Milo Handout for San Diego Professional Coaches Alliance - Tech Tips

This handout can be found at [www.IMPROVentures.com/resources](http://www.IMPROVentures.com/resources)

### For PCs: FastKeys <http://fastkeys.vze.com/> Personal use - $19 Only for up to 3 computers

### For Mac: Good equivalents are these three: TextExpander, aText or Alfred

### To create a shortcut with images in it:

### 1) Create what you want in Word and save as an .rtf file

### 2) Open FastKeys and click "New"

### 3) Name the shortcut and click "More"

### 4) Click "Macros", then "File Contents"

### 5) Enter the name of the folder that the RTF file is in

### (keep them all in one folder because it prefills the last one you used so that makes it easier)

### 6) Click the "…" and select your RTF file.

### 7) Click "OK" and/or "Save" until back to your document.

Great uses:

* common numbers and codes (ssn, phone number)
* common entries (address, company name, your name)
* paragraphs you frequently enter (what your company does, three learning objectives)
* salutations, proposals
* symbols like ¢

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**Equivalent of Fastkeys** on your phone (hotkeys, autocorrect, smart typing, text shortcuts)

On Galaxy: Settings/ GeneralManagement/ Language&Input/

OnScreenKeyboard/ SamsungKeyboard/ SmartTyping/ TextShortcuts

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**FollowUpThen.com** to remind you (and, optionally, someone else) about an email

You must set up a frée account with them for it to work. Then you can use things like:

[3pm@fut.ion](mailto:3pm@fut.ion) [3pmMarch22@fut.io](mailto:3pmMarch22@fut.io) [Thursday@fut.io](mailto:Thursday@fut.io) [March19@fut.io](mailto:March19@fut.io) (last two will come at midnight)

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**Using the ~ instead of blank lines**: Get them to read your whole note!

Do it by a FastKeys shortcut for easy typing

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**Snipping Tool**: Windows' Best kept secret!

Mac Equivalent: Either "Command + Shift + 4" OR “Finder” > “Applications” > “Utilities” > “Grab”

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**Turn an mp3 into an mp4 with an image:**

<https://mp3toolbox.net/mp3_to_mp4> to create something like <https://www.youtube.com/watch?v=H4s10o5vp88>

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