

STREAMLINE WEEKLY WORKSHOPS

WILL BEGIN SOON!

Please acquaint yourself with the Zoom toolbar while we wait for additional attendees to join.

Use Q&A for questions or if you are having a problem.
Use chat if you just want to say hi!



↑
Set audio preferences

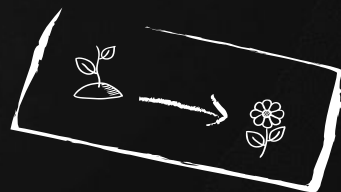
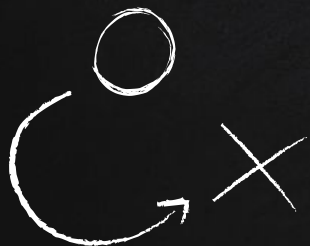
↑
Use Q&A button to ask questions anytime



STREAMLINE WEEKLY WORKSHOPS

TECH TIPS

(FOR THE NOT-SO-TECH-SAVVY)



1.

BE CURIOUS

2.

LEARN HOW TO LEARN

3.

DON'T PANIC!



SELECTING ITEMS &
TEXT



CONTEXT MENUS



KEYBOARD
SHORTCUTS



CLIPBOARD



URLs / LINKS





MOUSE INPUT

LEFT CLICK



SELECTING ITEMS & TEXT

Single click

Select an item

Press a button / open a menu

Select specific location in text

Single click (and hold)

Drag & drop

Highlight text

Select multiple items

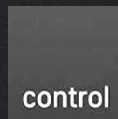
Double click

Open / run

Quick-highlight text



MOUSE INPUT RIGHT CLICK



OR



OR





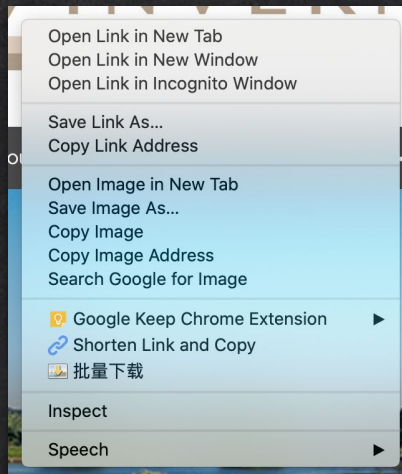
MOUSE INPUT

RIGHT CLICK

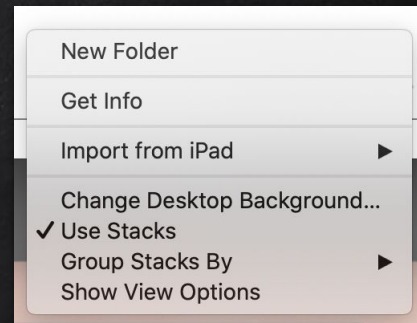


CONTEXT MENUS

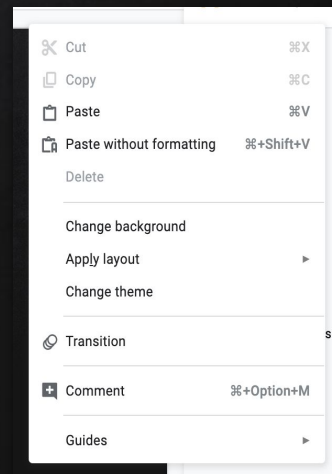
BROWSER



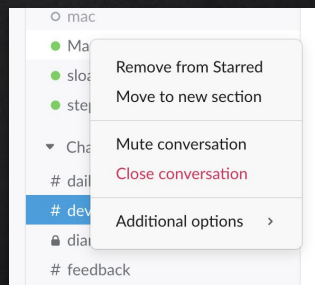
DESKTOP



GOOGLE SLIDES



SLACK





BE CURIOUS

Click on things. Fiddle with the options. Try something before you ask for the answer. Within reason, you can -- and should! -- explore your technology and become familiar with what is possible.



AN INVISIBLE PLACE TO STORE INFORMATION YOU WANT TO PUT SOMEWHERE ELSE

Cut

Remove the selected item and
add it to the clipboard

Copy

Leave the selected item, and
add a copy of it to the
clipboard

Paste

Retrieve whatever has been
stored in the clipboard

NOTE: CUT / COPY WILL ERASE ANYTHING IN THE CLIPBOARD!

[CLICK HERE FOR MORE
SHORTCUTS!](#)



Windows

Mac

BASIC KEYBOARD SHORTCUTS

(HOLD FIRST KEY WHILE PRESSING SECOND KEY)

CTRL + X, CTRL + C, CTRL + V

CMD + X, CMD + C, CMD + V

Cut, copy, paste

ALT + Tab

CMD + Tab

Switch between applications

Tab

Tab

Switch between fields (e.g. on a form)

CTRL + Y, CTRL + Z

CMD + Y, CMD + Z

Redo, undo

CTRL + N, CTRL + T

CMD + N, CMD + T

Open new window, open new tab

CTRL + ALT + DEL

CMD + OPTION + ESC

Enter lock screen / open task manager / close apps

CLICK HERE FOR EVEN
MORE SHORTCUTS!



Windows



Mac

ADVANCED KEYBOARD SHORTCUTS

(HOLD FIRST KEY WHILE PRESSING SECOND KEY)

CTRL + SHIFT + T

CMD + SHIFT + T

Open recently closed tabs (in
Chrome)

CTRL ++ / CTRL + -

CMD ++ / CMD + -

Zoom in / out

CTRL + F

CMD + F

Find word on a page

CTRL + B / CTRL + I

CMD + B / CMD + I

Bold / Italicize text

PrtScr

CMD + SHIFT + 3

Take screenshot of entire screen

CTRL + SHIFT + V

CMD + SHIFT + V

Paste without formatting



LINKS & URLS

<https://www.getstreamline.com>

scheme

sub
domain

second-level domain

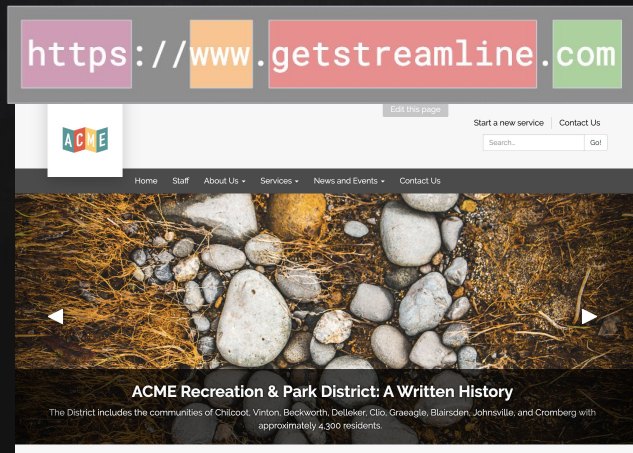
top level
domain

<https://swag.specialdistrict.org>



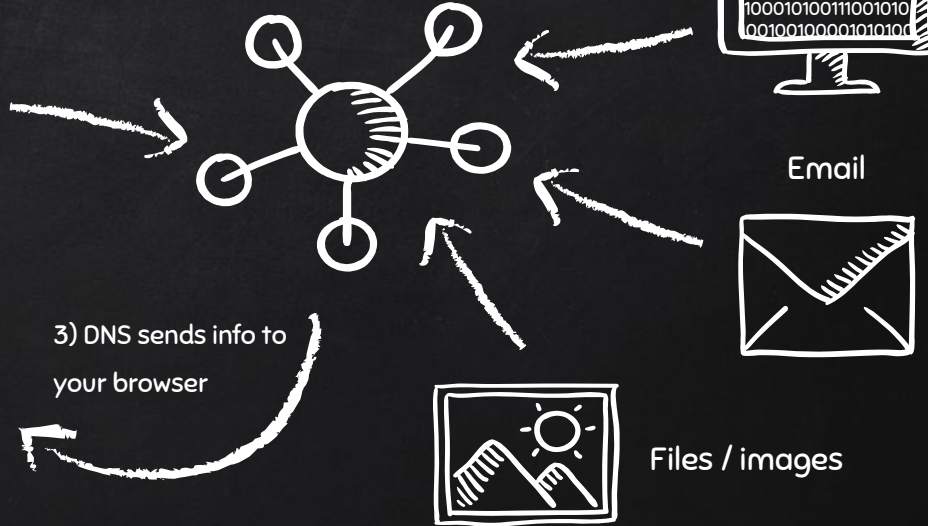
THE INTERNET (SIMPLIFIED)

1) User enters URL into browser (or clicks a link)



4) The browser renders the page

2) DNS (domain) gathers requested items



Code



Email



Files / images





MANAGING
MULTIPLE FILES



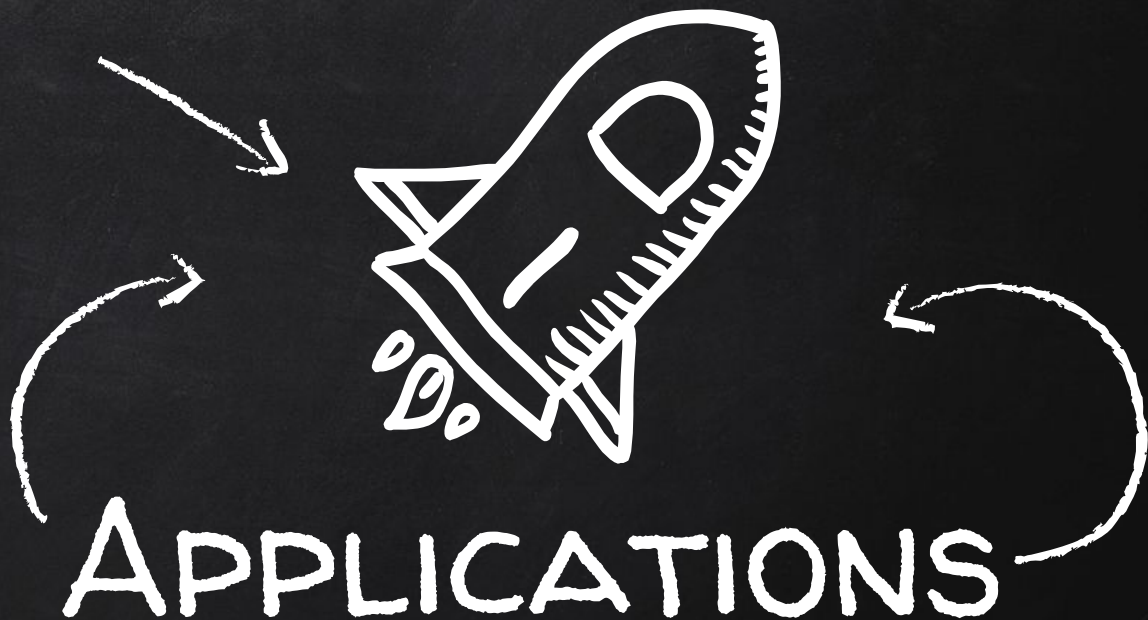
HOW TO SEARCH
LIKE A PRO



ADVANCED
BROWSING



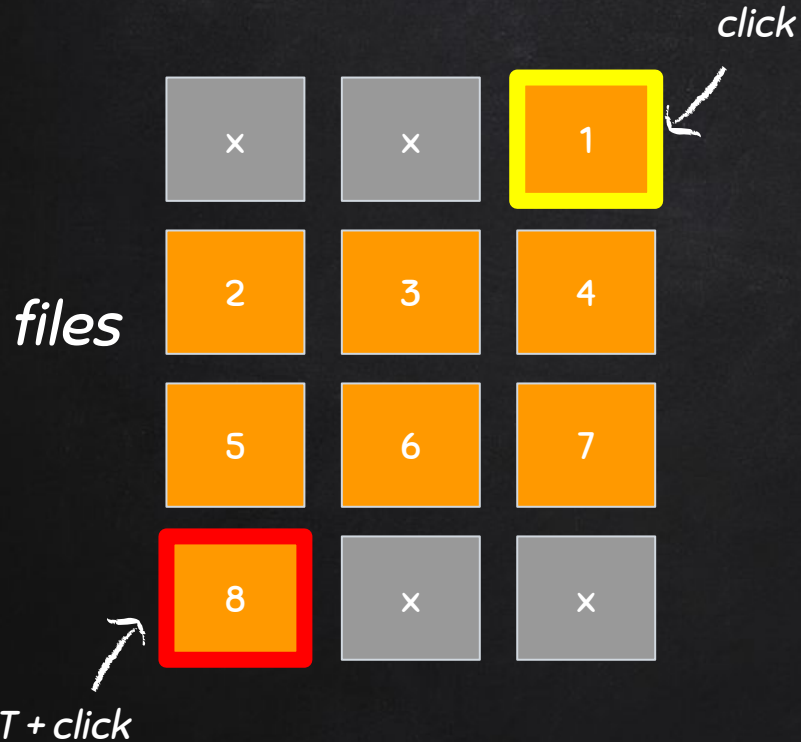
TROUBLESHOOTING



Sequential select

(click)

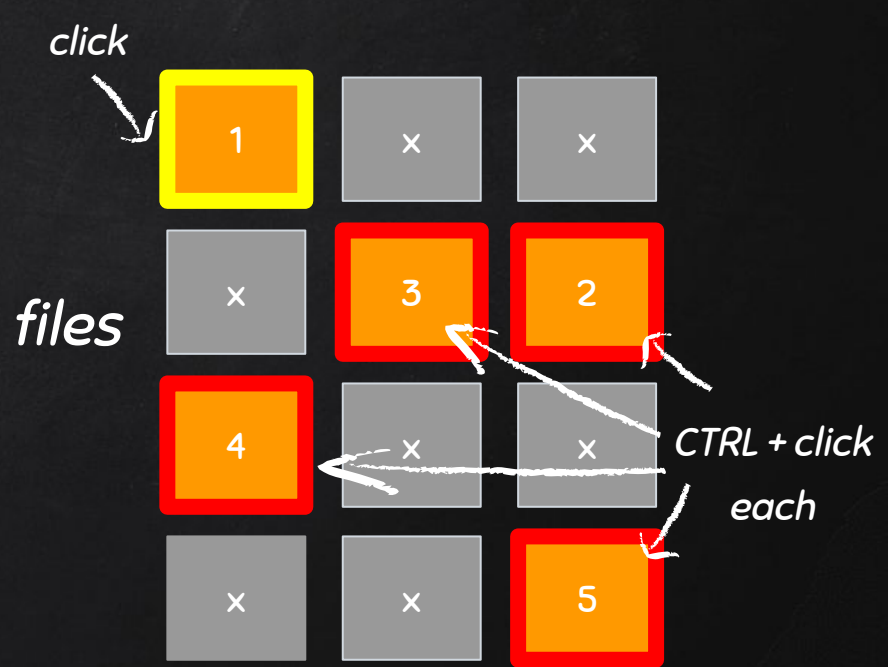
then SHIFT + (click)



Manual select

CTRL + (click)

CMD + (click)





LEARN HOW TO LEARN

In this age, the processes you use to solve problems are more important than the solutions themselves. Your challenges are ever-changing, but how you overcome them must be methodical.

[CLICK HERE FOR MORE](#)

[SEARCH TIPS!](#)



SEARCH TIPS

Use tabs to filter results

Use Image search for images, News search for articles, etc.

Use important words only

“Where are the chinese restaurants that are around my house” vs.
“chinese restaurants near me”

Use quotes for specific phrases

John j smith vs. “John j smith”

Use shortcuts

“Weather sacramento”
“Define defenestration”
“Time phoenix”

Use a hyphen to eliminate words

John j smith -bakersfield

Use tools

Conversions (miles to km, dollars to pounds)
Calculator (32*43=?)

CLICK HERE FOR MORE
BROWSING TIPS!



ADVANCED BROWSING

Navigation

Using the “omnibar” – search
vs. direct access

Keyboard shortcuts

Tabs & Bookmarks

Using tabs to keep multiple
sites open

Bookmarks and organization

Incognito Mode

Not just for naughty things!

Shopping, anonymous
browsing, anonymous searches



DON'T PANIC!

There is nothing about technology you cannot learn. *Nothing.*
(not that you need to learn *everything...*)

Your state of mind and your attitude will determine the quality of what you learn, and how quickly you can overcome obstacles.





THANKS!

Any questions?

You can find me at
chris@getstreamline.com