Tim Baran:

Well, it's four o'clock and welcome to the final session of our 2023... maybe if I put this on, you'll hear a little better ... of our 2023 conference, which we'll close out with a fun and informative session, "25 Apps in 50 minutes." I'm Tim Baran, the Program Director of the New York Justice Initiatives at Pro Bono Net. And our five All-stars who will bring us the latest in apps and hacks and hot tips are Quisquella Addison, my old boss and now the Assistant Teaching Professor at Northeastern University School of Law. Bob Ambrogi, an old friend, and chronicler of all things legal tech probably for a couple of decades. Bob is publisher of the popular LawSites blog and LawNext podcast. Jeanne Ortiz-Ortiz, my wonderful colleague at Pro Bono Net where she's a Senior Program Manager. Shellie Reed, which I think everyone knows from the LSNTAP listserv. She's the manager of the Legal Services National Technology Assistance Project, otherwise known as LSNTAP, and Quinten Steenhuis, Practitioner in Residence at Suffolk University Law School and who's a legend in the forms automation space.

So each of our presenters will cover five apps in a round robin format. And I think everyone's heard the prompt for CLE in other sessions, but I'll just do it again. For those looking for continuing legal education credit, I'll audible a code later on in the program towards the end. So if you need to claim CLE credit towards... Just make sure that you stick around for that code. I'll repeat it a couple of times. Also, to align with the CLE regs for this session, we must go for at least 50 minutes. And if history is any indication, we go at least 50 minutes and then some. So each slide or each application will take about a little under two minutes. If we don't go that long and even if we do, please enter into the chat your favorite tools that you've used over the last couple of years, especially in this virtual environment that we can share with each other. If there are any questions about the apps and we have time at the end, be happy to address those.

All right, let's get started. Jeanne will start followed by Quisquella and then Shellie, followed by Bob and Quintein, and then we'll start going through. I will advance the slides and let me do that right now. Okay, number one. Jeanne?

Jeanne Ortiz-Ortiz:

All right. Yes. Okay, so I'm going to dive right in. So almost … this is according to studies … almost 5% of U.S. adults have a vision disability or have limited vision. So one of the easiest things that organizations can do to reach more people is as to make their online content with images accessible. I actually recently learned that alt-text and image descriptions are often used interchangeably even though they're not the same thing. So alt-text is a short description that is read by screen readers so that the user of the screen reader can understand the image. And that alt-text is not visible to a sighted person. And by contrast, image descriptions provide more detail and add context to the image. So for example, alt-text for an image would be a woman standing in front of a tree while the image description would be a woman with black hair wearing a black shirt. She's smiling and standing in front of a tree. I think this is a good practice to ensure accessibility and adding both alt-text and image description so you can reach more people.

In addition to making your content accessible, alt-text and image descriptions also improve search engine optimization by increasing the likelihood of your image, whether that's the webpage, social media, the likelihood of that image appearing in search engines. So there are many useful guides on how to add alt-text and descriptions to images, and I've added two examples to the slide, which you can access online. Next slide.

Quisquella Addison:

Hello. So I maybe cheated. I sort of used things that make my job easier. So one thing that I've realized honestly is that I'm an auditory learner. And it really helps me to consume content by listening. So, most of my things have to do with tools that help me understand content. So for me personally, one of the biggest things that's helped me this last year was realizing the screen reader and read aloud components of Word, Adobe and also Google. And then figuring out how to use them and how to use them effectively in my work. So a lot of what I do, each of them has the capacity for you to be able to hear certain parts of your content, to hear a paragraph, to make a selection or to even have a whole memo for instance, or a whole brief read to you.

One of the things I try to do is talk to my students about this being available to them in all the tools that they use -- which they use Adobe, sometimes they use Word, and they use Google. But so that they can also hear their own writing, because a lot of times their content isn't always understandable. So one thing I want them to help them work on clarity. And so one thing we do is I say, "You know what? Why don't you use this tool or why don't you read your content to yourself out loud and see if it makes sense, and if you can understand it's clear." And on Adobe, it's just in the upper left-hand corner and you'll just be able to scroll down to view, read aloud and activate the read aloud. And then in Google there's an extension, which is a screen reader, and then in Word, you can just do review read aloud or alt control space.

Shellie Reid:

TurnSignl puts a lawyer in the passenger seat of a vehicle for traffic stops and accidents. And I think it's one of the best apps that I've seen in a really long time. It solves a problem that we have in our country of access to justice and bringing justice to where people live. When activated with a voice command or a single button push, the app records the interaction and summons an attorney to be in the vehicle with the driver. The attorney appears on-screen to provide guidance and help deescalate the situation, if needed. Videos are stored in the user's cloud, which takes care of concerns about privacy.

The program is active in 37 states currently with 10 more coming soon. TurnSignl is also reaching out to law enforcement to provide training on the app so that law enforcement is more receptive when they stop someone that's using the app. The app is available now and is free for the first year in most states. After that it is $60 per year, or it can be free based on income. And I think that's awesome that the company is doing that because it makes it available to everyone. After that, there are corporate programs for organizations that want to provide TurnSignl as a benefit for their employees, and they're also looking for attorneys to be part of the network. So check it out.

Robert Ambrogi:

I'll underscore TurnSignl -- that's a fantastic app.

My first pick is an app I use all the time. It's called Fireflies AI. And what it is, is it basically automatically joins all of your meetings, whether they are Zoom or Meet or Teams even. And it records the audio of the meeting and creates an AI generated transcript of the meeting. There's actually a higher priced version of it that also records the video. But so what you end up getting is a transcript that's synced to the audio of every meeting you attend and it has a whole bunch of really cool AI tools that let you search the transcript. It creates a summary of the meeting for you. It lets you search the transcript. It lets you search not just by words, but by things like, was anybody angry, or was a question asked, or things like that. And it's really, really useful and it's also led to all sorts of really funny instances for me because it joins... Sometimes I forget that it's joining meetings or it always joins ahead of me and sometimes I miss

the meeting and I get to hear what people say when I'm not in the meeting and sometimes they're talking about me so that's always fun.

Quintein Steenhuis:

All right, I'm missing my cue there. All right.

RateMyPDF is a tool that we built at Suffolk Law School where I teach and research, that can help you improve your PDF forms. And it's something that you could use whether you're on a court forms committee or you're just trying to improve your intake forms in legal aid. The website for the app is just ratemypdf.com. Still in beta, but it's getting updates now almost every week to improve the appearance and add more features. The basic idea is that you take your PDF to the website, you upload it. If it has form fields, on the next page, it'll give you some statistics that look just like this one here. That gives you a little bit more information about the form. And not visible on the screen, but a little further down you'll actually get some suggestions that you can use to improve the form and make it easier and simpler to use.

And we're going beyond things like just readability to really capture things that are a little bit more in depth and specific to the way that people fill in forms. So it'd be a really great tool to help you make your forms better and easier to use.

Jeanne Ortiz-Ortiz:

Okay. So a few weeks ago I attended the New York City School of Data, which is a conference about open data and technology in New York City. And one of my favorite sessions was a hands-on census data workshop. We had someone from the U.S. Census give us a question about a particular group in New York, and then we had to find that information via the online data tool that they have on the Census Bureau. So I learned that in addition to having the U.S. Census Academy where people can access free courses to learn about the U.S. census and how to use census data, the agency also has a team of what they call data dissemination specialists who provide free training and workshops to organizations. So those trainings include an overview on how to access, understand, and use the information available through data.census.gov, which includes data from the last census in 2020.

And I thought that was really great because this type of data can be useful for many things such as grant research and writing to articulate a need for a project or program that you're proposing. There's information on race, ethnicity and income. It can also help inform your work. You can access data on poverty, housing, employment and education at the state and county level, to determine which issues are most pressing in your community and also think about any strategies that might be helpful to address those. And we're always looking to also connect our impact to publicly available data like the census. So I think it's also a great tool to evaluate and communicate your impact. You can use that data to track changes in the communities you serve over time, build maps, and assess the effectiveness of your program. So I included the links here. You can request the data training for your organization and they'll do the rest.

Quisquella Addison:

So I learned about Panopto in the last year. I previously worked on training law students and pro bono attorneys, and I never really found that a tool that was easy for me to use to record, and this was the easiest recording tool I've ever used in my entire life. I was able to record classes that I could then share, and I thought about ways that I could use this for pro bono volunteers. Because you can embed within these courses, questions, questionnaires, make sure there's interaction, make sure people get through different parts. You can create different segments, but… I can't even say how easy it is. And I was able to

embed it into either my learning management system to help with my students or send links with them. Many of my students don't like learning management systems, so the fact that Panopto exists, can exist outside of that learning management system, can be very effective. I was able to reinforce learning that we just really couldn't get to in the classroom.

But I also really think that it's a nice way to get simple content out there and I think new attorneys especially really need that. There might just be… you can just do a five-minute training on defenses in a landlord tenant matter. You could just do these really short abbreviated trainings because we know the way that people learn now. They will learn in small amounts of content.

I love the tool, I love using it. I put an example there of one of the trainings that I created for my students that they could watch after classes so just to reinforce what we had learned in that class, in that session. And Panopto is probably really for a larger legal services organization. But I would say not to discount the effectiveness of it because I do think that new attorneys especially are lacking some of the basic knowledge that they need just because they wouldn't have gotten it in law school. And so a nice way of reinforcing, without shame, would be having these very short snippets of content that can help people just grow and develop in their practice.

Shellie Reid:

AI is everywhere these days and AI image generators like DALL-E 2 are now generating images and art from natural language prompts. If you're like me though, you might want to jump in, but you might be afraid of privacy issues or concerned over how your information is being used. So you may… or you may just not want to have another account to keep track of. That's where Canva's new text to image app really comes in handy because Canva is an app that most of us are using already anyway to create things for work. And their new text to image allows you to create these AI generated images without having to go into questionable sources or not worrying about where your information is going.

Canva is a free online graphic design tool and it's been around for 10 years now. And I use it almost daily in my work and I'm really excited that I'm having a chance to play with AI in a safe environment. To get to the text image, once you're in Canva, simply select the text image in the app section and enter a prompt. You can also change the style of the image and have the system create it again for different looks. You can see here some of the images I generated recently and the prompts that I used to get the image. And if you notice some of the images, they vary in quality. For example, the images of the people, sometimes they have eyes that are in weird places or appendages in the wrong place. But things like the drawing of the daffodil or the watercolor painting of the koi fish really are usable in everyday life. So it's really getting better.

Currently the system is in use and I think it's improving every day. They also have the option of reporting images if you feel that they are unsafe or depicting things that maybe are not something that should be depicted. And once the images are generated, they're adding them to their library. So you may be using some of the AI generated images without even realizing it. But for something where there is no stock image like the deer and the bear in the woods, you can use AI to create exactly what you want.

Robert Ambrogi:

My next app is Duet Display, whoops, back. And if you are at all like me, I feel like I'm crippled when I have to work on just one monitor. I need multiple displays. It really impinges on my productivity to have to work on a single monitor. So, in my office I've got a nice little array here in front of me, but when I travel with just my laptop I find it really interferes with my productivity. So what you can do with Duet Display is bring your iPad and connect your iPad as a second monitor. And in fact, under recent enhancements of the product, you can basically connect any multiples of computers or Androids and

use them as second or third or fourth displays as you wish to do. It connects using the lightning cable with your iPad or you can connect wirelessly as well. It's a super high resolution, seamless connection, it functions as well as any connected monitor I use. And it's just really handy because then you can just pop an iPad into your backpack or whatever when you're traveling and have that second monitor.

They've recently changed the pricing on it. I guess I was lucky because I bought it a while ago and there was a one-time license you could buy that they're still honoring if you have it, but now they've changed to an annual license. And so, there's a free version, but the free version cuts you off after 10 minutes. I mean, you can do repeated 10 minute sessions, but that's as long as you can go with it. So now the basic subscription is $48 a year for this application. I find it really worthwhile.

It also… another feature they added to it recently is the ability to use a device such as an iPad as a remote desktop. So if you have Duet on your iPad, you can connect to your desktop back in your office or wherever it may be and access it as a remote desktop from there. So highly recommend Duet Display.

Quintein Steenhuis:

All right. So if you're creating a website, you have to make a lot of decisions about colors. And I make websites. I do guided interviews where you want to customize. The client might have a brand color, maybe two colors if we're really lucky, but I have to choose 10 colors. HueMint helps me be able to do that without having to make a lot of individual choices. What's great about a tool like HueMint -- and there's other palette generators like this one -- this is one that I use and trust and have found to work really well -- is that you can set just a few of the colors that you need to be exact matches and then you can click a button and it will find colors that look good together using basic color theory principles. And I think it says AI but I think what's happened is they've trained it on a lot of palettes from existing websites. So it's just statistics to be able to fill in the gaps and get a full set of colors that you can use on your website. So, simple. Something I need all the time, and it can save you a lot of time if it's a tool that you need.

I see Rochelle's question about accessibility, and it's actually, that's one of the features it can help you with too. Generally when I'm doing a palette, I'm doing it for Bootstrap and that's why I end up needing more than just a primary and a secondary color. And Bootstrap has some built-in accessibility features to make sure button -- text for example is always a contrasting color from the background that you put underneath it. That's HueMint, simple, but if you need it, you know it, and it'll be a great fit.

Jeanne Ortiz-Ortiz:

Okay. So I hesitated to include this tip because I thought it was too simple, but I learned that not everyone knew about these websites, so I had to share. If you're like me, a little part of your soul dies when you see presentations that only have text or text heavy, especially with so much virtual trainings. I think we all have webinar fatigue at this point. So I believe that the presentation of information is really important. The good news is that we don't have to be designers or creative about how to design presentations because there are many free websites with thousands of free templates for Google Slides, PowerPoints, that I think just make your life easier. My favorite ones are SlidesGo and SlidesMania. Those sites have templates for Google Slides, but if you're a PowerPoint fan you can also download the Google Slides version and then convert it to a PowerPoint and work from there.

Also, PowerPoint has a feature called Designer that suggests layout changes for your presentation, very easy to use and apply changes. So these templates have helped me incredibly in thinking about different ways I can present the information I want to share with an audience and do that effectively. And sometimes I feel overwhelmed by the amount of information or data that I want to present about. So these templates also offer a way to break things down, organize and synthesize. And again, I think good

visuals can make a presentation more memorable and also allowing your audience to retain key points, whether that's clients, funders, board, staff, anyone really.

Quisquella Addison:

Love that.

So PodBean is something that I just learned about and I'm starting to really use. I love podcasts. I think Tim and I share this love. I have probably about 30 podcasts that are in my apps. I hate the different apps that I've been using to listen to my podcasts, but Podbean is a nice repository where you can have the apps that you listen to but you can also create your own podcast. And so I've created a couple just as samples because I'm getting to learn it and getting to use a little bit more. But what I've been able to do is it creates a website, which of course it's going to be branded with their content at first if you're not paying. If you want to pay, then you can have your own site and where you can embed in other locations. But in the beginning, if you want to do a free version, it is a podcast app where you can. They will give you a platform, you can name it and they'll put the information on there.

And it's a very simple interface and I was able to upload a couple of podcast examples of things that I want to be able to use in the fall and spring. And partly, it's just been very interesting because I want to do more about listening to interviewing individuals who are doing really great work in the tech space and also who are bringing joy to law. That's my thing. So I love podcasts. I love creating just audio content. So I'm trying to build on this a little bit more. But if people are interested, there's a free version that I'm just using now but there's another version that actually will let you have your own site and also have your own branding, and that's $9 a month. Yes.

Shellie Reid:

So PrintFriendly is a web app that cleans and formats webpages for printing or for saving to PDF. And there are certainly other tools that do this, but PrintFriendly takes it a step beyond and allows you to clean up the pages and edit them further. To use, you simply copy the web address of the desired page into the search bar in PrintFriendly's webpage, and it cleans it up. There's also a browser extension if you would like to eliminate the cut and paste step. And if you want to make things on your website easy for visitors to print, PrintFriendly also provides an embedable button supported by ads for free, or $40 per year ad free. And what I'm using it for currently is saving when we link to things on our website, sometimes those links get broken and the article is no longer available. So I always save a PDF copy of any linked articles and attribute it properly. And then I can also attach that to the webpage in the future if need be. So that's PrintFriendly.

Robert Ambrogi:

All right, my next app is Camo, and I guess this follows a theme from the last app I talked about and so far as this is something that can be handy when you're traveling or out of the office but even in the office. We're all carrying around these wonderful devices that have these amazing cameras in them. And yet most of the time when we're on calls like this, we're using the really crappy video cameras in our laptops or whatever else we can find. In fact, your iPhone has a really amazing video. And as the website says, then why not use it as your webcam? So that's what Camo does. It basically lets you connect your iPhone to your computer and use it as your webcam for any kind of virtual meetings. And it provides very high video quality. And what it is, you'll have to download the app on your iPhone, and then there's also an app you need to put on your computer.

The app on the computer also provides a whole suite of tools for adjusting your image and getting the lighting just right and adding effects and all of that sort of thing that you might want to do. So it gives

you a lot more control over your image than you would normally have with just say a laptop camera. And it connects really easily and is quite powerful.

The other great thing about all of this is that it's entirely free. You can use Camo at no cost. There is a subscription version which is $39.99 a year. Either one provides pretty much the same video quality. The more expensive, the paid version provides more options for editing and controlling how your image appears. But if this is something you can... If you have your iPhone with you, and your laptop, and your iPad, and you've got an extra monitor and a camera and everything right in your backpack, so take a look at Camo.

Quintein Steenhuis:

All right, so BitWarden is a tool that everybody needs. It's just one of those password managers. It's the one that I happen to have landed on. It's simple, easy-ish as far as these tools go and it's secure. One of the advantages of a BitWarden over other ones is that there's a hosted option with a pretty generous free tier. That was the reason why I first switched to it from LastPass that I had been using for a while. And there's also a free and open source version that you can use on your own server if you want.

If you do want to pay for the extra features that come with the paid tier, it's just $10 a year. If you want to use it with a team, which is how we use it at Suffolk Lab to manage and share passwords. With just a few people, it works really well and that's just $3 a month per user.

And like its competitors BitWarden has a phone and browser app. You can use multifactor and biometric authentication to control access to it. And it actually also has a Google Authenticator compatible feature built into it, which you've probably seen where those tokens that are rotating. If it's a website where that is something that you want to be able to do and you're okay with the extra risk of putting it right into your password manager, that can be a really nice timesaver too and a way for you to not have to worry and pull out your phone. And that's BitWarden.

Jeanne Ortiz-Ortiz:

Okay. So in case you missed it, last year Google added new dropdown and table tools to Google Docs for project management. I've found them very useful to organize project onboardings to our technology tools, and also to keep track of tasks with multiple people involved in a project. It's also really good for collaboration and easy to use. I'm using it with a few attorneys as well. You can find the new feature by going to Google Docs and under the insert tab there's the dropdown option. I create a table beforehand and then use the last column for the status of the task. And after clicking the dropdown option, you can either select predetermined project status labels or you can configure your own labels. And you can also change the colors of the labels, which is pretty cool if you're a color coding person. I know with Excel you can do even more. But what I like about this is the simplicity of it, especially if you're a Google Docs person.

Quisquella Addison:

So I know we mentioned Canva already, but I want to come back to Canva and I think somebody actually in the chat mentioned this. Canva has this great feature where you can turn any documents into slide decks. And I learned that this year from my students because they told me about it, and then I started turning everything into slide decks. I turned reports, manuals, I just went wild. And it was just... fine, a lot of the slides had a little bit too much content, but there were some really nice images and icons and it was a really great way for me to start my work. Because sometimes honestly, you have presentations where you have just lots of slides to do as I'm preparing for classes. So I really loved this feature on Canva and I've been using it very frequently to just make really nice examples of some of the work we

want to do. I think you can do it for, honestly, grant reports. You could do it... anything that we have to want to be able to conceptualize and put into images. It's just a great feature.

Shellie Reid:

The more I learn about accessibility, the more I'm concerned about making sure our website resources are as accessible as possible to as many people as possible. So enter accessiBe's free accessibility audit. And I want to be really clear here that I am not recommending accessiBe's website overlay product that they sell because overlays are known to be problematic. But the free audit report does provide good feedback on problems with a website, and many of those problems can often easily be addressed with just a few quick fixes. And to use the audit, you just copy and paste the website that you want reviewed into their search bar and it scans the website and produces a report that you can download. And it can be a great starting point to making sure that your website is more accessible to all visitors.

Robert Ambrogi:

Well, like Quisquella I'm a big podcast listener and recorder of podcasts as well. And I find the native iOS podcast app a little deficient in terms of some of the features I'd like to see. So the one app I use a lot is called Overcast. And pretty much all of these podcast apps are going to let you search for podcasts to add and download podcasts and that sort of thing. The features I like about this one are, this one is the smart speed. Which lets you basically speed up the playing of a podcast as it's going to different levels of speed, which it does a pretty good job of doing that without, as it says, without it sounding unnatural.

Another one is voice boost. So if you're listening to a voice-based podcast, a conversation-based podcast as opposed to music or something, the voice boost can really help make the voice much more audible as you're listening to them especially if you're outside walking or something like that while you're listening to it.

Another feature it has is this ability to share clips from the podcast as short little videos on social media, or even to email or text message somebody with them. So if you're listening to a podcast and somebody says something that you think is really something you want to share with others, it's very easy to just take a little segment of that audio and make a clip of it.

I'll confess that I have another podcast player on my phone that I use a lot and that I was going to have on this slide, but then when I went to the app store, apparently, it's no longer supported or available. But it does something that I haven't seen any other one do, which is it lets you create bookmarks as you're listening to a podcast. So often you're listening to a podcast, and somebody says something and you're like, I want to go back to that later. And so, you can not only bookmark, but you could add a little note to the bookmark as you're listening to a podcast. That was one called Radio Public, and for some reason they appear to have eliminated that app so I'm sorry about that. But this one is Overcast and it's got a lot of good features so check it out.

Quintein Steenhuis:

I'm going straight for the deep cut here with JSON Editor Online. But if you ever have to work with any text-based data files, this is your Swiss Army knife that'll let you work with those files right in your browser. Really quick, easy, very simple interface that lets you upload them, validate them, search and filter, and transform them into other kinds of data sources, data files that is. Nothing to install, doesn't get in your way, just does one job really quickly and easily.

Jeanne Ortiz-Ortiz:

Okay. So the last app I want to share is Todoist. And honestly, this has been a game changer for me. So last year I was looking for something to manage my tasks. So I had tried Asana, Outlook tasks, BaseCamp, Evernote, so many other apps, and they didn't quite work for me. So a friend suggested Todoist, which he was using for grocery lists. And ever since I installed it in my phone, it's been great. So I use it for both work and personal purposes. So Todoist is a task management app that helps increase productivity. But now that I think about it, after looking at the comments in the chat I think it also works as a simple project management tool. You can download it as an app to your phone and you can also use it online and it syncs very quickly. I've been using this for over a year and have had no complaints about the user experience. It's just been great. And what I like about it is that you can organize your tasks in projects, sub-projects and sections. You can also color code projects if you like to do that. You can add labels, priorities, due dates to each task. One of my favorite things is that you can just type out the date on a task and it'll automatically add a deadline to the task instead of having to open a separate calendar section and selecting the date to add a deadline to that task. So that's pretty neat. It's great for collaboration as well. I can share specific projects with someone and assign them tasks. And for those tasks, the other person will see when the task has been completed. I can also email tasks into projects and then drag the task to a sub-project or section once it appears on the application after sending it by email. Todoist, if you go to their website, they also have a number of different integrations with other apps. And so those are very cool to try out. And you can also track your daily and weekly productivity. For example, if you want to see how many tasks you completed for a specific project, you can easily pull that from the application.

They have free, pro, and business plans. But honestly, I think the free version offers all of the features that you could need for simple task or project management.

Tim Baran:

And hey Shellie, I'm having some issues like monitoring the chat with a second screen open. So if we have time at the end, I may ask you if you could take a look at the chat and if there's any questions being posed to our panelists, if you could raise them. I know our panelists have been very, very busy in the chat, which I really appreciate just answering questions as they pop up. But yeah, I just want to make sure that we are able to address any remaining questions before our time is up at 4:50. All right, Quisquella, on to you.

Quisquella Addison:

Yes. So I learned about Annotate Pro at a conference that I attended last year. And you're able to create… they have these ready-made libraries. And really what the purpose is to provide feedback. I don't think this is just a teaching tool. I honestly think this could be for newer attorneys as you're reading constantly motions or briefs that they're drafting. Because people frequently make some of the same mistakes and you're going to see them repetitively, right? Like lacking a thesis statement, challenges with transitions, how do we work on that? Asking specific questions. And so you're able to put in, build a library yourself of comments. So the way that I did in the beginning was I just created a spreadsheet and I created the type of feedback I wanted to give, the type of issues that I saw, and then I just put them into the spreadsheet and then I would start using them and making changes to them.

And then somebody told me about this tool. So you're able to do it... they have a ready-made libraries for multiple types of educational experiences, but then you can also create your own library. So I have, you can see Quisquella Addison's library. And my library is all about legal writing and the frequent challenges that students are facing. Because honestly, it becomes very repetitive especially if you have

multiple students. But I do think that supervisors can think about this as a possibility or just think about this as an idea. The idea of, wait, people do actually need a lot of the same feedback because they're making some of the same mistakes, because maybe they're taught the same way in law school. And so this is just a nice way to put in just feedback and also it speeds up your process. It really sped up my process to be able to have this ready and so that I could have this.

It did take a long time though at the beginning for me to set up my own library and set it up by different categories of information like sections, and types of briefs, and types of motions, et cetera. But once I did that, now in Google Chrome, in Docs, I can add in comments. It's an extension on Google Chrome. You can do it in Word. And so I'm able to do that frequently.

Right now, I had the free version and then there's another version that's $24 a year. That $24 a year is the one that allows you to be able to create your own library. And this is just somebody… I would think that this be really be -- somebody who's a supervisor, who supervises a large amount of attorneys, professor, or somebody who does a lot of pro bono training, because it can be just a way that you can really move quickly through the amount of review that you need to do on a daily basis. So it is called Annotate Pro.

Shellie Reid:

So how many times have you been getting an app from the app store and you're in a hurry and you know you should read the terms of service, but you go ahead and click, I agree. So I know we've all done it, and I know that since law school I do it a lot less frequently, but we still all do it. So with each revelation of bad actors and questionable terms, I become more concerned over what apps have and what permissions they've required me to give. So Terms of Service; Didn't Read, has become a great tool to find out exactly what I agreed to when I signed up for an app or service. ToS;DR is a play on TLDR. Too long, didn't read. And the company was founded in 2012 by a law student, a designer and a programmer. And their goal was to give users control over their valuable data and privacy.

Today, community contributors review the terms of service. The community discusses the findings and eventually the fairness of the terms is graded on a scale of A being the best, to E being the worst. For example, search engine DuckDuckGo receive the highest grade of A, while Facebook rates at the lowest rating. To use the service, simply go to ToS;DR's website, enter the name of the service provider whose terms you would like to see in the search box or browse through the companies that they have highlighted on the main page. ToS;DR also offers extensions for most web browsers, and they provide instant information about the terms and privacy policies of websites that are being visited. So I think it's a really useful tool, and they've even been able to track when businesses have changing terms of service, whether or not that you can go back and look at the original terms so that you can see them, how they've changed over time. So I hope that's helpful to other people.

Robert Ambrogi:

For me, I feel like there's no greater hell than the endless back and forth of emails trying to schedule a meeting with somebody. And so, one of my favorite tools to use is this meeting scheduler for Gmail. It's an extension for Gmail. It makes it super easy to schedule a meeting with somebody. And I know there are a number of applications out there that do this. I know a lot of people use Calendly. I've found this to be for my purposes more useful than Calendly. One of the things I like about it, it's simply press a button when you're typing an email in Gmail and it inserts a link for somebody to go in and schedule with you. But it also gives you the option every time you use it to set the times if you want to. You don't have to, you can just leave a standard set of times available.

And of course it syncs with your calendar, so it won't schedule you at times when you're not available. And you can build in buffers and all of those kinds of things around meetings. But it's often the case that I'm scheduling a meeting with one person and I want to make times available that might be useful for them on the West Coast or in Europe or something like that. And so I'll go in and actually kind of change the times that I'm available. Or I want to put a cap on, this meeting invite is only good till next week or something like that. So this just gives you a lot of options like that. And it also lets you set it up so that when somebody schedules a meeting with you, it automatically sets it up on your Zoom or Google Meet, so you don't have to do anything extra to do that. And it also lets you create a scheduling page if you want to just send somebody to a URL to be able to meet with you rather than do it through email.

So it's available as an extension for Gmail, and that's Meeting Scheduler for Gmail.

Quintein Steenhuis:

All right. I guess we're going to close it out with Otter AI, which is a tool a lot like the Fireflies AI app that we talked about earlier in the panel. It's an automatic note-taking and transcription tool that can help you take notes and meetings automatically. And just like Fireflies, you can add it to your Zoom or Team meeting, it'll take notes for you. Some of the cool features it has that I learned about is that it will take screenshots of slides and add those to your notes. You can kind of mark up those notes in a group editing session in real time as the notes are being taken. It's going to... because if you join it to a Zoom or a Team meeting, it knows who's speaking. The notes will have the person's name associated with them. And really everything can be automated as soon as you add it to the video conference. Looks like it has some features that help with scheduling and setting up those meetings too and working with them in your calendar.

Worth a try as a generous free tier, and a pretty reasonably priced series of tiers above that free tier with some additional features.

Tim Baran:

I just want to thank our panelists for taking time out from their busy schedules to put this together. Jeannie was amazing and being the primary wrangler for this session, I really appreciate it. We have another couple of minutes if there's any questions, Shellie. There's one thing I would want to second, which is Bob's recommendation for Overcast as the podcast app. It's something I've used for the last, I don't know, three, five years. And every time I try to go back to the Apple Podcast app, I realize how incredibly horrible that is. But Overcast really, really great. And I know that you've talked about a couple of note apps. And I don't know the last time, I remember Evernote was a big thing a few years ago. And I don't know anyone that uses Evernote anymore. I used the Notes app on my iPhone and you could do everything with that.

You could draw pictures into it. The other day, it scans documents really nicely and into readable format. But that's it for me. In the minute or two that we have left. Any questions, Shellie?

Shellie Reid:

So we have a question on Annotate Pro and whether it can be used on legal documents in Word or Google Docs?

Quisquella Addison:

Yes, it's an extension, a Google Chrome extension and also in Word add-on.

Shellie Reid:

Awesome. And we have a good suggestion for FocusMate for overcoming procrastination. And it's also a virtual body double for free or for $5 a month.

Quintein Steenhuis:

Does that mean it will take your place on a Zoom call?

Shellie Reid:

I wish.

Tim Baran:

Well, once it's not a cat then that's fine. Right? Do you remember that video? Oh, I'm not a cat. Okay, well we are at time.