CONNER ASH P.C.
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TECH TIP – SHORTCUTS
By: SUE DETERS

Our world is fast paced and demanding. Technology surrounds us and is often overwhelming. Everywhere we turn there's something new to learn. There are days we all reminisce about the "good old days", you know, the days "before computers". Our lives are now filled with booting, beeping, vibrating and flashing. We doubt ourselves, afraid to press the button. Oh my, what will it do! Technology was supposed to make our lives easier, but it seems to have made it more complicated. If only there were ways to do things even faster, better, more efficient. Well, I'm happy to tell you there are ways; things that will make you feel good and smarter!

What I'm talking about are Shortcuts. Tools within our software or devices to do things better. Some of these you may know, some may be new to you. Some you'll say, "Oh wow, I didn't know I could do that"! Here are a few quick, easy ways to make your life just a little bit easier.

SmartPhone:
- When typing a Text message, hit the space bar twice at the end of your sentence. This will automatically insert a period and you can start typing your next sentence.
- To redial the last person you called tap the phone icon on your phones keypad and it will bring up the last number you called.
- To by-pass the recorded message on a cell phone, hit the following key based on the cell phone provider of the person you are calling.
  Verizon - *
  AT & T - #
  Sprint – 1
  T-Mobile - #

Computer:
- Instead of scrolling down with your mouse on a web page, tap the Space bar. This feature scrolls down one page automatically. To scroll up, press and hold the Shift key and tap the Space bar.

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- Use the scroll wheel on your mouse while holding the Control key to increase or decrease the zoom level on your screen. Holding the Control key and using the + or – keys will perform the same function.
- If you accidentally closed your browser tab, press Control, Shift and T. It will reopen that page.
- To quickly bookmark a web page, press Control and D. The Add a Favorite box will pop up on your screen.
- To highlight a word in a document, don't click and drag. Double click the word and it will automatically highlight the whole word.
- To highlight an entire paragraph, triple click.
- To get quickly back to your desktop, don't click each individual window to minimize. Press the Windows key and D. I call this "The Boss Is Coming" shortcut!