

TECH TIPS!

ASRA Fall Convention

Saturday, October 1, 2011
Calgary, Alberta

Wade Garner

Did you Know?
<http://www.youtube.com/watch?v=d9Wu0n0a>

WINDOWS TIPS AND TRICKS

Alt + Tab	(Toggles between open windows)
Windows + Tab	(Displays open windows)
Shake to Minimize (Windows 7)	(Clicking the title bar of the open window you want to maintain, shake the mouse, and other open windows will be minimized)
Restore Point	(Restores computer to a previous state)
Ctrl + plus or minus	(Magnifies and de-magnifies your current window)
Windows + E	(Opens Windows Explorer)
Control + A	(Marks All)

WINDOWS TIPS AND TRICKS

F5 to refresh	(Refreshes open window)
Electronic Sticky Notes	(Start/All Programs/Accessories/StickyNotes)
Right click is your friend	(Various options)
Calculator on Desktop	(Start/All Programs/Accessories/right click on Calculator/Send To/Desktop)

DIGITAL RECORDER

Sony ICDPX312

\$79.99

Compact

22 hour battery life

750 hours recording time

Download audio via USB to computer



www.sony.ca

ENCRYPTED USB KEY

Verbatim

16 GB

Password protected

\$49.96



http://www.staples.ca/ENG/Catalog/cat_sku.asp?CatId=8&webid=74106&affcode=WW

PORTABLE EXTERNAL HARD DRIVE

1 TB **PORTABLE** external hard drive
\$129.99
Accessible through USB


Seagate
Western Digital



OFF LINE DATA STORAGE

Carbonite
\$59 per year per computer

www.carbonite.com



VIRUS PROTECTION

Microsoft Security Essentials
FREE

<http://www.microsoft.com/security/pc-security/mse.aspx>




GOOGLE

EMAIL

- Searches
- Maps & Directions
- Calculations
- Graphics
- Calendar
- Google Phone

- Currency Conversion
- Unit Conversions
- Weather
- Translations
- Documents


www.google.com



NOISE CANCELLING HEADPHONES

Bose
\$399.99
Excellent service

www.bose.ca



PDF CONVERTER

Portable Document Format
PDF995
FREE
Works in all programs

www.pdf995.com



LOGITECH TRACKMAN

Cordless Optical TrackMan
 \$49.99 US
 Ergonomically correct
 All day comfort
 Reduces repetitive strain



<http://www.logitech.com/en-us/mice-pointers/trackballs/devices/389>

LOGITECH SOLAR WIRELESS KEYBOARD

K750
 No Batteries
 \$89.99
 Recharges from regular room light
 Light touch keys
 Built in number pad
 Thin keyboard



http://www.logitech.com/en-us/keyboards/syboard/devices/3300_kv09mrf

LOGITECH HD WEBCAM

C920
 \$119.99
 HD 1080p video recording
 10 MP photos
 HD 720 video calling



<http://www.futureshop.ca/en-CA/product/logitech-logitech-hd-pro-webcam-c920-950-000624/10150359.aspx?path=5f8b2c9d64c9afcffdb2164f394628a8102>

VIDEOCONFERENCING

Skype.com
 Free for 1:1 connections
 Monthly subscription for up to 5 connections
 \$8.99 per month
 Webcam and headset with mic for best quality
 Great audio quality
 Inexpensive calling to landline phones



www.skype.com

VIDEOCONFERENCING

Oovoo.com
 Free for 3-way connections
 Monthly subscription for more connections
 \$9.99 per month (6 connections)
 Webcam and headset with mic for best quality
 Great audio quality
 Inexpensive calling to landline phones



www.oovoo.com

VONAGE

VoIP – Voice Over Internet Protocol
 \$29.99 per month
 Unlimited calling to Canada/USA (landline and cell phones)
 Unlimited calling to 60 other countries
 Voicemail accessible through email
 Non-Vonage users can dial local number to prevent long distance charges



www.vonage.ca

BOXEE BOX


\$200
 No subscription fees
 Made by D-Link
 Access your wireless network
 Access your Netflix account



www.boxee.tv

NETFLIX

Free 30-day Trial
 \$7.99 per month
 Accessible through Boxee Box
 Accessible through computer
 Accessible through iPhone
 Cancel any time



www.netflix.com

HANDBRAKE

Converts DVDs to computer files
 Several different outputs
 Easy to use
 Free



<http://handbrake.fr/>

GROUPON


No subscription fee
 Purchase what/when/where you want



www.groupon.com

ENVIRONMENTAL TIP

Dual-flush toilet
 WaterRidge (from Costco)
 4 lpf/6 lpf
 \$79.99
 16 inches tall
 Soft close seat
 Savings of approx. 4,000 gallons of water per year
 Savings of approx. \$200 per year



HYDRORIGHT DUAL FLUSH CONVERSION KIT

\$19.88
 Converts existing toilets
 Easy installation (10 minutes)
 No tools required
 Save over \$100 per year



FINANCIAL TIP

- Start using some cash
- Always pay with a bill
- Collect change every day
- Rolling coins yourself saves money
- Cash in at Coinstar machines



AUDIENCE FAVOURITES

Windows + D	Goes directly to desktop
Open Office	Download a free substitute to edit and create Microsoft Office files www.openoffice.org
Magicjack	Free local and long distance calling in the USA and Canada – some initial cost www.magicjack.com
MyFitnessPal	Mobile Phone fitness app www.myfitnesspal.com

AUDIENCE FAVOURITES

Zoom 3095 mini external Modem	Great for CART and Captioning http://www.amazon.ca/Zoom-3095-00-00G-Mini-External-Modem/dp/B001FCIOSW/ref=sr_1_1?ie=UTF8&qid=1317623660&sr=8-1
BlackBerry Evernote app	Information management application http://appworld.blackberry.com/webstore/content/4700
Emailing pictures	In directory, highlight pictures to send. Right click on Send To/Mail Recipient/set picture size at medium or small depending on number being sent/Attach/Send

TED

Riveting talks by remarkable people
Free to the world
Watch videos and follow transcripts together



www.ted.com

ERIC WHITACRE (featured on TED)

- Singer in a Las Vegas college choir
- Studied at Julliard in New York City
- Choral Composer and Conductor

[Intro](http://www.youtube.com/watch?v=vd-XoCke-Lu0)
[Sleep](http://www.youtube.com/watch?v=5W#WDCarMoa&ob=avuz)

