



Personalizing Your Computer for Efficient Legal Writing

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The Forbes Firm

20th Annual
Texas Association of Appellate Court Attorneys Conference
Making an Impact
September 4, 2019 | Austin



LegalBoard

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A NEW KEYPAD FOR LAWYERS? YES!!!

How is it that nobody thought of... Continue Reading



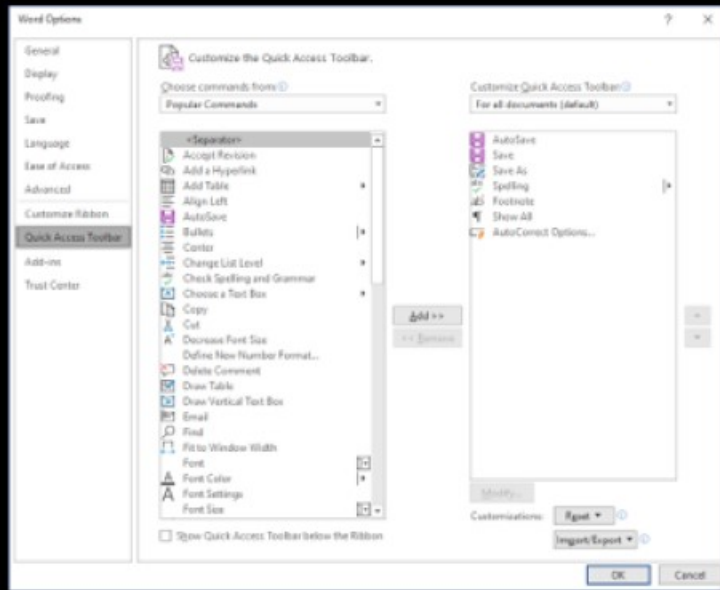
MYSHOPIFY.COM

Why?

- ✓ My first introduction was when I worked as a staff attorney, we used the case citation shortcuts at the Fourteenth Court of Appeals
- ✓ Then recently I saw this keyboard on a closed Facebook Lawyer page
- ✓ It generated a lot of attorney interest, so I proposed my idea to Steve Hayes and Michael Ritter

The time it
takes to type
repetitively
used words is
better spent!

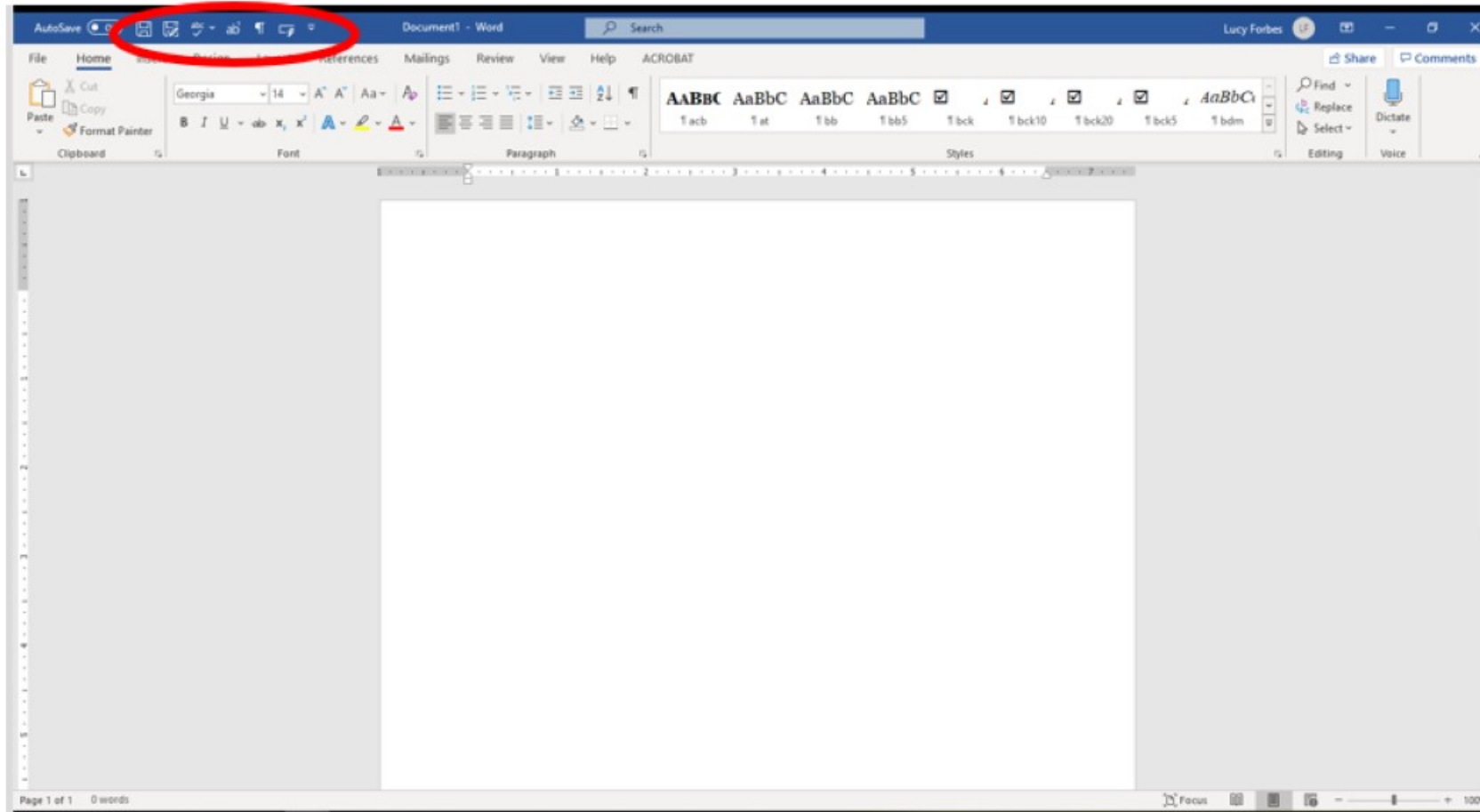




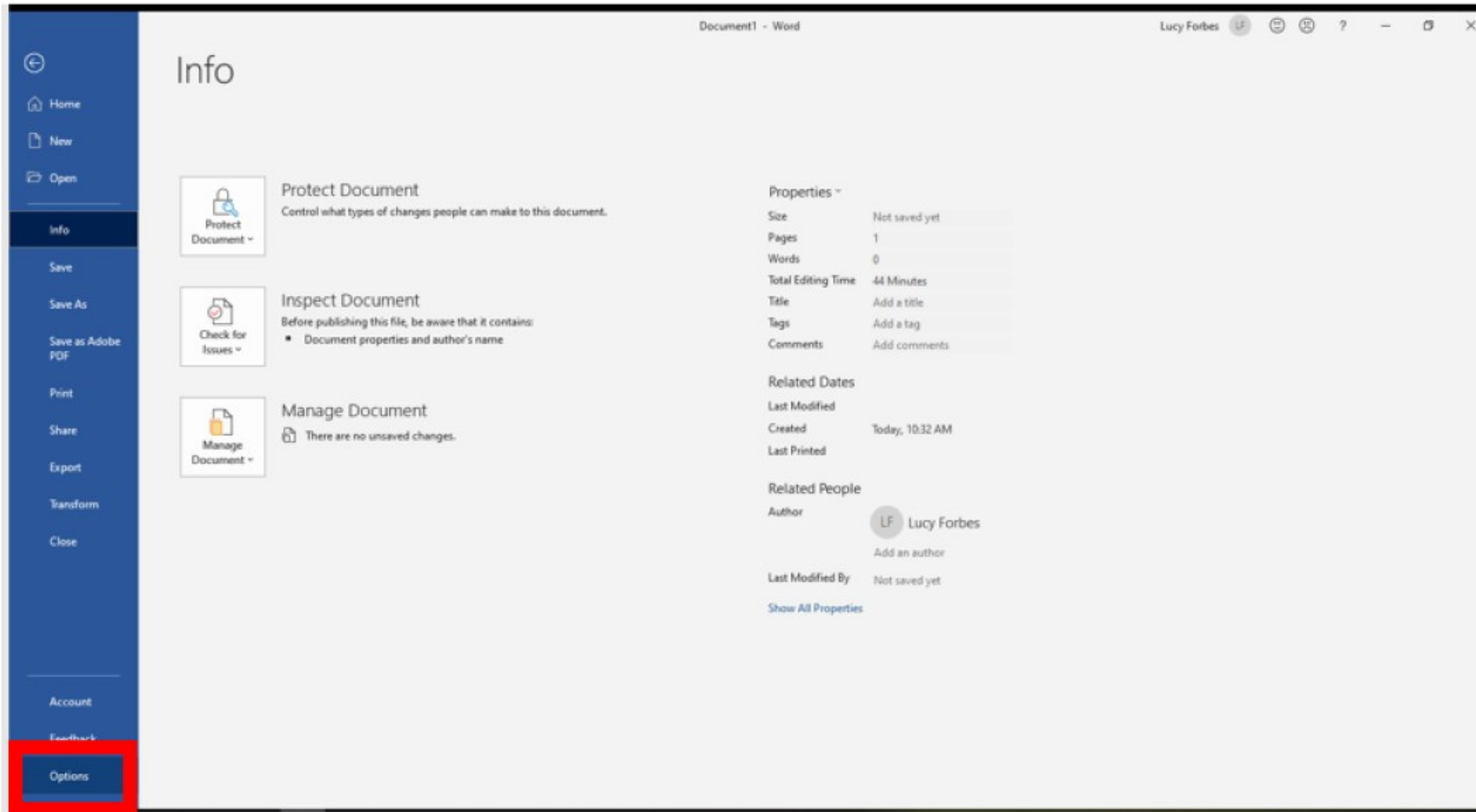
Start by customizing Quick Access Tool Bar

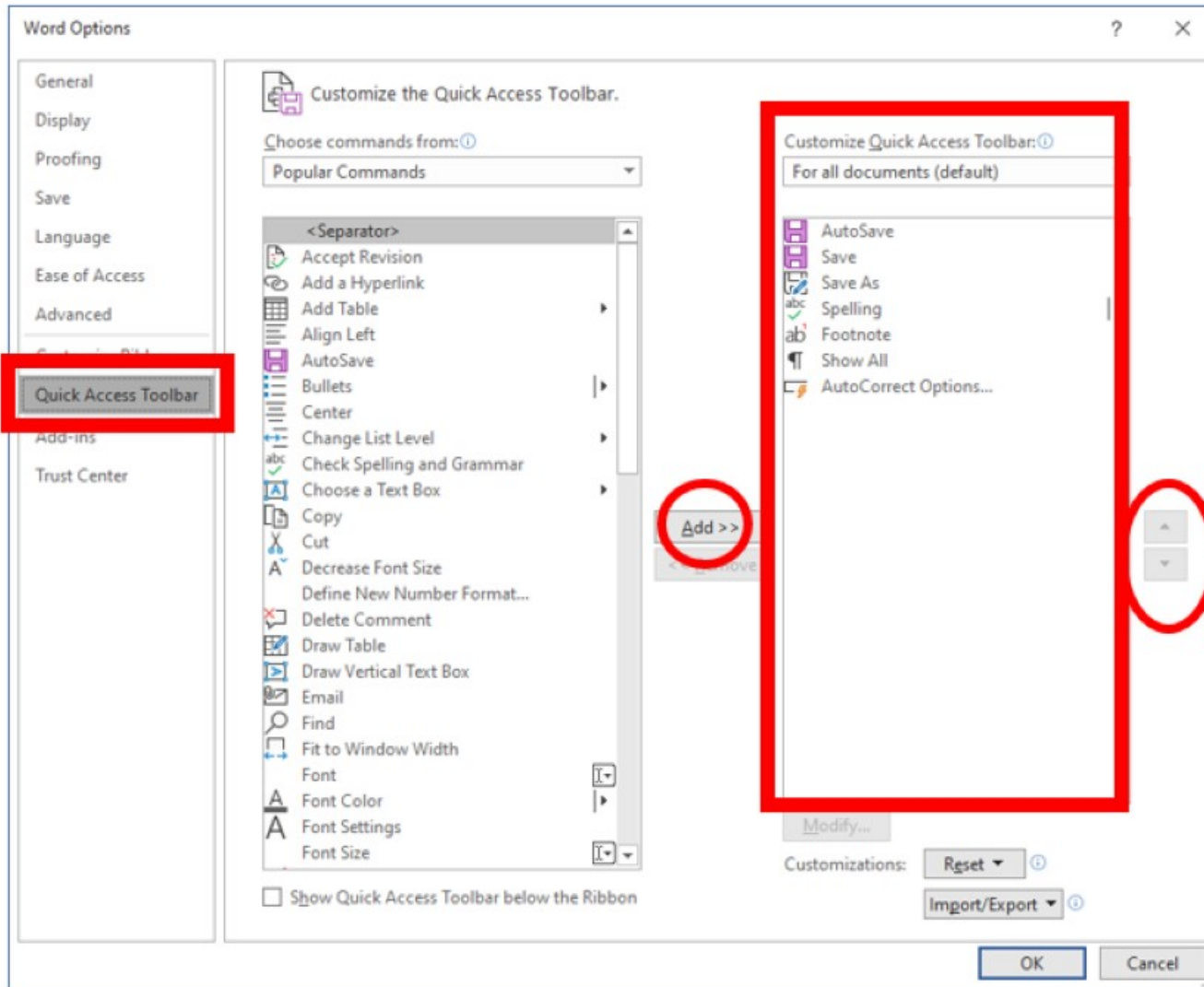


The Quick Access Toolbar makes personalizing easy



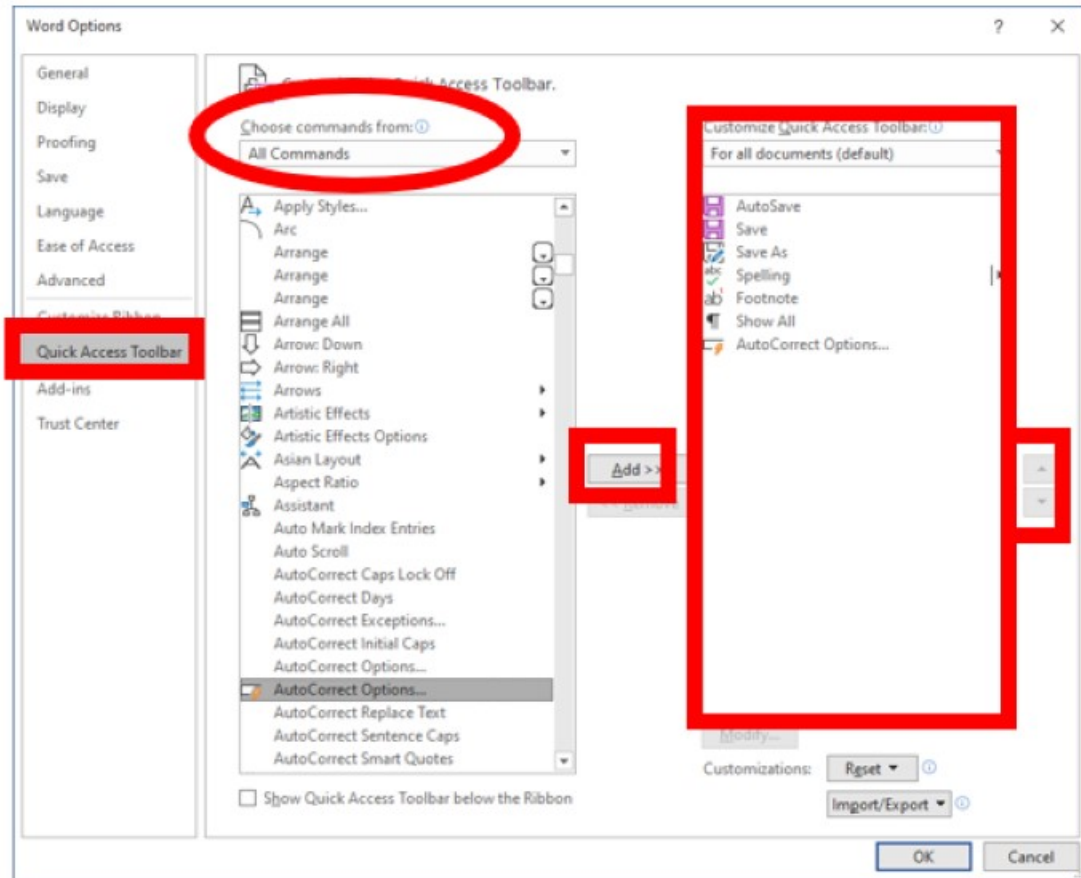
To Customize the Quick Access Toolbar Go to File then Options





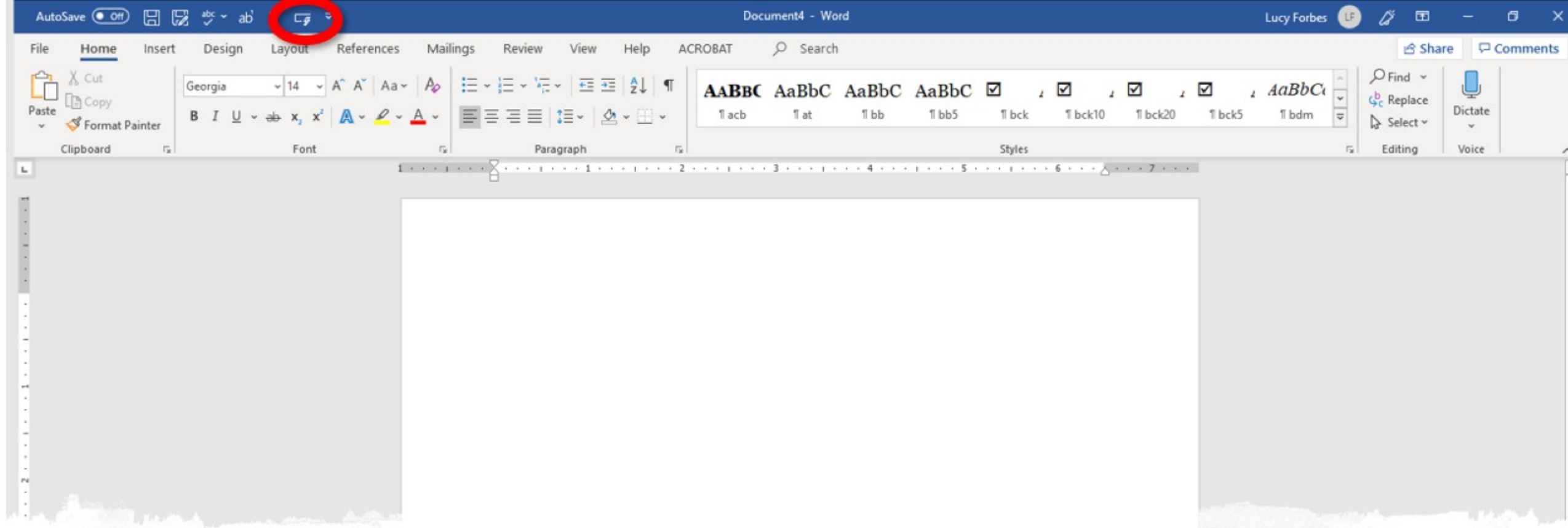
Customize the Quick Access Toolbar

- ✓ Go to File
- ✓ Options
- ✓ Quick Access Toolbar

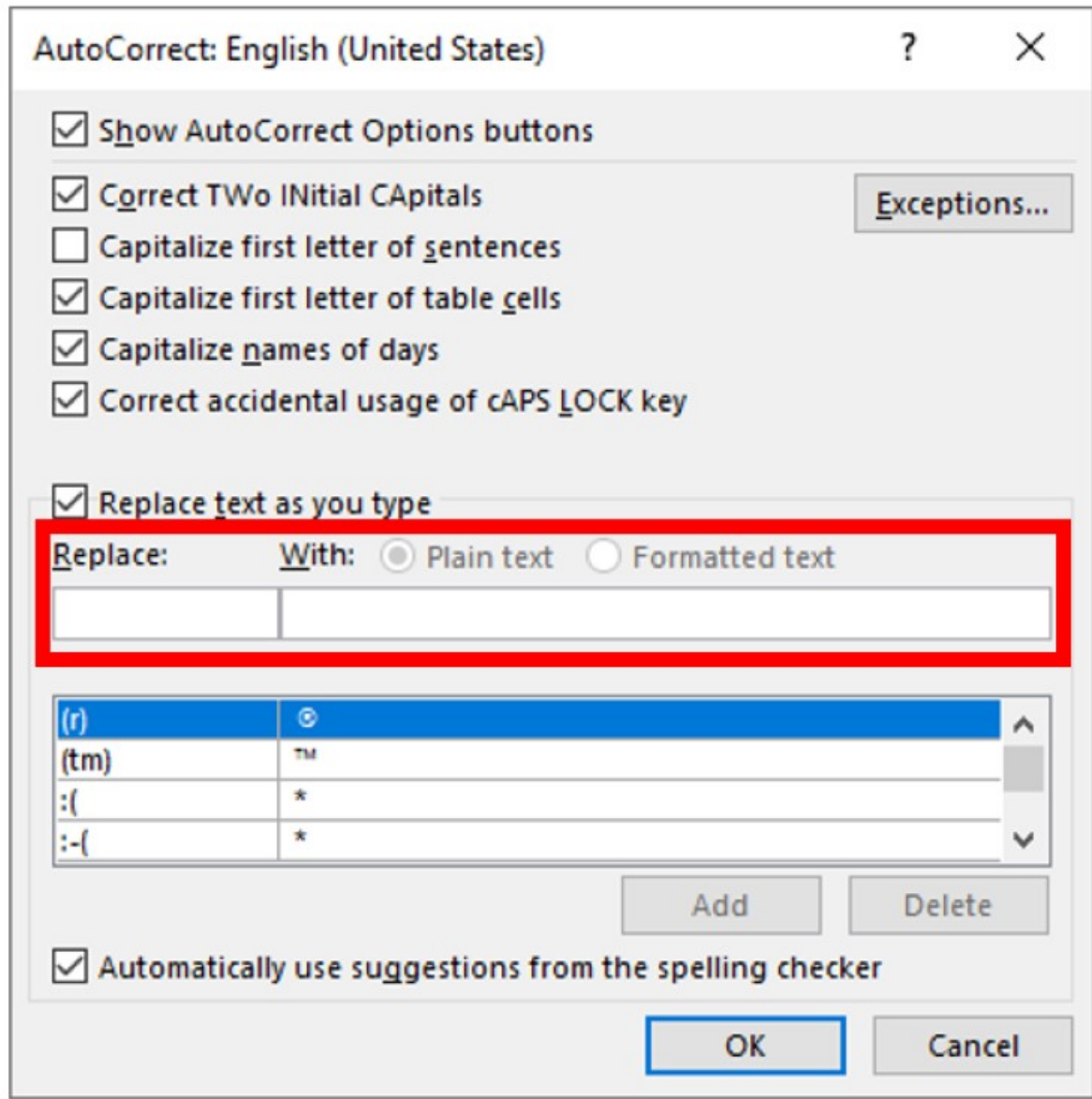


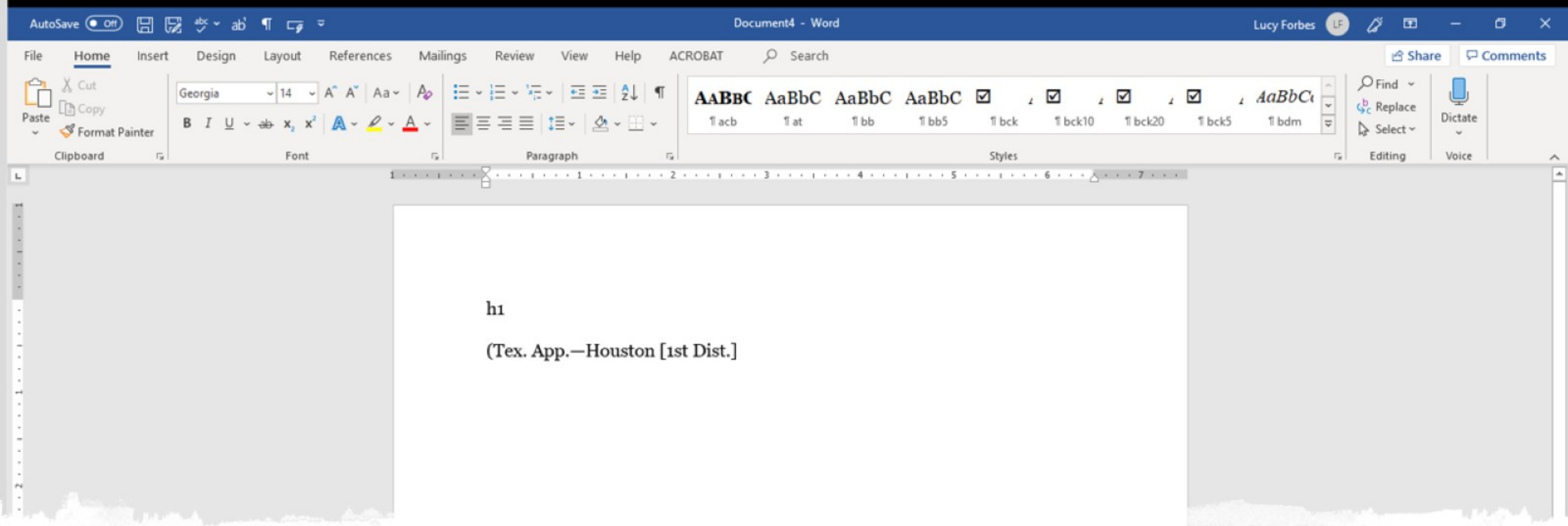
Add the AutoCorrect and any other shortcut here

- ✓ Go to **All Commands** in the Choose commands from: box
- ✓ Scroll to find your desired Quick Access Toolbar shortcuts
- ✓ Add **AutoCorrect Options**
- ✓ It will appear in the right window
- ✓ Then you can organize the order of the Quick Access Toolbar options



See the ribbon on the upper left
Click on the AutoCorrect to input
shortcuts





To add citations

- ✓ Type the citation exactly as you want it to appear and copy it with no extra space after
- ✓ Choose your shortcut. I have chosen h1

Input shortcut and “Formatted text” replacement

AutoCorrect: English (United States) ? X

Show AutoCorrect Options buttons

Correct Two Initial Capitals Exceptions...

Capitalize first letter of sentences

Capitalize first letter of table cells

Capitalize names of days

Correct accidental usage of cAPS LOCK key

Replace text as you type

Replace: With: Plain text Formatted text

h1	(Tex. App.—Houston [1st Dist.]
----	--------------------------------

h1	(Tex. App.—Houston [1st Dist.]	^
h14	(Tex. App.—Houston [14th Dist.]	
hadbeen	had been	
hadn;t	hadn't	v

Automatically use suggestions from the spelling checker

cca

(Tex. Crim. App.

h1

(Tex. App.—Houston [1st Dist.]

fw

(Tex. App.—Fort Worth

au

(Tex. App.—Austin

sna

(Tex. App.—San Antonio

dls

(Tex. App.—Dallas

tka

(Tex. App.—Texarkana

amo

(Tex. App.—Amarillo

elp

(Tex. App.—El Paso

bmt

(Tex. App.—Beaumont

wo

(Tex. App.—Waco

esd

(Tex. App.—Eastland

tr

(Tex. App.—Tyler

cci

(Tex. App.—Corpus Christi

h14

(Tex. App.—Houston [14th Dist.]

s3

S.W.3d

wl

WL

ea

(emphasis added)

mo


(mem. op.)

pc

(per curiam)

co

(citations omitted)

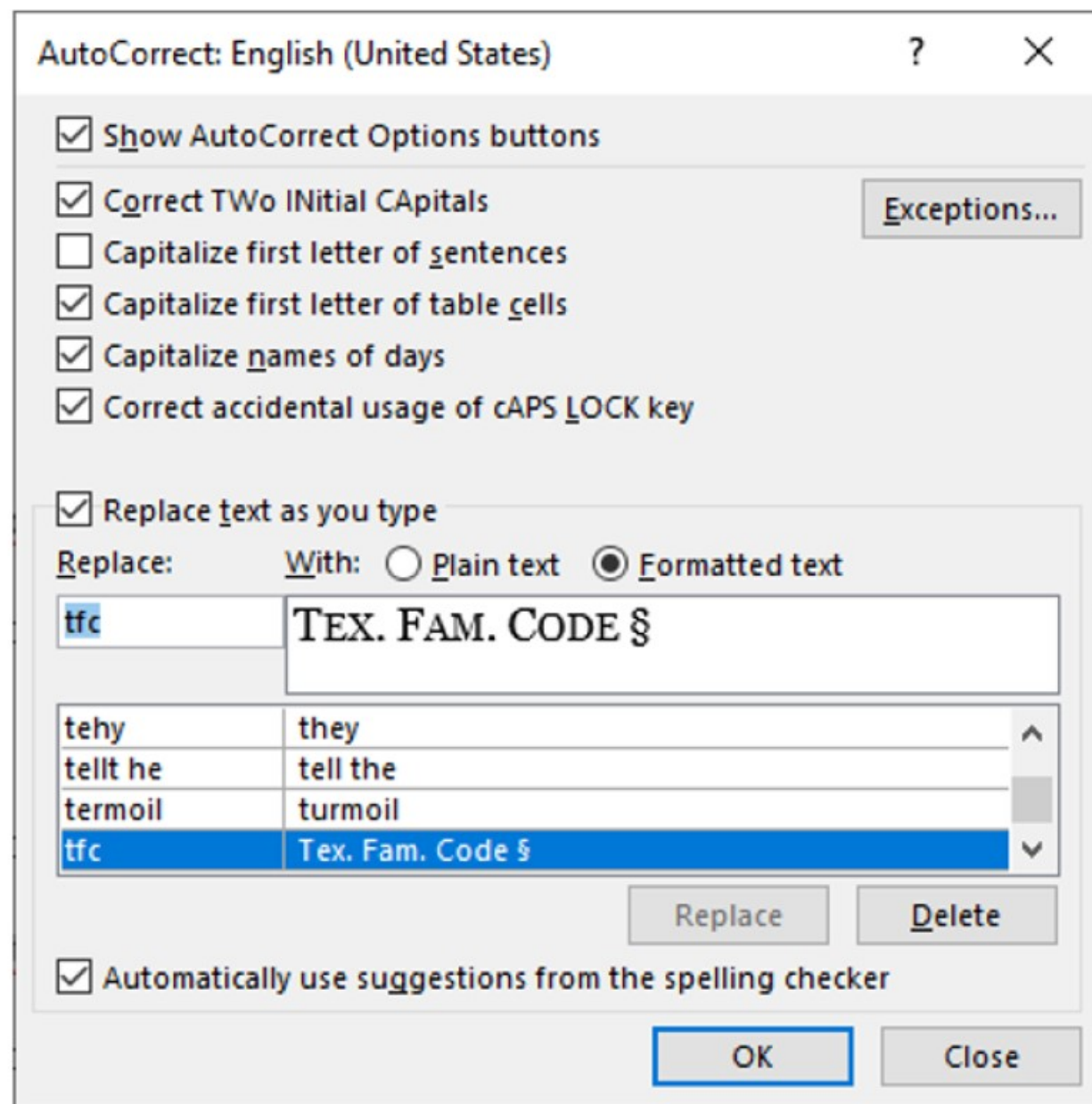


You can use
autocorrect for any
words that you
repeatedly type

More time
saving tips!



Be sure to
include the
formatting in
the autocorrect



File Home Insert Design Layout **References** Mailings Review View Help ACROBAT Search

Table of Contents Add Text Update Table
 Table of Contents

Insert Footnote Next Footnote Show Notes
 Footnotes

Smart Researcher Lookup
 Research

Insert Citation Manage Sources Style: APA Bibliography
 Citations & Bibliography

Insert Caption Insert Table of Figures Update Table Cross-reference
 Captions

Mark Entry Insert Index Update Index
 Index

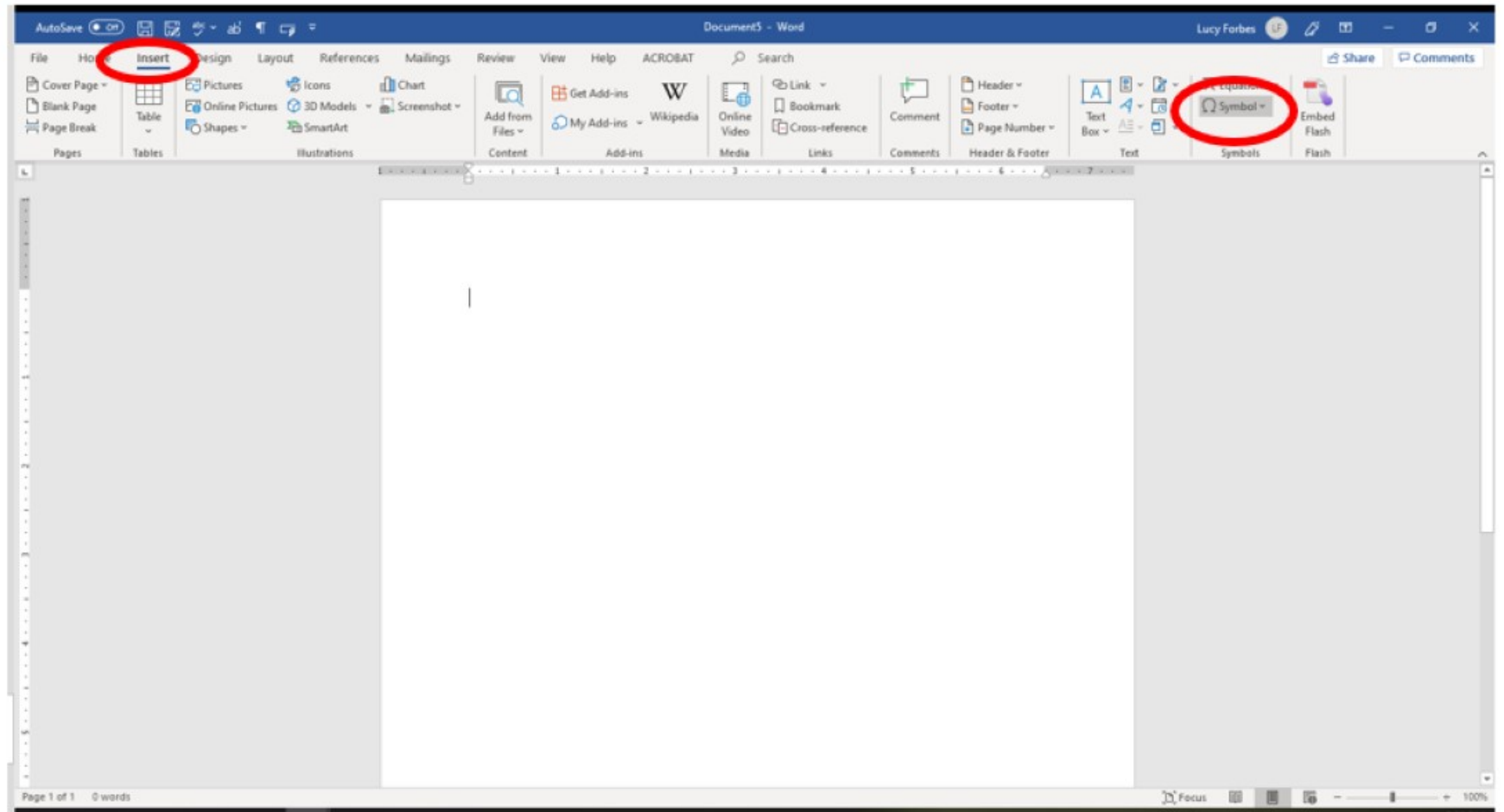
Mark Citation Insert Table of Authorities Update Table
 Table of Authorities

<u>trap</u>	<u>afm</u>	<u>lst</u>
TEX. R. APP. P.	affirm	legally sufficient
<u>trcp</u>	<u>afmd</u>	<u>fst</u>
TEX. R. CIV. P.	affirmed	factually sufficient
<u>tre</u>	rev	<u>lsc</u>
TEX. R. EVID.	reverse	legal sufficiency
<u>cdrc</u>	<u>revd</u>	<u>fsc</u>
TEX. CIV. PRAC. & REM. CODE §	reversed	factual sufficiency
<u>tfc</u>	rem	ant or <u>appa</u>
TEX. FAM. CODE §	remand	appellant
<u>tgc</u>	<u>remd</u>	ape or <u>apee</u>
TEX. GOV'T CODE §	remanded	appellee
<u>tpc</u>	mod	<u>apas</u>
TEX. PENAL CODE §	modified	appellants



Keyboard Shortcuts

From the
Insert tab



To add Special Character Keyboard Shortcuts

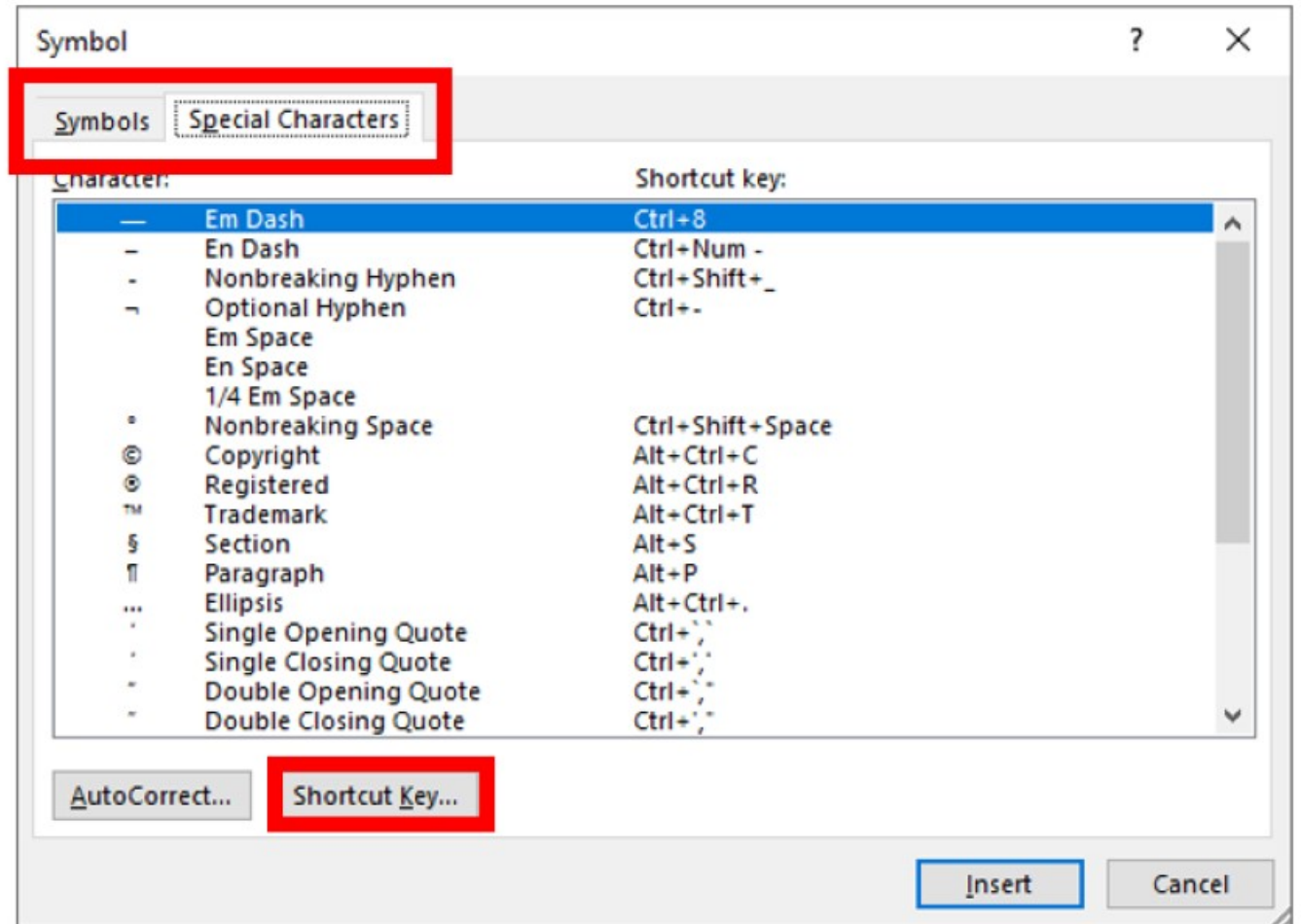
✓ Go to **Insert**

✓ **Symbol**

✓ **More Symbols**

✓ **Special Characters**

✓ Here is where you can add more than one keyboard shortcut

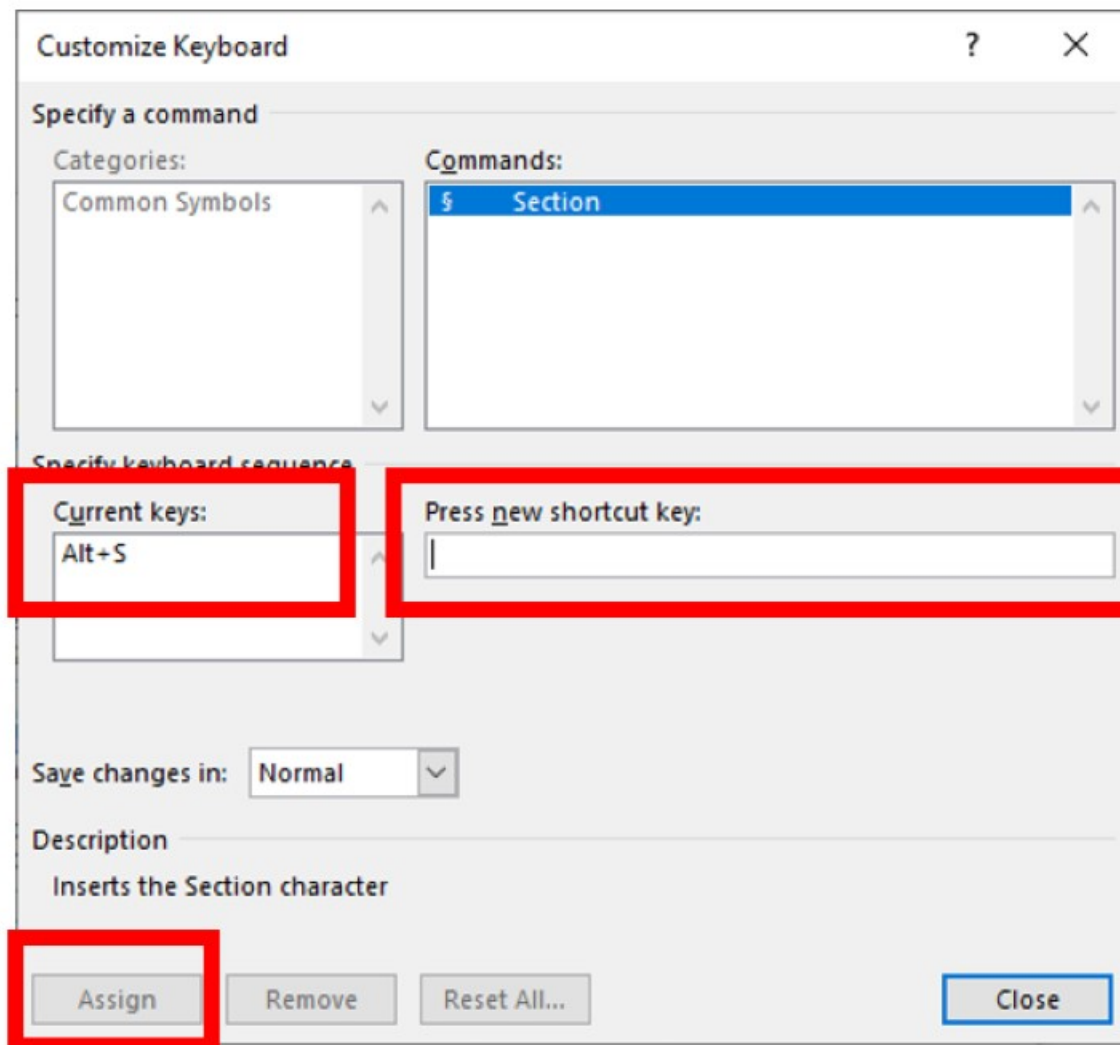



Click on
Section for
example

The image shows a 'Symbol' dialog box with two tabs: 'Symbols' and 'Special Characters'. The 'Special Characters' tab is active, displaying a list of characters and their corresponding shortcut keys. The 'Section' character (represented by the symbol §) is highlighted in blue. Below the list, there are two buttons: 'AutoCorrect...' and 'Shortcut Key...'. The 'Shortcut Key...' button is highlighted with a red rectangular box. At the bottom right of the dialog, there are 'Insert' and 'Cancel' buttons.

Character:	Shortcut key:	
—	Em Dash	Ctrl+8
-	En Dash	Ctrl+Num -
-	Nonbreaking Hyphen	Ctrl+Shift+_
-	Optional Hyphen	Ctrl+-
	Em Space	
	En Space	
	1/4 Em Space	
°	Nonbreaking Space	Ctrl+Shift+Space
©	Copyright	Alt+Ctrl+C
®	Registered	Alt+Ctrl+R
™	Trademark	Alt+Ctrl+T
§	Section	Alt+S
¶	Paragraph	Alt+P
...	Ellipsis	Alt+Ctrl+.
'	Single Opening Quote	Ctrl+`
'	Single Closing Quote	Ctrl+`
"	Double Opening Quote	Ctrl+`
"	Double Closing Quote	Ctrl+`

I use alt S
but you can
use
whatever
you like

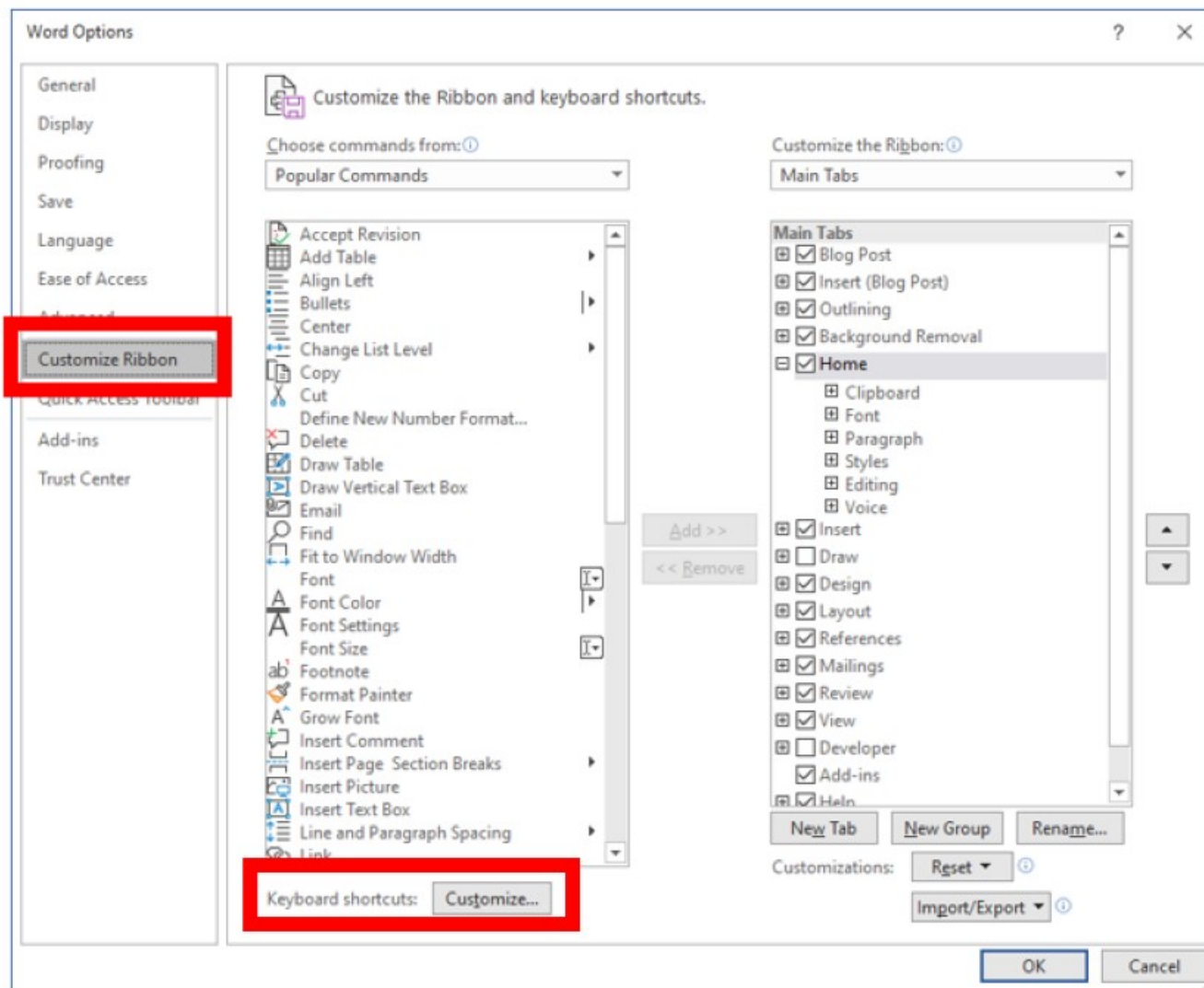




Keyboard Shortcuts for font and other actions

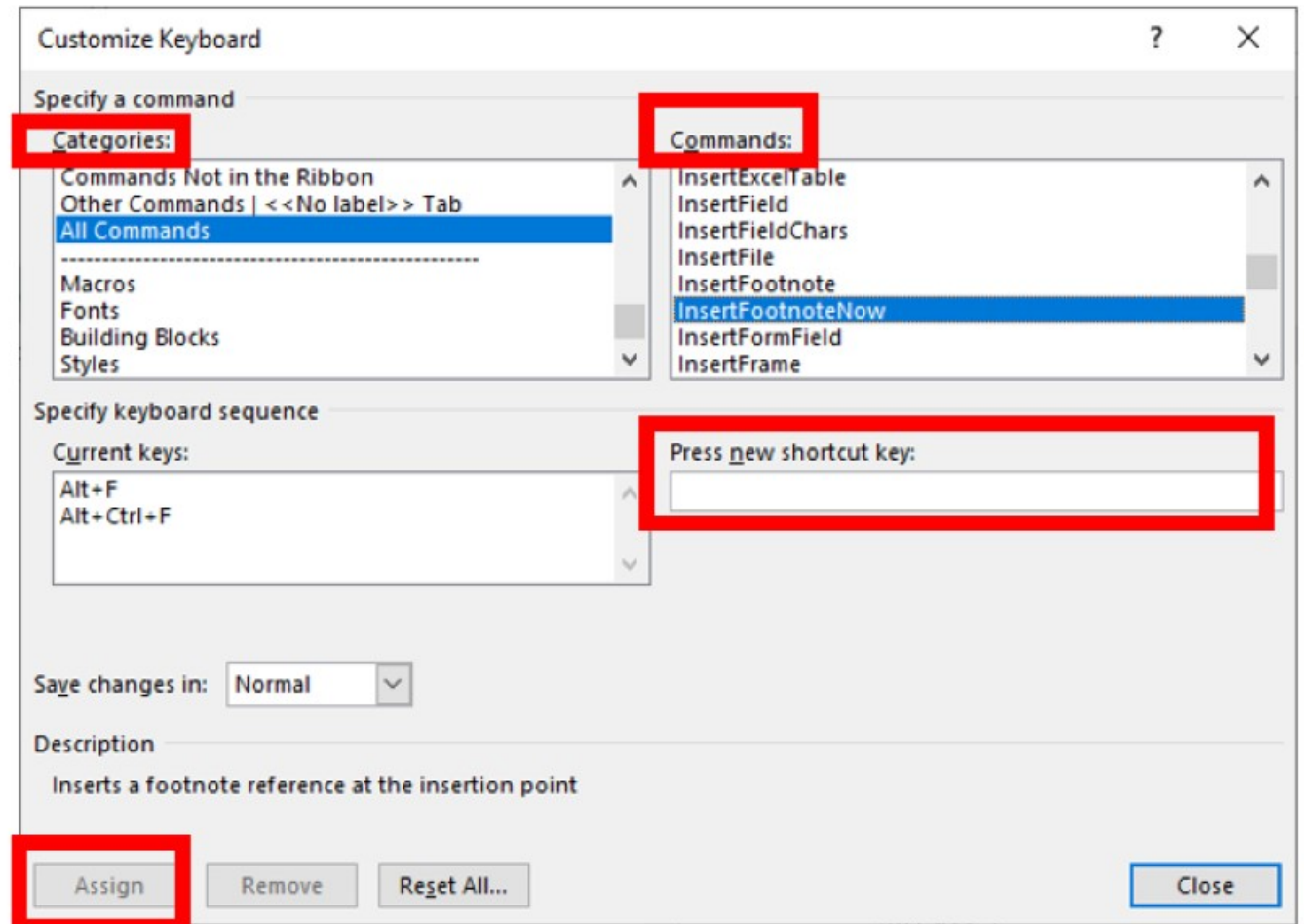
To Add Keyboard Shortcuts

- ✓ Go to File
- ✓ Options
- ✓ Customize Ribbon
- ✓ Keyboard Shortcuts: Customize

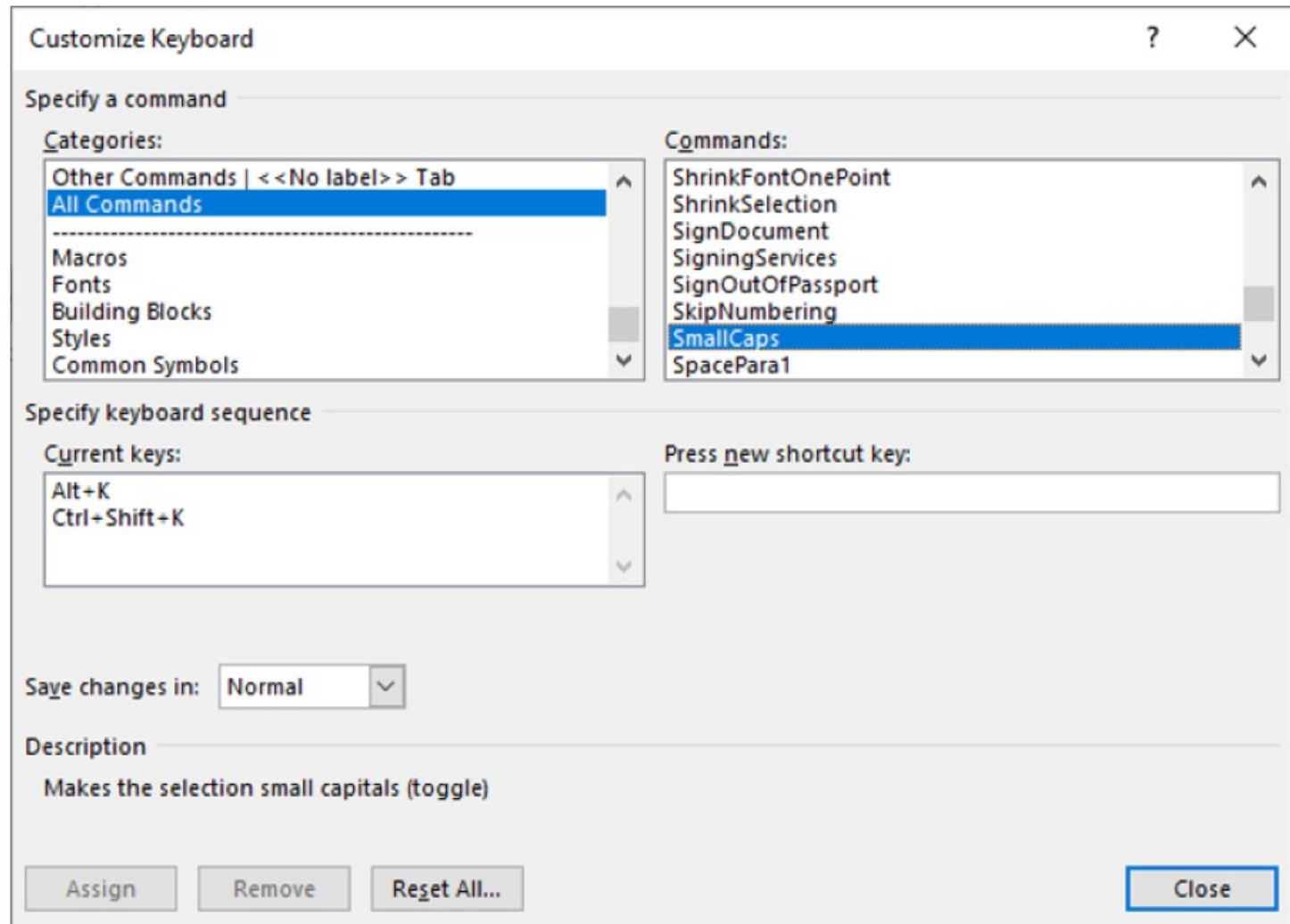


Insert Footnote Now

- ✓ Go to **File**
- ✓ **Options**
- ✓ **Customize Ribbon**
- ✓ For **Categories**, choose **All Commands**
- ✓ Look to the **Commands** in the right box
- ✓ Type the first letter of the command
- ✓ Assign **Press New shortcut key** and hit **Assign**

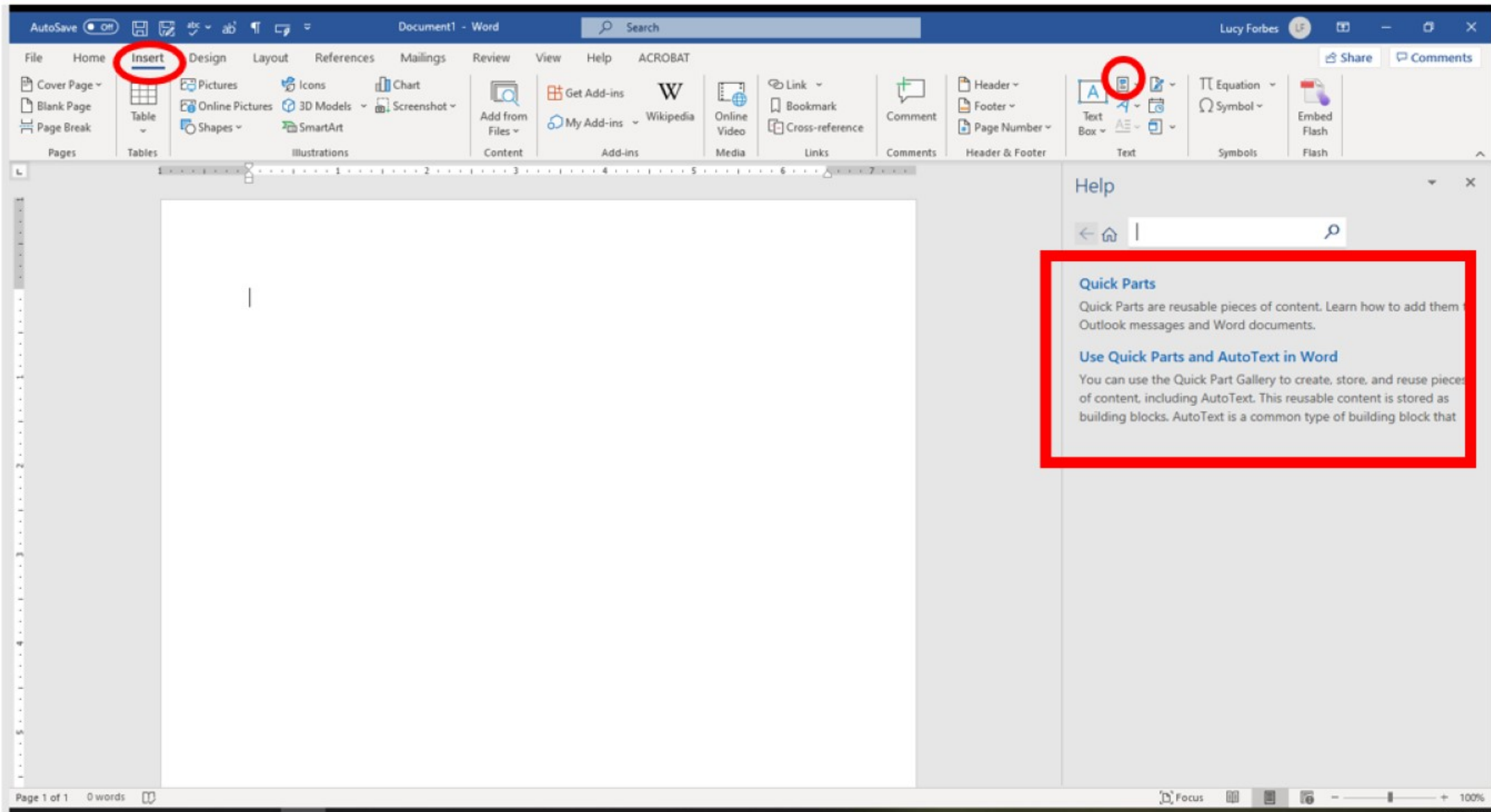


To add
Smallcaps
I use Alt K



A dark blue, irregular ink splatter shape is centered on a white background. The splatter has a textured, watercolor-like appearance with some lighter blue and grey tones at the edges. The text "Quick Parts" is written in a white, serif font across the center of the dark blue area.

Quick Parts





Quick Parts

- ✓ Reusable content **AutoText** is stored in the **AutoText Gallery** or
- ✓ It is stored in the Building Blocks Organizer (Word only)
- ✓ In the Building Blocks Organizer, you can **Edit Properties**, **Delete**, or **Insert** Quick Parts here
- ✓ Under **Explore Quick Parts**, there are step by step instructions

The image shows a screenshot of the Microsoft Word application interface. The top ribbon is visible, showing tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, Help, and ACROBAT. The Help pane is open on the right side, displaying an article titled "Quick Parts". The article content includes:

Quick Parts
Use the Quick Parts Gallery to create, store, and find reusable pieces of content, including AutoText, document properties such as title and author, and fields.

In this article
Open the Quick Parts gallery to use these items. In Word, click **Insert** > **Quick Parts**.

- [AutoText](#)
- [Document Property \(Word only\)](#)
- [Field \(Word only\)](#)
- [Building Blocks Organizer \(Word only\)](#)
- [Save Selection to Quick Part Gallery](#)

AutoText
AutoText is reusable content that you can store and access again and again. Click **AutoText** to access the AutoText gallery. You can save AutoText to the AutoText gallery by selecting the text you want to reuse, clicking **AutoText**, and then clicking **Save Selection to AutoText Gallery**. By filling in the new building block information you store the content you save to use again and again.

Document Property (Word only)
Click **Document Property** to choose from a list of properties that you can insert in your document. Fill in the document property box to create properties that travel with your document.

Field (Word only)
Use field codes to insert fields that can provide automatically updated information, such as the time, title, page numbers, and so on.

Building Blocks Organizer (Word only)
Click **Building Blocks Organizer** to preview all of the building blocks available to you in Word. You can also edit properties, delete, and insert building blocks.

Save Selection to Quick Part Gallery
Select a phrase, sentence, or other portion of your document. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Save Selection to Quick Part Gallery**.

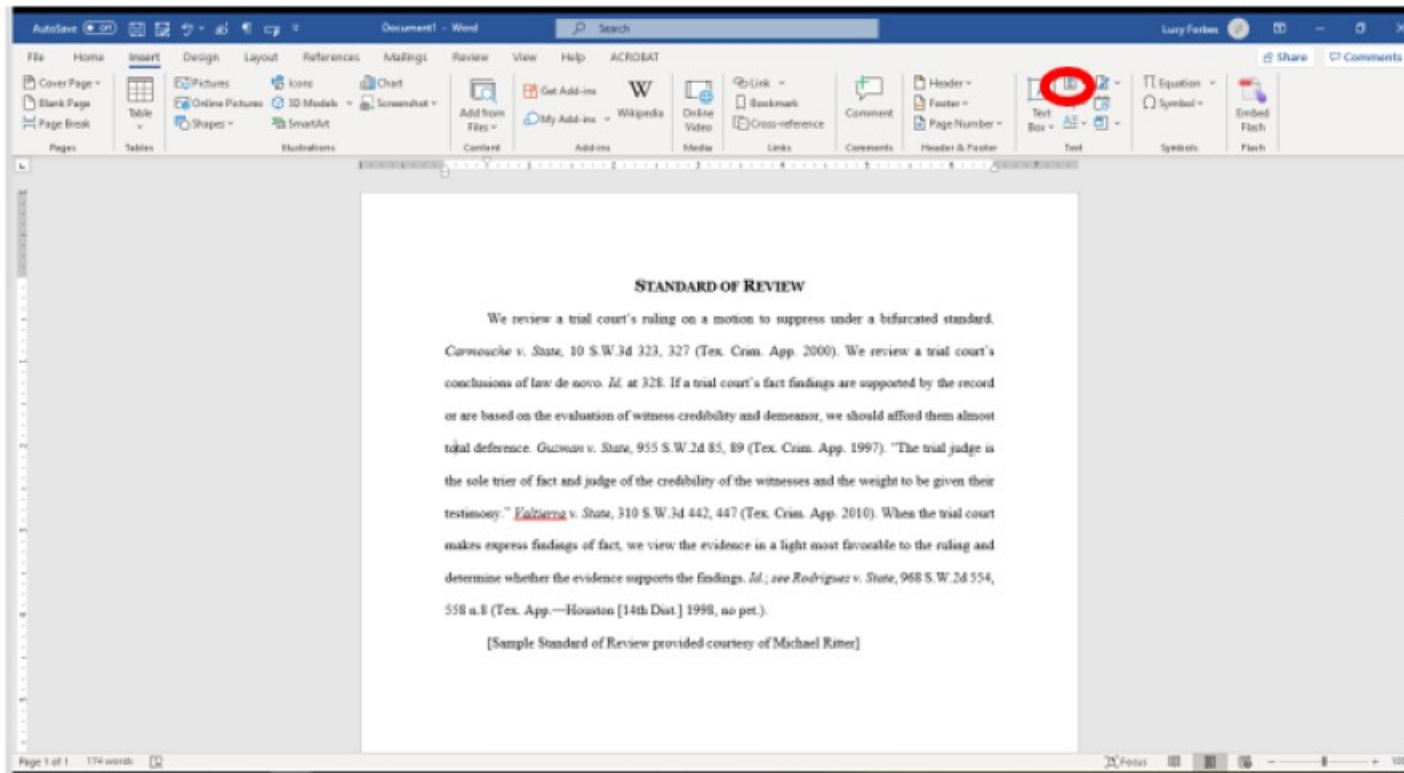
After you save a selection to the Quick Part Gallery, you can reuse the selection by clicking **Quick Parts** and choosing the selection from the gallery.

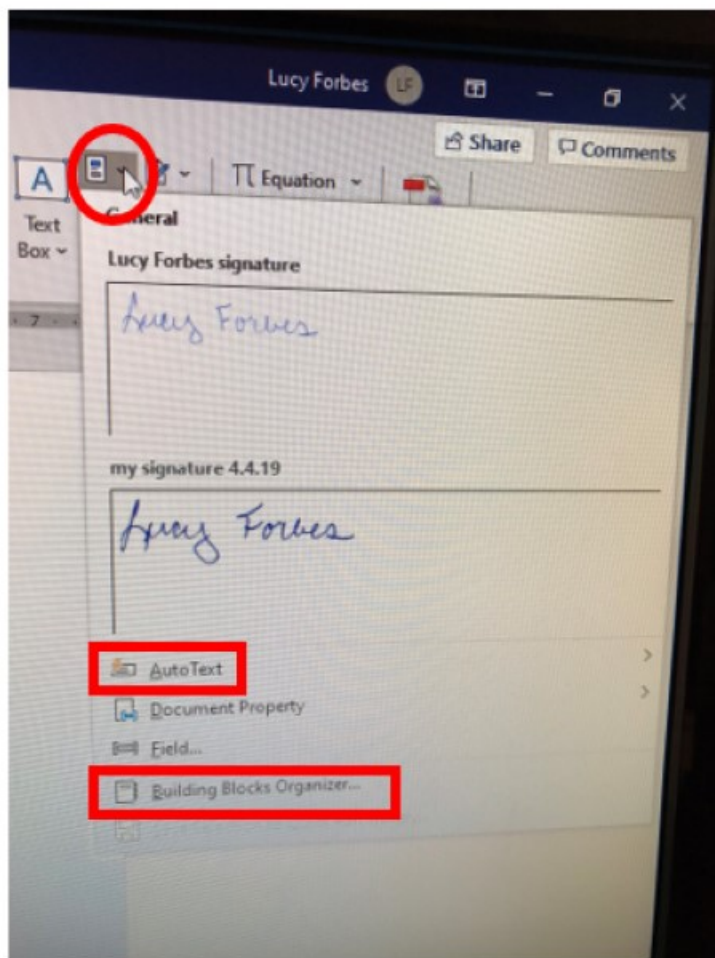
Was this information helpful?
Yes No

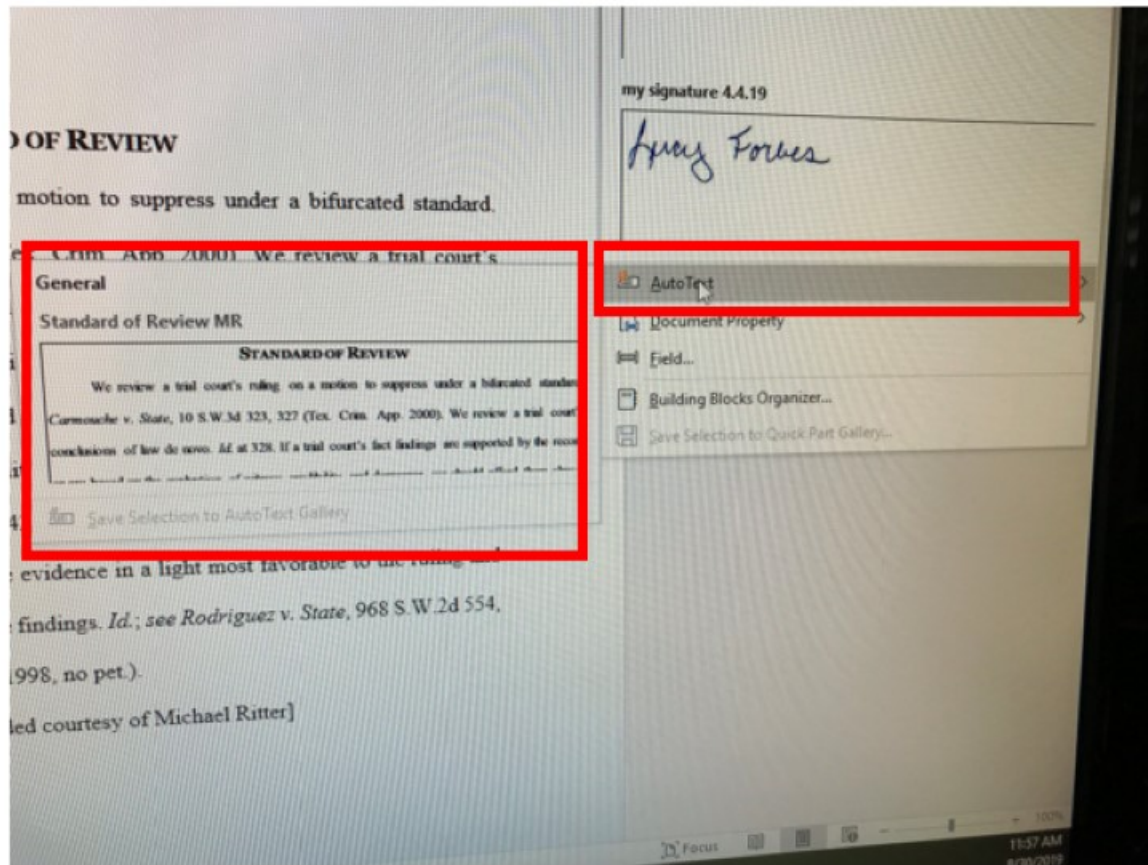
[Read article in browser](#)

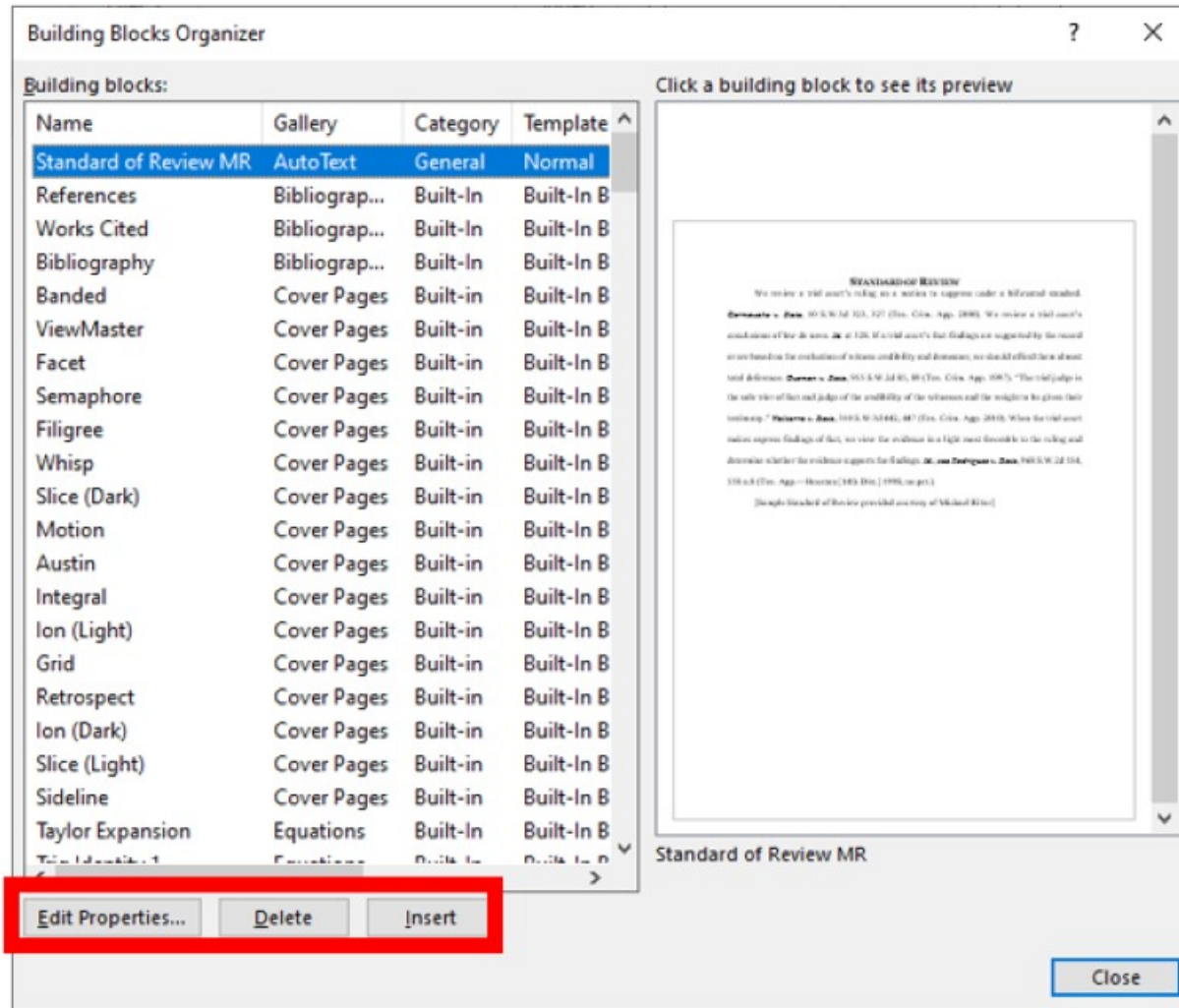
Quick Part

- ✓ Type the text you want
- ✓ Hit the down arrow for Quick Parts
- ✓ Scroll to **Auto Text**
- ✓ **Save Selection to Auto Text Gallery**
- ✓ Then to add that selection to another document, go to **Auto Text**, scroll to the paragraph you want and **click** on it to insert





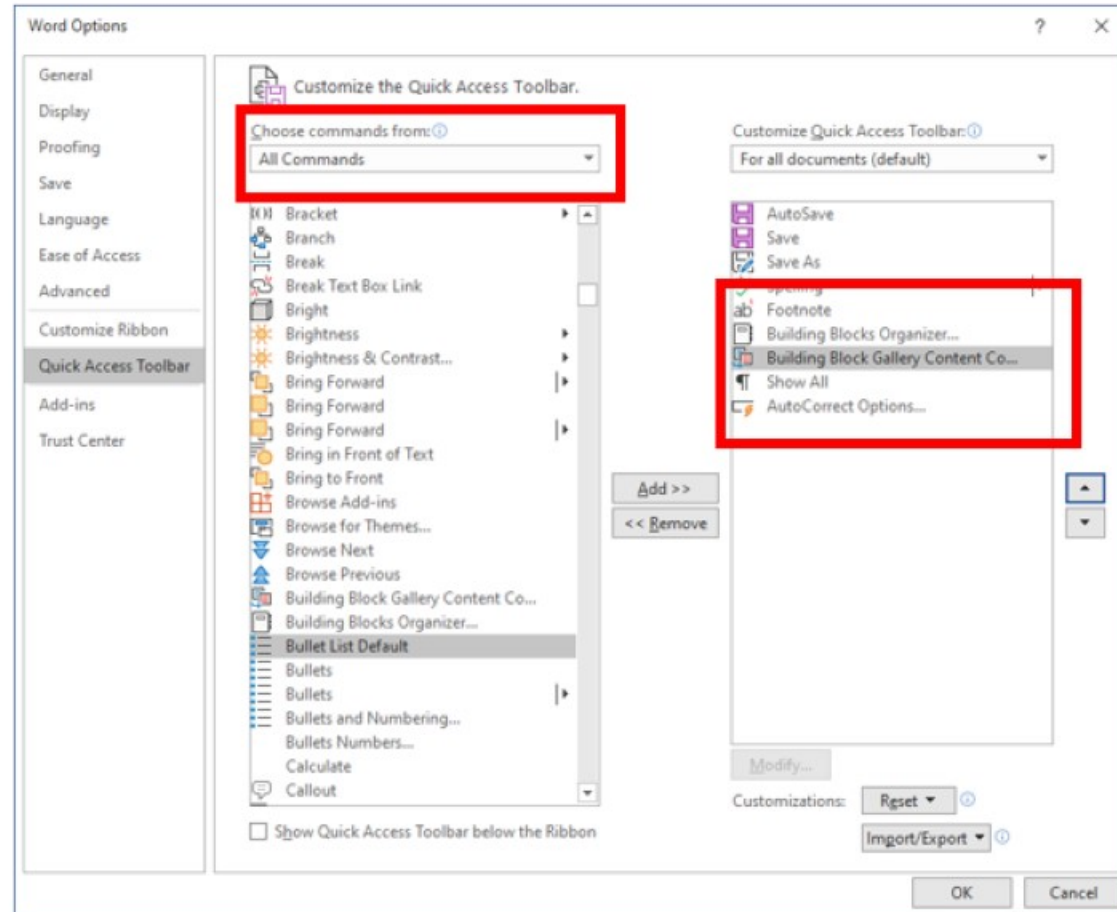




✓ The **Building Blocks Organizer** is where you can **Edit Properties, Delete, or Insert**

✓ It shows here that this is paragraph is in the **Auto Text Gallery**

You can add the **Building Blocks Organizer** or **Building Block Gallery Content** to your Quick Access Toolbar which the next slide shows



The screenshot shows the Microsoft Word 2016 interface. The ribbon is set to the 'Insert' tab. The 'Add from Files' button, located in the 'Content' group, is circled in red. The document content is centered on the page and includes a section header and a paragraph of text.

Document1 - Word

AutoSave Off

File Home Insert Layout References Mailings Review View Help ACROBAT

Share Comments

Cover Page ▾
Blank Page
Page Break

Pages

Table
Tables

Pictures
Icons
Chart
Online Pictures
3D Models
SmartArt
Illustrations

Add from Files ▾
Content

Get Add-ins
My Add-ins ▾
Add-ins

Wikipedia

Online Video
Media

Link ▾
Bookmark
Cross-reference
Links

Comment
Comments

Header ▾
Footer ▾
Page Number ▾
Header & Footer

Text Box ▾
Text

Equation ▾
Symbol ▾
Symbols

Embed Flash
Flash

STANDARD OF REVIEW

We review a trial court's ruling on a motion to suppress under a bifurcated standard. *Carmouche v. State*, 10 S.W.3d 323, 327 (Tex. Crim. App. 2000). We review a trial court's conclusions of law de novo. *Id.* at 328. If a trial court's fact findings are supported by the record or are based on the evaluation of witness credibility and demeanor, we should afford them almost total deference. *Guzman v. State*, 955 S.W.2d 85, 89 (Tex. Crim. App. 1997). "The trial judge is the sole trier of fact and judge of the credibility of the witnesses and the weight to be given their testimony." *Valtigrera v. State*, 310 S.W.3d 442, 447 (Tex. Crim. App. 2010). When the trial court makes express findings of fact, we view the evidence in a light most favorable to the ruling and determine whether the evidence supports the findings. *Id.*; see *Rodriguez v. State*, 968 S.W.2d 554, 558 n.8 (Tex. App.—Houston [14th Dist.] 1998, no pet.).

[Sample Standard of Review provided courtesy of Michael Ritter]

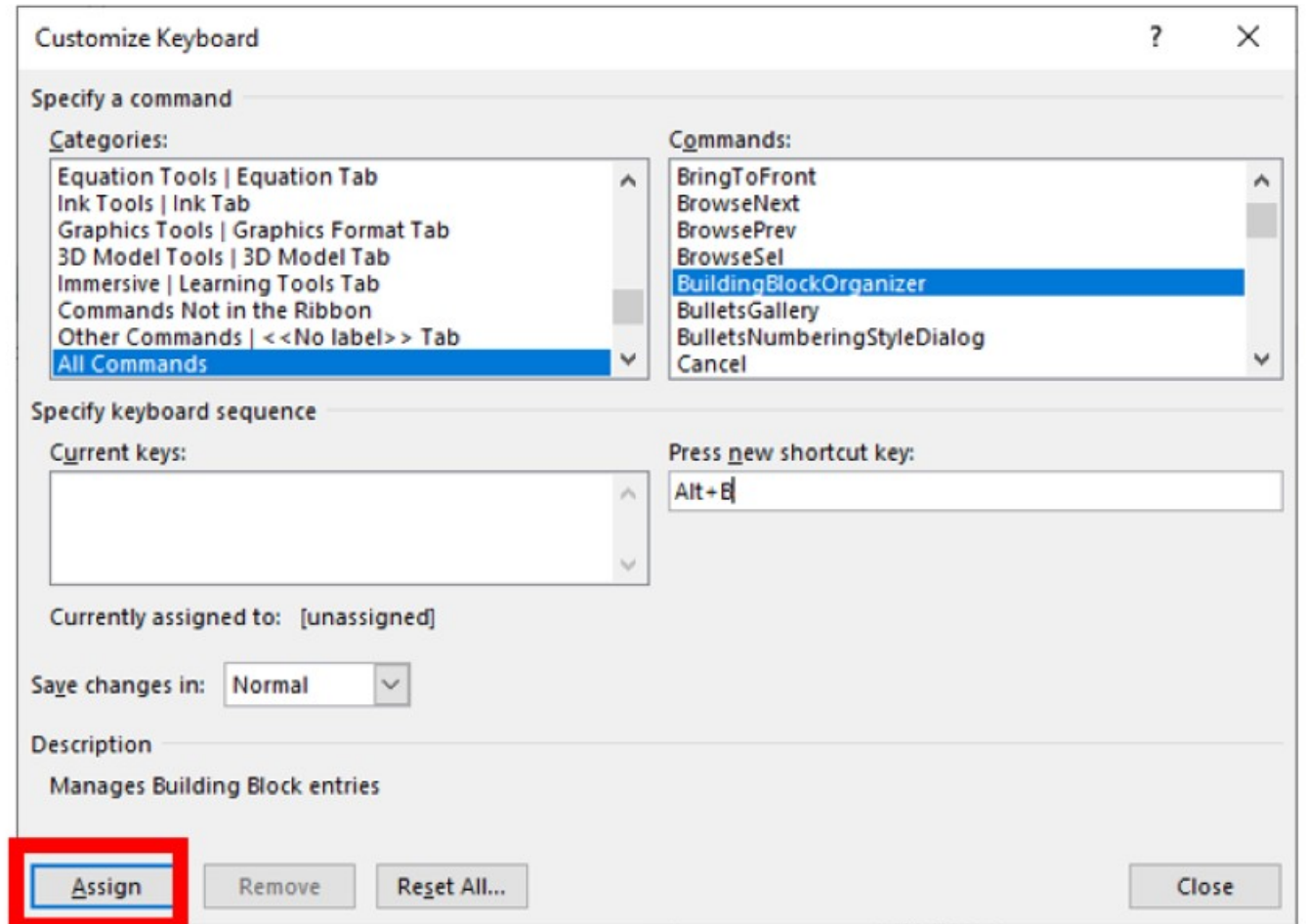
Page 1 of 1 174 words

Focus

100%

To add **Building Blocks Organizer** as a keystroke

- ✓ Follow same instructions to get to the **Keyboard Shortcuts: Customize**
- ✓ Assign a keystroke
- ✓ I used alt B because it was unassigned

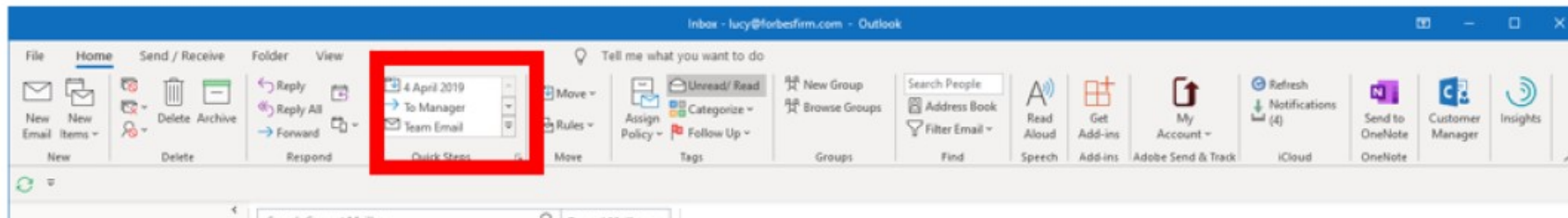




Quick Steps in Outlook

*Idea Courtesy of Michael Ritter





Quick Steps in Email allow you to combine multiple functions in one button




Manage Quick Steps




Quick step:

-  To Manager
-  Team Email
-  Done
-  Reply & Delete

Description:

 **To Manager**

Actions:  Forward

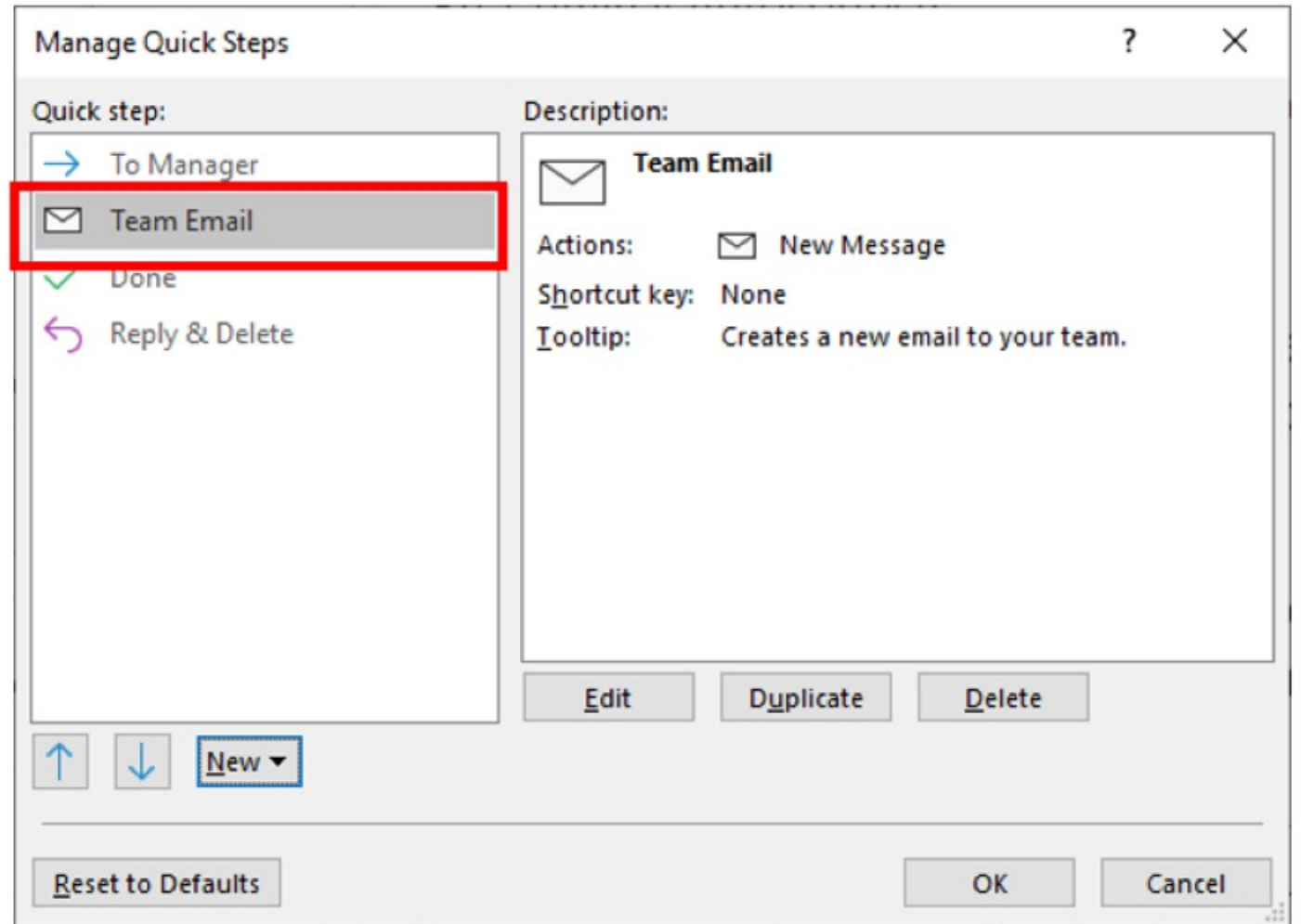
Shortcut key: None

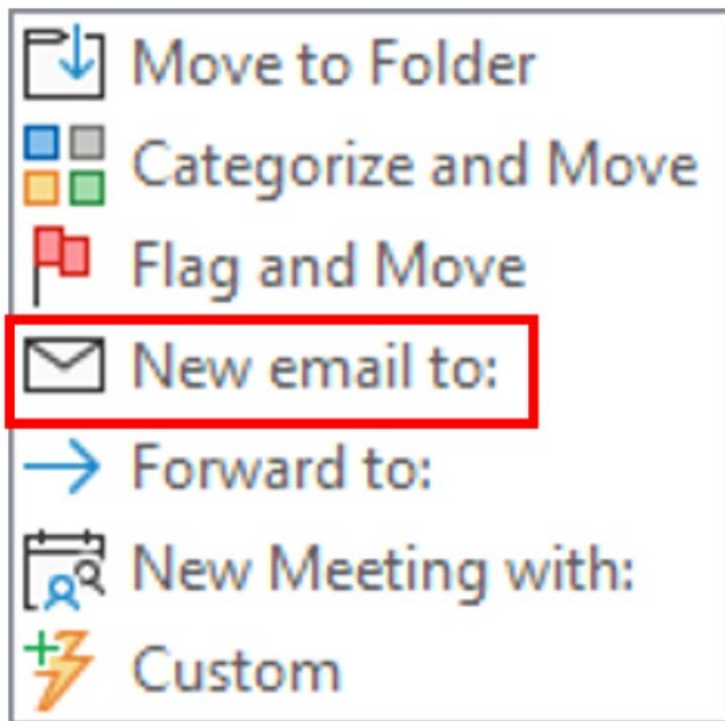
Tooltip: Forwards the selected email to your manager.

Click on
**Quick
Steps**
arrow

Scroll down to
Team Email

Click the **New**
button





These are the options
that appear

Choose **New email to:**

You'll see
this next

Click on
Options

First Time Setup

First Time Setup
After this Quick Step is created, you do not have to enter this information again.

Name:

Actions

New Message

Name the
Quick
Correct

Click **Show
Options**

Edit Quick Step

Name:
New email to:

Edit the actions the quick step performs.

Actions

New Message

To...

Show Options

Add Action

Optional

Shortcut key: Choose a shortcut

Tooltip text: This text will show up when the mouse hovers over the quick step.

Save Cancel

You see the name and options

Complete the rest of the fields

Edit Quick Step

Name: Route Opinion

Edit the actions the quick step performs.

Actions

New Message

To...

Subject: Cause #, A v. B., Draft Opinion & Briefs

Flag: No Flag

Importance: No Change

Text:

Automatically send after 1 minute delay.

Choose an Action

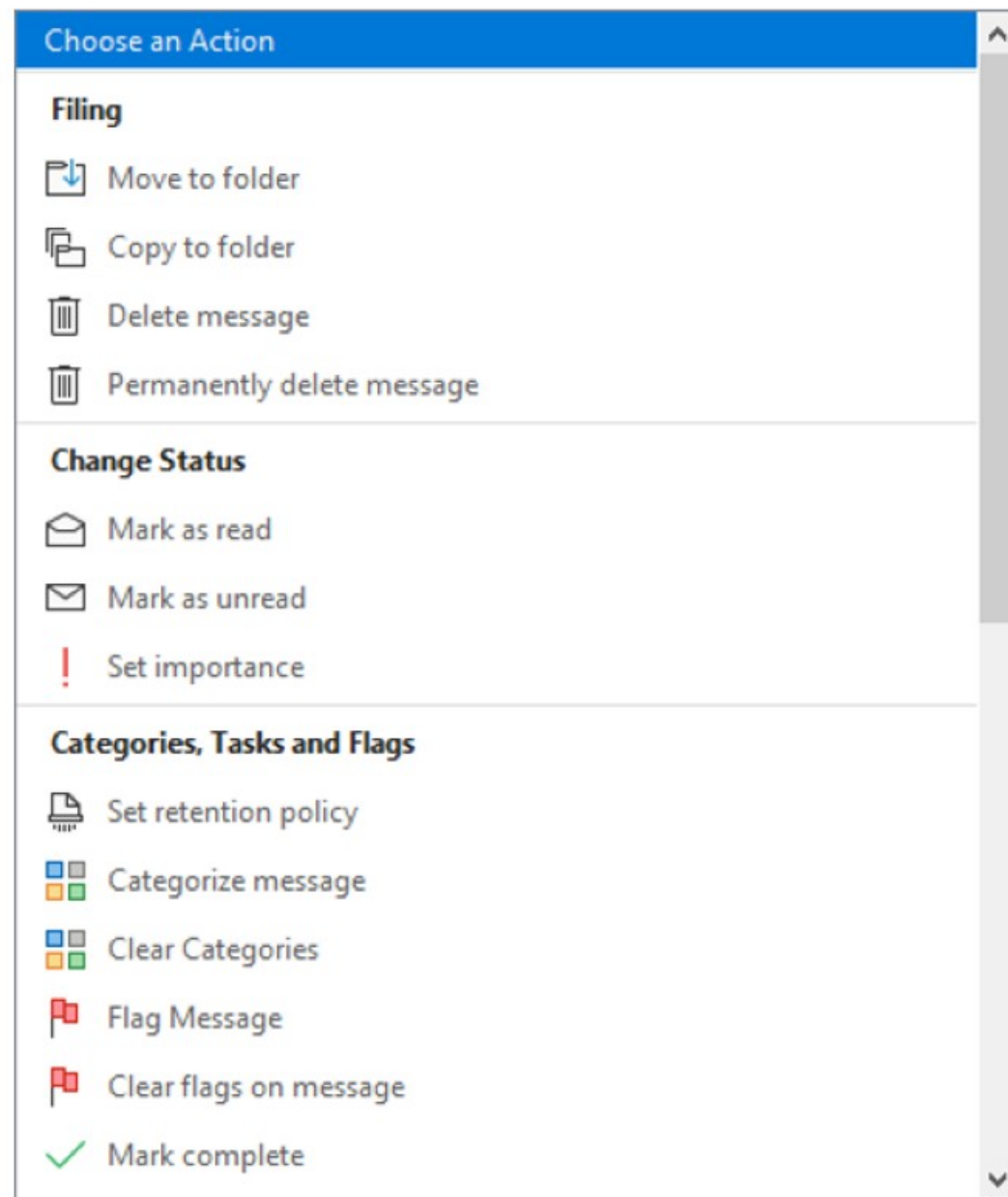
Optional

Shortcut key: Choose a shortcut

Tooltip text: This text will show up when the mouse hovers over the quick step.


Save Cancel

**Click Add
Action
and you'll
see many
options**





Assign a Shortcut key:


Edit Quick Step ? ×


 **Name:**


Edit the actions the quick step performs.

Actions

 **New Message** ▼ 

To... 

[Hide Options](#) 

Cc... 

[Add Bcc](#)

Subject:

Flag: ▼

Importance: ▼

Text:

Automatically send after 1 minute delay.


Optional

Shortcut key: ▼


Tooltip text:


Here is
another
example

Edit Quick Step ? ×

 **Name:** Forward Approved Orders


Edit the actions the quick step performs.


Actions [Hide Options](#) 





[Add Bcc](#)



Subject: Cause #, A v. B., Draft Opinion & Briefs

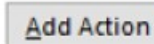
Flag: No Flag 

Importance: No Change 


Text: [Your brilliantly drafted message here so that you don't have to type it each time]  

Automatically send after 1 minute delay.



Choose an Action  




Optional

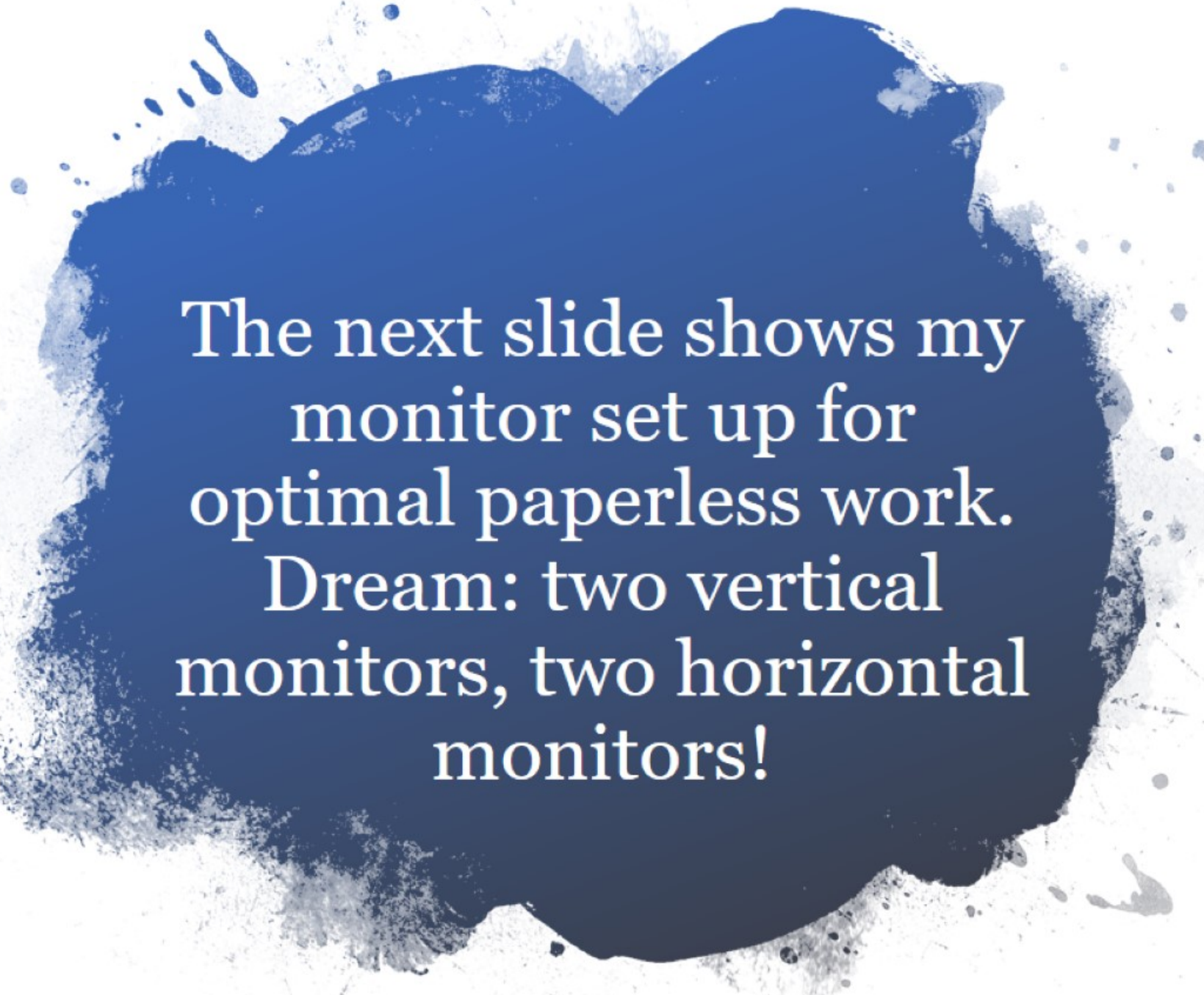
Shortcut key: CTRL+SHIFT+2 

Tooltip text: This text will show up when the mouse hovers over the quick step.




Auto Corrects, Assigned
Keystrokes, and Quick
Parts will simplify your
repetitive typing
characters



The next slide shows my
monitor set up for
optimal paperless work.
Dream: two vertical
monitors, two horizontal
monitors!



A close-up photograph of a brown paper bag. A vibrant red ribbon is tied around the top of the bag. On the front of the bag, there is a red heart-shaped sticker with the words "Thank You!" printed in a black, sans-serif font. The bag's top edge is finished with a decorative, serrated cut. The lighting is warm, creating soft shadows and highlighting the textures of the paper and the ribbon.

Thank You!

You Got This

The End

Have more questions?

Please feel free to contact Michael Ritter, President of TAACA
or Lucy Forbes, Attorney (former staff attorney)

Lucy Forbes

lucy@forbesfirm.com

(832) 620-3030