

There are so many tips and techniques that we can share with you about how to work *smarter*, not *harder*... more productively. We narrowed it down to our **Top 10 Favorites** that we know you'll love using in the New Year!



1 **OUTLOOK: Using the "Jumplist"**

Do you often keep Outlook *closed* so that you can get some work done without being continually distracted by incoming email notes — or task reminders popping up? You can be pulled away from your intended project so easily by messages that closing Outlook is the only way not to get sucked in.

However, sometimes your projects require you to send an email, schedule something in your calendar, or input contact information. That requires you to have Outlook *open* – right?

Not necessarily! Imagine keeping Outlook *closed* to squelch all of those interferences, but being able to send an email at the *same* time.

If you are using Outlook 2010 *and* have Windows Version 7, there is a new feature called a "**jumplist**".

Using the Jumplist from Your Toolbar

If you have Outlook 2010 *closed* and you would like to:

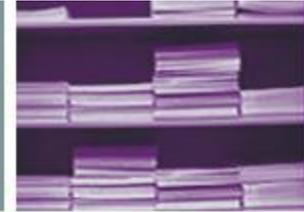
- Send a new email message
- Create a new appointment
- Set up a new contact
- Create a new task

All you have to do is *right-click* on the Outlook icon in your toolbar and a *Task* menu window will open. This is called the Outlook "**jumplist**."

Then, mouse over and *select the option* that you would like to complete.

Outlook will **not** open. Only the part of the Outlook interface you selected will display (a new blank email message, appointment window, contact screen or task form). You can perform the work you need to -- without engaging the whole Outlook program!





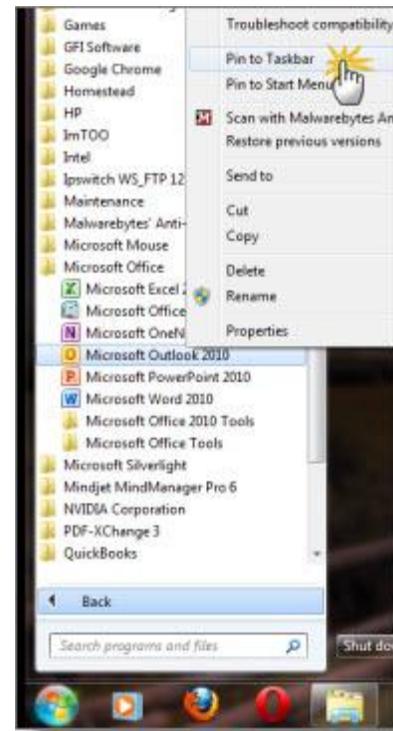
NOTE: Of course if you need to *reply* to a message, *update* a current contact or *modify* an existing appointment, you will need to *open* Outlook. The jumplist is for NEW emails, tasks, contacts or appointments.

Add Outlook to Your Toolbar

Don't have Outlook in your toolbar at the bottom of your screen? You can add it in a few different ways.

- If the Outlook icon is on your desktop, right-click on it and select "Pin to Taskbar."
- Additionally, you can go to the lower left Windows icon (Start menu) and if the Outlook icon is displayed, right-click on it and choose "Pin to Taskbar."
- Or, you can use the Programs menu. Go to the lower left Windows icon and click on All Programs, and select Microsoft Office and then right-click on Outlook 2010 and choose "Pin to Taskbar."

TIP: If you have Windows 7 and Outlook 2007 you may get a few of the jumplist options, but not all.



2 OUTLOOK – Share Your Calendar in an Email

Have you ever played email "tag" with a colleague or client trying to narrow down a *date to meet*? Or maybe you've spent too much time typing out your availability in the text of an email so that you can pinpoint a *mutually convenient* appointment schedule?

Outlook has a quick way to *share your calendar* so that you can communicate your availability easily — and the recipient doesn't even have to have Outlook to view it!



As in the example to the right, you can quickly insert the day or dates from your calendar into your email body showing your availability as *Free*, *Busy*, *Tentative* or *Out of Office*. Now the person you are sending a “snapshot” of your calendar to has a clear view of your availability. So essentially you can send a calendar day to someone and say, “Here, pick a time.”

Don’t worry about the *privacy* of your existing appointments and To-Do’s, as there are disclosure options. These are your options:

- Your *availability only* — so that you can keep your calendar private. Just *Free*, *Busy*, *Tentative* or *Out of Office* will be displayed.
- Your availability, along with with the *subject of your appointment* (e.g. *Finance Meeting*) — so that you can share *some* information with a colleague or team member but not the explanation.
- Your availability including the *full details* of your calendar items – so that you can share *all information* with the people who need your complete schedule (your boss, assistant, etc...).

Share Your Calendar in an Email Message

Make sure the calendar that you want to share is correct because they will only see what you send them, not any updates you make later. In Outlook 2010 or 2007, open a *new* email message. (**NOTE:** This is not available in earlier versions. As a work-around you could use a tool like SnagIt to take a picture of your calendar).

The screenshot shows an email interface with the following details:

- From:** support@tech-talk.com
- Subject:** Deborah's Calendar
- Attached:** Deborah Davis Calendar.ics (2 KB)

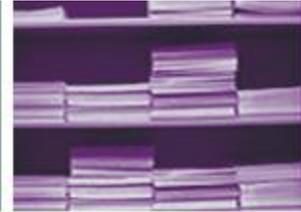
The calendar preview shows the following information:

- Deborah Davis Calendar**
- support@tech-talk.com
- On Wednesday, October 03, 2012
- Time zone: (UTC-06:00) Central Time (US & Canada)
- (Adjusted for Daylight Saving Time)

The calendar view for October 2012 shows the following schedule for Wednesday, Oct 03:

Time	Availability
Before 8:00 AM	Outside of Working Hours
8:00 AM – 9:00 AM	Free
9:00 AM – 10:30 AM	Busy
10:30 AM – 11:00 AM	Free
11:00 AM – 11:30 AM	Busy
11:30 AM – 3:00 PM	Free
3:00 PM – 3:30 PM	Busy
3:30 PM – 4:00 PM	Free
4:00 PM – 4:15 PM	Busy
4:15 PM – 5:00 PM	Free
After 5:00 PM	Outside of Working Hours

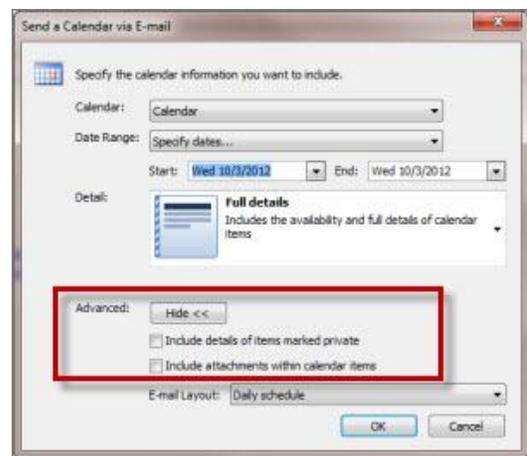
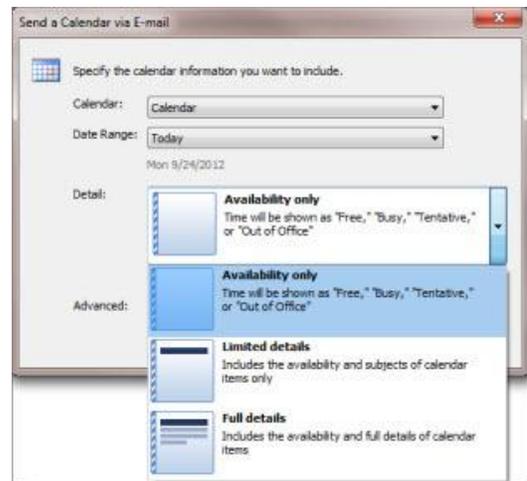
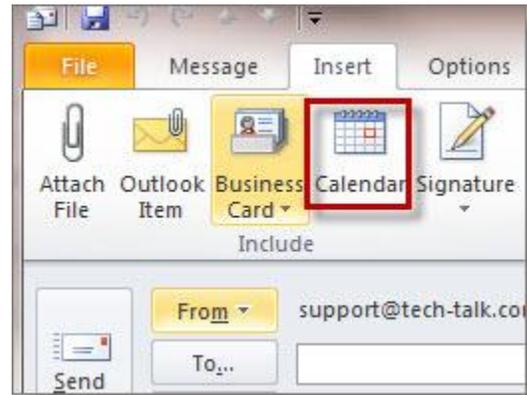
MISE EN PLACE

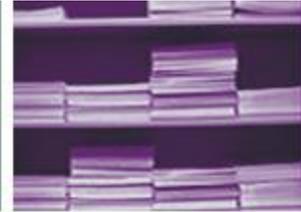


- On the *Insert* tab, click the *Calendar* option. If you have more than one calendar, use the first drop-down window to select the correct one.
- Under *Date Range* you can select from several options:
 - Today
 - Tomorrow
 - Next 7 Days
 - Next 30 days
 - Whole Calendar
 - Specify Dates – where you can pick your own range of days
- Select the level of detail – *Availability only*, *Limited details* or *Full details*
 - If you select *Availability only*, there is a check-box option to “*Show time within my working hours only.*” This option makes sense to use.
 - If you select *Limited details*, choose to show the *Advanced* options and there will be a choice to *Include details of items marked private* or not. And if you select *Full details*, under *Advanced* options, you can also choose to include attachments with the calendar.
- Click *Ok*.

Outlook will then include a visual of your calendar inside the email showing the amount of details that you have chosen. You can type additional text to your email recipient above or below your calendar.

There will also be an *.ics attachment* (universal calendar file) so that your recipient can view your availability this alternate way.





3 FILE Sharing – Dropbox

Have you ever needed a document that was on your computer ... but that PC was back at the office and you were working at home? If you'd thought ahead, you could have emailed the file to yourself or saved it to a flash drive and moved it back and forth. But what if you didn't plan

Or perhaps you want to *share* files with a colleague, but you don't work in the same office ... and the documents are too large for email. With all of the "in the cloud" computing we hear about, you'd think that there must be a way to share documents easily from one computer to another. There is!

Dropbox.com is an online tool that makes storing and sharing documents as easy as just saving the file to a folder on your computer. And then it becomes synced with Dropbox.



When you open a *free* account with this web tool and download the software, it creates a "Dropbox folder" on your computer. When you save files to this location, you can:

- Open these documents from another computer that you have ... or a cell phone.
- Give file access to colleagues by creating a "shared" folder.
- Log into your online Dropbox account from *anywhere* so that you can get to your documents from *any* computer.

TIP: How do you know when someone on your team has shared a document with you — or updated a file? A window will magically appear in your computer tray to tell you the name of the file and the person that made the update. Very cool!

Get Your Free Dropbox Account

- Go to www.Dropbox.com
- Click on the download link and follow the prompts to install the software on your computer.
- A folder named "Dropbox" will automatically populate on your desktop.
- To add files to your new Dropbox folder just *save* them to it, or *drag and drop*.
- You can create several sub-folders within your main Dropbox folder to stay organized.

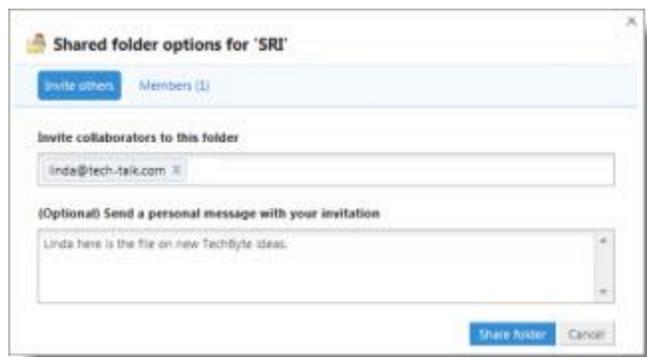




Share Files with Others

You can *share documents* with others by creating a folder in your account specifically for a person or group of people.

- Open your Dropbox folder on your computer and click on *New Folder*.
- *Save* the documents you would like to *share* in this folder on your computer. Remember, files saved in any of your Dropbox folders are *instantly* synced up with your online account (assuming you are connected to the Internet).
- Next, go to www.Dropbox.com and enter your user name and password and click on the *Share* tab, then *Share a folder*. Follow the prompts to add the *email address* of the person(s) you would like to invite to the shared folder — or choose from contacts in your *Members list* (prior people you have shared folders with).
- Dropbox will send an email invitation to the person(s) you have indicated and prompt them through the software download process (unless they already have an account). They even have a short tutorial for getting up and going quickly.



By the way, when you create a folder for an individual or group, they will only be able to see the files within the folders that you *share* with them, NOT all of the documents in your own Dropbox account.

4 FILE Sharing – YouSendIt.com

Do you ever send large files via email? You may not have realized it, but those files may be causing trouble for the recipient on the other end.

Large files can take a very long time to download, particularly if your recipient has a dial up connection. And they can quickly fill up their inbox depending on its size. The *You Send It* website (www.yousendit.com) allows you to share large files (up to one GB) with others without burdening them with either of these problems.



When you use *You Send It*, you don't actually send your file to the recipient. Instead, you *upload* your file to the *You Send It* site. Then the site sends an email message to your recipient that



contains a *link* to your file. All the recipient has to do is open the message and click on the link. They will automatically be connected to the page on the *You Send It* site where your file is stored. And, they can view it there without ever having to download it to their computer.

You don't have to worry about unauthorized people having access to your file. Even though you are storing it on the *You Send It* server, it is still *secure*. Only those people to whom you send *links* will be able to get into it. There's also a secure transfer option that will protect your files during the upload process.

5 **WORD: Recover an Unsaved Document**

Have you ever closed a Word document too fast... *without saving it* first? And you get that sinking feeling -- having lost a lot of time and work...

Don't worry! Even when you think Word has not saved your file, it has!

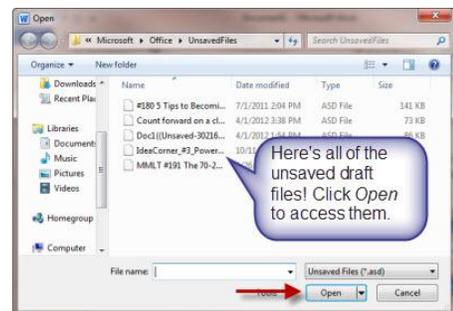
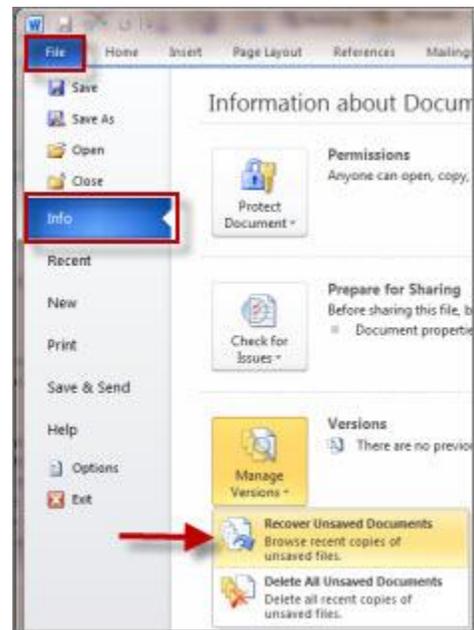
You've probably experienced a time when Word freezes up and closes down when you are in the middle of working on something. But when you open the software again, there's a *Document Recovery* window so that you can access files you had open. This is a little different.

Word 2010 has a "got your back" feature for files that you may have closed without saving — even closed on purpose — and then you decide you really need the file!

Retrieve Unsaved Word Files

With Word open:

- Go up to *File*, and in the *Info* section, click on the *Manage Versions* option.
- Select *Recover Unsaved Documents*.
- Well-!a! There are your unsaved files! Word has magically kept a copy of your drafts.
- All you have to do is select the file name you would like to view and then click the *Open* button.





- The document will open as a “Recovered Unsaved File”.
- Click the *Save As* button to be sure to keep the file for future use.

TIP: This tip is *exactly the same* for unsaved **Excel** and **PowerPoint** documents also in the 2010 version.

6 **POWERPOINT: Embed a Video in Your Presentation**

Have you ever created a PowerPoint and thought about showing a *short video* in the middle of your presentation? This can be very engaging for your audience and may help you to get your point across using a *different* form of media.

AND, if you know a trick in PowerPoint you can actually *embed the video* within your presentation. This way you won't have a super large file because this process keeps all that media in a separate location. You can use your own video or one that has been created by others. You can find lots of good topics from which to choose at sites like www.youtube.com or www.slideshare.com. To make putting them into your presentation even easier, Microsoft has simplified the process in Office 2010!

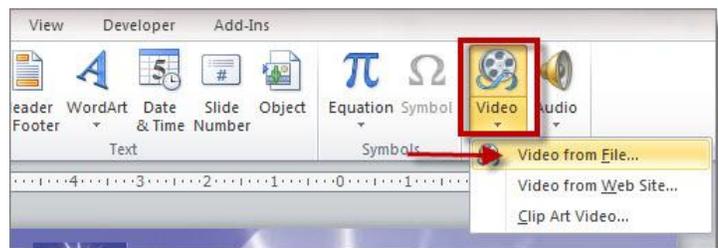
Before getting started with the instructions, it's important to know the difference between *inserting* a video and *embedding* it.

- *Insert* – the video is actually part of your PowerPoint file, making it much larger.
- *Embed* – keeps the video at its source (a PC or online), using a link to get to it.

Obviously, from a file size perspective, embedding is better. The only downside is that you need to be able to “reach” the video during the presentation. That means you have to have the video on your presenting computer or have access to the internet at that time.

When you *embed* a video in your presentation, save this file in the *same* folder as your PPT.

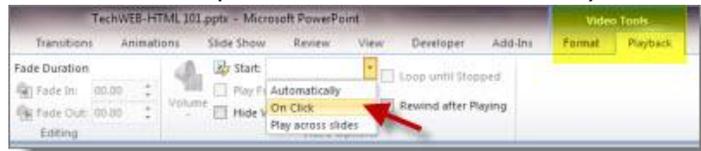
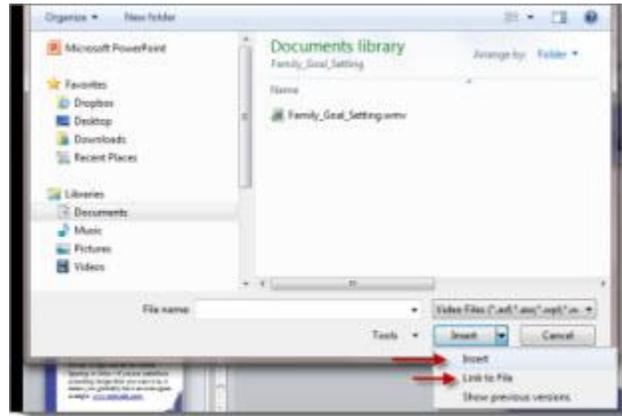
- Go to the slide where you would like your video to display.
- In the ribbon, on the *Insert* tab, in the *Media* section, click the *drop down arrow* below the video link and select *Video from File* (in 2007 and earlier versions, it will say *Movie* and *Movie from File*).
- A window will open so that you can navigate to where your video file is saved.
- This is the important step – you need to decide if you want to *Insert* the video into your presentation (which could really balloon the size of your file) or *Embed* it so that you create





a *link* to the video file. Click on the downward pointing arrow next to the "Insert" button, choose either to *Insert* or *Link to File* (embed) your video.

- Your video will be inserted into the middle of your slide. You can resize it by dragging the corners to make it larger.
- Depending on the file type of the video, it may display as a black box. You just need to click on it to start the video playing.
- To make settings changes, click on the video to highlight it and in the ribbon the *Video Tools* option will show. Click on the *Playback* tab. There are several choices to control the play of the video. One main setting to consider is in the *Start* option. Use the drop down window to choose *Automatically* or *On Click* so that you have control of when your video starts to play during your presentation.
- Be sure to *Save* your presentation like normal.



Now when you are showing your PowerPoint and you get to the slide with the video, it will either start automatically or when you click on it ... depending on the settings you chose.

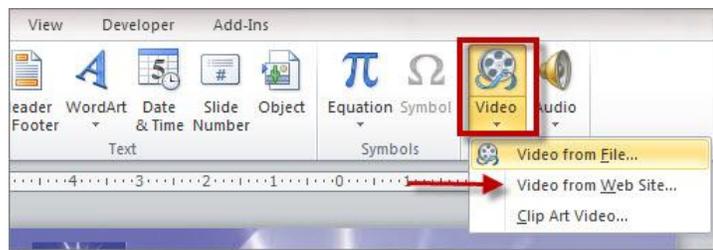
How To Embed A Video Clip — That Resides Online

The Internet is full of video clips that you may want to show in your presentation. (By the way, be sure you have the author's permission first to use it.)

NOTE: The ability for the video to actually run and show in PowerPoint (instead of clicking on a link and getting taken to the video) is new in Office 2010.

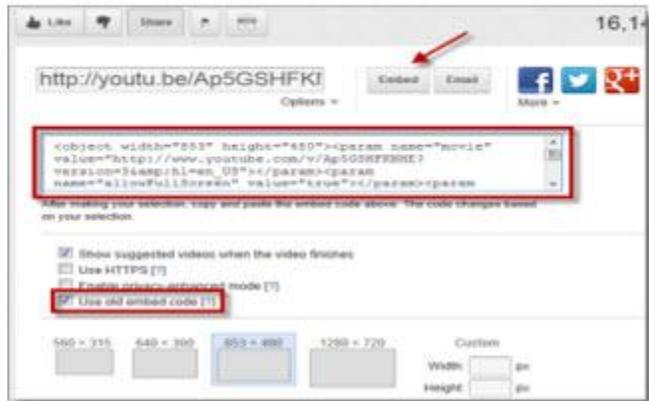
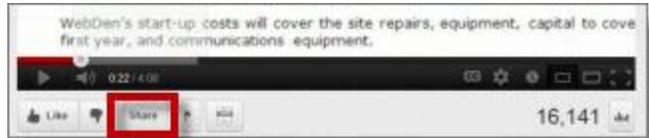
With your presentation open, go to the slide where you would like your video to display.

- In the ribbon, on the *Insert* tab, in the *Media* section, click the *drop down arrow* below the video link and select *Video from Web Site*.
- A window will open prompting you to insert the *embed code* for the video.





- Go to the Internet page with the video that you are going to use. **NOTE:** each of these types of sites may be a little different. We're going to use www.YouTube.com for this example.
- At the bottom of the video, click the *Share* button (the location of this may be in varying places depending on what site you are using).
- In YouTube, a box will pop up with new code that starts with an "iframe" tag. PowerPoint does not yet support this new code, so scroll down the page and *check the box* that says "Use old embed code". Your code will now start with an "object" reference.
- You can select the *size* of the video by highlighting one of the boxes displaying options.
- If you don't want other "suggested videos" to show when your video is done playing, *uncheck* this box option.
- *Copy* the code in the box, and *paste* it into the PowerPoint dialog box.
- Click *Insert*.
- The video may appear as a black box until you click on it to start playing.



REMEMBER: Since the video is embedded, *not inserted*, you will need to be *connected to the internet* for the video to play. Expect a slight delay while the video loads.

7 WINDOWS / OFFICE – "Pinning Documents"

Do you often have documents that you open on a regular basis? Perhaps you'd like to access them *quickly* – so that you don't waste time navigating through multiple file folders to retrieve them.

How can you open files... like Word, Excel, PowerPoint and others... in ONE click — no matter where they are saved? If you have Windows 7 or Microsoft Office 2010, you can "*Pin*" them. And, depending upon how you look for





documents, there are two different locations you can *pin* files: 1) In Windows and 2) In your software program (like Word, Excel).

Pinning to the Start Menu in Windows

You may be used to previous versions where you were able to access a file from the Start Menu *IF* it was one of the last ten that you opened through the *My Recent Documents* choice. However, if you open *lots* of files on a regular basis, the one you want may have dropped off the list. Now, you can “pin” a document so that it *always* shows.

In Windows 7 you can open files from both the *Recent* items list *and* a customized “Pinned” list. Here’s how you see your *Recent* ones and what you need to do to add documents to the *Pinned* list.

- Click the *Office* button in the lower left of your screen.
- Go to the *program* that you have created the document in (like Word or Exel) and mouse over the *black triangle* on the right. Your most *recent* files will be listed.
- To move a document to the top “Pinned” section, click on the icon of a *pushpin* to the right of the file name. You will see your document move from the *Recent* list to the *Pinned* list.
- If you no longer want the file Pinned, click the pushpin again to *unpin* it.

TIP: If the file you want to pin is *not* in the *Recent files* list, just open it the way you normally do so that it will become a “recent” file. Close the document, and start the process again.



BONUS! The Pinning shortcut not only works for Office (Word, Excel, PowerPoint) files, but for *other* software that you have as well. If you have an internet icon in your start menu like Internet Explorer or Firefox Mozilla, you can “Pin” *web pages* in the same process, but they will appear in the “Frequent” menu for easy access (kind of like a “favorites” list).

If you don’t have a certain *program* in you Start menu that you would like, you can add it as well. From the Windows button in the lower left corner, click on *All Programs* and then locate the

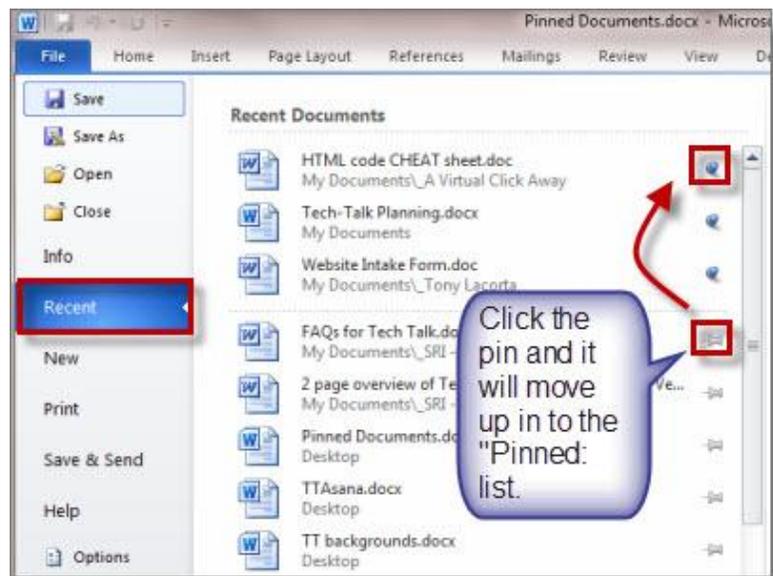


program you want to Pin to the start menu in the programs list. *Right-click* on the software icon and then select "*Pin to Start Menu*".

Pinning Recent Files *Inside* an Application

In Office 2010 software (like Word, Excel and PowerPoint), there is an option to not only access recent files quickly, but to "Pin" them to a list also – no matter how many files you have opened since this one.

- Open the application and go to *File, Recent*. You will see a list of the most recent documents that you have used.
- The top section of this list is for documents that you "Pin."
- To *Pin* a document to your Word *Recent Files* (so that it always comes up at the top of the list), click the *pushpin* icon next to the file name and it will move up the list.
- To *Unpin* the document in the future, just click the pin icon again.



8 WEB: Pinning Websites to Your Taskbar

Do you have web tools or websites that you use on a *daily* basis? Wouldn't it be helpful to have *one-click access* to each of these items instead of having to go through several steps to open them? You can, by "pinning" them to your taskbar, if you have Windows 7 ... or adding an icon to it if you have Windows XP or earlier versions.

As a reminder, the taskbar is the strip at the bottom of your screen. Often there are shortcuts on it. By pinning a URL to it, you can save yourself a lot steps. Here are some examples of the types of web pages you might want to have:

- Web tools such as Constant Contact or Survey Monkey
- Web mail like Yahoo or Gmail



- An organization's website
- Banking log-ins
- Social media such as LinkedIn, Twitter or Facebook

Create a Pinned Link in Your Taskbar

Pinning a site to your taskbar is as easy as "drag and drop" when using a browser.

- First, open the *web page* for which you would like to create a *shortcut*.
- In the *upper left corner* of the page ... next to the website's URL ... is a tiny picture, usually associated with the website. It's called a "favicon." If the site doesn't have a custom image, the browser's icon will show.
- *Left-click* on the favicon, and while holding your mouse down, *drag it to your taskbar* and then release your mouse.
- Your newly pinned site will open immediately. To use it in the future, just click the icon in your taskbar.



To *delete* a pinned website from your taskbar, just right-click the icon and choose Unpin this program from taskbar.

CAUTION: If you're using *Firefox*, the icon in the task bar does *not* appear on its own. In fact, it may even look like it didn't work. But it did. Just look for the pinned item by *right-clicking* on the Firefox icon in your taskbar. You'll see the pinned item there!

BONUS! Status Updates with Pinned Sites

When you pin a website to your taskbar for which you receive "notifications" (like Facebook or Gmail), these sites will often indicate that you have an update to check.





For example, a Facebook page in your taskbar will display a *red star* on top of the icon whenever you have new messages, notifications or a friend request.

And if you use a web mail platform like Gmail, with this website pinned to your taskbar, your “unread message count” will be visible.

TIP: You need to remain logged in to a site for the notifications to display.

9 **SOCIAL MEDIA: Hootsuite.com**

Do you find yourself posting to *different* social media sites on a *regular* basis? You may add an event announcement on your organization’s Facebook and LinkedIn pages and then send a Tweet about it. Then, a few days before the event, you start the process all over again by re-posting a “reminder”.

Logging into multiple social media platforms daily takes time... and organization!

www.HootSuite.com is the leading social media dashboard to not only *manage*, but to *measure the results* of your online marketing campaigns.



Simply put, it is a system for any size of organization to establish and manage multiple social networks with a single web-based tool. It integrates with key social network sites like Facebook, Twitter and LinkedIn. It even works with the new Google+ Pages.

When you log into your *HootSuite* platform, you can post to multiple social media sites at one time! If you want to add a post to Facebook and Twitter — it can be done in one step.

A huge bonus is that not only can you streamline your message activity, but you can *pre-schedule* it! That means, in one session, you can set up posts to one or multiple sites in advance. For example, if you have events every Tuesday evening in June, you can create messages for all four at the end of May ... and then you don’t have to log in weekly on the day you want the post to be live. They’ll go up automatically. This way you can set aside time to do all of your social media in an hour or two for the whole month!

Users love *Hootsuite’s* user-friendly interface. And, the Basic plan is free and offers a host of robust features. Unlike its competitors, *HootSuite* is accessed through a web browser, not a desktop software application — so your whole team can log in when needed.



You can experiment with *HootSuite* to see if it is right for you. Go to www.hootsuite.com and set up your account for free. The *Pro* level offers more functionality, but the free version has all you need to get started.

Once you spend less than five minutes setting up your account, you can start posting live, or pre-schedule posts to one or more of your social media sites.

HootSuite not only lets you add posts easily, but generates reports and provides analytics so that you can see how your promotional efforts are paying off. For example, for Facebook, you can:

- Monitor and measure your fans, likes, comments and page activity.
- Drill down into your fans based on demographic, region and post source.
- Optimize your messaging with per post insights, including reach, and engaged users "talking about this".



If you manage social media for yourself or your organization, this tool is a "must have" in your arsenal!

10 SOFTWARE: RoboForm

This tip was in last year's TOP 10 List, but we love it so much that we're including it ***again!***

How many user names and passwords do you have? 10, 20, 50 or even 100 or more? The typical internet user can have over 50 different usernames and passwords to log in to various sites. Can you remember them all? Not a chance! Having a "place" to keep them is a great tip, but having an automatic way to log in to your favorites sites in one click is much better!

This is software that you can use for free or buy. Among many features, it allows you to:

- *Manage* your passwords and Log In automatically.
- *Fill* long registration and checkout forms with one click.
- *Encrypt* your passwords to achieve complete security.
- *Generate* random passwords to maximize password strength.



You can use it with any of the popular browsers.

How Does it Work?

1. *Download RoboForm*. It will then do the work for you.
2. When you log into a website that requires a user name and password, it prompts you to *save* the information and name the link.
3. The next time you want to log into the website, instead of searching for your password, you easily *click* on the **RoboForm** icon and *select* the password Name you previously set up.

RoboForm has many features, but one cool one is the ability to create secure, random passwords. In a few clicks you can:

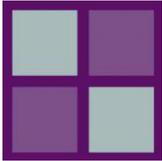
- Generate random password of any length, up to 512 characters.
- Specify number of characters to appear in the password, including special characters.
- Exclude similar characters.



You can download **RoboForm** for free and store up to 10 passwords - so you can try it out easily. You can also purchase the Pro Version software for \$29.95 which allows you to store an unlimited number of passwords. There are discounts for multiple licenses. RoboForm has a satisfaction guarantee as well.

BONUS! For those that have small and micro-businesses, and want to increase your productivity by delegating work to others (without having to hire employees), you can subcontract out on a project-basis on sites like these...

- www.vWorker.com
- www.elance.com
- www.odesk.com



Contact Ann Michael Henry and discover more ways to improve your productivity.

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