




Lawyerist

60 Legal Tech Tips, Tricks, Gadgets, & Websites

with
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Jeffrey Schoenberger

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jeff@lawyerist.com

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 **NJSBA** Resources CLE CLE On-Demand Meetings & Events Career Center Membership My Links/Handbooks CLE Records  0 




Practice HQ

NJSBA
PRACTICEHQ

The New Jersey State Bar Association's Practice HQ is a free member resource designed to help you build and maintain a successful, thriving legal practice.

To access the resources below please log into your NJSBA account.

 Opening/Closing Firm	 Client Development	 Documents	 Technology
 Money	 Management	 Comparison Charts	 Learning Library

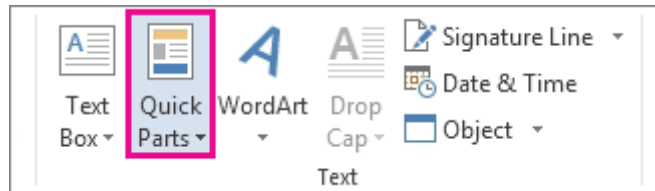
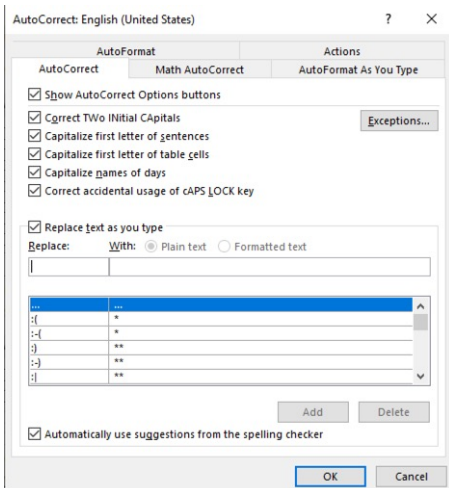
TextExpander (or Typinator, Typelt4Me, aText)



Snippet
;@jrs

Expanded Text
Jeffrey Schoenberger

Word (and Outlook) AutoCorrect / Quick Parts



The Punctuation Guide ([website](#))

The Punctuation Guide Top ten tips

Terminal points

- . Period
- ? Question mark
- ! Exclamation point

Pausing points

- , Comma
- ; Semicolon
- : Colon

Hyphens and dashes

- Hyphen
- En dash
- Em dash

Quotations

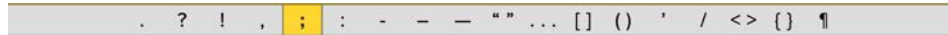
- “” Quotation marks
- … Ellipses
- [] Brackets

Other punctuation

- () Parentheses
- ' Apostrophe
- / Slash
- <> Angle brackets
- { } Braces

Other matters

- Style
- British versus American style
- Titles of works
- Word processors



Semicolon

The semicolon is sometimes described as stronger than a comma but weaker than a period. In certain uses, this is a reasonably accurate definition. Yet there is more to the semicolon than that.

Between independent clauses when a coordinating conjunction is omitted

Most commonly, the semicolon is used between two independent clauses (i.e., clauses that could stand alone as separate sentences) when a coordinating conjunction (*for, and, nor, but, or, yet, so*) is omitted.

Example
The upperclassmen are permitted off-campus lunch; the underclassmen must remain on campus.

The example above could be recast with the conjunction *but*, in which case a comma, rather than a semicolon, would be required.

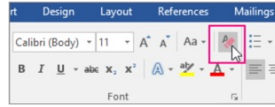
Example
The upperclassmen are permitted off-campus lunch, but the underclassmen must remain on campus.

Clear Formatting (in MS Office apps)

1. Select the text that you want to return to its default formatting.

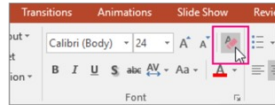
2. **In Word**

On the **Home** tab, in the **Font** group, click **Clear All Formatting**.



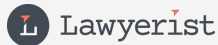
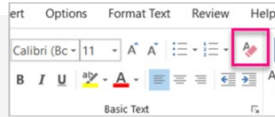
In PowerPoint

On the **Home** tab, in the **Font** group, click **Clear All Formatting**.



In Outlook

On the **Message** tab, in the **Basic Text** group, click **Clear All Formatting**.



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iPad Notetaking



Works on iOS, Android, Mac, & Windows

- Both Support Apple Pencil
- Both offer a free tier
- Both require subscriptions (\$10-20/yr) for full features
- Both record audio synced to notes
- Both import PDFs for markup
- Both export as PDF
- Both search text and handwriting

Works on iOS and Mac
Supports dark mode



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Other Options



Noteful



Apple Notes

Forever*Notes [uses Apple Notes] ([website](#))


Forever * Notes Documentation Forum FAQ Roadmap

Home > Get Started > Overview

Get started

- Overview
- Components
 - The Heavy Asterisk
 - Home
 - Tags
 - Collections
 - Hubs
 - Journal
 - Links
- Best Practices
 - Migrating Legacy Notes
- Examples
 - Coming soon
- Customization
 - Coming soon
- Changing

Overview



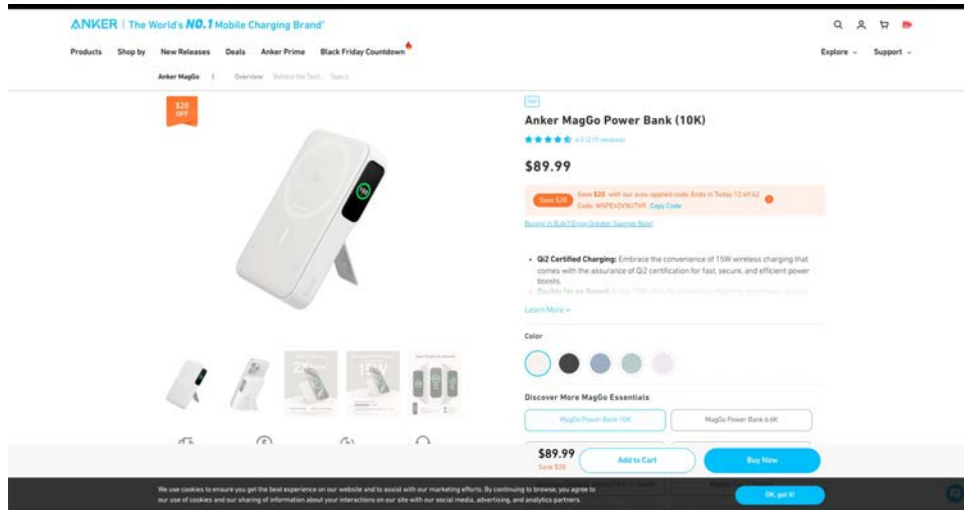
From Chaos to Clarity

Watch on [YouTube](#)

Forever * Notes is a simple, lightweight digital note-taking and knowledge management method for Apple Notes. It's robust, versatile, and scalable to grow with you. Best of all, Forever * Notes is completely free and designed to last—well, forever.

If you're feeling overwhelmed by complex software like Notion, Obsidian or Roam and tried paper-based methods like the Bullet Journal, but ended up forgetting it at home all the time Forever * Notes is like the love child of all of them. It combines fast capturing of journal entries with fast access to connected knowledge. Its modular design allows you to build your own system as you go, managing journal entries and keeping track of anything you like, people, resources, time, book reviews - all with an app you already have with you every day - Apple

Anker MagGo Power Banks (10K or 6.6K)



Screenpresso (\$30) [or CleanShot X (Mac; \$29) or Snagit]

Image and Video screen capture
Time saver for explaining something to your colleagues and clients

"A screenshot is worth a thousand words!"

Screenpresso captures your desktop (screenshots and HD videos) for your training documents, collaborative design work, IT bug reports, and more...

Screenpresso is a NEW Light-weight screen grab tool with built-in image editor, user guide generator and sharing options.

Get Screenpresso for FREE
All Windows versions

Portable Full HD Second Monitor

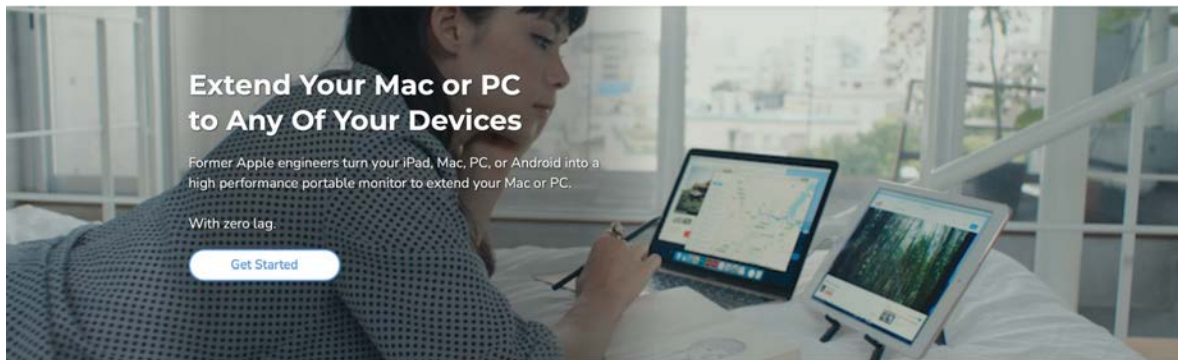
ASUS ZenScreen MB166CK - ~\$90



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Duet Display [or Apple Sidecar] ([website](#); \$48/yr)



TRUSTED BY THOUSANDS OF COMPANIES AROUND THE WORLD



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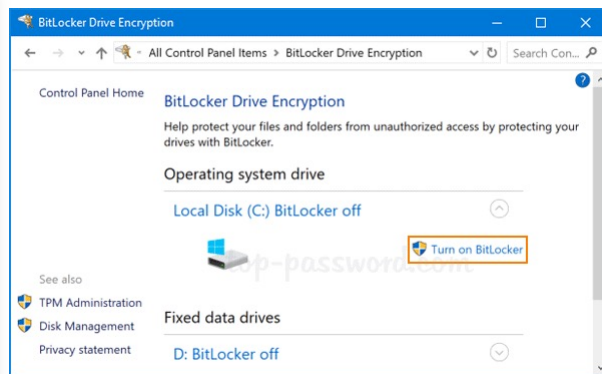
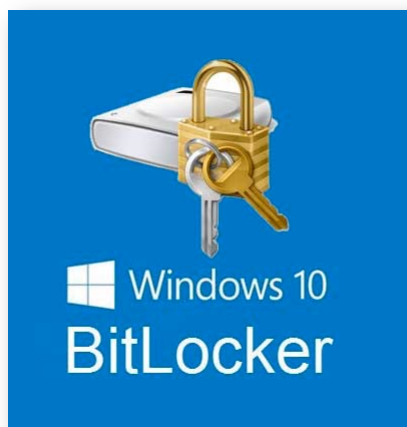
IPEVO V4K PRO 120 4K USB Document Camera ([website](#); \$200)



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Encrypt Your PC – BitLocker



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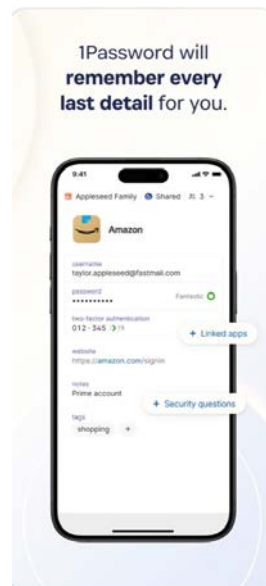
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Encrypt Your Mac - FileVault



1Password

- **A secure password manager** to protect sensitive accounts and client data.
- Stores all your passwords in an encrypted vault, auto-fills logins, and can generate strong passwords.
- Ensures you only have to remember one master password – it handles the rest with high-grade encryption.
- It also offers secure notes (for things like alarm codes, bar IDs, or client Wi-Fi passwords) and sharing of credentials with team members without revealing the password.
- \$30/yr (individual); \$240/yr (business; 10 users)
- See also Apple Passwords, Bitwarden, Dashlane, and Roboform



2fa.directory

2FA Directory US

Search websites by name, URL, or method (e.g. 2fa sms)

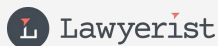
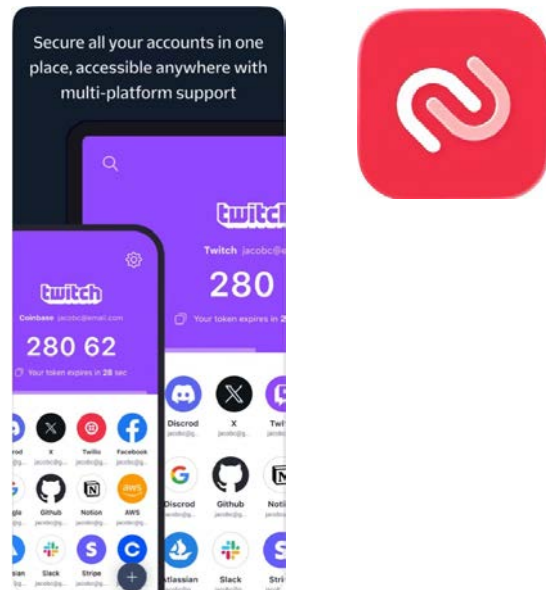
Categories

- Backup and Sync
- Banking
- Betting
- Cloud Computing
- Communication
- Creativity
- Crowdfunding
- Cryptocurrencies
- Developer
- Domains
- Education
- Email
- Entertainment
- Finance
- Food & Drink
- Gaming
- Health & Wellness
- Home & Living
- Insurance
- Investing
- IoT
- Legal
- Marketing & Analytics
- Payments
- Post and Shipping
- Remote Access
- Retail

Legal	Docs	SMS	Phone Calls	Email	Hardware	Software
						✓
						✓
		✓				
		✓	✓	✓		✓
		✓				✓
				✓		✓
		✓				✓
	Tell them to support 2FA On X (Twitter) On Facebook					
				✓		

Twilio Authy 2FA

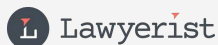
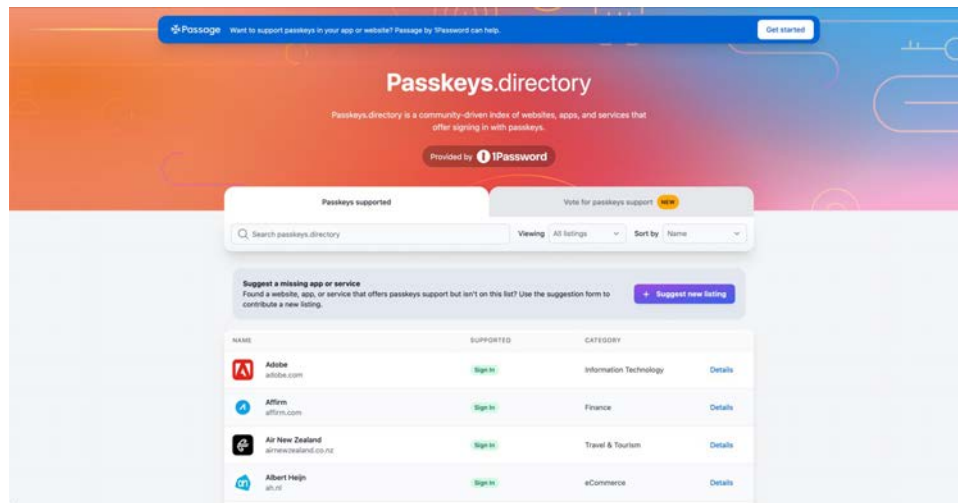
- **Two-factor authentication (2FA)** is essential to protect these from breach.
- Authy makes 2FA easy: it generates secure one-time codes for logins and can sync across multiple devices.
- Free (as in beer)
- See also, Apple Passwords, Google Authenticator, Microsoft Authenticator, and several password managers



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Passkeys.directory



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Screen Magnifier (~\$20 & up)



S

Hover over a link to see where it's going...

Cindy Van Stavernhas prepared a document for you on DocuSign - Inbox

Message

Delete Archive Reply Reply All Forward Attachment Meeting Move Junk Rules OneNote Read/Unread Categorize Follow Up

Cindy Van Stavernhas prepared a document for you on DocuSign

Cindy Van Stavern <cvanstavern@LRCRealty.com>

Tuesday, May 30, 2017 at 3:52 PM
[Show Details](#)

You Have Received A Document Via DocuSign

Cindy Van Stavernhas prepared a document for you on DocuSign via PDF)

To view, download or print the completed document click below.

View in DocuSign
<http://jobdonedoc.org/Glory/Hi/create/Innn/index.php>

Alternately, you can access these documents by visiting docuSign.com, clicking the "Access Documents" link, and using this security code:

Documents received are removed from our system on its expiry date.

Thank you!

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Notion

- Notion is an **extremely flexible workspace** app that can function as a note-taking tool, task manager, knowledge base, and more.
- Some firms and legal professionals use Notion to create internal knowledge wikis (e.g., pages for each client or matter with key info), to manage checklists for case workflows, or to organize research.
- “We created a Notion workspace for our firm’s internal protocols and precedent library. It’s been amazing – the search is instant, and junior associates can find answers without always having to ask. The fact that I can pull this up on my phone when a question arises is even better.”
- Free for personal use; Team plans available (from \$8 user/month)
- See also, Google Keep and MS OneNote

Everything you need.

-  AI
-  Docs
-  Projects
-  Wikis
-  Forms
-  Sites



Encrypt Your Cloud

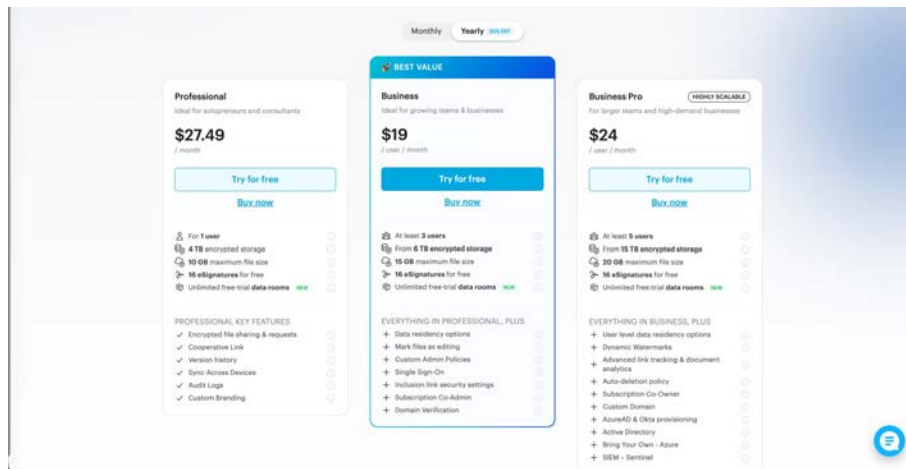


CRYPTOMATOR

[Alternative to Boxcryptor](#), the former recommendation that was purchased by Dropbox

Encrypted Cloud – Tresorit

You hold the key.



Calendly
More than just calendar links.

More than a scheduling link

Calendly is the scheduling automation platform with team-based scheduling, solutions and integrations for every department, and advanced security features

Sign up for free Get a demo

Confirmed
You're scheduled with ACME INC
Add to calendar

Questions about our features?
Click here

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iMazing
Browse and Export iOS Messages, Photos, Voicemails to your PC (\$89/yr & up)

Phone Evidence
For macOS & Windows

iMazing's industry-leading data extraction capabilities optimized for attorneys and law firms to use with clients.

- Export to PDF or print: Messages (SMS, iMessages), WhatsApp chat, call log, Safari history.
- Save voicemails, photos, and more.
- Sold as a block of licenses your firm manages directly; Assign licenses as needed to clients.
- The iMazing Business Subscription offers access to the iMazing Account platform to send invitation to clients.
- Each client receives a unique license code by email, with instructions to use iMazing.
- Offers access to iMazing Account task delegation system (available soon).

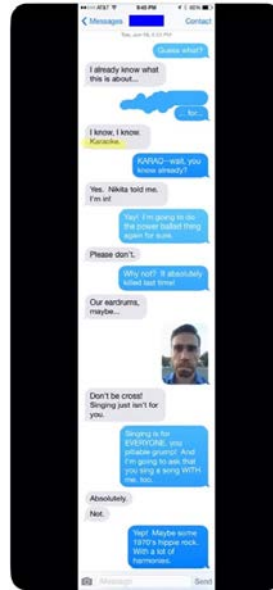
Since November 2023, iMazing Phone Evidence is now sold as the iMazing Business Subscription. Same price, more features.

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Stitch It! – Screenshot Editor for Long Images

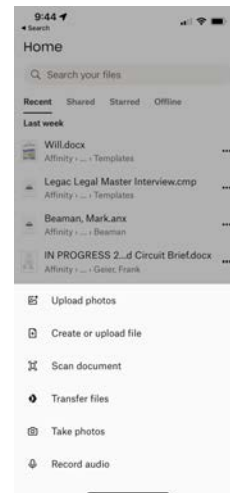
- Combine and redact screenshots
- Capture a long conversation and merge multiple screen captures into a single, continuous image
- Redaction tools to blur or black out private info like phone numbers or names
- Free Tier; \$3 to remove ads



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Scan to PDF from Your Phone (within an app)



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Scanner Pro for iOS ([website](#))

Scanner Pro Products Blog How to More [Free download](#)

Take high-quality scans in seconds

Easily turn papers into PDFs with your iPhone and iPad. Scan receipts, books, IDs, invoices, and other documents – it just takes a few taps.

Scanner Pro is perhaps the best app for quickly scanning and saving a digital version of a paper document.

The New York Times

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Simple Scan ([website](#))

Simple Scan Products Blog How to More [Free download](#)

Simple Scan

Easy, hassle-free document scanning for iPhone.

Easy, hassle-free document scanning for iPhone.

Download on the App Store [FREE DOWNLOAD | iPhone + iPad](#)

1. What is Simple Scan?
2. Where do I get Simple Scan?
3. What's new with Simple Scan?
4. Documentation
5. Simple Scan Pro
6. Support
7. Screenshots

What is Simple Scan?

Do you love the Apple Notes document scanner, but would you like more flexibility in sending the scans to email, messages, files, or other apps? Then Simple Scan is for you. Simple Scan is the quick, easy way to scan paper documents to optimized, searchable PDF documents (or images) and send them almost anywhere.

Features include:

- Same great scanning functionality as Apple Notes, but no need to clutter your notes data with one-off scans

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Ricoh ScanSnap iX2500 (~\$400)

Ricoh ScanSnap iX2500

- 45/90 ppm
- 4.3" Touch Screen
- Scan business cards
- Scan to Word files
- Auto-rotates
- Auto-senses paper size
- Auto-senses color or B&W
- Scans front & back simultaneously

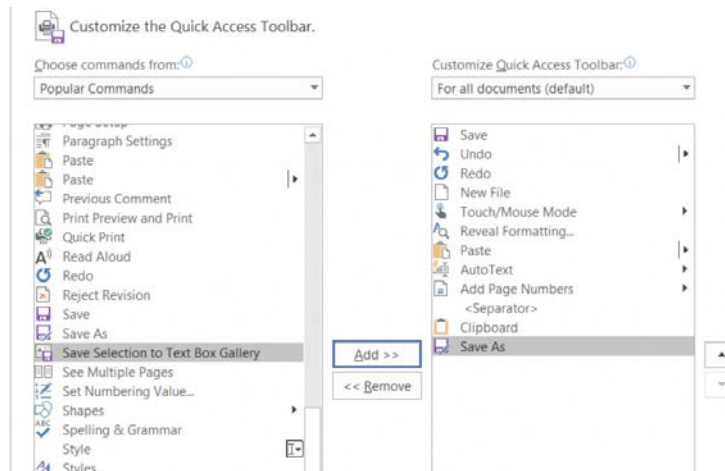


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loom trainings links • Save

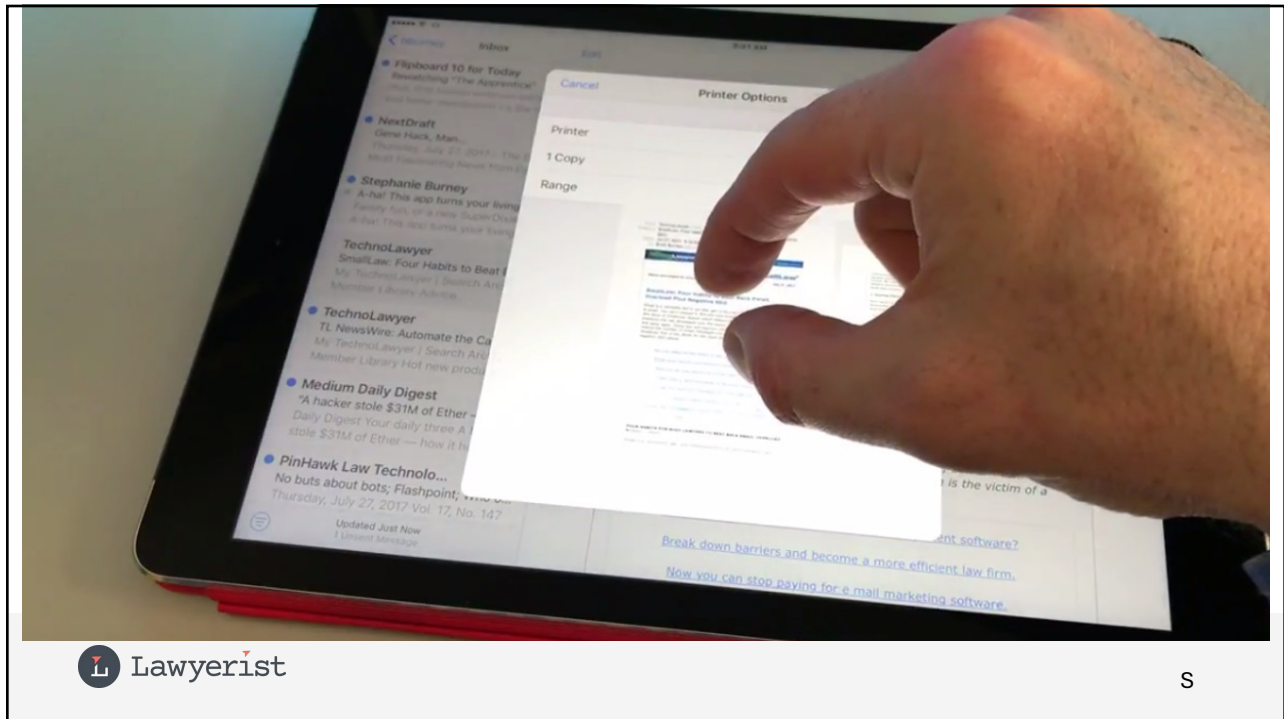
Customize Quick Access Toolbar


- ✓ Automatically Save
- ✓ New
- Open
- ✓ Save
- Email
- Quick Print
- Print Preview and Print
- Editor (F7)
- Read Aloud
- ✓ Undo
- ✓ Redo
- Draw Table
- Touch/Mouse Mode
- More Commands...



On new computers or MS Office installations, the QAT may be hidden. To reveal, you need to right click on the Ribbon and click on "Unhide" Quick Access Toolbar.

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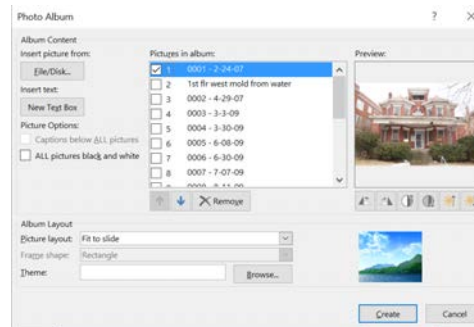
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Create PowerPoint Slides from Dozens of Pictures

Never Insert One at a Time Again!

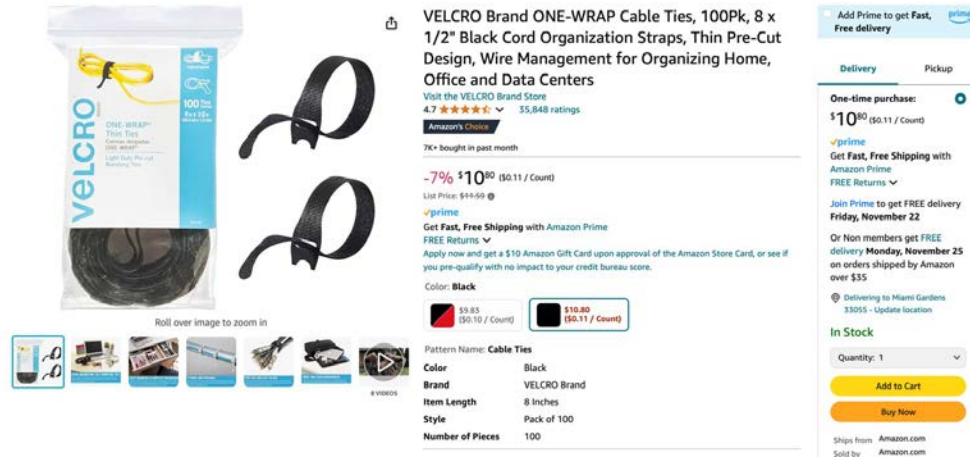
1. Insert > Photo Album
2. Select ALL desired Pics
3. Re-order, Adjust, Create all at Once



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VELCRO Cable Wraps



VELCRO Brand ONE-WRAP Cable Ties, 100Pk, 8 x 1/2" Black Cord Organization Straps, Thin Pre-Cut Design, Wire Management for Organizing Home, Office and Data Centers

Visit the VELCRO Brand Store
4.7 ★★★★★ 35,848 ratings
Amazon's Choice
7K+ bought in past month

-7% \$10.80 (\$0.11 / Count)
List Price: \$11.69

Color: **Black**
\$9.83 (\$0.10 / Count) | **\$10.80 (\$0.11 / Count)**

Pattern Name: Cable Ties
Color: Black
Brand: VELCRO Brand
Item Length: 8 Inches
Style: Pack of 100
Number of Pieces: 100

One-time purchase: **\$10.80** (\$0.11 / Count)
Get Fast, Free Shipping with Amazon Prime
FREE Returns
Join Prime to get FREE delivery **Friday, November 22**
Or Non members get FREE delivery **Monday, November 25** on orders shipped by Amazon over \$35
Delivering to Miami Gardens 33055 - Update location

In Stock
Quantity: 1
Add to Cart
Buy Now

Ships from Amazon.com
Sold by Amazon.com

Outlook Delay-Send Feature

You can delay the delivery of an individual email message or you can use rules to delay the delivery of all messages by having them held in the **Outbox** for a specified time after you click **Send**.

Delay the delivery of a message

1. While composing a message, select the **More options** arrow from the **Tags** group in the Ribbon.



2. Under **Delivery options**, select the **Do not deliver before** check box, and then click the delivery date and time that you want.



3. Click **Close**.
4. When you're done composing your email, click **Send**.

After you click **Send**, the message remains in the **Outbox** folder until the delivery time.

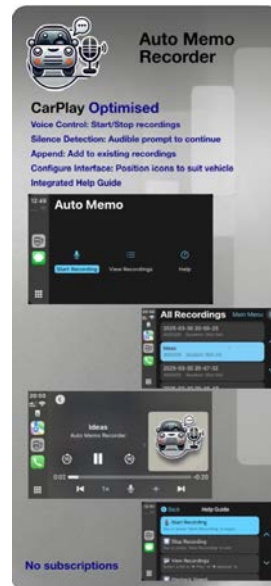
Starter Voice Transcription

- Use iPhone Voice Recorder or Windows Sound Recorder — quick and free.
- Transcribe with assembly.ai/playground or iPhone's built-in transcription.
- Keep both audio and text.
- Habit matters more than gadget.



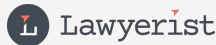
Auto Memo Recorder

- Capture notes, ideas, or case memos on-the-go
- **CarPlay for hands-free voice memos**
- Dictate thoughts or reminders without taking their hands off the wheel
- Transcribed to text on-device and synced via iCloud
- \$3
- iOS only



Signal

- **Secure encrypted messaging** for confidential communications.
- Signal is an open-source messaging app renowned for its strong end-to-end encryption.
- Communicate with clients, co-counsel, or staff about sensitive matters with a high degree of privacy – the messages (and voice/video calls) are encrypted such that only the sender and receiver can read them, and not even Signal’s servers can access the content.
- Many attorneys use Signal when discussing case strategy or sharing documents
 - Free (as in beer)
 - See also, your law practice management system

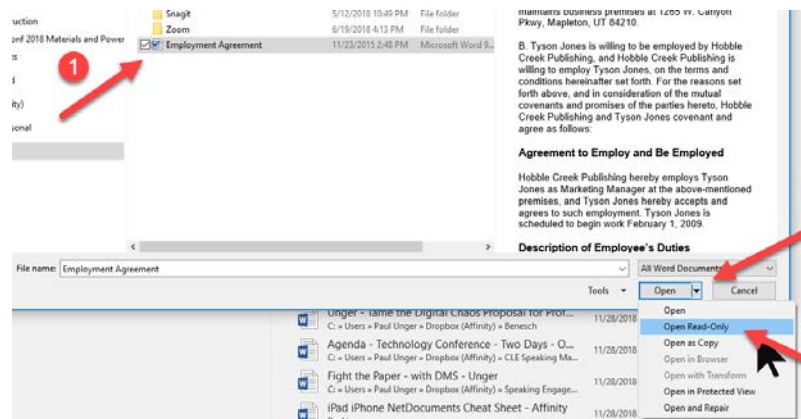


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Word Tip – Open Read Only Copy

- Open > Find & Select Document
- Hit the Arrow on **Open** button > Open Read-Only or Open as Copy

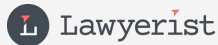
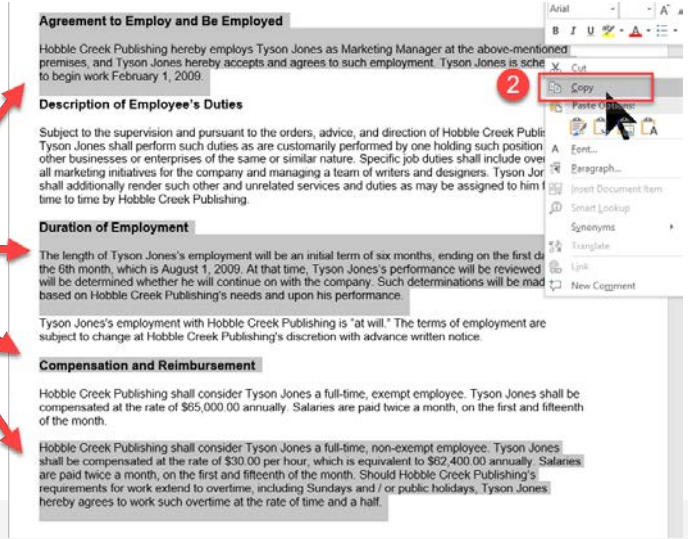


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Word Tip – Better Way of “Spiking” Text

- Copy the Non-Adjacent Text by Holding CTRL & using Mouse
- Copy (CTRL+C)
- In Destination Document, hit Paste (CTRL + V)

1
Hold CTRL and use Mouse to Select non-Adjacent Paragraphs



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Format Painter



When you have formatting mismatches in a document, Format Painter is the quickest and easiest way to fix formatting.



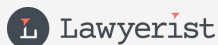
You can copy format from one location and paste the formatting onto another location.



And you can learn how in 2 minutes.

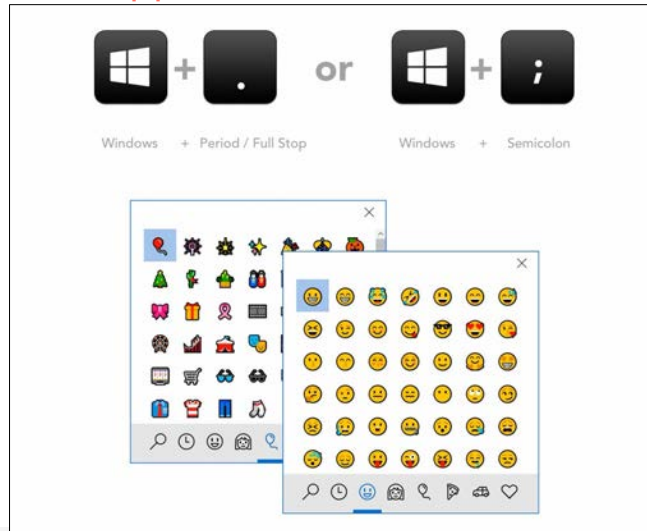


- <https://youtu.be/7FTBidluzg8>

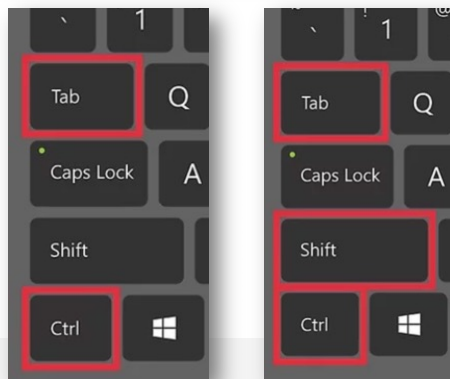
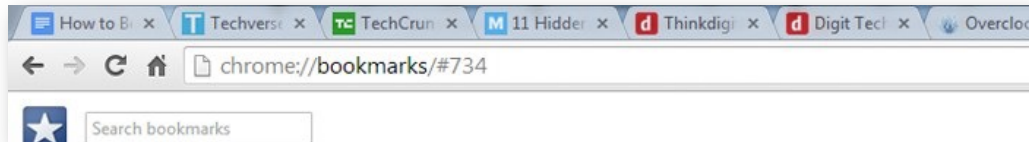


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Emojis in all Windows Apps



Keyboard Shortcut: Switch Tabs in Your Browser



Control + Tab
Control +
Shift + Tab

Timeline 3D
By BEEDOCs

Open iTunes to buy and download apps.

Description
Timeline 3D for iOS is the simplest way to create beautiful multimedia timelines. Present historical events with Timeline 3D to reveal connections and clarify relationships. Make timeline charts of

Screenshots

Speed
0.25
0.5
0.75
✓ Normal
1.25
1.5
2

TinEye

Search Technology Products Consulting Labs Log in

Reverse Image Search

Search over 83.5 billion images and find where images appear online. Using TinEye is private and we do not save your search images.

Paste, drag, or upload an image here
or
Search by image url

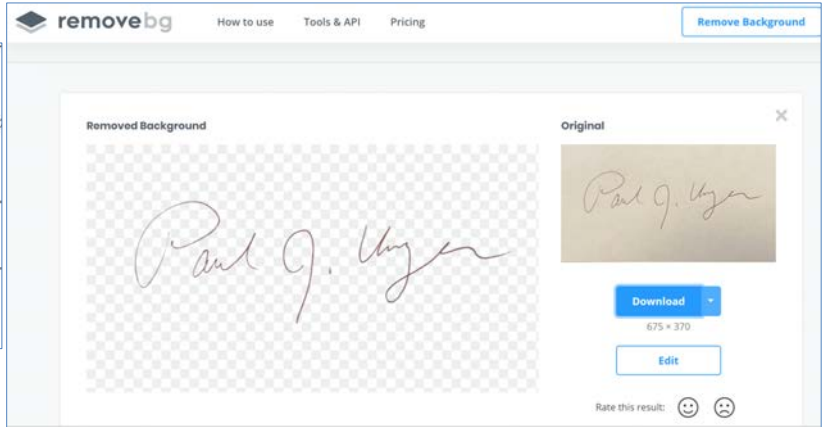
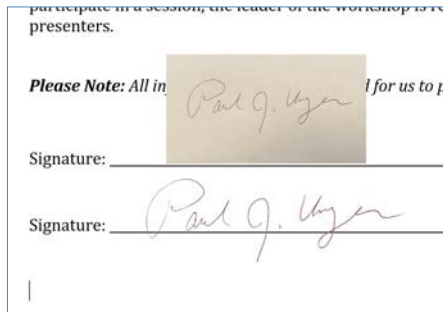
Install the TinEye browser extension, then right-click on any image to search for it instantly.

Firefox Chrome Edge Opera

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Remove.bg

Remove the background of an image.



Time Jump – Date Calculator

- Designed for calculating date differences and future/past dates, including business days – a task lawyers frequently need for court deadlines, contract periods, and statutes.
- It even integrates with your Calendar to show events on calculated dates.
- \$4
- iOS only

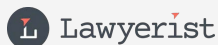
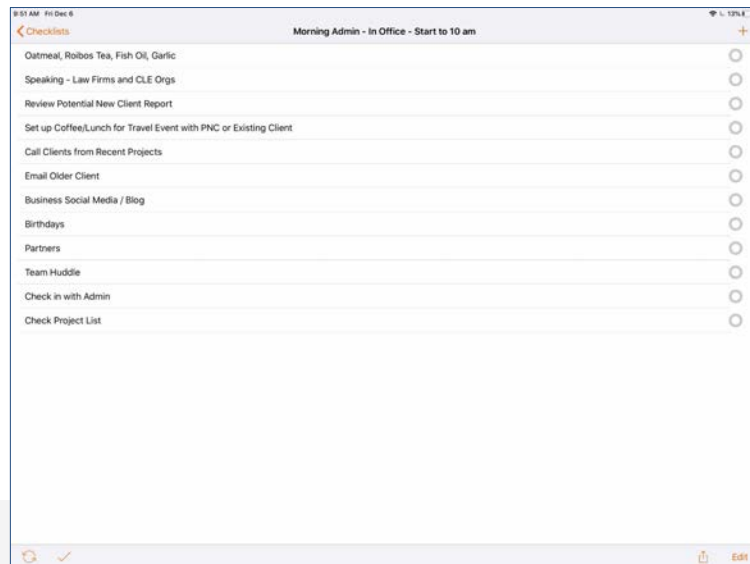


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“Simple Checklist: Repeat It” App (iOS) ([app link](#))

“Do Things, Again and Again”

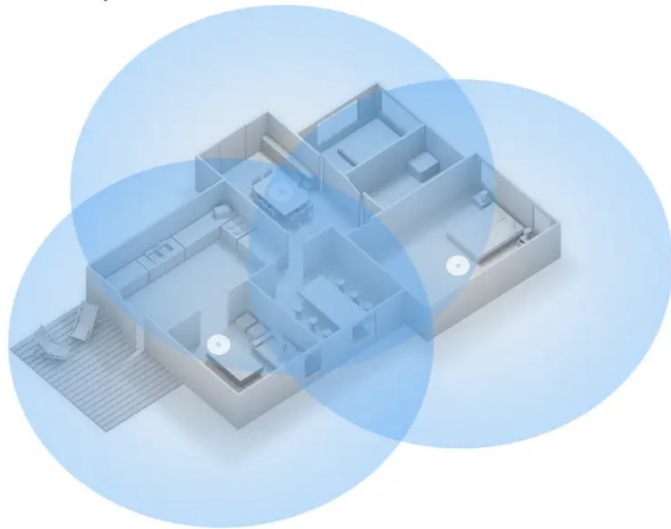
By Michael Galloy
@simplechecklistapp



S

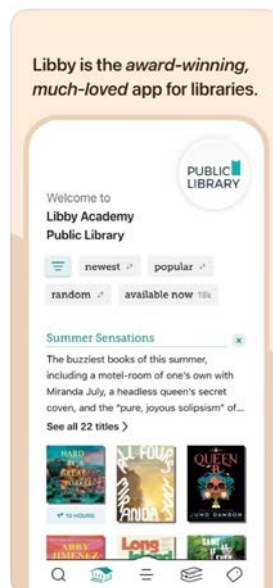
Get Mesh Network WiFi (e.g., Eero)

- Too much mesh network may not be a good thing
- Avoid outside walls (with exceptions)
- Turn off your cable Wi-Fi
- Set appropriate filters



Libby (by OverDrive) – Library E-Reader

- Libby offers a **huge catalog of free reading material** which can be both educational and a way to decompress.
- Free (with a participating library's card)



Raindrop.io

- It's a powerful **bookmark manager** – but it's cross-platform and cloud-based.
- A lawyer can save legal research links, court webpage bookmarks, online articles, and reference PDFs into Raindrop, organize them with multiple nested folders and tags, and even share a collection with colleagues for collaboration
- Free Tier; then \$28/year
- If you're all-Apple, look at Anybox



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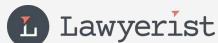


Performance Timer 4+

Andrew Schweig

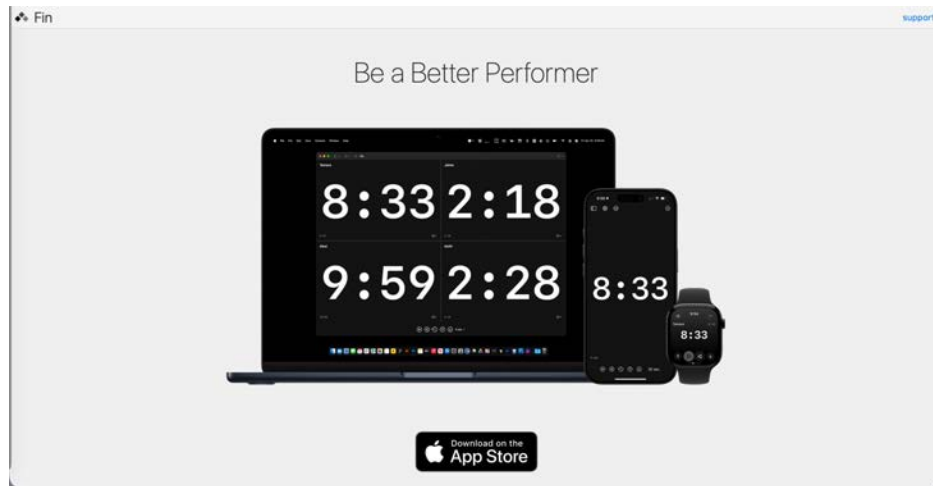
★★★★★ 4.4 • 35 Ratings

Free



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Fin Timer

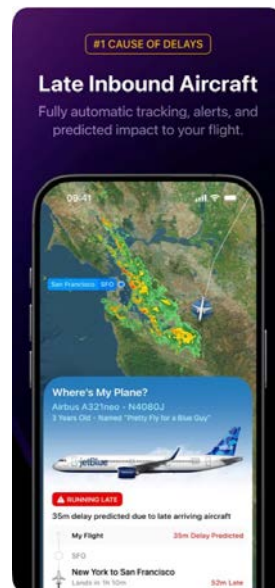


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Flighty – Live Flight Tracker

- Flighty is like having a **personal flight concierge**. It delivers extremely fast and detailed flight updates – often notifying you of delays, gate changes, or cancellations before the airline apps do
- [WSJ Review](#): “[A] product that makes flying less miserable—and it has never been so valuable.”
- Free Tier; \$5/month for premium features (also a \$4/week option for infrequent travelers)
- iOS only



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Digital Business Cards

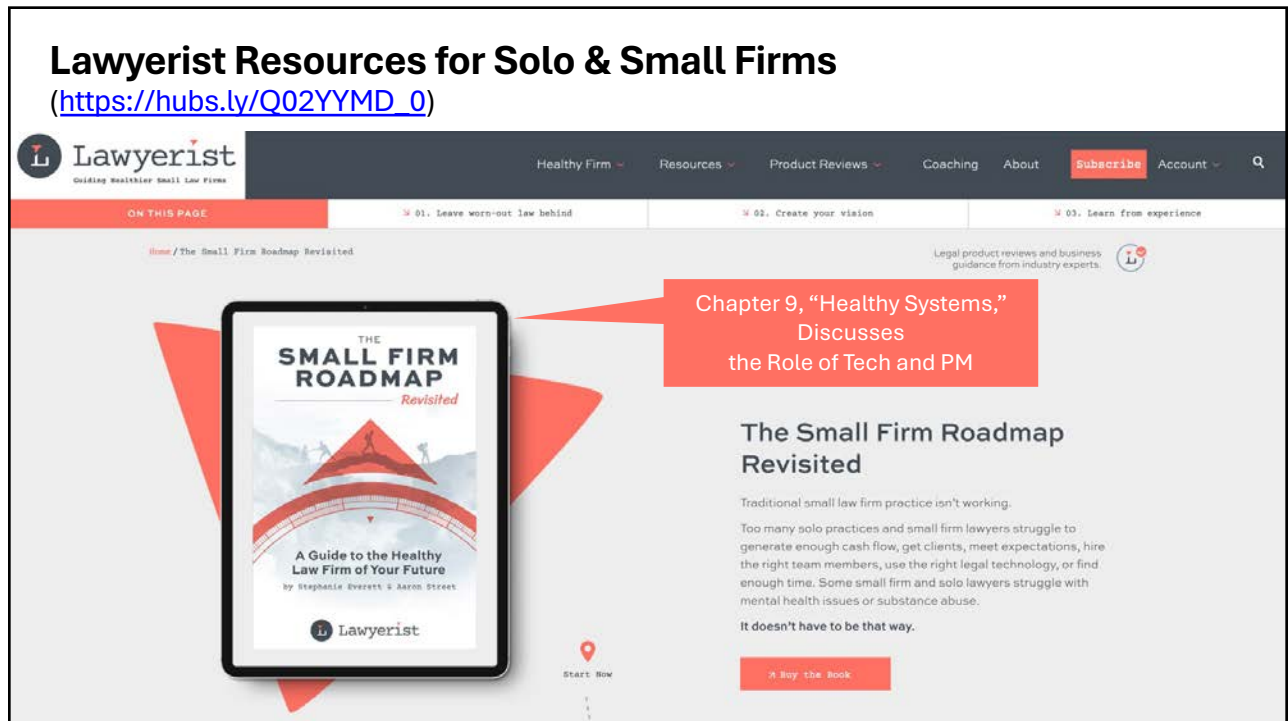
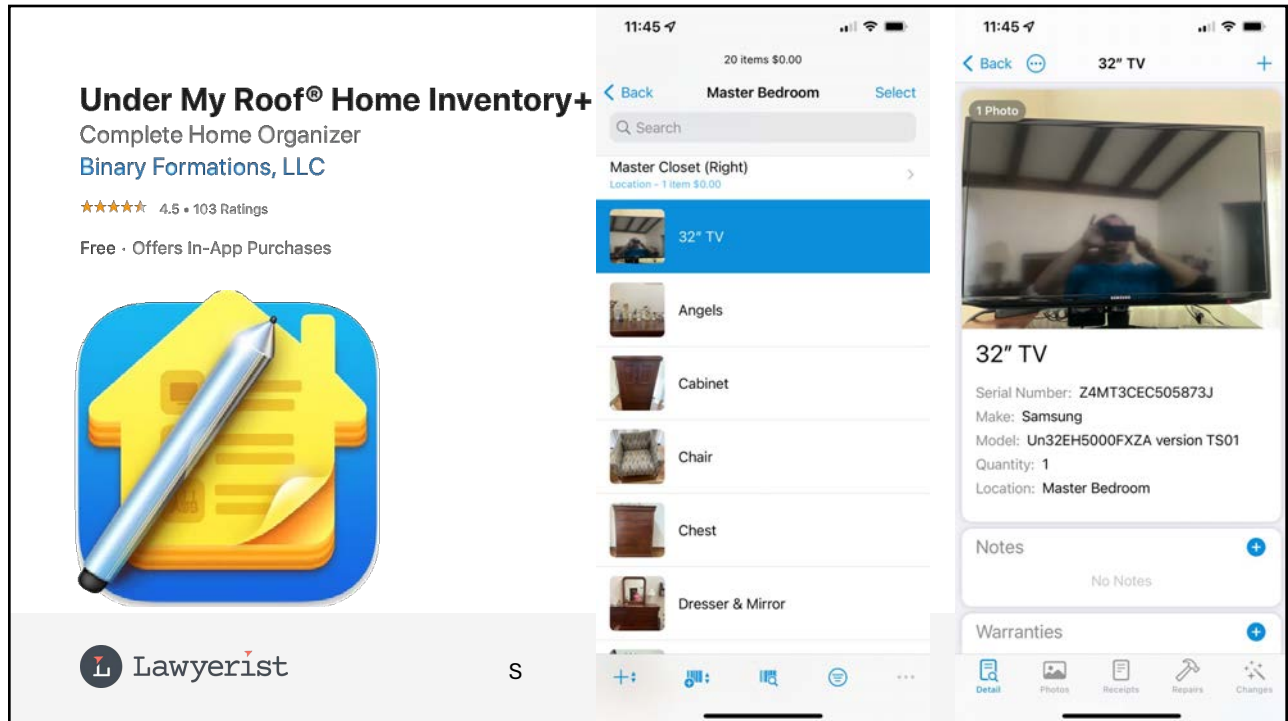
- Digital business cards provide flexible, modern ways to share contact information.
- Options include QR codes, contact-sharing apps, and built-in phone features.
- Digital cards are easier to update and harder to lose.
- *e.g., Dot Cards*



Recovering Accidentally Closed Browser Tabs

- Modern browsers include keyboard shortcuts that allow users to reopen recently closed tabs.
- Knowing how to quickly restore lost work prevents frustration and wasted time.
- This simple tip can save minutes throughout the day.
- *CTRL + SHIFT + T (Win)*
- *CMD + SHIFT + T (Mac)*







Jeff@lawyerist.com

(the key is to just get started)

