Tips & Tricks

[**Google Mail**](#_u2ajry3l60pa) **2**

[**Google Apps**](#_gbitjhmjccma) **2**

[**Google Calendar**](#_u79k34humpas) **2**

[**Google Chrome**](#_ib2r742x6new) **2**

[**Google Drive**](#_ib2r742x6new) **2**

[**Google Keep (Notes) & Google Reminders**](#_ib2r742x6new) **3**

[**Google Tasks**](#_6d4uwlr35h2k) **3**

[**Transcription/ Captioning**](#_ioyn8p39w5y4) **3**

[**Spelling/ Grammar**](#_ib2r742x6new) **3**

[**Naming Conventions**](#_ib2r742x6new) **3**

[**Software**](#_ib2r742x6new) **3**

[**Character Shortcuts**](#_ib2r742x6new) **3**

[**Microsoft Office Suite**](#_ib2r742x6new) **4**

[**Computer Taskbar**](#_ib2r742x6new) **4**

[**Password Keeper**](#_ib2r742x6new) **4**

[**Cell Phones**](#_ib2r742x6new) **4**

[**Time Management**](#_ib2r742x6new) **4**

[**Security**](#_yajyfvsnyq5f) **5**

[**Life Hacks**](#_bwkac72ml9r9) **5**

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| Google Mail | * [Using Advanced Gmail Search To Find What You Need](https://miketips.wordpress.com/2016/06/17/using-advanced-gmail-search-to-find-what-you-need/) - Mike Taylor * Email templates * Signatures, aliases, * Create event from email - so you don’t have to copy/paste * Have your own URL/domain? Get it set up w/your server to use a Google business account rather than another mail platform |
| Google Apps | * Mail, Drive, Docs, Sheets, Slides, Sites, Admin, Forms, Groups, Contacts, Meet, Chat,   + Access through using the hamburger icon in upper right   + Access by URL drive.google.com   + Create a new doc: Doc.new, Sheets.new, Deck.new, form.new |
| Google Calendar | * Sync Zoom account with Google Calendar to create a Zoom meeting from Google Calendar * Add “notes” to Google Keep attached to a Google calendar meeting rather than adding to meeting description field |
| Google Chrome | * Tabs vs. Windows - make sure you know how to use tabs vs. windows * [Managing Google Chrome Bookmarks](https://www.youtube.com/watch?v=llqUNWs3qz8)   + Using folders to organize   + Change the order by dragging   + Shortening icon names to make more space * Saving groups of website pages frequently used * Reopen group of webpages closed in last session (in History) * Shortcuts   + Ctrl+Shift+T brings back the last tab you closed on your browser - Jorge Chavez   + Ctrl+ or Ctrl- zooms in or out   + F12 - to inspect HTML coding. Can locate styles, fonts, sizes, URLs, image file locations on server, etc. * Forget that website you just looked at? * [How to Enable and Use Tab Groups in Google Chrome](https://www.cnet.com/how-to/how-to-use-google-chromes-tab-grouping-feature-to-keep-your-browser-organized/) - CNET * Duplicate tab - right click |
| Google Drive | * [Google Drive Tips & Tricks](https://www.youtube.com/watch?v=3Rry1205mW0) * Change colors of folders * Share settings of folders and files: view, edit, comment * Google Docs   + Using headings   + Using TOCs - rather than 1 doc per agenda, use 1 doc w/TOC and heading styles   + Add links within the document: URLs to other websites or links within the document (that are not used as headings)   + Add comments, tag people to alert them to respond |
| Google Keep (Notes) & Google Reminders | * Google Notes - add notes to calendar events, etc. Share a note w/a URL, add reminders * Google Reminders - Add to do lists and check off as completed. Share/collaborate with others (Husband & I use this for grocery list) |
| Google Tasks | * I love google task list. I can access it from my gmail or my calendar. - Leah Yeatts |
| **Transcription/ Captioning** | * Speak ideas in Google Docs (Tools - Voice Typing) or Microsoft * Otter.ai - upload mp3 or mp4 to transcribe files * Zoom turn on transcription for recorded videos * [A TOOLS FACEOFF! GOOGLE SLIDES VS MICROSOFT POWERPOINT-WHICH IS BEST FOR CLOSED CAPTIONING?](https://caranorth.com/blog/2019/07/11/closed-captioning-faceoff/) - Cara North |
| Spelling/ Grammar | * Grammarly |
| Naming Conventions | * Start w/year, month, day * Never use spaces (or special characters) in file names when developing content * Use underscore instead of spaces |
| Software | * Remove.bg - removes the background from images * Jotform.com - to build forms quickly and easily |
| Character Shortcuts | * [Accent Marks](https://support.microsoft.com/en-us/office/keyboard-shortcuts-to-add-language-accent-marks-in-word-3801b103-6a8d-42a5-b8ba-fdc3774cfc76) - Diacritic characters. In this age of inclusivity, it's important to spell people's names correctly, that that might mean accents, umlauts, etc., where they belong rather than ignoring them. It's easier to use them than most people think, regardless of OS.- CA Callahan from MCT FB Group |
| Microsoft Office Suite | * File - Options & File - Settings   + EXPLORE the options & settings in Word, Excel, PowerPoint, and Outlook \   + You can hide author info here when you send the file external * PowerPoint   + [Convert slide text to SmartArt](https://miketips.wordpress.com/2016/02/12/converting-your-bullet-points-to-graphics-in-the-blink-of-an-eye/) - Mike Taylor * Word   + Use TOCs, Use comments, Use talk to text, Use Comments, Use track changes, * Excel   + Use Tabs, formulas, merge cells and hide grids when needed   + Alt+Enter for a new line in a cell * Discounts on Microsoft products: <https://key-mart.com> |
| Computer Taskbar | * [5 Time-Saving Taskbar Tricks You Should Know](https://miketips.wordpress.com/2016/04/15/5-taskbar-time-saving-tricks-everyone-should-know/) - Mike Taylor * [Recovering Unsaved Documents](https://miketips.wordpress.com/2016/04/29/recovering-unsaved-office-documents/) - Mike Taylor |
| Password Keeper | * Lastpass (I use this w/my husband on family plan and share some PWs) * Password saver in your browser (?) |
| Cell Phones | * Screenshots and Recording the screen on your device   + [Android](https://support.google.com/android/answer/9075928?hl=en)   + [Iphone](https://support.apple.com/en-us/HT207935)     - Hold down notes app. Quick access to features and quick access to the “scan document” feature. You can take photos of documents and save them as pdf’s as well as save other photos to your notes app. - Eric Rivera |
| Time Management | * Time blocking - when you have a task, figure out how long it’ll take, and then add that time to your calendar to get it done - Nick Elkins * Have Scheduled and Waiting categories in your project management system. Knowing a task has been scheduled means you can mentally move onto something else and Waiting (on a person or trigger) similarly let's you move on, but it's still on your radar to follow up on later.- Nate Salatin * Select 1 day or time of day for no meetings |
| **Computer Tools & Software** | * Auslogics Boost Speed (Free) - <https://www.auslogics.com/en> * Auslogics Driver Updater (Free) * Auslogics Disk Defrag Ultimate (Free) * Auslogics Essential Tools - all of the above but with a 50% discount <https://www.colormango.com/product/auslogics-essential-tools-pack_152098.html> * MalwareBytes (Free & Paid) anti-virus, anti-malware, anti-ransomware - [https://www.malwarebytes.com](https://www.malwarebytes.com/) |
| Security | * Scans through data breaches to see if your email & phone numbers were stolen via security breach (Free) - [https://haveibeenpwned.com](https://haveibeenpwned.com/) * Use this to look up phone numbers to see if they are scams or likely scams (Free) - <https://www.fraudnumber.com> |
| Life Hacks | * Shoe organizer over the door * Chewy.com - Cat Treat Dispenser |
| Breakout 1 - Paula Thomas, Dr Bob, James Anderson | * SnagIt - screen capture/job aid templates (another product - Camtasia) by TechSmith (they also have certifications for both) * Utilize the younger generations for assistance with PowerPoint * Udemy - to learn PowerPoint (or other software) |
| Breakout 2 - Cindy Moran, Lauren McFadden, Midge Street | * Calendly.com (can link to Zoom) * Doodle.com * Foot massager/foot warmer under the desk * Asana, project management tool (light) * Microsoft To Do * Miro - brainstorming virtually * Menti, Kahoot - for online polls |
| Breakout 3 - Keely, Eric Rivera, Susan Angermann | * iPhone - Hold down the “Notes” app and an options list will appear, allowing you to scan a document directly into your notes app from your camera. (Eric Rivera) * KOLBE assessment workstyleconsulting.com - Susan Angermann * some libraries have an agreement and you can use LinkedIn Learning for free <https://hcplc.org/research/online-learning> * Screencast-o-matic.com - Quickly record videos and record your screen to share with others later. |
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