of course.

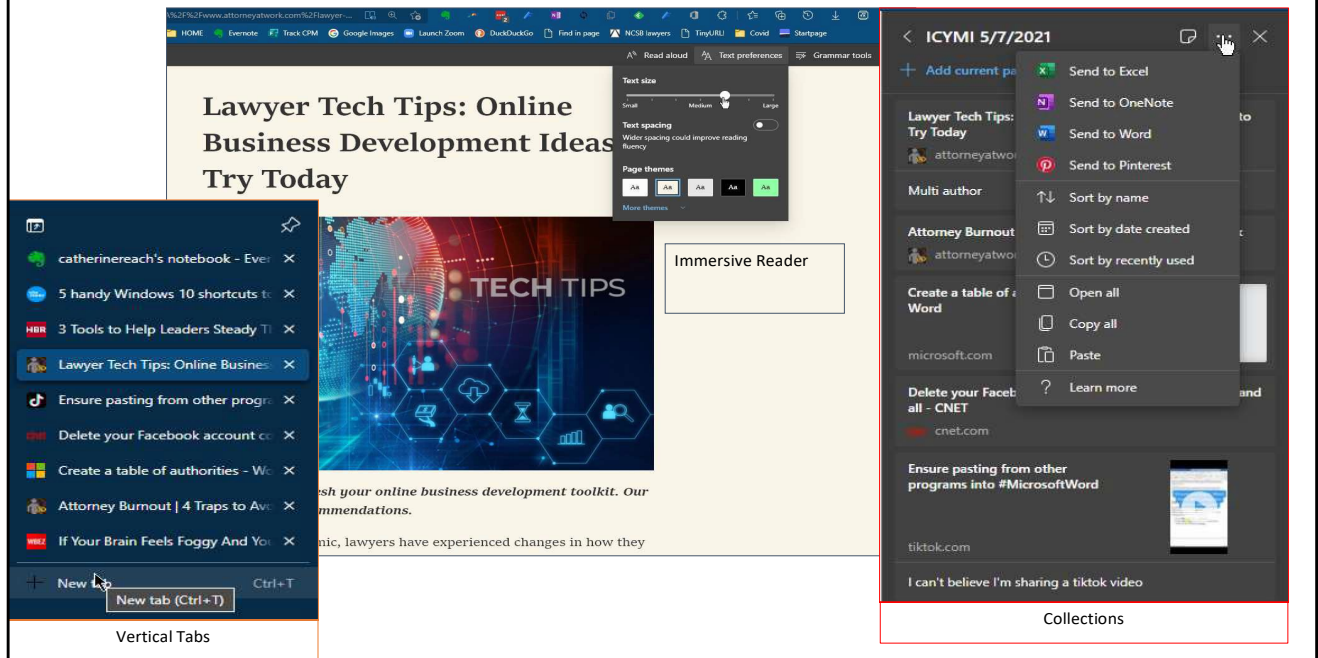


1 app to rule them all – now Excel, Word, and PPT in one app

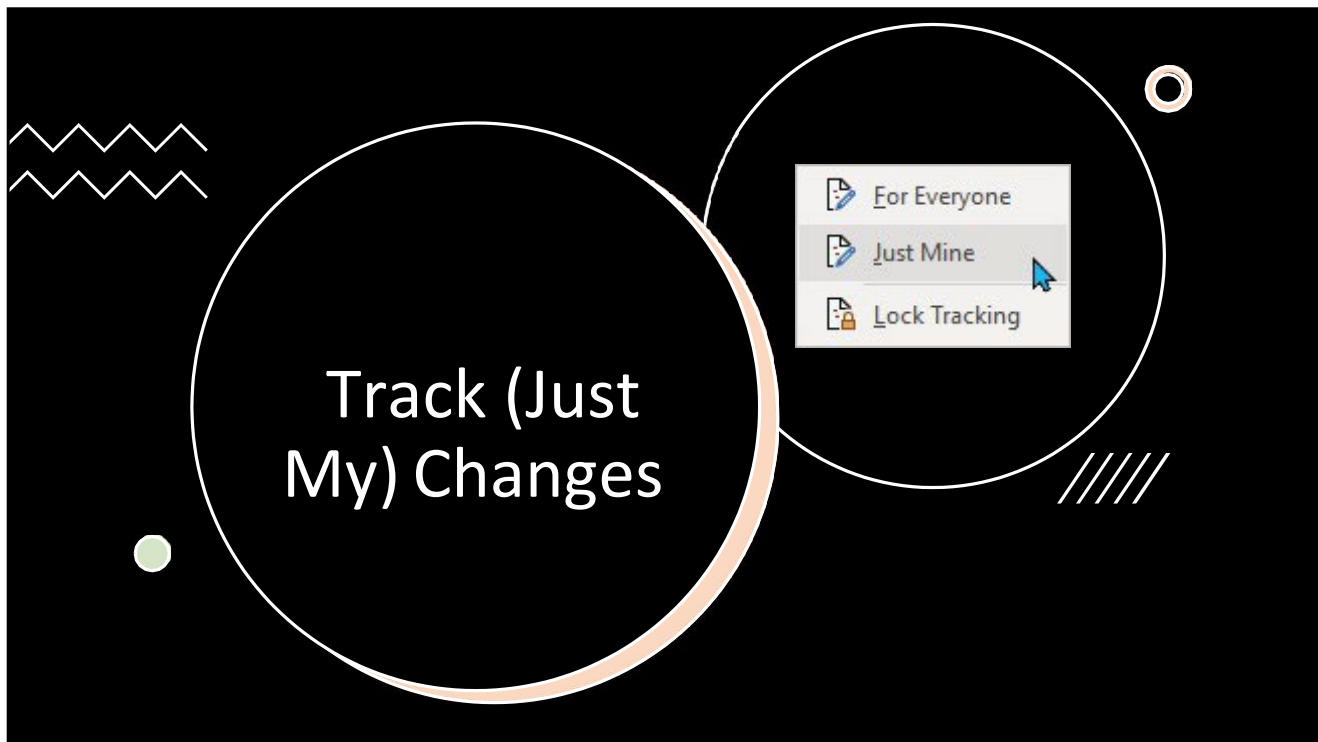
<https://www.microsoft.com/en-us/microsoft-365/blog/2020/02/19/new-office-app-android-ios-available/>

Available now for iOS and Android.

Give MS Edge Browser a Try



Microsoft Edge Browser – New and Improved - North Carolina Bar Association
<https://www.ncbar.org/2020/11/17/microsoft-edge-browser-new-and-improved/>

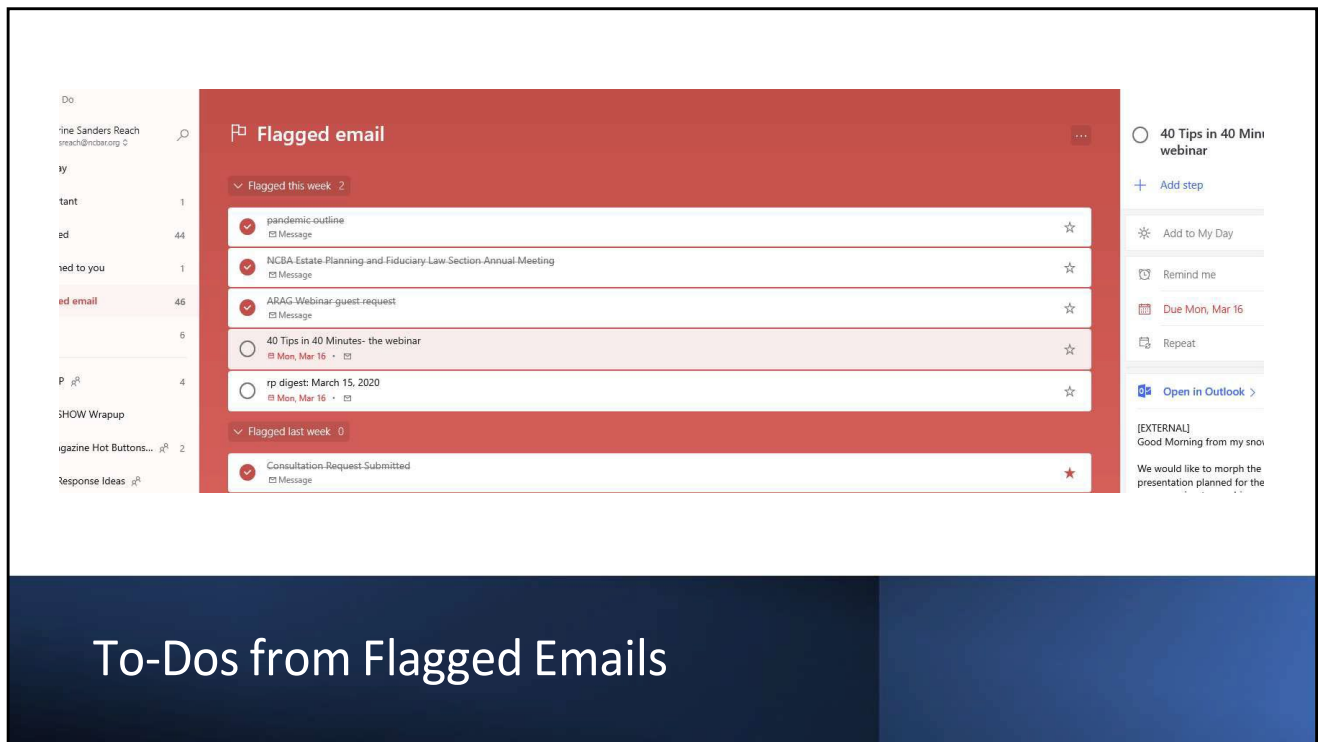


Now you can track changes for everyone or just your changes. Handy for drafting. Just click the arrow on the Track Changes box in the lower right corner. You can also lock track changes on with a password for others.

This now works in Word installed and online for MS 365 Business users.

[Track changes in Word \(microsoft.com\)](https://support.microsoft.com/en-us/office/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a#TrackChanges=Web)

<https://support.microsoft.com/en-us/office/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a#TrackChanges=Web>



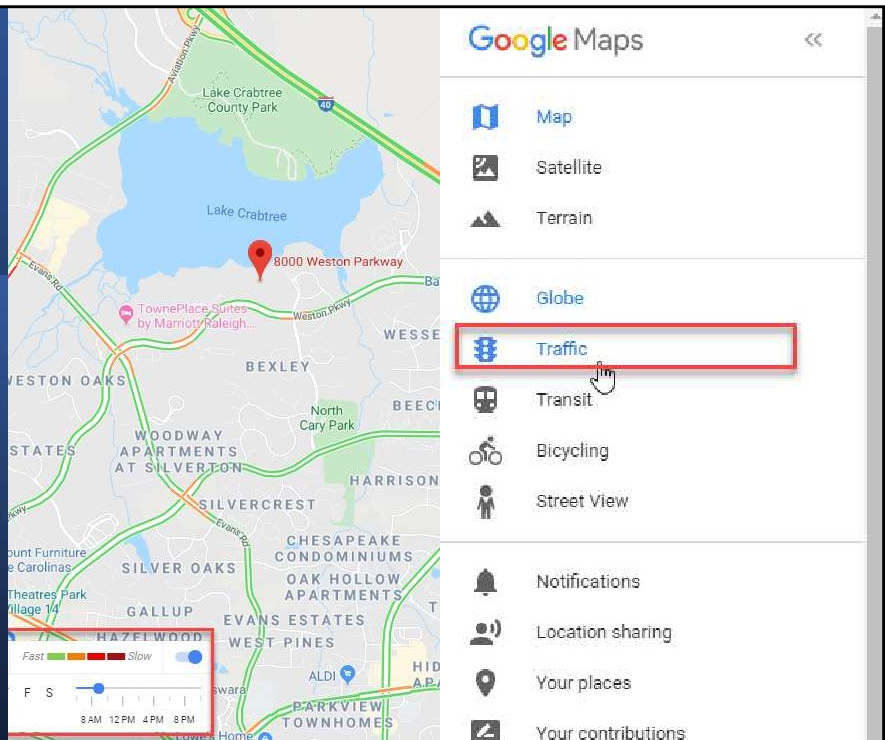
Task Management with Microsoft To Do - North Carolina Bar Association
<https://www.ncbar.org/2020/03/24/task-management-with-microsoft-to-do/>

Learning Objectives: Tools to Manage Tasks in Office 365

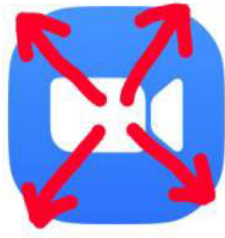
Looking for a way to effectively stay on top of tasks for you or your team? Do you need to delegate, supervise and stay current on projects whether you are in the office or working remotely? Microsoft Office 365 gives users quite a few ways to manage tasks, including Outlook, Planner, Teams, OneNote, Project, SharePoint, and To-Do. Keeping a task list with assignments and deadlines can help you and your team stay synced. We will walk through the options and see what might work well for you or your firm.

<https://youtu.be/fEJhPjb1v0E>

Google Maps – Traffic (Live and Typical)



How Can Lawyers Use Google Maps? - North Carolina Bar Association
<https://www.ncbar.org/2021/02/02/how-can-lawyers-use-google-maps/>



Zoom Escaper

Zoom Escaper is a tool to help you escape Zoom meetings and other videoconferencing scenarios. It allows you to self-sabotage your audio stream, making your presence unbearable to others.

Zoom Escaper

<https://zoomescaper.com/>

Choose from crying baby, bad connection, man weeping, construction, echo and more



<https://getrocketbook.com/>

Rocketbook has created a line of reusable smart notebooks for those who want the convenience factor of digital notes with the comfortable familiarity of taking handwritten notes. Each notebook includes a special pen and erasable pages, so you take notes just like you would have 20 years ago, but you can reuse the notebook again and again. The app and the QR code on the page allow you to easily convert your notes to digital form in Google Docs, Dropbox, iCloud, Evernote, Box, or email.