

# Sites, Tools and Gadgets that Improve Productivity

Nicholas  
Proy

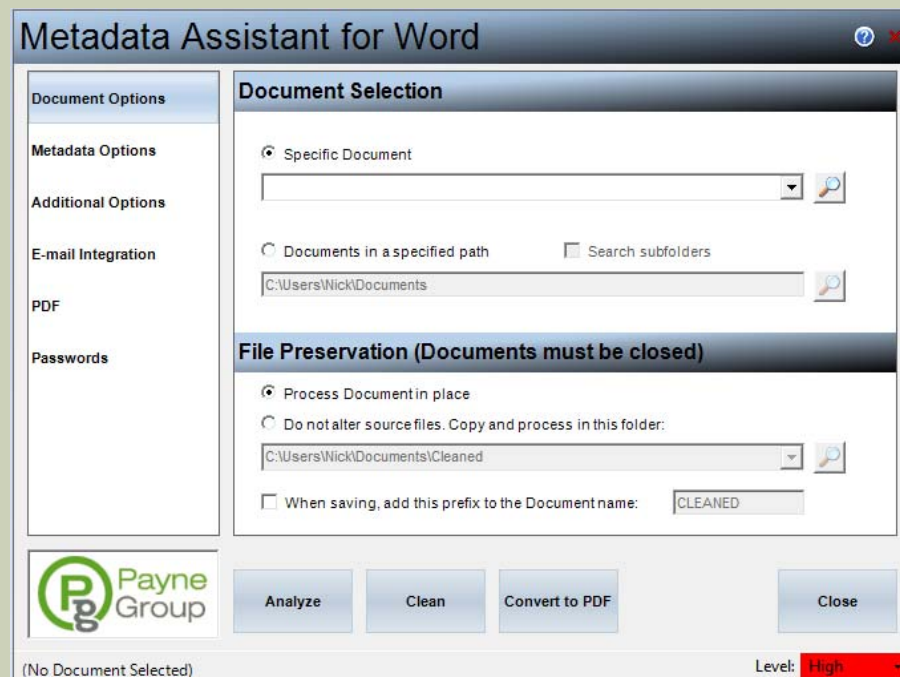


# Biography

- Solo attorney
- Technology and network security consultant
- Network administrator for 12+ years
- Undergraduate degree in Research Intelligence Analysis

# Metadata Assistant

- Purpose: View and remove metadata from files
- Cost: \$89.00 per workstation
- Available From: [www.payneconsulting.com](http://www.payneconsulting.com)



# Metadata Assistant

- Automatically remove metadata when sending messages through Microsoft Outlook

Metadata Assistant

The attachment in your E-mail may contain metadata. Please indicate below how you wish to process the attachment.

All All All

Clean	PDF	Ignore	CopyrightAssignment.docx
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Payne Group

Clean and Send Cancel Sending

# Metadata Assistant

- Only works with a few file types:
  - .doc - Microsoft Word
  - .ppt - Microsoft PowerPoint
  - .xls - Microsoft Excel
  - .pdf - Adobe PDF
  - .zip - Zip archives

# Sentry QA0121 Hard Drive Safe

- Purpose: Fire/water protection for your data
- Cost: \$64.95
- Available From: [www.amazon.com](http://www.amazon.com)
- Keep your backups on hand and protected at all times



# Sentry QA0121 Hard Drive Safe

- Simply plug your USB flash drive or hard drive into the safe's USB port, lock it and connect it to your computer
- It also stores DVDs and CDs
- Allows you to be consistent with protecting your backups
  - Especially if you have a home office

# Sentry QA0121 Hard Drive Safe

- Advantages over online backups:
  - Faster backup/restore time
  - No need to rely on the Internet
  - Maintain the privacy of your data
  - Capacity is limited to the size of your USB hard drive
  - Waterproof - Floods, fire sprinklers, air conditioners
  - No recurring costs



# Seagate GoFlex Pro

- Purpose: Encrypted USB hard drive
- Cost: Around \$129
- Available From: Best Buy, Amazon, Tiger Direct, New Egg, etc...



# Seagate GoFlex Pro

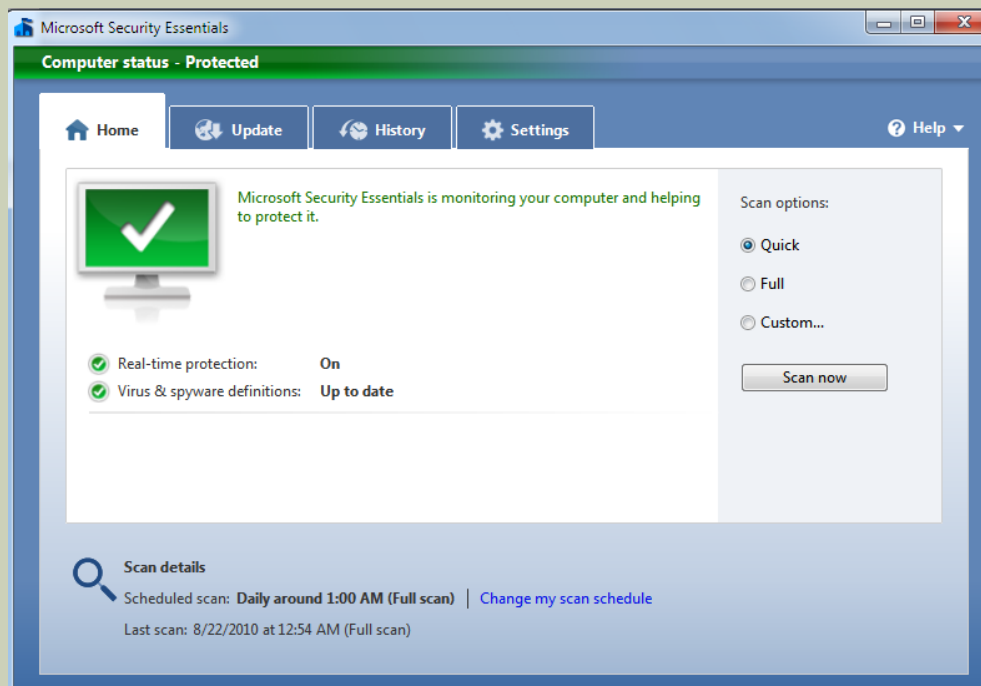
- Small form factor, perfect for the Sentry hard drive safe
- 192-bit, triple-DES encryption
  - Very strong encryption
- Automatic backup software included
- Capacities range from 320GB to 1.5TB
- USB 2.0 and USB 3.0 compatible
  - Up to 60 MB/s and 625 MB/s transfer rate

# Microsoft Security Essentials

- Purpose: Scan for viruses and malware
- Cost: Free
- Available From:  
[www.microsoft.com/securityessentials](http://www.microsoft.com/securityessentials)
- Runs in the background with very little interaction
- Windows XP, Vista and 7 compatible

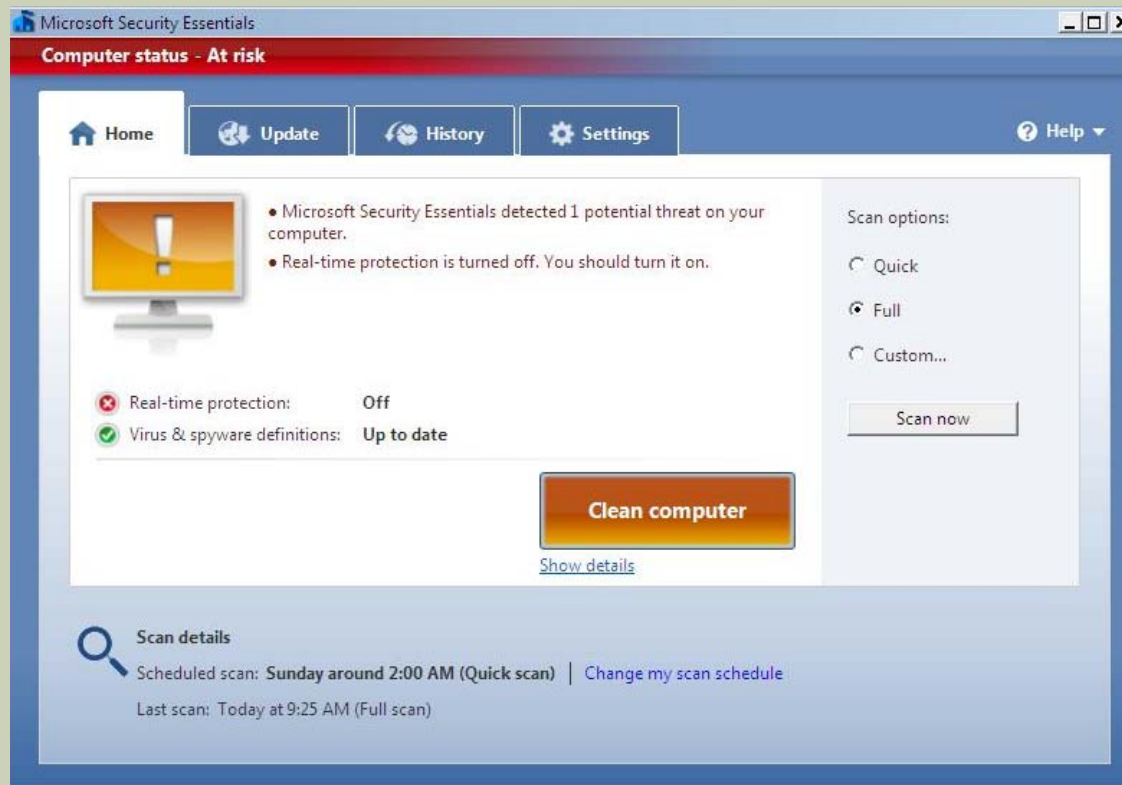
# Microsoft Security Essentials

- Very simple interface and non-expiring license allows you to “set it and forget it”
- Better performance than Norton/McAfee



# Microsoft Security Essentials

- When a virus or malware is found, just click “Clean Computer” and it does the rest

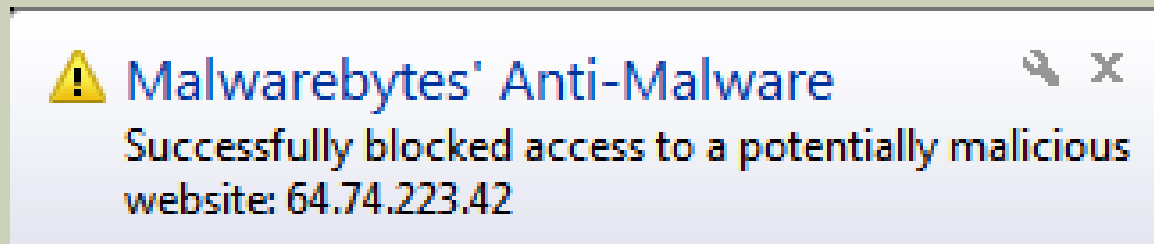


# Malwarebytes

- Purpose: Scan and remove spyware and malware
- Cost: \$24.99
- Available From: [www.malwarebytes.org](http://www.malwarebytes.org)
- Useful even if you have a virus scanner

# Malwarebytes

- Not only removes malware/spyware, but it also prevents you from going to malicious websites



- Non-expiring license allows you to “set it and forget it”

# Darik's Boot and Nuke

- Purpose: Securely erase hard drives
- Cost: Free
- Available From: [www.dban.org](http://www.dban.org)
- Never discard an old office computer without securely erasing the data!



# Darik's Boot and Nuke

- Formatting a hard drive does NOT erase the data
- This software writes random 1s and 0s to the hard drive multiple times, making recovery nearly impossible
- Hard drives should always be erased in this manner before discarding

# Darik's Boot and Nuke

- Command line interface, but easy to operate

Darik's Boot and Nuke

**Warning:** This software irrecoverably destroys data.

This software is provided without any warranty; without even the implied warranty of merchantability or fitness for a particular purpose. In no event shall the software authors or contributors be liable for any damages arising from the use of this software. This software is provided "as is".

<http://www.dban.org/>

- \* Press the F2 key to learn about DBAN.
- \* Press the F3 key for a list of quick commands.
- \* Press the F4 key for troubleshooting hints.
- \* Press the ENTER key to start DBAN in interactive mode.
- \* Enter autonuke at this prompt to start DBAN in automatic mode.

boot: \_

# Google Translate

- Purpose: Translate languages
- Cost: Free
- Available From: [translate.google.com](https://translate.google.com)

**Translate text, webpages and documents**

Enter text or a webpage URL, or [upload a document](#).

goodnight moon

Translate from: English

Translate into: Spanish

**English to Spanish translation**

buenas noches luna

# Google Translate

- Translate:
  - Manual phrases/words
  - Entire websites\*
  - Uploaded documents\*
- \*Formatting not always 100% accurate for websites and documents
- It even pronounces the words for you

# Eco Font – Vera Sans

- Purpose: Save toner while printing
- Cost: Free
- Available From: [www.ecofont.com](http://www.ecofont.com)
- “The font with holes”



# Eco Font – Vera Sans

- Company claims you use 25% less toner or ink
- Three benefits:
  - (1) Help the environment by using less toner
  - (2) Save money by using less toner
  - (3) Easily tell which document is a draft
- Fine for internal memoranda and draft documents
  - Not a good choice for court filings

# Maryland Client Protection Fund

- Purpose: Find attorney contact information

- Cost: Free

- Available From:

[www.courts.state.md.us/cpf/attylist.html](http://www.courts.state.md.us/cpf/attylist.html)

<b>Last Name</b> (required)	<input type="text"/>
<b>First Name</b>	<input type="text"/>
<input type="submit" value="Submit the query"/>	

# Maryland Client Protection Fund

- Find attorney contact information quickly
  - Name
  - Address
  - Phone
  - Year of Admission

Last Name starts with : **PROY** Thu Aug 26 14:27:59 EDT 2010

NAME	ADDRESS	CITY	ST	ZIP	PHONE	ADMIT
PROY,NICHOLAS BERNARD	PROY LAW FIRM LLC PO BOX 190	GLEN ARM	MD	21057	443-352-8517	12-17-09





# Maryland Notary Public Search

- Purpose: Find notary public contact information
- Cost: Free
- Available From:

[www.sos.state.md.us/Notary/Notary.aspx](http://www.sos.state.md.us/Notary/Notary.aspx)

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
County:	<input type="text" value="-- Select County --"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

# Maryland Notary Public Search

- Useful for:
  - Challenging a document
    - Expired commission when signed?
  - Updating your address
  - Finding a notary public
    - Unstamped signature on POA

# QuickView Plus

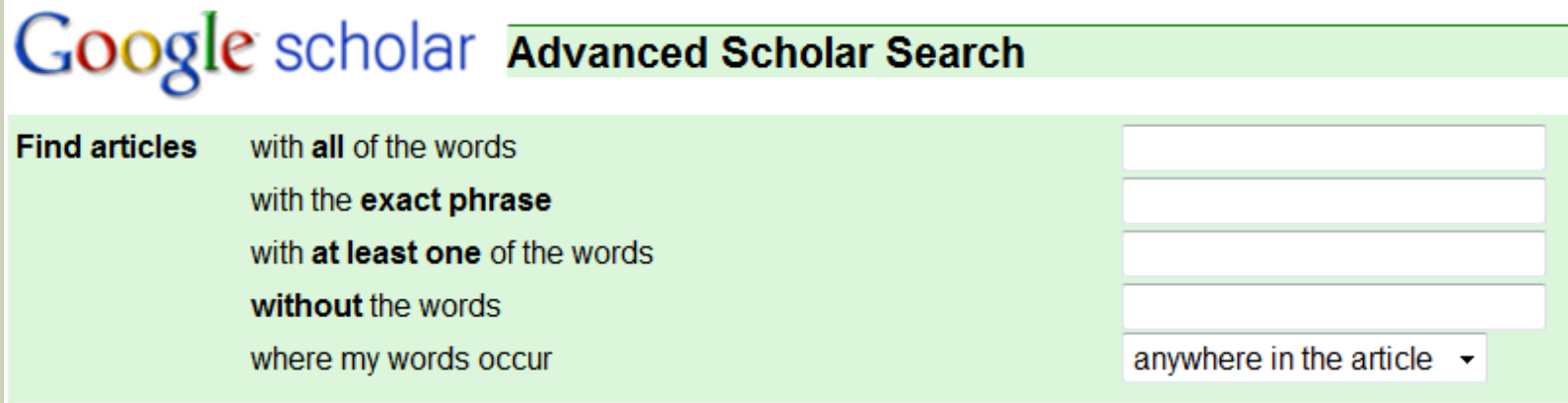
- Purpose: View 300+ file types
- Cost: \$46.00
- Available From: [www.avantstar.com](http://www.avantstar.com)
- View more than 300 file formats without installing native applications!

# QuickView Plus

- File types this software will open:
  - Word processing
  - Spreadsheets
  - Databases
  - Presentations
  - Compressed files
  - Graphic files

# Google Scholar

- Purpose: Legal research → 50 states + Federal
- Cost: Free
- Available From: scholar.google.com



The screenshot shows the Google Scholar Advanced Scholar Search interface. It features the Google Scholar logo and the title "Advanced Scholar Search". Below the title, there are five search options listed on the left, each corresponding to a search input field on the right. The options are: "Find articles with all of the words", "with the exact phrase", "with at least one of the words", "without the words", and "where my words occur". The search input fields are arranged vertically, and the last one is a dropdown menu currently set to "anywhere in the article".

Search Option	Input Field
Find articles with <b>all</b> of the words	<input type="text"/>
with the <b>exact phrase</b>	<input type="text"/>
with <b>at least one</b> of the words	<input type="text"/>
<b>without</b> the words	<input type="text"/>
where my words occur	anywhere in the article ▾

# Google Scholar

- Limited Shepardizing
  - Manual case treatment analysis

Google scholar   [Advanced Scholar Search](#)  
[Scholar Preferences](#)

**Smith v. Maryland Casualty Co., 229 A. 2d 120 - Md: Court of Appeals 1967**

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**How this document has been cited**

- “ On numerous occasions this Court has announced that in interpreting insurance contracts words are to be given their customary and normal meaning. ”  
- in [State Farm Mutual v. Treas., 1969](#) and 2 similar citations
- “ One line of cases holds that the " Premises-Operations " hazard applies only to those situations wherein the injury occurs on the premises ”  
- in [Cobbins v. GEN. ACC. FIRE & LIFE ASSUR. CORP., LTD., 1972](#) and one similar citation
- “ Although the INA policy does not define the term "product" per se, the policy definition of "products hazard" [9] reveals that "product" refers to the physical objects which the insured, for example, manufactures and transfers to others as the insured's stock-in-trade. ”  
- in [Steyer v. Westvaco Corp., 1978](#)
- “ A defective product is sold or negligently handled on the premises, but the defect or negligence does not manifest itself until the article has been removed from the premises and then the event occurs which causes the injury. ”  
- in [Keystone Automated Equip. v. Reliance Ins. Co., 1988](#)
- “ —interpreting a "Products-Completed Operations" coverage which a church had failed to purchase for the goods sold at a church carnival ”  
- in [Steyer v. Westvaco Corp., 1978](#)

**Cited by**

- [\[CITATION\] Basic Text on Insurance Law](#)  
RE Keeton - 1971
- [Legal liability and risk management for public and private entities: sport ...](#)  
B Van der Smissen - 1990
- [Diamond Shamrock Chemicals v. Aetna](#)  
609 A. 2d 440 - NJ: Superior Court, Appellate Div. 1992
- [Steyer v. Westvaco Corp.](#)  
450 F. Supp. 384 - Dist. Court, D. Maryland 1978
- [Central Bearings Co. v. Wolverine Insurance Company](#)  
179 NW 2d 443 - Iowa: Supreme Court 1970
- [all 14 citing documents »](#)

**Related documents**

- [Bitts v. General Accident Fire & Life Assur. Corp.](#)  
282 F. 2d 542 - Court of Appeals, 9th Circuit 1960
- [Atkins v. HARTFORD A. & I. CO.](#)  
151 NW 2d 846 - Mich: Court of Appeals 1967

# Wufoo Surveys

- Purpose: Create online satisfaction surveys
- Cost: Based on users
  - 1 user → Free to \$14.95/month
  - 5 users → \$29.95/month
  - 20 users → \$69.95/month
- Available From: [www.wufoo.com](http://www.wufoo.com)

# Wufoo Surveys

- Beneficial if you use client satisfaction surveys
  - Automate the process
  - Go paperless
  - Save on postage
  - Generate detailed reports



# Tone Check

- Purpose: Helps you draft better e-mails
- Cost: Free (still in beta)
- Available From: [www.tonecheck.com](http://www.tonecheck.com)
- Works with Outlook
  - Other e-mail clients to follow

# Tone Check

- Works automatically, just like spell check!

ToneCheck has scanned your message and identified that the following sentences are outside of your desired Tone Tolerance: 0 out of 2 reviewed

**Sentences to Review:**

1.	I trust all is well with you and you're having a great day!	<b>Contented</b>	Ignore	Modify
2.	It is time to either solidify matters or move on.	<b>Angry</b>	Ignore	Modify

# Get Human

- Purpose: Bypass automated voice systems
- Cost: Free
- Available From: [gethuman.com](http://gethuman.com)
- Large database of company phone numbers, phone menu shortcuts and fax numbers

# Get Human

» **Start** typing any company name

or [all companies A to Z](#) »

Most Popular - 10 of <a href="#">2,242</a> companies	phone number	steps to get a live person	avg wait	user rating
<a href="#">AT&amp;T</a>	<a href="#">888-387-6270</a>	This number connects directly with a A... <a href="#">more</a> »	<a href="#">12.9 min</a>	<a href="#">Average</a>
<a href="#">Facebook</a>	<a href="#">650-543-4800</a>	Click for full details. Email only tec... <a href="#">more</a> »	<a href="#">66.1 min</a>	<a href="#">Horrible</a>
<a href="#">Bank of America</a>	<a href="#">877-231-9372</a>	Keep dialing 0 at the prompts, and the... <a href="#">more</a> »	<a href="#">7.6 min</a>	<a href="#">Good</a>
<a href="#">AT&amp;T U-Verse</a>	<a href="#">888-722-9337-</a>	Dial ext. x924. Direct to technical su... <a href="#">more</a> »	<a href="#">8.0 min</a>	<a href="#">Good</a>
<a href="#">Verizon Wireless</a>	<a href="#">888-233-4813</a>	Direct to human <a href="#">more</a> »	<a href="#">3.2 min</a>	<a href="#">Good</a>
<a href="#">Comcast</a>	<a href="#">800-266-2278</a>	Press *# at each prompt, ignoring mess... <a href="#">more</a> »	<a href="#">16.7 min</a>	<a href="#">Average</a>
<a href="#">United Airlines</a>	<a href="#">800-864-8331</a>	Ignore the talking voice and press 0 a... <a href="#">more</a> »	<a href="#">8.1 min</a>	<a href="#">Average</a>
<a href="#">DirecTV</a>	<a href="#">800-824-9081</a>	Say "Technical Support" or "CRG" if yo... <a href="#">more</a> »	<a href="#">17.2 min</a>	<a href="#">Average</a>
<a href="#">Delta Airlines</a>	<a href="#">800-221-1212</a>	Press 0 at each prompt, ignoring messa... <a href="#">more</a> »	<a href="#">16.4 min</a>	<a href="#">Average</a>
<a href="#">Equifax</a>	<a href="#">866-640-2273</a>	At prompt, press 1; then press 5, then... <a href="#">more</a> »	<a href="#">10.0 min</a>	<a href="#">Average</a>

can't find a listing? [view all listings](#) or [add or suggest new company listing now](#)

# WHOIS

- Purpose: Find out who owns a website
- Cost: Free
- Available From: [www.whois.net](http://www.whois.net)
- Invaluable if you need to contact a website owner

WHOIS Lookup

.org ▼

Lookup registration data for domains.

# WHOIS

- Information is not always accurate, but reputable websites/business usually keep updated records

```
Registrant Name:Maryland State Bar Association, Inc.  
Registrant Organization:Maryland State Bar Association, Inc.  
Registrant Street1:520 W. Fayette St. Ste 204  
Registrant Street2:  
Registrant Street3:  
Registrant City:Baltimore  
Registrant State/Province:MD  
Registrant Postal Code:21201-1767  
Registrant Country:US  
Registrant Phone:+1.410685787893  
Registrant Phone Ext.:  
Registrant FAX:+1.4106851016  
Registrant FAX Ext.:  
Registrant Email:lhicks@MSBA.ORG
```

# Google's Uncle Sam

- Purpose: Search only government websites
- Cost: Free
- Available From: [www.google.com/unclesam](http://www.google.com/unclesam)
- Use Google to search only state and federal government resources



# Google's Uncle Sam

- Great to find:
  - Forms
  - Publications
  - Contact information
  - Published agency opinions
  - News releases



# Thank You

Nicholas B. Proy



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