

ADMINISTRATIVE OFFICE OF THE COURTS

From the Redwood Forest to the Gulf Stream Waters 60 Tech Tips from Court CIOs Across the Continent



Arkansas Judicial Council

Presented By Judicial CIOs from Coast to Coast, June 17, 2021

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Brett Howard

Chief Information Officer

Superior Court of CA, Orange County



I'd rather be surfing but the waves are small today so I'm doing this instead



Good news — no pwnage found!

No breached accounts

Oh no — pwned!

Pwned in 21 data breaches and found no pastes (subscribe to search sensitive breaches)

haveibeenpwned.com

- Check if your email or phone # was in a data breach
- Shows what data was breached (e.g. email, password)



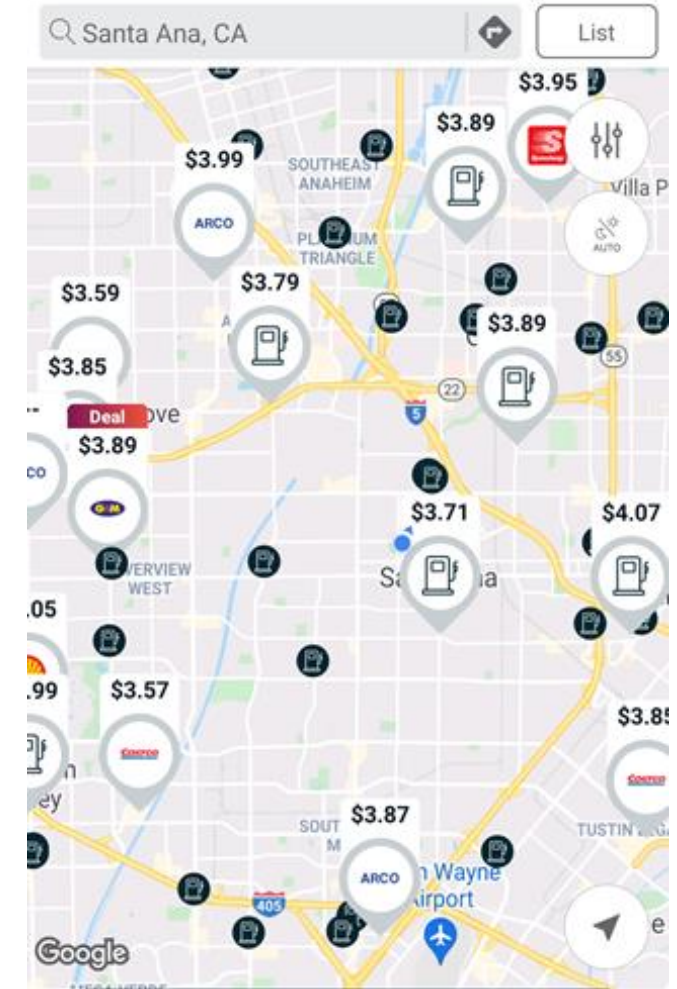
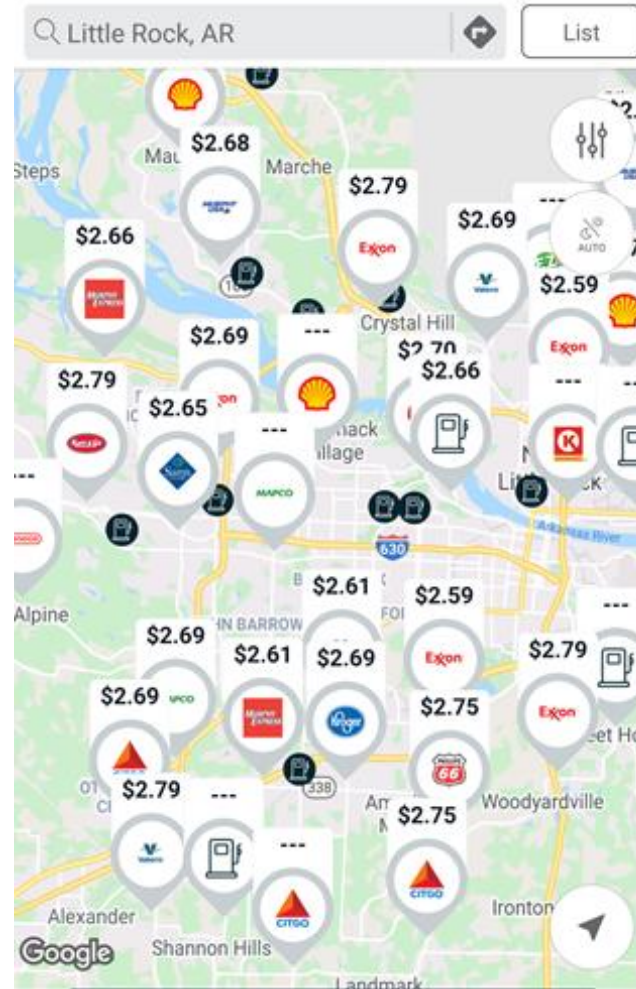
Adobe: In October 2013, 153 million Adobe accounts were breached with each containing an internal ID, username, email, *encrypted* password and a password hint in plain text. The password cryptography was poorly done and many were quickly resolved back to plain text. The unencrypted hints also disclosed much about the passwords adding further to the risk that hundreds of millions of Adobe customers already faced.

Compromised data: Email addresses, Password hints, Passwords, Usernames



GasBuddy Phone App

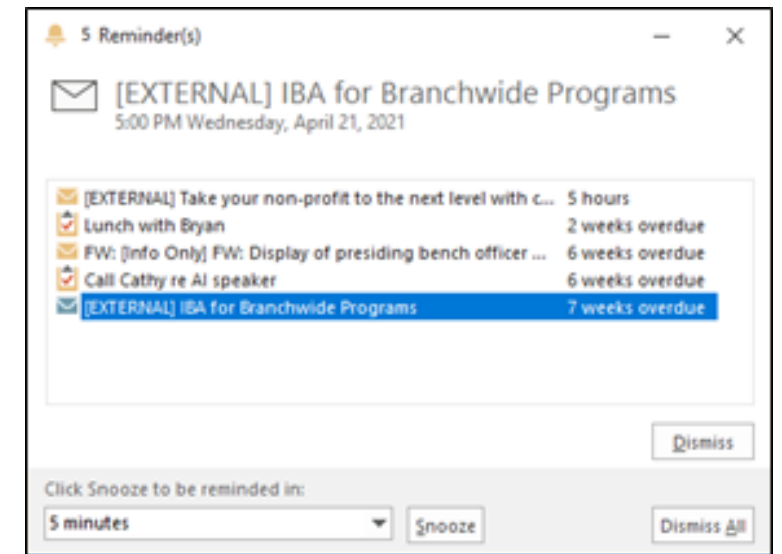
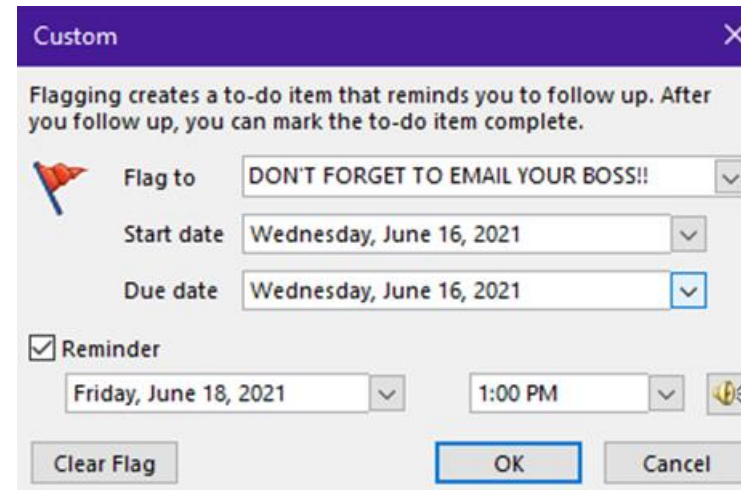
- Find cheap gas!
- Filters
 - Brand
 - Car wash
 - Lottery tickets \$\$

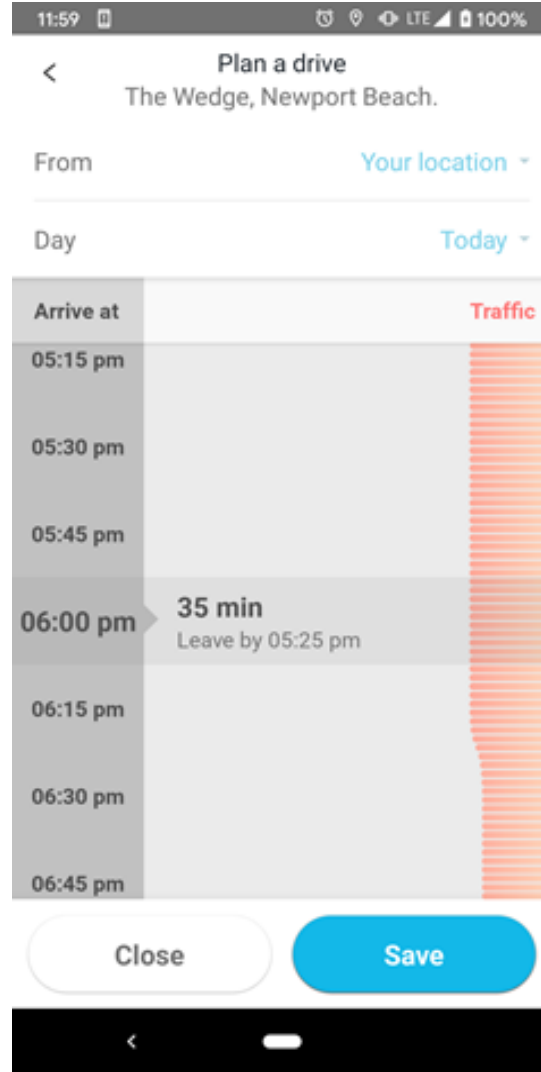
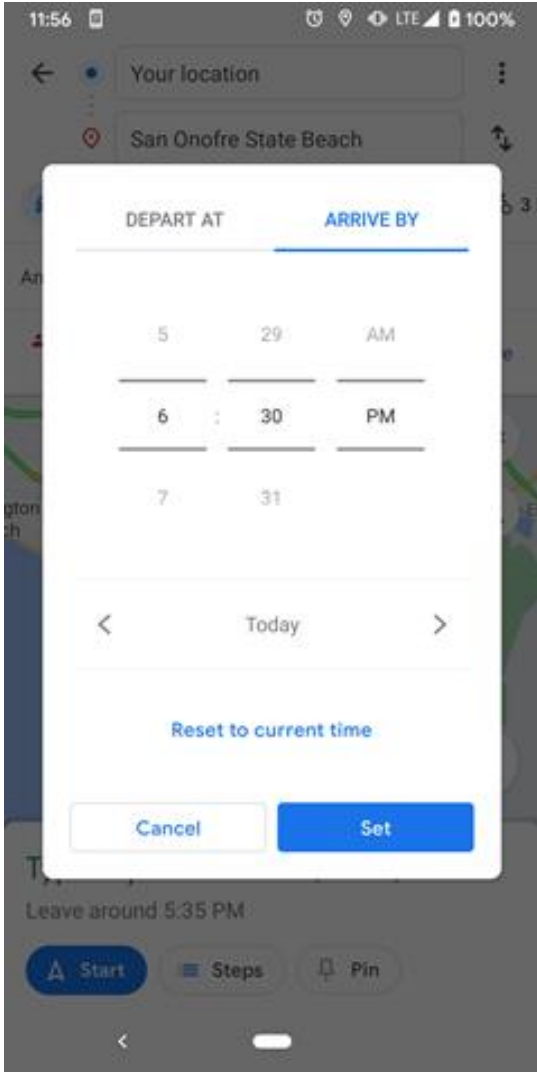




Email reminders

- Set an email reminder in Outlook
- Ctrl-shift-G or Right Click->Follow Up
- Select predefined reminder types or create your own
- Pops up in your Outlook reminder list





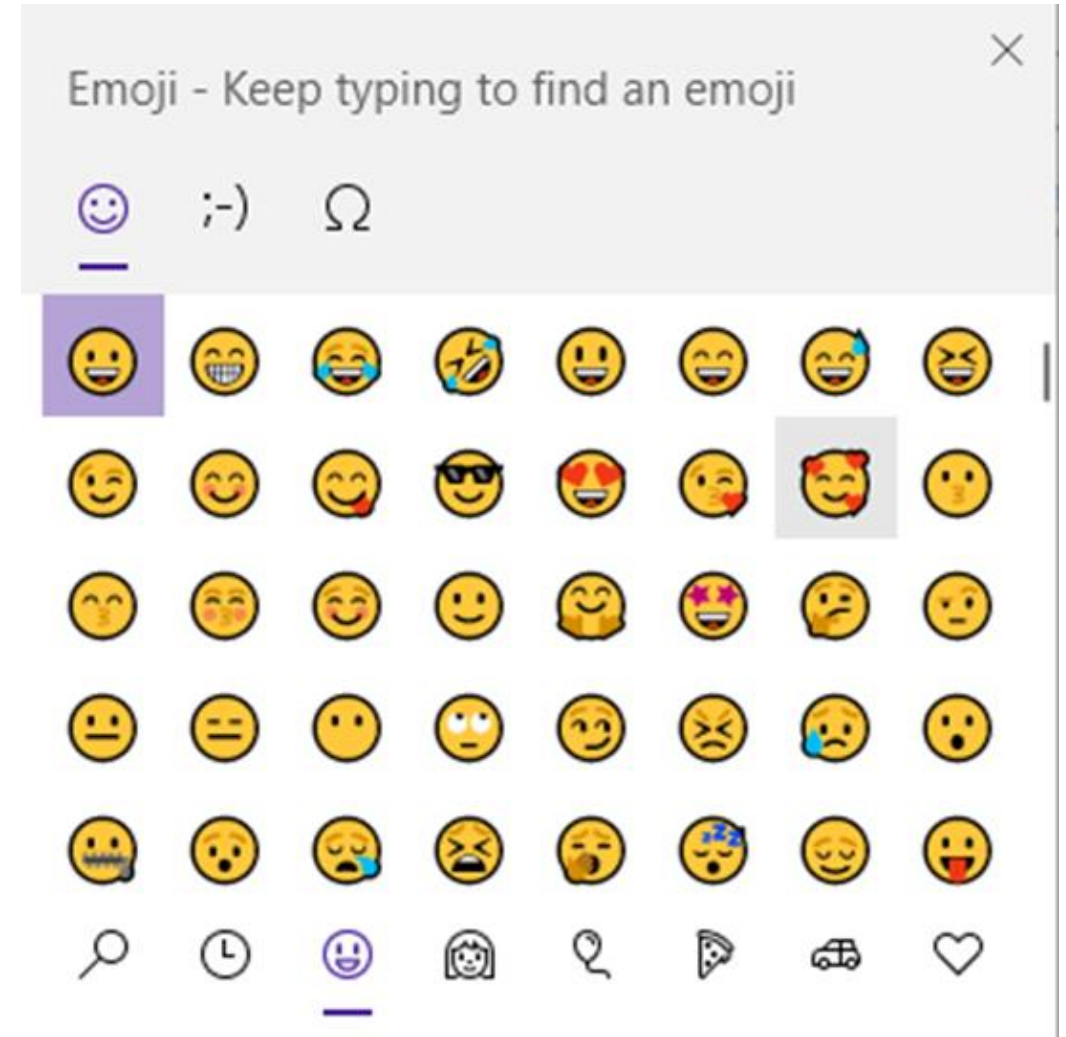
Be a maps app guru!

- Set your departure time
- or-
- Set your arrival time



Emojis in Windows!

- Windows Key + .
- Make your coworkers jealous - use them in email, word docs, chat and more



The Malwarebytes logo is displayed in white text on a dark blue background. To the right of the logo is a stylized illustration of a blue and red robot-like character with a large, curved arm, set against a dark blue cityscape background.

Malwarebytes

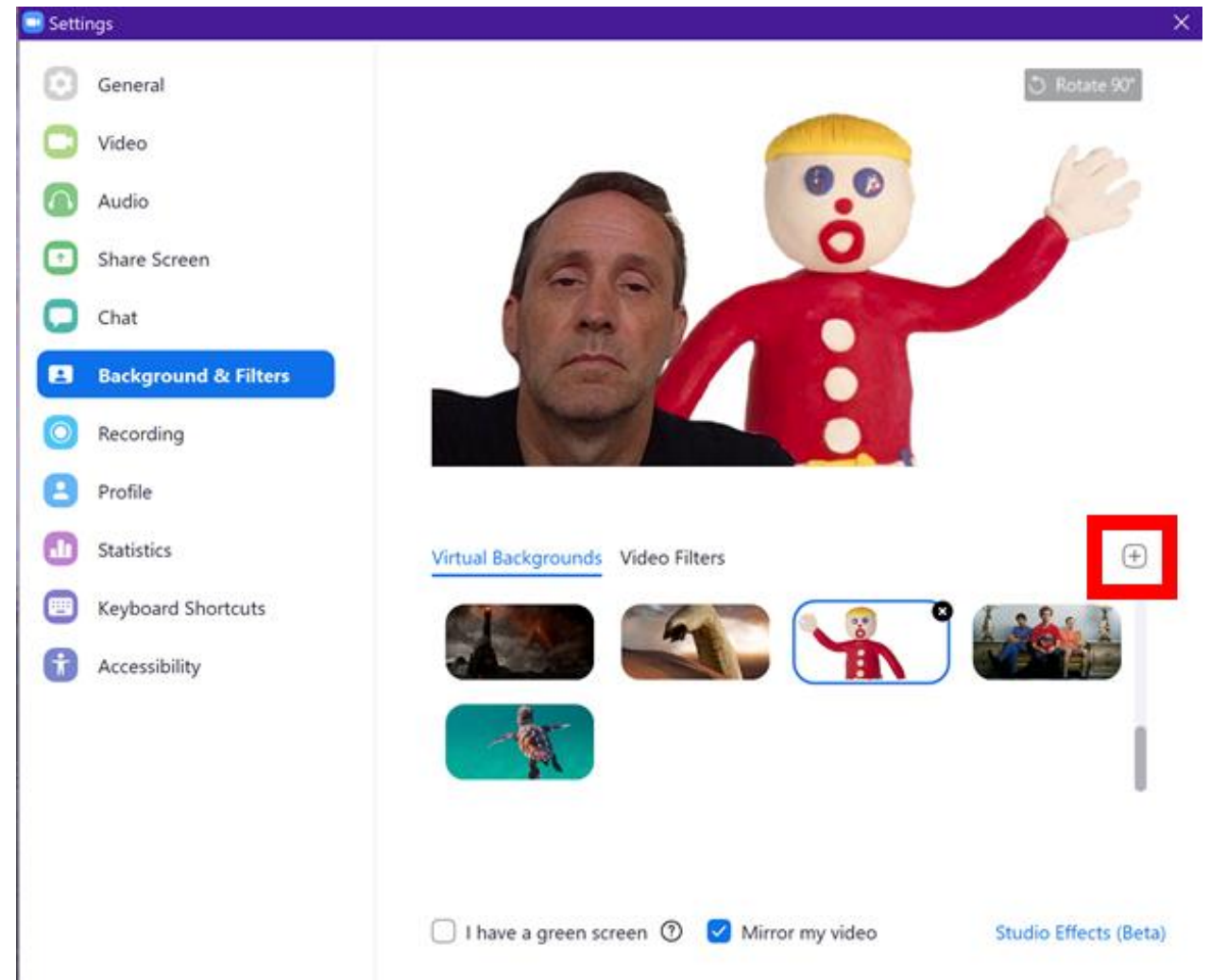
Remove that malware!

- www.malwarebytes.com
- Free version is great!
- PC, Mac and Phones
- Can upgrade for premium features (no, I don't work for them 😊)



Custom Meeting Backgrounds

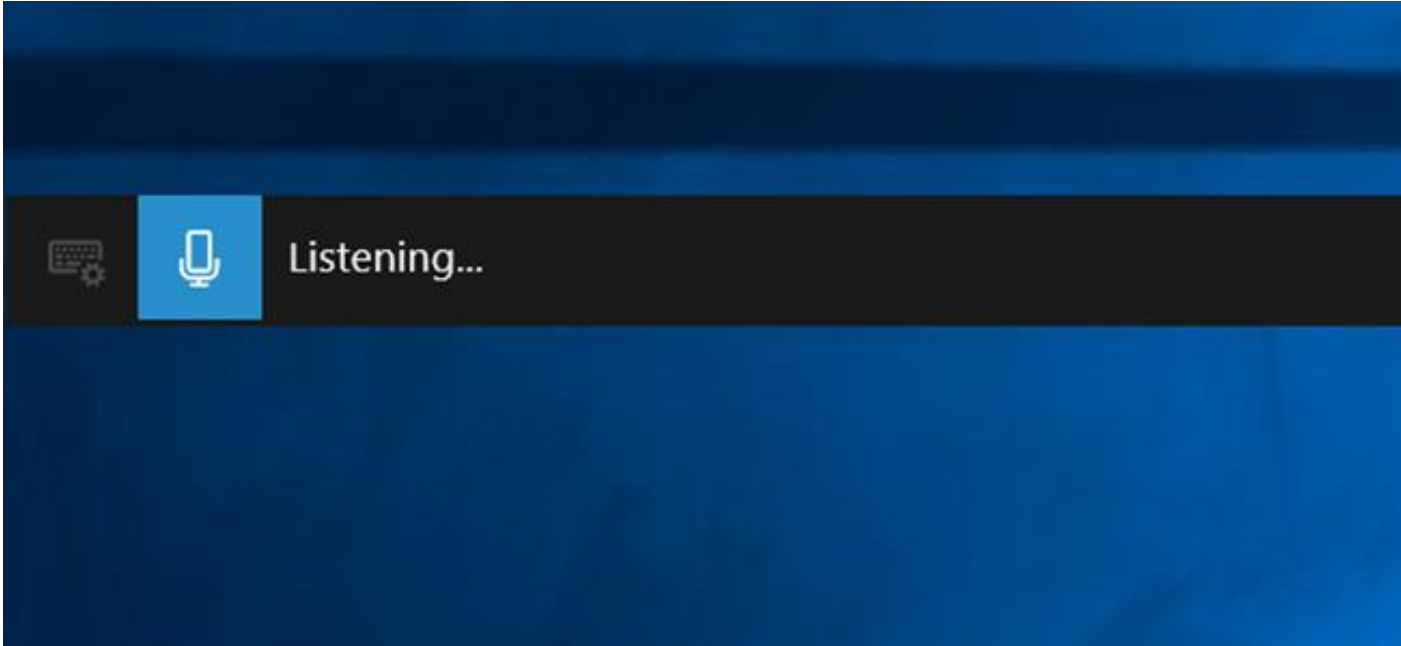
- Spice up your meetings with a custom background
- Great conversation starter when you're waiting for the meeting to start
- Show off your kids, favorite sports team or best yoga pose





Talk to Windows

- Windows Key + H to toggle on and off
- Dictate emails & documents
- Multi-lingual
- I'm using it right now!





Chad Cornelius

- Chief Information Officer, Colorado Judicial Department.
- Serving Colorado's Supreme Court, Court of Appeals, trial courts, and probation.
- My passion is learning the ever-evolving changes in technology and information security.





Mio

- Allows you to chat in one place, not all over the place.
- Integrates Microsoft Teams, Cisco Webex Teams, and Slack into one platform.
- Hmm... Doesn't this remind you of the old ICQ chat client?
- Check it out at <https://m.io/>



Cable C.A.B.L.E (Computer-Audio Biamp Link Enhancement)

- This heat-shrink-lacking adapter can connect a courtroom's Biamp to the Judge's laptop and Webex, eliminating the need for dialing in, and sounds 10x better.
- It costs about \$20 to make.

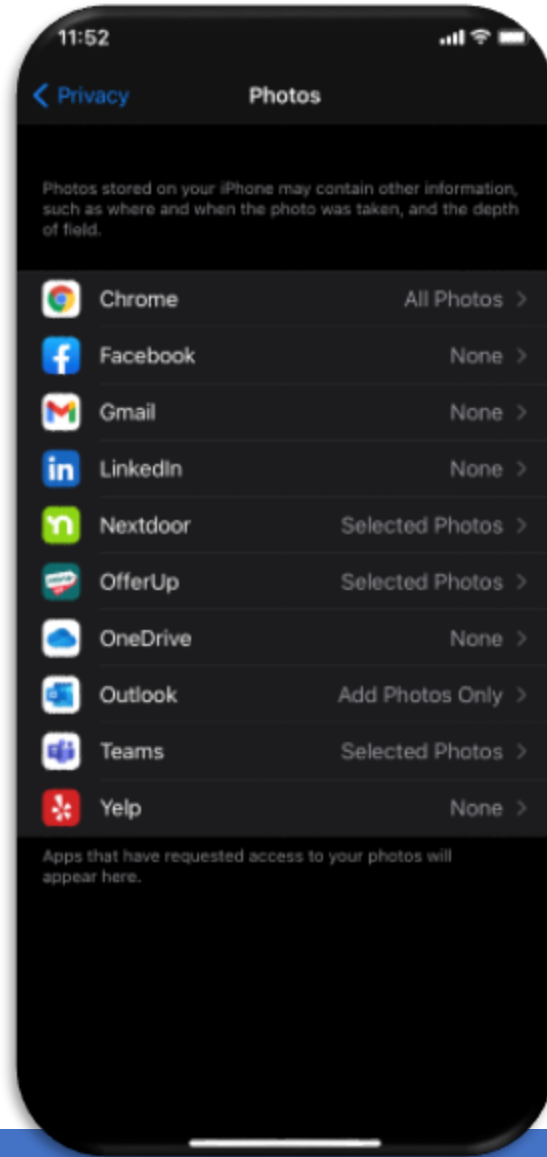
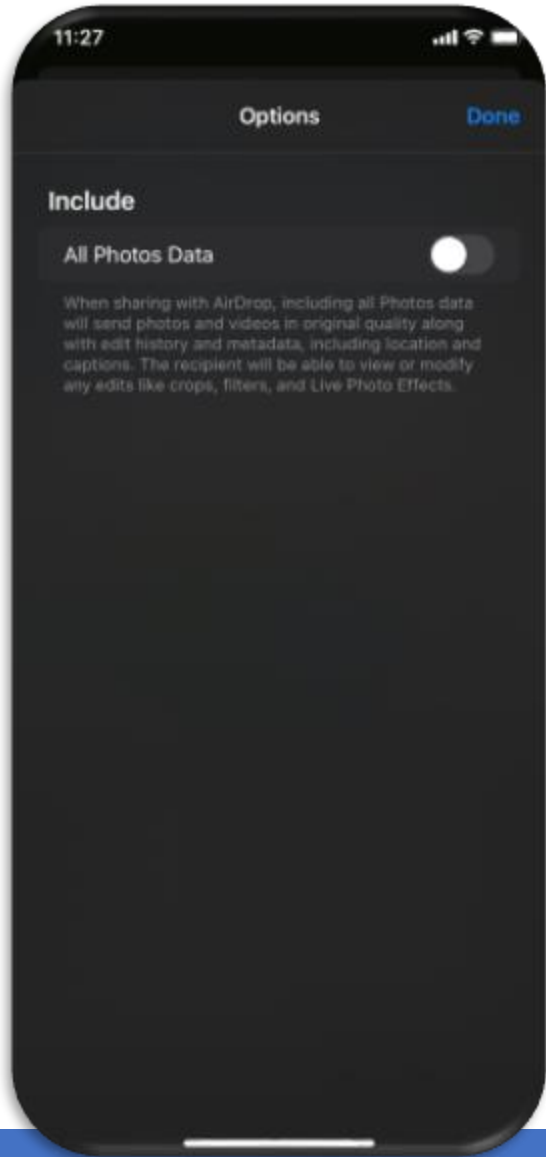




Scanning Documents on your iPhone or iPad

- This is very handy if you do not have access to a scanner.
- Open Notes App and select a note or create a new one.
- Tap the Camera button , then tap Scan Documents.
- Tap Save or add additional scans to the document.
- <https://support.apple.com/en-us/HT210336>





Removing EXIF (Geolocation) from your Photos

- GPS and other photo metadata can be a convenience when organizing photos but also a significant privacy issue—especially when sharing photos on social media sites.
- Many EXIF data viewers exist which will allow others to determine your location and other personal info.
- Select photo -> Share -> Options



Encrypting External Flash and/or Thumb Drives using Windows BitLocker

- Insert external USB flash or thumb drive.
- Select the USB drive using Windows Explorer.
- Right-click on the USB drive, and then select **Turn on BitLocker**.
- Ensure "Use a password to unlock the drive" is checked.
- Enter your password and store it securely (not on a sticky note 😊).





Blur Your Property on Google Maps

- Enter your address in Google Maps.
- Select the street view of your property.
- Select "Report a Problem" at the very bottom right-hand corner of page.
- This will take you to "Report Inappropriate Street View."
- Adjust the image so your home is inside the red box and select "My Home" for blurring.
- Complete remainder of form and check in a few days, Google must approve first.
- ***Warning: I believe this is very difficult to reverse.***



Google Maps



Tim Holthoff

CIS Division Director,
Arkansas Administrative
Office of the Courts



- Tim has trouble keeping a job. He's served as the Library Assistant, Assistant Librarian, Library Director, Court Automation Project Director, and CIS Division Director in his 31 years in the Justice Building. His love for computer science, library and information science, project management, and the law keep him busy, but he always has time for our courts. You can always reach him at 501-410-1919 which rings to his cell phone at 501-240-8113. Tim.Holthoff@arcourts.gov



Miro.com – An Infinite Whiteboard

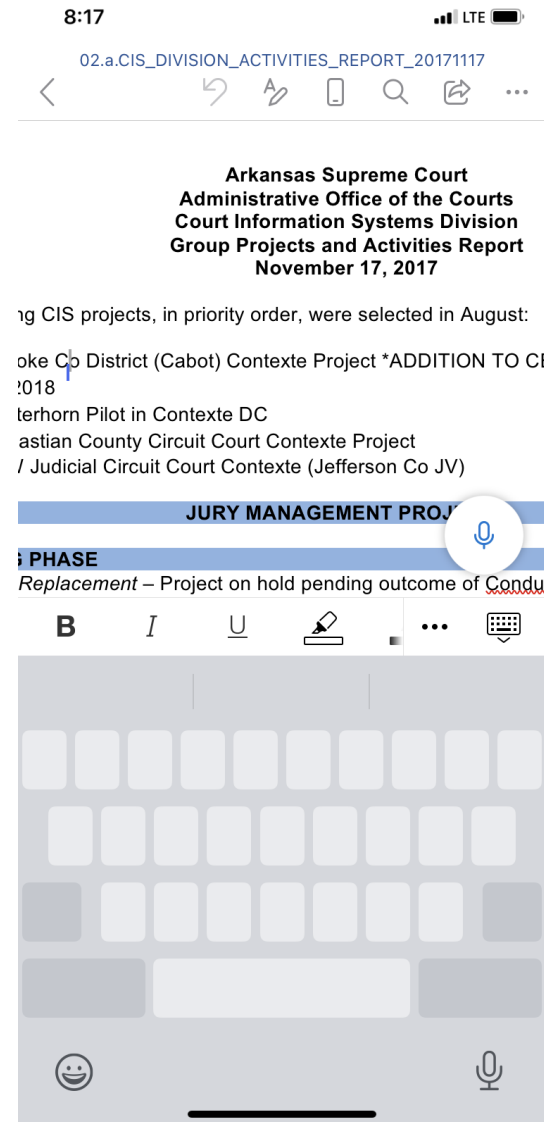
- Our agile consultants introduced us to Miro last year.
- Miro is a free (up to three boards) whiteboard space for sharing and collaborating.
- If you're planning, brainstorming, problem solving, or collaborating for committee work, Miro.com can help capture your ideas.

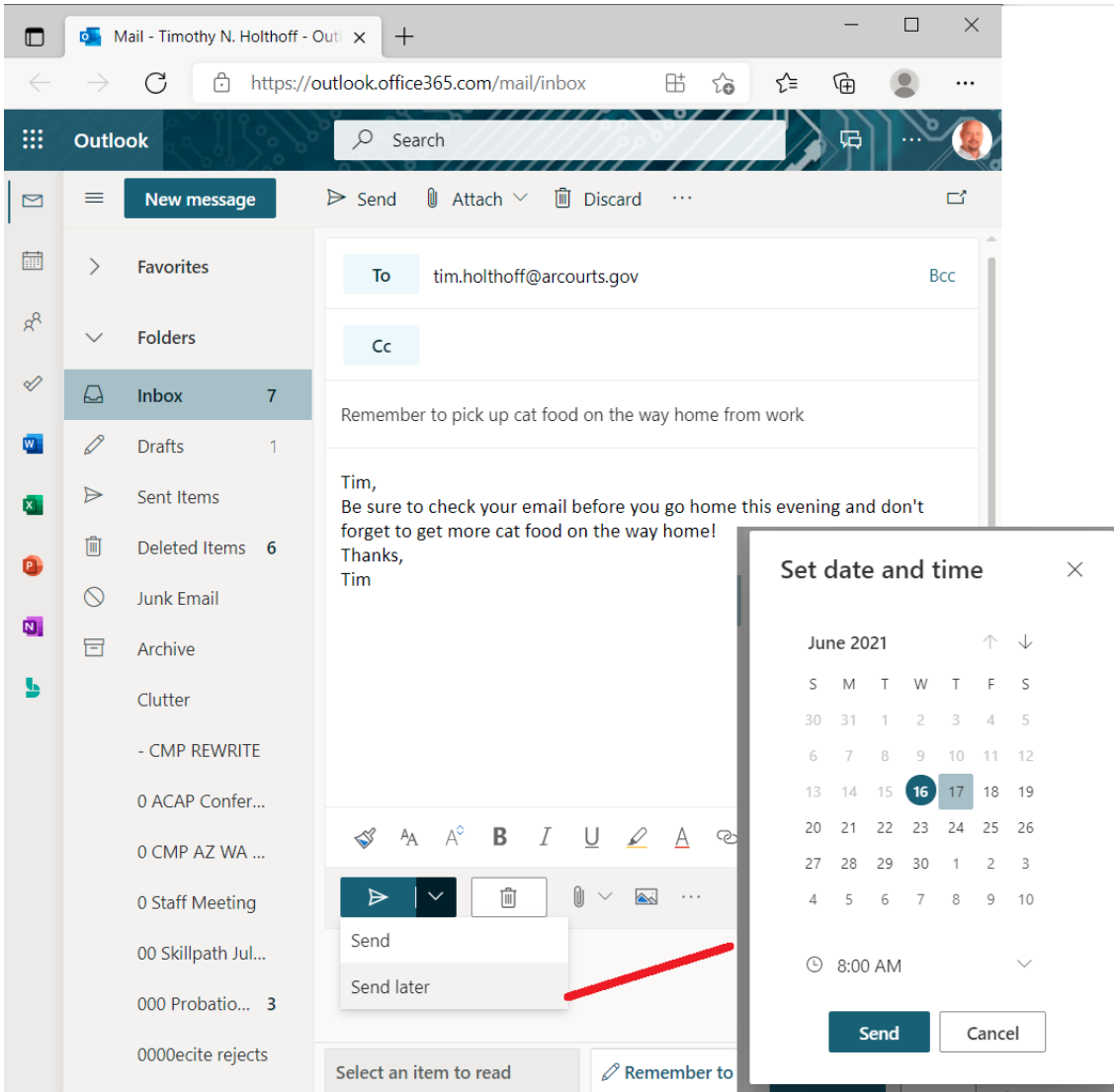
		Likelihood				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Consequences	5 Catastrophic	5 Moderate	10 High	15 Extreme	20 Extreme	25 Extreme
	4 Major	4 Moderate	8 High	12 Extreme	16 Extreme	20 Extreme
	3 Moderate	3 Low	6 Moderate	9 High	12 High	15 Extreme
	2 Minor	2 Low	2 Moderate	6 Moderate	8 High	10 High
	1 Negligible	1 Low	2 Low	3 Low	4 Moderate	5 Moderate



Touchpad Mode on iPhone

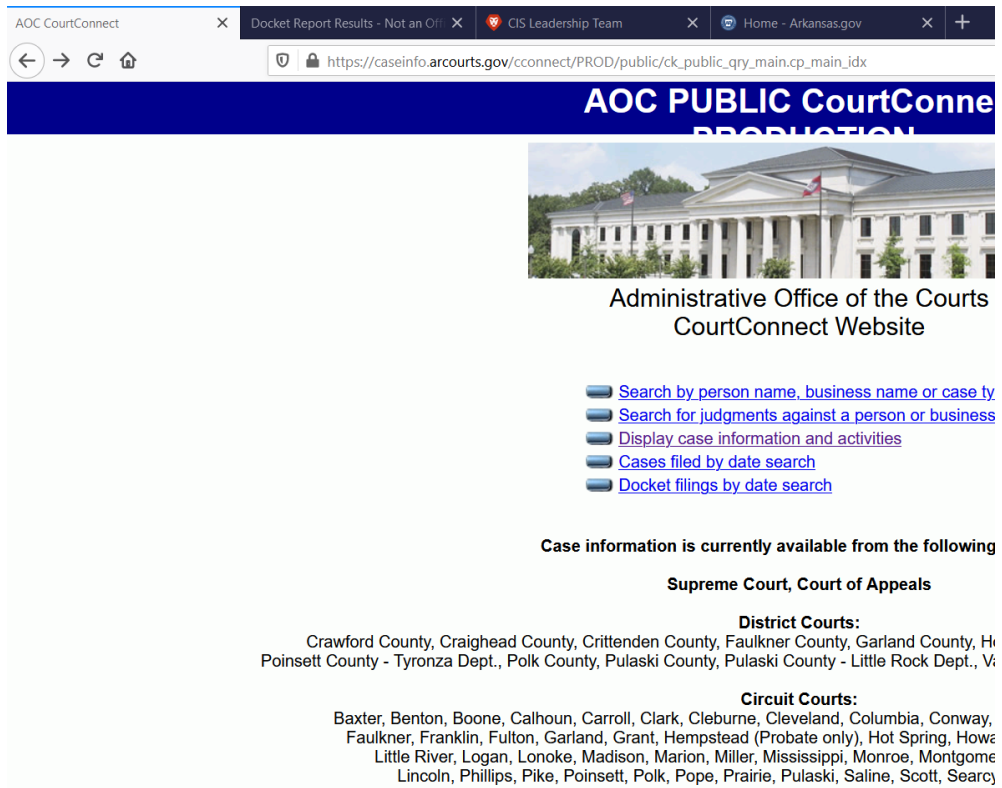
- You see a typo on your iPhone or iPad and struggle to get the cursor where you want it
- Hold down the space bar on the keyboard and the keyboard becomes a track pad
- Move the cursor precisely where you want and edit away
- <https://www.youtube.com/watch?v=PNyZAgT5tOw>





Schedule an email

- If you use MS Outlook, you can schedule an email to be sent later
- In Outlook on the web, after you prepare the message, click on the down arrow near the bottom of the screen and select send later
- You can then schedule the date and time for the message to be sent
- In the Outlook app – choose Options/Delay Delivery



Easily switch between browser tabs

- Works in Chrome, Firefox, Edge
- Use Ctrl-Tab or Ctrl-Page Down to move to next tab on right.
- Use Ctrl-Shift-Tab or Ctrl-Page Up to move to next tab on left.
- If you use a macOS powered computer, press Command + Option + Right arrow
- Press Ctrl and click on a link to open in a new tab



Give a Kahoot!

- Shameless plug for Judicial Education
- Take a look at the online learning games to teach kids about the judiciary
- <https://www.arcourts.gov/content/arkansas-supreme-court-launches-online-learning-games-students>

A screenshot of a Kahoot! quiz question. The question text is "Both the federal government and each of the state governments have their own court systems." Below the question is an image showing the American flag and the Arkansas state flag. To the left of the image is a purple circle with the number "23". To the right is a blue "Skip" button and "0 Answers". At the bottom are two large buttons: a blue "True" button and a red "False" button. The bottom of the screenshot shows "4/11" and "kahoot.it Game PIN: 4068523".

Both the federal government and each of the state governments have their own court systems.

23

Skip

0 Answers

True False

4/11 kahoot.it Game PIN: 4068523



Ooops! Undo Send!



- When using Gmail, you can stop a message before it goes out
- Use the settings to determine the send delay
- Click Undo in the bottom left of the screen to cancel sending the message

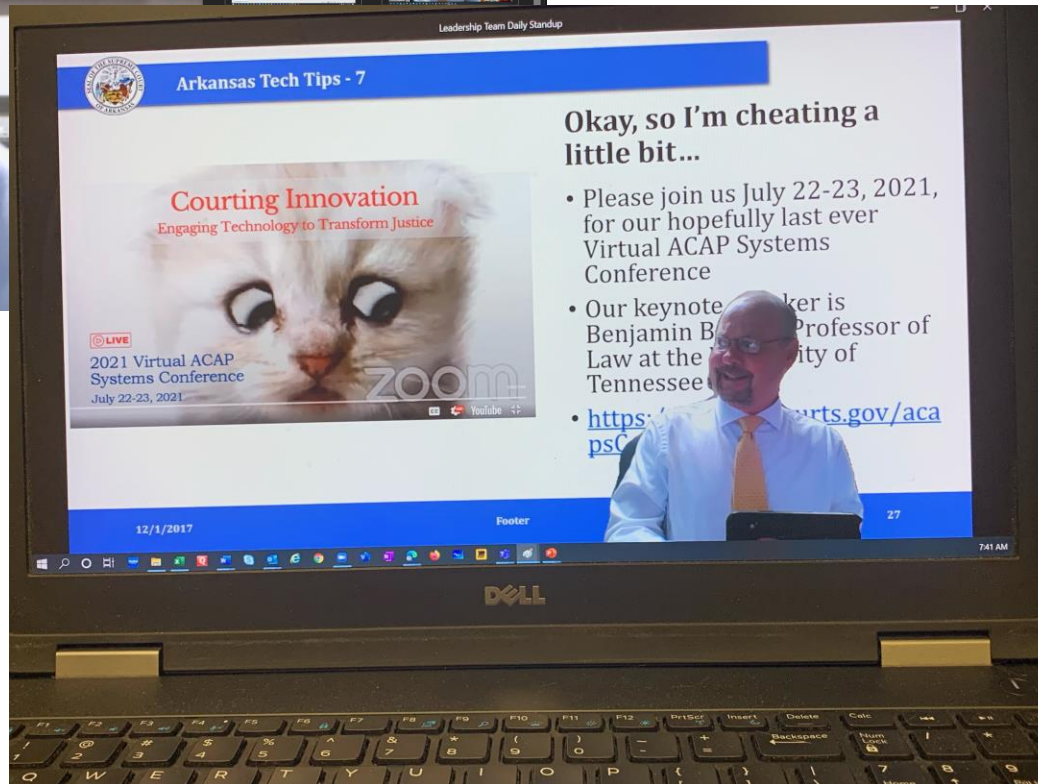
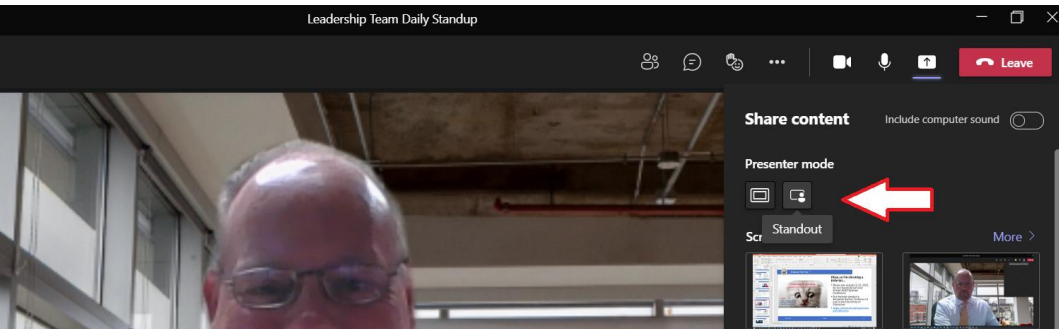
Recall an email with Undo Send

If you decide you don't want to send an email, you have a short time after to cancel it. Right after you send a message, you can retract it:

1. In the bottom left, you'll see "Message sent" and the option to "Undo" or "View message".
2. Click **Undo**.

Choose an amount of time to recall a message

1. On your computer, go to [Gmail](#) .
2. In the top right, click Settings  > **See all settings**.
3. Next to "Undo Send," select a Send cancellation period of 5, 10, 20, or 30 seconds.



New Feature in Teams

- If you are presenting a slide show, you can use it as a virtual background in a Teams meeting
- Choose share screen, then choose the Standout option in Presenter Mode and select the screen you wish to share



Okay, so I'm cheating a little bit...

- Please join us July 22-23, 2021, for our hopefully last ever Virtual ACAP Systems Conference
- Our keynote speaker is Benjamin Barton, Professor of Law at the University of Tennessee
- <https://www.arcourts.gov/acapsConference>





Winnie Webber

Director, JIS

19th Judicial Circuit Court, IL

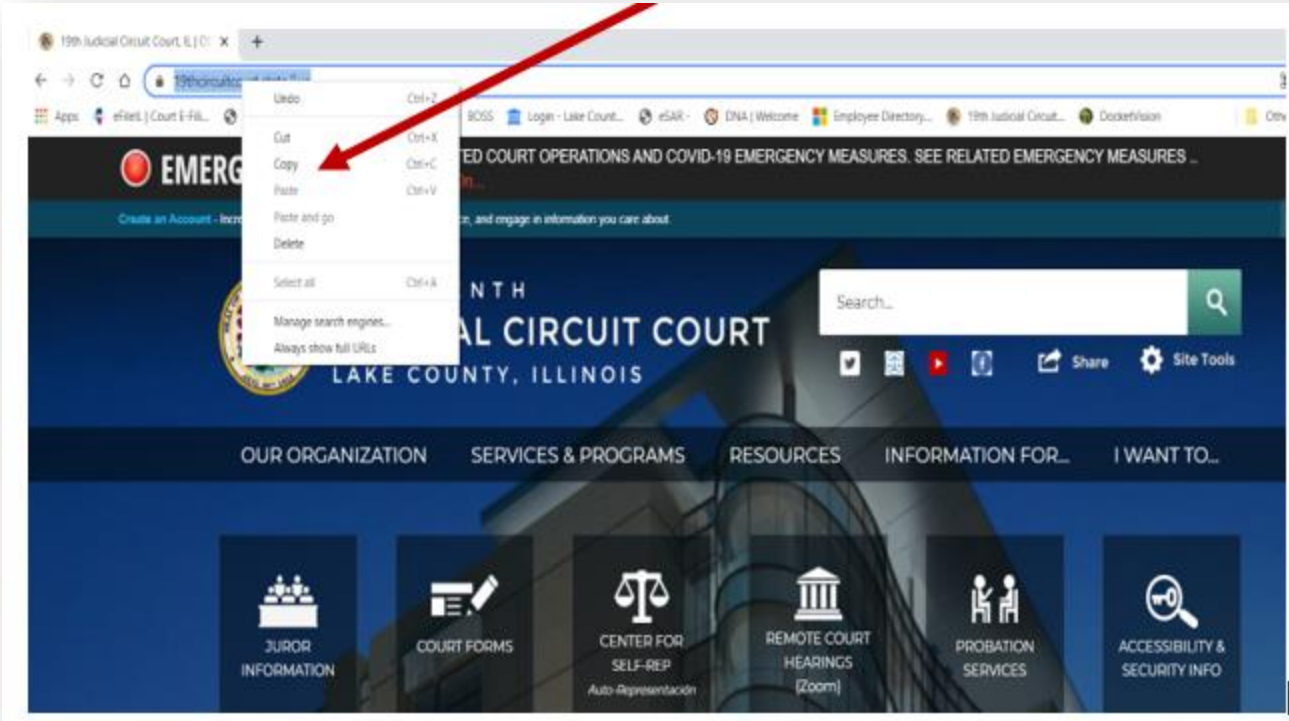


... over 27 years of Court experience from business operations and technology systems. Passionate about the work we do in the Courts - Local, State and National levels. A CITOC Executive Board member, an ICM *Fellow*, and a member of NACM, IACA and various local and state committees... we are here to serve and support the mission and goals of the Court organization.



Copy and Paste Techniques

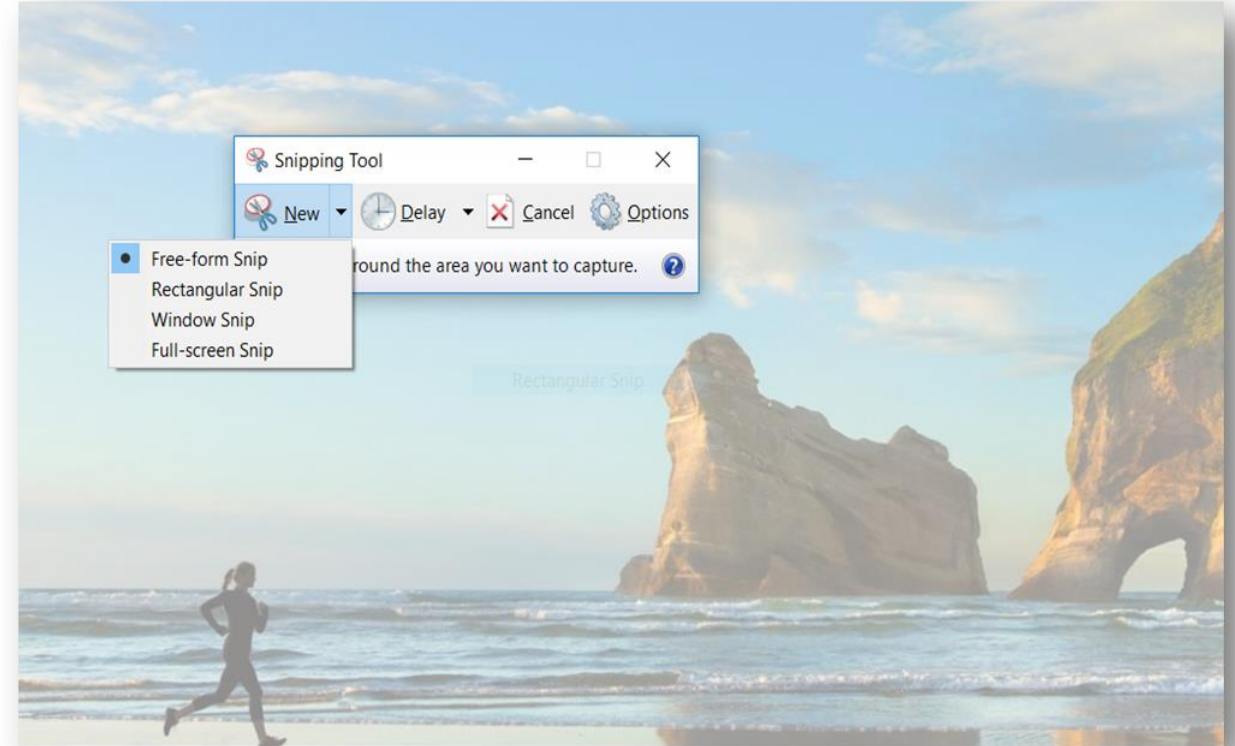
- Using your computer mouse, right-clicking is your best friend
- *Select or highlight* the information you want to copy; Right-click, then paste
- You can use it in any MS Word, Excel, PowerPoint or any image, etc.
- You can also use keyboard shortcuts
Copy: Ctrl + C. **Cut:** Ctrl + X. **Paste:** Ctrl + V.
- Don't forget to select your content





Snipping Tool, a handy app in Windows 10

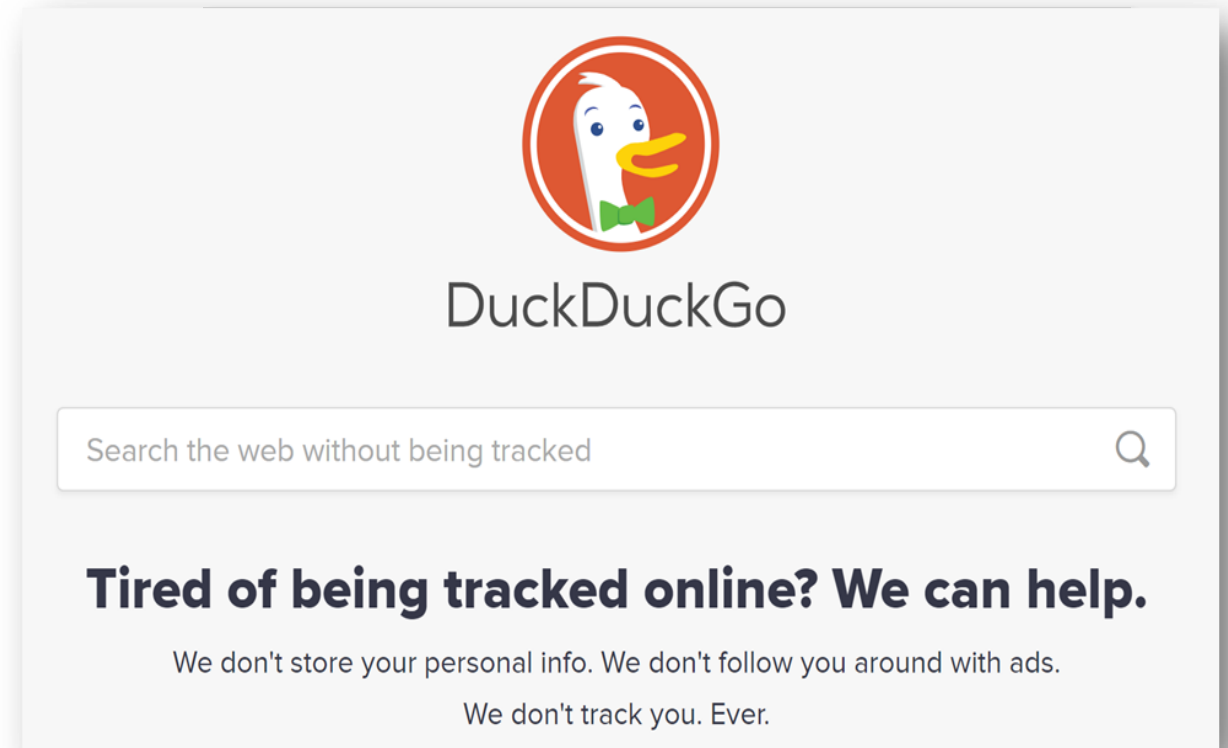
- Use this tool to capture a portion of anything on your desktop
- Snipping mode – Free Form, Rectangle, Window, Full-screen
- Save or Copy and paste it to a document





DuckDuckGo Browser

- The **Internet** privacy company that empowers you to seamlessly take control of your personal information online, without any tradeoffs.
- The **Internet** privacy company that empowers you to seamlessly take control of your personal information online, without any tradeoffs.
- [DuckDuckGo — Privacy, simplified.](#)





www.speectexter.com

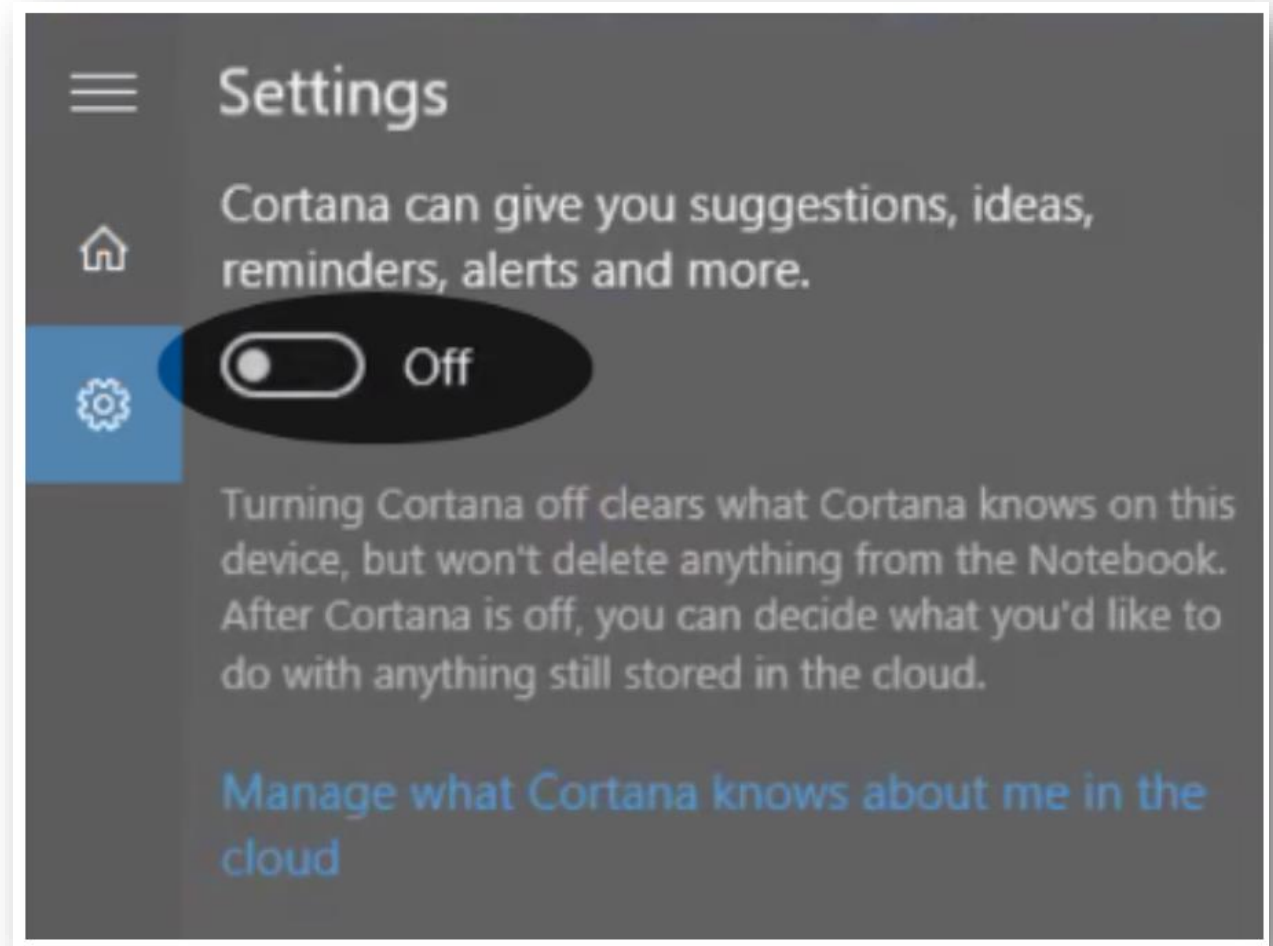
Speech to Text App

- Voice-to-text software is exceptionally valuable for people who have difficulty using their hands due to trauma, people with dyslexia or disabilities that limit the use of conventional input devices.
- SpeechTexter is a free professional multilingual speech-to-text application aimed at assisting you with transcription of any type of documents, books, reports, blog posts, etc by using your voice.
- **Available in 60 different languages**
- In Windows 10, Dictate is also available



Protect Your Privacy

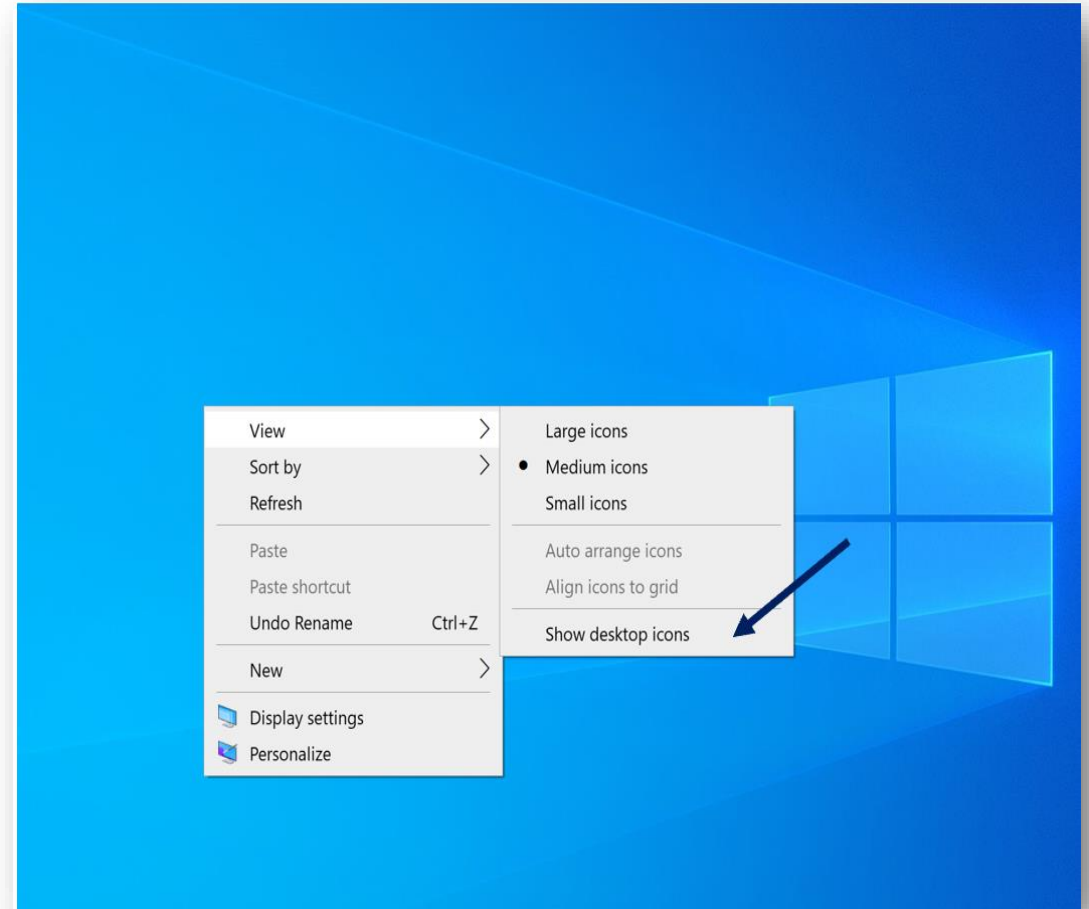
- Disable Cortana to keep voice data private.
- Using Cortana, the voice-controlled assistant, sends commands back to Microsoft as well as data about your files for local search. Disabling Cortana is more private, but you lose voice-control functionality.





Preparing a Clean Desktop

- Making a presentation and you do not want to show your Desktop apps, or you just want to hide all icons
- To hide all Apps or Shortcuts from Desktop,
- Right-click using mouse and turn on/off "***Show desktop Icons***"





"It only takes One-Click, think before you click"

CYBERSECURITY Alert: Be Vigilant!

As always, if you receive a suspicious email:

- ✓ Do NOT click on any links within the email
- ✓ If it's not related to work or any Court related business, delete it!
- ✓ If you were not expecting it, delete it!
- ✓ If you do not recognize the sender, delete it!



Josh Lazar

- Chief Information Officer for the 18th Judicial Circuit Courts of Florida
- Serving Brevard and Seminole County, home to NASA and Nature, respectively.

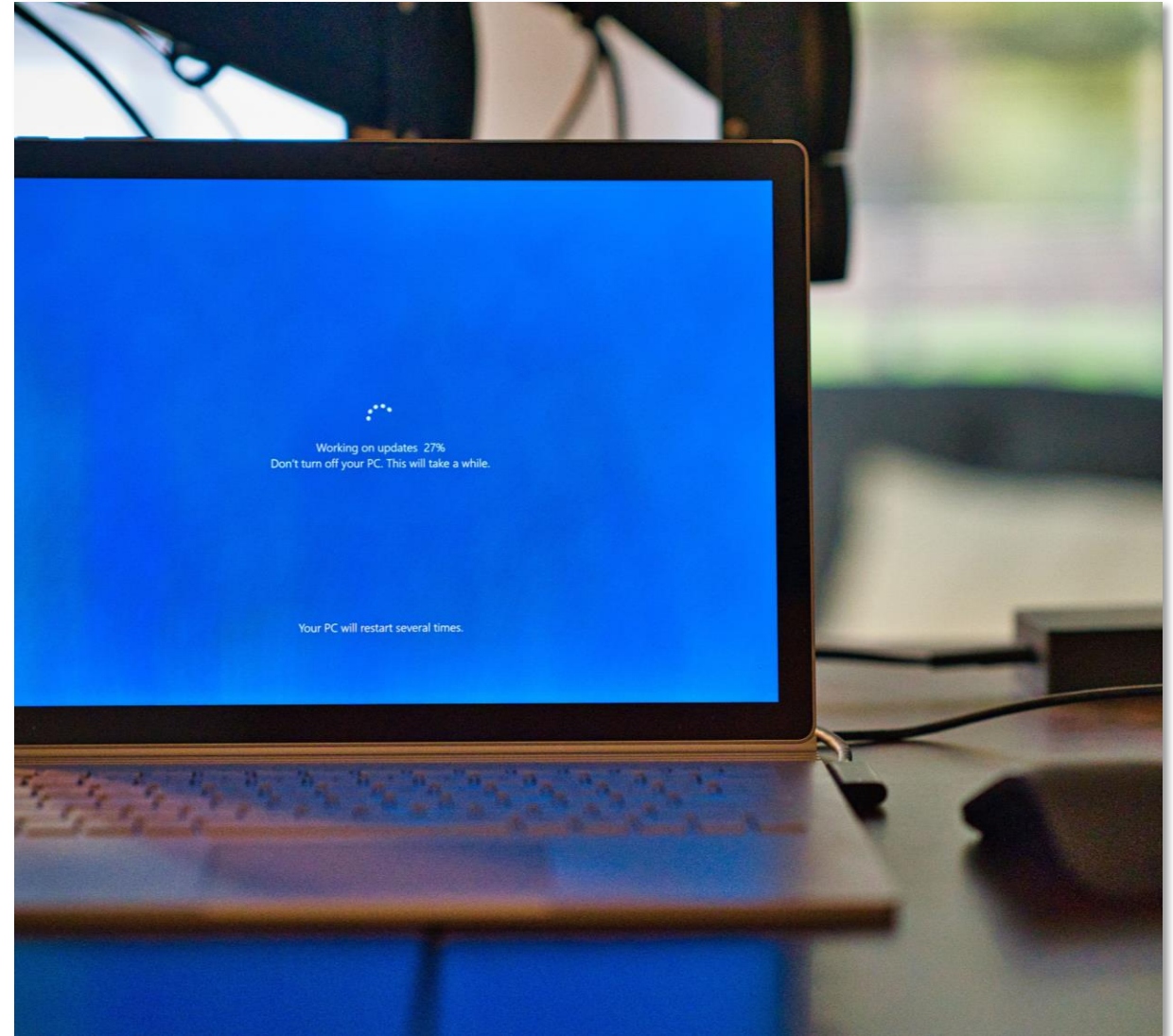




Reboot!

- This is what you expect an IT professional to tell you do first, right?
- Seriously. Sometimes your computer just needs to start over.

Photo by [Clint Patterson](#) on [Unsplash](#)





Comic Sans

- Never use this font.
- Ever.

• Photo by [Yulia Matvienko](#) on [Unsplash](#)



Read technology communications!

- They are there to help you.
- Provide feedback if they do not hit the right mark.

• Photo by [Solen Feyissa](#) on [Unsplash](#)





Should I click that?

- Test yourself quickly using a Phishing Quiz from Google's Jigsaw unit [Jigsaw | Phishing Quiz](#)
- Check your questionable emails from your smartphone.

• Photo by [Bermix Studio](#) on [Unsplash](#)



Password Managers and 2FA/MFA

- Do not reuse passwords across personal and professional settings.
- Use password managers to help you at home, and if allowed, at work.
- What is 2FA/MFA?
- Why should you use it?

• Photo by [Yura Fresh](#) on [Unsplash](#)





Vidi – PDF Document Tracking

- Like package tracking, but for PDF documents.

• Photo by [Agence Olloweb](#) on [Unsplash](#)



Unsplash.com

- Free stock photos for presentations... like this one!

Photo by [James](#) on [Unsplash](#)





Perma.cc

- Permanent website links via archived record of the content.
- Developed by the Harvard Law School Library.



Noel Chessman

- Chief Information Officer
Fifteenth Judicial Circuit Court of
Florida
Palm Beach County
- Serving Court Technology since 2000





Is it Identity Theft When You Give it Away?

ANTI Social Media



BORED IN ISOLATION?
Let's get to know each other better!

First job title:	STOP GIVING PEOPLE YOUR PERSONAL INFORMATION TO GUESS YOUR PASSWORDS AND SECURITY QUESTIONS
Favorite Food:	
Favorite Color:	
First Pet's Name:	
First Child's Name:	
Favorite Restaurant:	
Where Are You From:	
Favorite Singer/Band:	
Mother's Maiden Name:	
First Type of Car:	
First Job:	
First Met Your Significant Other:	
High School Mascot:	

These games seem like fun, but could have dangerous consequences. Don't fill out these surveys online.

HOW STRONG IS YOUR MAIDEN NAME?



Tap to play

What's Your **ELF NAME**

First Letter Of Your First Name:

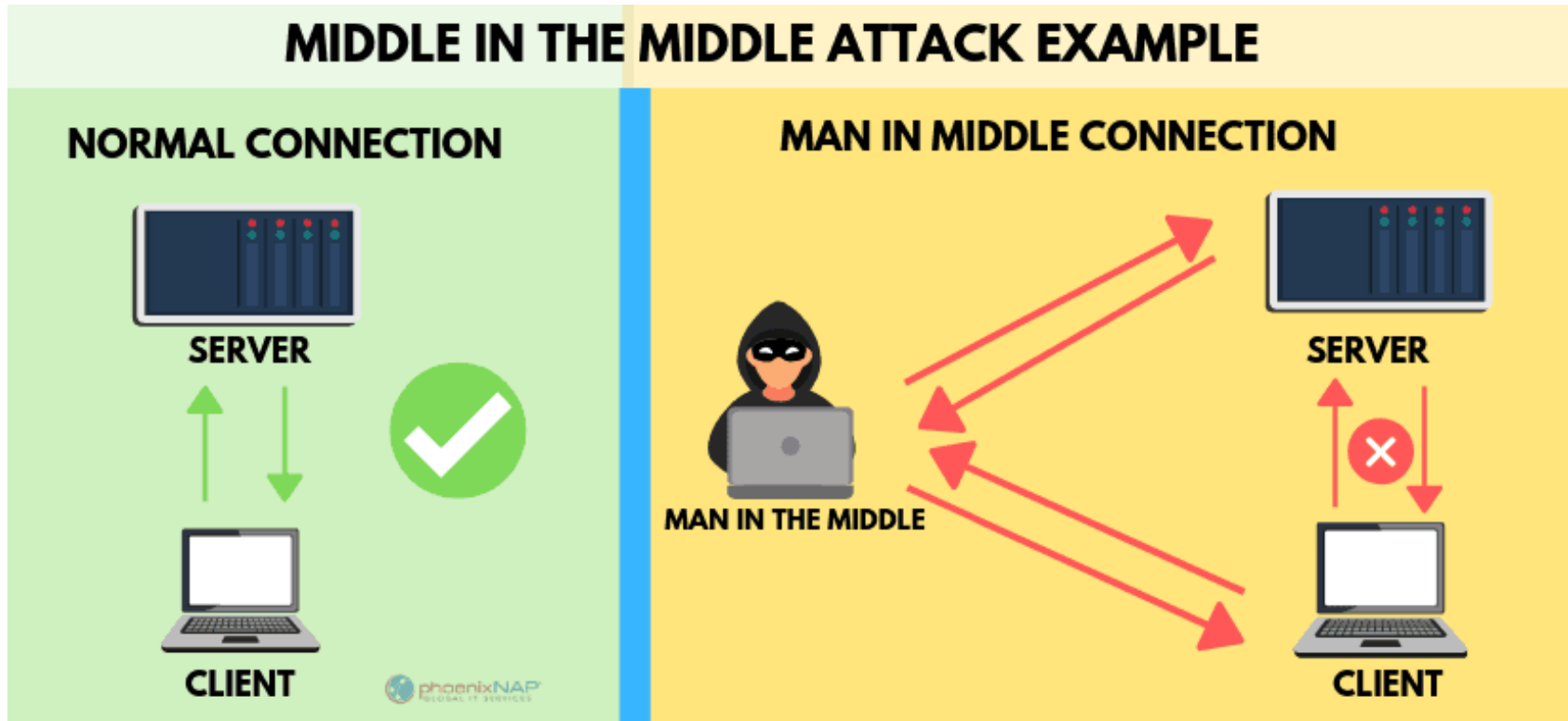


clario.
The companies that know most about you

#	Company	% of personal data collected	Email	Name	Age	Gender/Sex	Sexual Orientation	Marital Status	Race	Religious Belief	Live Location	Home Address	Employment Status	Job Title	Pet/Animal Ownership	Mobile Number	Landline Number	Type of Phone/Device	Hobbies	Interests	Height	Weight	Next of Kin	Mother's Maiden Name	Current Employers	Past Employers	Bank Account Details	Salary	Social Profile (Friends)	Social Profile (Hobbies)	Social Profile (Interests)	Country of Birth	Allergies/Intolerances	Health & Lifestyle Info
1	Facebook	70.59%	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
2	Instagram	58.82%	•	•	•	•				•	•	•	•	•	•	•	•	•	•	•	•	•		•	•			•	•	•	•			
3	Tinder	55.88%	•	•	•	•	•	•		•		•	•	•	•	•	•	•	•	•	•					•		•	•	•	•			
4	Grindr	52.94%	•	•	•	•	•	•		•		•	•	•	•	•	•	•	•	•	•							•	•	•	•			
5	Uber	52.94%	•	•	•	•				•	•	•	•	•	•	•	•	•	•	•					•	•		•	•	•	•			
6	Strava	41.18%	•	•	•	•				•	•				•	•	•	•		•	•					•		•	•	•	•			
7	Tesco	38.24%	•	•	•	•		•			•					•	•	•								•		•	•	•	•			
8	Spotify	35.29%	•	•	•					•						•	•	•	•	•						•		•	•	•	•			
9	MyFitnessPal	35.29%	•	•	•					•					•	•	•	•		•	•					•								•
10	Jet2	35.29%	•	•	•	•		•	•		•					•	•	•								•								•
11	Credit Karma	32.35%	•	•	•							•	•		•	•	•	•		•	•					•	•							
12	Lidl Plus	32.35%	•	•	•					•	•				•	•	•	•								•								•
13	Netflix	26.47%	•	•	•					•						•	•	•	•	•						•								
14	Nike	26.47%	•	•	•	•				•							•	•		•	•					•								
15	Asos	26.47%	•	•	•					•					•	•	•	•		•	•					•								



Avoid Free Public Wi Fi when Possible





Turn off Bluetooth When Not in Use

ANDY GREENBERG SECURITY 11.23.2020 07:08 AM

This Bluetooth Attack Can Steal a Tesla Model X in Minutes

The company is rolling out a patch for the vulnerabilities, which allowed one researcher to break into a car in 90 seconds and drive away.



Bluetooth Flaw Could Let Hackers Attack You Wirelessly From 800 Feet Away



Turn off Bluetooth When Not in Use

- **Bluejacking:** Usually harmless, anonymous/unsolicited messages
- **Bluesnarfing:** Hacker within 300 feet can steal passwords, stored information
- **Bluebugging:** Hacker can listen to conversations, reroute communication (forward victims calls to attacker)
- **Blueborne:** Bad news! Spread over the air-doesn't need to connect to device. Cyberespionage, ransomware.



Use Keyboard Shortcuts for Better Video Playback Control



The infographic features a red header with a white play button icon and the text "YouTube Shortcuts". Below the header, a list of keyboard shortcuts is presented, each with a red button containing the key symbol and a corresponding description. The background of the infographic is light gray with a large, faint play button icon.

K	or	Spacebar	= Play or pause video		
◀	or	J	= Go back 5 or 10 seconds		
▶	or	I	= Go forward 5 or 10 seconds		
1	to	9	= Skip to X0 percent of the video (e.g. 5 skips to 50 percent of the video)		
		0	= Restart video		
>	or	<	= Speed up or slow down the video		
Shift	+	N	or	P	= Next or previous video in the playlist
		C	= Turn captions on or off		



Use to Host External Training & Outreach





Remember: Technology = Change for the Court *as Well as* the Litigant





Florida Tech Tips - 6





Robert Adelardi

- Chief Information Officer for the Eleventh Judicial Circuit of Florida
- Miami-Dade County





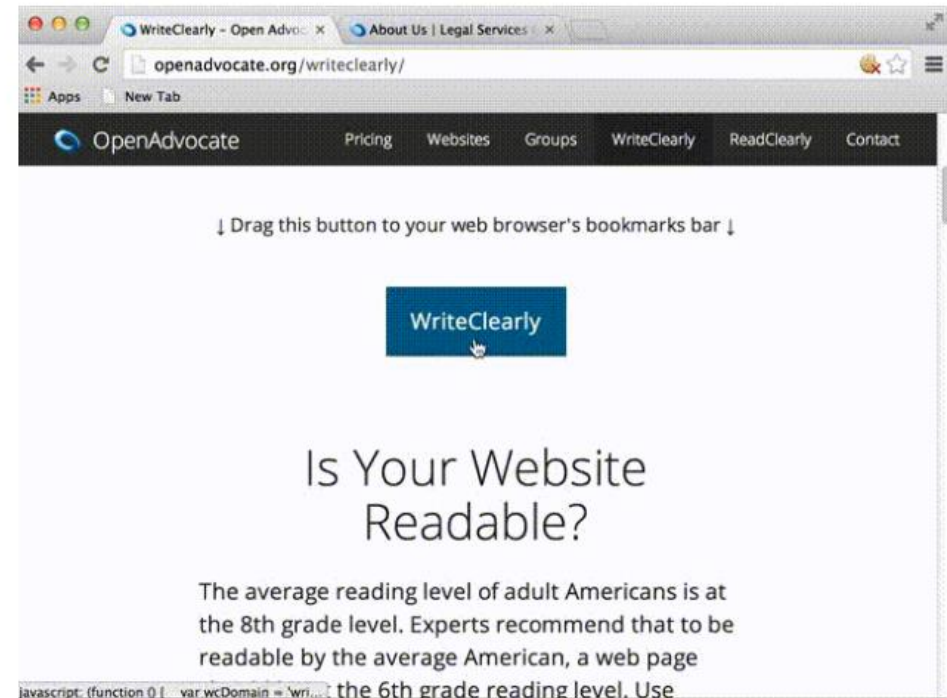
Youmail.com Features on the Free Plan

- Block robo-calls or create a blacklist.
- Caller ID using reverse lookup.
- Custom greetings.
- Cloud based voicemail. Excellent for international travel.
- Visual dashboard with relevant info. Calls received per month, blocked numbers, many more.
- 10 free voice to text conversions.
- Save/forward/email messages.



WriteClearly.org

- The average reading level of adult Americans is at the 8th grade level. Experts recommend that to be readable by the average American, a web page should be at the 6th grade reading level.
- Use WriteClearly to easily test the reading grade level of a web page with a single click.





jud11.flcourts.org

The screenshot shows the homepage of the Eleventh Judicial Circuit of Florida website. At the top left is the court's logo. The navigation menu includes "Resource Center", "About the Court", "General Information", and "Court Events". The main banner features three promotional cards: "Know Your Courts Safe Steps" (with a red box around the #1 icon), "Coronavirus (COVID-19)", and "Hearing Text Alerts". Below the banner is a row of nine service icons: Resource Center, Judges, Courtmap, Florida E-filing Portal, Court Divisions, Court Services, Jobs, Family Self Help Program, and Drive Legal Program. At the bottom, a video player from OpenAdvocate WriteClearly is shown, displaying a video titled "#1 Message from Chief Judge Bertila Soto regarding safety measures implemented by the Eleventh Judicial Circuit to reopen the Courts." The video player includes a grade level indicator of 5.57 and a "Give us Feedback" link.



TweetDeck

- Companion to Twitter
- Permits you to organize specific feeds in their own column.
- Add as many columns and feeds as you want.

The screenshot displays the TweetDeck interface with four columns:

- Column 1 (Home @adelardi):** Contains tweets from Miguel Conway (retweeting paolette), David Begnaud (video of a power outage), Dan Crenshaw (prayer for a woman), and NASA (Rosetta Stone eruption).
- Column 2 (Notifications @adelardi):** Shows notifications from City of Weston, #Masildo 6, and Mrs. Collado.
- Column 3 (Activity @adelardi):** Displays activity from Nancy Mace, LoreN Tres Palitos, and MLB.
- Column 4 (Search: westonflalert):** Features tweets from WestonFL Alert regarding road closures and traffic alerts.

The interface includes a left sidebar with navigation options: Home, Notifications, Activity, Search, and a custom column for 'westonflalert'. A bottom sidebar offers 'Collapse', 'Accounts', 'Settings', and 'TweetDeck' options.



The screenshot shows the Microsoft Word ribbon at the top with various tabs like File, Message, Insert, Draw, Options, Format Text, Review, and Help. Below the ribbon is the Outlook interface. The 'To' field contains several names: Forsythe, Jeffrey; Gonzalez, Juan Antonio; Jackson, Colette; Morató, Jose; Paladino, Oscar; Quinones, Carlos; and Zúkovich, Michele. The subject is 'Meeting to Discuss Upcoming "Return to Office"'. Below the email content, there is contact information for Robert Adelardi, Chief Information Officer, Eleventh Judicial Circuit of Florida. At the bottom, there is a mission statement and a disclaimer.

Robert Adelardi
Chief Information Officer
Eleventh Judicial Circuit of Florida
Administrative Offices of the Courts, Court Information Technology Services (CITeS)
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CITeS

The mission of Florida's judicial branch is to protect rights and liberties, uphold and interpret the law, and provide for the peaceful resolution of disputes.

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MS FindTime

- Easy polling to coordinate with every person's schedule.
- Blocks your calendar with “Hold” until final meeting is scheduled.
- Notifies you when someone has voted.
- Auto schedules when all parties have voted.



seatguru.com

- Provides a seat map based on your airline and flight number.
- Specific guidance of every seat onboard including which to stay away from and the reason.
- Includes information of limited recline seats.

Airlines > JetBlue > Planes & Seat Maps > Airbus A320 (320) Layout 1

JetBlue Seat Maps

Airbus A320 (320) Layout 1

Overview

Planes & Seat Maps

- Airbus A320 (320) Layout 1
- Airbus A320 (32M) Layout 2
- Airbus A321 (321) Non-Mint
- Airbus A321 (32S) Mint
- Airbus A321neo (3N1)

VIEW MORE PLANES

Check-in

Baggage

Infants

Minors

Pets

There are 2 versions of this aircraft. [Check Version](#)

Seating details [Seat map key](#)

	Pitch	Width	Seating details
Even More Space	38-39	17.8	42 standard seats
Core	34	17.8	108 standard seats

Traveler photos (43)

[View all](#)

In-flight amenities

Audio Video Internet Food

Each seat features 100+ channels of XM Satellite Radio. This service is not available outside the continental USA. [More Information](#)

Overview

Over the next two years, JetBlue will make major improvements to their A320s to improve the cabin experience, including providing the most legroom in coach.

All of JetBlue's new A320 aircraft have a redesigned interior, including all-leather Rockwell Collins Meridian seats, 10 percent more overhead bin space and LED cabin lighting. The seats offer improved cushion comfort and knee space as a result of a thinner seat profile and thinner armrests. The new sidewall structure adds space to the cabin and increases shoulder space at the

Seat(s) 12 A

Core
Standard

On-Demand TV
No Power

Seat 12 A is an Economy Class seat that has a misaligned window.



ifly.com

The screenshot displays the ifly.com website interface. On the left, the 'Flights from/to SLC' section includes a search form with options for 'FLIGHTS', 'HOTELS', 'CARS', and 'PARKING'. The search parameters are set to 'ROUNDTrip' for 'Salt Lake City' to an unspecified 'Destination'. The departure date is '21 June Monday' and the return date is '22 June Tuesday'. There are '2 persons' and the class is 'Economy'. A red button labeled 'FIND BEST DEALS' is at the bottom of the search form.

The right side of the screenshot shows the 'Maps, Airlines & Amenities' section. It features a navigation bar with icons for 'MAPS', 'TERMINALS', 'AIRLINES', and 'AMENITIES'. Below this is a 'Salt Lake City Airport Overview Map' showing the layout of the airport. The map includes labels for 'Concourse A', 'Concourse B', 'Concourse C', 'Concourse D', 'Concourse E', 'International Terminal', 'Terminal 1', and 'Terminal 2'. A green area is labeled 'Parking'. A north arrow and a 'Close Ad' button are also visible on the map.

- One stop shop for airport information.
- Terminal maps.
- Amenity finder (restaurants, ATM, restrooms, etc.)
- Walk times between terminals and gates.
- Parking and Transportation.



Mike Riggs

Director – Department of Judicial
Information Technology
Office of the Executive Secretary
Supreme Court of Virginia





Public WiFi Use



- Use Legitimate HotSpots – verify SSID
- Use a VPN
- Run security software your smart devices
- Disable WiFi auto-connect



Passwords



Your password is like your toothbrush – it needs frequent changing

Enable Multi-Factor Authentication (MFA) where available, i.e. Bank, CC company

Use an application to secure your many passwords

- Dashlane
- 1Password
- SplashId
- Many more



Don't get Phished

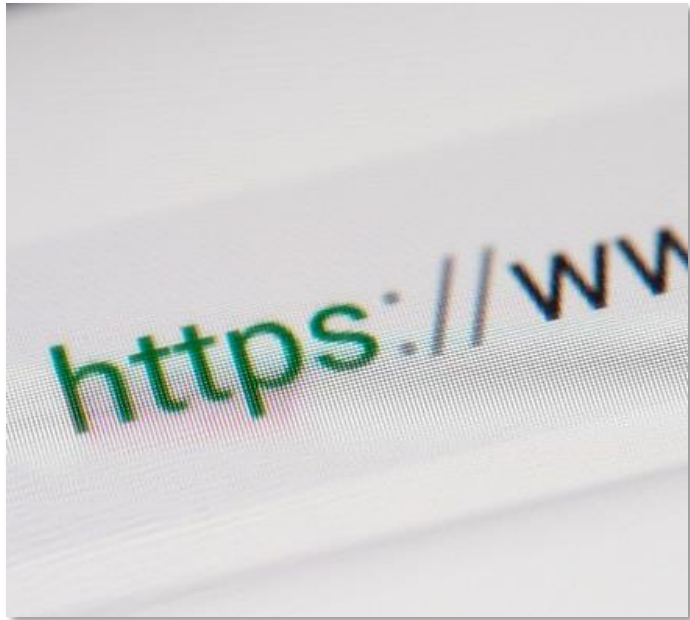
Obvious signs of an attempt

- Asks for private information
- Missing recipient address
- Generic or missing greeting
- Aliased sender address
- Emotional manipulation
- Typos and grammar errors
- Directed to do something
- Phishing Links





Identify a Malicious URL



How to read a URL

- 1 Find the first single forward "/".
- 2 Next, find the "Real Site Name". It is the two parts of the web address to the left of the first single "/". These two parts are separated by a ".".
- 3 Remember that phishers try to trick you into clicking on phishing URLs by including a "Fake Site Name" that looks legitimate. This is often put at the beginning of the URL. Don't fall for it.

<https://chaseonline.chase.com.1867zebrigto.info/security/login.html>



Fake Site Name

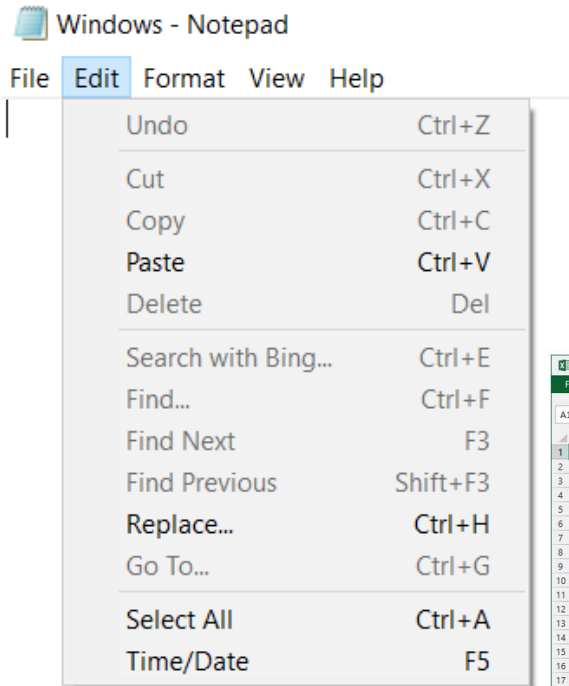


Real Site Name

Permissible copy: Security Mentor, inc.

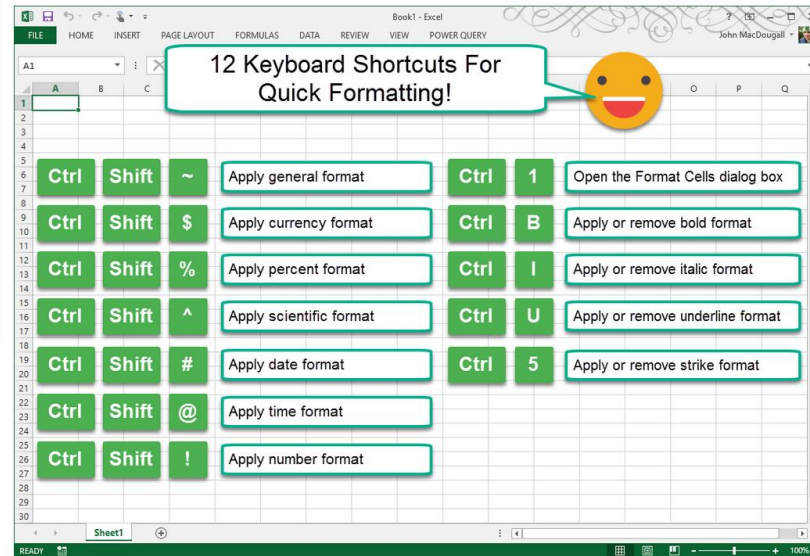


Keyboard Shortcuts



Excel Keyboard Shortcuts

Shortcut Key	Action	CTRL + Letters Keyboard Shortcut
F1	Microsoft Excel Help	CTRL + A Select All
F2	Edit	CTRL + B Bold
F3	Paste Name	CTRL + C Copy
F4	Repeat last sheet action	CTRL + D Fill Down
F5	GoTo	



howtoexcel.org



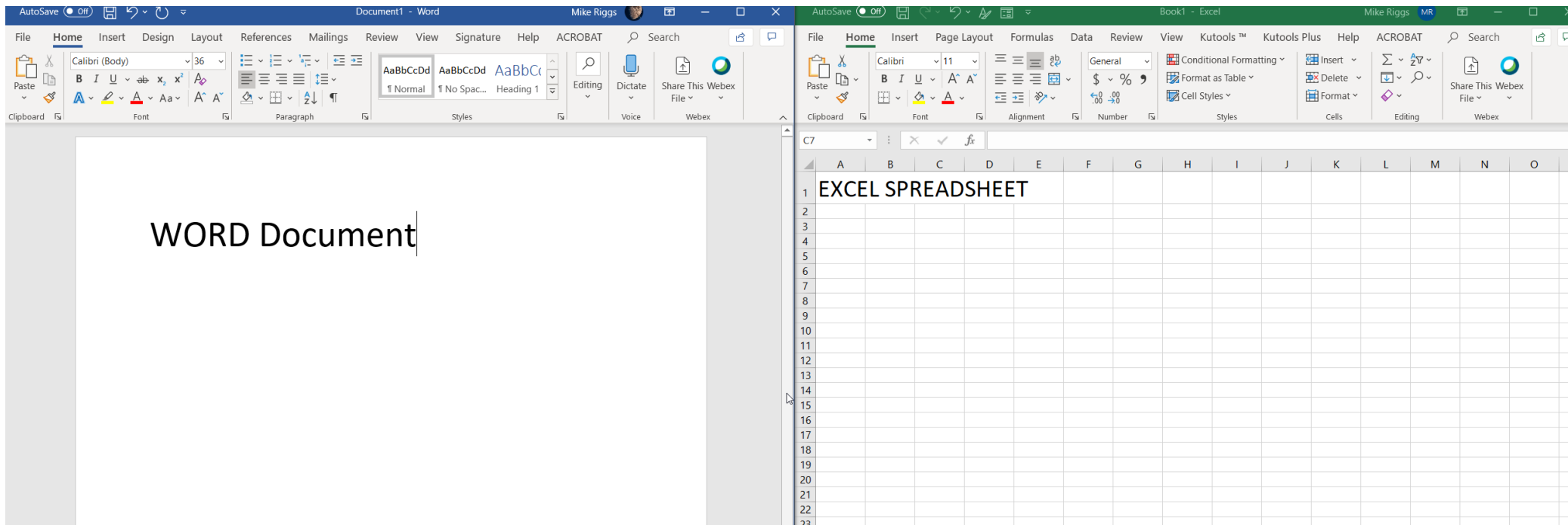
helpdeskgeek



Split your screen



Hold the Windows key down and press the Right or Left arrow key

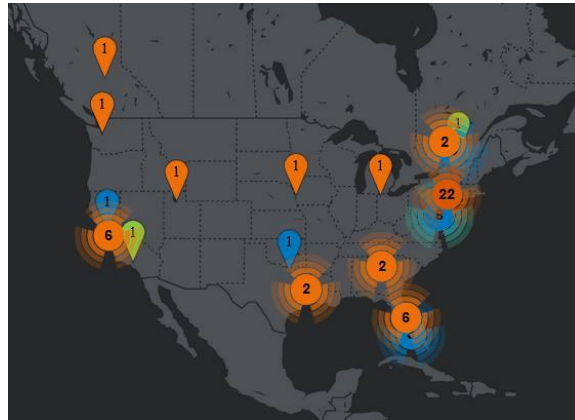




Current Threat Data Overview

https://talosintelligence.com/reputation_center

Provides real-time threat detections across the globe

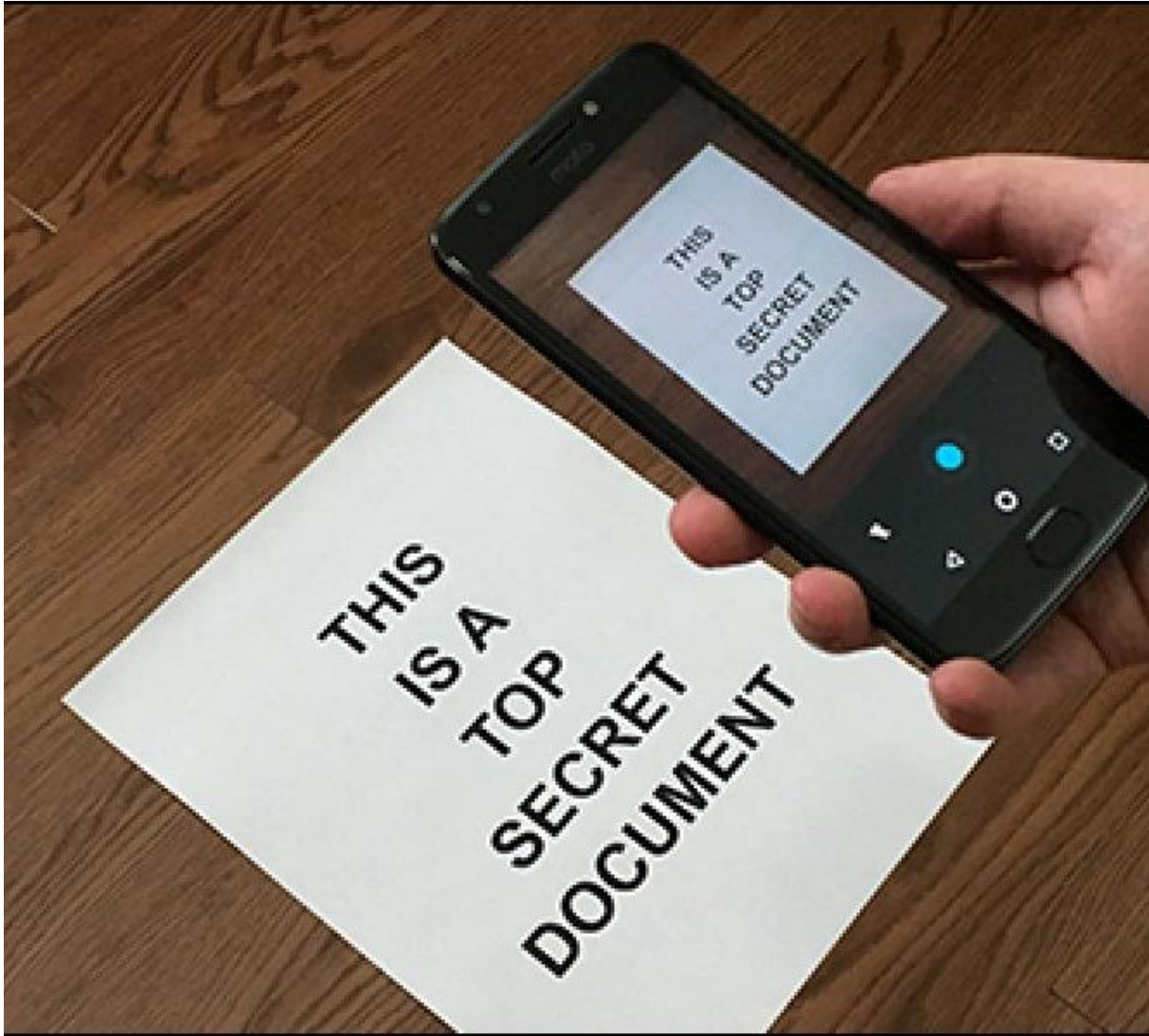




Jack McCarthy

- CIO – NJ Judiciary





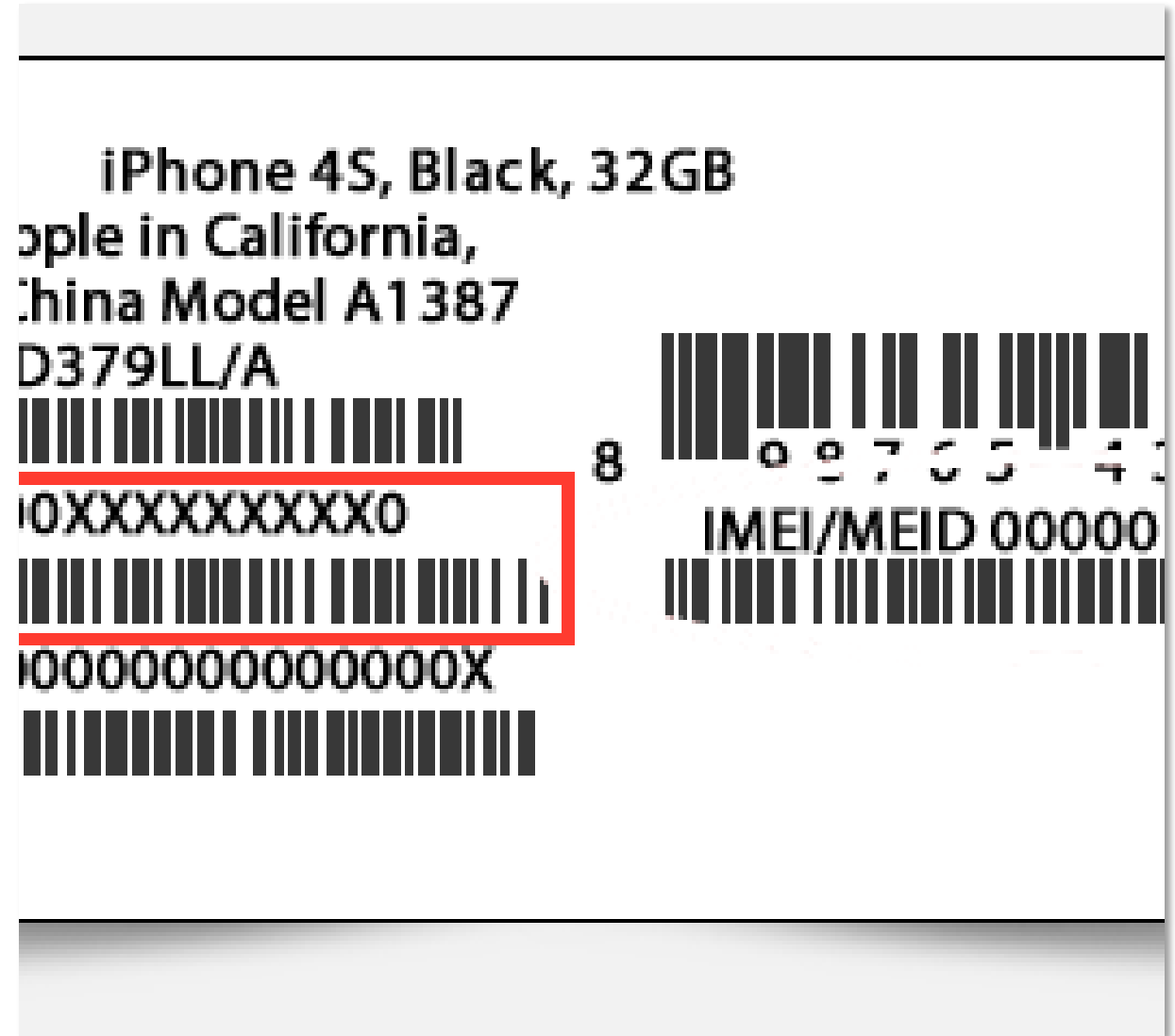
Need a scanner?

- Use the camera on your phone or tablet in a pinch to act like a scanner to send documents.



Need to read something that is just too small?

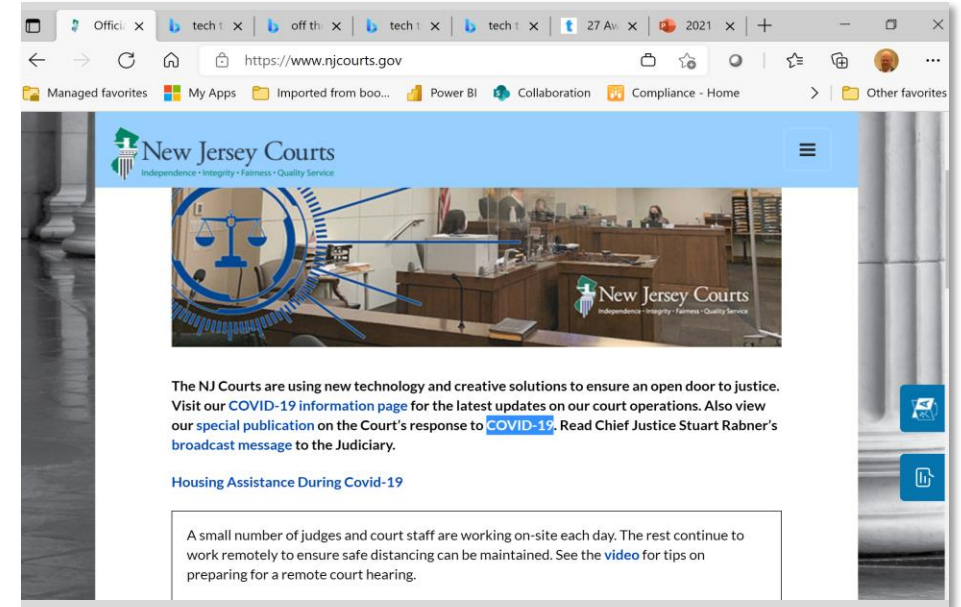
- Use the camera with a magnification feature to zoom in and out so you can read that small text.





Search Google with a right click

- Right-click on the term in your browser and choose the "Search Google" option in the menu.





Go to M.I.T. for free

- Take courses at M.I.T. and other colleges for free using their open courseware.
- M.I.T.'s can be found at <https://ocw.mit.edu/index.htm>



Coming to NJ for the pizza?

- <https://njmonthly.com/articles/eat-drink/best-pizza-in-new-jersey/>
- My favorite is DeLorenzo's in Robbinsville



ADMINISTRATIVE OFFICE OF THE COURTS

From the Redwood Forest to the Gulf Stream Waters 60 Tech Tips from Court CIOs Across the Continent



Arkansas Judicial Council

Presented By Judicial CIOs from Coast to Coast, June 17, 2021