2023 ABA Forum on Building Access to Justice for All

Joint IOLTA Conference

40 Tech Tips and Practical AI

General Productivity
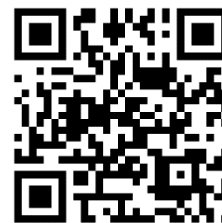
- Share X
  - Screen recording and GIF maker
- Greenshot
  - Screenshots
- Snip and Sketch
  - Windows Key + Shift + S
- Mac build in screen capture
  - Command + Shift + 5
- PDF Tool
  - Free web app to manipulate PDFs
- Print Friendly and PDF
  - Save webpage as clean PDF
- SingleFile
  - Save webpage as single HTML file
- Keyboard shortcuts
  - See page 3
- Custom shortcut key combo
  - Windows guide
  - Mac guide

- Excel data import
  - Microsoft guide
- Trackly.io
  - Monitor webpages for changes
- Start 11
  - Customize Start menu
- Microsoft Power Toys
  - Always on Top
  - Color Picker
  - Fancy Zones
  - Image Resizer
  - Paste as Plain Text
  - Peak
  - Text Extractor
- Get more from Microsoft Office
  - See page 4
- AlternativeTo
  - Find similar tools for other computing platforms

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AI Tools

- PowerPoint creation
  - Gamma
- Chatbots: Audience/tone adjustment
  - ChatGPT
- Chatbots: Host your own
  - GPT4All
- Beyond a spell checker
  - Grammarly
- Browser extension
  - Monica
- Audio to text
  - Otter.ai
  - Microsoft Word
- Phone support bot
  - Air.ai
- Image manipulation
  - Remove.bg
  - Google Magic Eraser
  - Apple Photos

- Image creation
  - Bing (Dall-e)
  - Stable Diffusion
  - MidJourney
  - Fooocus (use online)
- Video creation
  - Synthesia
- Document interrogation
  - Claude
  - ChatPDF
- Enterprise solutions
  - Microsoft Copilot
  - Google Duet
- Bonus:
  - People's Law Library Chatbot beta: pll.ferretit.ai
- Further reading
  - Prompt engineering guide
  - List of tools and links
  - Generative AI's Act Two

View the links at
sampson.info/iolta2023.html

Find Dave's home online at
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Keyboard Shortcut	Function
Windows Key	Open/close Start menu
Windows Key + [start typing]	Launch apps or search files
Windows Key + A	Open Action Center
Windows Key + D	Minimize/Maximize all windows
Windows Key + E	Open File Explorer
Windows Key + I	Open Setting App
Windows Key + L	Lock the PC
Windows Key + Tab	Open Task View
Windows Key + →	Snap current window right
Windows Key + ←	Snap current window left
Ctrl + Z	Undo an action

If you like…	You'll LOVE…
Survey Monkey	Forms
Calendly	Bookings
Trello	Planner
Automating simple tasks without coding	Power Automate
Keeping inventories or contact lists in Excel	Lists
Lots of word docs about related topics	OneNote
Keeping most directories secure but sharing some with external colleagues	SharePoint

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