

# 60 Apps and Tech Tips in 60 Minutes



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# How did I get along without that?

## Password Managers



Username: pUbjFbb1M%%H\*0PwTroO  
Password: jt@2yEw72QLQsb



# How did I get along without that?

## Benefits of Password Managers

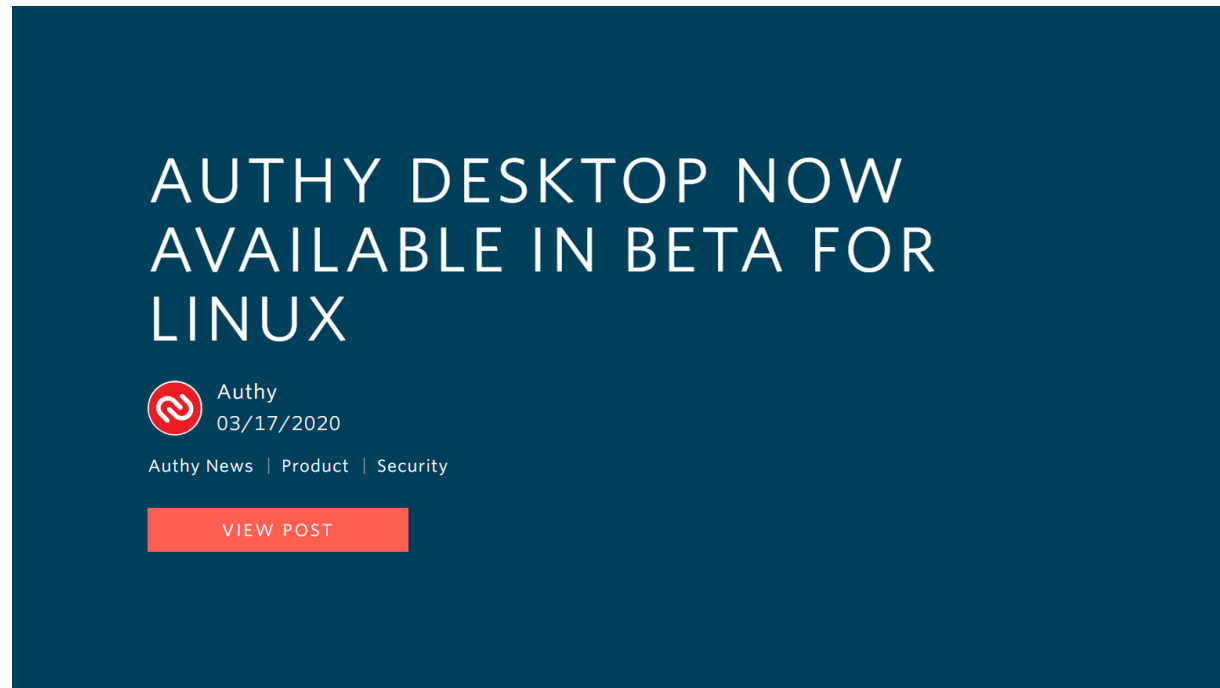
1. Login is simplified
2. Secure Notes
3. Form fills
4. Digital assets
5. Share passwords
6. Generate passwords
7. Use across multiple devices
8. 2-factor authentication - authenticator
9. Security key like YubiKey



# Authy 2FA - FREE

<https://authy.com/>

Two-Factor Authentication (2FA) for safety! PC, Mac, and Linux



# Remote Desktop Access - Free

**Google Remote Desktop.  
Android, IOS and desktop.**



COMPUTER AND  
TECHNOLOGY  
SECTION

Robert "Tony" Ray  
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# Make your cursor in Windows 10

**Make the mouse pointer larger and change color**

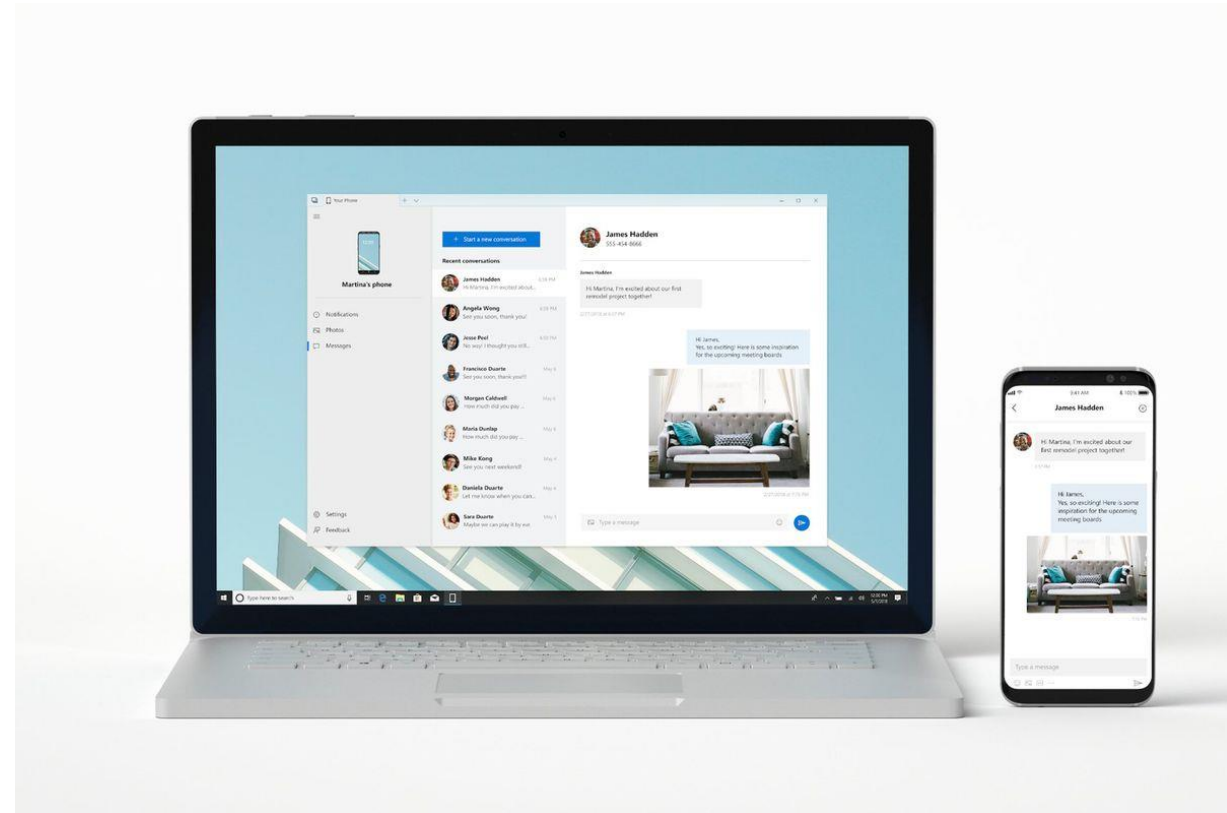
- 1. Not under mouse!!**
- 2. Settings-Ease of Use- Cursor & Pointer Size**



# YourPhone

**Only for Windows 10  
and Android Phones.**

Get instant access to your phone's photos, texts, and more on your computer.



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# Google Drive File Stream

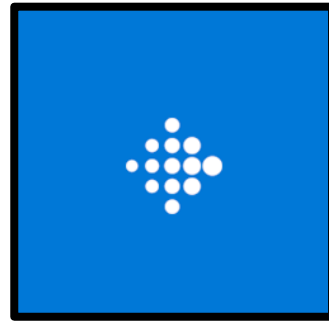
## Within Google Workspace

- 2 TB Encrypted data (Business Std @ \$12/user)
- Stream Drive files: the Cloud → Local Device
- Free up Limited Disk Space & Network Bandwidth
- Convenient Secure Synchronization:
  - Affirmatively Designate Offline File Availability
  - Cached Files Sync Back to Cloud when Online
  - Automatic Updating between Collaborators





# FitBit



## Personal Health & Fitness

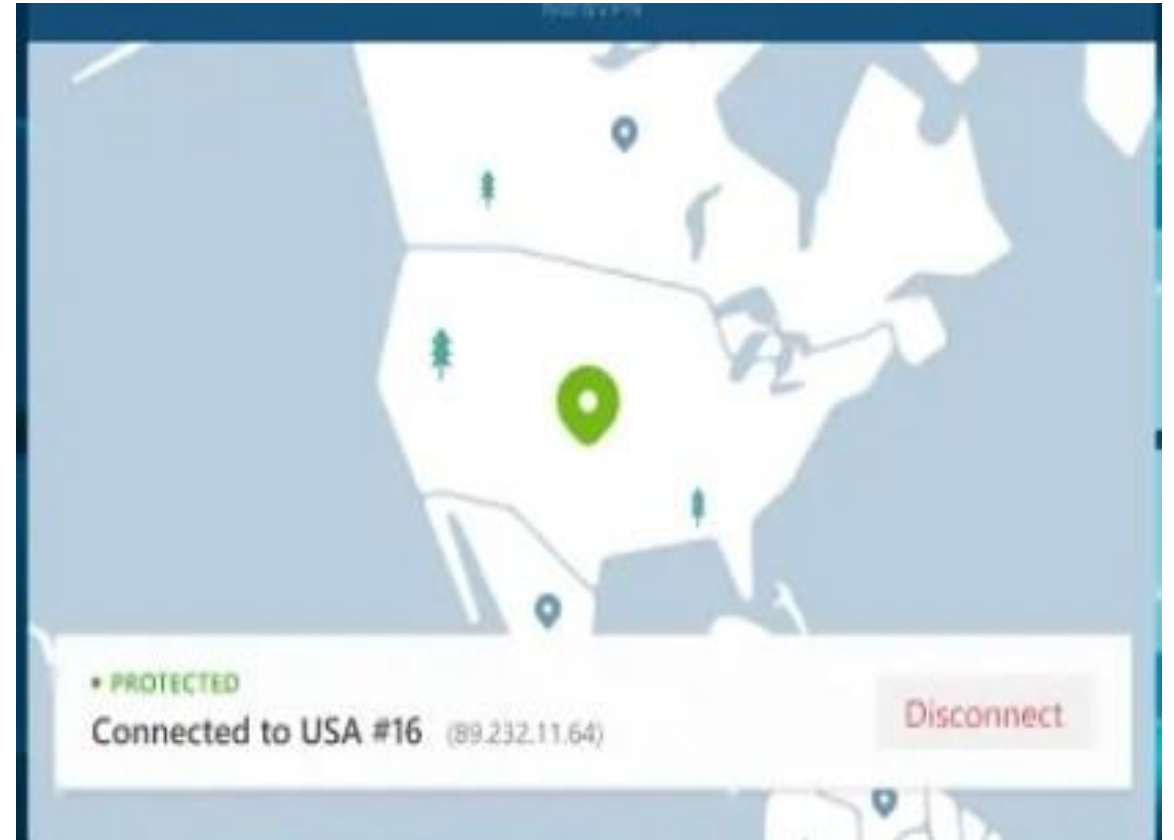
- Build Healthy Habits
- FitBit Watch: Real-Time Tracking
  - Cumulative Steps Count
  - Exercise: Swim, Run, Bike, Golf
  - Electrodermal Responses to Stress
  - Heart Rate Monitor



# NordVPN

## Virtual Private Network

- Select VPN Server
- Create Encrypted Private Tunnel
- Safeguard Your Online Identity
- Hides IP Address
- \$60 One-Year License



# Tunity

## Hear Live Audio via Muted TV

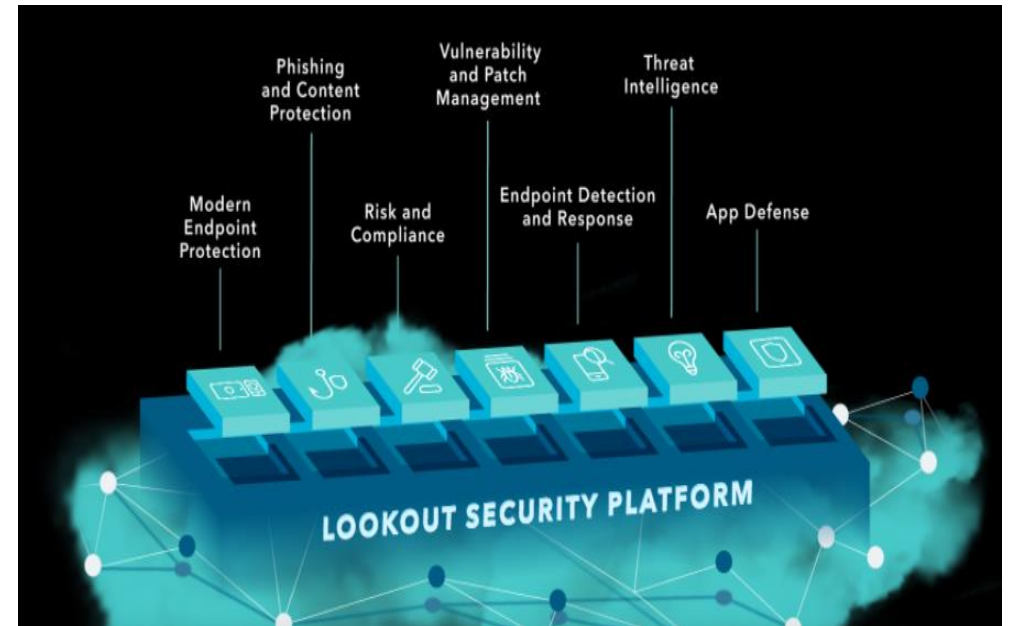
- Identifies Live Video Stream
- Sync Audio with Mobile Device
- Enables Listening Pleasure at:
  - Gyms, Bars, Restaurants, Airports
- Free with Ads; \$2.99/month Add-free



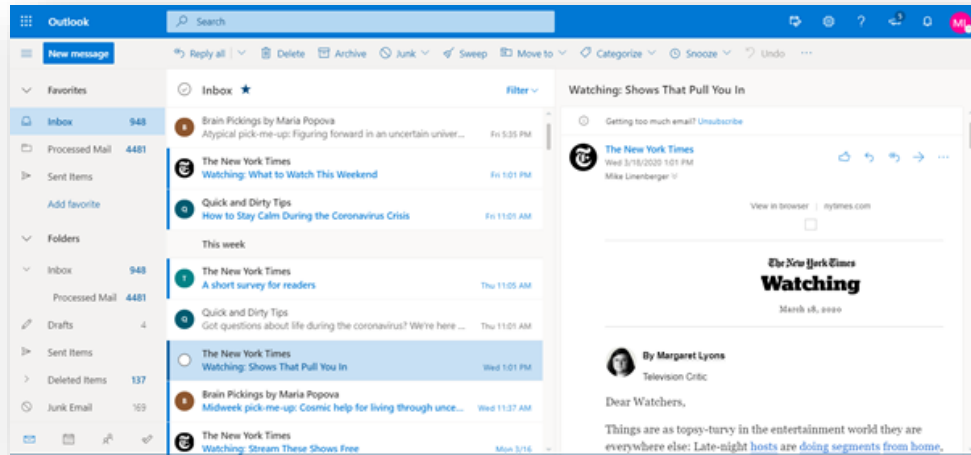
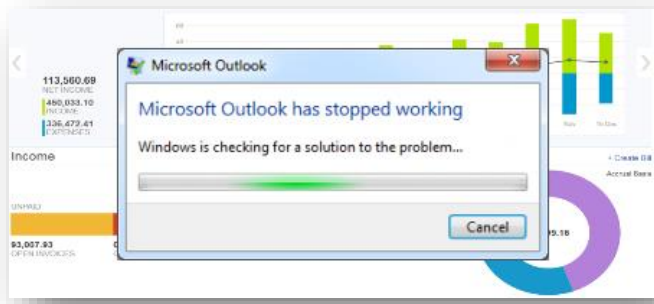
# Lookout

## Mobile Security Platform

- Prevents Viruses, Malware, Spyware
- Prevents Phishing Attacks
- Stops Ransomware & Data Breaches
- Invokes Threat Intelligence
- Free Limited Version; \$29.99 Annual Cost for Full Version



# Outlook: Desktop vs Browser



- Office 365: Switch back and forth between web/app
- Online Advantages
  1. Better Automation
  2. Open in a tab group with a client matter
  3. New Tasks Experience (MS To Do Website)
  4. Text Prediction (also on desktop)
  5. Light weight and fast
- Desktop Advantages
  1. Sync for flights
  2. Full editing tools from Word
  3. Legacy Task Lists



# Outlook Online keyboard shortcuts

## Write email

Create a new email	N/Ctrl+N
Show address book	Alt+,
Send an email	Ctrl+Enter/Alt+S
Reply to an email	R/Ctrl+R
Reply all to an email	Shift+R/Ctrl+Shift+R
Forward an email	Shift+F/Ctrl+Shift+F
Change font	Ctrl+Shift+F
Change font size	Ctrl+Shift+S
Change font color	Ctrl+Shift+C
Change font highlight color	Ctrl+Shift+I
Apply first font highlight color	Ctrl+Alt+H
Create numbered list	Ctrl+/ Ctrl+.
Create bulleted list	Ctrl+.
Align text left	Ctrl+L
Align text center	Ctrl+E
Align text right	Ctrl+R
Decrease indent	Ctrl+Shift+M/Alt+Shift+Left
Increase indent	Alt+Shift+Right/Ctrl+M
Insert a hyperlink	Ctrl+K
Insert emoticon	Ctrl+Shift+Y
Save draft	Ctrl+S
Discard draft	Esc

## Email list

Select all emails	Ctrl+A/S then A
Deselect all emails	S then N
Move selection downwards	Down/Ctrl+.
Move selection upwards	Up/Ctrl+.,
Select first email	Home
Select last email	End
Refresh all emails	M/F9
Toggle view	Ctrl+Alt+V
Optimize for accessibility	Ctrl+Alt+A

## Read email

Open an email	O/Enter
Search your email	Alt+Q
Close an email	Esc
Expand/Collapse a conversation	X
Open the next item	Ctrl+.
Open the previous item	Ctrl+,

## Go to

Go to Inbox	G then I
Go to Drafts	G then D
Go to Sent	G then S
Go to All	G then A
Go to Flagged	G then L
Go to Mail	Ctrl+Shift+1
Go to Calendar	Ctrl+Shift+2
Go to People	Ctrl+Shift+3/G then P
Go to Tasks	Ctrl+Shift+4
Show Help	?

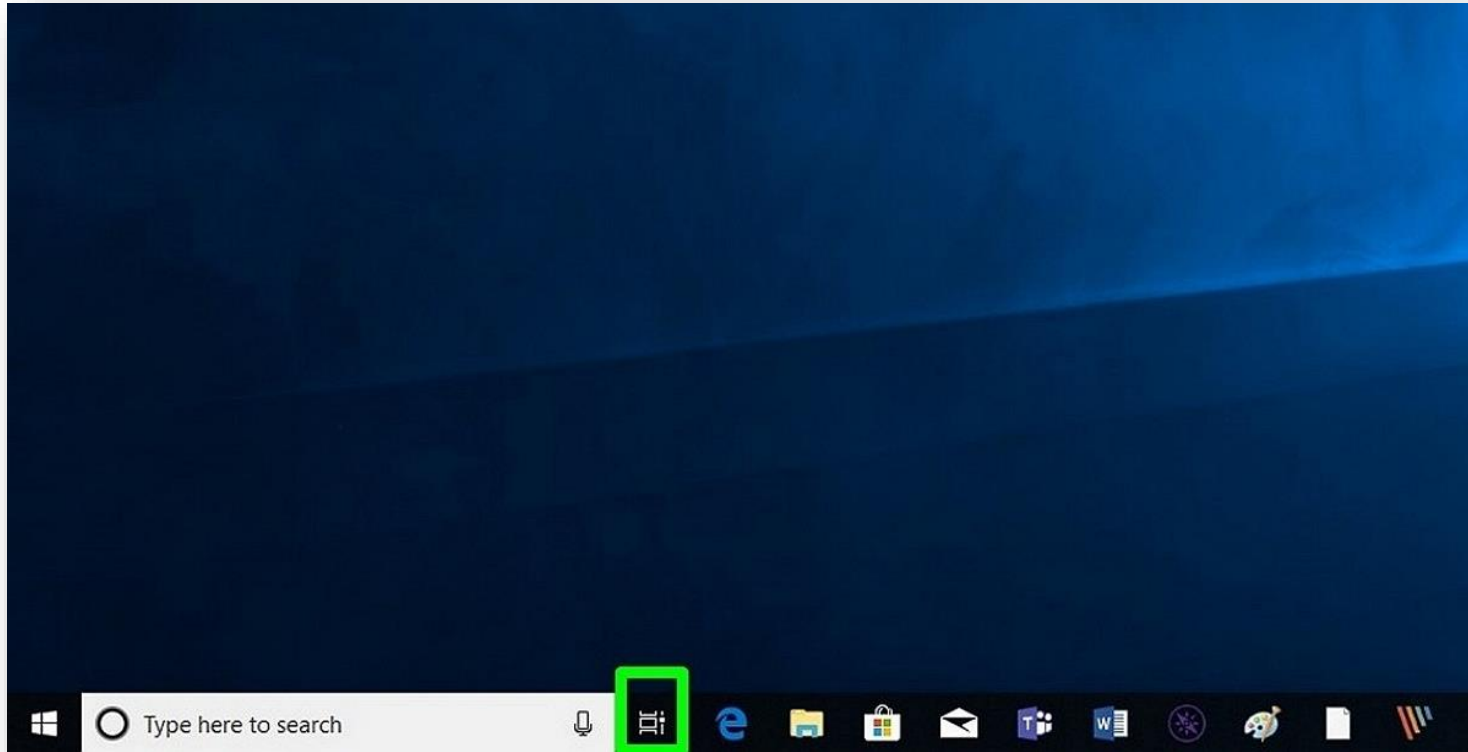
## Email actions

Delete an email	Del
Archive	E
Mark an email as junk	J
Move to a folder	V
New folder	Shift+E
Categorize an email	C
Mark an email as read	Q/Ctrl+Q
Mark an email as unread	U/Ctrl+U
Flag an email	Insert
Undo last action	Ctrl+Z

Command	Shortcut
Archive	E
Mark as Junk	J
Mark as Read	Q
Flag	Insert
Search	Alt + Q
Reply	R
Reply to All	Shift + R
Refresh Mail	M



# Windows Virtual Desktops

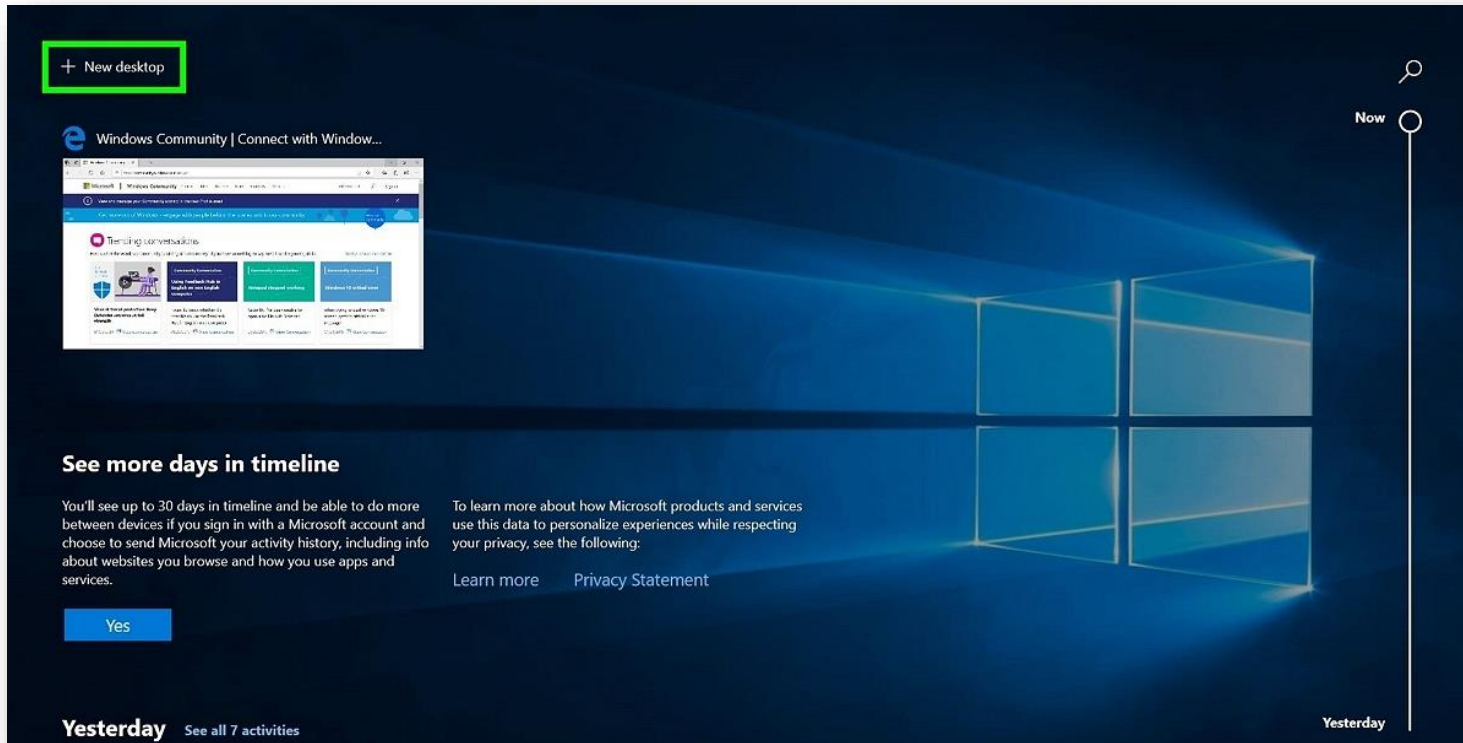


## Activate: Open Task View

- Press Button
- or
- [Win] + [Tab]

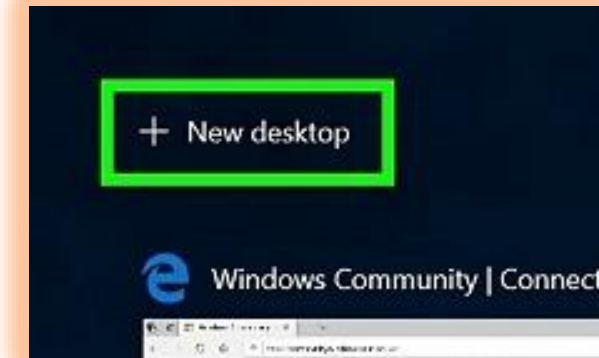


# Windows Virtual Desktops



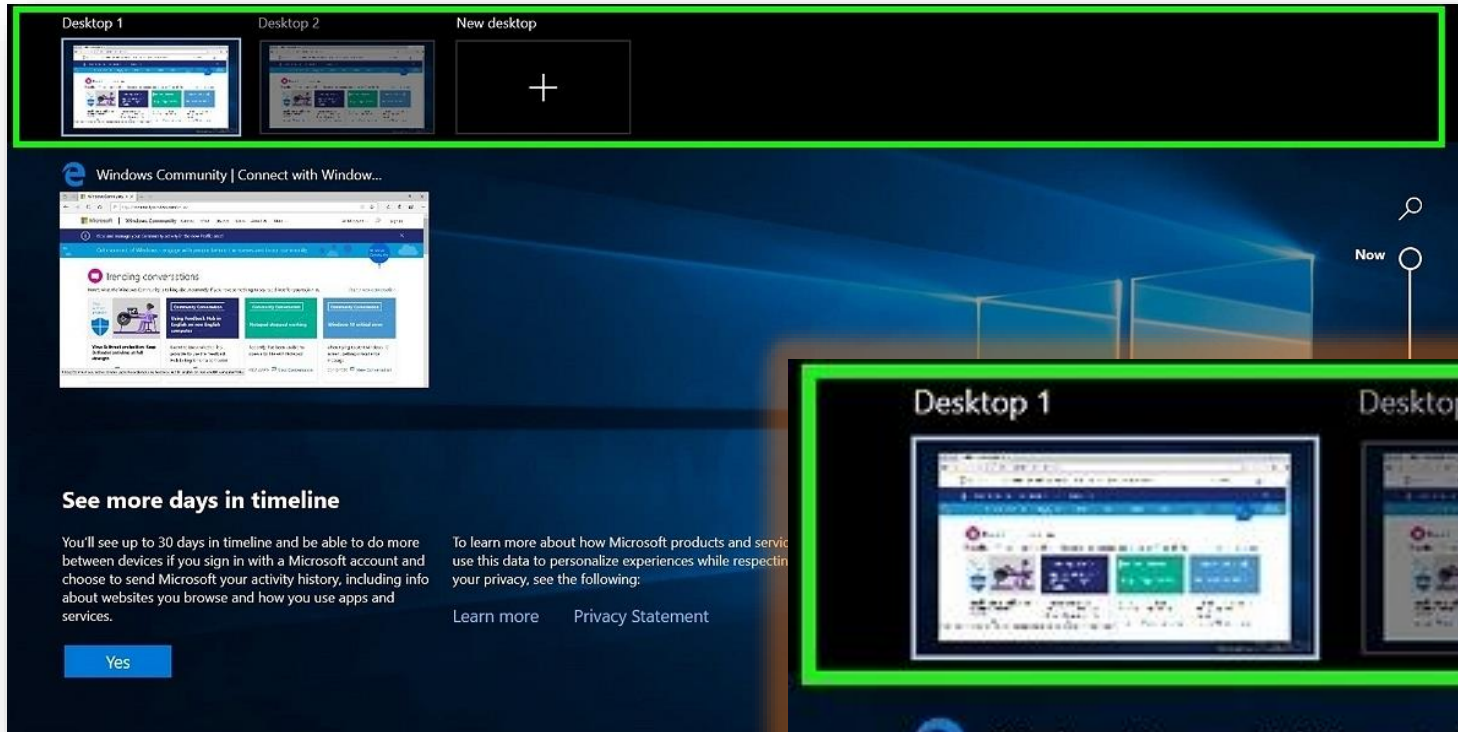
## Create Virtual Desktop

- Select Option “New Desktop” or
- Drag Applications onto “New Desktop”





# Windows Virtual Desktops



## Once Created

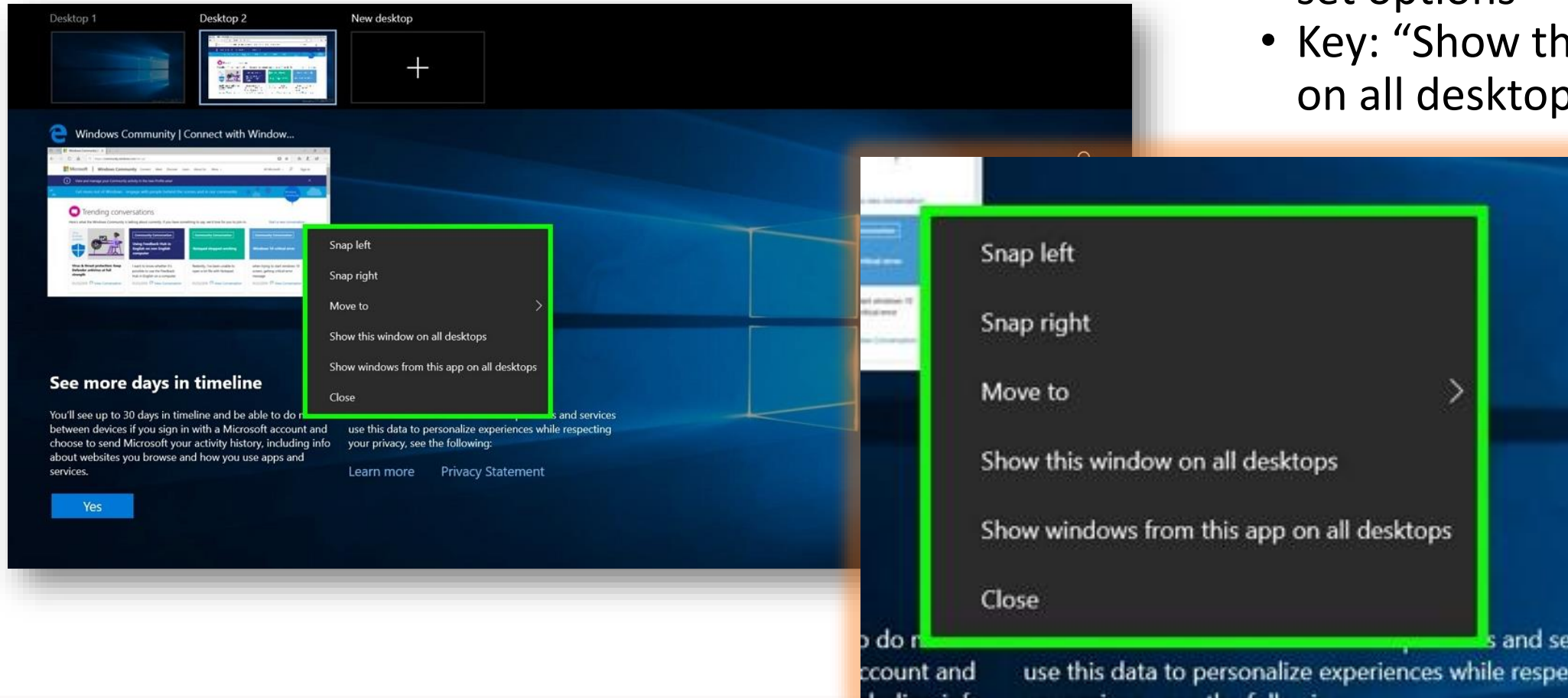
- Multiple Desktops Shown



# Windows Virtual Desktops

## Arrange Applications

- Select application and set options
- Key: “Show this Window on all desktops”



# Windows Virtual Desktops

- Switch Desktops

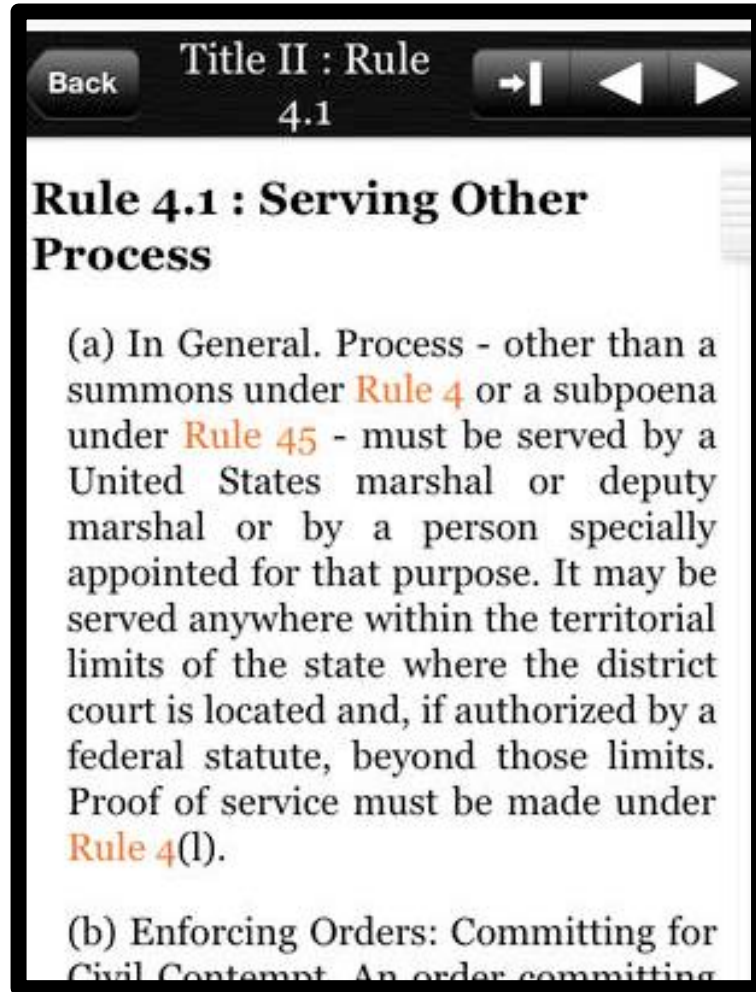
- [Windows] + [Control] + [Left/Right Arrow]
- [Windows] + [Tab]

- New Virtual Desktop

- [Windows] + [Control] + D



# Texas Bar Legal



## Computer & Technology Section App

Free to any Section member

- Exclusively for members
- Laws on your mobile device - contains state and federal codes, rules and statutes



# Benefits Checkup

There are over **2,500** benefit programs available nationwide. **Find out what benefits may be available in your area.**



<https://www.benefitscheckup.org/>



- Input location, age, condition, financial information
- Outputs potential benefits and providers



# Remedy



## Home Health Care – [myremedy.com](https://myremedy.com)

- Starts with telemedicine, then sends nurse or doctor as needed
- Great reviews, reduced medical expenses



# Standing Desk Converter



## **Improve fitness and posture**

- Flexispot and other brands
- \$99+ depending on size
- Great for sitting or standing
- Sits on top of work space



# Advanced Google Search



allintext: law firm cybersecurity scam



**Find what you are looking for with more accuracy**

Sample resource: <https://moz.com/learn/seo/search-operators>

- Proximity Search: Texas **AROUND(3)** Bar
- White Papers and Research: law firm security **filetype:pdf**
- Templates: law firm engagement letter **filetype:doc**
- Alternative results: **allintext:** law firm cybersecurity scam





# Disk Backup

## File backup versus image backup

- **Image backups are images of your whole computer**

- An image of your entire operating system, including files, executable programs and OS configurations.

- **File backups backup your files**

- Will save documents, but not the applications that created them.



# Private Internet Access (PIA)

## Secure VPN for \$3.33 per Month

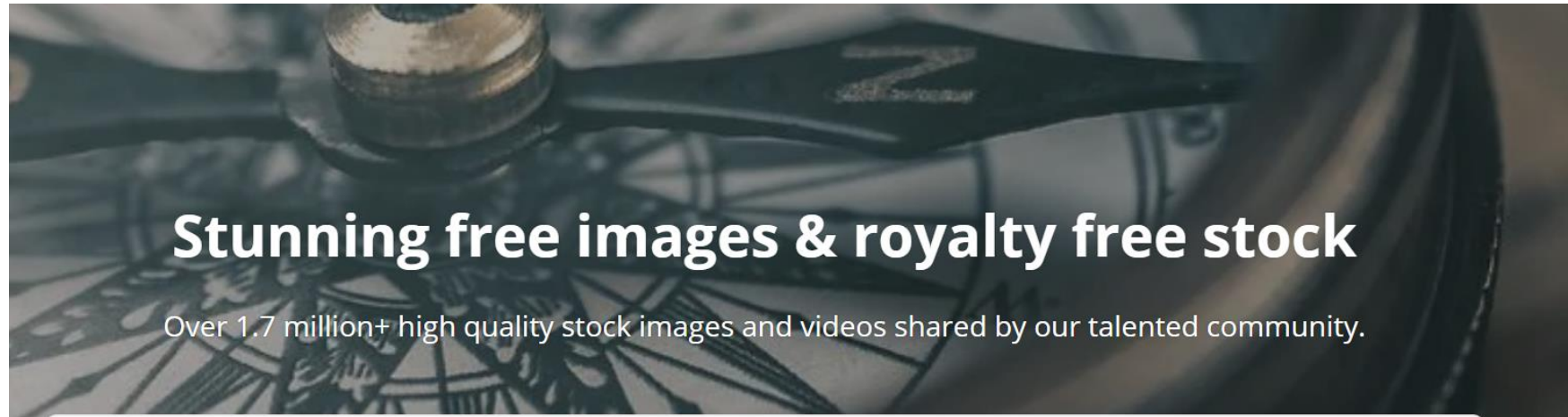
- Use in public places – coffee shops, hotels, airports, etc.
- Encrypted and your identity is protected
- “For Safe Browsing, Always Use Protection”



# Pixabay.Com

<https://textexpander.com/>

Keyboard shortcuts and snippets will fill in recurring text





## Graphic Design Templates

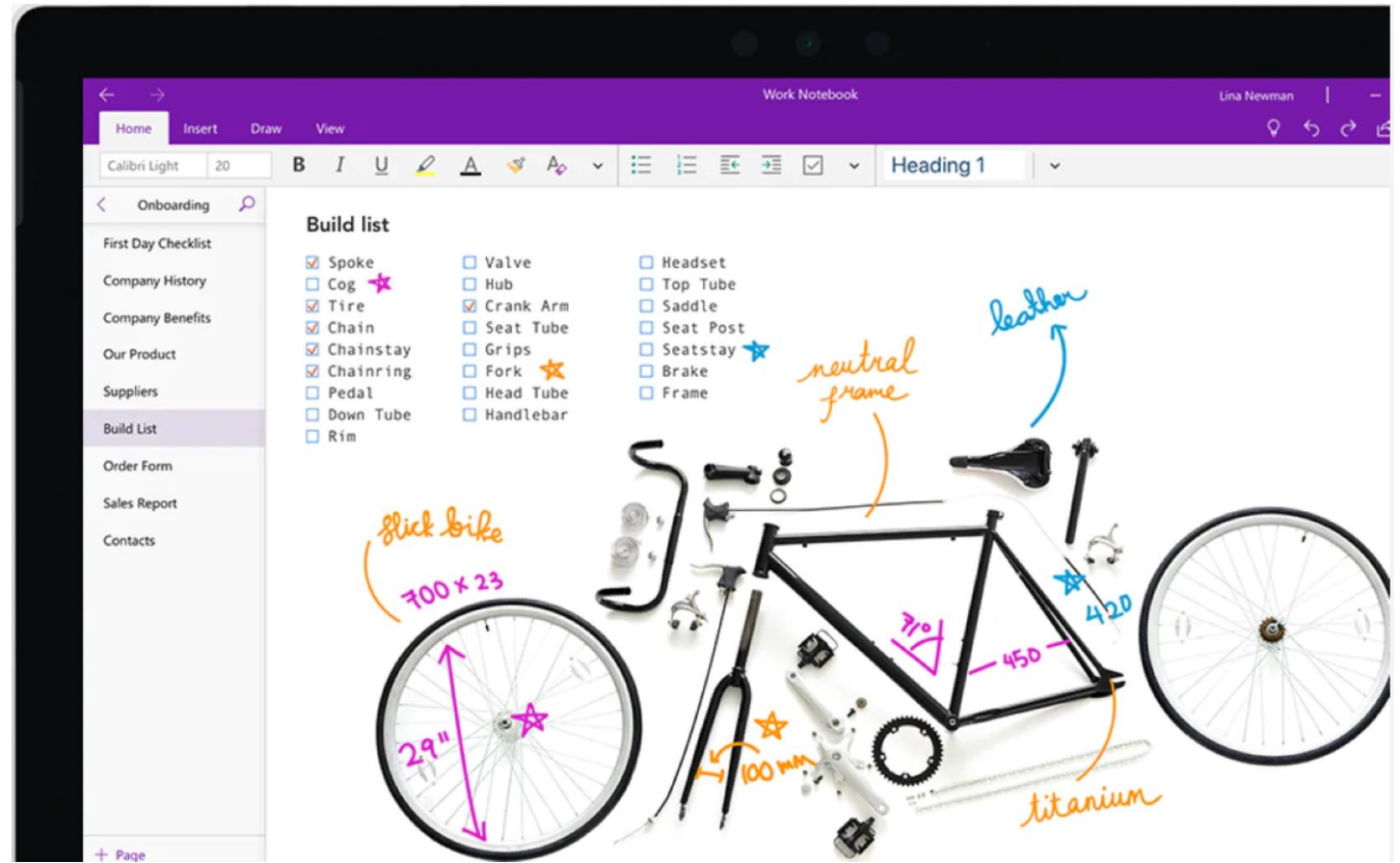
Ready to go designs, photos, and videos to make your branding look professional.



# OneNote- FREE

<https://onenote.com/>

Organize your world, take notes, same on pc, mac, tablet and phone.



# Microsoft Lens

## Convert Images to PDF

- Scan Business Cards to Microsoft Outlook
- Picture of Whiteboards
- Save Images to Microsoft OneNote
- Free

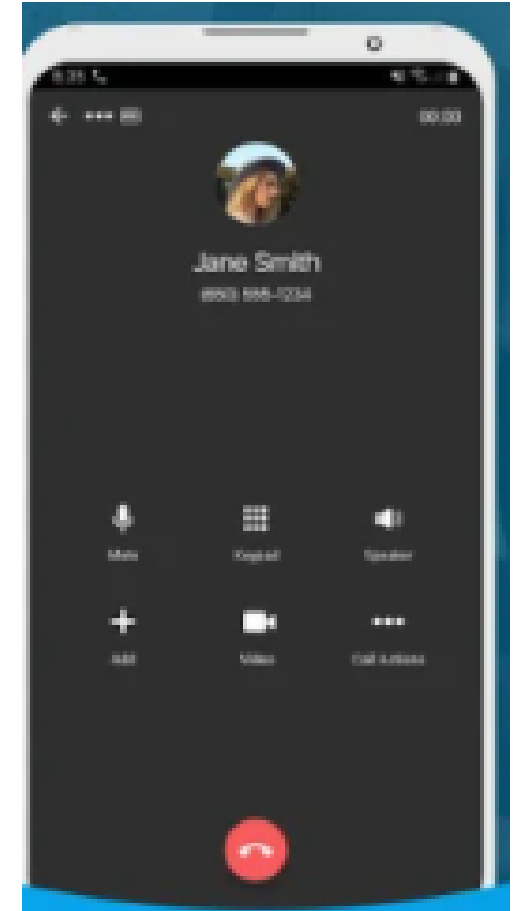


# Ring Central



## Voice Over Internet Protocol (VOIP)

- Send & Receive Calls via WiFi (Save Minutes)
- Send & Receive Unlimited Text Messages
- Send Faxes; Receive Visual Voicemail
- Mobile Use of Business Phone (Handset, etc.)
- Unlimited Conf Calls; Videoconf Calls -100 Max



# LawPay

## Secure Credit Card Processing

- Integrated with most practice mgt software
- Complies with Texas, ABA & IOLTA Guidelines
- Convenient Link for Client Payments

**Payment for Legal Services**

Amount  \$

**Total \$0.00**

**Additional Details**

Reference

**Billing Information**

Email

Billing Address




**Payment Information**

Card  eCheck [Swipe Card](#)

Name on Card

Card Number  CVV

Exp.  Month  Year

We Accept:   

By clicking "Submit Payment", you agree to pay the above amount and provide your information to help us process your payment and detect fraud. Please see our [Privacy Policy](#) for more information on our data practices.

**Submit Payment**

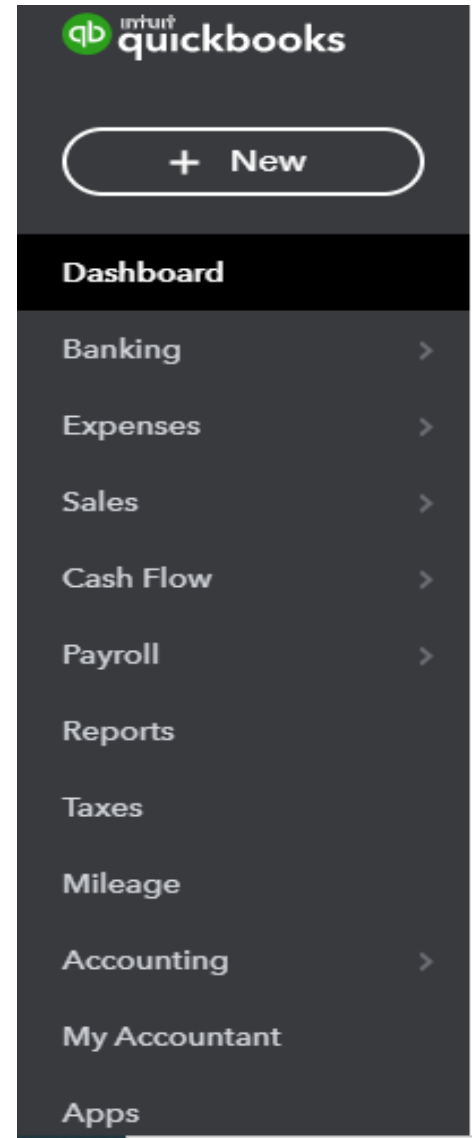




# QuickBooks Online

## Cloud-Based Accounting Software

- Small-Medium Size Business
- Dashboard Controls Various Functions
- Integration with Bank & Credit Card Accounts
- Excellent Individualized Customer Support

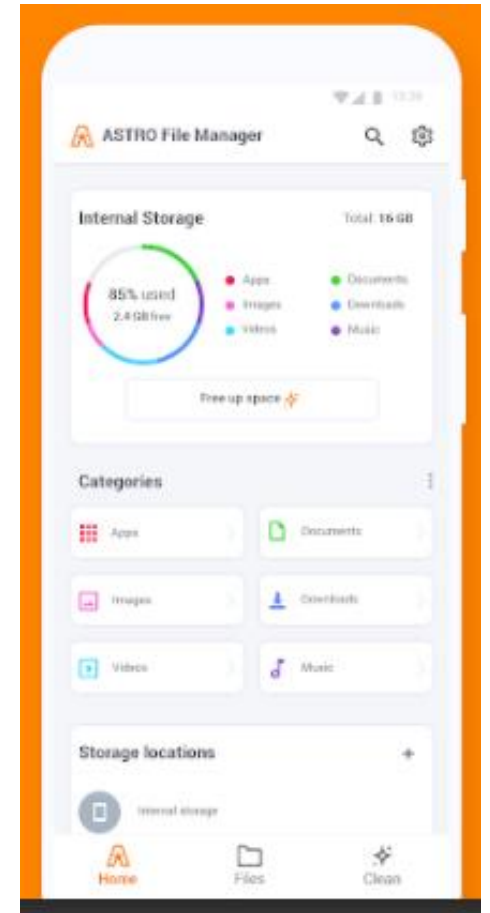


# Astro File Manager



## Intuitive User Interface

- Convenient File & Folder Organizer
- Simple Search Feature
- For Android
- Free & No Ads



# Find Time



## Vote on your preferred times

How others voted

SEPTEMBER 18 FRIDAY	9:30 AM	<input type="button" value="Prefer"/>	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>	<input checked="" type="checkbox"/> Erica	<input checked="" type="checkbox"/> Ev	<input type="checkbox"/> Geor...
	12:30 PM	<input type="button" value="Prefer"/>	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>	<input checked="" type="checkbox"/> Erica	<input checked="" type="checkbox"/> Geor... <input type="checkbox"/>	<input type="checkbox"/> Ian
SEPTEMBER 21 MONDAY	4:30 PM	<input type="button" value="Prefer"/>	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>	<input checked="" type="checkbox"/> Erica <input type="checkbox"/>	<input checked="" type="checkbox"/> Geor...	<input checked="" type="checkbox"/> Ian



# Find Time


Vote on your preferred times

How others voted

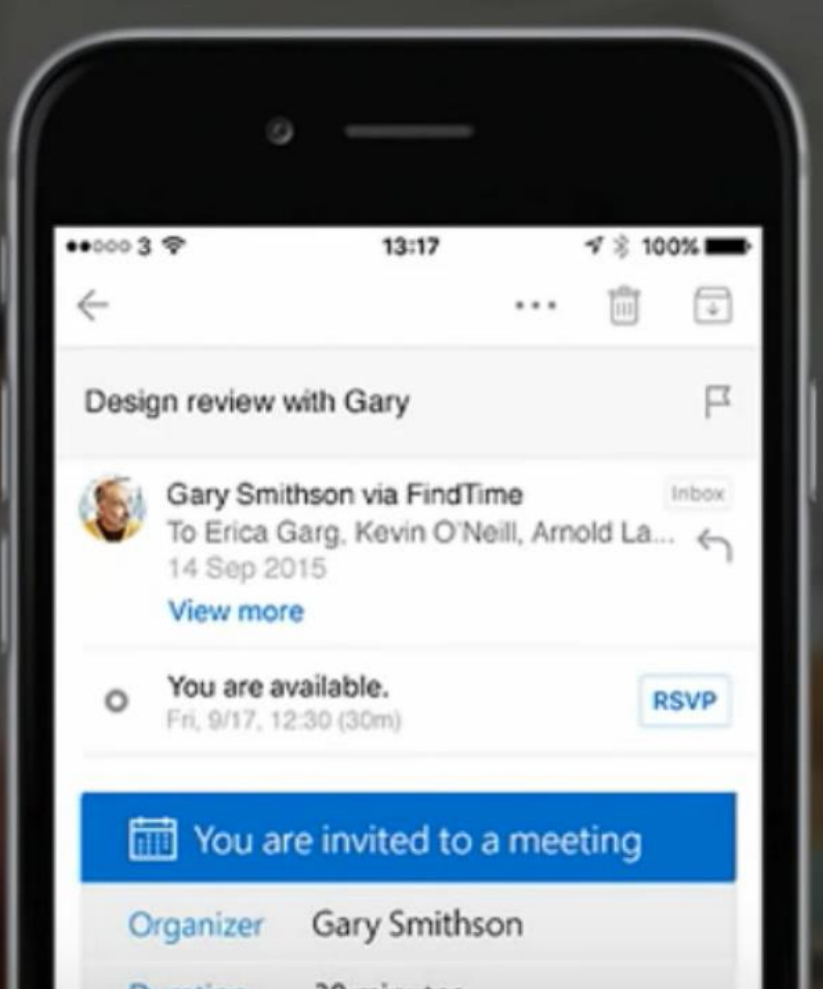
SEPTEMBER 18 FRIDAY	9:30 AM	<input type="button" value="Prefer"/>	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>	<input checked="" type="radio"/> Erica	<input checked="" type="radio"/> Ev	<input type="radio"/> Geor.
	12:30 PM	<input type="button" value="Prefer"/>	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>	<input checked="" type="radio"/> Erica	<input checked="" type="radio"/> Geor...	<input type="radio"/> Ian
SEPTEMBER 21 MONDAY	4:30 PM	<input type="button" value="Prefer"/>	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>	<input checked="" type="radio"/> Erica	<input checked="" type="radio"/> Geor...	<input checked="" type="radio"/> Ian



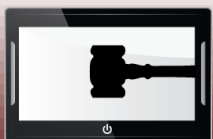
# Find Time



FindTime  
sends out the  
meeting invite  
on your behalf  
once you reach  
consensus

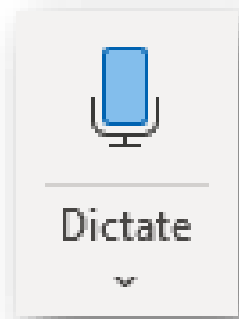


Smartphone screenshot showing an email notification for a meeting invite. The notification is titled "Design review with Gary" and is from "Gary Smithson via FindTime". The email content includes: "To Erica Garg, Kevin O'Neill, Arnold La...", "14 Sep 2015", "View more", "You are available. Fri, 9/17, 12:30 (30m)", and "RSVP". A blue banner at the bottom of the notification reads "You are invited to a meeting". Below the banner, the organizer is listed as "Gary Smithson" and the duration is "30 minutes".



# Office Voice Dictation

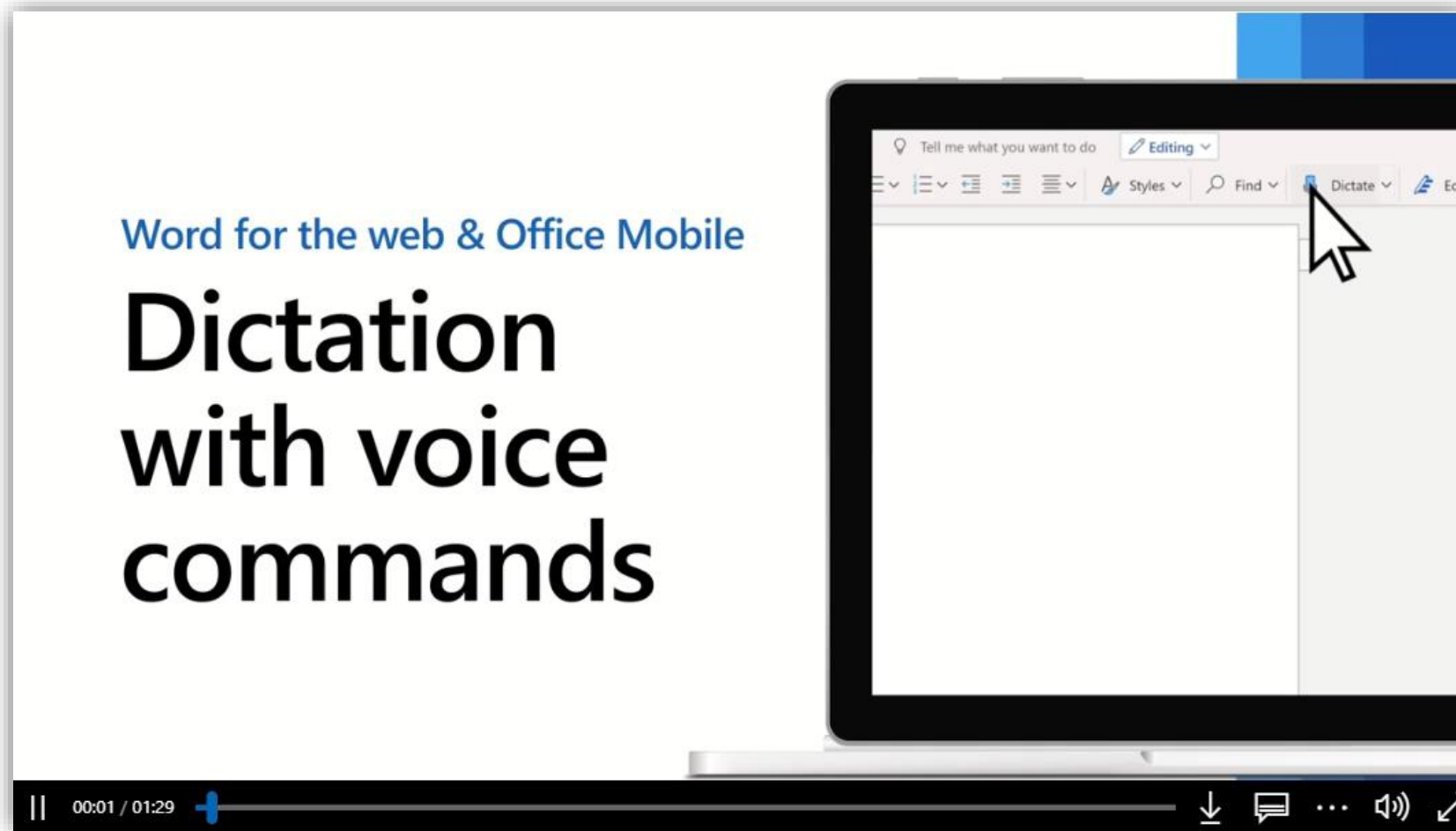
- Alt + `
- or
- Button



A screenshot of the Microsoft Word application window. The title bar shows "Document1 - Word" and the user name "Shannon Warren". The ribbon is set to "Home". The "Dictate" button in the "Voice" group is highlighted. The main document area contains a table with two columns: "Original Text" and "Dictation Results". The "Original Text" column contains the text: "A lawyer shall make reasonable efforts to prevent the inadvertent or unauthorized disclosure of, or unauthorized access to, information relating to the representation of a client." The "Dictation Results" column is empty. The status bar at the bottom shows "30 words" and "240%" zoom.



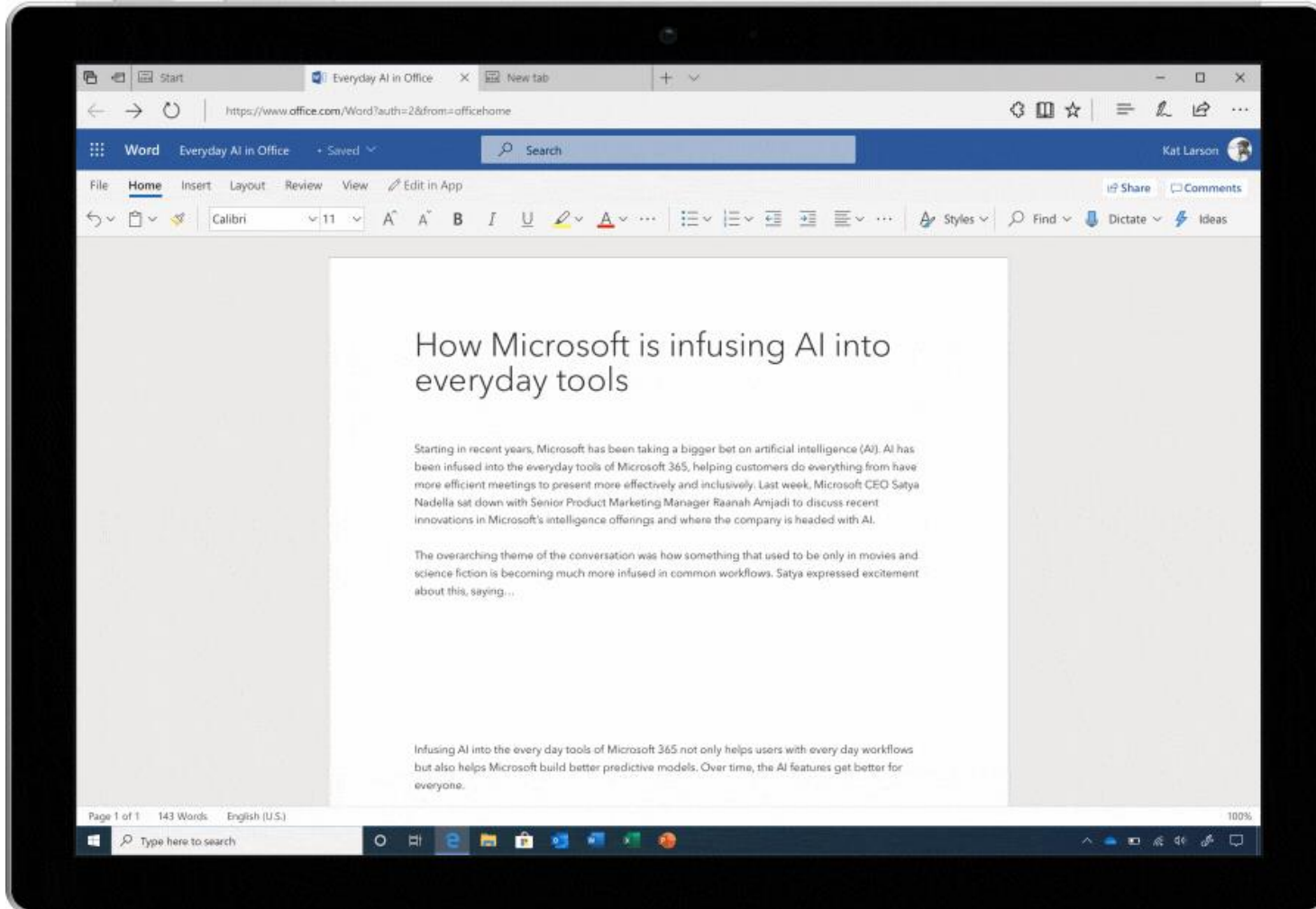
# Voice Commands in Dictation



<b>Punctuation</b>	
period, full stop	.
comma	,
question mark	?
exclamation mark/point	!
new line	new line
apostrophe-s	's
left/open parentheses	( )
right/close parentheses	
<b>Editing</b>	
undo	
delete*	
delete that*	
delete last [1-100] words/sentences	
<b>Formatting</b>	
bold	
strikethrough	
<b>Creating lists</b>	
start list	
start numbered list	
next line	
exit list	
<b>While dictating</b>	
show help	
pause dictation	
exit dictation*	
<b>Symbols</b>	
ampersand, and sign	&
at sign	@
<b>Mathematics</b>	
percent sign	%
number/pound sign	#
<b>Emoji/faces</b>	
smiley face	:)
frowny face	:(
winky face	;) )
heart emoji	<3



# Word Transcribe

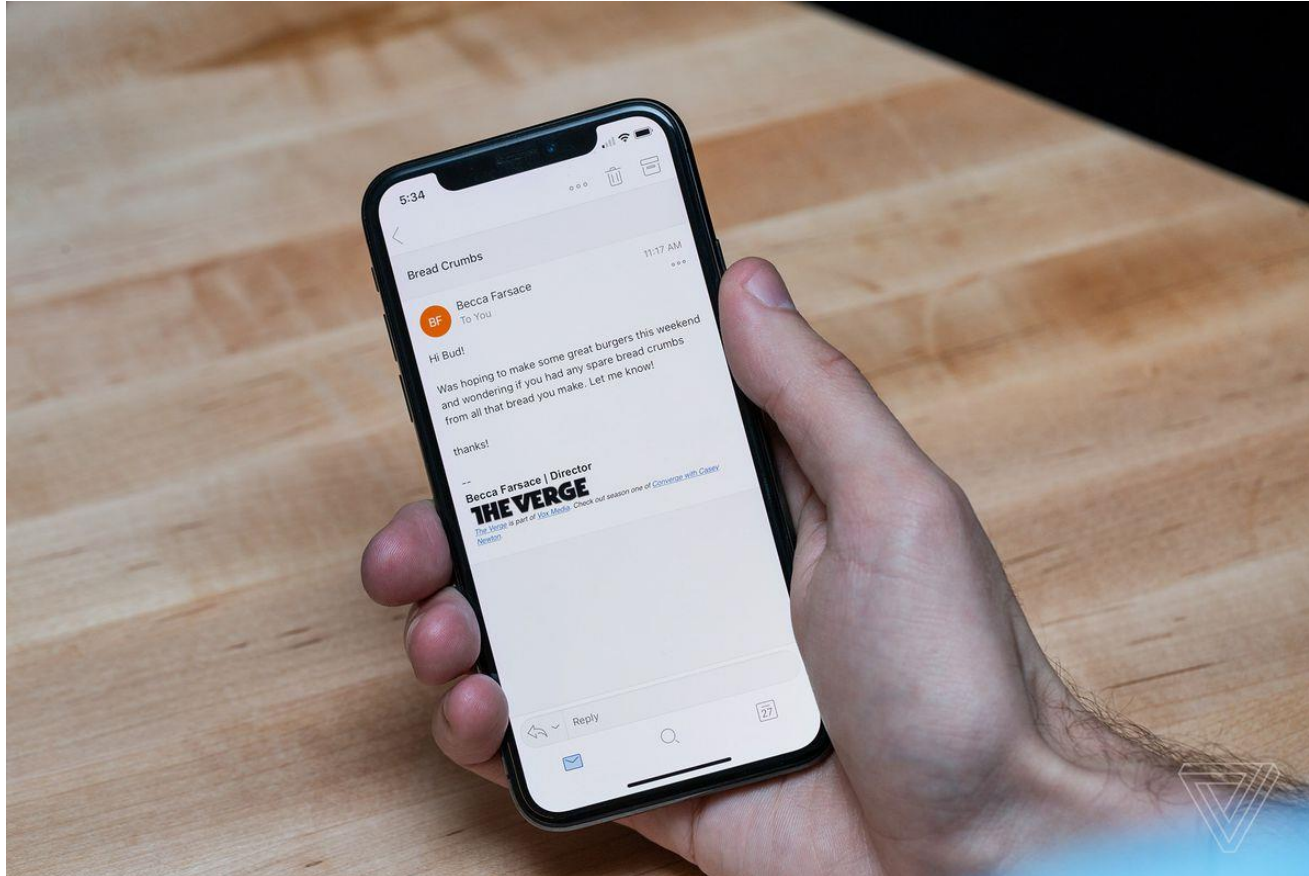


- Word for the web for all Microsoft 365 subscribers and is supported in the new Microsoft Edge or Chrome browsers
- With Transcribe you are completely **unlimited** in how much you can **record and transcribe within Word for the Web.**
- Currently, there is a **five-hour limit per month for uploaded recordings** and each uploaded recording is limited to 200mb.





# Change Default Browser and Email on iOS



- September 2020, Apple released iOS 14
- New feature: Apple is introducing the ability to switch default apps for both mail and the browser
- Outlook was the first to include the support for switching default mail app
- Browser and mail apps will need to be updated to support the ability to switch defaults on iOS 14
- Delve into the main settings interface in the OS to switch defaults
  - head into settings,
  - scroll down to Outlook, tap, and then
  - select default mail app.
- Browsers: Chrome and Edge earlier this week to let you set these browsers as defaults, although they're still powered by Apple's Safari rendering engine underneath.



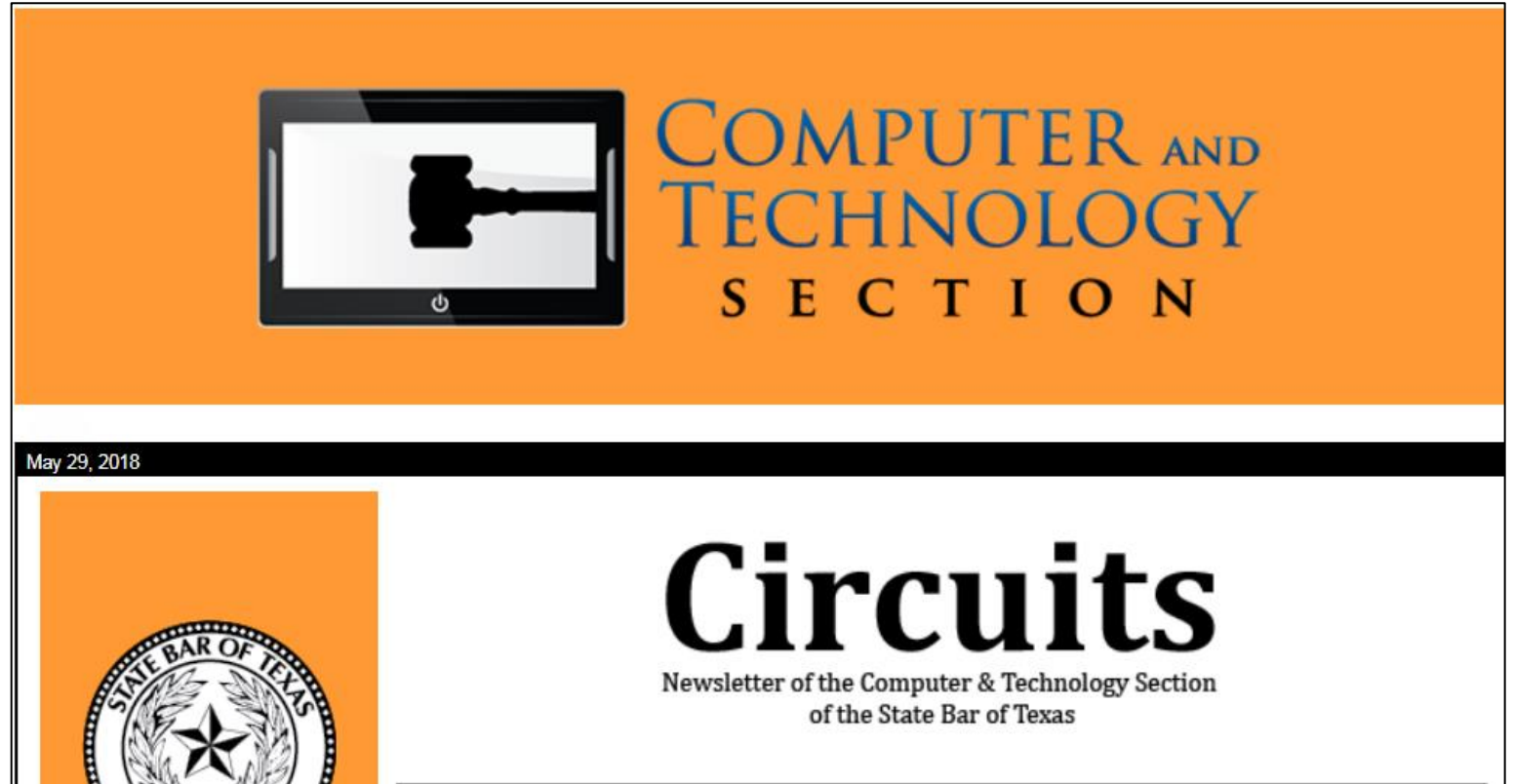
# Circuits

## Members Newsletter

Read and Learn

Be an author!

- Impress your friends
- Surprise readers
- Republish

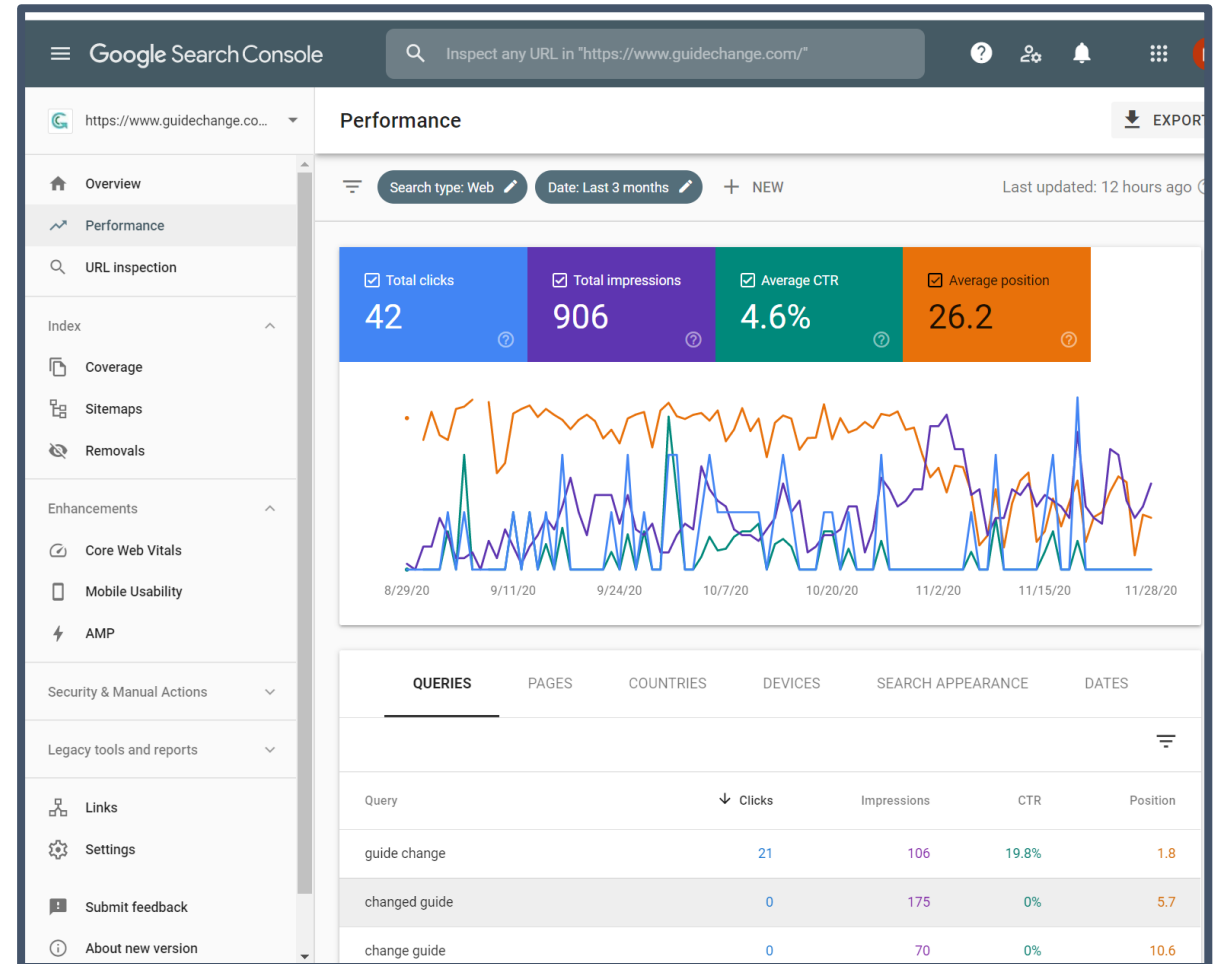


COMPUTER AND  
TECHNOLOGY  
SECTION

# Google Search Console

## Monitor how Google views your Website

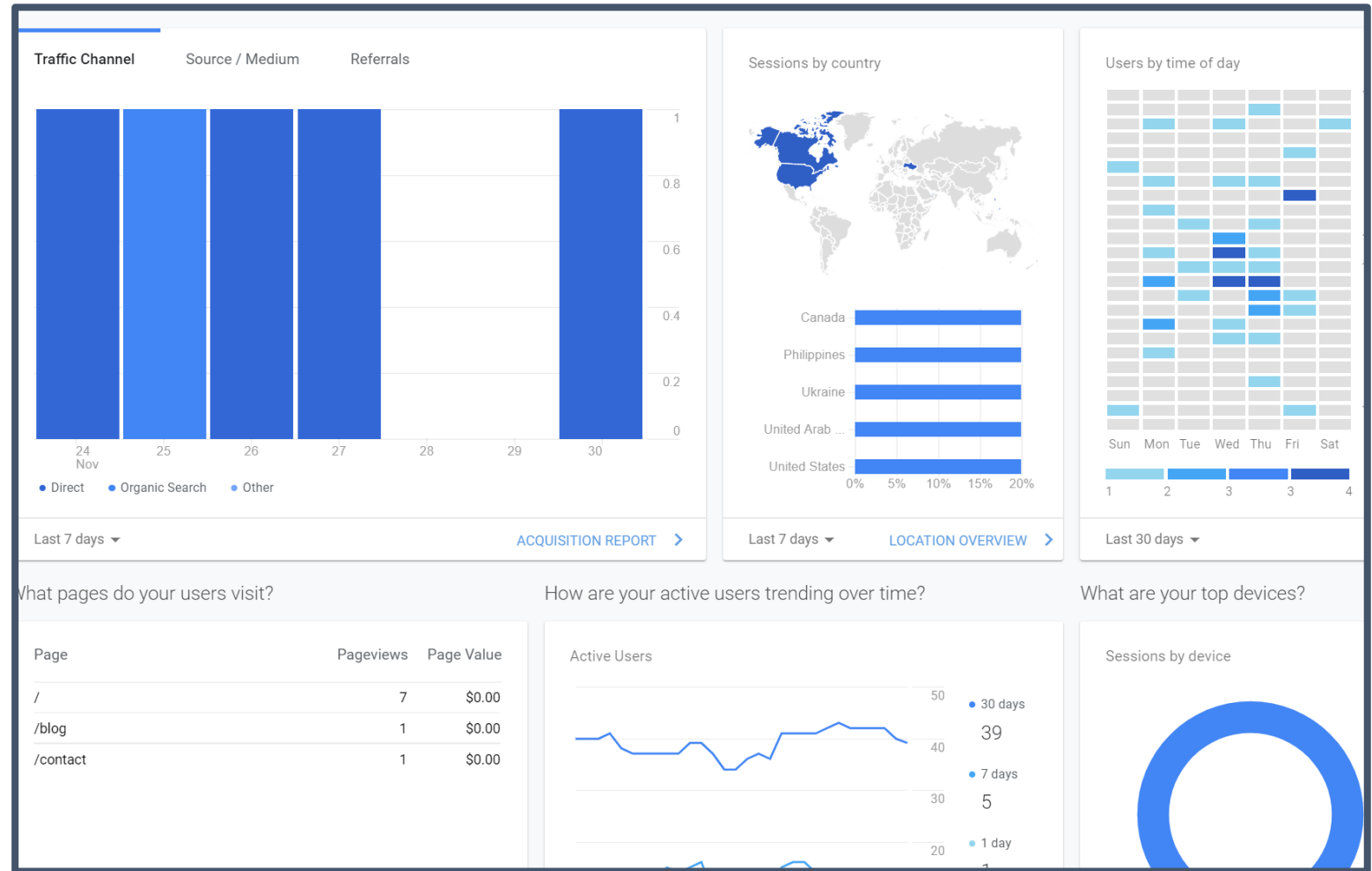
- Info to help optimize your organic search presence (improve SEO)
- Referring domains, top queries, keyword rank, impressions, clicks, mobile performance, etc.



# Google Analytics

## Monitor Visitors to Your Website

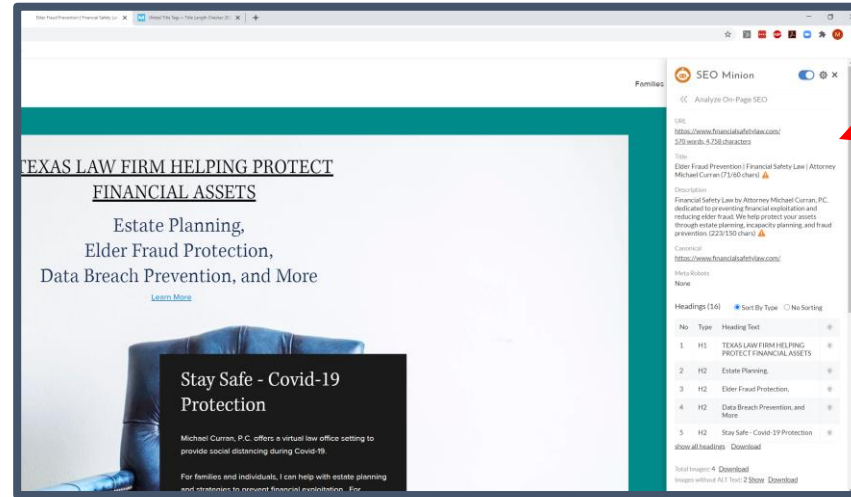
- Number of visitors
- Source of visitors (direct or organic search)
- Location of visitors
- Browser, OS
- New versus returning



# SEO Minion

## Chrome Extension

- Free SEO info
- Characters
- Headings, links
- Can see how search engines display your site
- Click extension on any website to see details useful for SEO

A screenshot of the SEO Minion Chrome extension interface. The extension is titled "SEO Minion" and is currently analyzing the on-page SEO of the URL "https://www.financialsafetylaw.com/". The interface shows the following details:

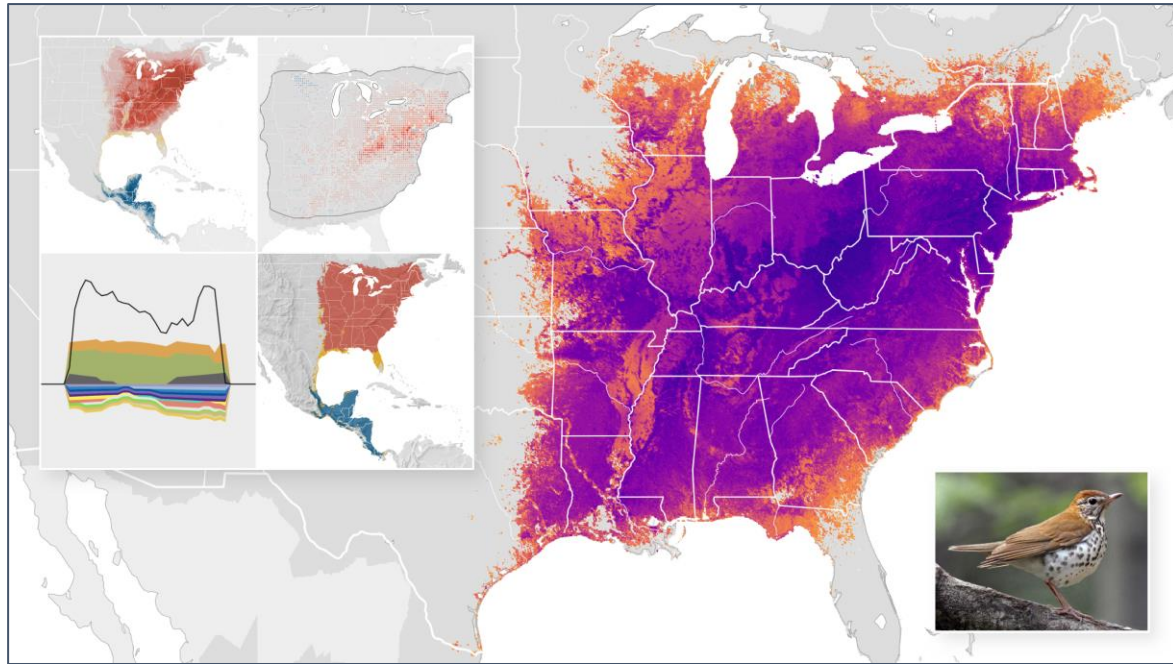
- URL:** <https://www.financialsafetylaw.com/>
- Word/Character Count:** 570 words, 4,758 characters
- Title:** Elder Fraud Prevention | Financial Safety Law | Attorney Michael Curran (71/60 chars) ⚠️
- Description:** Financial Safety Law by Attorney Michael Curran, P.C. dedicated to preventing financial exploitation and reducing elder fraud. We help protect your assets through estate planning, incapacity planning, and fraud prevention. (223/150 chars) ⚠️
- Canonical:** <https://www.financialsafetylaw.com/>
- Meta Robots:** None
- Headings (16):** Sort By Type (selected) / No Sorting

A table of headings is displayed below, with columns for No, Type, and Heading Text. The first two rows are visible:

No	Type	Heading Text	🔍
1	H1	TEXAS LAW FIRM HELPING PROTECT FINANCIAL ASSETS	🔍
2	H2	Estate Planning,	🔍



# eBird



## Citizen Scientists aka Bird Nerds

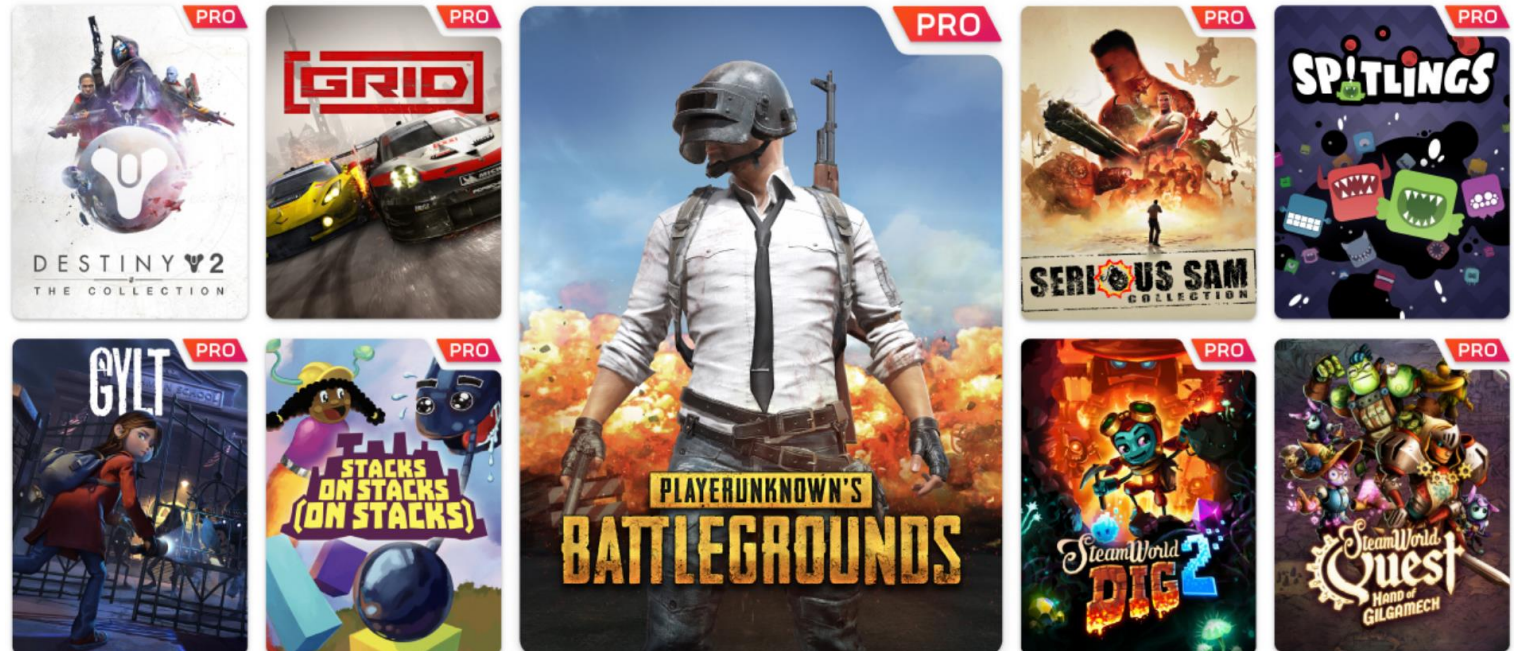
- Enter bird lists
- Amazing data and analytics
- Other problems – elder fraud, car accidents, cybersecurity threats, cancer, robocallers, etc.
- App and website
- Free (Cornell University)



# Google Stadia - \$9.99/month

<https://stadia.google.com/>

Play games on smartphone, PC or TV.



# erniethelawyer.net/podcast/

CLICK HERE TO GET MY "SOLO & SMALL FIRM LAWYERS' GUIDE TO WORKING SMARTER"



**ernie**  
*the attorney*

HOME ABOUT ME TRAINING SPEAKING PODCAST TESTIMONIALS BLOG CONTACT



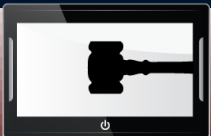
# Law Firm Autopilot

with Ernie the Attorney



Robert "Tony" Ray  
Robert@TexasInheritance.Com

48



COMPUTER AND  
TECHNOLOGY  
SECTION



## THE Job Board For Virtual Workers In The Philippines

**29,792 Jobseekers**

Signed Up Last Month.

**5,618 Employers**

Signed Up Last Month.



# Texas Appellate Law Podcast

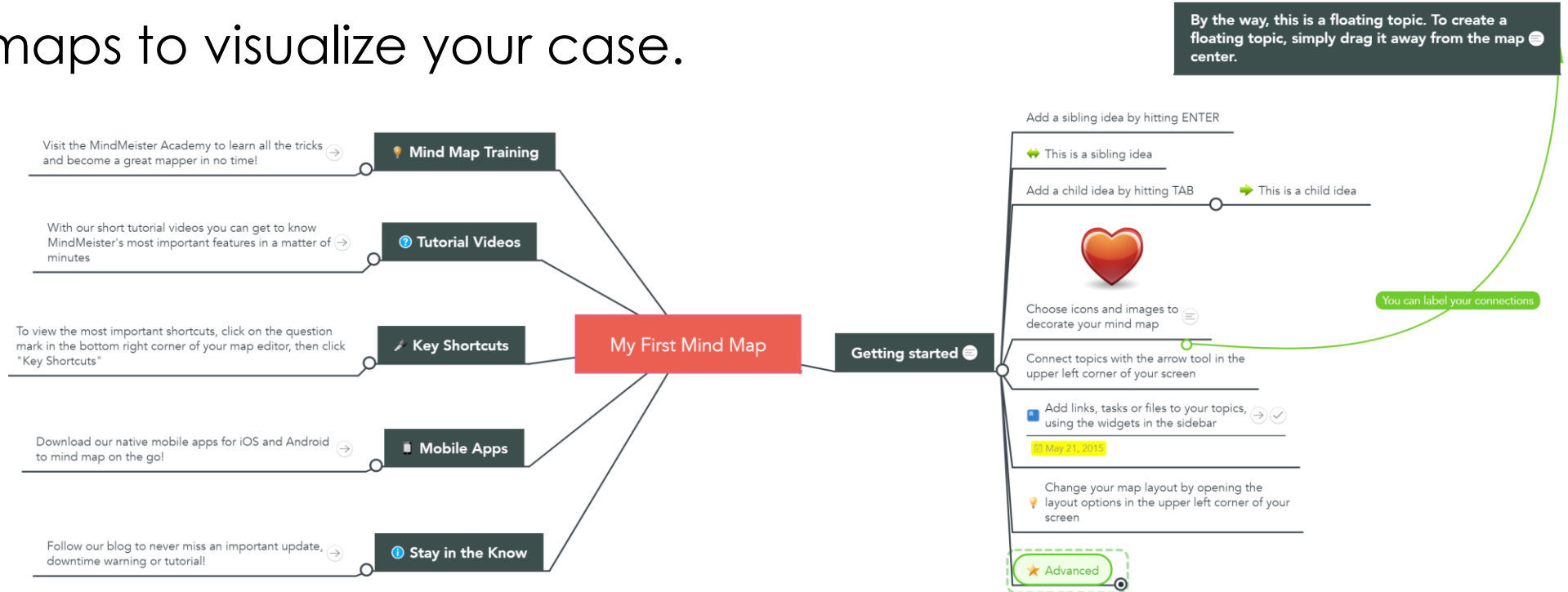
Todd Smith & Jody Sanders



# MindMap for FREE

<https://www.mindmeister.com/>

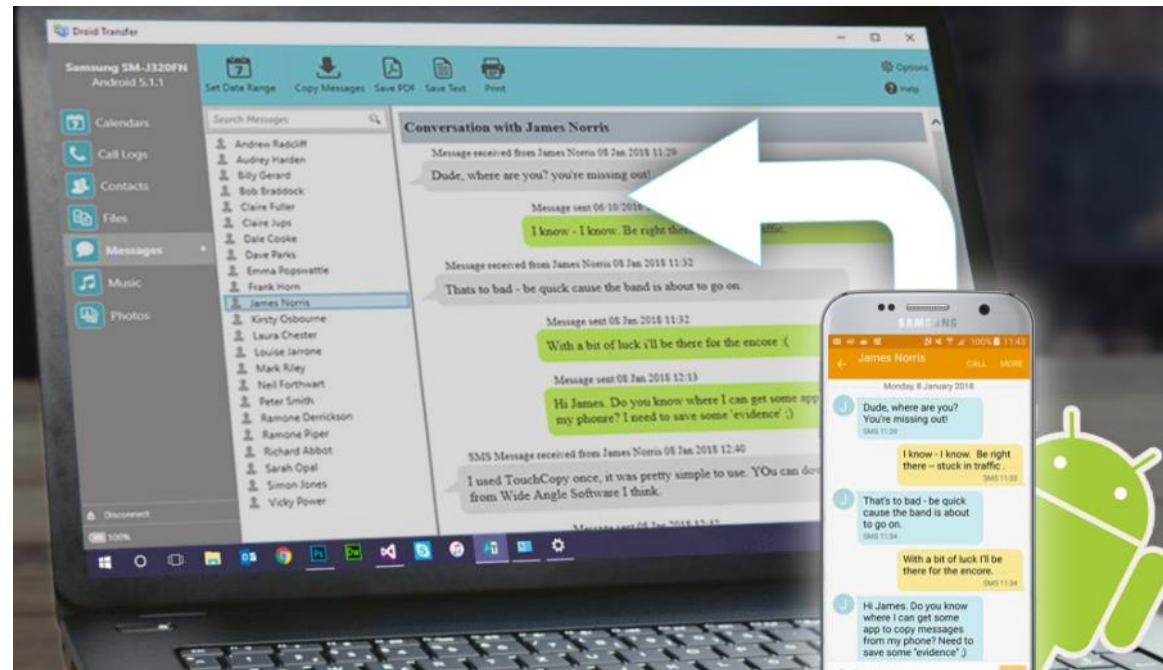
Create mindmaps to visualize your case.



# Droid Transfer/Transfer Companion

## Transfer Data: Android → PC

- Transfer Contents & Contacts
- Back Up Call Logs
- Back Up Text Messages
- Print Text Messages with Date & Times
- Free Limited Version; \$30 Full Version



# Google Duo

Video Calling: Simple & Reliable

Comparable to Apple Facetime



Functions across Android & iOS Devices



# Google Meet

Secure & Private Video Conferencing



Virtually Unlimited Collaboration



# Mmhmm (make presentations and zoom more fun)



- **Mmhmm, the app that makes your video presentations more fun, has arrived on Mac**
- Weekend Update Style presentations
- Premium Tier, which offers customizable backgrounds and fun tools like laser pointers and filters
- Basic, which is the core functionality of presenting, recording and collaborating on presentations



Mmhmm (make presentations and zoom more fun)

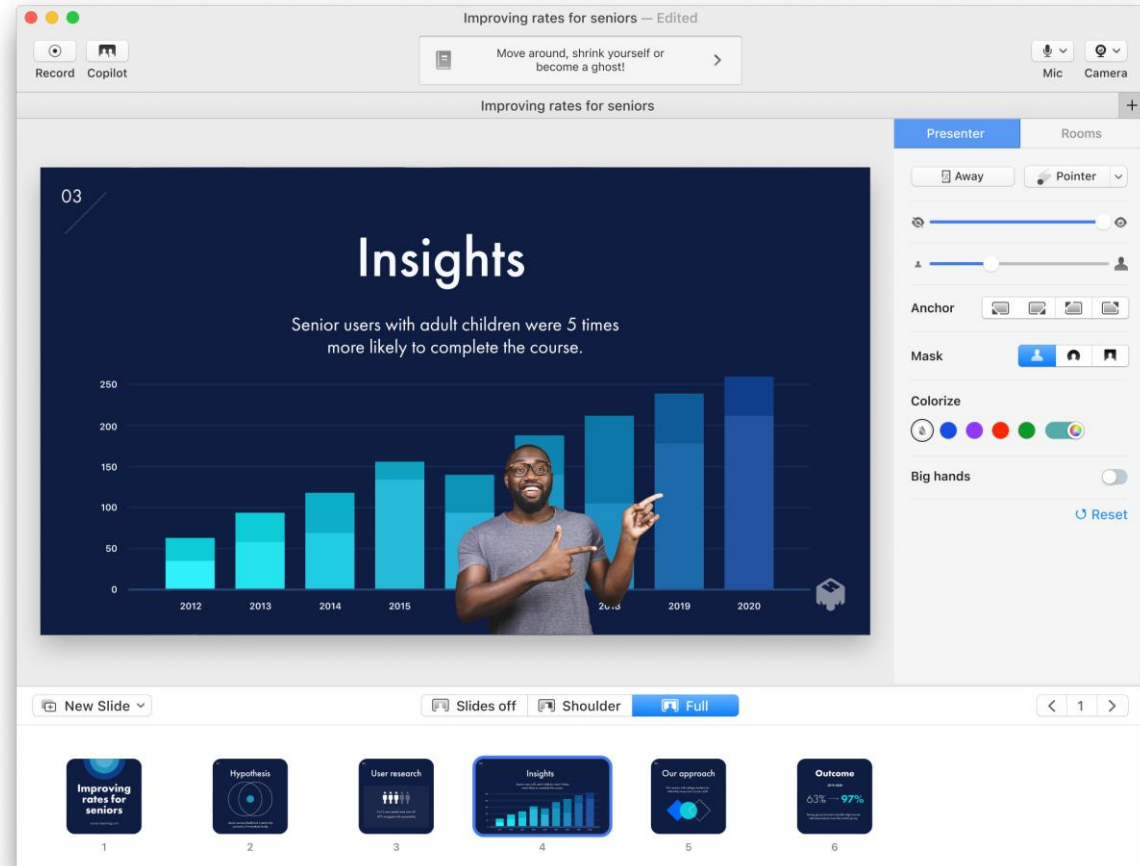




Mmhmm (make presentations and zoom more fun)



# Mmhmm (make presentations and zoom more fun)



# Integrated Android Apps on Windows



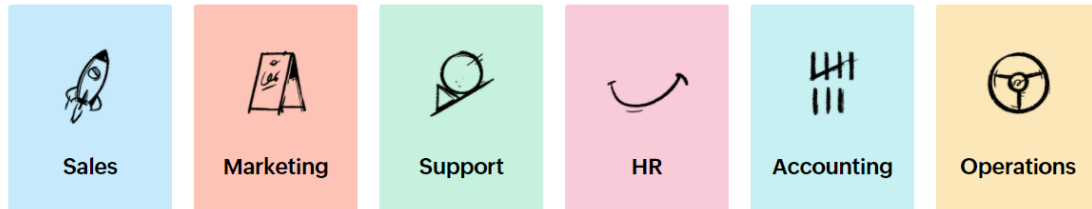
- Microsoft is now allowing Windows 10 users to run Android apps side by side with Windows applications on a PC.
- Find Android apps in Microsoft's **Your Phone** app
- These will run in a separate window outside of the Your Phone app, mirrored from your phone.
- Samsung Note 20 supports multitasking, available soon
- Some apps may not be supported



# Zoho & Zoho One

## See What's Possible with Zoho One

The breadth and depth of Zoho One makes many solutions possible. We can help you improve individual departments within your organization or transform core processes across your business.



- Customer Relationship Manager
- Invoicing
- E-Sign
- Payroll



# Zoho One

<p>ALL EMPLOYEE PRICING</p> <p><b>\$30</b></p> <p>/employee/month billed annually</p> <p>Must purchase license for ALL employees*</p> <p>ACCESS YOUR APPS</p>	<p>FLEXIBLE USER PRICING</p> <p><b>\$75</b></p> <p>/user/month billed annually</p> <p>Purchase license for any no. of users</p> <p>ACCESS YOUR APPS</p>
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Local taxes (VAT, GST, etc.) will be charged in addition to the prices mentioned.

\*Your business will have to commit to purchase Zoho One licenses for ALL employees on payroll. For more details [check the FAQs](#)



# Zoho Sign

Actions ▾ Back Send

**Employment Offer Letter**

Date

Name

Address

Dear

On behalf of Secure Sign 24x7 (the "Company"), I am pleased to offer to you the position of Sales Manager. You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

Your rate of pay will be \$20 per hour. You will be eligible to participate in the Company's discretionary bonus program, subject to the terms and conditions thereof. Details will be provided to you upon hire. The position is categorized under the Fair Labor Standard Act as non-exempt and is therefore eligible for overtime pay.

As an employee of the Company, you will be eligible to participate in the Company's benefit programs as described in the attached Benefits Overview. Upon commencement of employment you will be required to provide evidence of your ability to work in the United States as provided for in the Immigration Reform and Control Act of 1986.


This offer represents a proposed at-will employment arrangement between you and the Company, which means that either you or the Company may terminate your employment at any time, and for any or no reason. It does not guarantee employment for any specified period of time, and is contingent upon your signing agreements satisfactory to the Company regarding arbitration of claims and the confidentiality, non-competition and the ownership of proprietary information developed in the course of your employment.

If these terms are acceptable, please sign in the space provided below. Upon your acceptance, this letter will contain the entire agreement and understanding between you and the Company, and will supersede any prior or contemporaneous agreements, understandings or other communications (whether oral or written), with respect to the subject matter hereof. If you have any questions, please do not hesitate to call.

This offer of employment will remain open until and unless rescinded or modified.

Very truly yours,  
John Martin,  
Chief Executive Officer,

**Recipients**

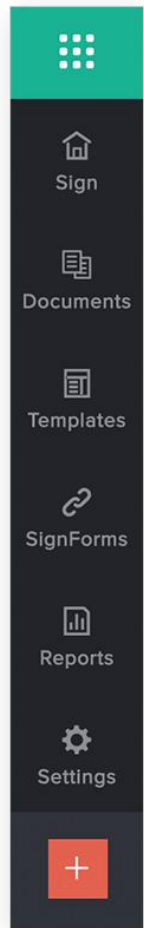
 John  
john@zylker.com

**Fields**

<input type="text" value="Signature"/>	<input type="text" value="Initial"/>
<input type="text" value="Company"/>	<input type="text" value="Full name"/>
<input type="text" value="Email"/>	<input type="text" value="Sign Date"/>
<input type="text" value="Date"/>	<input type="text" value="Text"/>
<input type="text" value="Job title"/>	<input type="checkbox" value="Checkbox"/>
<input type="text" value="Dropdown"/>	



# Zoho Sign



Send for signatures

Agreement valid until: Forever

Document type: Others

Folder: None

Description: Add description

Add recipients

Send in order   Add me   Add bulk recipients

1	john@zylker.com	Needs to sign				
2	maria@zylker.com	Needs to sign				
2	laura@zylker.com	Needs to sign				
3	paul@zylker.com	Needs to sign				

Cancel or

**Continue**



# Zoho Sign

<p>FREE</p> <p><b>\$0</b></p> <p>/user/month billed annually</p> <p>GET STARTED</p>	<p>STANDARD</p> <p><b>\$10</b></p> <p>/user/month billed annually</p> <p>GET STARTED</p>	<p>PROFESSIONAL</p> <p><b>\$15</b></p> <p>/user/month billed annually</p> <p>GET STARTED</p>	<p><b>* MOST POPULAR *</b></p> <p>ENTERPRISE</p> <p><b>\$20</b></p> <p>/user/month billed annually</p> <p>GET STARTED</p>
<ul style="list-style-type: none"> <li>✓ Single user only</li> <li>✓ 5 documents/month</li> <li>✓ Signing workflows</li> <li>✓ Signer authentication code via Email</li> <li>✓ Reminders and notifications</li> <li>✓ Import documents from and export signed documents to cloud apps - Dropbox, Box, Google Drive, OneDrive, Zoho Docs, Zoho WorkDrive</li> <li>✓ Integration with Zoho Apps - CRM, Desk, Books, Invoice, Inventory, People, Recruit, Workerly, Mail, Writer, Orchestly <sup>ⓘ</sup></li> <li>✓ Mobile apps - iOS, iPad OS, macOS, and Android</li> </ul>	<p><b>Everything in the Free Plan +</b></p> <ul style="list-style-type: none"> <li>✓ 25 documents/user/month</li> <li>✓ Approver action</li> <li>✓ Signer authentication code via SMS <sup>ⓘ</sup></li> <li>✓ Organization email alias configuration</li> <li>✓ Audit trails</li> <li>✓ G Suite, Office 365, Gmail, and Microsoft Teams integrations</li> <li>✓ Priority technical support (email, web, and phone)</li> </ul>	<p><b>Everything in Standard +</b></p> <ul style="list-style-type: none"> <li>✓ Unlimited documents <sup>ⓘ</sup></li> <li>✓ Multi-Language Support</li> <li>✓ Signer attachments</li> <li>✓ Templates</li> <li>✓ Reports</li> <li>✓ Rebranding</li> <li>✓ Integration with Zoho Forms* <sup>ⓘ</sup></li> </ul>	<p><b>Everything in Professional +</b></p> <ul style="list-style-type: none"> <li>✓ In-person signing</li> <li>✓ Bulk send* <sup>ⓘ</sup></li> <li>✓ SignForms* <sup>ⓘ</sup></li> <li>✓ Blockchain timestamping <sup>ⓘ</sup></li> <li>✓ <span style="border: 1px solid red; padding: 2px;">New</span> Recipient redirection</li> <li>✓ <span style="border: 1px solid red; padding: 2px;">New</span> Automatic cloud backup</li> <li>✓ Webhooks</li> <li>✓ API <sup>ⓘ</sup></li> <li>✓ Advanced integrations - via Zoho Deluge, Zoho Flow, Zapier, Integromat, and Formstack Documents* <sup>ⓘ</sup></li> </ul>

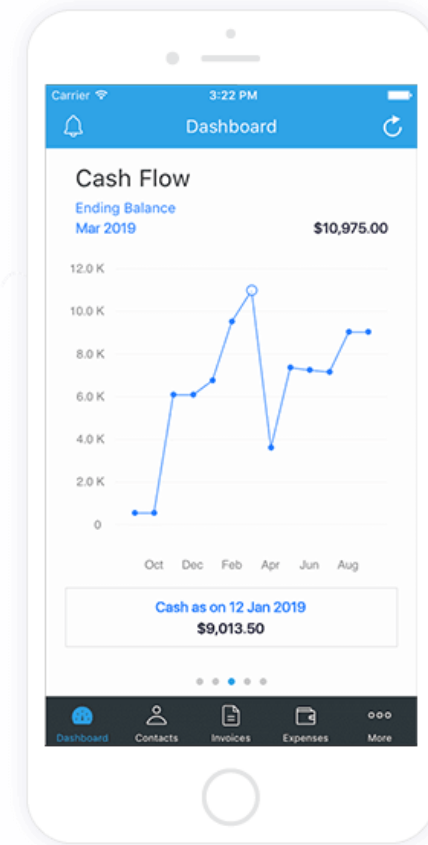
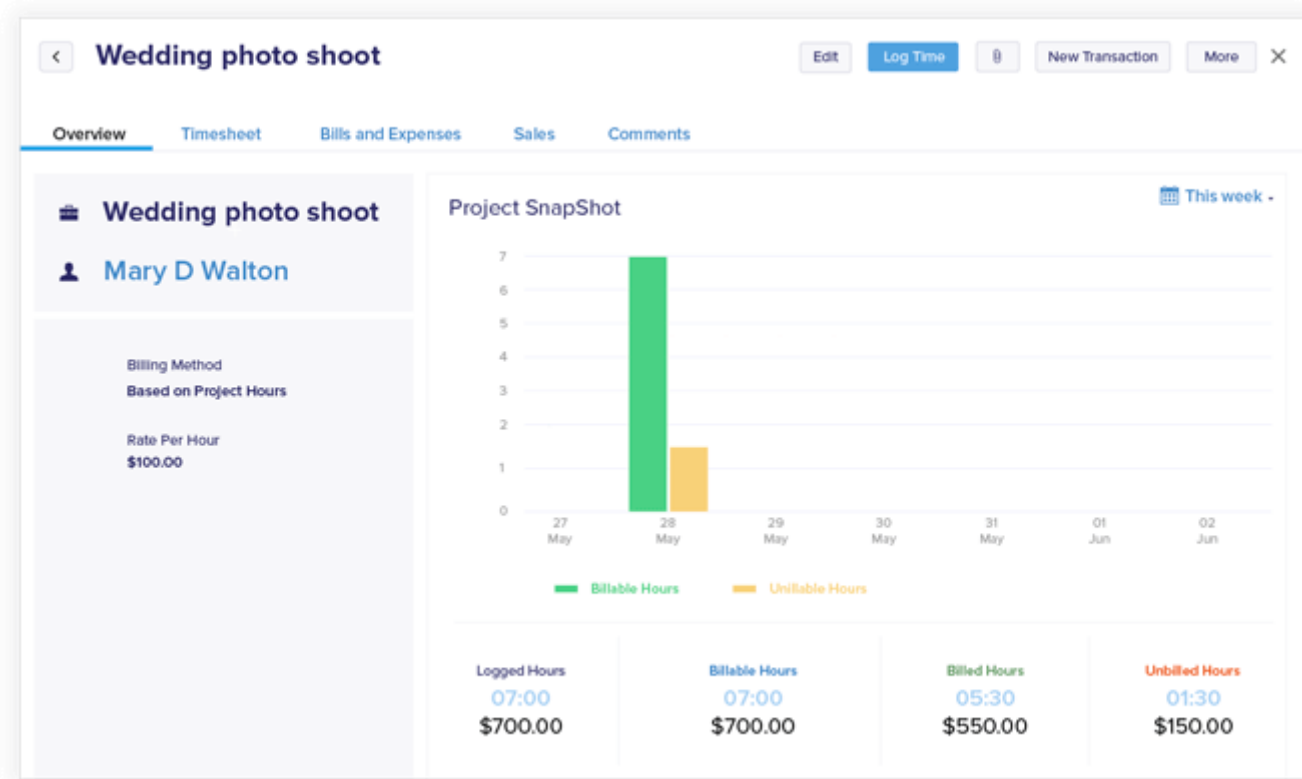
Local taxes (VAT, GST, etc.) will be charged in addition to the prices mentioned.

\*Subject to your [automation credits](#) limit. Additional usage and 3rd party automations require API credits purchased as add-ons.





# Zoho Books



← Sales by Customer Zylker

Sales by Customer  
From 01.01.2019 To 14.03.2019

Name	Invoice Count	Sales
Andrew Miller	1	\$440.00
Arrow Consulta...	9	\$3,323.00
Chevron Corpor...	1	\$440.00
Kristen Johnson	1	\$740.00
<b>Total</b>	<b>12</b>	<b>\$4,943.00</b>



# Zoho Books

**Simple and affordable pricing**

<p><b>BASIC</b></p> <p><b>\$ 9</b></p> <p>per organization / month</p> <p><b>TRY NOW</b></p>	<p><b>STANDARD</b></p> <p><b>\$ 19</b></p> <p>per organization / month</p> <p><b>TRY NOW</b></p>	<p><b>PROFESSIONAL</b></p> <p><b>\$ 29</b></p> <p>per organization / month</p> <p><b>TRY NOW</b></p>
--	--	--



# Zoho Invoicing

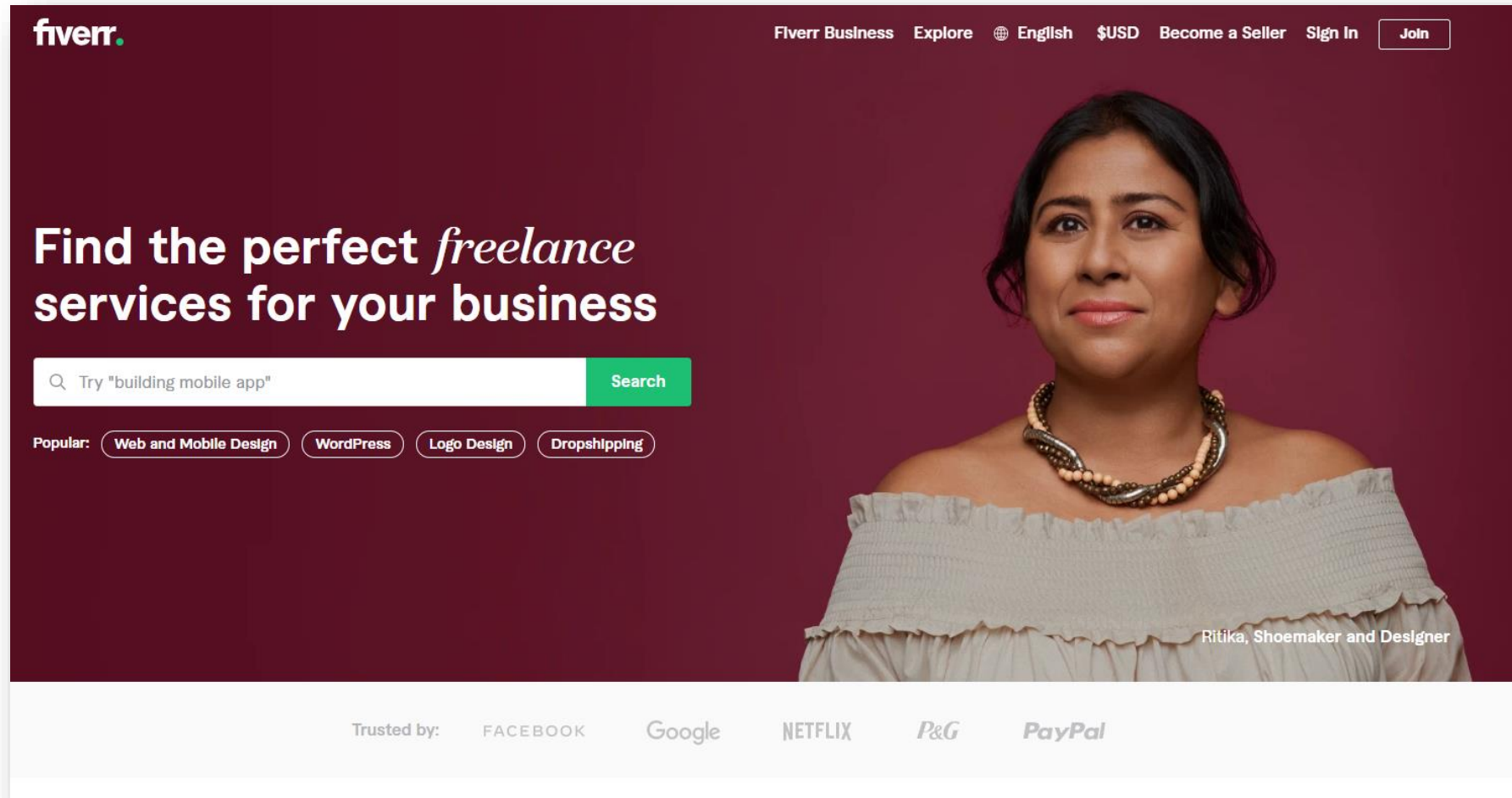
The screenshot displays the Zoho Invoicing interface. On the left, a list of invoices is shown under the heading 'All Invoices'. The first invoice is selected, showing the customer name 'Mary D Walton', the amount '\$109.00', and the status 'SENT'. The date is '29 Mar 2019'. The invoice ID is 'INV-000011'. Below this, there are several other invoice entries, each with a checkbox and a blurred amount.

The main view shows the details for invoice 'INV-000011'. At the top right, there are icons for edit, delete, print, email, and a 'Record Payment' button. The invoice is addressed to 'Zylker' at '7455 Drew Court, White City, 66872 Kansas'. The 'Bill To' information is for 'Mary D Walton' at '4767 Wood Duck Drive, Marquette, 49855 Michigan'. The invoice date is '29 Mar 2019', the terms are 'Due on Receipt', and the due date is '12 Apr 2019'. The balance due is '\$109.00'. A table below lists the items:

#	Item & Description	Qty	Rate	Amount
1	Rosewood Frame	100	100.00	100.00
Sub Total				100.00
Arkansas (9%)				9.00
Total				\$109.00
Balance Due				\$109.00



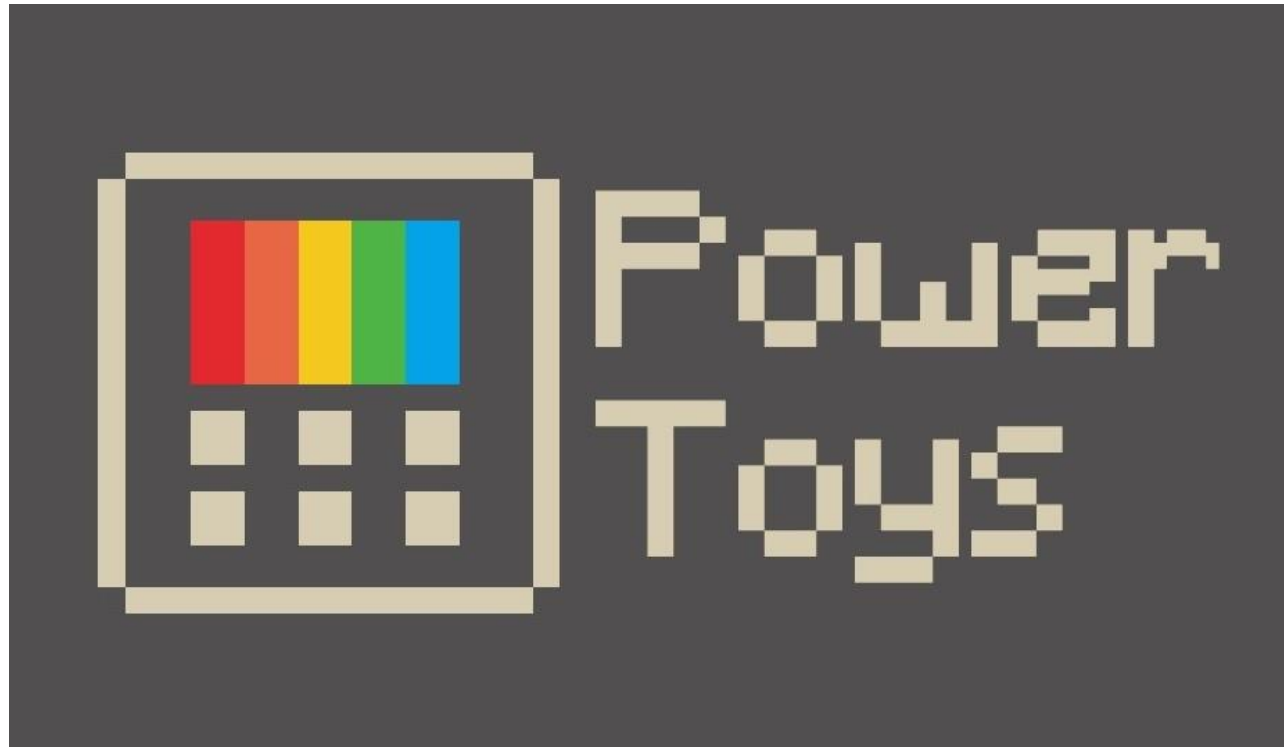
# Fivrr



The screenshot shows the Fiverr homepage with a dark red background. At the top left is the 'fiverr.' logo. The top right navigation bar includes 'Fiverr Business', 'Explore', a globe icon, 'English', '\$USD', 'Become a Seller', 'Sign In', and a 'Join' button. The main heading reads 'Find the perfect *freelance* services for your business'. Below this is a search bar with the placeholder text 'Try "building mobile app"' and a green 'Search' button. Under the search bar, there are four 'Popular' category buttons: 'Web and Mobile Design', 'WordPress', 'Logo Design', and 'Dropshipping'. On the right side, there is a portrait of a woman, Ritika, with the caption 'Ritika, Shoemaker and Designer'. At the bottom, a white bar contains the text 'Trusted by:' followed by logos for 'FACEBOOK', 'Google', 'NETFLIX', 'P&G', and 'PayPal'.










# Microsoft Power Toys



Free Download, just search for  
“Microsoft Power Toys”

Included:

-  FancyZones
-  File Explorer Preview
-  Image Resizer
-  Keyboard Manager
-  PowerRename
-  PowerToys Run
-  Shortcut Guide



# Power Toys: Windows key shortcut guide

The screenshot displays the Windows Settings application with the PowerToys section expanded. A list of shortcuts is shown, including:

- A: Open Action center
- D: Display and hide the desktop
- E: Open File Explorer
- G: Open Game bar
- H: Open Dictation bar
- I: Open Settings
- K: Open the Connect quick action
- L: Lock your PC or switch accounts
- M: Minimize all windows
- R: Open Run dialog box
- S: Open Search
- U: Open Ease of Access Center
- X: Open Quick Link menu
- r: Temporarily peek at the desktop
- Ctrl + D: Add a virtual desktop
- Ctrl + ← or →: Switch between virtual desktops
- Enter: Open Narrator
- + or -: Zoom using magnifier
- Prt Scn: Capture a screenshot
- Tab: Open Task view

Below the list, a diagram titled "Window controls" illustrates the function of the window control buttons (minimize, maximize, close) on a taskbar. The diagram shows:

- Minimize: No action
- Maximize: Snap left
- Maximize: Snap right
- Close: Restore



# Power Toys: Run

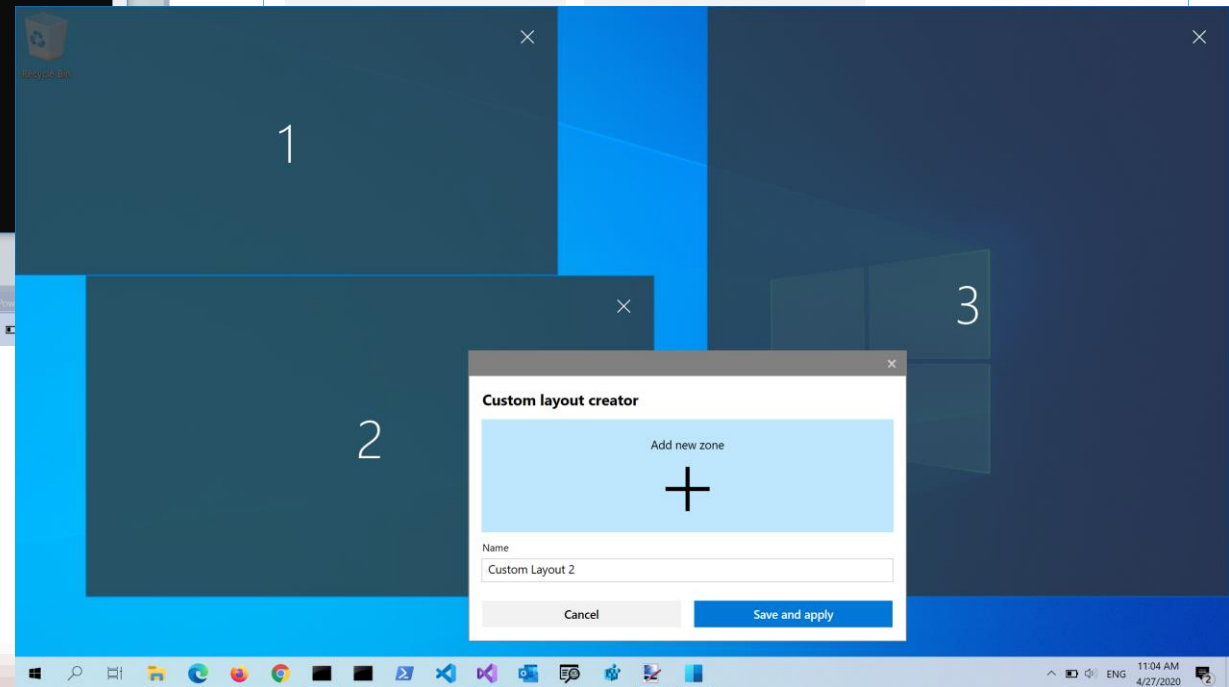
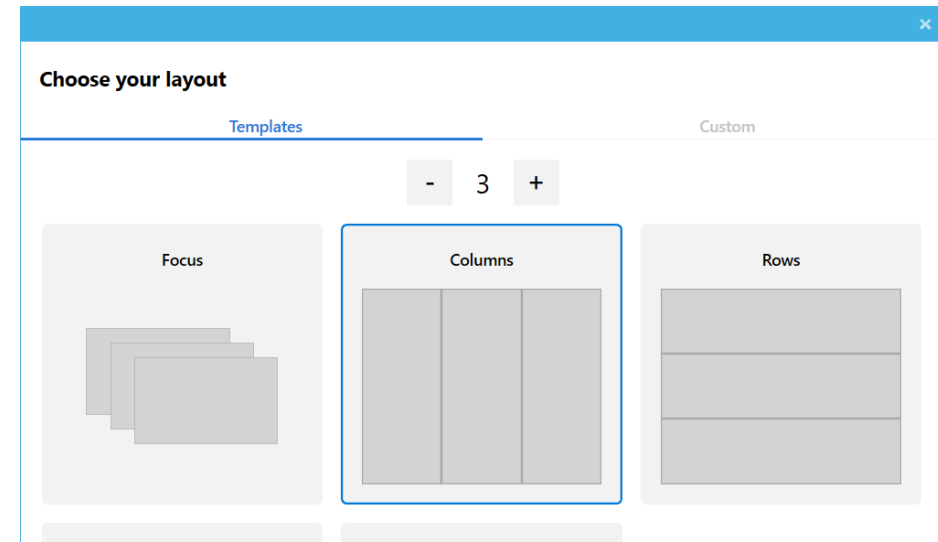
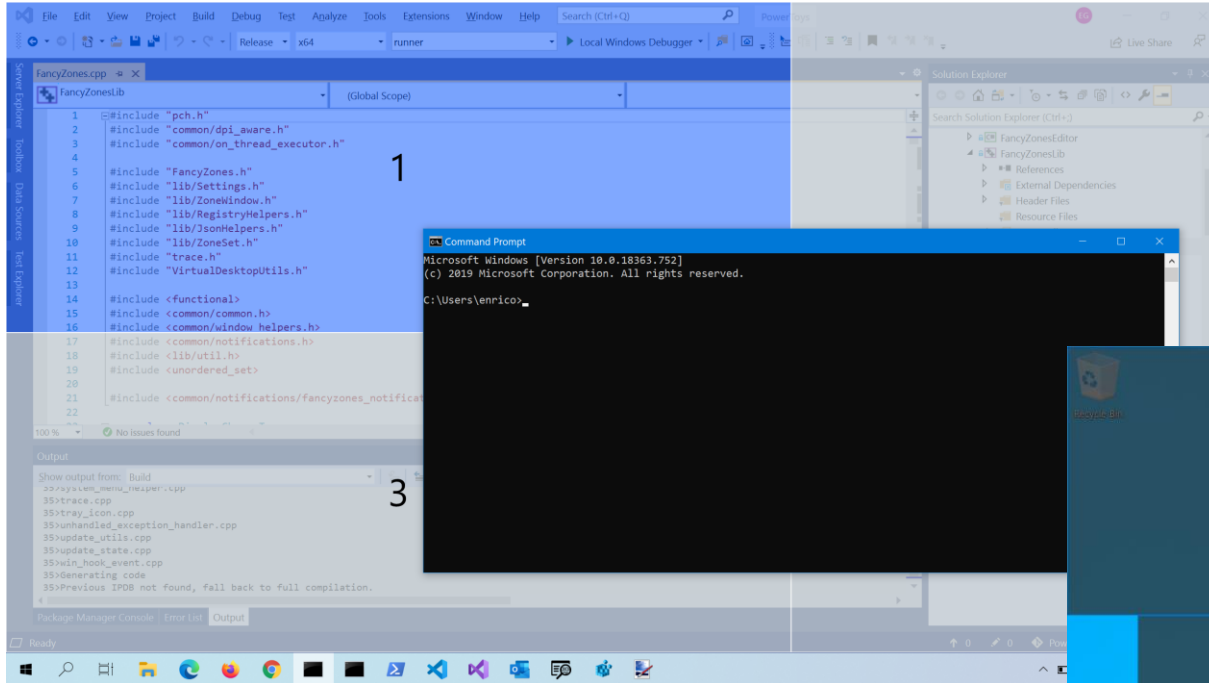


# Power Toys: Run





# Power Toys: Fancy Zones



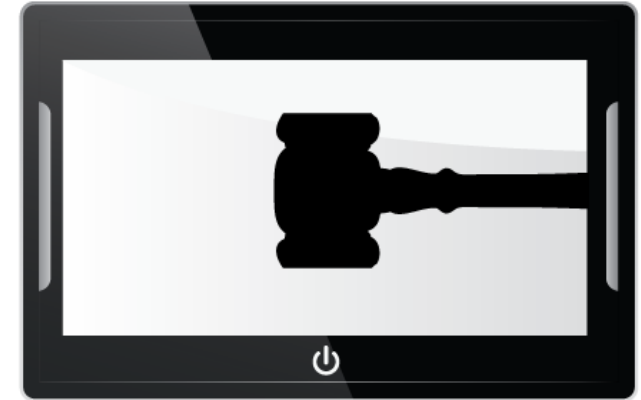
# Tech Bytes

## New Computer & Technology Section Videos

<https://www.texasbar.com/tech-resources/>

Short clips re legal tech issues:

- Data breach
- Cloud computing
- Social media
- Etc.



COMPUTER AND  
TECHNOLOGY  
SECTION

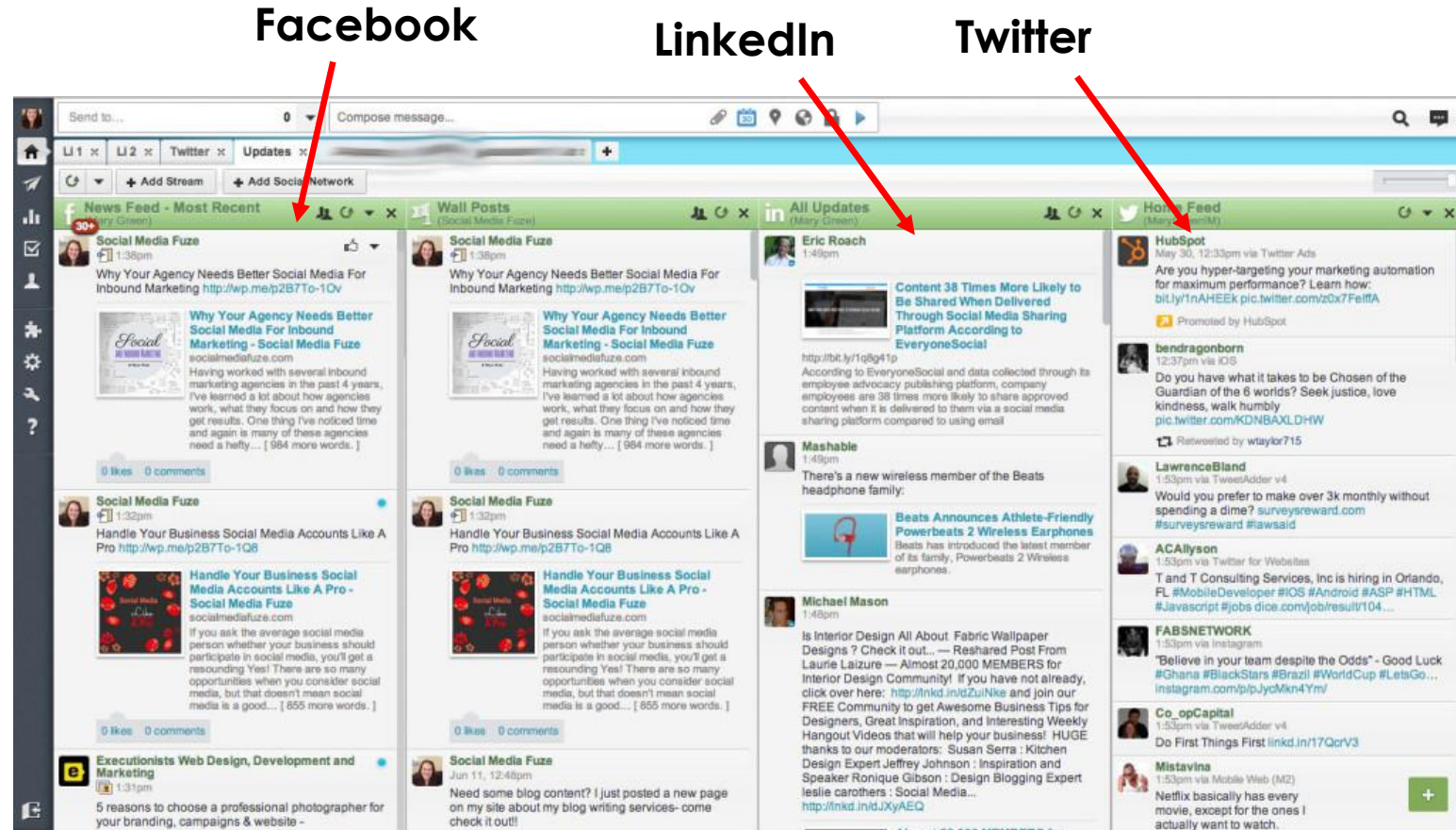


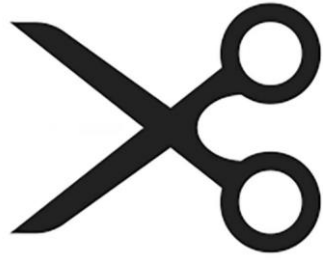
COMPUTER AND  
TECHNOLOGY  
SECTION

# Hootsuite

## Social Media Management Platform

- Dashboard of accounts
- Scheduling and analytics
- Conversations and keywords
- Basic free





# SpaDash



## Mobile Haircuts

- Comes to home or office
- Outdoors optional
- Wear masks
- Different price for short (\$29) or long hair (\$49) plus \$10 service fee



# Worldometers Dashboard

## Worldometers.info/coronavirus

- Daily data on virus from many sources
- Compare countries, states, counties if travelling
- Totals and per capita numbers
- Free

Sort / Drill Down

Per 1,000

Testing

#	Country, Other	Total Cases	New Cases	Total Deaths	New Deaths	Total Recovered	Active Cases	Serious, Critical	Tot Cases/ 1M pop	Deaths/ 1M pop	Total Tests	Tests/ 1M pop	Population
	World	55,938,711	+550,412	1,343,027	+10,493	38,954,484	15,641,200	100,769	7,176	172.3			
1	<a href="#">USA</a>	11,695,711	+157,261	254,255	+1,615	7,087,796	4,353,660	21,781	35,255	766	171,691,691	517,544	331,743,344
2	<a href="#">India</a>	8,912,704	+38,532	131,031	+472	8,333,013	448,660	8,944	6,434	95	126,542,907	91,356	1,385,160,148
3	<a href="#">Brazil</a>	5,911,758	+35,018	166,743	+676	5,361,592	383,423	8,318	27,737	782	21,900,000	102,752	213,135,258
4	<a href="#">France</a>	2,036,755	+14,524	46,273	+625	143,152	1,847,330	4,854	31,177	708	19,275,371	295,052	65,328,835
5	<a href="#">Russia</a>	1,971,013	+22,410	33,931	+442	1,475,904	461,178	2,300	13,504	232	69,550,659	476,510	145,958,474
6	<a href="#">Spain</a>	1,535,058	+13,159	41,688	+435	N/A	N/A	3,127	32,827	891	20,742,051	443,569	46,761,727
7	<a href="#">UK</a>	1,410,732	+20,051	52,745	+598	N/A	N/A	1,391	20,739	775	39,188,326	576,111	68,022,181
8	<a href="#">Argentina</a>	1,329,005	+10,621	36,106	+379	1,148,833	144,066	4,379	29,303	796	3,508,664	77,363	45,353,483
9	<a href="#">Italy</a>	1,238,072	+32,191	46,464	+731	457,798	733,810	3,612	20,489	769	19,239,507	318,389	60,427,646
10	<a href="#">Colombia</a>	1,211,128	+5,911	34,381	+158	1,118,902	57,845	2,376	23,706	673	5,808,870	113,701	51,088,799
11	<a href="#">Mexico</a>	1,009,396	+2,874	98,861	+319	754,200	156,335	2,941	7,798	764	2,614,544	20,198	129,447,140
12	<a href="#">Peru</a>	939,931	+1,663	35,317	+46	867,306	37,308	975	28,358	1,066	4,831,147	145,755	33,145,610
13	<a href="#">Germany</a>	833,732	+16,206	13,248	+357	530,100	290,384	3,436	9,939	158	25,010,416	298,146	83,886,456
14	<a href="#">Iran</a>	788,473	+13,352	42,461	+482	570,774	175,238	5,691	9,342	503	5,586,141	66,186	84,400,161
15	<a href="#">South Africa</a>	754,256	+1,987	20,432	+118	696,820	37,004	546	12,657	343	5,160,877	86,604	59,591,987
16	<a href="#">Poland</a>	752,940	+19,152	10,848	+357	324,282	417,810	2,114	19,903	287	5,687,216	150,333	37,830,681



# Google Phishing Quiz



<https://phishingquiz.withgoogle.com/>

- Practice your ability to stop phishing scams
- Google sponsored quiz
- Examples of fake and legitimate emails
- Shows you how to tell the difference
- Improve office cybersecurity
- Google blocks 18 Million Coronavirus scam emails per day!

