

Ten Tech Tips for Lawyers

The Tech Savvy Lawyer's Blog
www.TheTechSavvyLaywer.Page

A little classroom background ...

- What was your first electronic video game between the ages 5 - 11?
 - Pong
 - Atari
 - ColecoVision
 - Nintendo
 - Playstation

A little classroom background ...

- What was your first electronic video game between the ages 5 - 11?
 - Pong - 1975
 - Atari - 1977
 - ColecoVision - 1982
 - Nintendo - 1985
 - Playstation - 1994

Tip #1



Keyboard Shortcuts

Keyboard Shortcuts

- Learn Muscle Memory
- So you don't have to lift your hands from the keyboard to the mouse
- This investment of a little time now will save you more time in the end.
- Not only will your thoughts not be interrupted.
- But saving a little time each time you do these shortcuts will add up.
- Important when you are trying to meet that midnight filing, meeting with a client or getting ready for a hearing

Keyboard Shortcuts

	Mac	Windows
Select entire page content	Command (⌘) + A	Control (Ctrl) A
Copy Selection	Command (⌘) + C	Control (Ctrl) + C
Delete Selection	Command (⌘) + X	Control (Ctrl) + X
Past Selection	Command (⌘) + V	Control (Ctrl) + V
Print	Command (⌘) + P	Control (Ctrl) + P

Keyboard Shortcuts

	Mac	Windows
Undo Action	Command (⌘) + Z	Control (Ctrl) + Z
Redo "Undone" Action	Command (⌘) + y	Control (Ctrl) + Y
Find	Command (⌘) + F	Control (Ctrl) + F
Find and Replace	Command Shift (⌘) + H	Control (Ctrl) + H
Hyperlink	Command (⌘) + K	Control (Ctrl) + K

Tip #2



Typing Shortcuts

Typing Shortcuts

ISSUE	MAKE THIS EASIER	Or	Made Easier
Routine Mis-spellings	Judgement		Judgment
Symbols	§		.section
E-mails	michael@Eisenberg-Lawoffice.com		michael@
Multiple E-mails	michael@Eisenberg-Lawoffice.com , michaeldj@thetechsavvyllawyer.page , DMills@dcbar.org , RWashington@dcbar.org		.groupA
Short Phrase	Let me know!		.let
Long Phrase	Saluation		.sal

Salutation Short Cut

Sincerely,

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CHECK OUT OUR BLOG!

<http://eisenberg-lawoffice.com/blog/>

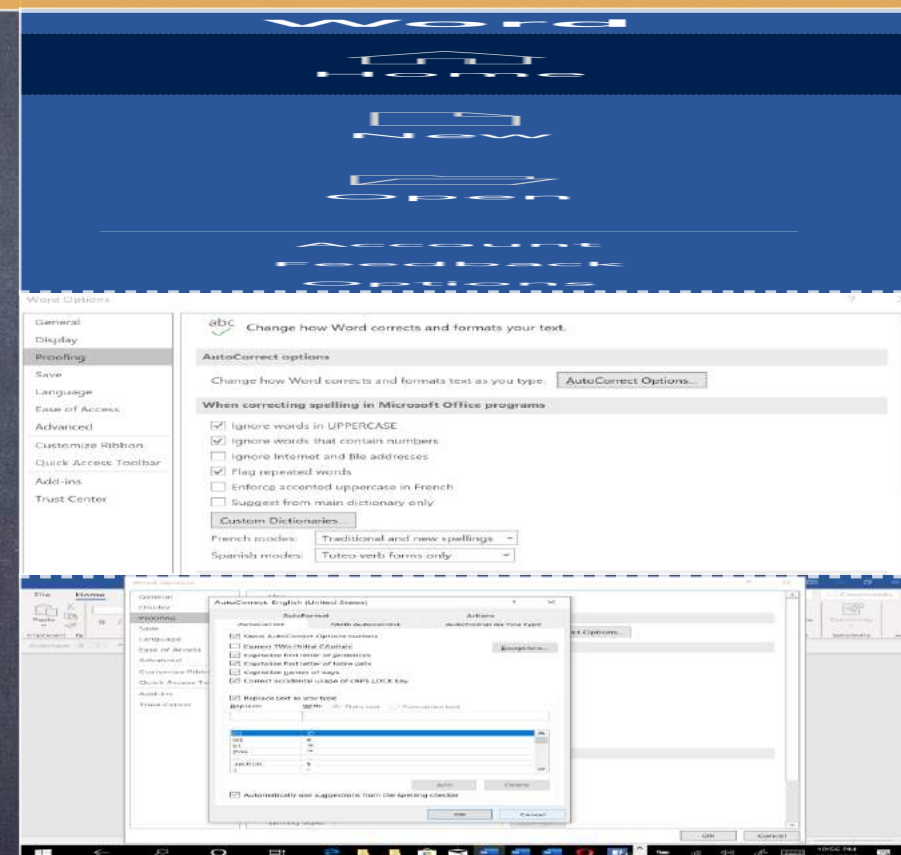
CONFIDENTIALITY NOTICE: This message is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply and destroy all copies of the original message. If you are the intended recipient but do not wish to receive communications through this medium, please advise the sender immediately.

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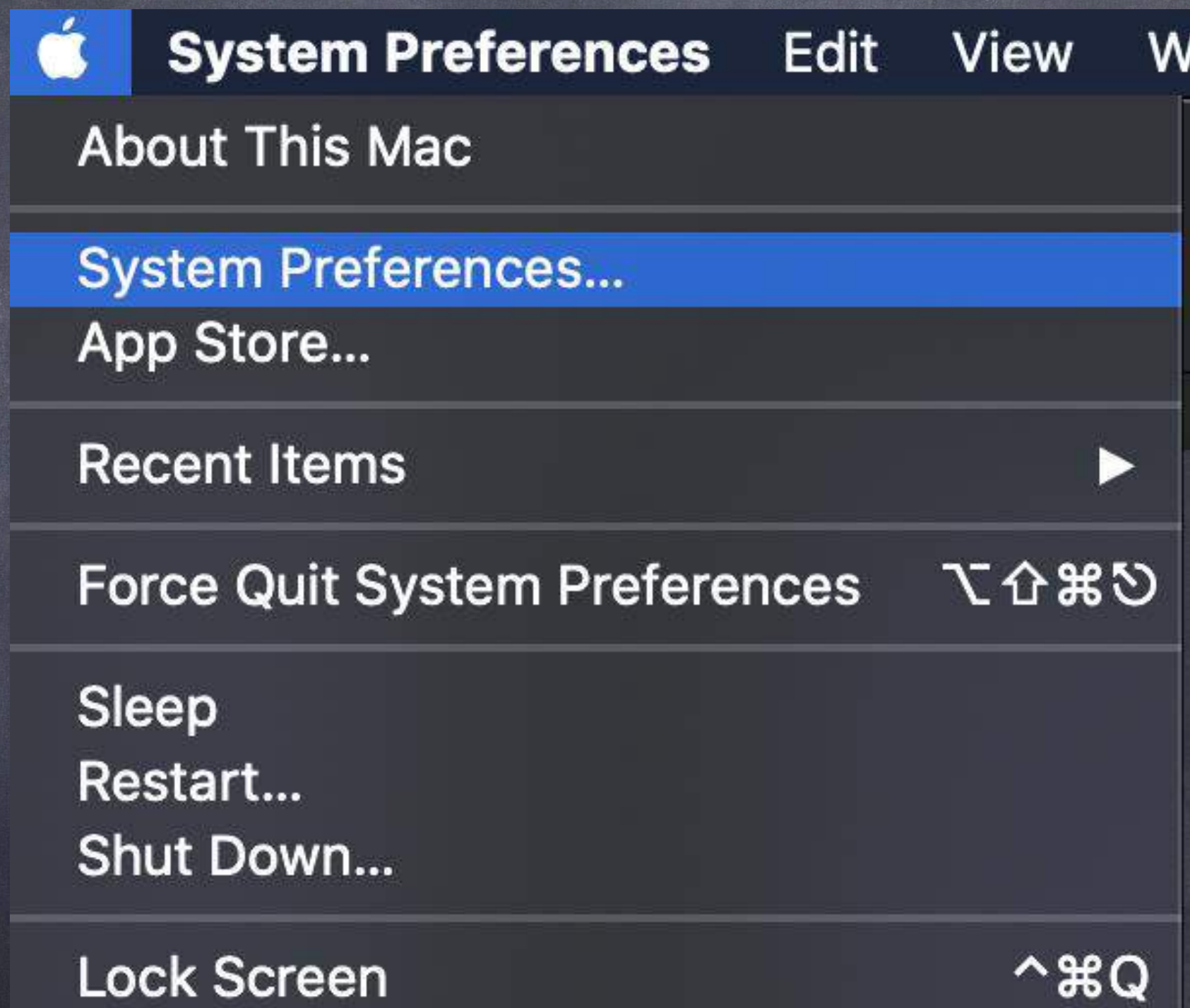
Typing Shortcuts Works on Macs and Windows

MAC - Universally

WINDOWS - MS Word

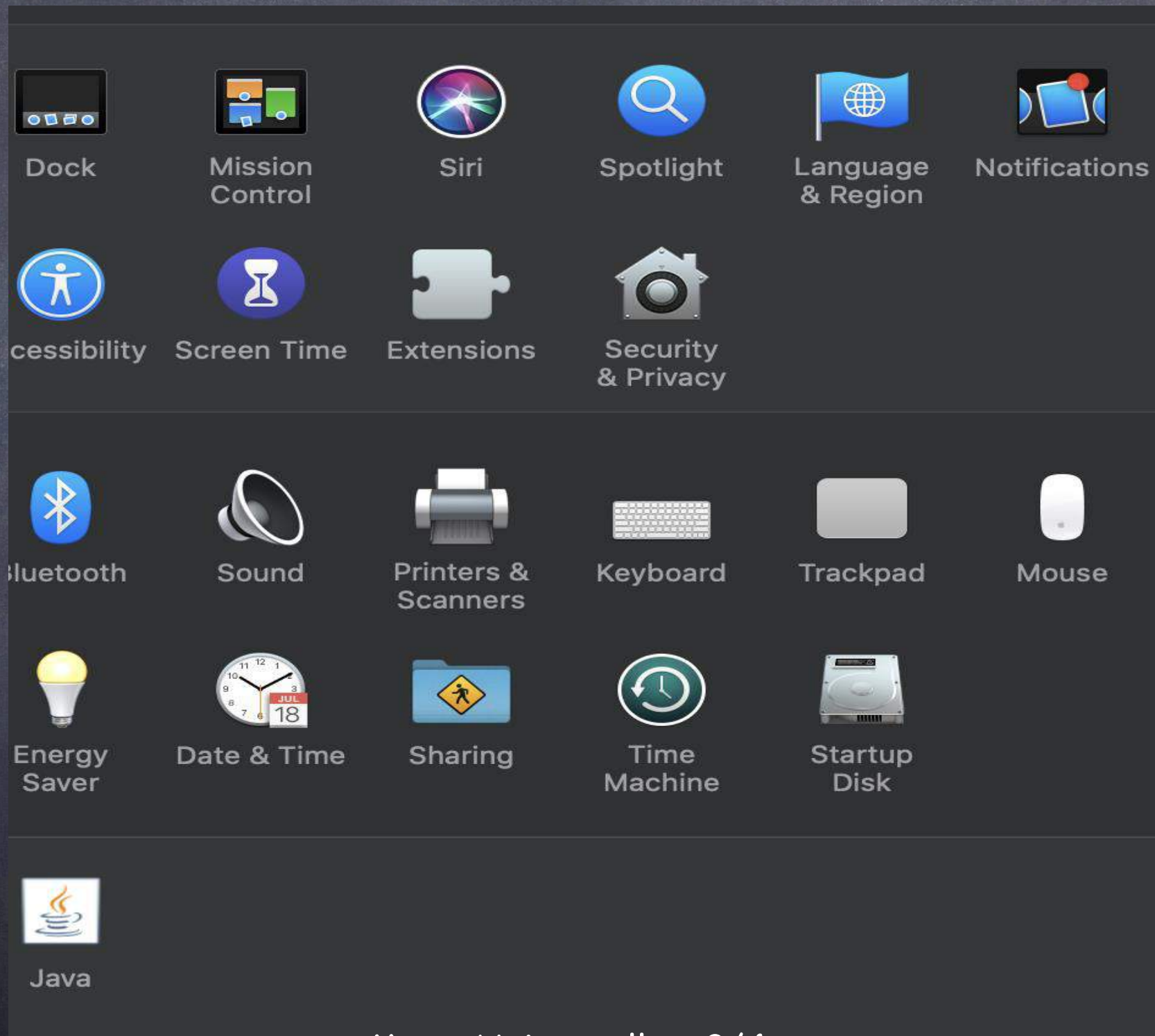


Typing Shortcuts Works on Macs and Windows



Typing Shortcuts

Works on Macs and Windows



Typing Shortcuts

Works on Macs and Windows



Michael D.J. Eisenberg
Apple ID, iCloud, Media & App Store



Apple ID



Family Sharing



General



Desktop &
Screen Saver



Dock



Mission
Control



Siri



Spotlight



Language
& Region



Notifications



Internet
Accounts



Users &
Groups



Accessibility



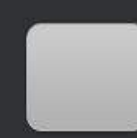
Screen Time



Extensions



Security
& Privacy



Typing Shortcuts

Works on Macs and Windows

Replace	With
.section	§
bc	because
bf	before
Group@	tom@hotmail.com
Judgement	Judgment
mdjewash@	mdjewash@mac.com
michael@	michael@eisenberg-lawoffice.com

- Correct spelling automatically
- Capitalize words automatically
- Add period with double-space

Spelling:

Automatic by Language

- Use smart quotes and dashes

for Double Quotes

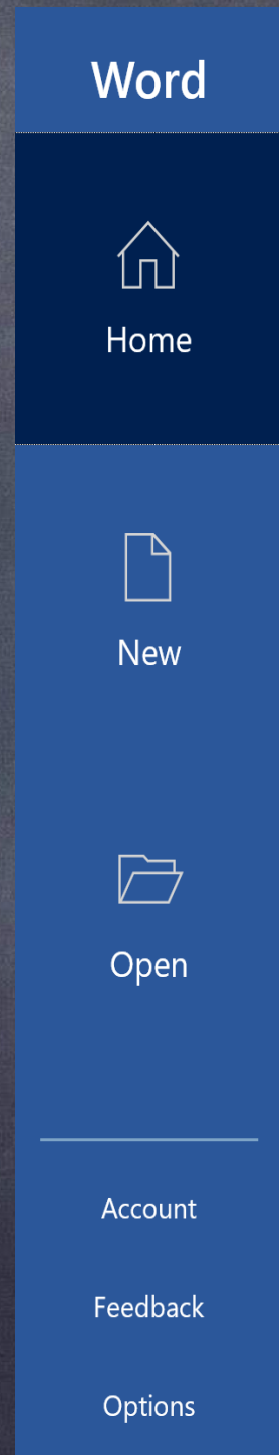
"abc"

for Single Quotes

'abc'

Typing Shortcuts

Works on Macs and Windows




Typing Shortcuts

Works on Macs and Windows

Word Options ?

General
Display
Proofing
Save
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

abc  Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type: [AutoCorrect Options...](#)

When correcting spelling in Microsoft Office programs

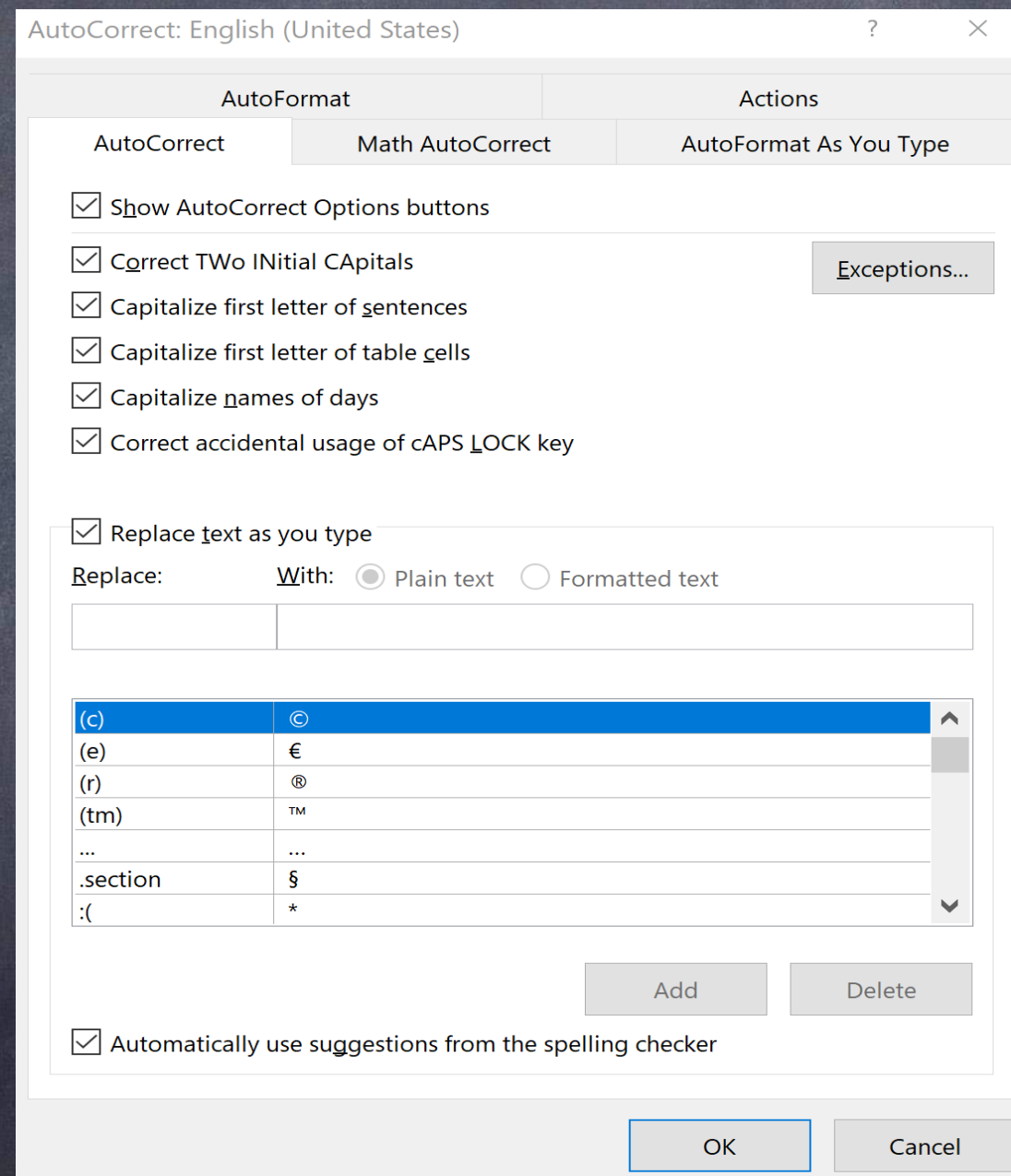
- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore Internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

[Custom Dictionaries...](#)

French modes: [Traditional and new spellings](#) ▼

Spanish modes: [Tuteo verb forms only](#) ▼

Typing Shortcuts Works on Macs and Windows



Tip #3



Automatically Flagging E-mails

Color code your e-mails to quickly triage your work

Sender	Color
Court	
Client	
Staff	
Family	

uscfc_cmecf@cfc.uscourts.gov 3:15 PM
 Activity in Case 1:19-cv-01000-EDK-WOOD USA...
 This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail...

Angela from Smith.ai 3:01 PM
 [Smith] Call summary from [REDACTED]
 [REDACTED]

[REDACTED] 2:58 PM
 New Appointment: [REDACTED]
 Scheduled by a client Appointment time in the business's time zone: Tuesday, November 5, 2019 5:00pm EST Tim...

uscfc_cmecf@cfc.uscourts.gov 2:52 PM
 Activity in Case 1:19-cv-01000-EDK-WOOD W. USA...
 This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail...

<noreply@dcaappeals.gov> 1:18 PM
 D.C. Court of Appeals E-Filing Approval Notice - 19-...
 This is a notice to inform you that the BRIEF - Brief filed on [REDACTED] has been accepted by the Court Clerk. T...

<noreply@dcaappeals.gov> 1:10 PM
 D.C. Court of Appeals E-Filing Submission Notice - 19-...
 This is a notice to inform you that the BRIEF - Brief filed on 19-01-01 has been successfully submitted to the D...

<noreply@dcaappeals.gov> 1:02 PM
 D.C. Court of Appeals E-Filing Approval Notice - [REDACTED]
 This is a notice to inform you that the BRIEF - Joint Appendix filed on 19-CV-0189 has been accepted by the...

[REDACTED] 12:56 PM
 Re: Action requested...
 No, I didn't receive this document! Thanks- [REDACTED] sent from my iPhone

[REDACTED] 12:46 PM
 Re: Possible client
 I am just filing the 21-52657 today for this. I had him as a [REDACTED]

<noreply@dcaappeals.gov> 12:14 PM
 D.C. Court of Appeals E-Filing Submission Notice - 19-...
 This is a notice to inform you that the BRIEF - Joint Appendix filed on 19-CV-0189 has been successfully su...

Mac Mail

By: Date Sent ▾ ↓

Today

Twitter
 "World leaders and Princess Anne... 3:44 AM
 ...

Pexels 🗑️ 📁 🚩
 Our biggest giveaway ever is now live! 2:15 AM

Yesterday

Twitter
 "New Zealand newspaper issues ap... Yesterday
 ...

Tuesday

Jeff Richardson
 Re: TSLP Podcast #1: Judge Herbert B... 12/3/19
 I'm in, just waiting for you... On 2019-12-03 7:56...

Jeff Richardson ↩️
 Re: TSLP Podcast #1: Judge Herbert B... 12/3/19
 I'm now ready whenever you are. My cell is 504-...

Jeff Richardson
 Re: TSLP Podcast #1: Judge Herbert B... 12/3/19
 Sorry that I didn't see this email until just now. I'l...

District of Columbia Bar
 DC Bar Holiday Party & Toys for Tots 12/3/19
 We look forward to seeing you at our Annual Hol...

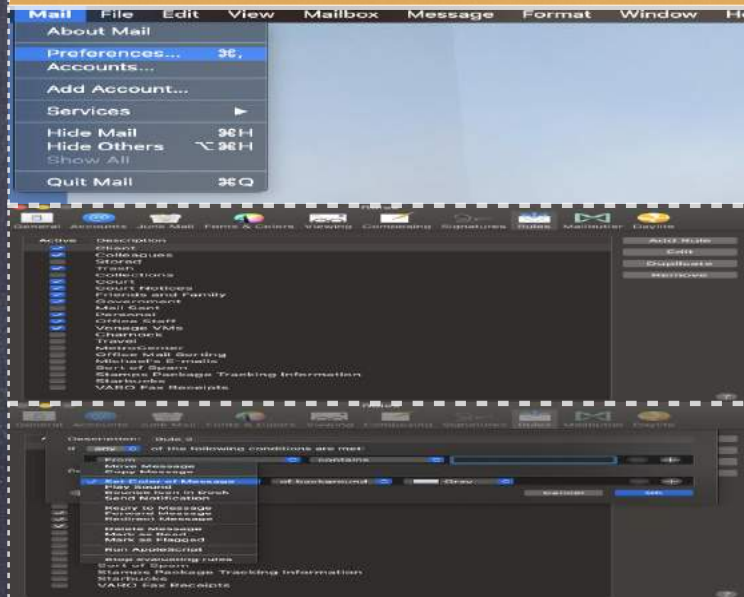
Monday

Rochelle Washington 📎 ↩️
 RE: [EXT]TSLP Podcast #1: Judge Her... 12/2/19
 Hi Michael, I hope you had a wonderful Thanksgi...

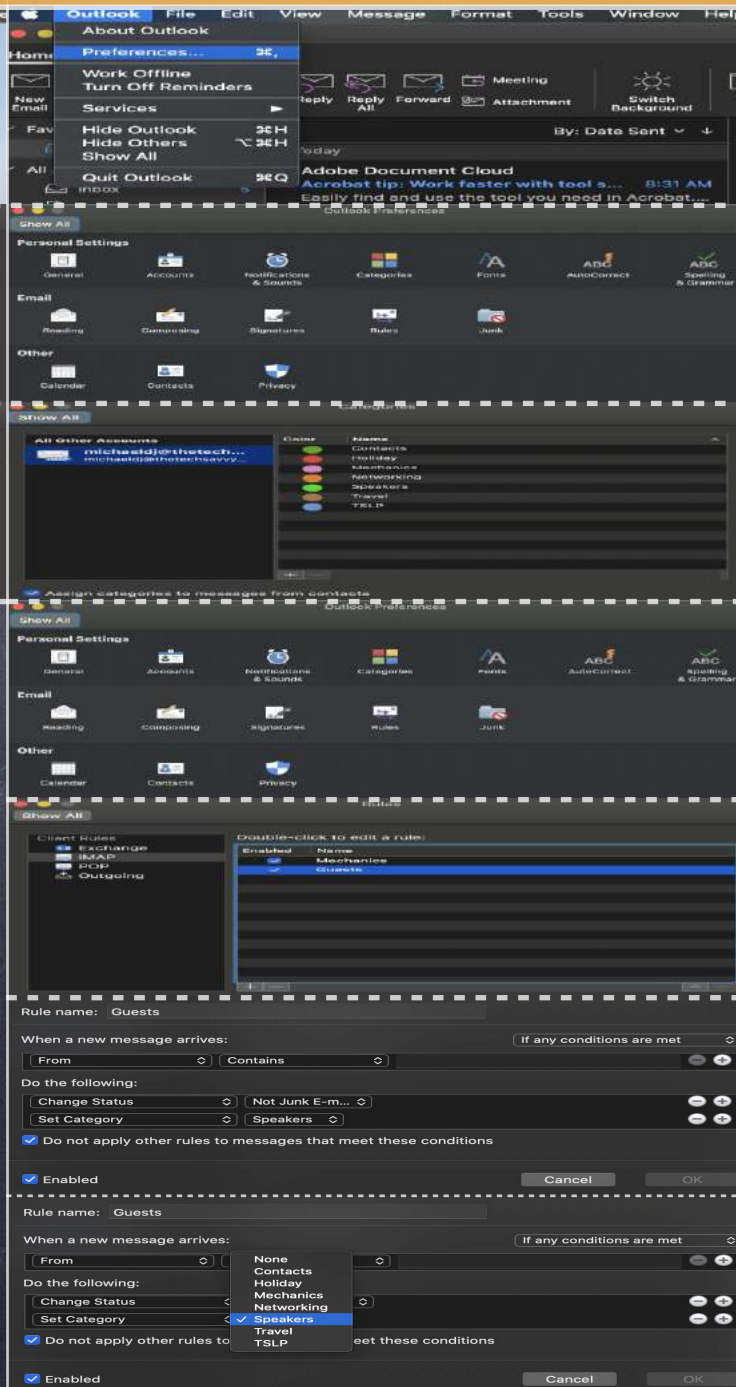
Mac Outlook

Triaging E-mails Works on Macs and Windows

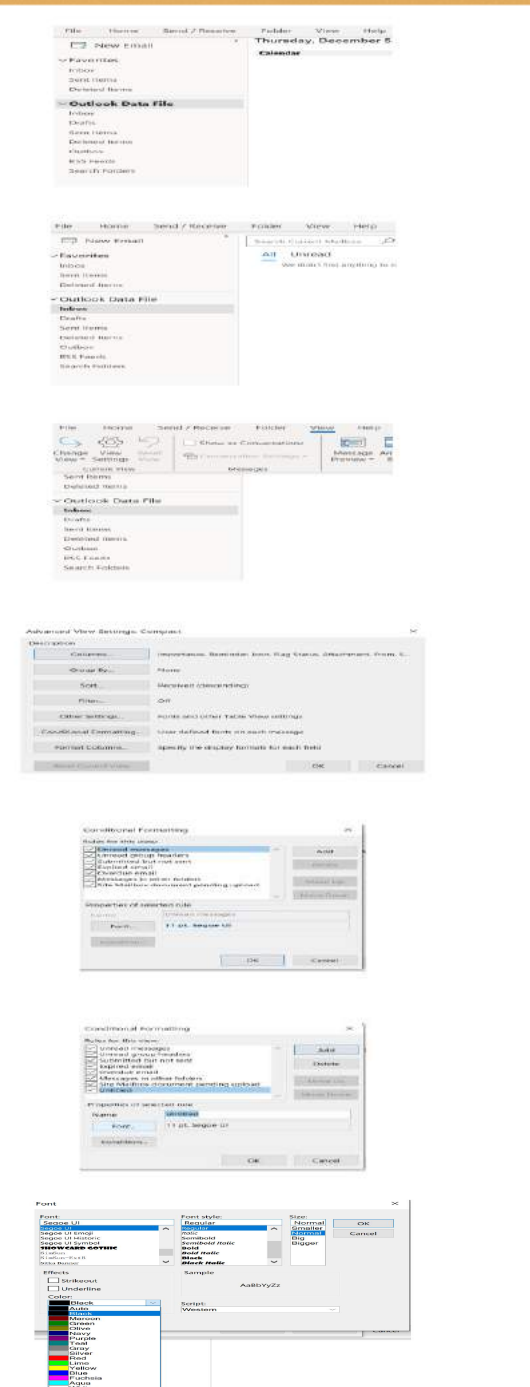
MAC - Mail



MAC - Outlook

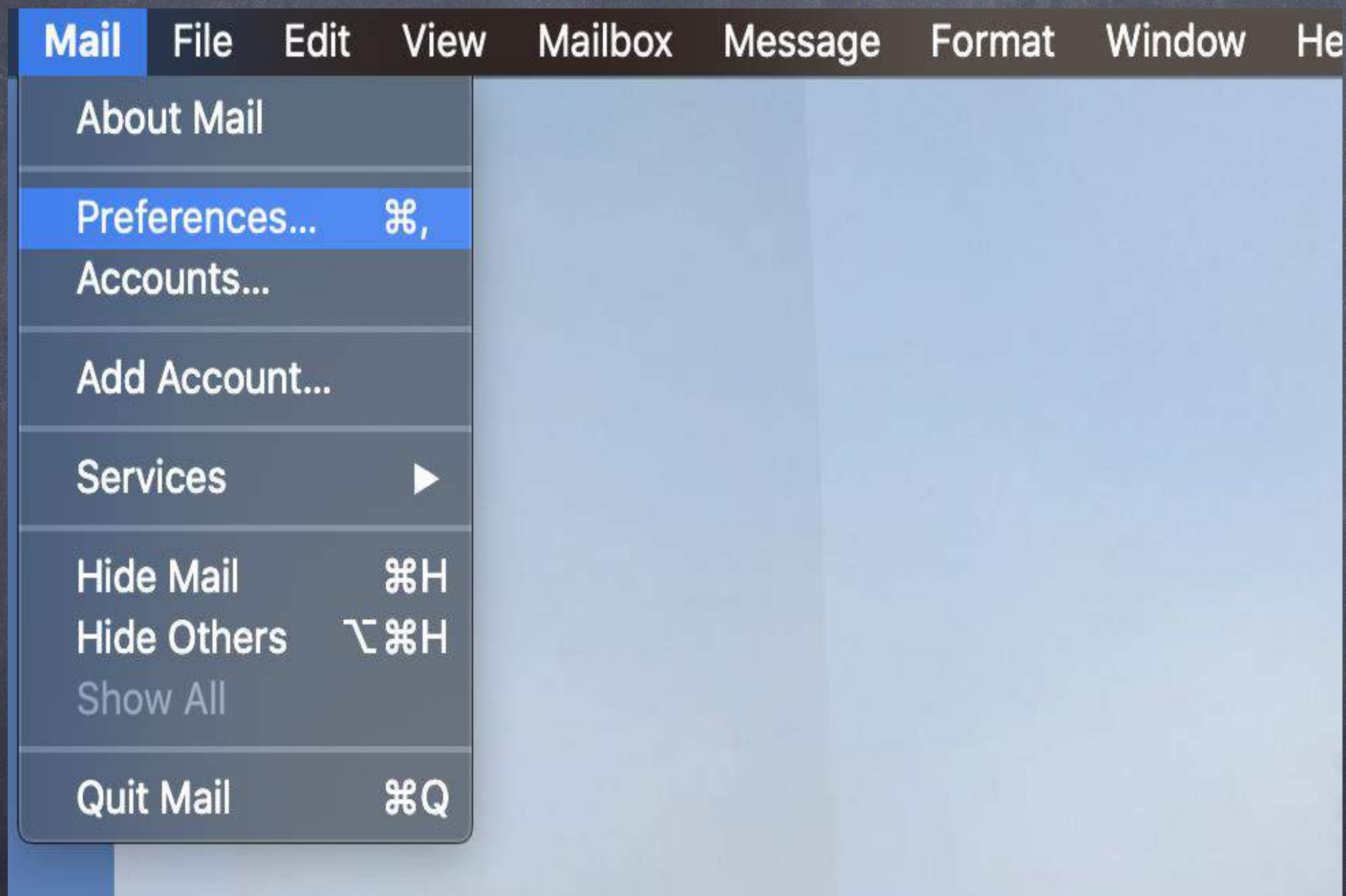


WINDOWS - Outlook



Triaging E-mails

Works on Macs and Windows



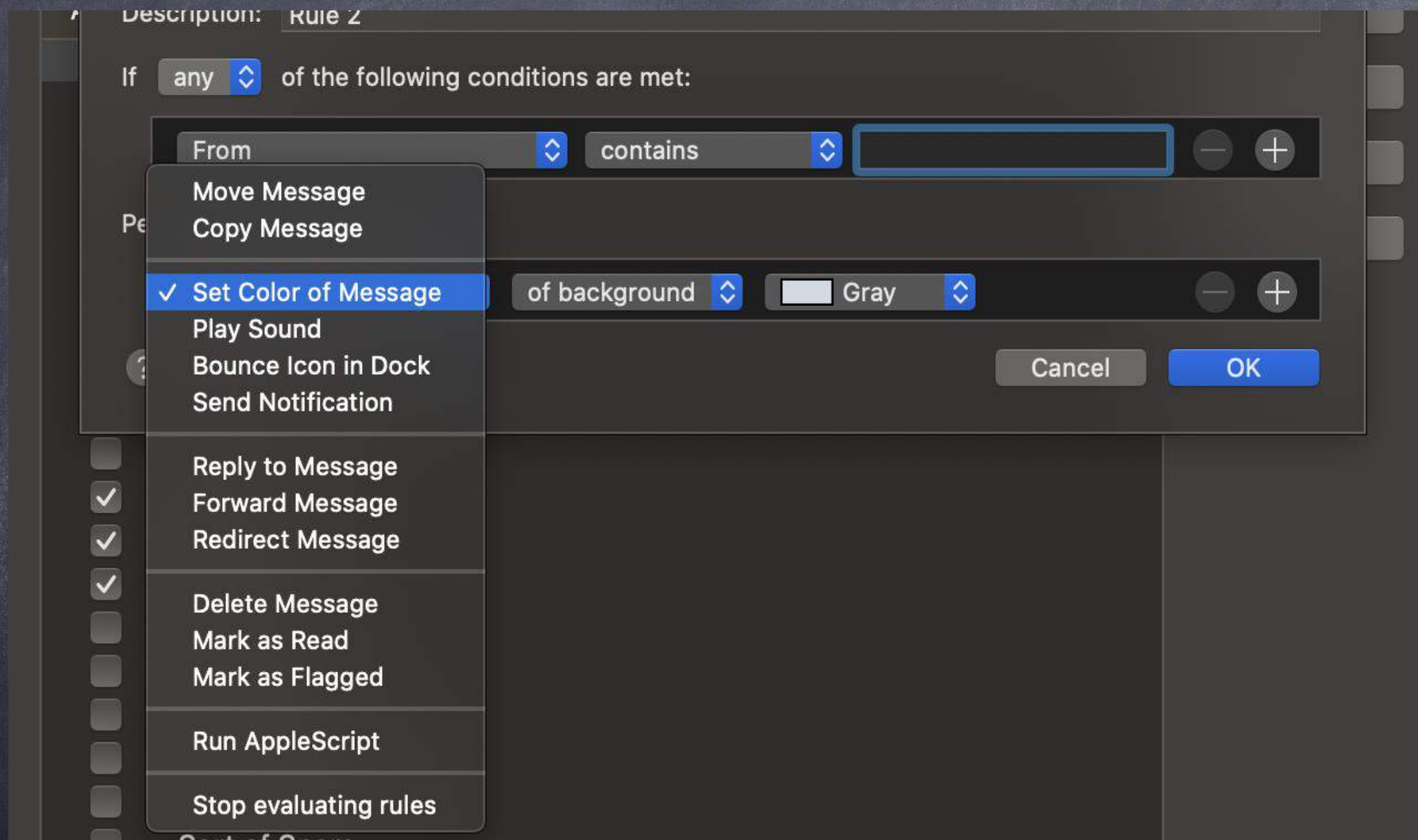
Triaging E-mails

Works on Macs and Windows

Active	Description	
<input checked="" type="checkbox"/>	Client	Add Rule
<input checked="" type="checkbox"/>	Colleagues	Edit
<input type="checkbox"/>	Stored	Duplicate
<input checked="" type="checkbox"/>	Trash	Remove
<input type="checkbox"/>	Collections	
<input checked="" type="checkbox"/>	Court	
<input checked="" type="checkbox"/>	Court Notices	
<input checked="" type="checkbox"/>	Friends and Family	
<input checked="" type="checkbox"/>	Government	
<input type="checkbox"/>	Mail Sent	
<input checked="" type="checkbox"/>	Personal	
<input checked="" type="checkbox"/>	Office Staff	
<input checked="" type="checkbox"/>	Vonage VMs	
<input type="checkbox"/>	Charnock	
<input type="checkbox"/>	Travel	
<input type="checkbox"/>	MetroCenter	
<input type="checkbox"/>	Office Mail Sorting	
<input type="checkbox"/>	Michael's E-mails	
<input type="checkbox"/>	Cent of Cr...	

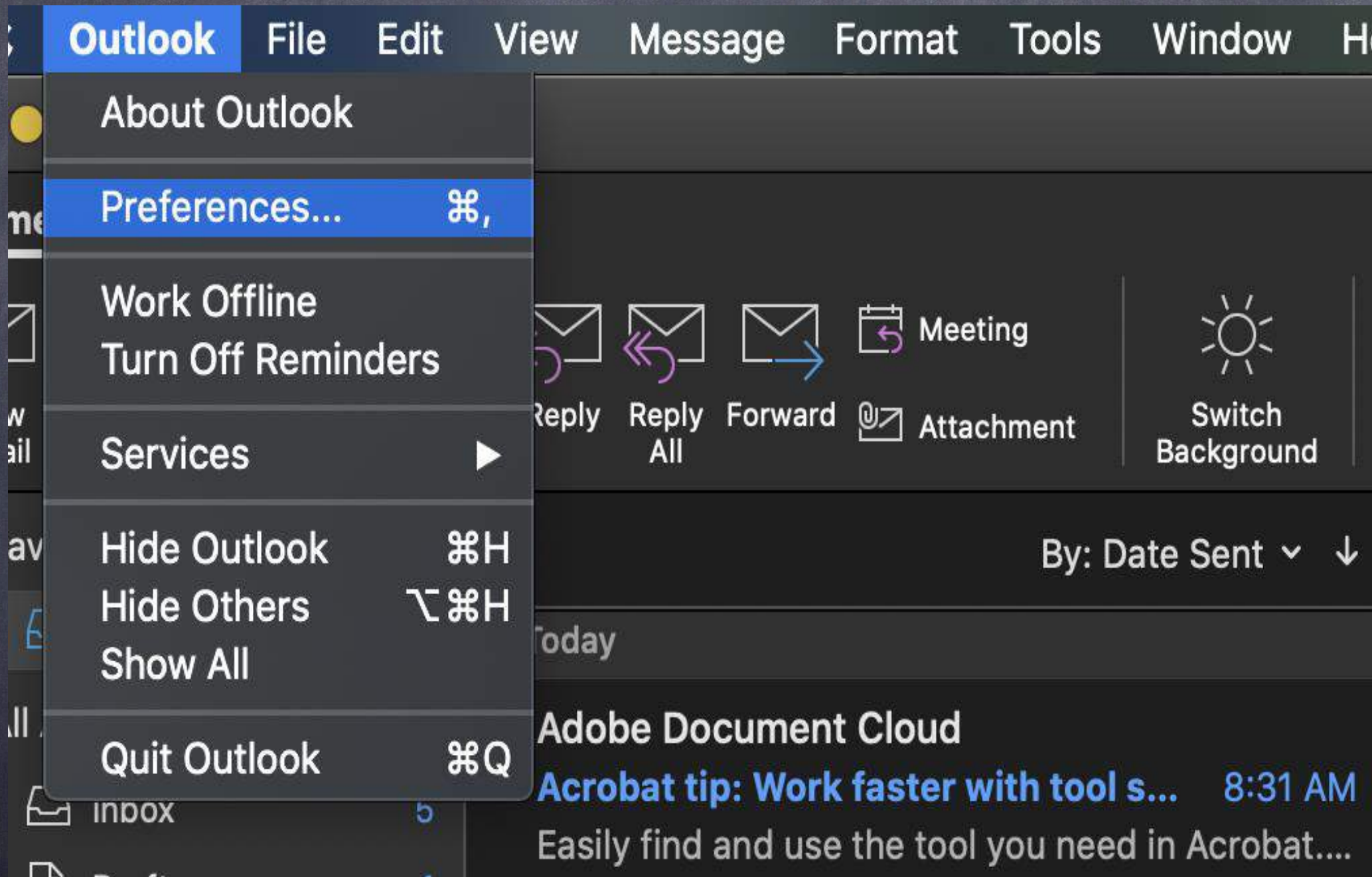
Triaging E-mails

Works on Macs and Windows



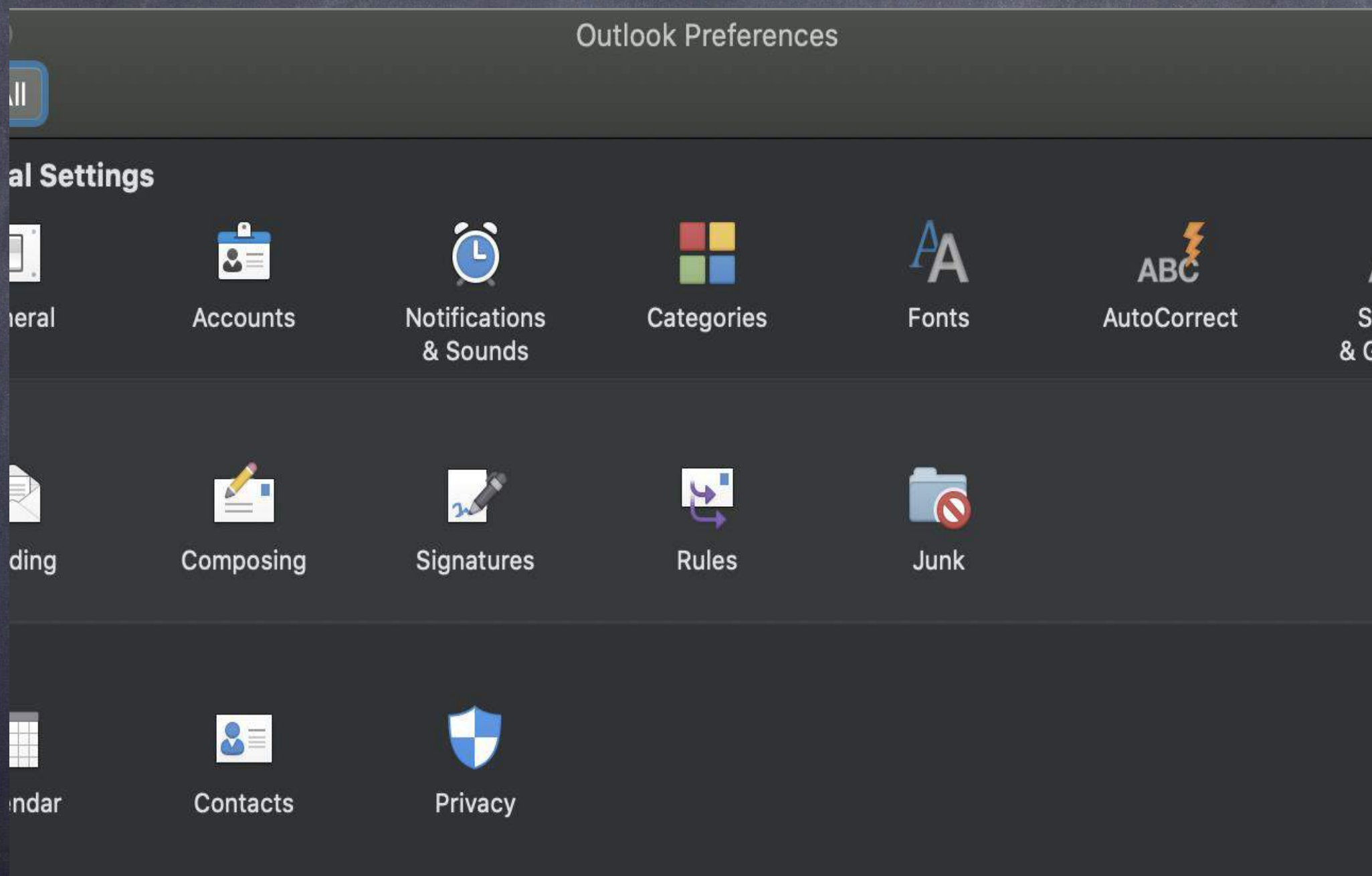
Triaging E-mails

Works on Macs and Windows



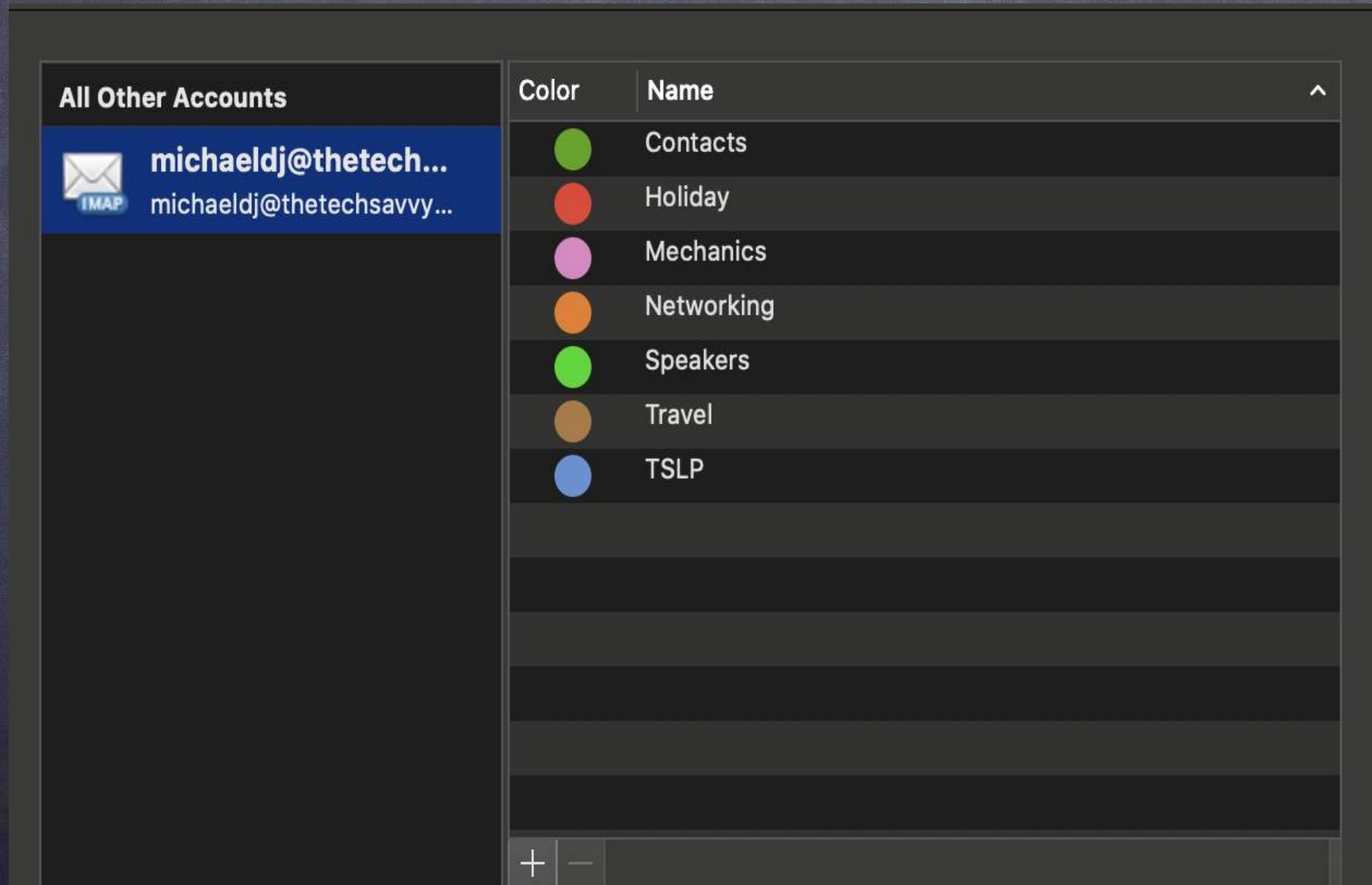
Triaging E-mails

Works on Macs and Windows



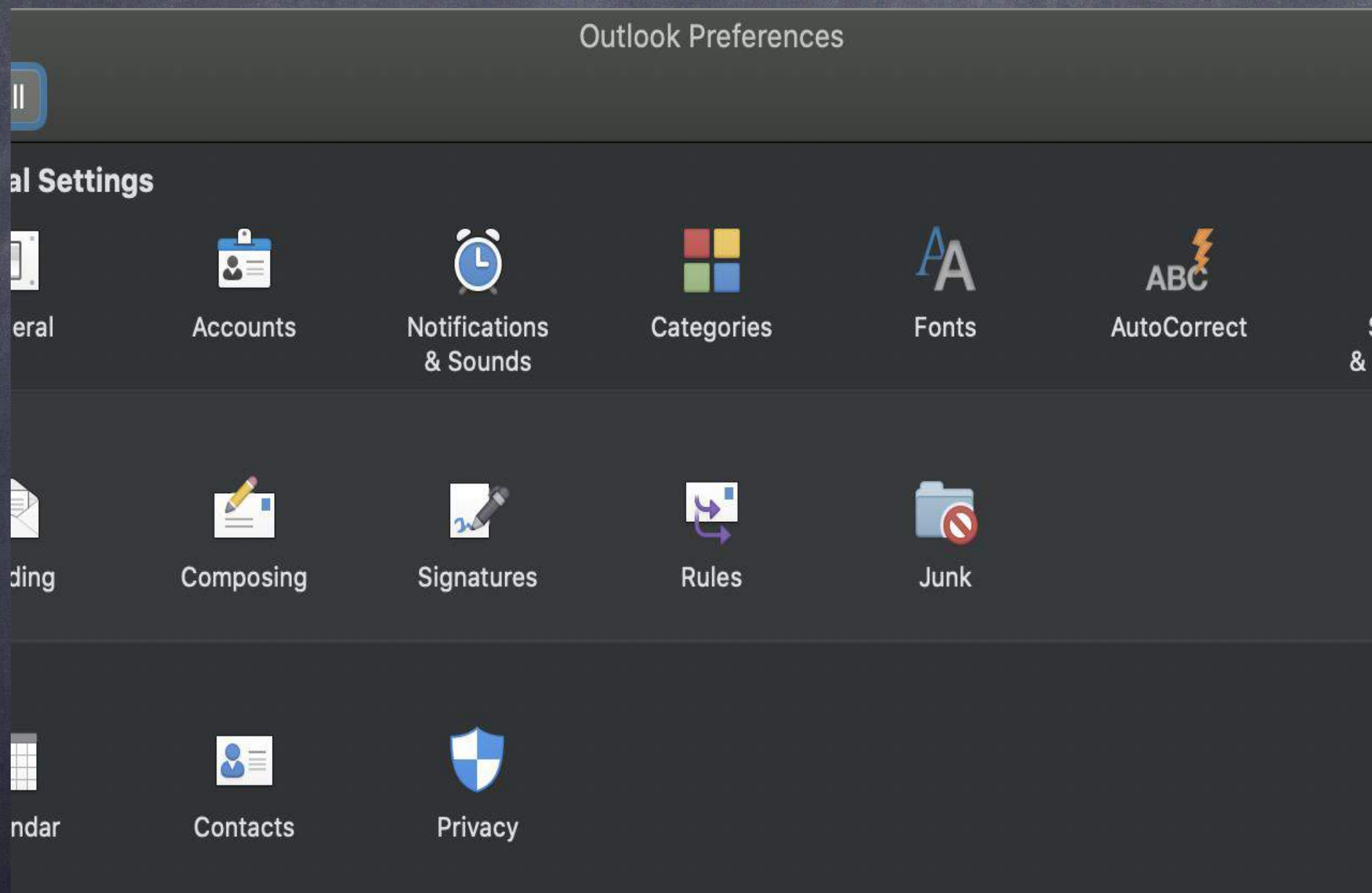
Triaging E-mails

Works on Macs and Windows



Triaging E-mails

Works on Macs and Windows



Triaging E-mails

Works on Macs and Windows

SHOW ALL

Client Rules

- Exchange
- IMAP**
- POP
- Outgoing

Double-click to edit a rule:

Enabled	Name
<input checked="" type="checkbox"/>	Mechanics
<input checked="" type="checkbox"/>	Guests
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
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<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Triaging E-mails

Works on Macs and Windows

Rule name:

When a new message arrives:

Do the following:

Do not apply other rules to messages that meet these conditions

Enabled

Triaging E-mails

Works on Macs and Windows

Rule name:

When a new message arrives: If any conditions are met

From None - +

Do the following:

Change Status Change Status - +

Set Category Speakers - +

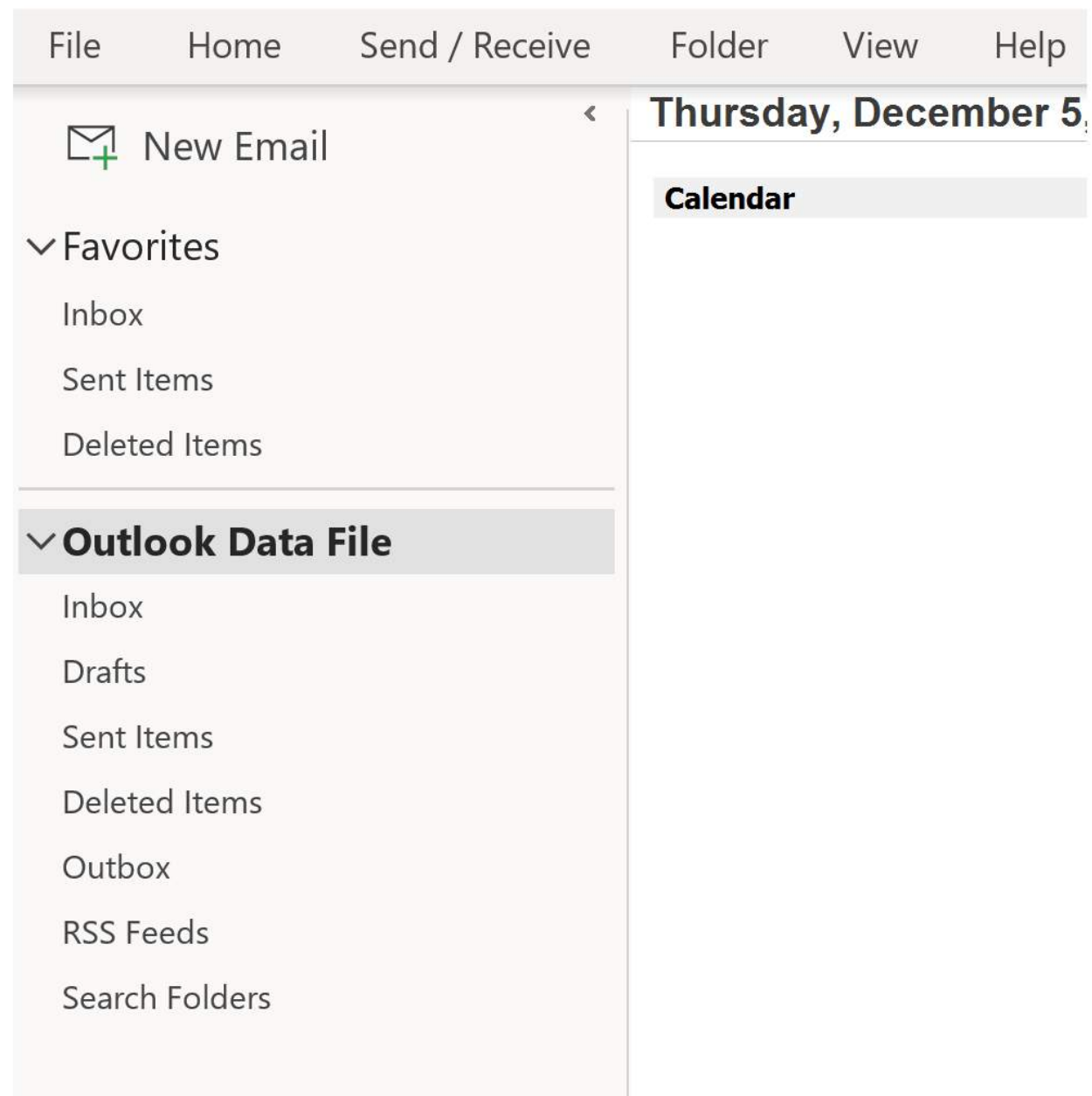
Do not apply other rules to messages that meet these conditions

Enabled Cancel OK

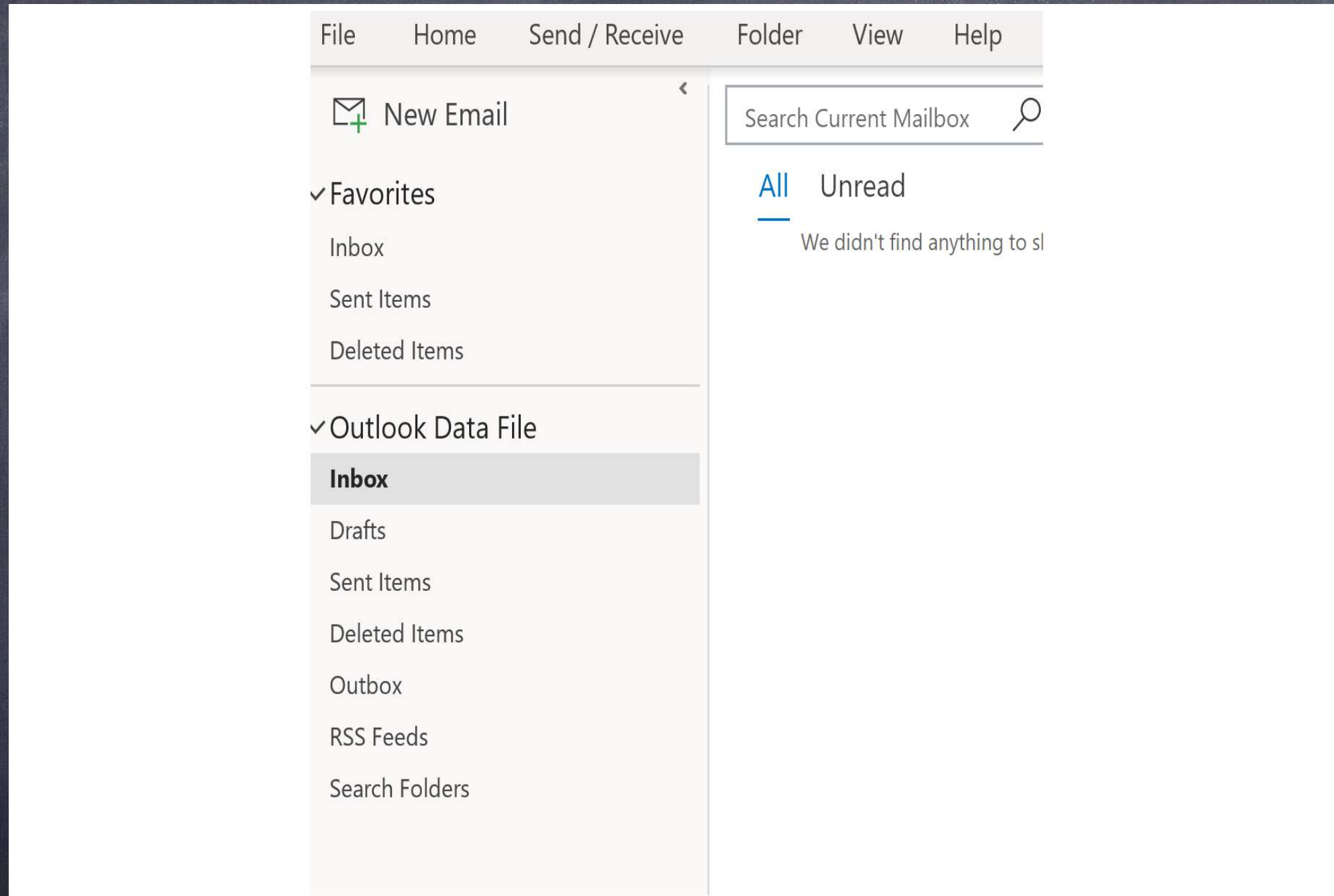
- None
- Contacts
- Holiday
- Mechanics
- Networking
- Speakers**
- Travel
- TSLP

Triaging E-mails

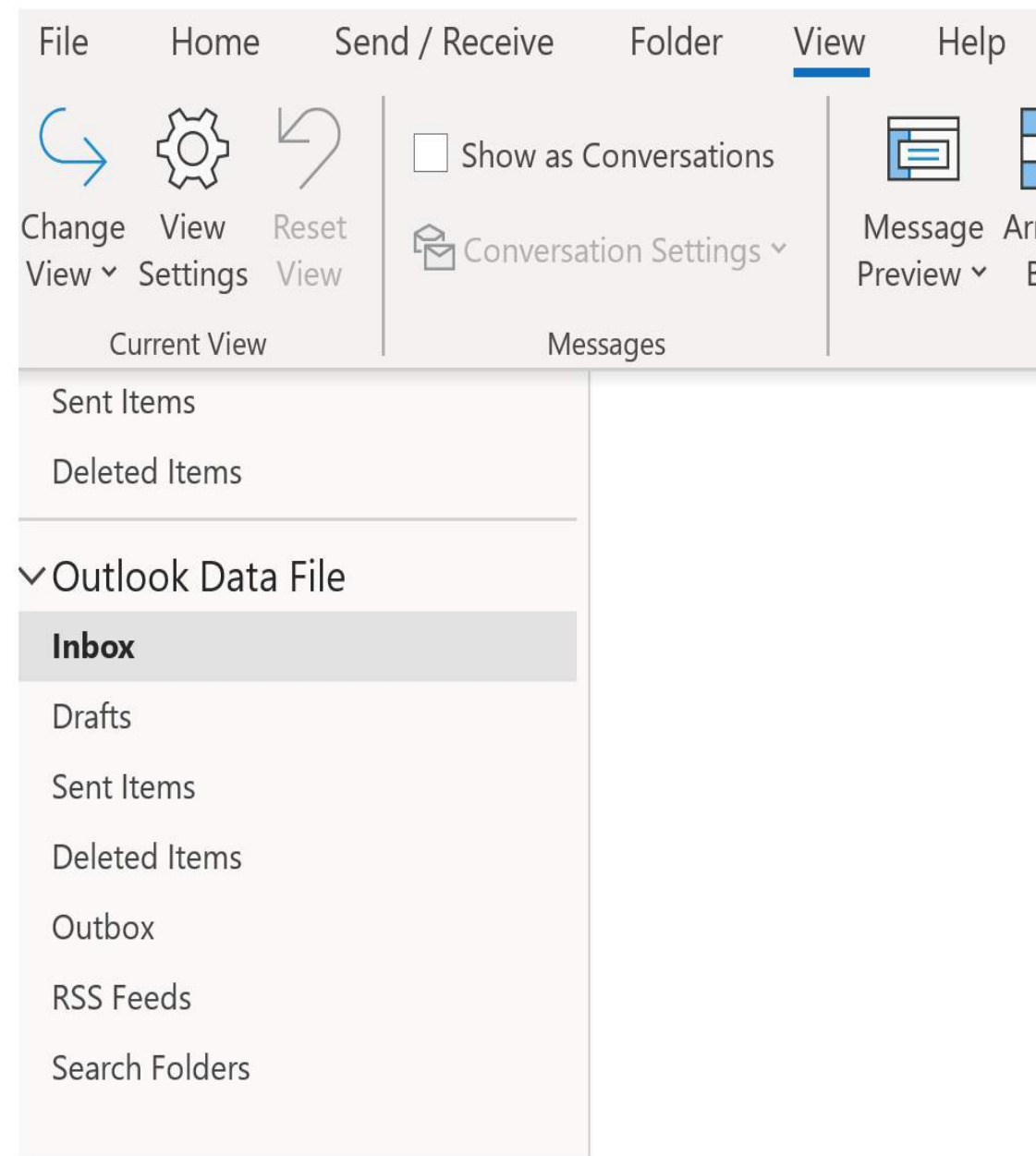
Works on Macs and Windows



Triaging E-mails Works on Macs and Windows

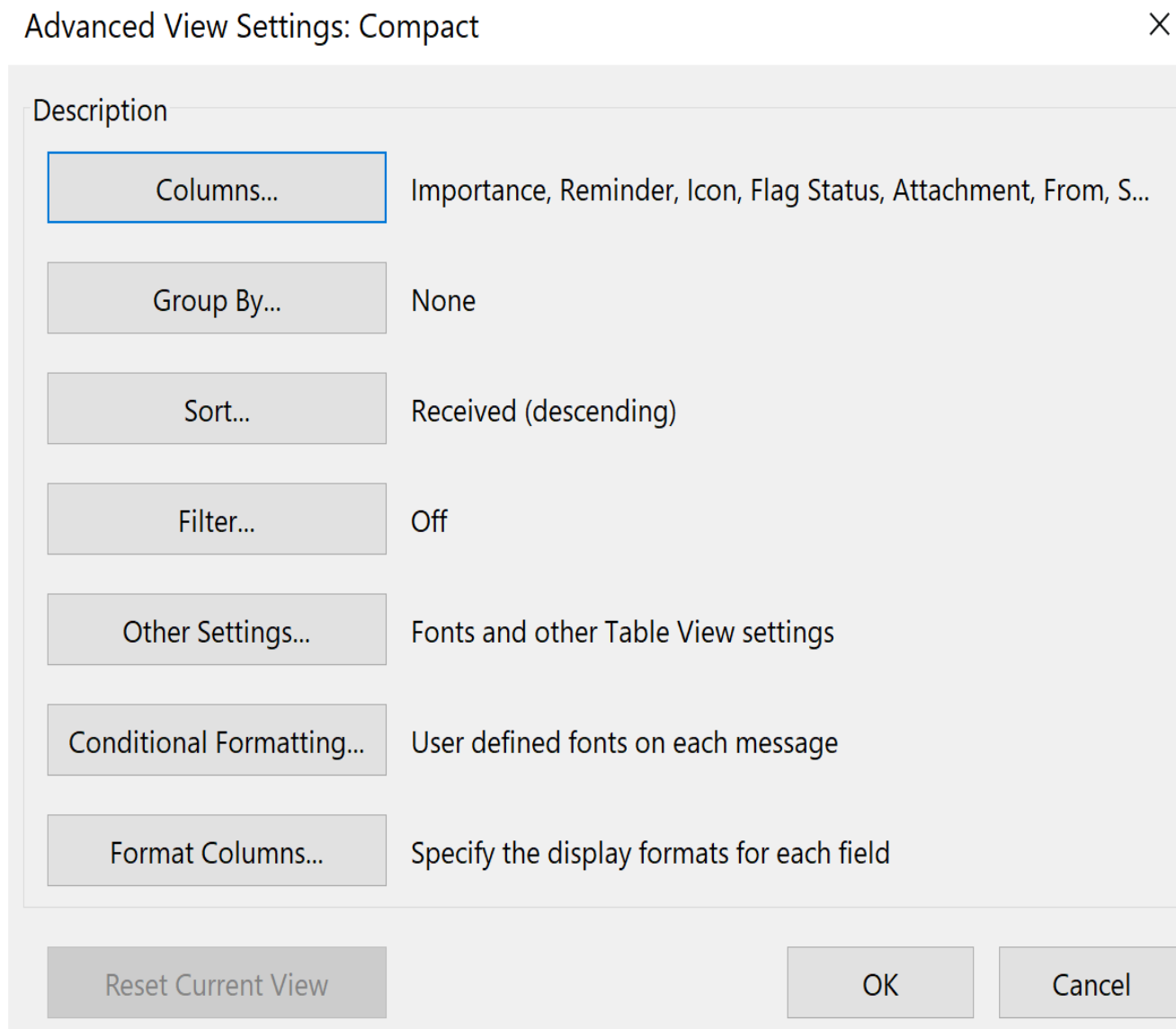


Triaging E-mails Works on Macs and Windows

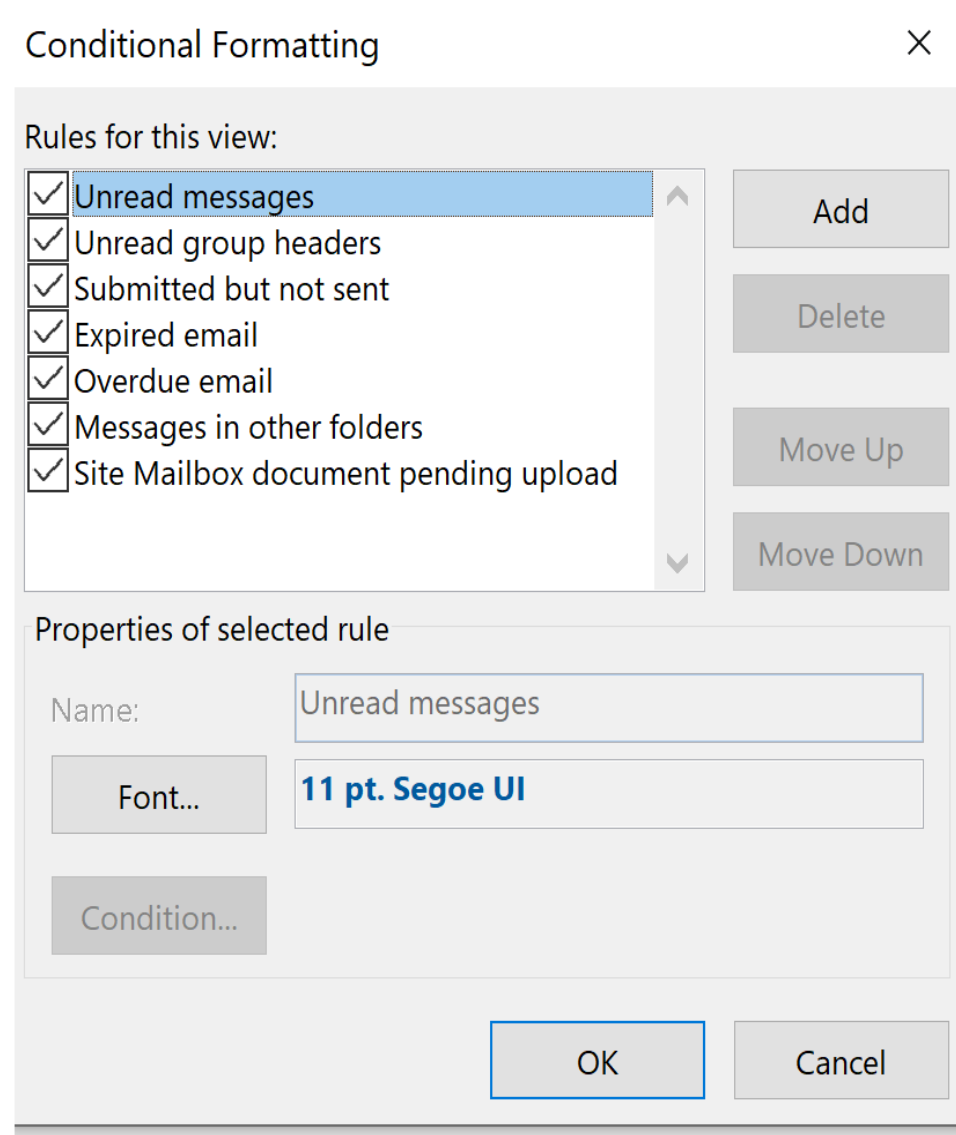


Triaging E-mails

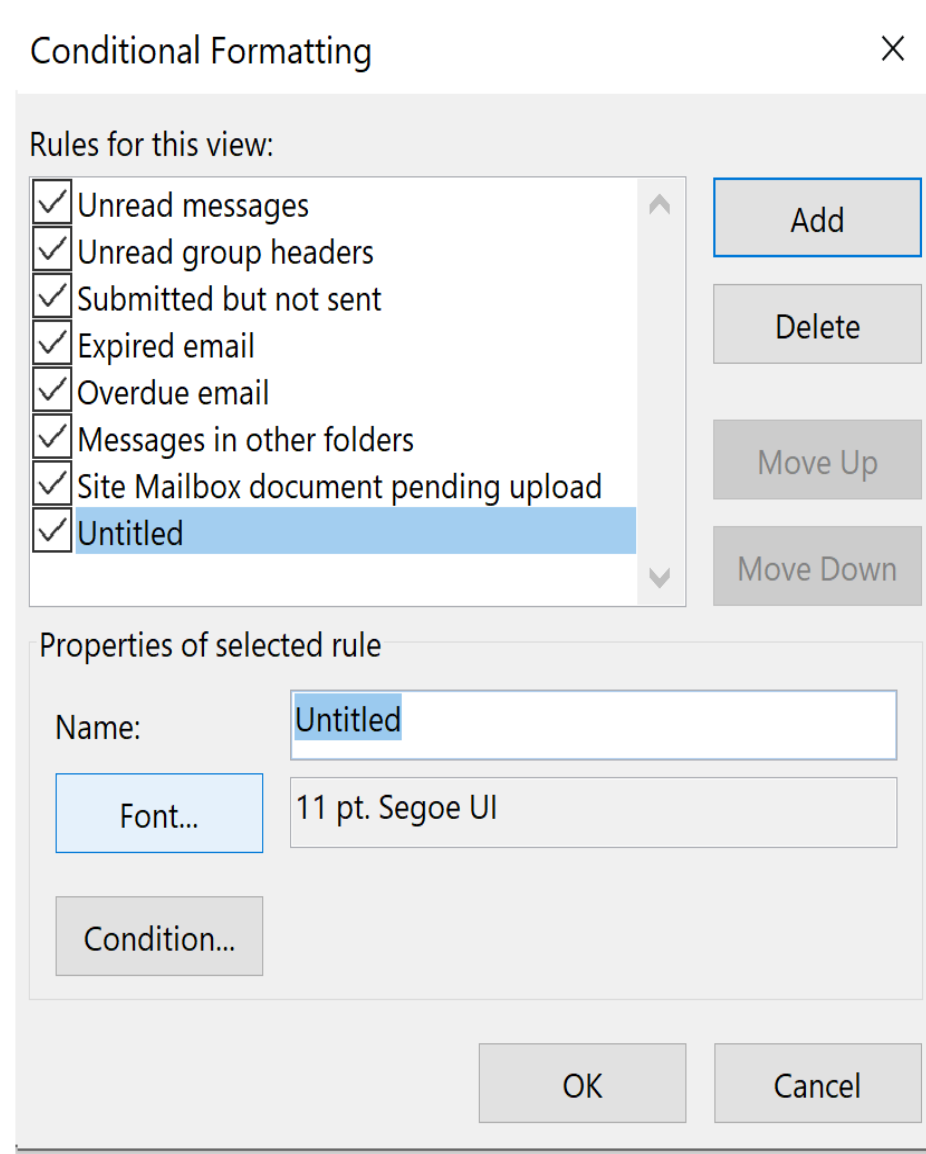
Works on Macs and Windows



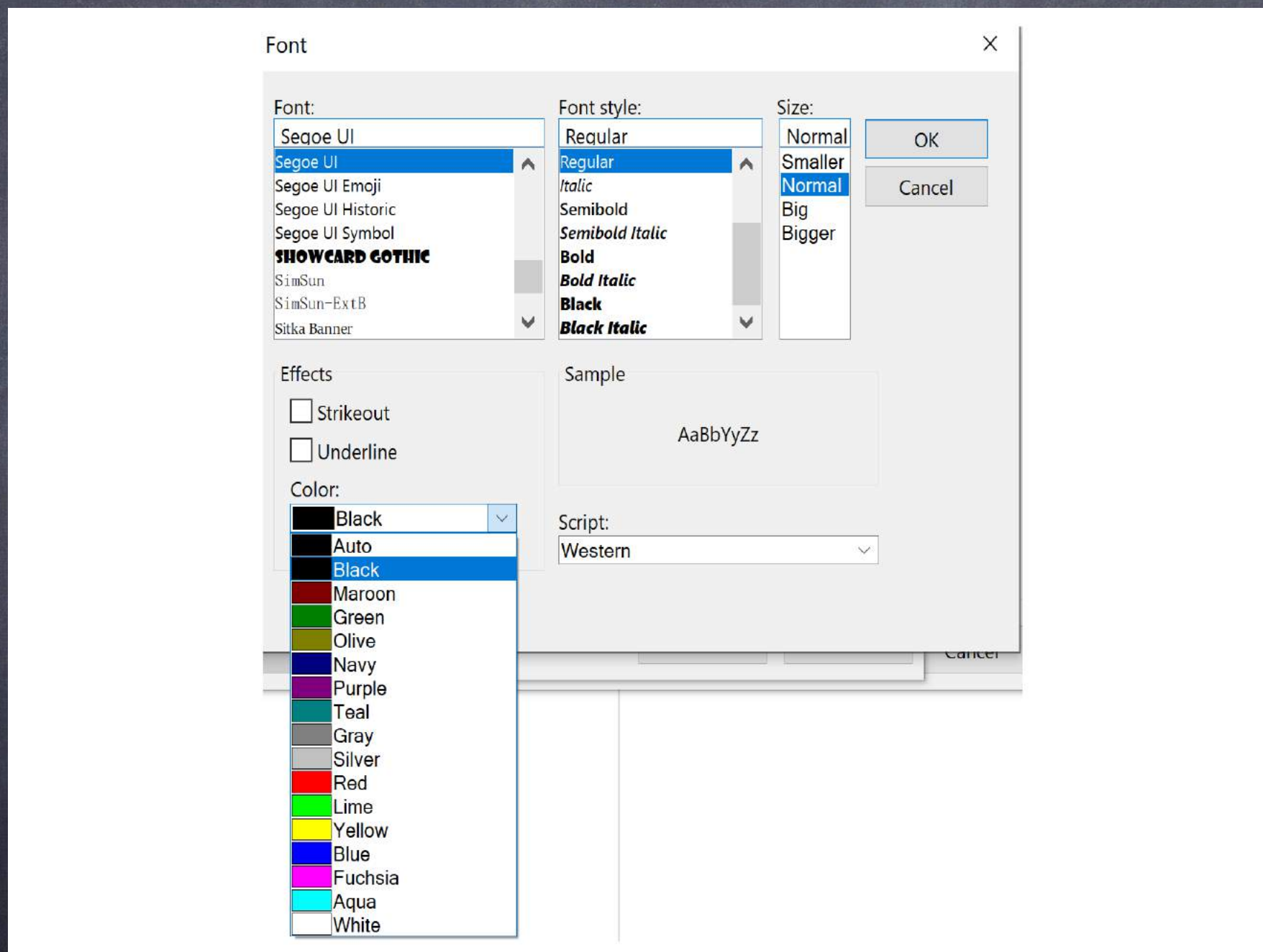
Triaging E-mails Works on Macs and Windows



Triaging E-mails Works on Macs and Windows



Triaging E-mails Works on Macs and Windows



Tip #4



Passwords!

ABA Rules Require

Rule 1.1 Competence

- [8] To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology, engage in continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject.

Rule 1.6: Confidentiality of Information

- (c) 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.

What is the Most Commonly Used Password?

- Class Survey
 - Password
 - Temp101
 - 123456
 - Sports
 - Money!

History of Commonly Used Password

Top 25 most common passwords by year according to SplashData

Rank	2011 ^[4]	2012 ^[5]	2013 ^[6]	2014 ^[7]	2015 ^[8]	2016 ^[3]	2017 ^[9]	2018 ^[10]
1	password	password	123456	123456	123456	123456	123456	123456
2	123456	123456	password	password	password	password	password	password
3	12345678	12345678	12345678	12345	12345678	12345	12345678	123456789
4	qwerty	abc123	qwerty	12345678	qwerty	12345678	qwerty	12345678
5	abc123	qwerty	abc123	qwerty	12345	football	12345	12345
6	monkey	monkey	123456789	123456789	123456789	qwerty	123456789	111111
7	1234567	letmein	111111	1234	football	1234567890	letmein	1234567
8	letmein	dragon	1234567	baseball	1234	1234567	1234567	sunshine
9	trustno1	111111	iloveyou	dragon	1234567	princess	football	qwerty
10	dragon	baseball	adobe123 ^[a]	football	baseball	1234	iloveyou	iloveyou
11	baseball	iloveyou	123123	1234567	welcome	login	admin	princess
12	111111	trustno1	admin	monkey	1234567890	welcome	welcome	admin
13	iloveyou	1234567	1234567890	letmein	abc123	solo	monkey	welcome
14	master	sunshine	letmein	abc123	111111	abc123	login	666666
15	sunshine	master	photoshop ^[a]	111111	1qaz2wsx	admin	abc123	abc123
16	ashley	123123	1234	mustang	dragon	121212	starwars	football
17	bailey	welcome	monkey	access	master	flower	123123	123123
18	passw0rd	shadow	shadow	shadow	monkey	passw0rd	dragon	monkey
19	shadow	ashley	sunshine	master	letmein	dragon	passw0rd	654321
20	123123	football	12345	michael	login	sunshine	master	!@#%&^*
21	654321	jesus	password1	superman	princess	master	hello	charlie
22	superman	michael	princess	696969	qwertyuiop	hottie	freedom	aa123456
23	qazwsx	ninja	azerty	123123	solo	loveme	whatever	donald
24	michael	mustang	trustno1	batman	passw0rd	zaq1zaq1	qazwsx	password1
25	Football	password1	000000	trustno1	starwars	password1	trustno1	qwerty123

Wikipedia, "List of the most common passwords", Last Viewed October 28, 2019.

History of Commonly Used Password

2018 [10]
123456

The "Winner"!

Common Mistakes

- Multiple Passwords Are Needed
- Written down (on a sticky note) at your desk doesn't help you:
 - Secure from prying eyes
 - When you are on the road, at a hearing, at depositions or on vacation!

Solution - Password Generator

- Password Generator
 - Random Numbers, letters, symbols . . .
- Syncs securely across devices
- Password protected in your devices
 - Helpful when you have different platforms e.g., Windows v. Mac
 - Helpful when you are on the road

Examples

- 1Password* - <https://1password.com>
- LastPass - <https://www.lastpass.com>
- Dashlane - www.dashlane.com

Tip #5



Save Guarding Your On-Line Accounts

Prying Eyes are Everywhere!

- We don't work in isolation
- People live or work above you, below you and around you.
- Always sniffing for free wi-fi (password protect your wifi)
- But even the best password won't keep everyone out
- And what about public wifi - Starbucks, Court Houses, Airports, etc.

VPNs are "Virtual Private Networks"

- A virtual private impenetrable tunnel
- Keeps Prying Eyes Out.
- Keeps confidential and privileged information secure.
- PS: Do this at home too.

VPN thoughts...

- Look for unlimited data plan
- Ease to set up and activate on its own.
- Multi-Device Use
 - Computers
 - Laptops
 - Tablets
 - Smart phones.

VPNs out there

- [encrypt.me](https://www.encrypt.me)* - <https://www.encrypt.me>
- NordVPN - <https://nordvpn.com/>
- Tunnel Bear - <https://www.tunnelbear.com>
- CONSIDER THIS: THERE ARE SERVICES OUT THERE THAT OFFER A ONE-TIME PAYMENT FOR A LIFETIME SUBSCRIPTION - But what is the motivation to keep the software up-to-date in the future.

Tip #6



Reviewing Drafts

Whether working with one or more people...

- Microsoft Word or Apple Pages
- Has the ability to track changes one person makes to a document.
- Instead of reading the entire document, you can easily search for the edits
- Saves a lot of time - especially when there is a deadline.

Reviewing Drafts

The Declaration of Independence ¶

IN CONGRESS, JULY 4, 1776 ¶

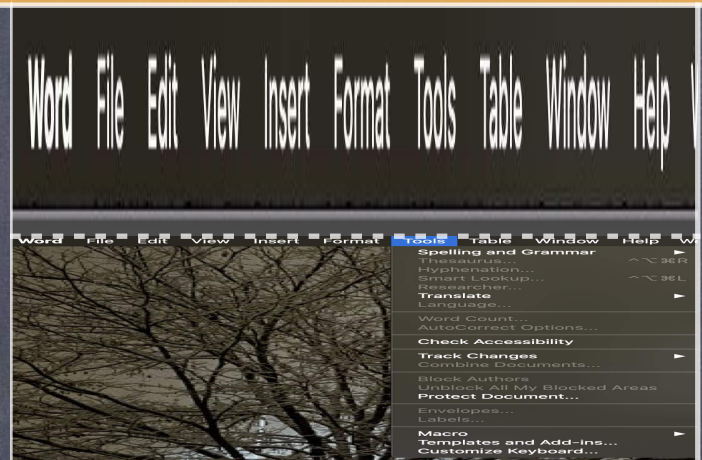
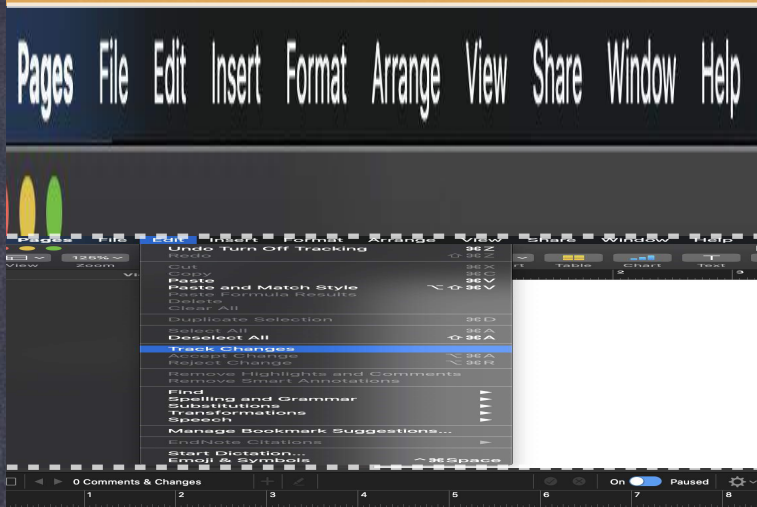
The unanimous Declaration of the thirteen united States of America. ¶

When in the Course of human extraterrestrial events it becomes necessary for one people to dissolve the political bands which have connected them with another and to assume among the powers of the earth, the separate and equal station to which the Laws of Human Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires demands that they should declare the causes which impel them to the separation. ¶

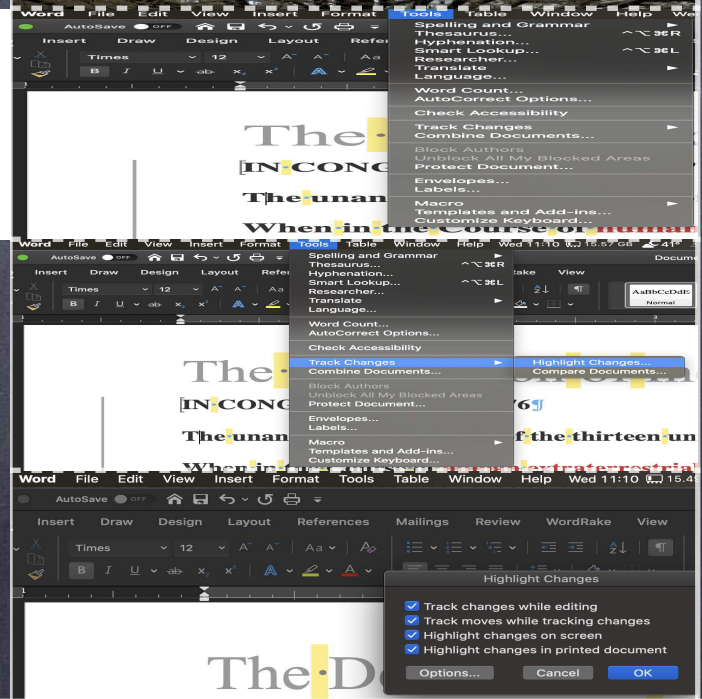
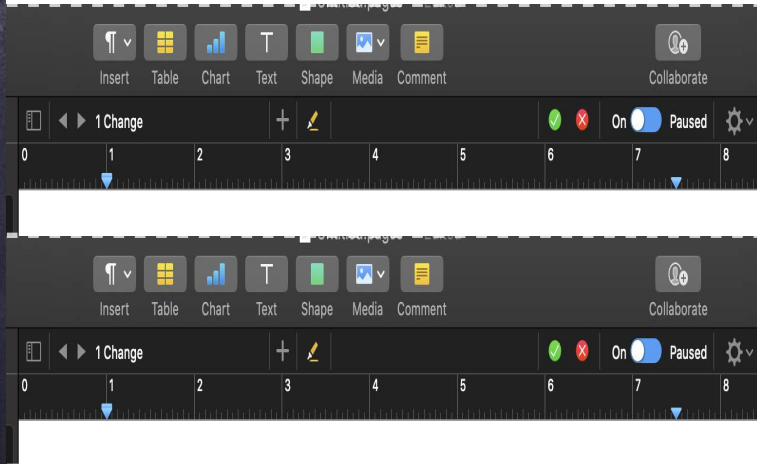
Reviewing Drafts

MAC - Pages

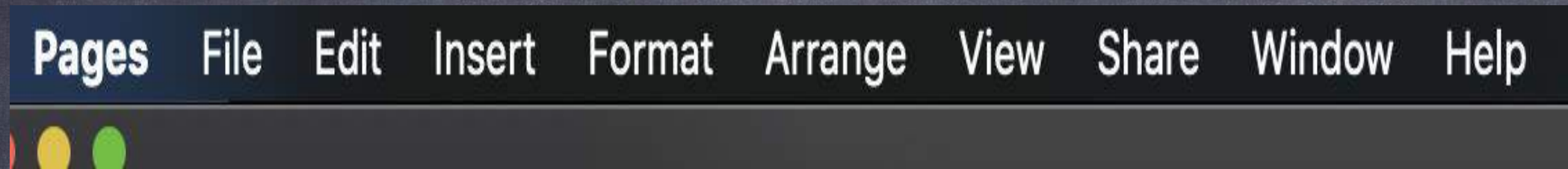
MS Word



The Declaration of Independence
IN CONGRESS, JULY 4, 1776
The unanimous Declaration of the thirteen united States of America.
When in the Course of human extraterrestrial events it becomes necessary for one people to dissolve the political bands which have connected them with another and to assume among the powers of the earth, the separate and equal station to which the Laws of Human Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires demands that they should declare the causes which impel them to the separation.

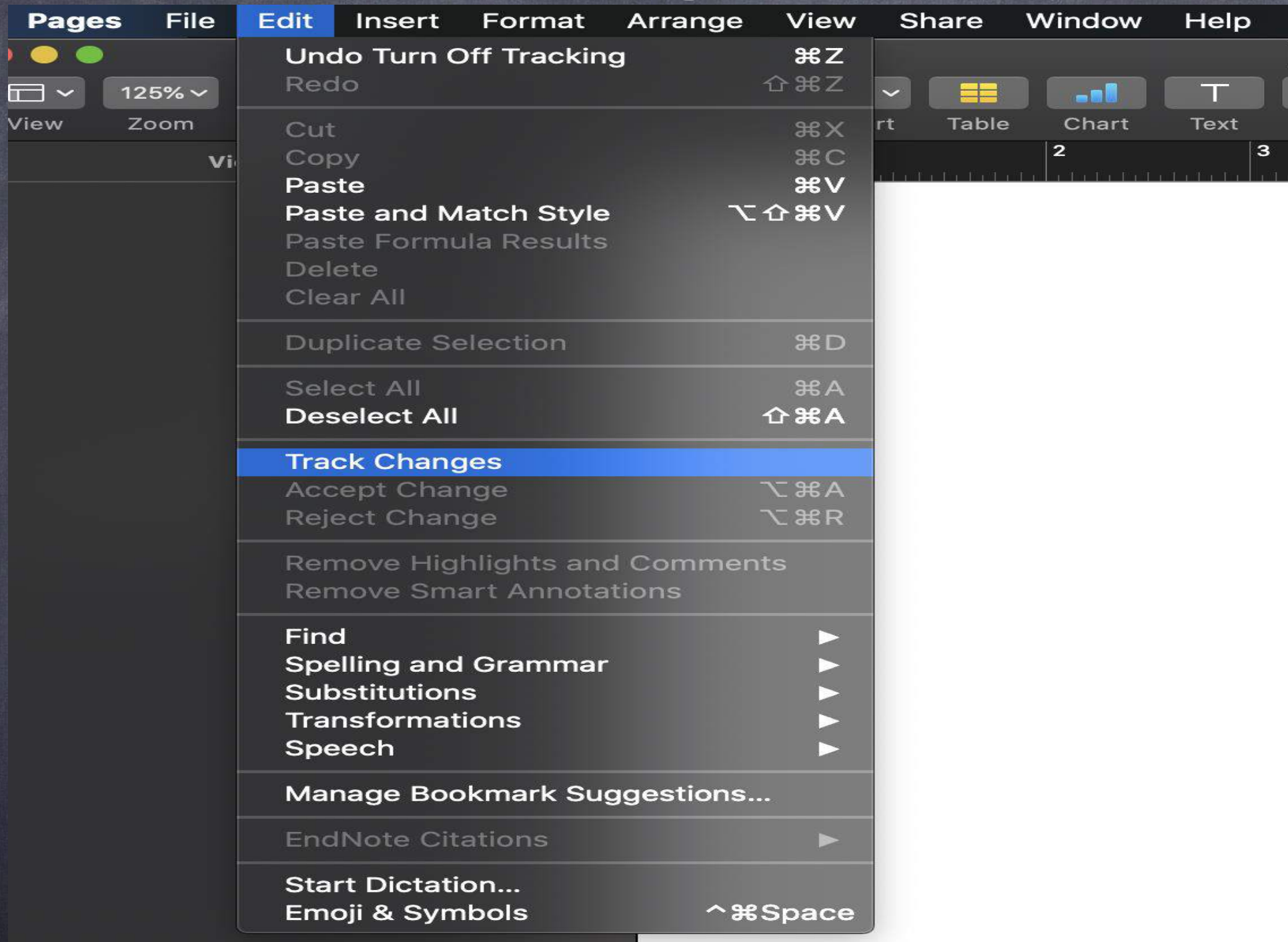


Reviewing Drafts



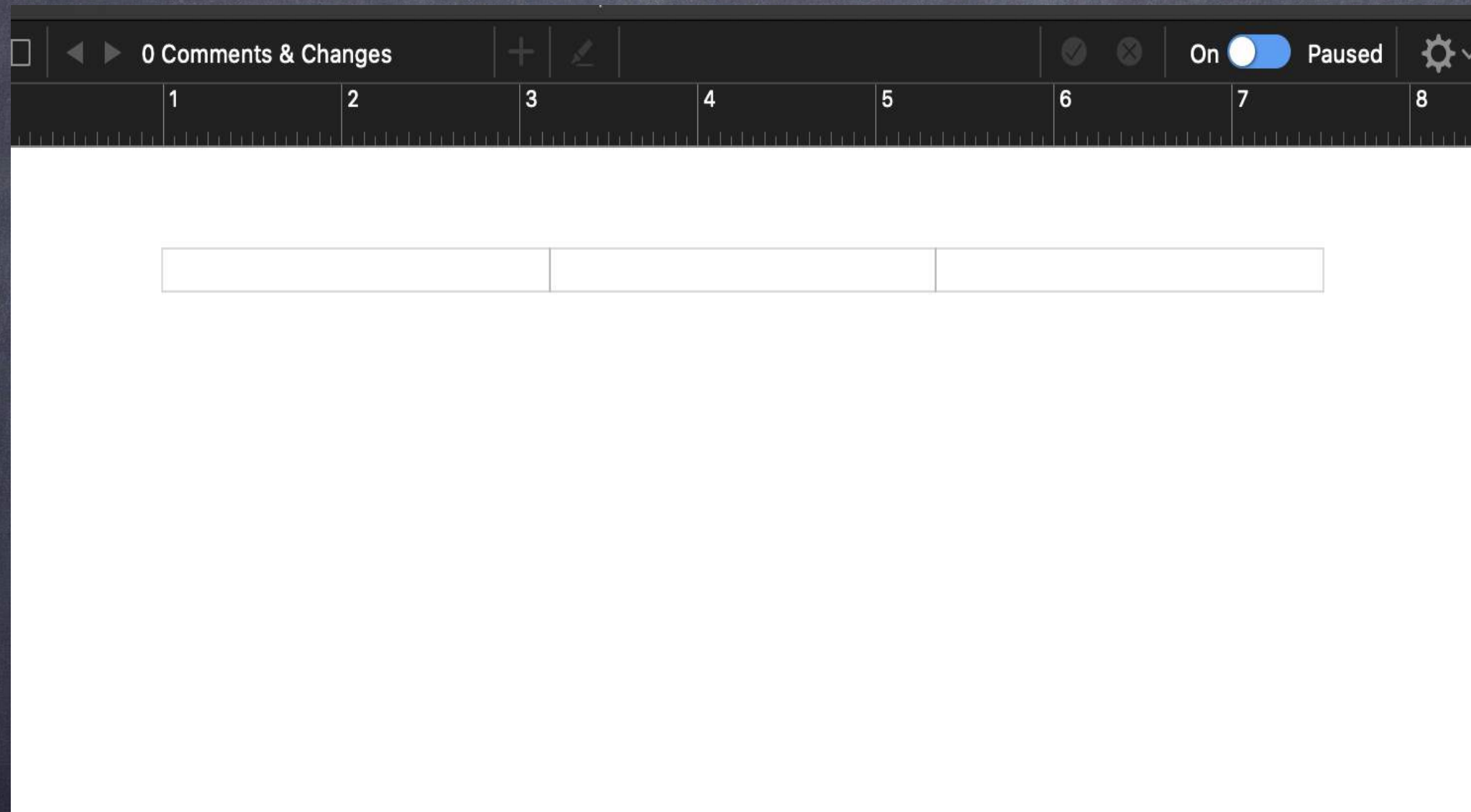
Mac Pages - 1/4

Reviewing Drafts



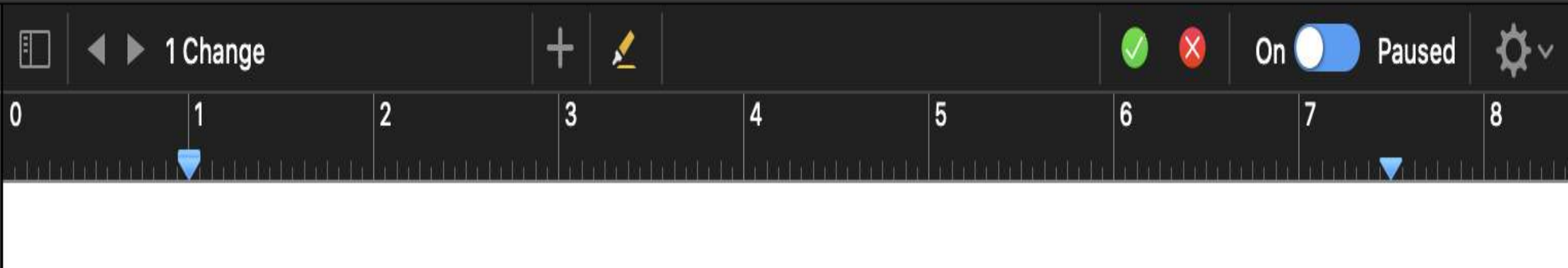
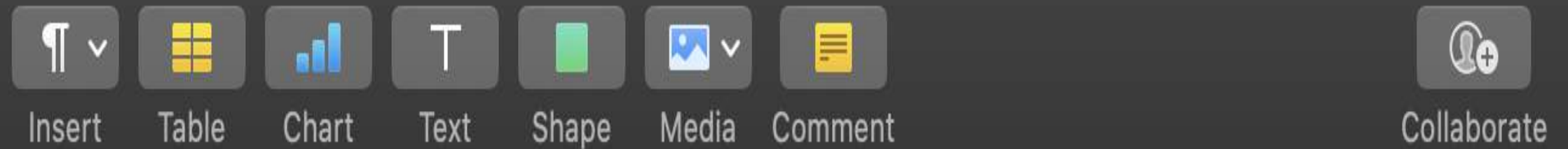
Mac Pages - 2/4

Reviewing Drafts



Mac Pages - 3/4

Reviewing Drafts

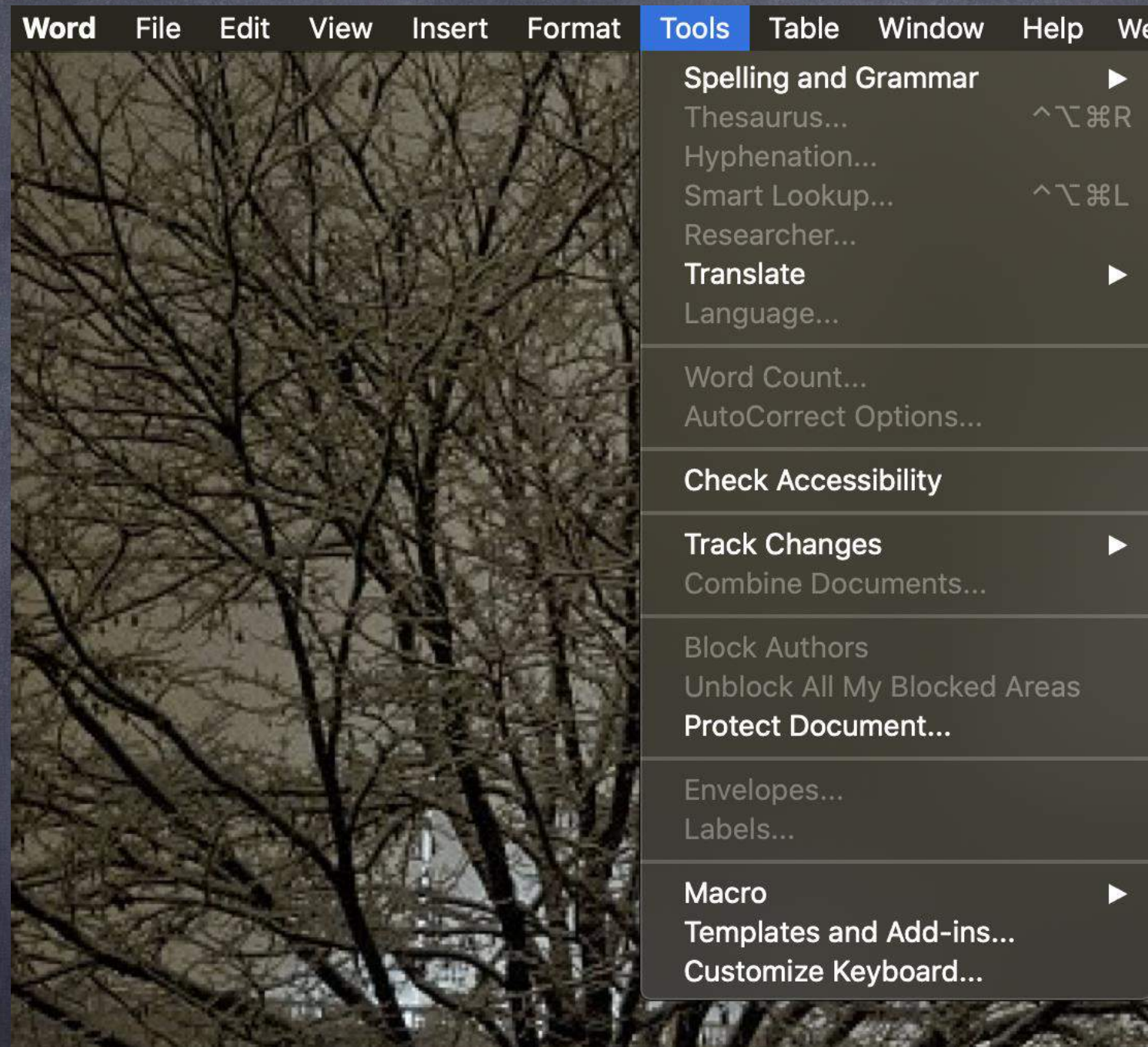


Reviewing Drafts

Word File Edit View Insert Format Tools Table Window Help V

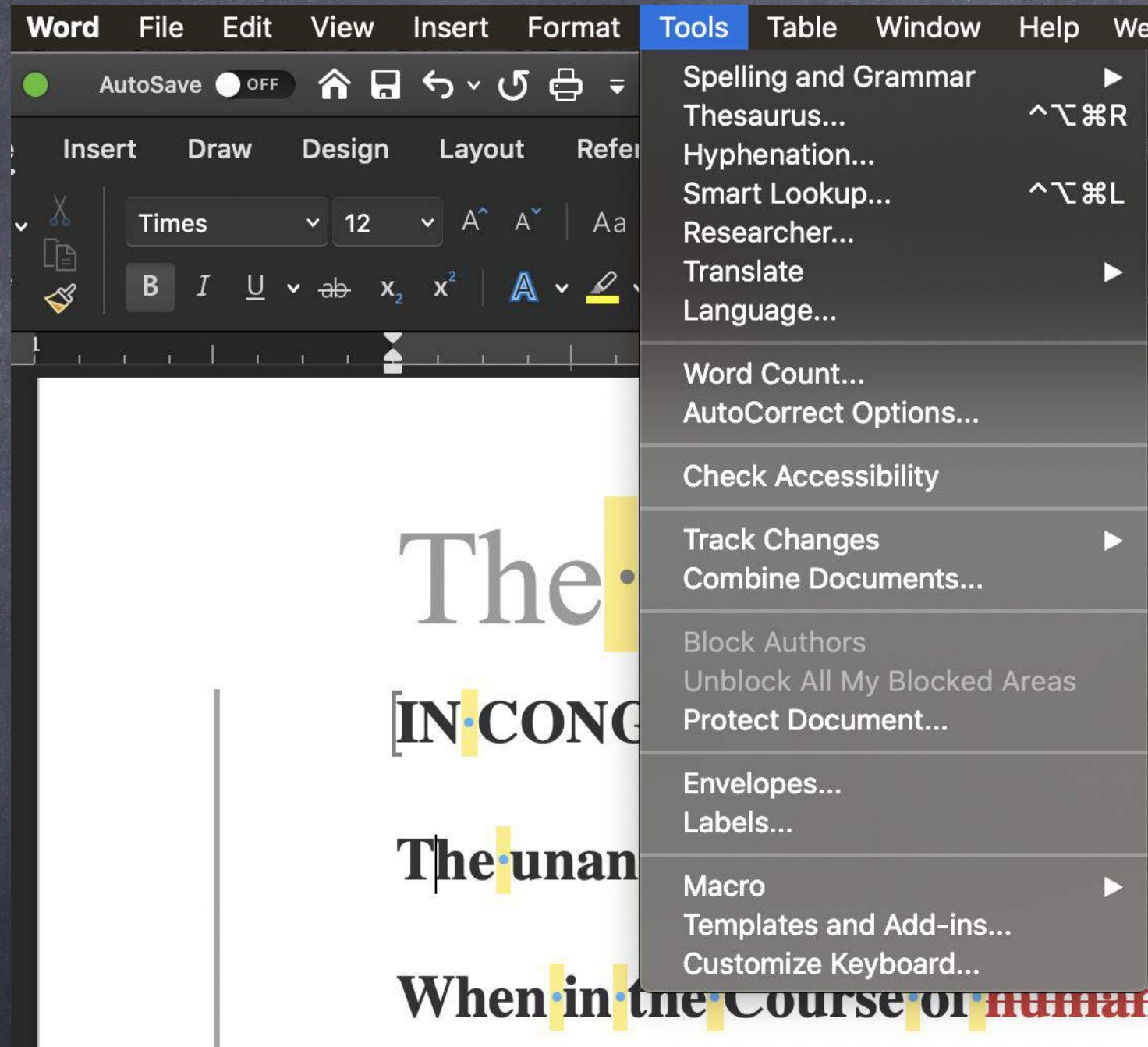
MS Word - Universal - 1/5

Reviewing Drafts



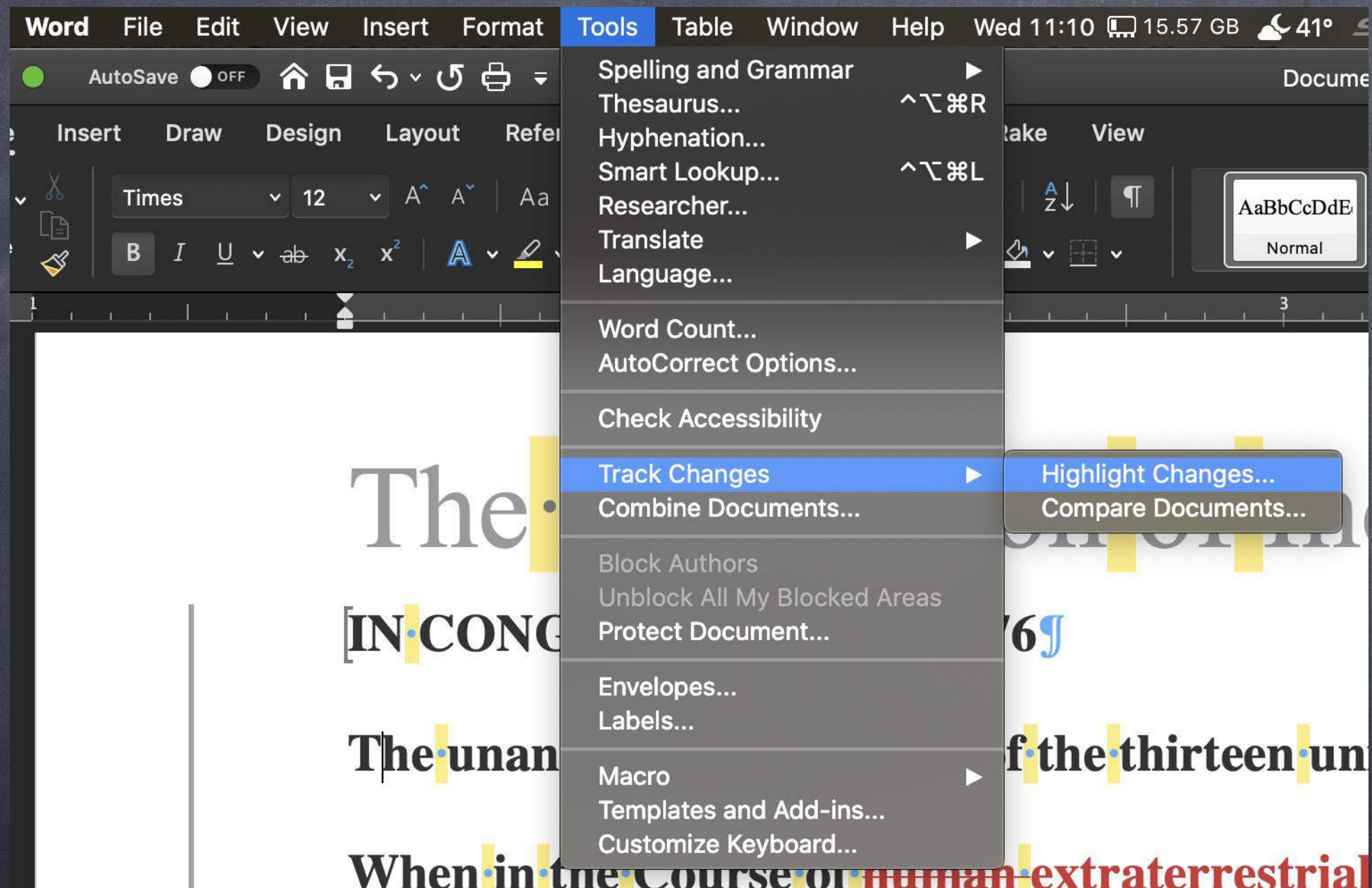
MS Word - Universal - 2/5

Reviewing Drafts



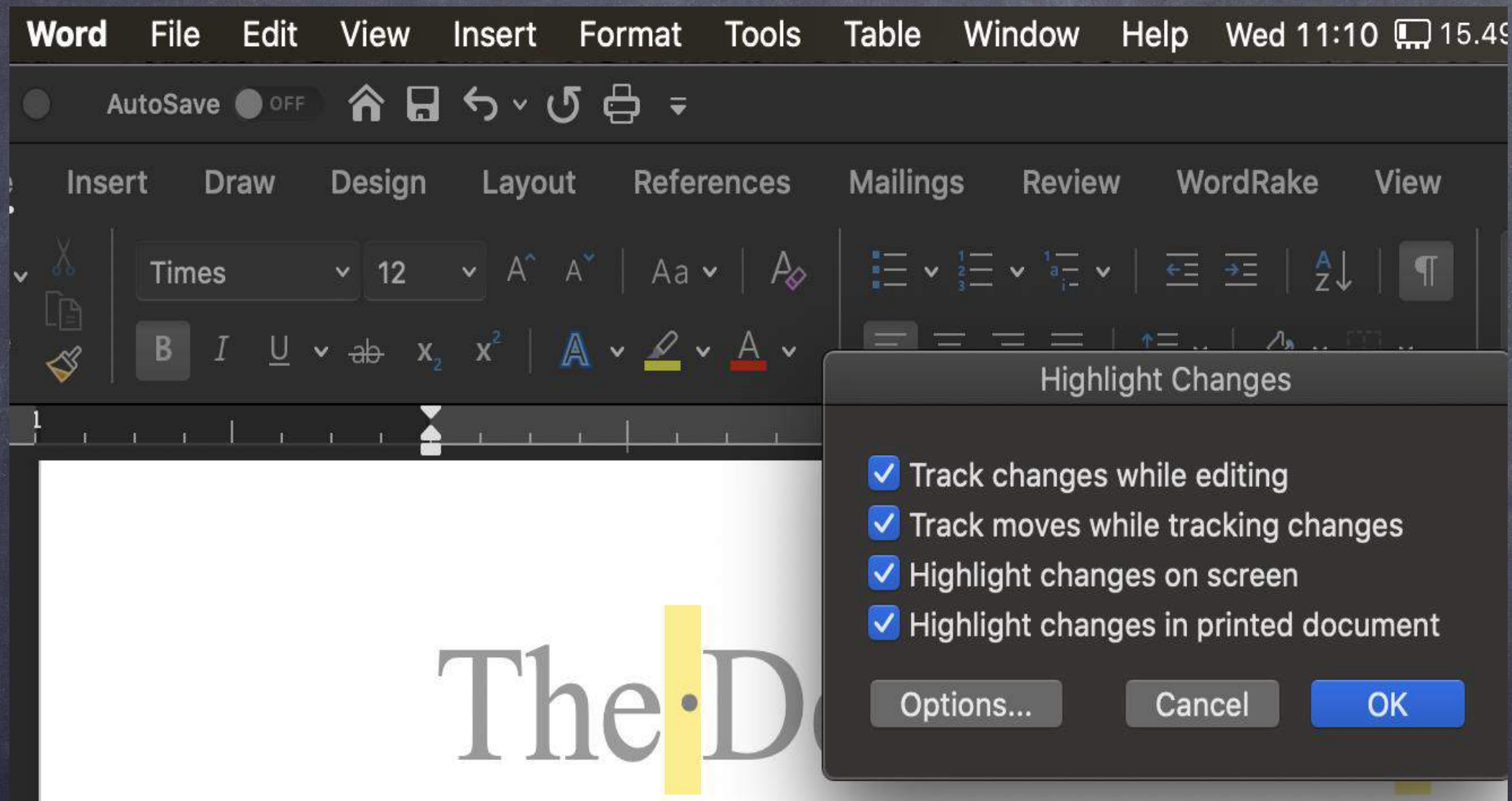
MS Word - Universal - 3/5

Reviewing Drafts



MS Word - Universal - 4/5

Reviewing Drafts



MS Word - Universal - 5/5

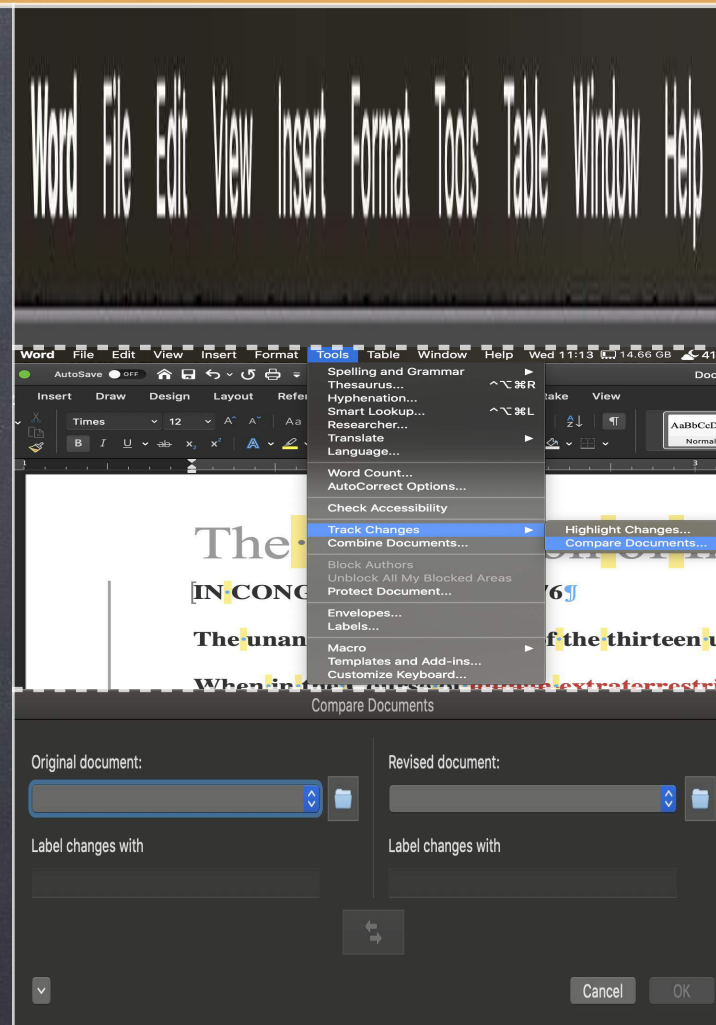
Oh, No!
The other person forgot to use
track changes!!!



There is an easy solution!

Use the "Compare Documents" Function

Universal - MS Word

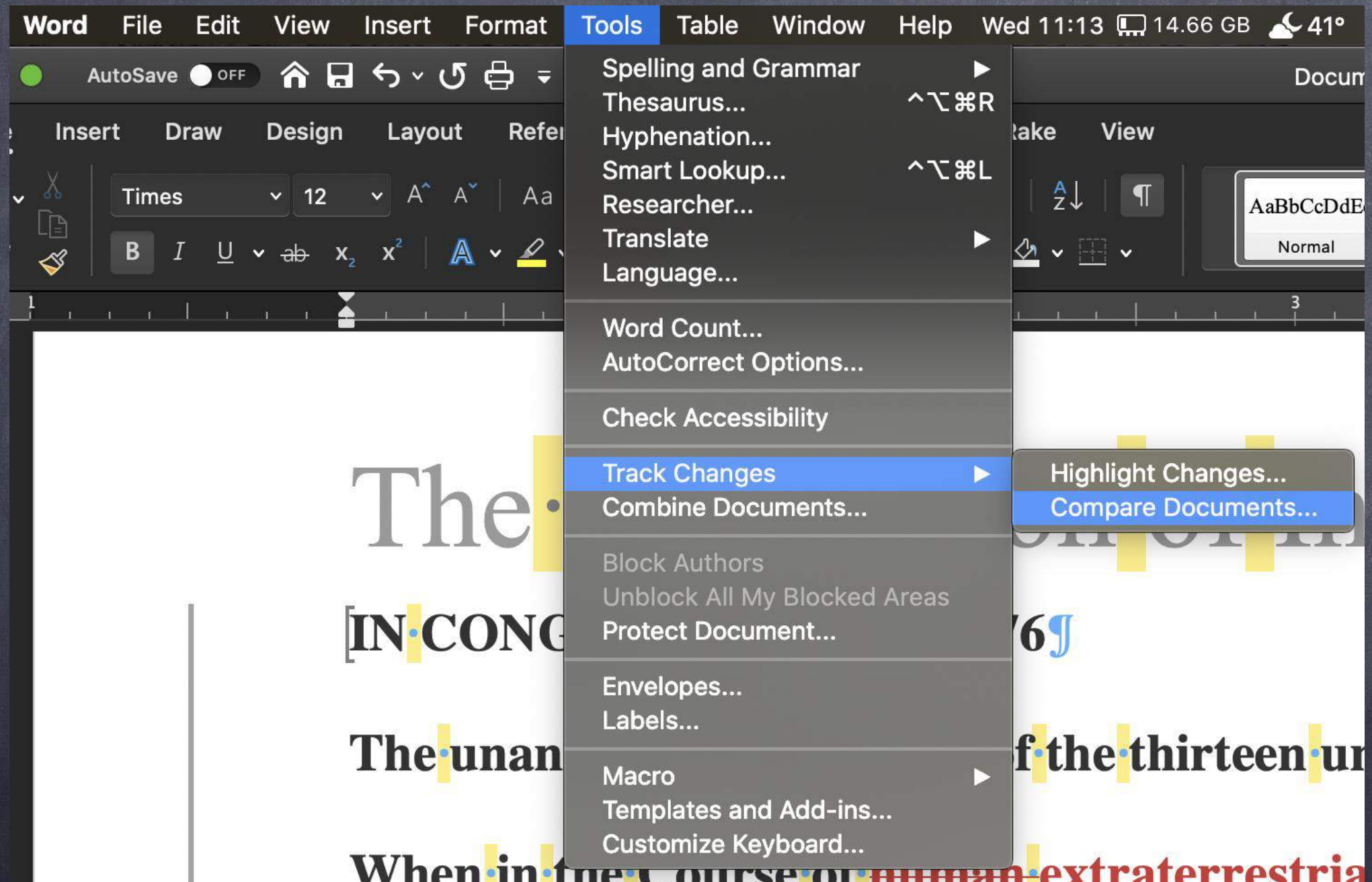


Use the "Compare Documents" Function

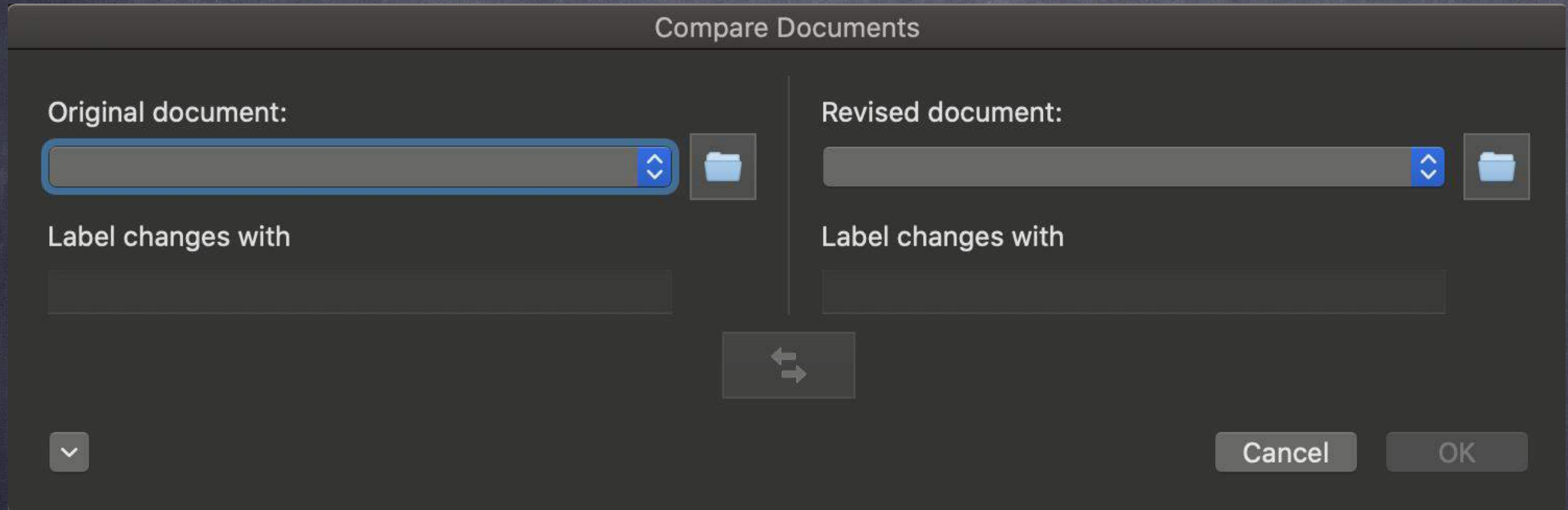
Word File Edit View Insert Format Tools Table Window Help V

MS Word - Universal - 1/3

Use the "Compare Documents" Function



Use the "Compare Documents" Function



Tip #7



Photo by [Skitterphoto](#) from [Pexels](#)

PDF Manipulation Part I: OCR

As lawyers, we are all dealing with electronic Files

- PDF is "Portable Document Format"
 - What exactly is that?
 - Can't escape it! The Courts are all requiring lawyers to file electronically, usually in PDF formate.
- If you don't have a scanner, **GET ONE!**

What does "OCR mean?



- "OCR" stands for "Optical Character Recognition"
- An OCRed document allows you to word search the document.
- Imagine having to search a 1000+ document for a word or a phrase that may only appear a handful times in the document.
- Imagine the time you save by **NOT HAVING TO WASTE HOURS** doing just that...

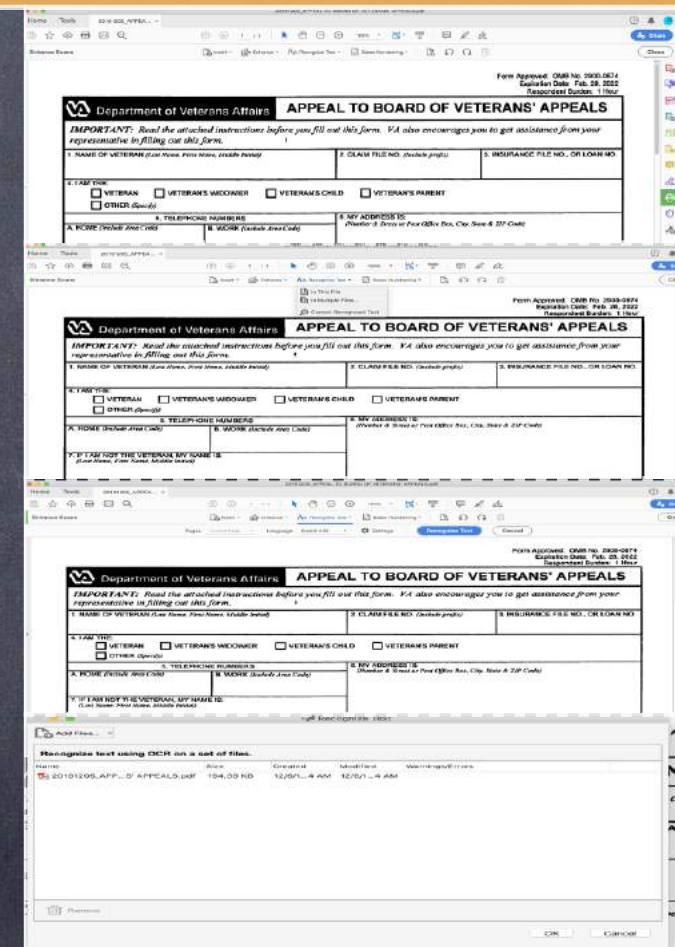
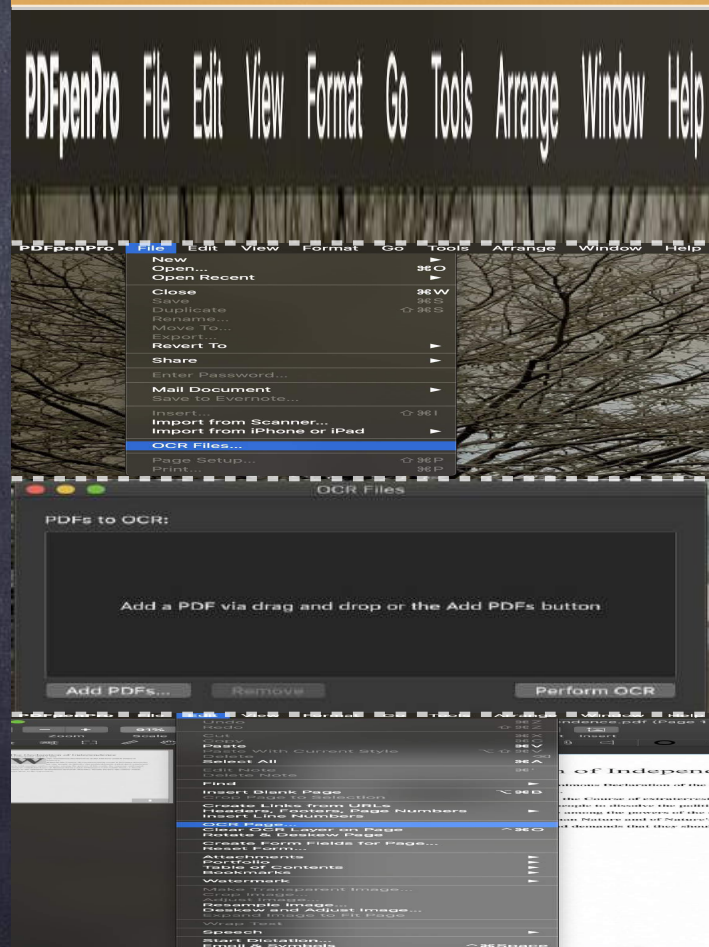
Simple Steps to OCR a document.

- 1st either scan a document into a pdf or take the pdf file you received....
- 2nd open the file in your PDF program
- Run the OCR action; and
- Voila, you have a document that is word searchable (command/control "f")

How to OCR a Document

MAC - PDFpen

Acrobat -
Universal

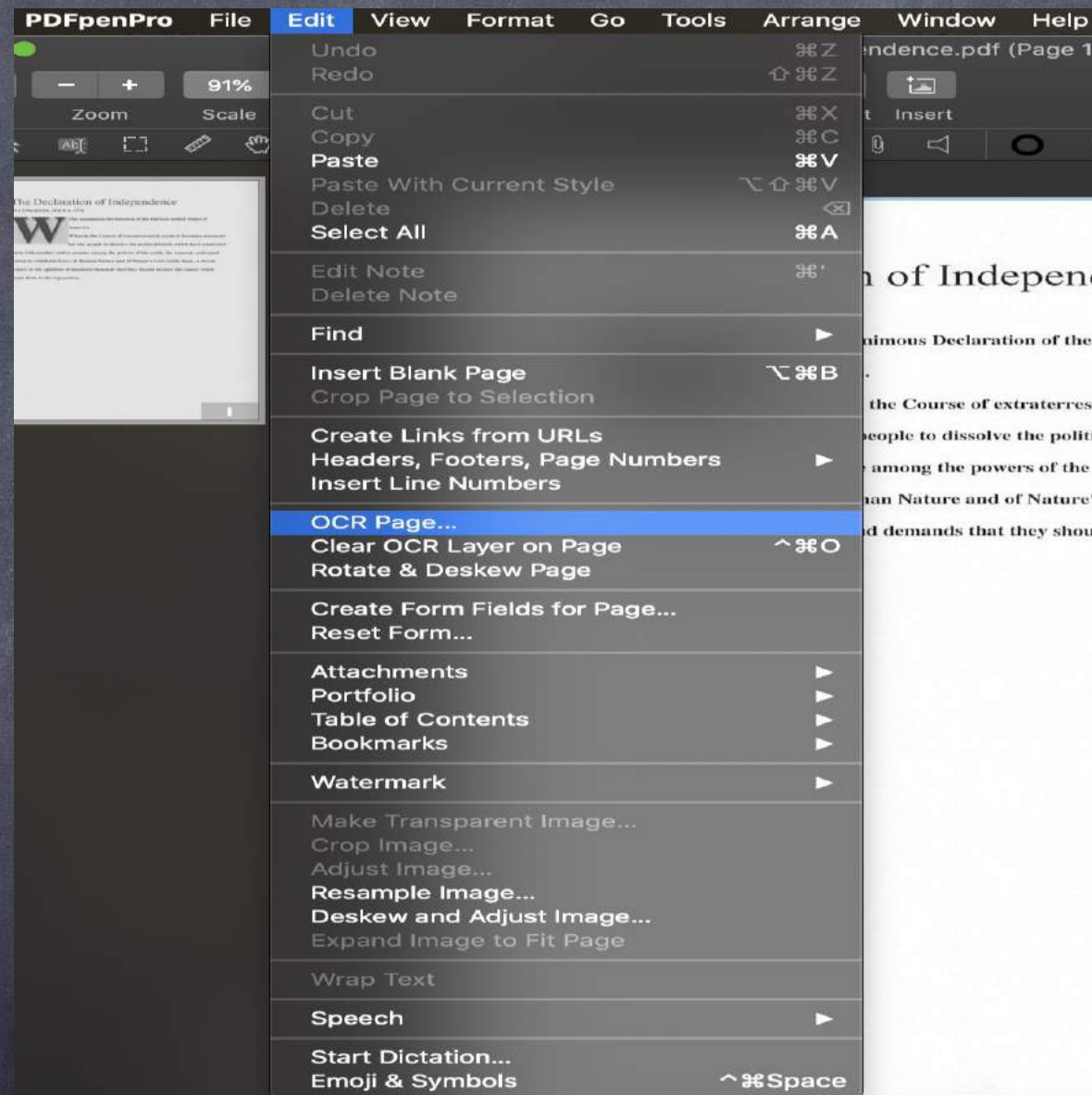


How to OCR a Document

PDFpenPro File Edit View Format Go Tools Arrange Window Help

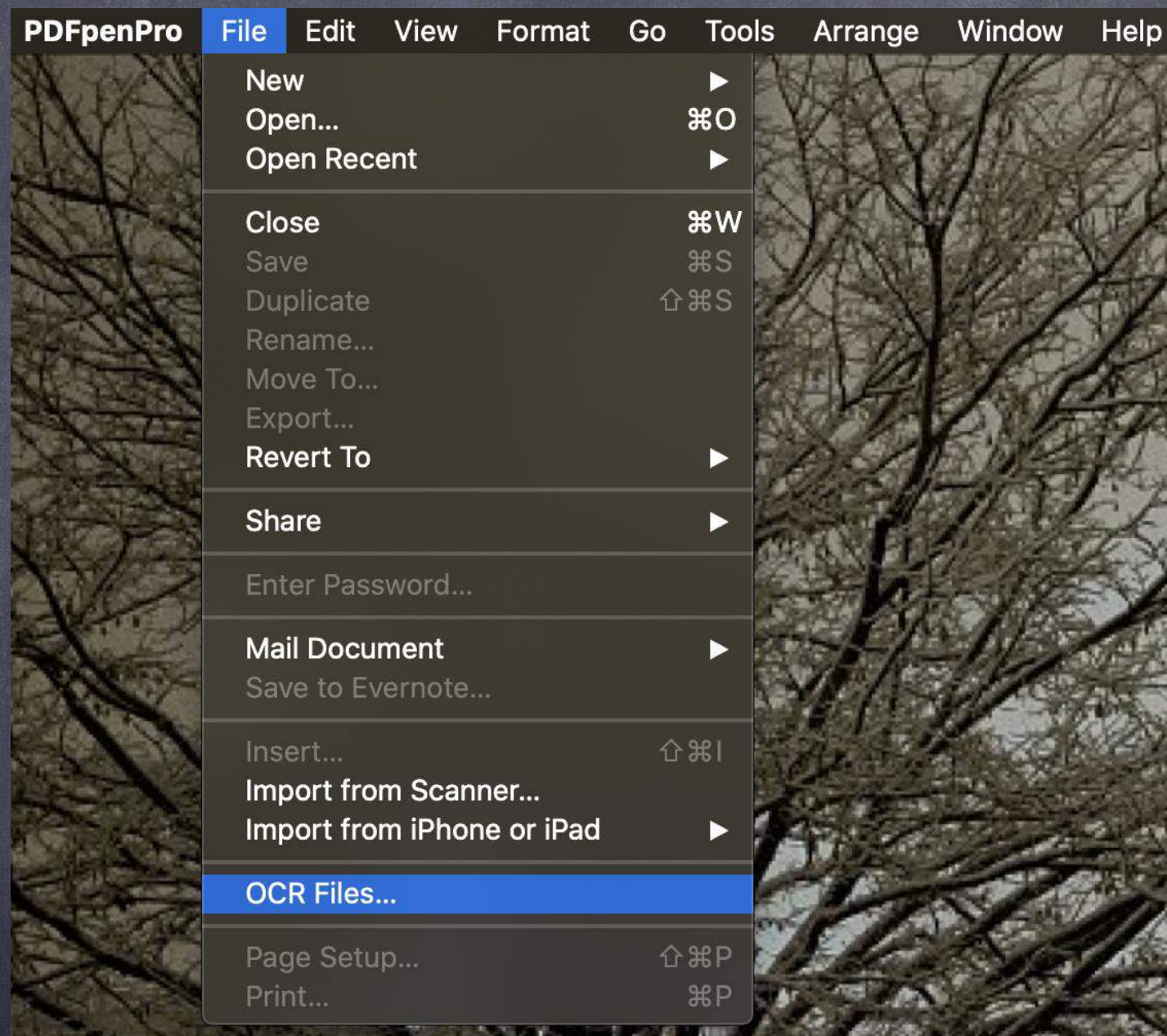
OCR with PDFPen Pro on a Mac 1/4

How to OCR a Document



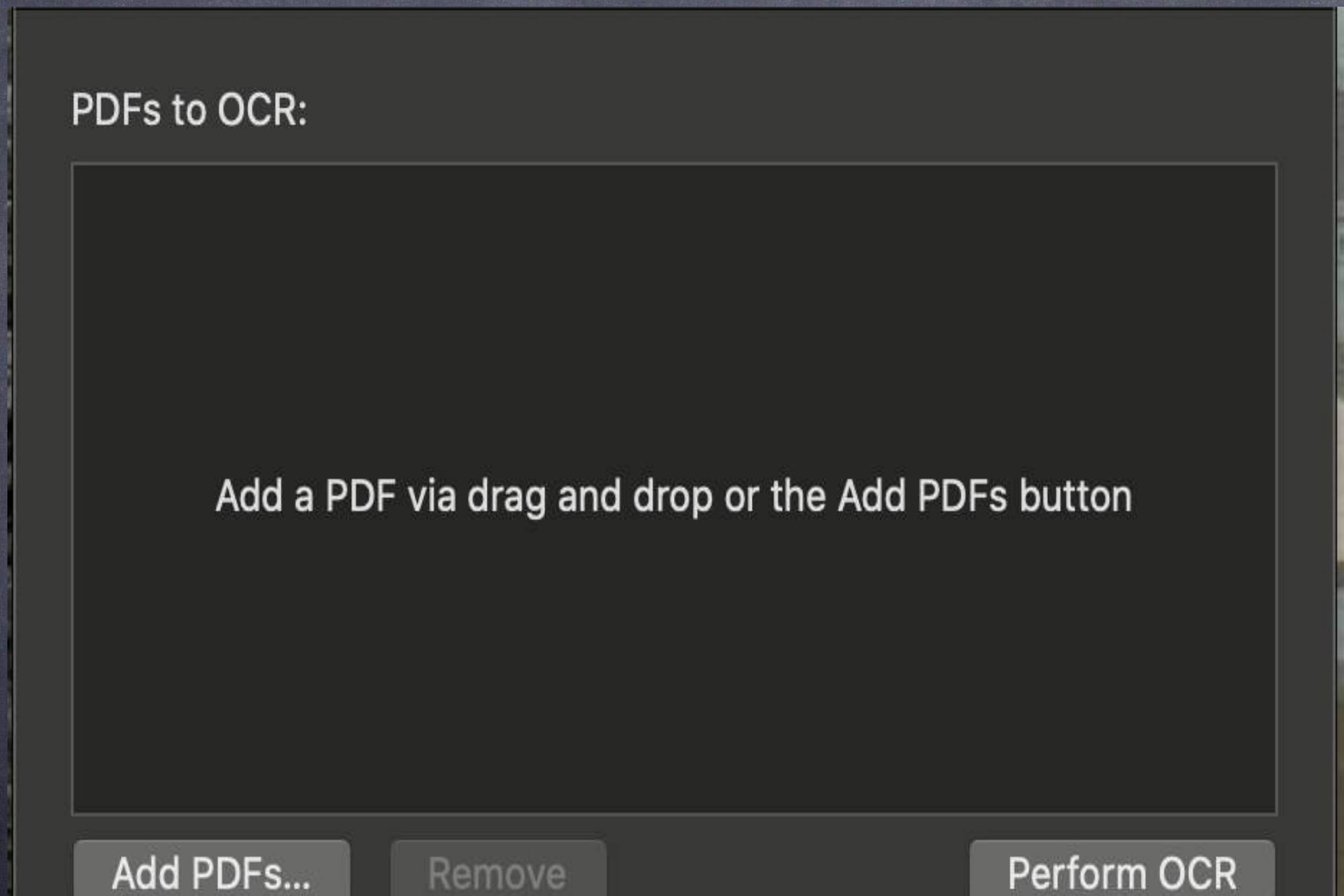
OCR with PDFPen Pro on a Mac 2a/4

How to OCR a Document



OCR with PDFPen Pro on a Mac 3b/4

How to OCR a Document



OCR with PDFPen Pro on a Mac 4b/4

How to OCR a Document

20191205_APEAL TO BOARD OF VETERANS' APPEALS.pdf

91205_APPEA... x

1 / 1 | 164% | Insert | Enhance | AA Recognize Text | Bates Numbering

Form Approved: OMB No. 290
Expiration Date: Feb. 28
Respondent Burden:

Department of Veterans Affairs **APPEAL TO BOARD OF VETERANS' APPEALS**

IMPORTANT: Read the attached instructions before you fill out this form. VA also encourages you to get assistance from your representative in filling out this form.

1. VETERAN (Last Name, First Name, Middle Initial)		2. CLAIM FILE NO. (Include prefix)	3. INSURANCE FILE NO., OR LOAN NO.
4. <input type="checkbox"/> VETERAN <input type="checkbox"/> VETERAN'S WIDOWER <input type="checkbox"/> VETERAN'S CHILD <input type="checkbox"/> VETERAN'S PARENT OTHER (Specify)			
5. TELEPHONE NUMBERS A. HOME (Include Area Code)		6. MY ADDRESS IS: (Number & Street or Post Office Box, City, State & ZIP Code)	
B. WORK (Include Area Code)			

How to OCR a Document

20191205_APPEAL TO BOARD OF VETERANS' APPEALS.pdf


Tools 20191205_APPEA... x

Scans

Insert Enhance AA Recognize Text Bates Numbering

In This File
In Multiple Files...
Correct Recognized Text

Form Approved: OMB No. 2900-0674
Expiration Date: Feb. 28, 2022
Respondent Burden: 1 Hour

 Department of Veterans Affairs **APPEAL TO BOARD OF VETERANS' APPEALS**

IMPORTANT: Read the attached instructions before you fill out this form. VA also encourages you to get assistance from your representative in filling out this form.

1. NAME OF VETERAN (Last Name, First Name, Middle Initial)		2. CLAIM FILE NO. (Include prefix)	3. INSURANCE FILE NO., OR LOAN NO.
4. I AM THE: <input type="checkbox"/> VETERAN <input type="checkbox"/> VETERAN'S WIDOWER <input type="checkbox"/> VETERAN'S CHILD <input type="checkbox"/> VETERAN'S PARENT <input type="checkbox"/> OTHER (Specify)			
5. TELEPHONE NUMBERS		6. MY ADDRESS IS: (Number & Street or Post Office Box, City, State & ZIP Code)	
A. HOME (Include Area Code)	B. WORK (Include Area Code)		
7. IF I AM NOT THE VETERAN, MY NAME IS: (Last Name, First Name, Middle Initial)			

How to OCR a Document

20191205_APEAL TO BOARD OF VETERANS' APPEALS.pdf


Tools 20191205_APPEA... x

1 / 1 164%

Insert Enhance AA Recognize Text Bates Numbering

Pages Current Page Language English (US) Settings Recognize Text Cancel

Form Approved: OMB No. 2900-0674
Expiration Date: Feb. 28, 2022
Respondent Burden: 1 Hour

 Department of Veterans Affairs **APPEAL TO BOARD OF VETERANS' APPEALS**

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4. I AM THE: <input type="checkbox"/> VETERAN <input type="checkbox"/> VETERAN'S WIDOWER <input type="checkbox"/> VETERAN'S CHILD <input type="checkbox"/> VETERAN'S PARENT <input type="checkbox"/> OTHER (Specify)			
5. TELEPHONE NUMBERS		6. MY ADDRESS IS: (Number & Street or Post Office Box, City, State & ZIP Code)	
A. HOME (Include Area Code)	B. WORK (Include Area Code)		
7. IF I AM NOT THE VETERAN, MY NAME IS: (Last Name, First Name, Middle Initial)			

How to OCR a Document

20191205_APPEAL TO BOARD OF VETERANS' APPEALS.pdf


Tools 20191205_APPEA... x

164%

Recognize Text

Cancel

Form Approved: OMB No. 2900-0674
Expiration Date: Feb. 28, 2022
Respondent Burden: 1 Hour

 Department of Veterans Affairs **APPEAL TO BOARD OF VETERANS' APPEALS**

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1. NAME OF VETERAN (Last Name, First Name, Middle Initial)		2. CLAIM FILE NO. (Include prefix)	3. INSURANCE FILE NO., OR LOAN NO.
4. I AM THE: <input type="checkbox"/> VETERAN <input type="checkbox"/> VETERAN'S WIDOWER <input type="checkbox"/> VETERAN'S CHILD <input type="checkbox"/> VETERAN'S PARENT <input type="checkbox"/> OTHER (Specify)			
5. TELEPHONE NUMBERS		6. MY ADDRESS IS: (Number & Street or Post Office Box, City, State & ZIP Code)	
A. HOME (Include Area Code)	B. WORK (Include Area Code)		
7. IF I AM NOT THE VETERAN, MY NAME IS: (Last Name, First Name, Middle Initial)			

Acrobat - Universal 4b/4

Tip #8



Photo by [Plush Design Studio](#) from [Pexels](#)

PDF Manipulation Part II: Form Fields

What are "form fields" and why do I want them? □

- "Form Fields" allow you to click into the field and type.
- The courts use them all the time.
- Imagine using the same document over and over again for different clients ...
 - And you don't have an electronic file for this document
 - Or an electronic copy of the document with these fields
- Instead of typing the information by using a typewriter on a document or using the typewriter function in the pdf program to enter this information.
- Imagine the time you save by **NOT HAVING TO WASTE HOURS** doing just that...

Simple Steps to create "form fields" for a document.

- 1st either scan a document into a pdf or take the pdf file you received....
- 2nd open the file in your PDF program
- Run the create "form fields" action; and
- Voila, you have a document that has created form fields for you ...
- But! What if it missed spot! 🙄
- Create your own specified fields.

Create your own "Form Fields"

MAC -
PDFpen Pro

Acrobat -
Universal

The collage illustrates the workflow for creating form fields in two applications:

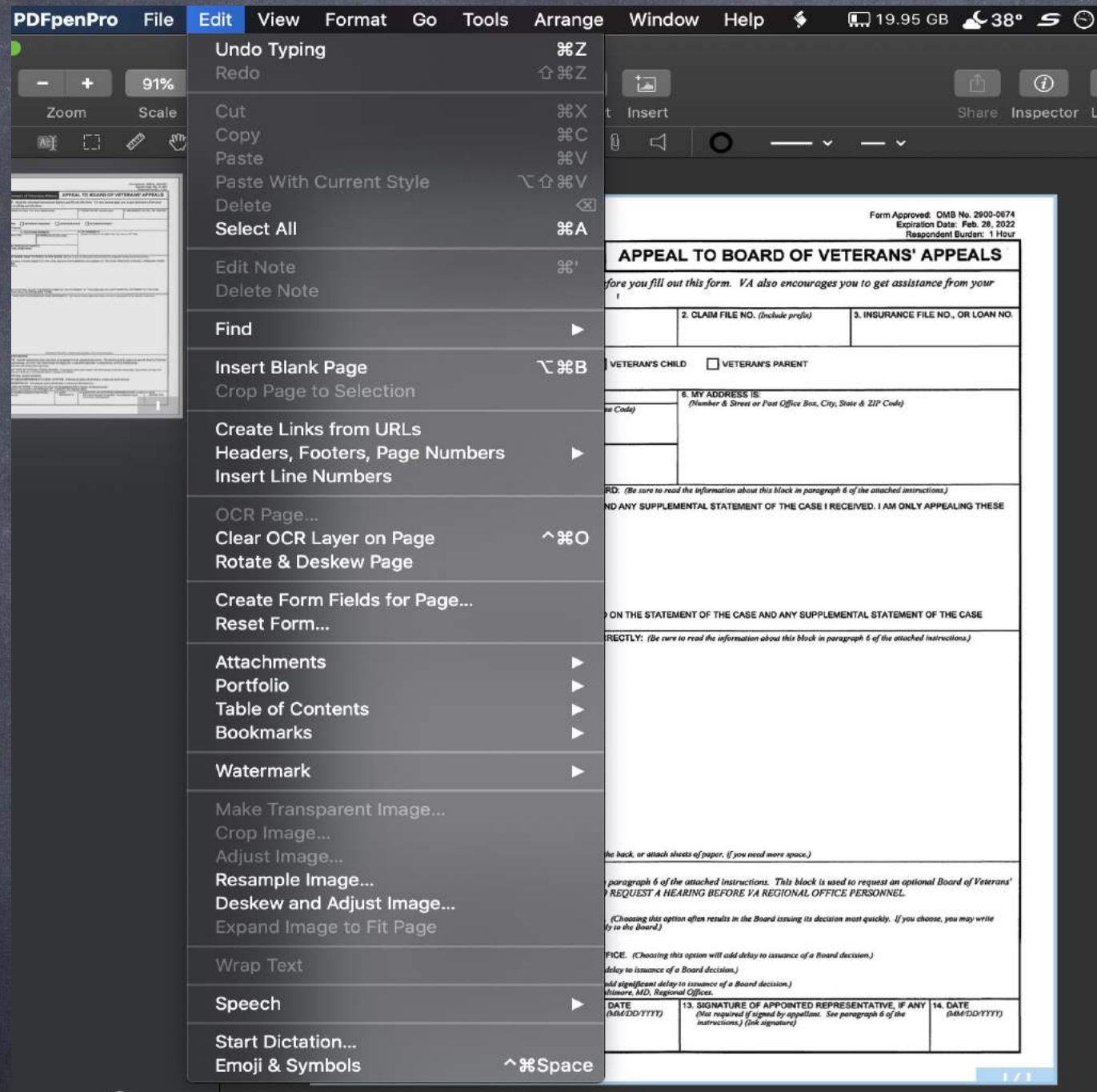
- PDFpen Pro (Left Column):** Shows the application's menu bar (File, Edit, View, Format, Go, Tools, Arrange, Window, Help) and various tool palettes. The 'Tools' palette includes options like 'Text', 'Text Field', 'Form Field', 'Form Field Properties', 'Form Field List', 'Form Field Selection', 'Form Field Deletion', 'Form Field Copy', 'Form Field Paste', 'Form Field Undo', and 'Form Field Redo'. The 'Form Field Properties' dialog is also visible, showing options for 'Form Field Type' (Text, Text Field, Form Field) and 'Form Field Properties' (Text, Text Field, Form Field).
- Acrobat Pro DC (Right Column):** Shows the 'Tools' pane with the 'Form' tool selected. The 'Form' tool palette includes options like 'Form Field Properties', 'Form Field List', 'Form Field Selection', 'Form Field Deletion', 'Form Field Copy', 'Form Field Paste', 'Form Field Undo', and 'Form Field Redo'. The 'Form Field Properties' dialog is also visible, showing options for 'Form Field Type' (Text, Text Field, Form Field) and 'Form Field Properties' (Text, Text Field, Form Field).

The central part of the collage shows a PDF document titled '20191205_APPEALS.pdf' with a form titled 'APPEAL TO BOARD OF VETERANS' APPEALS'. The form includes sections for '4. I AM THE:' (with checkboxes for VETERAN, VETERAN'S WIDOWER, VETERAN'S CHILD, VETERAN'S PARENT, and OTHER (Specify)), '5. TELEPHONE NUMBERS', and '6. WORK (Include Area Code)'. The 'Form Field Properties' dialog is shown over the form, with the 'Form Field Type' set to 'Text Field' and the 'Form Field Properties' set to 'Text Field'.

Create your own "Form Fields"

PDFpenPro File Edit View Format Go Tools Arrange Window Help

Create your own "Form Fields"



Mac PDFpen Pro 2/7

Create your own "Form Fields"

The screenshot displays the PDFpenPro application interface. At the top, the menu bar includes PDFpenPro, File, Edit, View, Format, Go, Tools, Arrange, Window, and Help. The status bar on the right shows system information: 19.78 GB, 38° temperature, and 9% battery. Below the menu bar is a toolbar with icons for zooming, scaling, and navigation. The main workspace is divided into three panes: a left sidebar, a central document viewer, and a right sidebar. The left sidebar, titled "Page 1" and "40 fields", lists various form fields: :Field1 through :Field11, and ckbox1 through ckbox11. The central pane shows a document titled "BOARD OF VETERANS' APPEALS" with several numbered fields (22, 23, 24, 28, 29, 32, 33, 34) and text boxes. The right sidebar contains "Share", "Inspector", and "Library" options. The "Tools" menu is open, listing various editing tools such as "Select Text Tool", "Edit Tool", "Precision Edit Tool", "Highlight Text Tool", "Select Rectangle Tool", "Measurement Tool", "Hand Tool", "Text", "Scribble", "Note", "Comment", "Cloud", "Link", "File Attachment", "Sound", "Polygon", "Rectangle", "Oval", "Line", "Round-Edged Rectangle", "Text Field", "Check Box", "Radio Button", "Choice", "List", "Signature Field", and "Submit Button". The "Text Field" option is highlighted in blue.

Mac PDFpen Pro 5/7

Create your own "Form Fields"

Form Approved: OMB No. 2900-0874
Expiration Date: Feb. 28, 2022
Respondent Burden: 1 Hour

Department of Veterans Affairs **APPEAL TO BOARD OF VETERANS' APPEALS**

IMPORTANT: Read the attached instructions before you fill out this form. VA also encourages you to get assistance from your representative in filling out this form.

1. NAME OF VETERAN (Last Name, First Name, Middle Initial) 21	2. CLAIM FILE NO. (Include prefix) 22	3. INSURANCE FILE NO., OR LOAN NO. 23
---	---	---

4. I AM THE
 24 VETERAN **25** VETERAN'S WIDOWER **26** VETERAN'S CHILD **27** VETERAN'S PARENT
 28 OTHER (Specify)

5. TELEPHONE NUMBERS		8. MY ADDRESS IS: (Number & Street or Post Office Box, City, State & ZIP Code) 32
A. HOME (Include Area Code) 29	B. WORK (Include Area Code) 30	

7. IF I AM NOT THE VETERAN, MY NAME IS:
(Last Name, First Name, Middle Initial)
31

8. THESE ARE THE ISSUES I WANT TO APPEAL TO THE BOARD. (Be sure to read the information about this block in paragraph 6 of the attached instructions.)

A. **33** I HAVE READ THE STATEMENT OF THE CASE AND ANY SUPPLEMENTAL STATEMENT OF THE CASE I RECEIVED. I AM ONLY APPEALING THESE ISSUES.
(List below.)

Text **41**

B. **34** I WANT TO APPEAL ALL OF THE ISSUES LISTED ON THE STATEMENT OF THE CASE AND ANY SUPPLEMENTAL STATEMENT OF THE CASE THAT MY LOCAL VA OFFICE SENT TO ME.

9. HERE IS WHY I THINK THAT VA DECIDED MY CASE INCORRECTLY. (Be sure to read the information about this block in paragraph 6 of the attached instructions.)

Text **42**

(Continue on the back, or attach sheets of paper, if you need more space.)

10. OPTIONAL BOARD HEARING

IMPORTANT: Read the information about this block in paragraph 6 of the attached instructions. This block is used to request an optional Board of Veterans' Appeals (Board) hearing. DO NOT USE THIS FORM TO REQUEST A HEARING BEFORE VA REGIONAL OFFICE PERSONNEL.
Check one (and only one) of the following boxes:

A. **35** DO NOT WANT AN OPTIONAL BOARD HEARING. (Choosing this option often results in the Board issuing its decision most quickly. If you choose, you may write down what you would say at a hearing and submit it directly to the Board.)

I WANT AN OPTIONAL BOARD HEARING:

B. **36** BY LIVE VIDEOCONFERENCE AT A LOCAL VA OFFICE. (Choosing this option will add delay to issuance of a Board decision.)

C. **37** IN WASHINGTON, DC. (Choosing this option will add delay to issuance of a Board decision.)

D. **38** AT A LOCAL VA OFFICE.* (Choosing this option will add significant delay to issuance of a Board decision.)
*This option is not available at the Washington, DC, or Baltimore, MD, Regional Office.

11. SIGNATURE OF PERSON MAKING THIS APPEAL (ink signature required) 39	12. DATE (MM/DD/YYYY)	13. SIGNATURE OF APPOINTED REPRESENTATIVE, IF ANY (Not required if signed by appellant. See paragraph 6 of the instructions.) (ink signature) 40	14. DATE (MM/DD/YYYY)
---	--------------------------	---	--------------------------

VA FORM 9
FEB 2019

1 / 1

Create your own "Form Fields"

The screenshot shows the Adobe Acrobat Universal 1/5 interface. The top menu bar includes File, Edit, View, Window, and Help. The Help menu is open, displaying a search bar with the text "create form". Below the search bar, the results are categorized into "Menu Items" and "Help Topics".

Menu Items:

- Create > Create Form...

Help Topics:

- Use Sign in with Apple on Mac
- Set up your Apple ID iCloud s
- Play games on your Mac
- Choose settings in the Print d
- Use Apple Pro Apps on Mac
- Enable content cache discover
- Use colors in documents on M
- Rename files, folders, and dis
- Change font sizes within the l
- Replace text and punctuation
- Show All Help Topics

The background shows a form with the following text:

20191205_APPEA... x

HE:

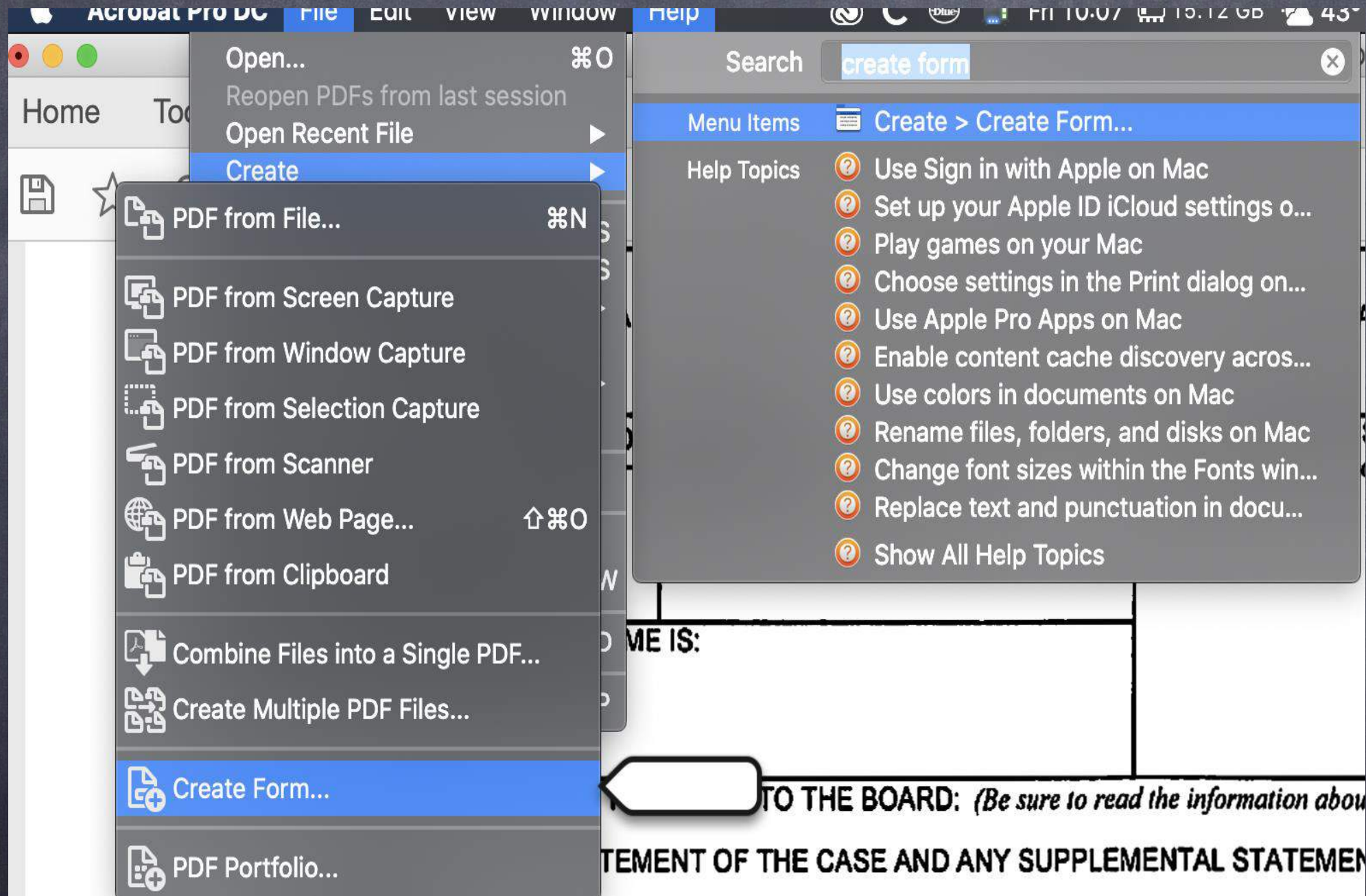
VETERAN VETERA

OTHER (Specify)

5. TELEPHO

(Include Area Code)

Create your own "Form Fields"



Create your own "Form Fields"

To begin select a file, scan a document or start from scratch

Single File

Scanner

Create New



20191205_APPE...

Change File

This document requires signatures

Start

Create your own "Form Fields"

20191205_APPEAL TO BOARD OF VETERANS' APPEALS.pdf

20191205_APPEA... x

1 / 1 | 137%

Form Approved: OMB No. 29
Expiration Date: Feb. 2
Respondent Burden:

Department of Veterans Affairs **APPEAL TO BOARD OF VETERANS' APPEALS**

IMPORTANT: Read the attached instructions before you fill out this form. VA also encourages you to get assistance from your representative in filling out this form.

1. NAME OF VETERAN (Last Name, First Name, Middle Initial)		2. CLAIM FILE NO. (Include prefix)	3. INSURANCE FILE NO., OR LO
<input type="text" value="Text1"/>			
I AM THE:			
<input type="checkbox"/> VETERAN <input type="checkbox"/> VETERAN'S WIDOWER <input type="checkbox"/> VETERAN'S CHILD <input type="checkbox"/> VETERAN'S PARENT			
<input type="checkbox"/> OTHER (Specify)			
5. TELEPHONE NUMBERS		6. MY ADDRESS IS: (Number & Street or Post Office Box, City, State & ZIP Code)	
A. HOME (Include Area Code)	B. WORK (Include Area Code)		

Create your own "Form Fields"

Acrobat Pro DC File Edit View Window Help


20191205_APPEAL TO BOARD OF VETERANS' APPEALS.pdf

Home Tools 20191205_APPEA... x

137%

Prepare Form

Form Approved: OMB No. 2900-0674
Expiration Date: Feb. 28, 2022
Respondent Burden: 1 Hour

 Department of Veterans Affairs **APPEAL TO BOARD OF VETERANS' APPEALS**

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1. NAME OF VETERAN (Last Name, First Name, Middle Initial)	2. CLAIM FILE NO. (Include prefix)	3. INSURANCE FILE NO., OR LOAN NO.

Acrobat - Universal 5/5

Tip #9



Photo by [Hilary Halliwell](#) from [Pexels](#)

Battery Tips

Carry a Spare

- You could always go for a phone battery case . . .
 - But can't be used with your other devices!
 - And will it work on your next phone?
- Small or Medium
- Don't Forget to Bring a Wire!

Battery Saving Tips

- Do you always need to be connected?
 - Wifi while driving?
 - Bluetooth when nothing is connected?
 - Why not "Airplane" Mode?
- Extra Tip: Need a faster charge?
Keep your device in "Airplane" Mode!

Tip #10



Redundancy and Varying Methods
are Key!!!

3 by 2 by 1

- Three different locations
- Two different mediums
- 1 Computer

3 by 2 by 1

- Three different locations
- Office
- Home
- Cloud

Note to home office attorneys:
One of these two backups should be in a different geographical location.
Set up routine to exchange old backups with new back ups.

3 by 2 by 1

- Two different mediums
 - Solid State Drive
 - Cloud

3 by 2 by 1

- Solid State Drive

- Prices are coming down.
- An extra, cheaper computer?, with duplicate software and files.
- Create a disk image of your computer on disc.
- Mac Users should use time machine.

3 by 2 by 1

- Cloud

- Must have a reliable internet
- Note the difference between file back up and entire back up.

- Continuous File Backups: Dropbox, OneDrive, iCloud

- Important as your files change.

- vs.

- Regular Complete Hard Drive Backups: Backblaze*, Carbonite-Mozy, iDrive,

- Maybe late at night when computer usage is minimal and a large back up will not slow the machine

Tech Tips for Lawyers

The Tech Savvy Lawyer's Blog
www.TheTechSavvyLawyer.Page
MichaelDJ@TheTechSavvyLawyer.Page