











LET'S MAKE SURE YOUR DIGITAL SPACE FITS YOUR NEEDS

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Accounts	Date & Time	Parental Controls	Software Update	Speech	Startup Disk	(O) Time Machine	Universal Access
Other							
DivX	Flip4Mac WMV	<i>P</i> erian	SMART Board				





THE DOCK

I RECOMMEND:

- PUTTING IT ON THE SIDE
- ONLY KEEP THE MOST USED SHORTCUTS
- DRAG THE OTHERS OFF AND WATCH THEM POOF AWAY
- (WE'LL ADD THINGS TO THE DOCK LATER)
- USE SPOTLIGHT INSTEAD FOR MOST THINGS









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FIRST AND FOREMOST YOUR INBOX SHOULD NOT BE YOUR TO-DO LIST

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FIRST AND FOREMOST YOUR INBOX SHOULD NOT BE YOUR TO-DO LIST



- IT'S NOT ALWAYS WITH YOU
- EACH E-MAIL ONLY VAGUELY REPRESENTS WHAT NEEDS TO BE DONE
- THAT MEANS THAT SOME INFO WILL ALWAYS BE NAGGING IN THE BACK OF YOUR MIND...
- ...WHICH TENDS TO INCREASE YOUR STRESS LEVEL
- IMPORTANT E-MAILS WILL GET LOST IN THE SHUFFLE!

LET'S THINK ABOUT THIS...

WHEN MAIL COMES IN, WHAT DO YOU DO* WITH IT?

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- ACT ON IT
- DEFER ACTING ON IT
- DELEGATE IT
- DO NOTHING
- FILE IT
- DELETE IT

* <u>Getting Things Done</u>, by David Allen, and "Inbox Zero" by Merlin Mann www.43folders.com/izero

LET'S THINK ABOUT THIS...

WHEN MAIL COMES IN, WHAT DO YOU DO* WITH IT?



THE E-MAIL LIFE CYCLE





BEFORE WE GET TO THE SKILLS

ONE RECOMMENDATION...







SEARCH AND SORT E-MAIL



CREATING E-MAIL FOLDERS

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- RIGHT-CLICK* THE INBOX

HOW-TO

- CHOOSE "NEW FOLDER"
- NAME IT
- DONE!

* Or control-click, or two-finger click

CREATING E-MAIL FOLDERS

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- RIGHT-CLICK* THE INBOX

HOW-TO

- CHOOSE "NEW FOLDER"
- NAME IT
- DONE!

TIME TO PROCESS YOUR E-MAIL CLEAR THAT INBOX!

* Or control-click, or two-finger click

iCAL REMINDERS



FOR EXAMPLE...

HAVE MAIL FROM SPECIFIC ADDRESSES AUTOMATICALLY ROUTED TO A FOLDER

HAVE MAIL WITH SPECIFIC WORDS IN THE SUBJECT OR BODY AUTOMATICALLY ROUTED TO A FOLDER

HAVE MAIL AUTOMATICALLY FORWARDED TO ANOTHER ADDRESS AND THEN DELETED

HOW TO

Send

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1. CLICK TOOLS > RULES

2. CLICK "MAIL (EXCHANGE)"

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TOOLS > RULES

"MAIL (EXCHANGE)"

"NEW"

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HOW TO

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USING CATEGORIES

EACH CATEGORY HAS A DISTINCTIVE COLOR

CAN BE USED IN CONJUNCTION WITH RULES

FOR EXAMPLE... MAIL FROM A SPECIFIC ADDRESS GETS CATEGORIZED AS "FAMILY" WITH A DISTINCT COLOR

YOU CAN EDIT THE CATEGORIES AND COLORS

USING CATEGORIES

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NEXT UP: DOCUMENTS





FOLDER VIEWS AND SORTING

RENAMING & NAMING SCHEMES

SEARCHING FOR DOCUMENTS

SIMPLE VS COMPLEX FOLDER SYSTEMS

CREATING SHORTCUTS



FOUR DIFFERENT FOLDER VIEWS















CAN SEE DETAILS SORT BY CLICKING HEADERS EXPAND/COLLAPSE FOLDERS

CAN STILL GET LOST IN FOLDERS NO PREVIEW (BUT CAN HIT SPACEBAR TO SEE BIG PREVIEW)

CAN'T GET LOST IN FOLDERS THE MOST INFO IN THE LEAST SPACE

ADVANTAGE

NO PREVIEW (BUT CAN HIT SPACEBAR TO SEE BIG PREVIEW) NO DETAILS (BUT CAN HIGHLIGHT TO SEE DETAILS)

DISADVANTAGES



COLUMN VIEW

ADVANTAGES ALL THE ADVANTAGES OF LIST VIEW PLUS INSTANT BIG PREVIEW

DISADVANTAGES CAN GET LOST IN FOLDERS TAKES SOME GETTING USED TO





CLICK ON THE NAME *PAUSE* CLICK AGAIN START TYPING



SMART NAMING SCHEMES

THE MAC SORTS FILES ALPHA-NUMERICALLY

!@#\$... 12345 ... AaBbCcDd ... YyZz

YOU CAN USE THAT TO PUT THE FILES IN THE ORDER YOU WANT



THINK BEFORE YOU NAME!

A FEW SECONDS OF THINKING BEFORE YOU NAME...



...CAN SAVE YOU MANY MINUTES OF SEARCHING LATER

COLORING FILES/FOLDERS

ONE MORE WAY TO MAKE THINGS EASY TO FIND...



RIGHT-CLICK* A FILE OR FOLDER CHOOSE A COLOR LABEL

(YOU CAN PICK COLORS BASED ON CATEGORIES, TOPICS, ETC.)

* Or control-click, or two-finger click

SEARCHING FOR THINGS: 3 WAYS



SPOTLIGHT SEARCH



ADVANTAGES QUICK LIVE UPDATING SEARCHES NAMES AND CONTENTS SEARCHES EVERYTHING

BUT THESE CAN BE DISADVANTAGES AS WELL! LIVE UPDATING - SOMETIMES THINGS CHANGE BEFORE YOU CAN CLICK

SEARCHES EVERYTHING - NOT VERY TARGETED

FINDER WINDOW SEARCH

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FINDER WINDOW SEARCH



SIDEBAR SMART FOLDERS



CREATING FOLDERS



1. OPEN UP A FINDER WINDOW

2. NAVIGATE TO WHERE YOU WANT THE FOLDER

3. CLICK THE GEAR; CHOOSE "NEW FOLDER"

4. TYPE NAME IMMEDIATELY

SIMPLE VS COMPLEX FOLDER STRUCTURES

(TWO EXTREMES)



SIMPLE FOLDER STRUCTURES

JUST THROW EVERYTHING IN ONE FOLDER RELY ON SEARCHES, COLORS & SORTING TO FIND THINGS

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	OmniOutliner-3.6.5.dmg	T T	BECOME A NIGHTMARE!
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29 items, 18,95 GB available

COMPLEX FOLDER STRUCTURES

CREATE ORDERED FOLDERS & FOLDERS WITHIN FOLDERS



ADVANTAGES APPEARS ORGANIZED EASY TO NAVIGATE NAMING OF FILES IS NOT SO IMPORTANT

DISADVANTAGES SAVING TAKES THOUGHT TAKES TIME TO NAVIGATE CAN BECOME TOO COMPLEX MIGHT ACCIDENTALLY CREATE THE SAME FOLDER TWICE!

SIMPLE VS COMPLEX FOLDER STRUCTURES



ONE MORE BIT OF ADVICE...



THE DESKTOP IS A NICE TEMPORARY WORK SPACE FOR FILES...

...BUT NOT IF IT'S A MESS

TIME TO GET THOSE FILES SORTED OUT!

HELPFUL SHORTCUTS AND TIPS



- WHEN MOVING FILES, HOVER OVER A FOLDER AND IT WILL "SPRING" OPEN
- APPLE-DELETE = PUT FILE IN TRASH
- APPLE-N = NEW WINDOW
- APPLE-S = SAVE
- APPLE-W = CLOSE WINDOW
- APPLE-Q = QUIT PROGRAM
- APPLE-X = CUT
- APPLE-C = COPY
- APPLE-V = PASTE
- APPLE-SPACE = OPEN SPOTLIGHT

SHORTCUTS: 4 DIFFERENT KINDS

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DOCK SHORTCUTS



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SIDEBAR SHORTCUTS



SMART FOLDERS

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FILE/FOLDER ALIASES



* Or control-click, or two-finger click







SAVING BOOKMARKS

MANAGING BOOKMARKS

USING BROWSER HISTORY

SETTING BROWSER HOMEPAGE

CREATING SHORTCUTS TO WEBSITES

SETTING THE HOMEPAGE (SAFARI)



SETTING THE HOMEPAGE (FIREFOX)



SAVING BOOKMARKS: 3 WAYS



CLICKABLE SHORTCUTS

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## **REMEMBER ORGANIZATION BEGINS...**

