Tech Tip- Time-Saving Keystrokes

Most of the younger generations have grown up using technology their whole lives; however some learned how to use computers, tablets, and smartphones on their own. For those who are self-taught, here are some time-saving tips to get the most out of your tech experience.

1- Use the Space Bar to Scroll Up and Down
When browsing through websites, using the up and down arrows or rolling your mouse is not necessary. It is much faster to press the space bar to page down and press Shift+Space to page back up.

2- Address Forms and the Tab Key
Shopping online has become commonplace, and most people set up accounts at their favorite stores. When filling out a form, such as when you sign up for an online account, press the tab key to move from one field to the next very quickly.

3- Fill Drop-down Fields by Typing the First Letter
The fastest way to use a drop-down field in a form, such as your state, is to type in the first letter instead of using the arrows and scrolling down to find your state. Hit it two or more times to go to the next field in the sequence.

4- Make Text Smaller or Larger Using the Control Key
When on a webpage, enlarge your text by pressing Control and the + key or smaller by pressing Control and the – key. This will zoom in and out.

5- Use Google as a Dictionary
Google will define any word. Just type in the word you are searching for, and a definition will appear at the top. You don’t even have to click enter to get it!

6- Highlight Words by Double Clicking when Typing or Texting
This is probably the most useful tip! It can be frustrating to highlight words. Instead, double click over the word you are highlighting, and voilà. It is highlighted! Need to highlight a paragraph? All you have to do is triple click.

7- Don’t Delete Words… Type Over Them
When editing words, don’t take the time to delete them. Type over them after you highlight them.

8- Double Click and Drag Your One-WordChunks
When changing the order of your words, double click and drag the word where you want it to go.

9- Press Space Bar Twice on an Android
When texting, you can save valuable time by pressing the space bar twice instead of a period and shift to end a sentence and capitalize a new one.
**10- Redial by Hitting the Call Button**
You can press the call button, and it will automatically redial the last person you called.

**11- Hit # to Skip Voice Mail Intro**
When in a hurry, just hit the # key to skip a voice mail greeting and record your message.

**12- Eliminate Shutterlag**
The time between pressing the button and when camera actually snaps the shot is called shutterlag. All you have to do to prevent missing your shot is to pre-focus by pressing the button halfway down before you take the picture.

These untaught yet time-saving tips can be very helpful in your technology ventures. May your new year be filled with better use of your time!