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Our Favorite Tips

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Slide 2

Google Voice Actions (it's like Siri)

- Write a note to self *"note to self"*
- Send text messages *"send text to"*
- Call contacts or businesses
- Get directions *"navigate to …"*
- Send email *"send email to [recipient] [subj][body]*
- View a map *"map of Columbia SC"*
- Search Google (just say your query)
- Android, iPad, iPhone

CK

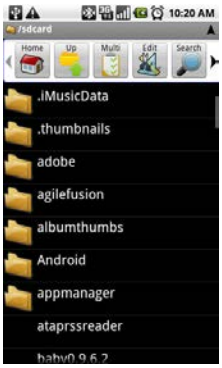
If you love the iPhone commercials featuring "Siri," the know-it-all iPhone voice, Android has a similar feature. It works well for a lot of Android functions and functions using Google. Siri wins, overall, because Siri talks back and you can speak to Siri more normally. Also, Google Voice Actions requires that you press the voice search icon every time you speak.

Slide 3

ASTRO File Manager

www.metago.net

- Work with files easily. Copy, move, delete, rename, backup or ZIP your files with a few button taps.
- Manage multiple files and directories at once
- Manage running applications
- Send files as attachments
- View thumbnails and images



CK

One of the nice things about Android phones is you can do things on them just like a PC – including having a folder and file structure like Windows. Astro file manager is an app that makes it extremely easy to see where everything is on your phone. You can easily move photos and documents to new folders or back and forth from the SD card to the phone. Free with ads or $3.99 for the ad-free version.

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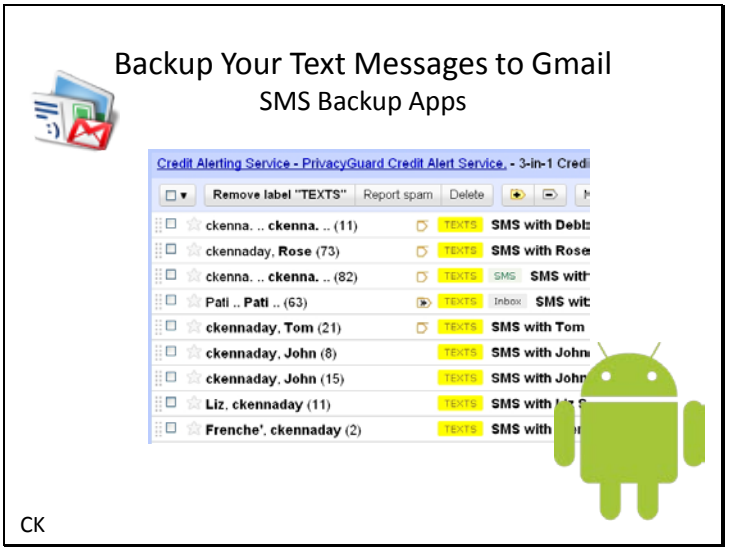

Don't miss important text messages. If you spend more time at your computer than on the phone, automatically back up text (SMS) messages to your Gmail account so you see them when they come. As far as I could tell, this is only possible with Android phone – iPhones can't do it without being "jailbroken."

Slide 5

Search YouTube for How-To's

CK

YouTube is good for laughs or finding music videos, but it's also great for finding how-to videos on everything from formatting Word for an appellate brief, to specific software product demonstrations. If you have a techie question and can't figure out the written instructions, search in YouTube. You may find a video showing how to do it, step by step.

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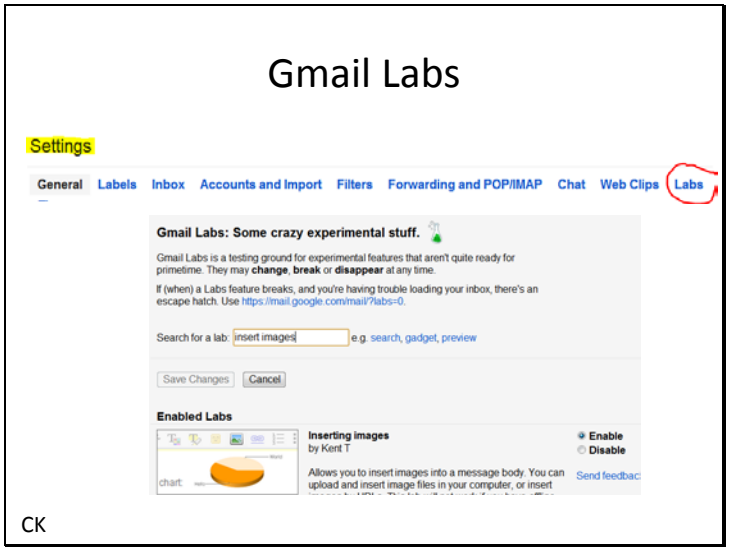

In July 2011, Google announced that they were discontinuing Google Labs. However, if you click on the Settings in Gmail, there is still a Labs offered for Gmail. Search for "insert images" and you'll find a lab feature that, upon enabling, will allow you to insert pictures in the body of a Gmail message. (Like Outlook can.)

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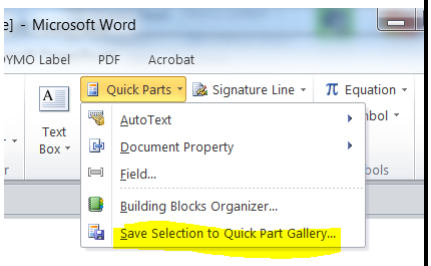
Quick Parts step 1
Word and Outlook

- Select text you want to save
- Choose the Insert tab & you'll see the Quick Parts in the text group
- Name it and Save



CK

Quick Parts are incredibly helpful shortcuts you can create for yourself in Word and Outlook 2007 and 2010. It allows you to store any word, phrase, paragraph, etc. that you use regularly so that you save time and increase productivity. Plus, it reduces typing errors. It's great for repetitive content that is common in legal documents.

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Quick Parts step 2
Word and Outlook

1. In your Word document, position the cursor where you want to place the saved Quick Part text.
2. Click the insert tab.
3. Click Quick Parts.

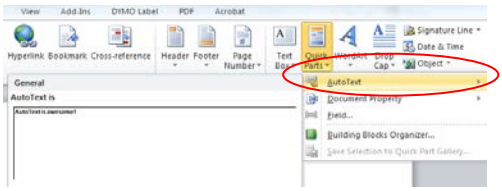
Inserting a saved Quick Part

CK

Slide 9

Quick Parts step 3
Word and Outlook

- Choose AutoText and select the entry you want from the gallery.



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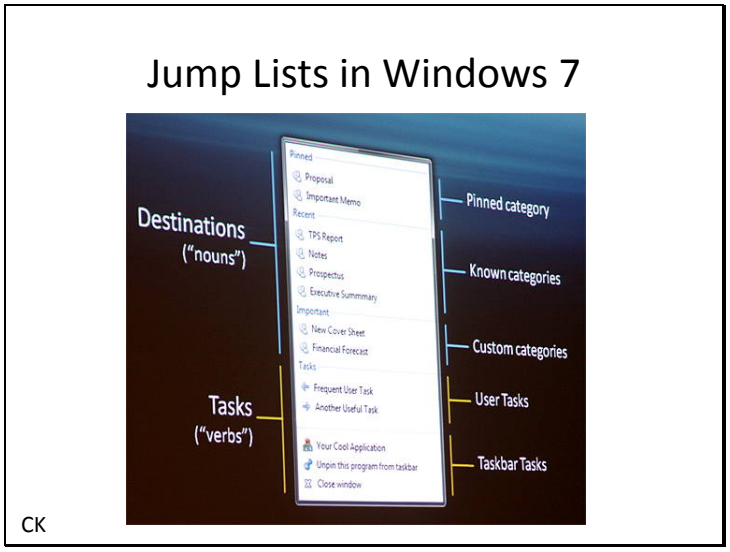

Many Windows 7 users still don't know about Jump Lists – a great feature that takes you directly to frequently visited websites and more by simply right-clicking on an open item in the taskbar located along the bottom of your screen. You can also left click, hold it and swipe upwards and that works too! For example, you can access recently viewed documents by right-clicking Word in the taskbar. Quickly jump to frequently visited sites by right-clicking Internet Explorer in the taskbar. Click here http://www.techrepublic.com/blog/window-on-windows/take-full-advantage-of-jump-lists-in-windows-7-with-these-tips/1853 for more info and tips on Jump Lists.

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iFixit is a private company in San Luis Obispo, California. Founded in 2003 while the founders were attending Cal Poly, the company sells repair parts and publishes free wiki-like online repair guides for consumer electronics and gadgets on its web site.

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www.youtube.com/user/iFixitYourself

CK

Video How-to's from iFixit.

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ioSafe http://www.iosafe.com/, an external hard drive that has been compared to a “black box” on an airplane. Fireproof, waterproof and nearly indestructible, this might be the in-office or in-home backup you are looking for. If you would like to see a comparison of ioSafe products, go here: http://www.iosafe.com/products-solo.

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www.youtube.com/user/ioSafe

Various demos of ioSafe's durability.

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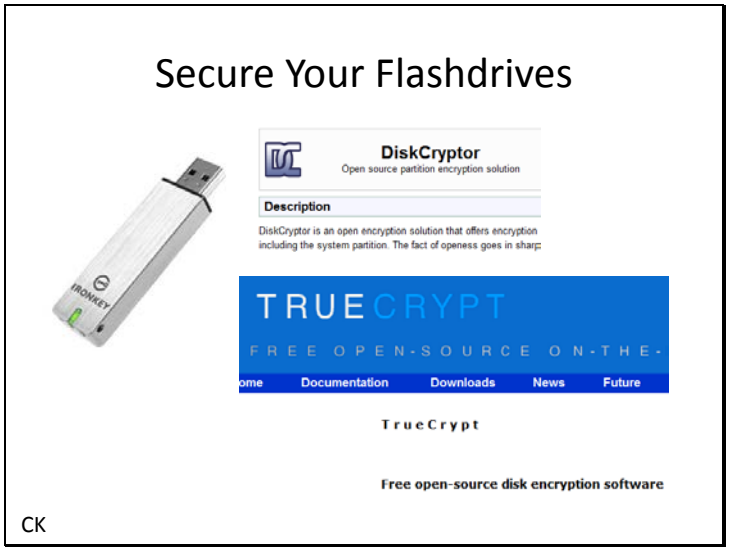

Since flash drives can easily be lost or stolen, it's critical that you adequately protect any important data you have saved on one. You can make sure your data is safe by saving it on a flash drive that is encrypted. There are several programs designed to encrypt drives. Diskcryptor diskcryptor.net is one such program that encrypts both internal and external drives. Truecrypt www.truecrypt.org is another free program that allows you to encrypt flash drives. Another option for protecting data on flash drives is simply purchasing a flash drive that is already encrypted. With an encrypted flash drive, any files that you save are automatically encrypted when loaded on the drive. Imation offers encrypted flash drives powered by IronKey.

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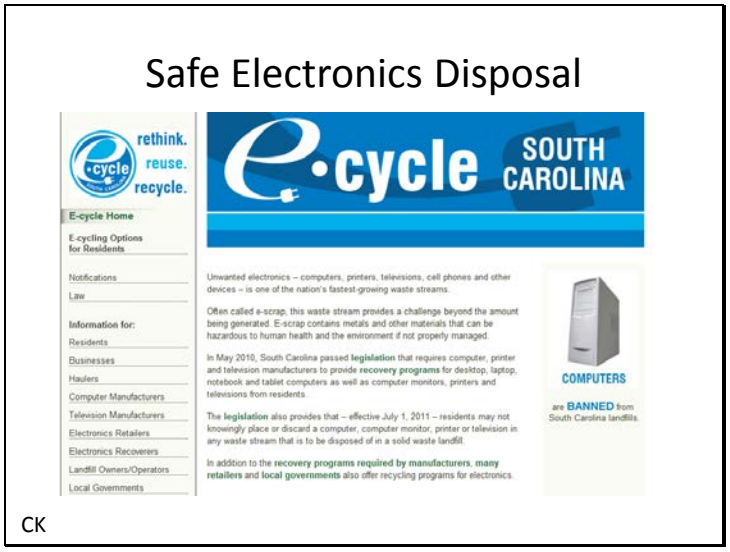

On July 1, 2011, the SC Manufacturer Responsibility and Consumer Convenience Information Technology Equipment Collection and Recovery Act was passed. S.C. Code Ann. 48-60-05 et seq. It bans TVs, Computers, Monitors, & Printers from the solid waste system.
Visit SC DHEC's e-cycle website for recycling options in your area.
http://www.scdhec.gov/environment/lwm/recycle/e-cycle/

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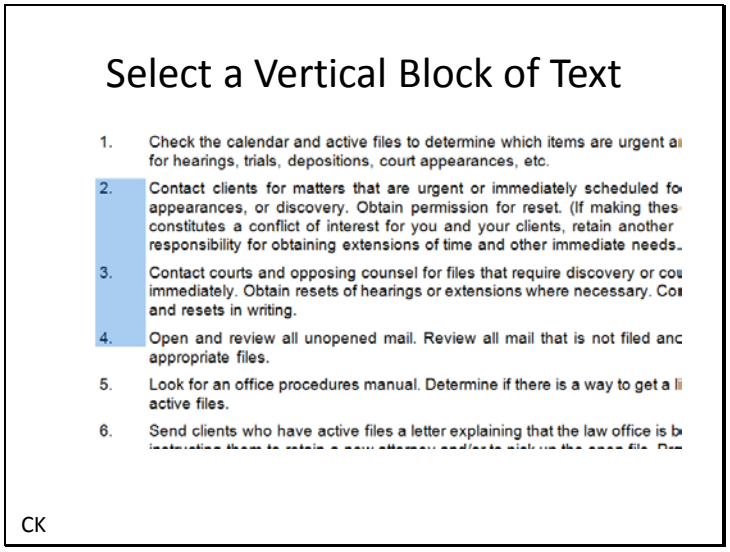

Select a vertical block of text in Word en you select text, Word assumes a lot about the text you want selected. If you drag the mouse down, Word automatically selects all of the text to the right of the cursor's current position. Similarly, if you drag the mouse up, Word selects all the text to the left of the cursor. What if you want to select text moving up or down without selecting text to the right or left or the cursor? Fortunately, you can force Word to select a vertical block of text–ignoring the text to the right or the left–if you know the key, the right keystroke that is.

To customize the selection area, position the cursor at the beginning (or ending) of the block you want to select. Then, hold down the [Alt] key and drag your mouse up or down and right or left to select just the block you want—without Word's interfering assumptions.

For a quick a glimpse of what you can do, just click anywhere in the middle of some text, hold down the [Alt] key, and make a small circle with your mouse. By using the [Alt] key while dragging your mouse, you can customize the shape and size of the selected block of text—it's up to you, not Word!

Slide 18

TheSoloFirm Listserv
solofirm@scbar.org

- ✓ Friendly advice
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Email pmap@scbar.org or Shelby.Crawford@scbar.org to join. It's a benefit of Solo Small Firm Section Membership, so don't miss out.