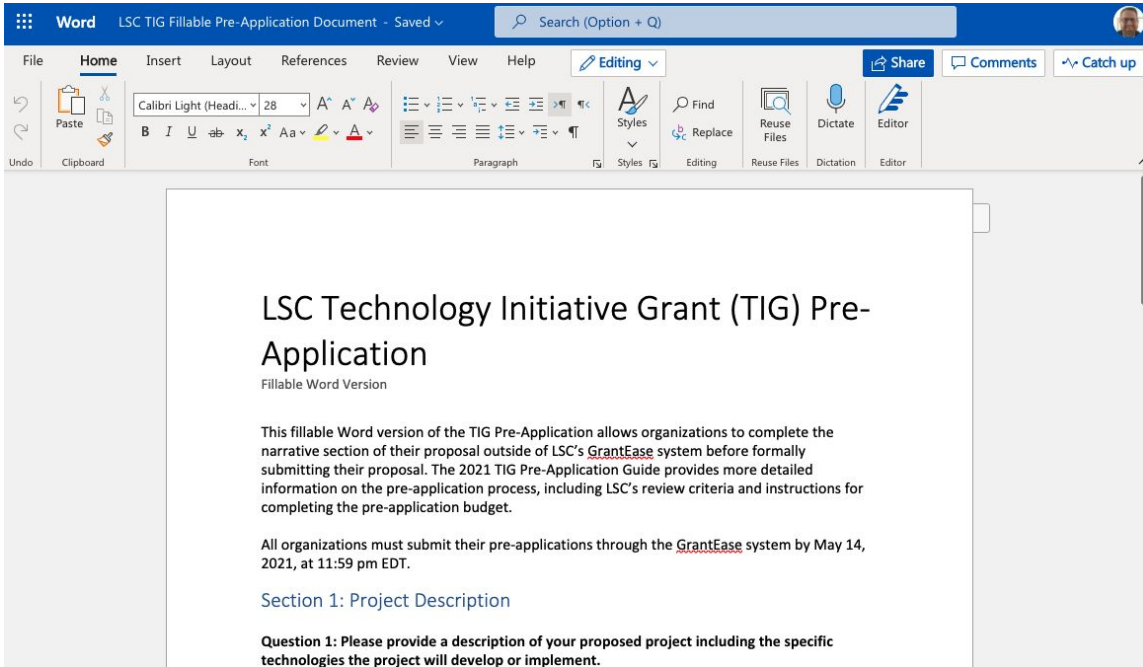




# 30 Tech Tips

July 30, 2021



---

## 2021 TIG Pre- Application Guide

---

# Word Document to PowerPoint

---

← Close

🏠 Home

📄 New

📁 Open

Info

Save as

**Export**

Print

Share

About

## Export



### Transform to Web Page

Transform your document into an interactive, easy-to-share web page that looks great on any device.



### Export to PowerPoint presentation (preview)

Export your document into a multi-slide presentation with a design theme.



🔗 Share

💬 Comments

🔄 Catch up



Dictate

Dictation



Editor

Editor

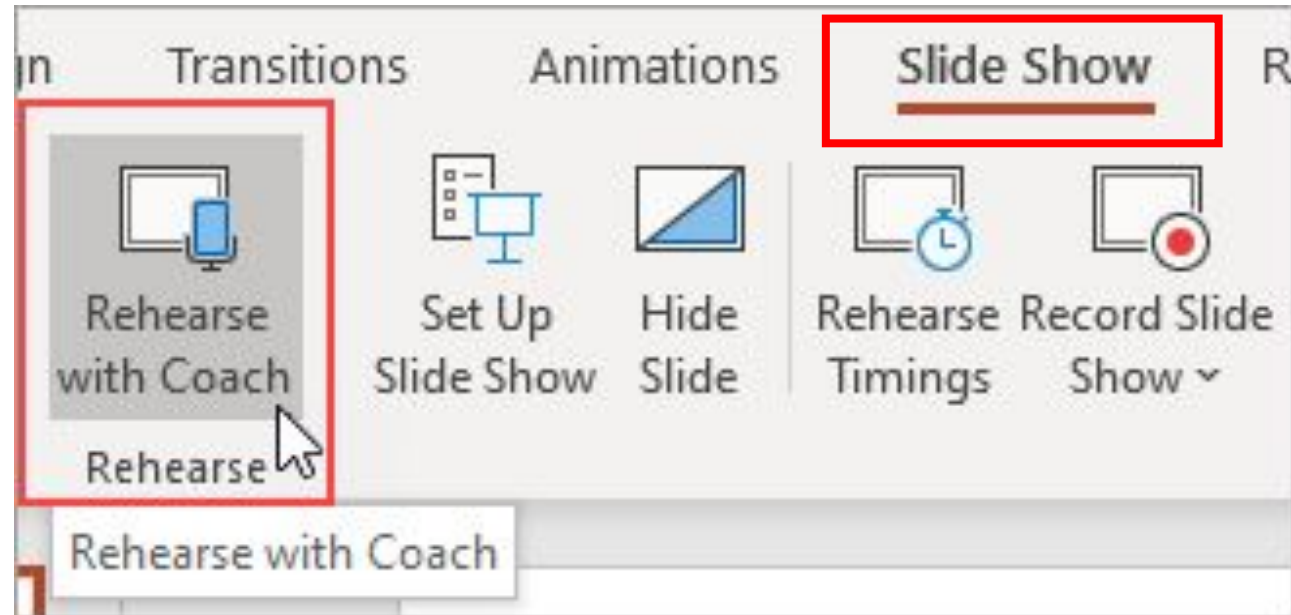
Pre-

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actions for

by May 14,

pecific

# Presenter Coach in PowerPoint



Select Start Rehearsing

Wait Until You See Listening

On-Screen Guidance

Welcome


See live feedback as you rehearse

**Start Rehearsing**


Show real-time feedback

Coach


Listening...

00:05  1 of 1

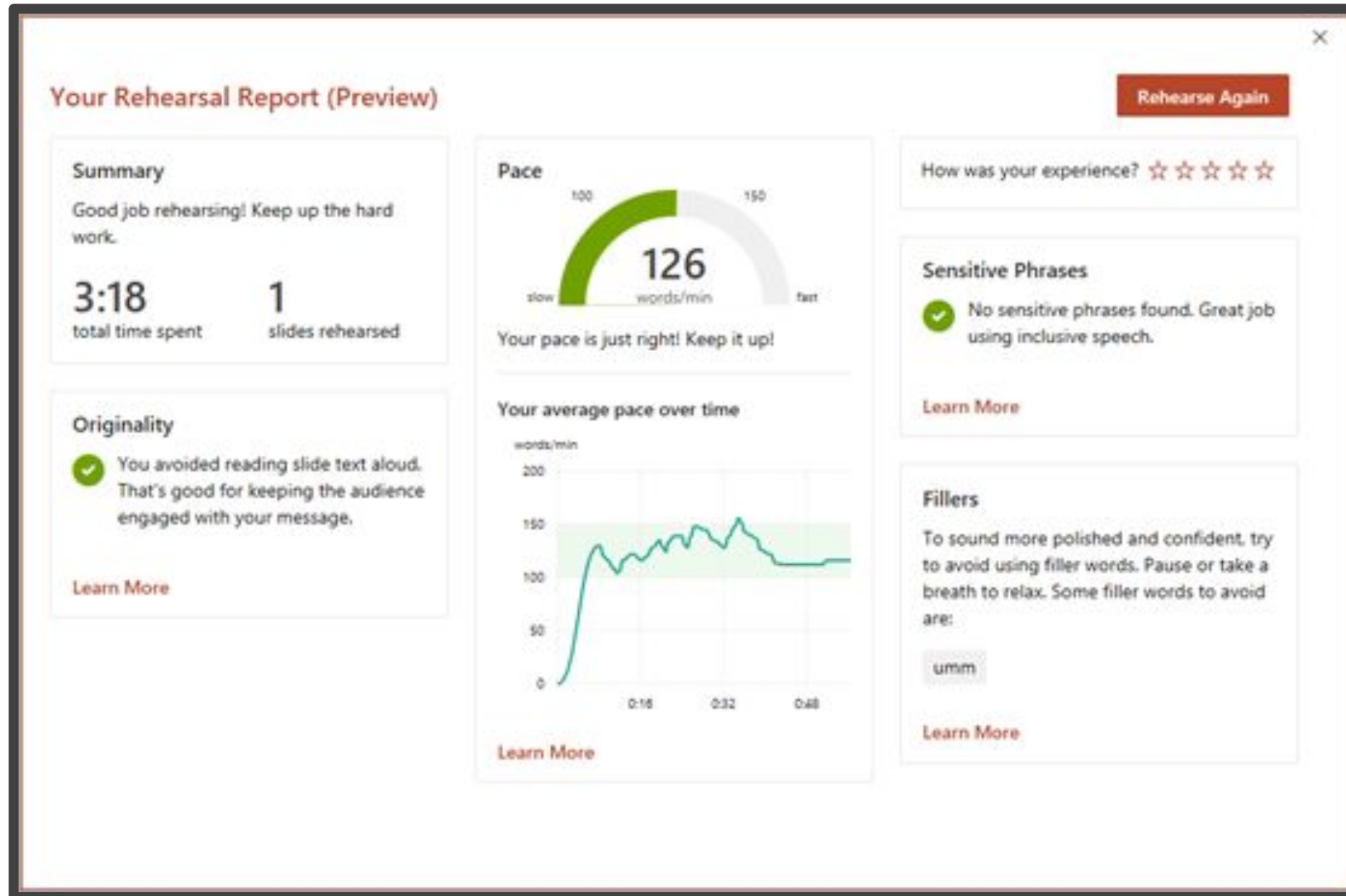
Fillers



Try to not use too many fillers like "umm".

01:04  1 of 1

# Rehearsal Report



# Self-Select Zoom Breakout Rooms

**Create**  **breakout rooms**


- Assign automatically
- Assign manually
- Let participants choose room

Breakout Rooms - Not Started ×

▶ Intake		<a href="#">Assign</a>
▶ Technology		<a href="#">Assign</a>
▼ Room 3	<a href="#">✎ Rename</a> <a href="#">✖ Delete</a>	<a href="#">Assign</a>



# Self-Select Zoom Breakout Rooms

- Allow participants to choose room 
  - Allow participants to return to the main session at any time
  - Automatically move all assigned participants into breakout rooms
- 
- Breakout rooms close automatically after:  minutes
    - Notify me when the time is up
  - Countdown after closing breakout room
    - Set countdown timer:  seconds

Options

Recreate

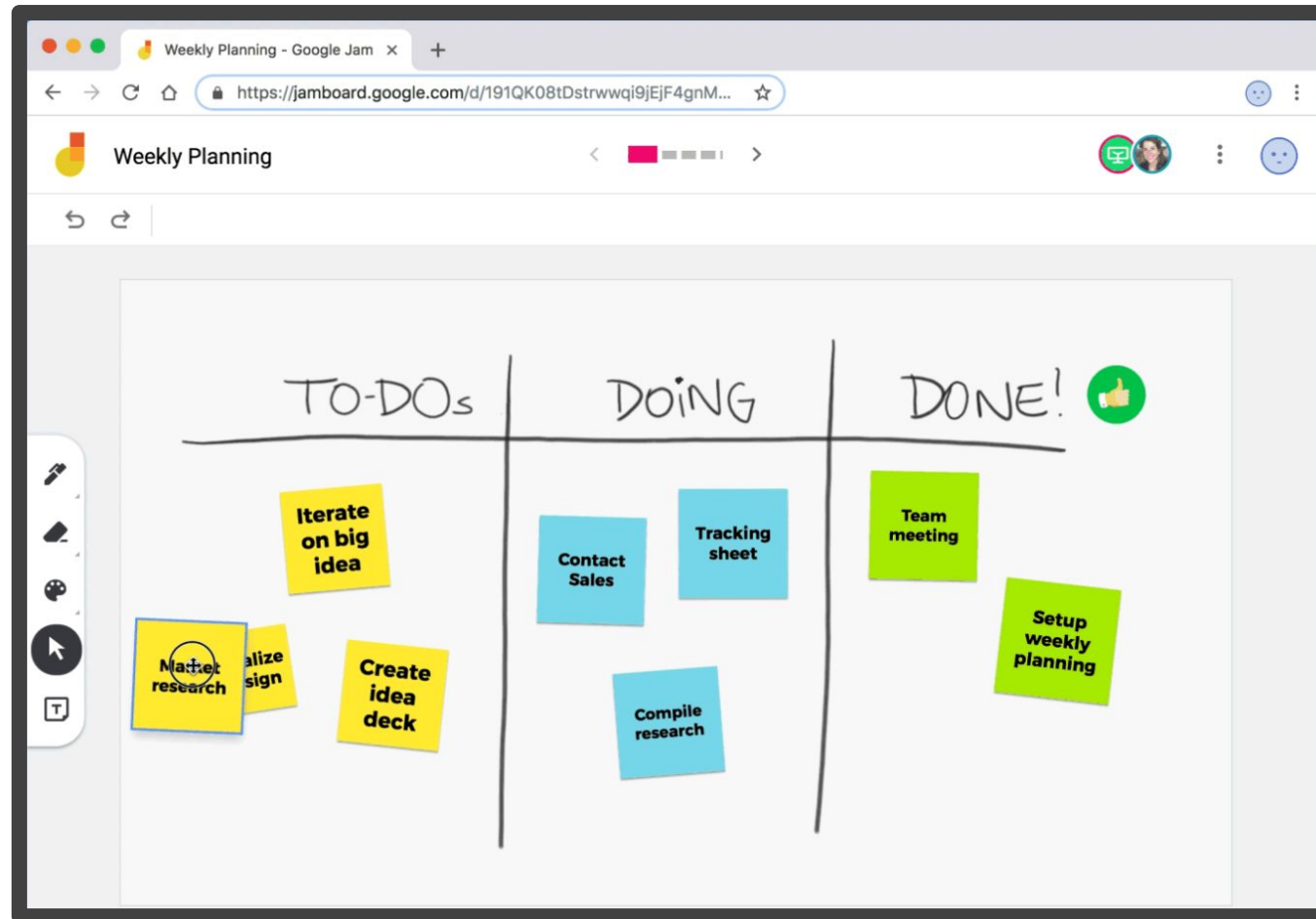
Add a Room

Open All Rooms





# Google JamBoard



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

# Designer for Word (Online)

---

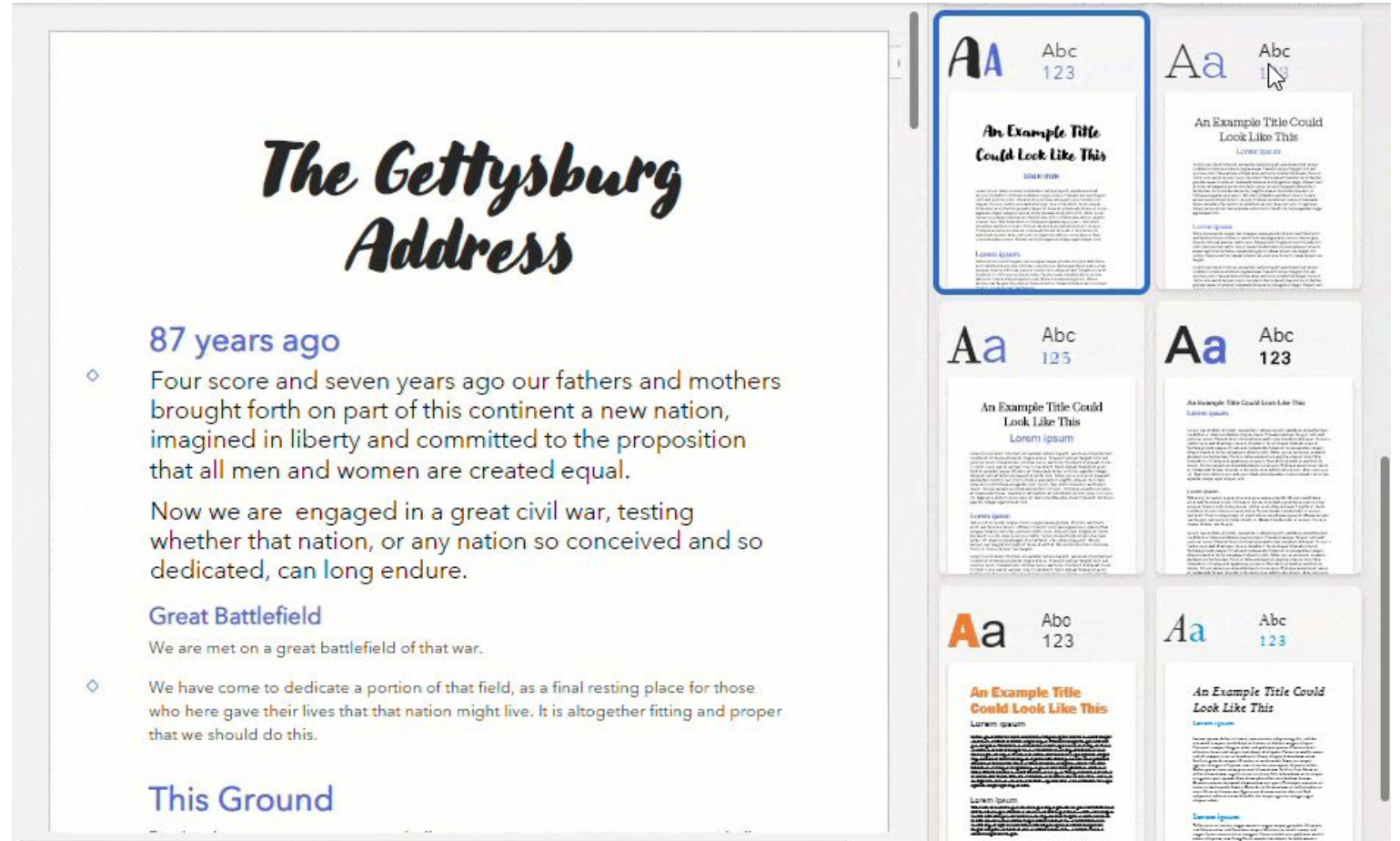


Image Source: Office Watch -- <https://office-watch.com/>

# Google Doc Offline

Chrome Extension

[Home](#) > [Extensions](#) > Google Docs Offline



## Google Docs Offline

Offered by: [google.com](#)

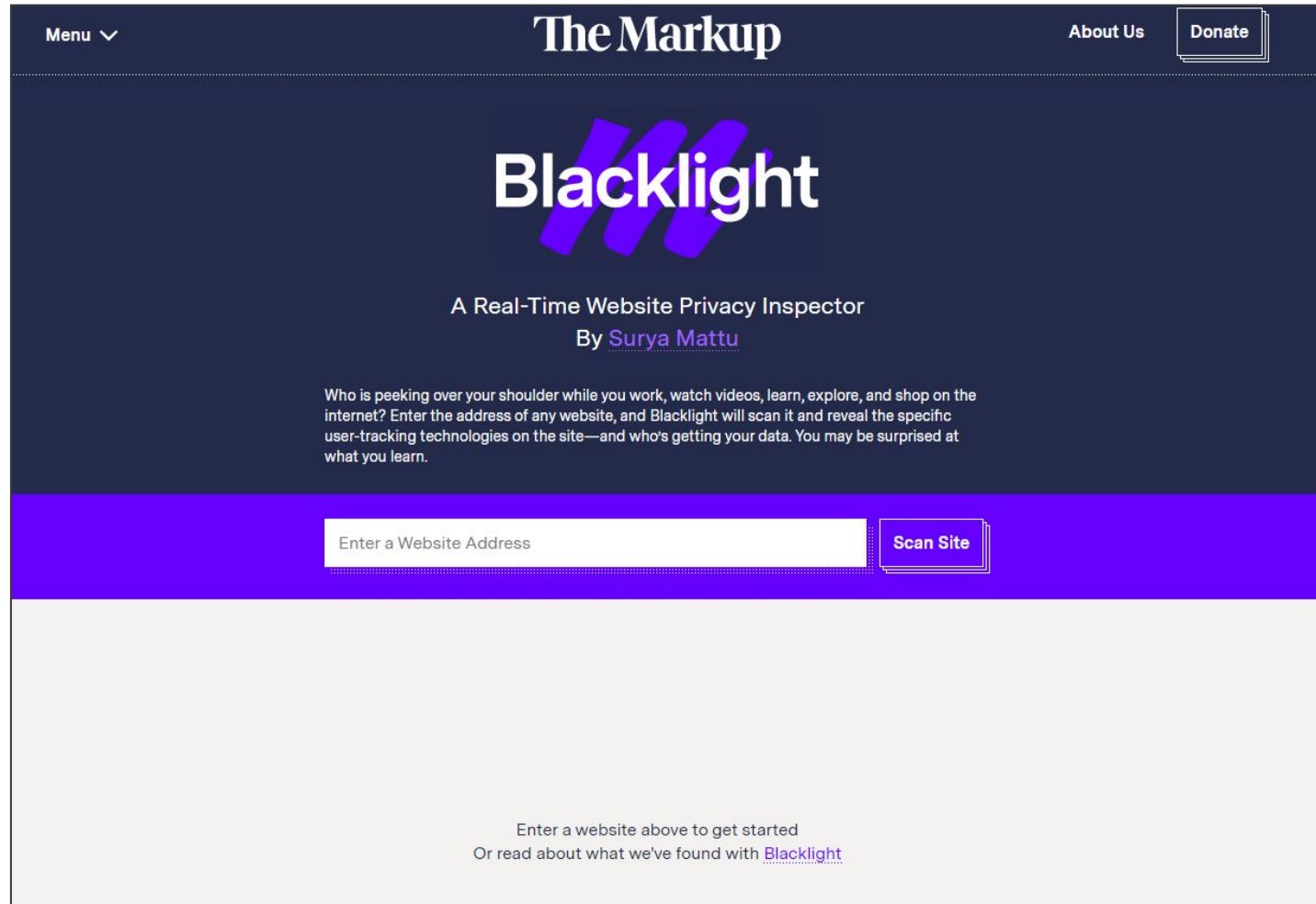
★★★★★ 3,771

[Productivity](#)

10,000,000+ users

By Google

# Blacklight from the Markup



The screenshot shows the homepage of the Blacklight website. At the top, there is a dark blue navigation bar with the text "The Markup" in the center, "Menu" with a dropdown arrow on the left, and "About Us" and "Donate" on the right. Below the navigation bar, the word "Blacklight" is displayed in a large, white, sans-serif font, with a stylized graphic of four purple diagonal bars behind the letters "l", "i", "g", and "h". Underneath the title, it says "A Real-Time Website Privacy Inspector" and "By [Surya Mattu](#)". A paragraph of text follows: "Who is peeking over your shoulder while you work, watch videos, learn, explore, and shop on the internet? Enter the address of any website, and Blacklight will scan it and reveal the specific user-tracking technologies on the site—and who's getting your data. You may be surprised at what you learn." Below this text is a white input field with the placeholder text "Enter a Website Address" and a purple "Scan Site" button. At the bottom of the page, there is a light gray footer area with the text "Enter a website above to get started" and "Or read about what we've found with [Blacklight](#)".

<https://themarkup.org/blacklight>



# Cutting Edge Spacebar Tips

# Two Spacebar Tips



Stop scrolling through web pages with your mouse. Spacebar moves you down a webpage and Shift+Space takes you back up.



When typing on your smartphone, hit spacebar twice at the end of the sentence. It adds a period and starts a new sentence for you.

# Password Checkup in your Google Account

## ← Password Checkup



Passwords checked for 86 sites and apps



**7 compromised passwords**

Change these passwords now



**51 reused passwords**

Create unique passwords



**20 accounts using a weak password**

Create strong passwords



# Scroll Through States in a Web Form

- Instead of opening the dropdown field and clicking until you find your state, simply type the letter of your state.
- “Oh, but what about Arkansas, Arizona, Connecticut, etc.?”
- Keep typing your letter until you get to the correct state.

Select Country (with states):

USA

Select State:

Alabama

Select State

**Alabama**

Alaska

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

District of Columbia

Florida



# Updates to Google Meet

Change Background 



Breakout rooms

Split into smaller group discussions



Polls

Get a quick pulse of the audience



Q&A

Give everyone an easy way to ask questions

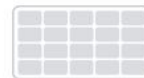
Change layout ✕

Selection is saved for future meetings

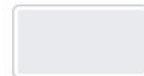
Auto



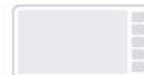
Tiled



Spotlight









Sidebar







 Attachments (0)

# Pinning Favorite Folders

Pinned

	<b>2020 TIG Projects</b> OneDrive - Legal Services Corporation » Grant Files » 2020 TIG Projects		5/1/2021 10:50 AM
	<b>2021 EJC</b> C: » Users » jriba.000 » Box » OPP » OPP-TIG » Conferences and Trainings ...		5/1/2021 10:50 AM
	<b>Grant Files</b> OneDrive - Legal Services Corporation » Grant Files		5/1/2021 10:50 AM

	<b>2020 TIG Projects</b> ribadeneyraj@lsc.gov » OneDrive - Legal Services Corpor...		
	<b>Grant Files</b> ribadeneyraj@lsc.gov » OneDrive - Legal Services Corpor...		<div><p>Unpin from list</p><p><b>Set As Default Location</b></p></div>

# Undo Send in Gmail

Undo Send:

Send cancellation period: 5  seconds

Default reply  
behavior:

- Reply  
 Reply all

[Learn more](#)

5  
10  
20  
30

# Extracting Pages from a PDF (without Acrobat Pro)

2021 Technology Initiative Grant (TIG)  
Pre-Application Guide

**Contents**

How to Use this Guide .....	2
Resources and Deadlines .....	3
2021 TIG Categories .....	4
Eligibility .....	4
Pre-Application Questions and Review Criteria.....	4
Section 1: Project Description.....	4
LSC Review Criteria for Project Description.....	5
Section 2: Project Rationale.....	5
LSC Review Criteria for Project Rationale (Questions 2-5).....	5
Budget.....	6
Budget Review Criteria .....	6
Budget Format .....	6
Definitional Guidance for Budget Lines.....	6
Technology Initiative Grant Purpose and Key Goals.....	10
Automated Online Court Forms and Tools for Self-Represented Litigants.....	10
Area of Interest for 2021 TIG Cycle.....	11
Projects That Enhance Information Security in Legal Services.....	11

**Print** 11 pages

Destination Save as PDF

Pages All  
All  
Custom

Pages per sheet

**3**

**Print** 2 pages

Destination Save as PDF

Pages Custom  
3, 11

Pages per sheet 1

# ListenLater.fm

New Article for Podcast Feed -- Ethical Tech Use

ListenLater\_arbtjxwlvxdrdvb@add.listenlater.fm

New Article for Podcast Feed -- Ethical Tech Use

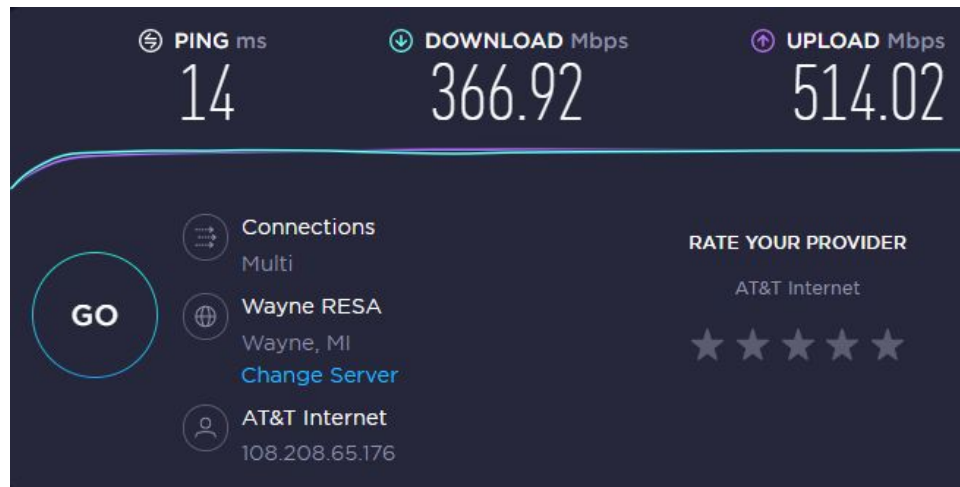
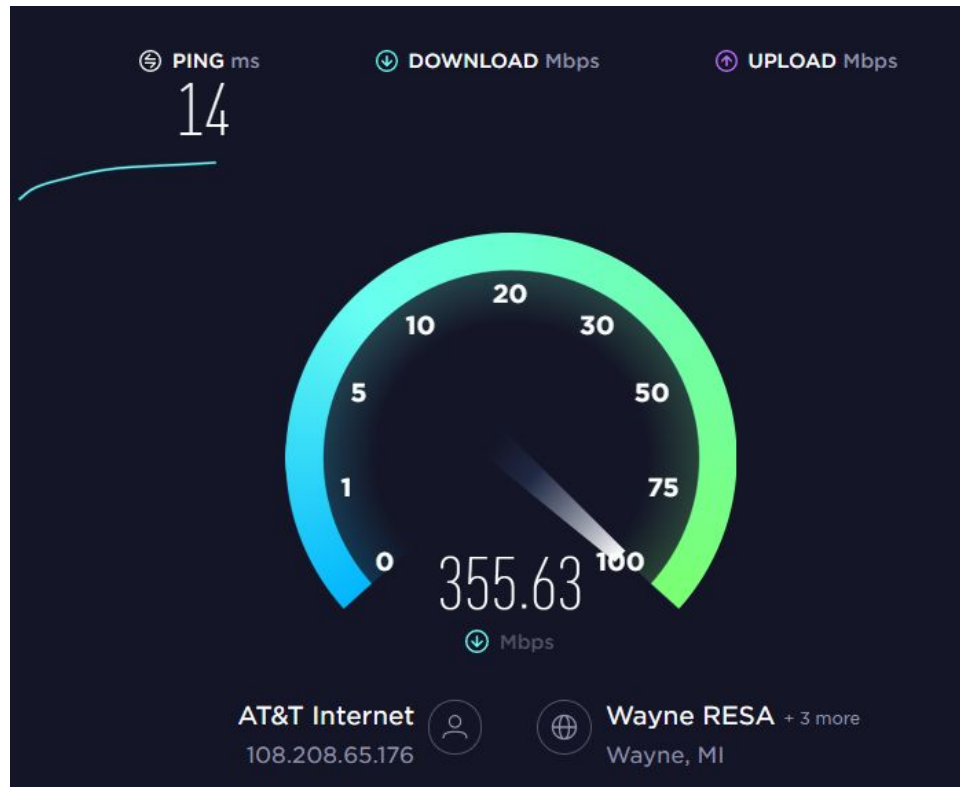
<https://www.abajournal.com/columns/article/high-tech-can-heighten-discrimination-here-are-some-policy-recommendations-for-its-ethical-use>

--  
David Bonebrake  
[David.Bonebrake@gmail.com](mailto:David.Bonebrake@gmail.com)

Rich text editor toolbar with options for font (Sans Serif), bold (B), italic (I), underline (U), text color (A), bulleted list, numbered list, and a 'Send' button.

Mobile app interface showing 'Listen Now' section with 'Up Next' and 'Recently Played' lists. The 'Up Next' item is 'After a storm wrecked her home, an Iowa woman fights FEMA for help...' with a duration of 24 MIN LEFT. The 'Recently Played' item is 'After a storm wrecked her home, an Iowa woman fights FEMA for help - The Washington Post' with a duration of TODAY. The bottom navigation bar includes 'Listen Now', 'Browse', 'Library', and 'Search'.

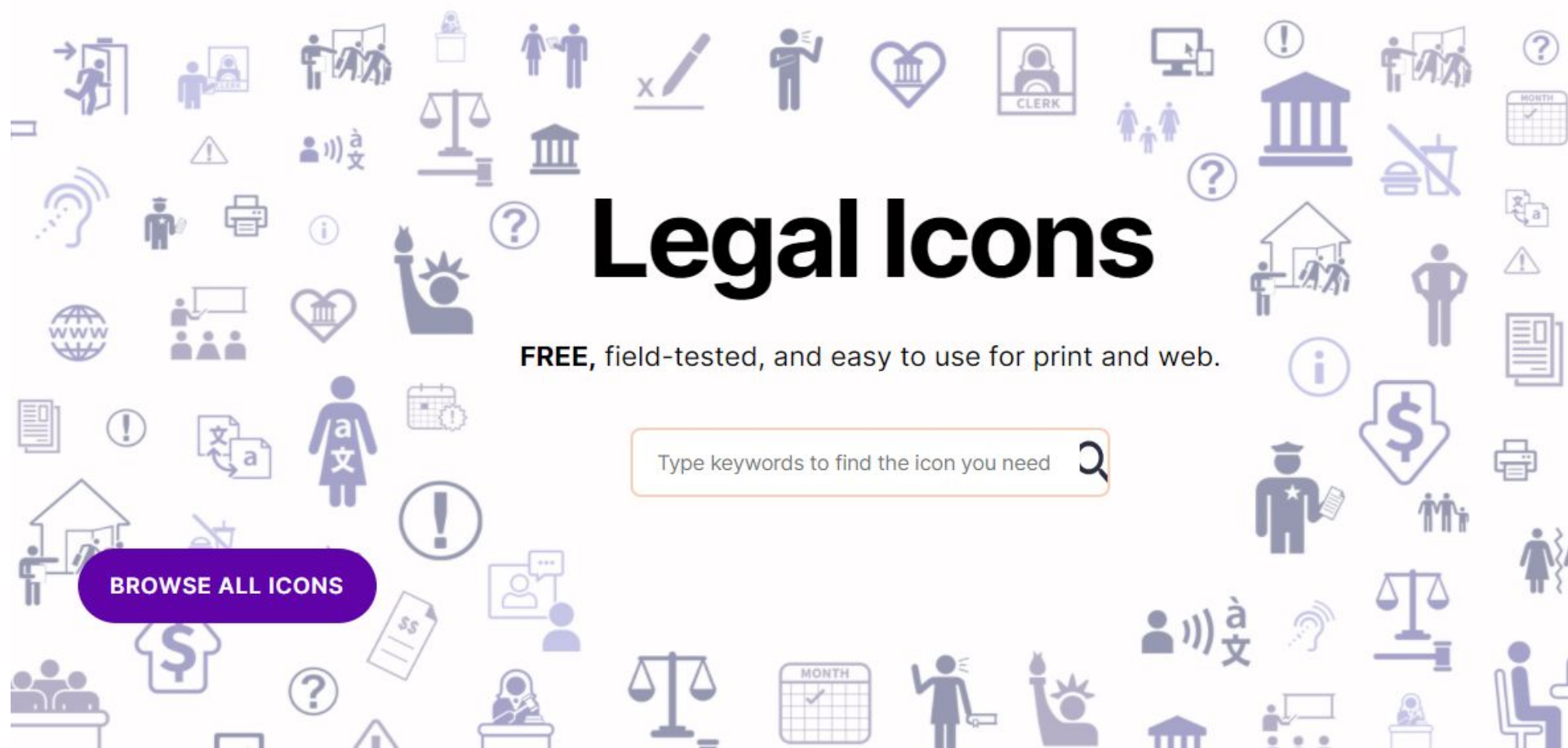
# Test Your Internet Speed with Speedtest.net



# Free Legal Icons from Transcend

Legal Icons

[Features](#) [The Story](#) [User Testing](#) [All Icons](#)



## Legal Icons

**FREE**, field-tested, and easy to use for print and web.

Type keywords to find the icon you need 

[BROWSE ALL ICONS](#)

# Free Legal Icons from Transcend

**Search: "Court"**

We found 30 results for your search.



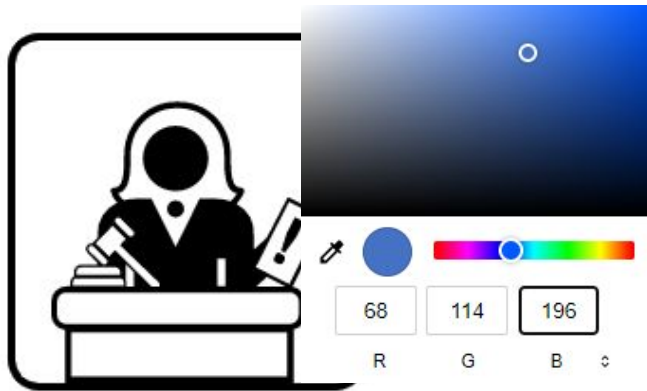


# Free Legal Icons from Transcend

## Court Order

Please choose icon style:

With border?  Color:



SVG

PNG

Please choose icon style:

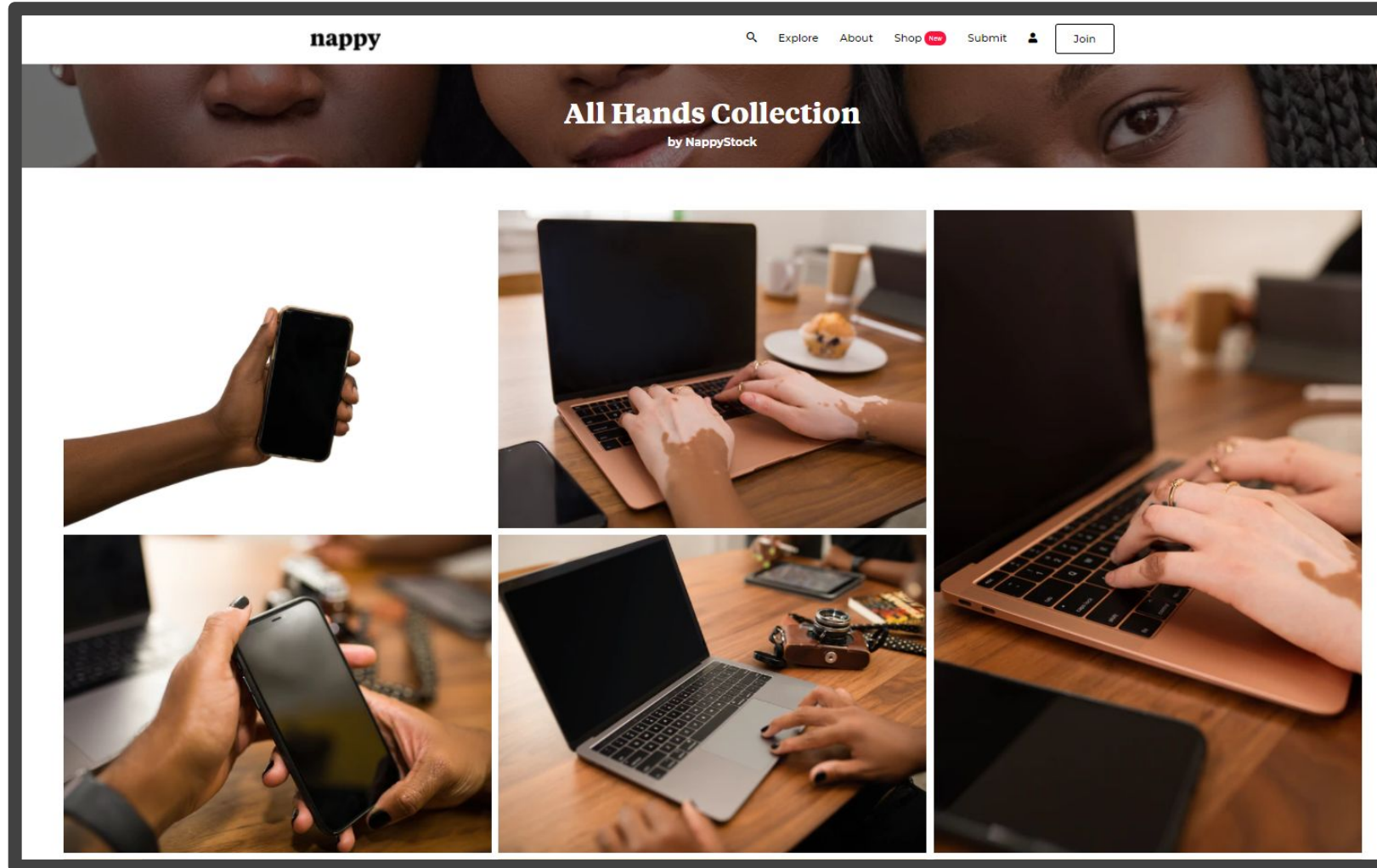
With border?  Color:



SVG

PNG

# All Hands Stock Photo Collection



<https://nappy.co/NappyStock/collection/264>

# Limitations: Conditions & Definitions

To name a few...

- Representations & Warranties
- Reporting Provisions
- In The Event of a Claim
- Retentions and Wait Periods

NSU33:26 / 44:00 OR SECURITY PROFESSIONALS

Cyber Insurance 101 for CISO's

All Information technology Computer Science

**The Sturdy Cyber Insurance Policy**  
51:35

**What Does Cyber-Insurance Really Bring to the Table and.....**  
RSA Conference  
3.2K views • 1 year ago

**Uptempo Music for Study • Work • Focus • Concentration...**  
Focus At Will  
844K views • 7 years ago

**Mix - Black Hat**  
YouTube

**Uptempo Music for Studying • Working • Focusing • ...**  
Focus At Will  
605K views • 7 years ago

**ShieldFS: The Last Word in Ransomware Resilient File...**  
Black Hat  
8.5K views • 3 years ago

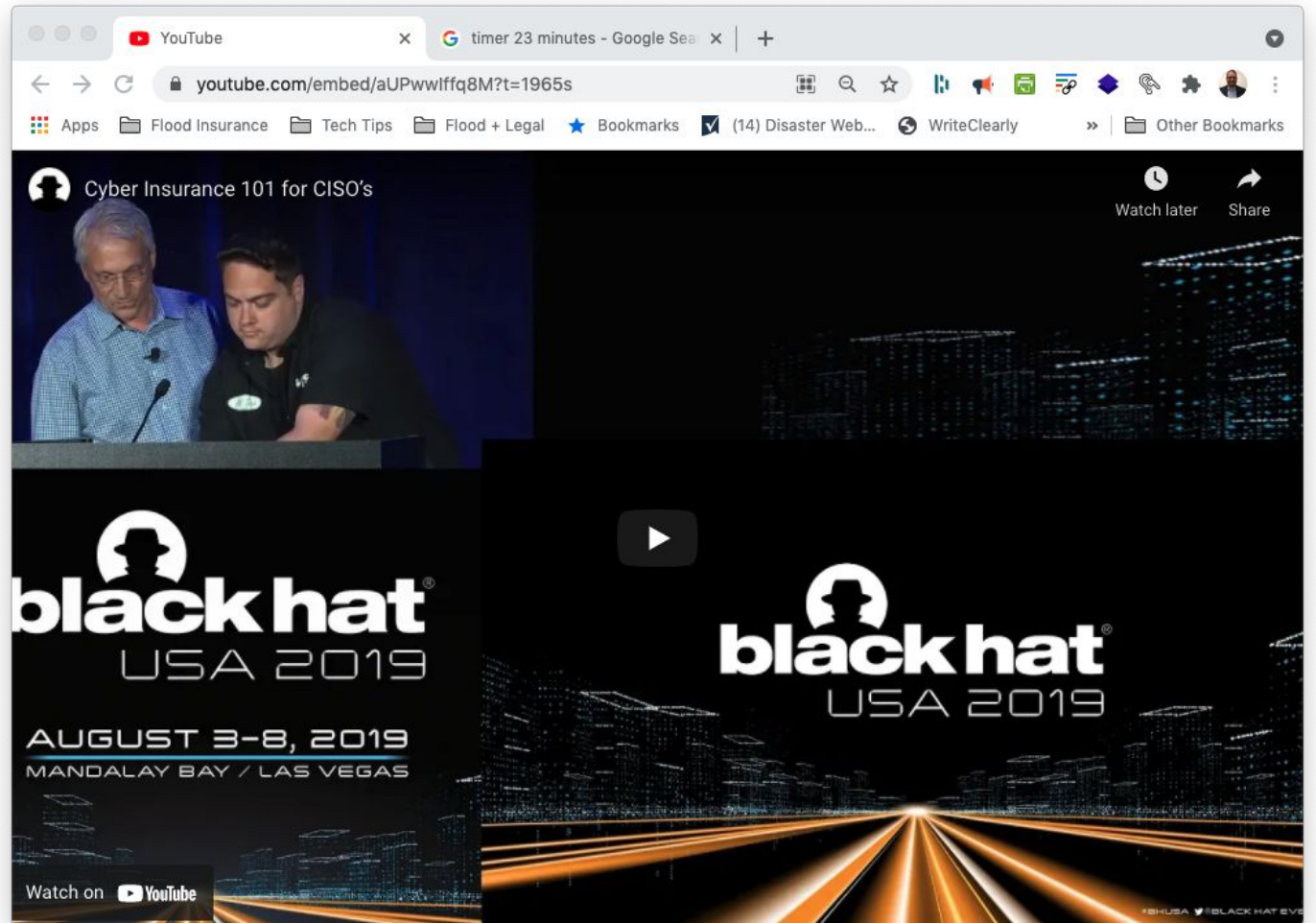
**The Future Of Cyber Insurance**  
CSNP

Distraction-Free YouTube

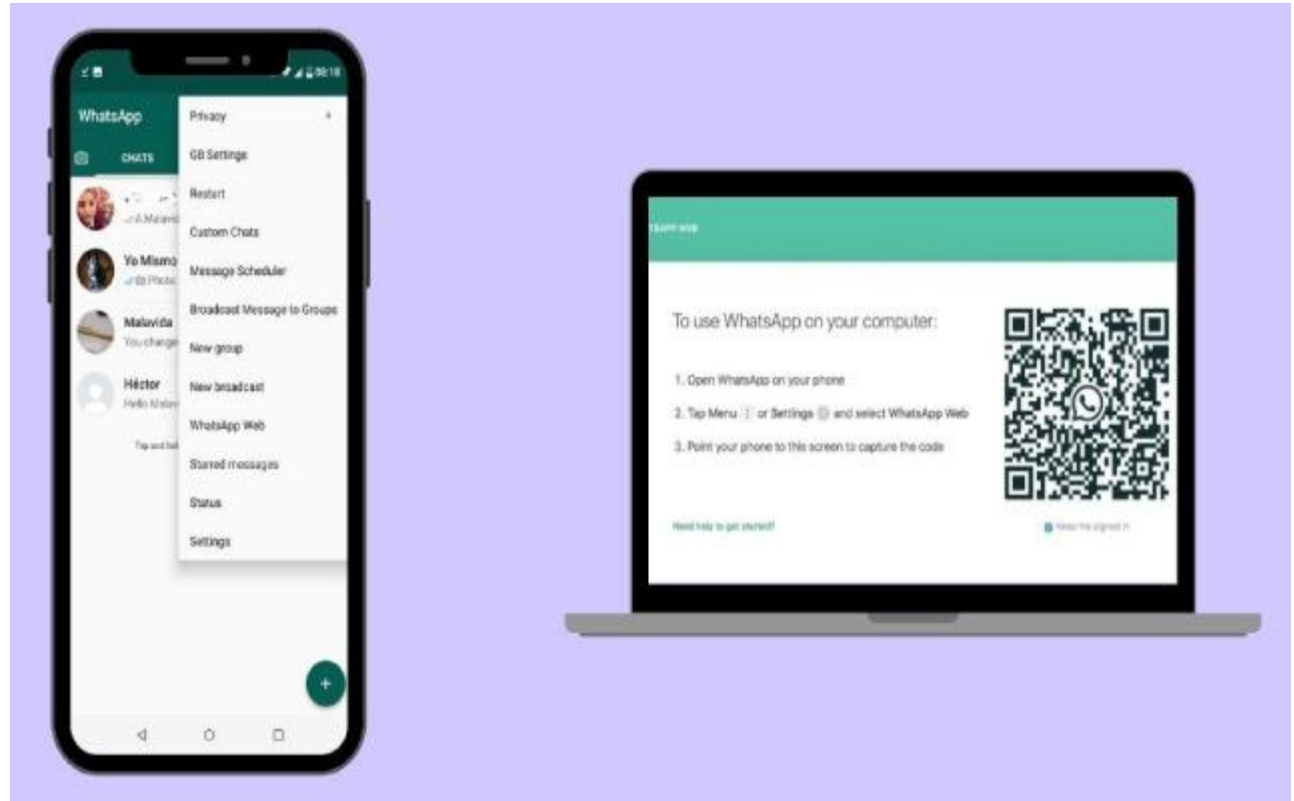
# Distraction-Free YouTube

- Insert “\_popup” after the word “watch” in YouTube URL
- Original URL:  
<https://www.youtube.com/watch?v=aUPwwIffq8M&t=1965s>
- Distraction-Free URL:  
[https://www.youtube.com/watch\\_popup?v=aUPwwIffq8M&t=1965s](https://www.youtube.com/watch_popup?v=aUPwwIffq8M&t=1965s)

# Distraction-Free YouTube



# WhatsApp on web




# Google's Pronunciation Tool


how to pronounce cauliflower

Q All Videos Shopping Maps Images More Settings Tools


About 773,000 results (0.62 seconds)

 Cauliflower  
Vegetable

American pronunciation ▾

**kaa·luh·flaw·ur** 

Slow

 Practice

*Feedback*

What do you think?

- Pronunciation audio is helpful.
- Pronunciation audio isn't correct.
- Pronunciation text is helpful.
- Pronunciation text isn't correct.

Comments or suggestions?

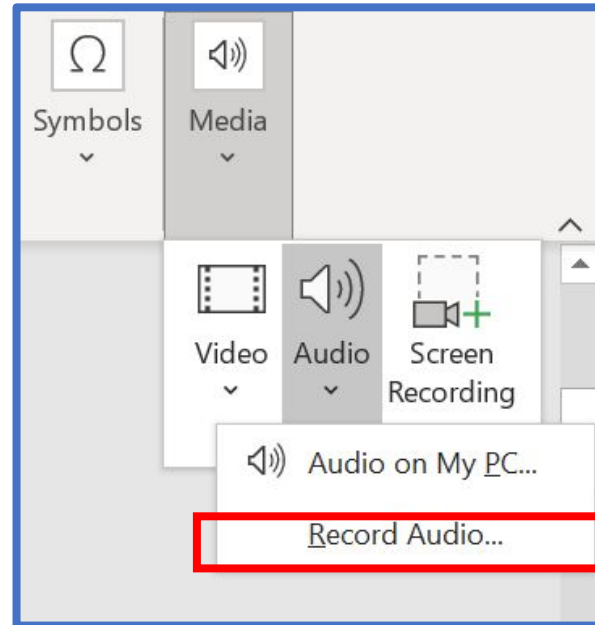
Optional

The data you provide helps improve Google Search. [Learn more](#)  
For a legal issue, [make a legal removal request](#).

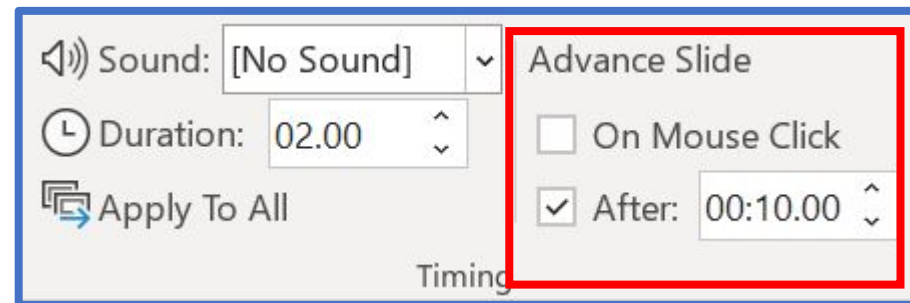
CANCEL SEND

# Make Videos with PowerPoint

Insert Tab



Transitions Tab





# Chrome Browser Tips

- New tab to the right
- Add tab to reading list
- Add tab to new group**
- Move tab to another window ▶

---

- Reload Ctrl+R
- Duplicate
- Pin

TechTips

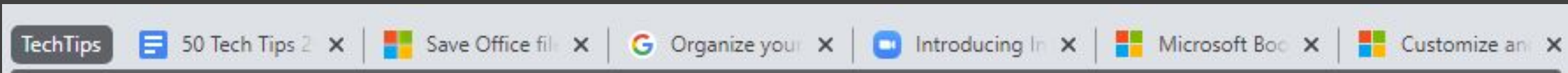
● ● ● ● ● ● ● ●

- New tab in group
- Ungroup
- Close group
- Move group to new window

- Restore
- Move
- Size
- Minimize
- Maximize**

---

- New tab Ctrl+T
- Reopen closed tab Ctrl+Shift+T**
- Bookmark all tabs... Ctrl+Shift+D



TechTips | New Tab x +

- Add tab to group ▶
- Move tab to another window ▶
- New group
- TechTips

# Google's What's New Shortcuts

Google Registry	.new
Categories	<a href="#">lucidspark.new</a> Lucid Use Lucidspark's online whiteboard.
Developer Tools	<a href="#">excel.new</a> Microsoft Excel Create a spreadsheet using Excel.
Business Services	<a href="#">powerpoint.new</a> <a href="#">ppt.new</a> <a href="#">pptx.new</a> Microsoft PowerPoint Create a new presentation using PowerPoint.
Creative Apps	<a href="#">sway.new</a> Microsoft Sway Create beautiful designs using Microsoft Sway.
Productivity	<a href="#">docx.new</a> <a href="#">word.new</a> Microsoft Word Create a new document using Word.
Education	<a href="#">mindmap.new</a> MindMeister Create a new mindmap and share your ideas on MindMeister.
Shopping	<a href="#">workshop.new</a> Miro Design a workshop using Miro.
More Shortcuts	<a href="#">layout.new</a> Oryx Configure your ergonomic keyboard using Oryx.
	<a href="#">prezl.new</a> Prezi Design beautiful presentations using Prezi.
	<a href="#">scan.new</a> Scan.new Scan a QR code on scan.new.
	<a href="#">poll.new</a> Slido Create a poll for your Slido meeting.
	<a href="#">slido.new</a> Slido Start a new Slido meeting.
	<a href="#">sprout.new</a> Sprout Create a new note on Sprout.

<https://whats.new/shortcuts/>

# Google Images Advance Settings

SafeSearch:

Show explicit results

file type:

any format

usage rights:

all

all

Creative Commons licenses

Commercial & other licenses



# Nimbus Screenshot & Screen Video Recorder

Offered by: [nimbusweb.me](https://nimbusweb.me)

★★★★★ 14,424 | [Productivity](#) | 👤 1,000,000+ users

📶 Runs offline

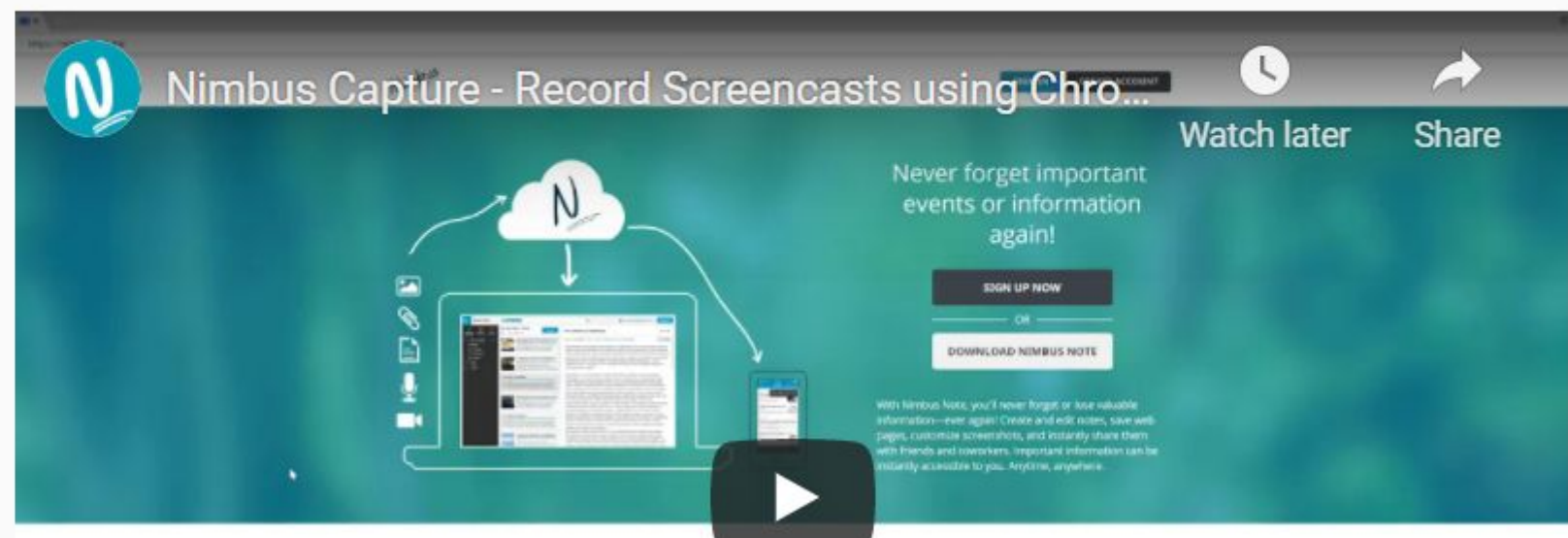
Overview

Privacy practices

Reviews

Support

Related





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Powered by creators everywhere.



Trending: [flower](#), [wallpapers](#), [backgrounds](#), [happy](#), [love](#)

Photo of the Day by zero take

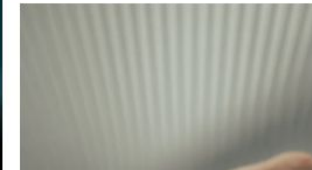
[Read more about the Unsplash License](#)

importantly — tell their story.

Contributions 5.2k

Top contributors

Submit to People



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GOOGLE ADWORDS

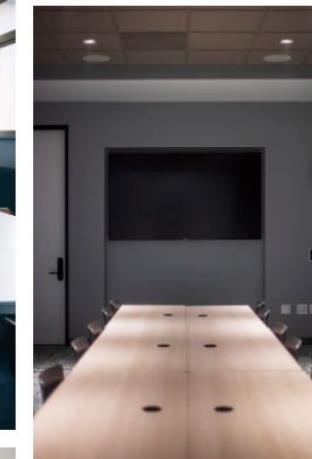


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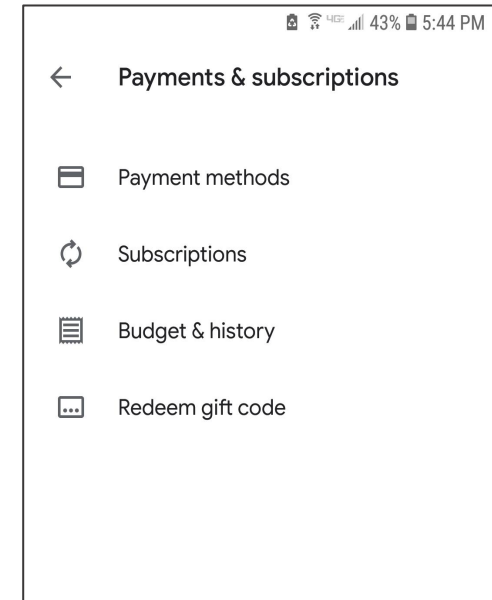


# Tips for managing smartphone app subscriptions to save money

- Check your App Store subscriptions
  - iOS: Settings > iTunes & App Store > Apple ID > Subscriptions
  - Android: Google Play Store app > Subscriptions
- Review emails and bank statements
- Try (free) TrueBill app
- Check PayPal (h/t to Glenn)

Source:

<https://www.popsoci.com/check-app-subscriptions/>



# Group e-cards

The screenshot displays the Kudoboard website interface. At the top, the navigation bar includes the Kudoboard logo, a 'Try KB for Business' button, and links for 'How It Works', 'Samples', 'Pricing', 'Events', 'Printing', 'Sign In', and 'Create a Kudoboard'. The main content area features a large heading 'The Perfect Group Card for Special Occasions' with a celebratory emoji. Below this, a sub-heading reads 'Celebrate someone with an online group card filled with messages, GIFs, photos, & videos!'. A prominent blue 'Create Kudoboard' button is positioned below the text. To the right of the text is a photograph of a group of four people (three women and one man) gathered around a table, smiling and celebrating with confetti and streamers. Below the main heading, a light blue box contains the text 'Want an ongoing plan for your company?' and a 'Try Kudoboard for Business' button. The lower section of the page is titled 'How Our Group Cards Work' and includes a brief introductory paragraph: 'Start a digital group card for a colleague, friend, or family member. Share the link with anyone, anywhere so they can post. Deliver when you're ready!'. This section is divided into four numbered steps, each with an icon and a brief description: 1. 'Create a Kudoboard' (icon of a person pointing) with the text 'Choose a recipient to celebrate with the group greeting card.'; 2. 'Add Your Content' (icon of a laptop with a document) with the text 'Get creative. Attach messages, photos, GIFs or videos to the recipient's board.'; 3. 'Enlist Your Group' (icon of a group of people) with the text 'Invite others to add their contributions and watch the virtual group card grow.'; and 4. 'Deliver Appreciation' (icon of a laptop with a thumbs up) with the text 'Deliver it online, print it out as a poster, or play it as a slideshow!'.

**The Perfect Group Card for Special Occasions 🎉**

Celebrate someone with an online group card filled with messages, GIFs, photos, & videos!

[Create Kudoboard](#)

Want an ongoing plan for your company?

[Try Kudoboard for Business](#)

### How Our Group Cards Work

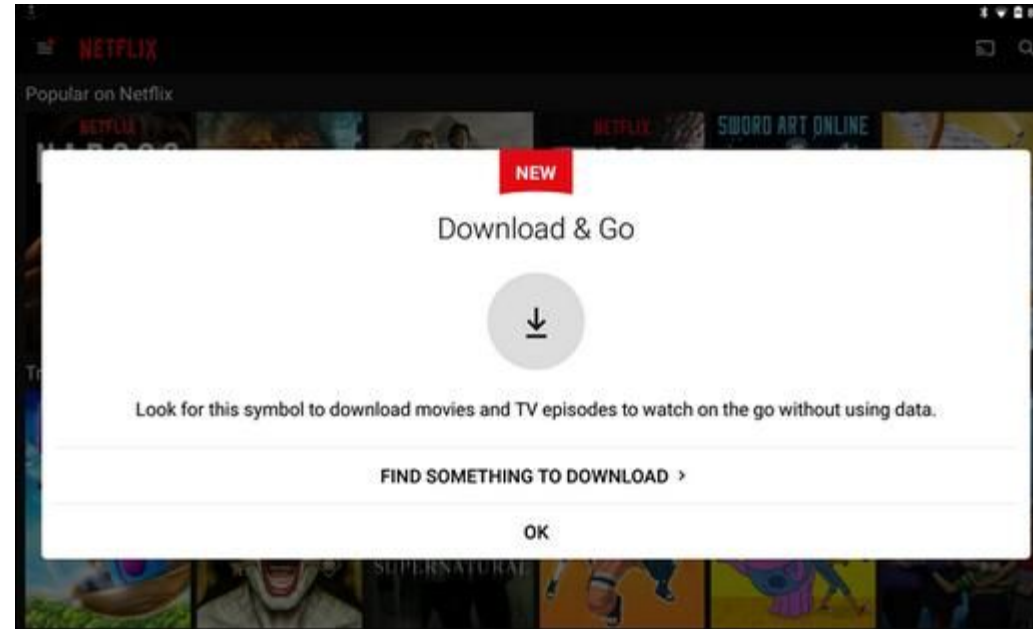
Start a digital group card for a colleague, friend, or family member. Share the link with anyone, anywhere so they can post. Deliver when you're ready!

- 1 Create a Kudoboard**  
Choose a recipient to celebrate with the group greeting card.
- 2 Add Your Content**  
Get creative. Attach messages, photos, GIFs or videos to the recipient's board.
- 3 Enlist Your Group**  
Invite others to add their contributions and watch the virtual group card grow.
- 4 Deliver Appreciation**  
Deliver it online, print it out as a poster, or play it as a slideshow!

[www.kudoboard.com](http://www.kudoboard.com)



**Watch  
Netflix or  
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# THANK YOU!

LaDierdre McKinney, LSNTAP  
[lmckinney@lsscm.org](mailto:lmckinney@lsscm.org)