

# Tech Productivity Tips for Law Faculty

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2

April G. Dawson is a professor of law at North Carolina Central University School of Law. She received a Bachelor of Science degree in computer science and was a computer programmer before attending law school. April received her law degree cum laude from Howard University School of Law in 1994. After law school, April joined the Civil Division of the U.S. Department of Justice through its Attorney General's Honors Program. While at the Department of Justice, she argued cases before the United States Courts of Appeals for the Fifth, Seventh, and Ninth Circuits. In 1996, April served as law clerk to the Honorable Emmet G. Sullivan of the U.S. District Court for the District of Columbia. Following her clerkship, she worked as a litigation associate at a Washington, D.C. firm. While at the firm, she was also an adjunct legal writing professor at the George Washington University School of Law.

April joined the faculty at NCCU Law in 2006 where she teaches, among other classes, Constitutional Law, Administrative Law, and a Supreme Court Seminar. In addition to researching and writing about the U.S. Supreme Court, April researches, writes, and speaks about legal pedagogy and the use of technology in legal education. She was voted professor of the year by the day students for the 2013-2014 school year, and voted professor of the year by students in both the day and evening programs for the 2016-2017 school year. April also co-hosts The Legal Eagle Review, a weekly radio show which can be heard on Sundays from 7-8p on WNCU 90.7 FM in Durham, North Carolina. The radio show is also available on iTunes - <https://podcasts.apple.com/us/podcast/the-legal-eagle-review/id1471719677>.

# Logistics

- Format
- How to ask questions
- Webinar will be recorded and available for on-demand viewing
- Handout will be emailed

## Focus

- How we can use tech for our *own* benefit
- For ideas on how you can use technology in the classroom, see Webinar #2:
  - *Teaching with Technology for Maximum Student Engagement*

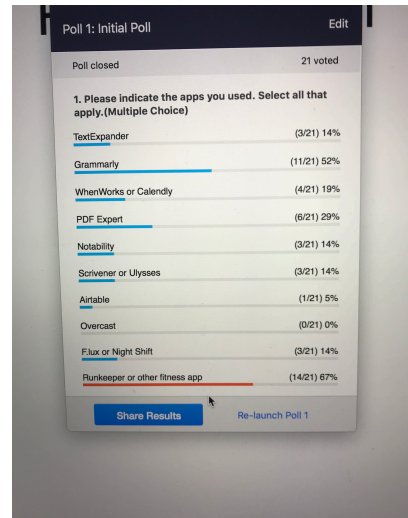
Webinar #2 - Teaching with Technology for Maximum Student Engagement - <https://www.aals.org/sections/list/technology-law-and-legal-education/techwebinar2/>



## Why Utilize Technology

- Tech tools help us be more efficient
- We can share tools with students – Future lawyers! They need to be efficient with their time
- We are modeling good behavior for our family, friends and students

# Poll Question



# Overview

- TextExpander
- Grammarly
- WhenWorks
- PDF Expert
- Notability
- Scrivener
- Airtable
- Overcast
- Flux
- RunKeeper

# Slow Your Roll



## **Slow Your Roll!**

Don't let yourself get overwhelmed with all of the tech tools available. Chose one or two to adopt. Get comfortable with those before adopting others.

Take your time! There's no rush!

# TextExpander

- Text expansion application (Mac & PC)
- Demo
- \$40 a year (30 day free trial period)
- Good place to start

## Additional Resources:

TextExpander Blog Post: Speed Through Web Forms and Emails with Programmatic Tabbing in TextExpander – <https://textexpander.com/entry/speed-through-web-forms-and-emails-with-programmatic-tabling-in-textexpander/>

Law Prof Hacker Blog Post & Video: Using TextExpander – <https://lawprofhacker.com/blog/2019/1/1/automating-tasks-with-textexpander>

Automators Video: Automating Email with TextExpander – <https://www.youtube.com/watch?v=z6nfiKOddsI&feature=youtu.be>

Teaching Higher Ed Blog Post: An Essential Time Saver – <https://teachinginhighered.com/2018/08/04/textexpander-1/>

# Grammarly

- Web-based advanced grammar and spell checker application
- Demo
- \$139.95/year for premium

You can use Grammarly as a browser extension for Chrome, Safari, Firefox, and Edge browsers.

If you are using the Windows operating system and using Microsoft Office, you can also use Grammarly as a Microsoft Office add-in, which allows you to use Grammarly within Word and Outlook.

## **Additional Resources:**

Law Prof Hacker Using Grammarly Blog Post - <https://lawprofhacker.com/blog/2019/7/7/using-grammarly>

Grammarly Tips & Tutorials - <https://support.grammarly.com/hc/en-us/categories/115000018631-Tips-Tutorials>

# WhenWorks

- Calendar scheduling apps - Integrates w/ calendar
- Demo
- Only iOS (iPhone or iPad)
- Free account or paid (\$5/mo or \$50/year)
- Alternatives
  - Calendly (Free version or \$8/mo)

## Additional Resources:

WhenWorks Getting Started: <https://when.zendesk.com/hc/en-us/articles/360013482872-Getting-Started>

Calendly: Pricing: <https://calendly.com/pages/pricing> Blog: <https://blog.calendly.com/calendly-free-scheduling-features/>

Note: I used WhenWorks during the 2018-2019 school year to schedule my office hours. This year (2019-2020), I am going to use Calendly for my office hour appointment scheduling so I can compare the two applications. I will be writing about my experience on my blog: <https://lawprofhacker.com>

Microsoft Bookings is another alternative as part of the Office 365 suite. If your institution uses Office 365, you might want to inquire about it.

# iPad Apps

- PDF Expert - Demo
- Notability - Demo

## Additional Resources:

### PDF Expert

PDF Expert iPhone & iPad how to guides: <https://pdfexpert.com/ios/how-to>

PDF Expert Mac how to guides: <https://pdfexpert.com/how-to>

PDF Expert Review: <https://thesweetsetup.com/apps/best-pdf-manager-editor-ipad/>

Alternatives to PDF Expert: Here is a blog post from Zapier with a list of recommended PDF editors (some of which work on Windows): <https://zapier.com/blog/best-pdf-editor-apps/>

### Notability

Notability (\$9.99): <https://support.gingerlabs.com/hc/en-us/categories/200299988-Notability-for-iOS> <https://www.gingerlabs.com> <https://support.gingerlabs.com/hc/en-us>



Alternative to Notability - GoodNotes 5 (\$7.99): <https://support.goodnotes.com/hc/en-us/sections/360000022956-How-to-guides-GoodNotes-5>

This is a good review of a number of iPad notetaking apps: <https://thesweetsetup.com/apps/the-best-app-for-taking-handwritten-notes-with-an-ipad/>

# Scrivener

- Writing Application
- Demo
- Alternative - Ulysses

## Additional Resources:

Scrivener (Windows, Mac, iOS): <https://www.literatureandlatte.com/scrivener/overview>

Very helpful Scrivener Tutorial Videos: <https://www.literatureandlatte.com/learn-and-support/video-tutorials?os=macOS>

Cost: \$45 (\$39 for students and educators) – There is also a 30 day actual use trial period. Not just 30 calendar days, but 30 actual use days.

## Alternative:

Ulysses (Mac, iPhone, & iPad only): <https://ulysses.app>

Cost: Subscription service - \$5/month or \$40/year. Student discount \$11 for 6 months. 14-day trial period.

If you are a Mac user and you are considering using Ulysses and paying \$5 a month, consider joining Setapp - <https://setapp.com>. You have access to 150 Mac apps for \$10 a month and one of the apps is Ulysses.

# AirTable

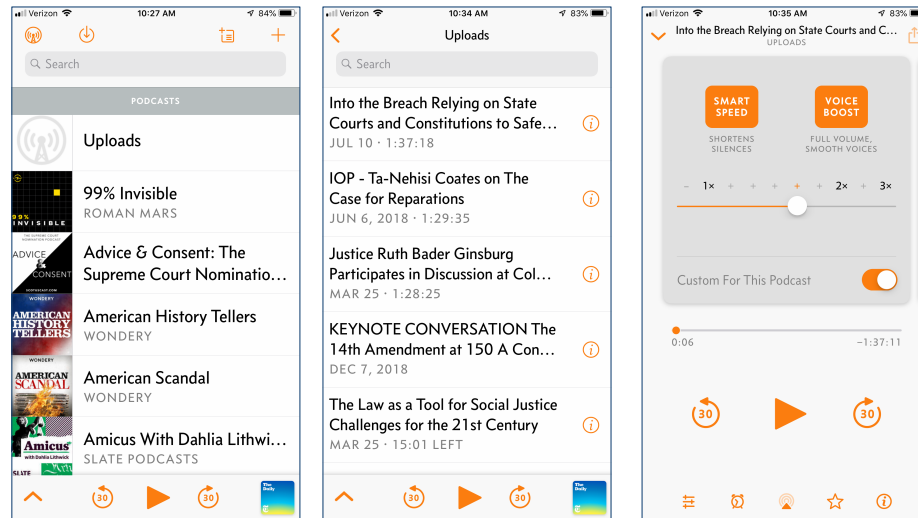
- Hybrid Spreadsheet & Database
- Demo

## **Additional Resources:**

Automators Podcast #24: Automating with Airtable - <https://www.relay.fm/automators/24>

Airtable Webinar: Exploring Project Management Workflows - <https://www.youtube.com/watch?v=GJ3i-2S3SVw>

# Overcast



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15

Overcast is a podcast player For iOS ONLY (iPhone, iPad, Applewatch) - <https://apps.apple.com/us/app/overcast-podcast-player/id888422857>

I love Overcast because I can upload like audio from conference talks and lectures

Note: The free version of Overcast does not include the upload option. Premium is \$9.99/year.

Overcast 5.0 Review - Rosemary Orchard - <https://rosemaryorchard.com/blog/overcast-5-0-review/>

Another popular iOS podcast listening app - Downcast (\$2.99 iOS)

Additional podcast listening apps on both iOS & Android:

Pocket Casts (\$3.99)

Castbox (Free, Premium \$10/year)

Podbean (Free)

# Equipment

- iPad
- Dual Monitors
- Standing Desk

iPad - I am endeavoring to go paperless - <https://www.youtube.com/watch?v=Moq2SyuljnA>

Monitors - You can get a really good one for under \$200

Benefits of having multiple monitors - <https://www.laptopmag.com/articles/dual-monitors-vs-ultrawide>

Standing Desk - You can get a good converter for under \$200

Benefits of using standing desks - <https://www.nbcnews.com/better/lifestyle/best-way-use-standing-desk-what-buy-maximize-benefits-ncna995046>

Remember though, standing is not a substitute for [exercisehttps://www.nytimes.com/2018/11/19/upshot/why-standing-desks-are-overrated.html](https://www.nytimes.com/2018/11/19/upshot/why-standing-desks-are-overrated.html)

# Health & Fitness

- Sleep
  - F.lux – Reduces blue light
- Movement
  - Runkeeper – Fitness tracking app

**BEING EFFICIENT AND MORE PRODUCTIVE BEGINS WITH IMPROVING OUR HEALTH!**

## Sleep

Harvard Health Letter - Blue light has a dark side: What is blue light? The effect blue light has on your sleep and more - <https://www.health.harvard.edu/staying-healthy/blue-light-has-a-dark-side>

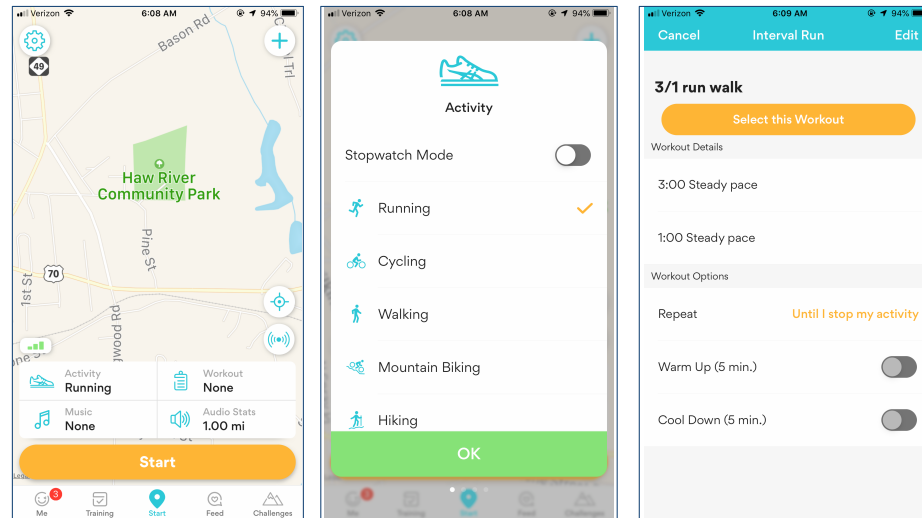
How Blue Light Affects Your Sleep - <https://www.consumerreports.org/sleeping/how-blue-light-affects-your-sleep/>

Flux – A program that reduce your exposure to blue light at night by applying a warmer color filter to your screen after the sun goes down – Free Mac & PC - <https://justgetflux.com>

Mac OS Nightshift – Free comes with Mac. Turn on Nightshift on your phones and tablets as well

**You should also just turn-off all tech and electronic devices (phones, computers, tablets & TVs) an hour before bed.**

# Runkeeper



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18

## Exercise

The 8 Best Running Apps of 2019 <https://www.verywellfit.com/best-running-apps-4165816>

Runner's World - The Best Running Apps to Take on Your Workout - <https://www.runnersworld.com/gear/a20865699/best-running-apps/>

# Health & Fitness

- Sleep
  - F.lux – Reduces blue light
- Movement
  - Runkeeper – Fitness tracking app
- Nutrition
  - Myfitnesspal – Nutrition and fitness tracker

**BEING EFFICIENT AND MORE PRODUCTIVE BEGINS WITH IMPROVING OUR HEALTH!**

## Nutrition

Check out MyFitnessPal - <https://www.myfitnesspal.com>

## **BONUS**

\*\*If you have concerns about Alzheimer's, this is an episode you need to listen to on iTunes - <https://podcasts.apple.com/us/podcast/dr-dale-bredesen-on-preventing-reversing-alzheimers/id818198322?i=1000420795231> or watch <https://www.foundmyfitness.com/episodes/dale-bredesen>



## Questions & Answers



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# Upcoming Webinars

- How Law Schools Can Save \$150 Million Using Open Casebooks (*July 17*)
- What Professors Need to Know About Blockchain (*July 24*)
- Cybersecurity in Biotech (*July 31*)

For full list: [www.aals.org/sections/list/technology-law-and-legal-education/](http://www.aals.org/sections/list/technology-law-and-legal-education/)

## Wrap Up

Survey – Your Feedback is Important!

Please consider joining the Section on  
Technology, Law and Legal Education

Thank you for your attendance!