## Fifty Tech Tips 2024

Detroit, MI

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## Google Chrome Task Manager

#### 🧿 Task Manager - Google Chrome

| Task |   |  | Memory footprint | CPU | Network | Process ID |
|------|---|--|------------------|-----|---------|------------|
| •    | 0 | Browser  | 245,400K         | 3.7 | 0       | 18784      |
| •    | * | GPU Process  | 268,360K         | 1.2 | 0       | 3332       |
| •    | * | Utility: Network Service                           | 38,588K          | 2.0 | 0       | 3336       |
| •    | * | Utility: Storage Service                           | 18,324K          | 0.0 | 0       | 16380      |
| •    | * | Utility: Audio Service                             | 17,032K          | 0.9 | 0       | 14008      |
| •    | * | Spare Renderer                                     | 20,268K          | 0.0 | 0       | 940        |
| •    | * | Renderer   | -                | 0.0 | 0       | 24296      |
| 1    | M | App: Inbox - grawdon@gmail.com - Gmail             | 326,588K         | 3.0 | 0       | 9540       |
|      |   | Service Worker: https://mail.google.com/mail/u/1/s |                  |     |         |            |
|      |   | Subframe: https://accounts.google.com/             | 56,560K          | 0.2 | 0       | 15048      |
|      |   | Subframe: https://accounts.google.com/             |                  |     |         |            |
|      |   | Subframe: https://accounts.google.com/             |                  |     |         |            |

CLARISSA'S TECH TIP 1

## NEW MICROSOFT TEAMS APP

# LOOK PERFORMANCE INTEGRATION



## Google Tasks Lists

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| ✓ All tasks       PAST         ◇ All tasks       ○ FSA Plan Documents         1 week ago ○ FSA Plan Docume       ○ Wilson         ○ Incoming Tasks       ○ Census workpaper         ○ Incoming Tasks       ○ MAP-HR] Tyll's Vacation Payout         ○ days ago ○ [MAP-HR] Tyll's Vacation Payout       ○ days ago ○ [MAP-HR] Tyll's Va         ○ Scott       ○ Product Pulse: Launch Event<br>Recap + 4 New Features!         ○ Jassica       ○ Benefit Recons<br>Inttps://docs.google.com/document/<br>d/IMh29C_MIALVEYztAxn11Sdcb         ○ Mulson       ○ Benefit Recons<br>Inttps://docs.google.com/document/<br>d/IMh29C_MIALVEYztAxn11Sdcb  | + Create   | Incoming Tasks :  | Scott :   | Lauren :   |
|---|--|---|---|--|
| ✓       Scott       6 days ago       ☑ [MAP-HR] Tyll's Va       Acctg Procedures Manual -<br>Cyber Security       https://docs.google.com/document/<br>d/13M5LLIH1FFx9Xolqudetkon         ✓       Lauren       Product Pulse: Launch Event<br>Recap + 4 New Features!       6 days ago       ☑ Acctg Procedures       5 days ago         ✓       Patrice       5 days ago       ☑ Product Pulse: Lau       6 days ago       ☑ Acctg Procedures       5 days ago         ✓       Patrice       0       Benefit Recons<br>https://docs.google.com/document/<br>d/1Mh29C_NI4LVEvzh4xn1tSdc0       Completed (3)       ○       Paper towels - Ypsi office<br>concern         ✓       Wilson       5 days ago I       I week ago I       I week ago I       I week ago I   | ✓       All tasks         ☆       Starred         Lists       ∧         ✓       Incoming Tasks | PAST         ○       FSA Plan Documents         1       week ago       Image: FSA Plan Docume         ○       Census workpaper         1       week ago       Image: Census workpaper         1       week ago       Image: Census workpaper         1       Week ago       Image: Census workpaper         ○       [MAP-HR] Tyll's Vacation Payout | <ul> <li>Fwd: OwnBackup - Upcoming<br/>Contract Renewal</li> <li>Mon, Jun 3 Prwd: OwnBackup</li> <li>Scott check in<br/>https://docs.google.com/document/<br/>d/1RmjuN3M</li> <li>6 days ago</li> </ul> | <ul> <li>Fire instinguishers<br/>Check fire extinguisher boxes, are<br/>they locked? VOCA auditors asked</li> <li>4 days ago</li> <li>Data for Washtenaw county</li> <li>4 days ago</li> <li>Mata for Washtena</li> <li>Inventory process</li> </ul> |
| Jessica   Wilson   Stars     Stars     Stars     Benefit Recons   https://docs.google.com/document/   d/1Mh29C_NI4LVEvzh4xn1tSdc0     Stars     Stars <td><ul> <li>Scott</li> <li>Lauren</li> <li>Shannon</li> <li>Patrice</li> </ul></td> <td>6 days ago          ∑ [MAP-HR] Tyll's Va          O       Product Pulse: Launch Event<br/>Recap + 4 New Features!          5 days ago          ∑ Product Pulse: Lau</td> <td><ul> <li>Acctg Procedures Manual -<br/>Cyber Security</li> <li>6 days ago Acctg Procedures</li> <li>Completed (3)</li> </ul></td> <td>https://docs.google.com/document/<br/>d/13M5LLIH1FFx9Xolqudetkon<br/>5 days ago<br/>Paper towels - Ypsi office<br/>concern</td> | <ul> <li>Scott</li> <li>Lauren</li> <li>Shannon</li> <li>Patrice</li> </ul>                    | 6 days ago          ∑ [MAP-HR] Tyll's Va          O       Product Pulse: Launch Event<br>Recap + 4 New Features!          5 days ago          ∑ Product Pulse: Lau  | <ul> <li>Acctg Procedures Manual -<br/>Cyber Security</li> <li>6 days ago Acctg Procedures</li> <li>Completed (3)</li> </ul>  | https://docs.google.com/document/<br>d/13M5LLIH1FFx9Xolqudetkon<br>5 days ago<br>Paper towels - Ypsi office<br>concern   |
| O Delta change  | <ul> <li>Jessica</li> <li>Wilson</li> <li>Exec Team</li> </ul>                                 | <ul> <li>Benefit Recons<br/>https://docs.google.com/document/<br/>d/1Mh29C_NI4LVEvzh4xn1tSdc0</li> <li>5 days ago #</li> <li>Delta change</li> </ul>  |   | 1 week ago Paper towels - Yp   |

#### Bonus tip: add Tasks in Google Docs

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## Microsoft Windows Hello

#### Search for Sign-in options in Windows Search

| All    | Work    | Apps    | Documents | Web |
|--------|---------|---------|-----------|-----|
| Best m | atch    |         |           |     |
| Q      | Sign-in | options |           |     |

#### Sign-in options

#### Manage how you sign in to your device

Select a sign-in option to add, change, or remove it.

Windows Hello Face . . Sign in with your camera (Recommended)



Windows Hello Fingerprint This option is currently unavailable-click to learn more



Windows Hello PIN Sign in with a PIN (Recommended)



Security Key Sign in with a physical security key

#### Password

Sign in with your account's password



Legal Services National

Technology Assistance Project

**Open**Advocate

LSC America's Partner for Equal Justice

F

## ReadClearly & WriteClearly



Google AppSheet

#### Create apps that adapt to how you work

Rapidly create powerful apps tailored to your business needs.

- Create apps for Google Chat and publish them with one click
- Capture rich data using forms, barcodes, locations, signatures, and photo format
- Store your data in AppSheet's built-in database
- 🖾 Customize features, design, security, and branding
- <> Embed critical apps and information in Google Docs with Smart Chips





#### Word: CTRL+SHIFT+V

Paste into Word without any formatting

#### ∼ RIVERSIDE

#### Record, edit, share in one place



## RIVERSIDE

RECORDING AUDIO / VIDEO
LIVE STREAMING CAPABILITIES
INTEGRATION
TRANSCRIPTION
SRT (SUBTITLE) GENERATOR

## Add Name Pronunciation to Email Signature

| $\equiv$                | Microsoft AppSource             |
|-------------------------|---------------------------------|
| ✓ Search AppSource Apps |                                 |
| Apps > NameCoach for O  | utlook                          |
|                         | NameCoach for Outlook           |
|                         | by NameCoach Inc.<br>Gutlook    |
|                         | Pricing Free Get it now 🛧 Saved |

## NameCoach Outlook Add-In

| NameCoach 🖂 🗙        |                         |        |  |  |  |  |  |
|----------------------|-------------------------|--------|--|--|--|--|--|
| Pronunciations       |                         |        |  |  |  |  |  |
| Select a recipient 🗸 |                         |        |  |  |  |  |  |
| Select a recipient   |                         |        |  |  |  |  |  |
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| Record               | Library                 | Upload |  |  |  |  |  |

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|   | $\triangleright$   | From 🗸  | ribadeneyraj@lsc.gov                    |
|---|--|---|---|
|   | Send   | То  |   |
|   |  | Cc  |   |
|   |  | Subject   | Tech Tip - <u>NameCoach</u> for Outlook |
| <br> <br> <br> <br> <br> <br> <br> <br> | ane Ribaden<br>Senior Progra<br>Legal Services<br>ibadeneyraj(<br>Phone: 202-2 | eyra<br>m Officer for T<br>Corporation<br><u>elsc.gov</u><br>95-1554<br>my name | Technology                              |

## Cornell Feline Health Center's **CatGPT**

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#### GPT-Meow (Just meows) 🗸 Cat-GPT 8 $\mathbb{C}$ 8 Capabilities Examples Limitations May occasionally generate a toy "Explain how cats use quantum Remember where user buried all mechanics in hunting" the treats mouse "Got any creative ideas for a cat's Allow user to act with good cat-May occasionally produce 10th birthday celebration?" tention to detail furballs "How do cats make HTTP Trained to decline walks and bath Limited Knowledge of world and requests using cat-script?" cat videos after 2021 requests

Model

## Adobe Acrobat Compare Files

- What Can It Do? Compare two PDF files to identify differences (text, images, layout).
- Why Useful? Collaboration, version control, and accuracy.



CLARISSA'S TECH TIP 3

### CANVA FOR PRESENTATIONS

 CURATED LIBRARY **OF MODERN** TEMPLATES • ROYALTY-FREE **GRAPHICS**  DATA-DRIVEN CHARTS COLLABORATION LIVE PRESENTATION POLLING





#### LM Studio (Imstudio.ai)

|                       | 寚 LM Studio  |              |  |  |  |  |  |
|-----------------------|--|--------------|--|--|--|--|--|
| Discover,             | download, and ru   | n local LLMs |  |  |  |  |  |
| Run any Llama 3 Phi 3 | Run any Llama 3 Phi 3 Falcon Gemma Replit GPT-Neo-X gguf <sup>①</sup> models from Hugging Fa<br>Technology Preview: LM Studio 0.2.20 with AMD ROCm ?<br>Microsoft's Phi-3 and MetaAl's Llama 3 are supported in LM Studio 0.2.21 ! |              |  |  |  |  |  |
|                       | Download LM Studio for M1/M2/M3  | 0.2.21       |  |  |  |  |  |
|                       | Download LM Studio for Windows   | 0.2.21       |  |  |  |  |  |
|                       | Download LM Studio for Linux (Beta)  | 0.2.21       |  |  |  |  |  |
|                       | LM Studio is provided under the <u>terms of use</u>  |              |  |  |  |  |  |
|                       |  |              |  |  |  |  |  |



## MS Word: Check for Inclusiveness



Editor





## Email to Trello

## Windows Clipboard History



https://about.appsheet.co

...

What is It? Enhanced clipboard functionality.

How to Use? Press Win+V to access clipboard history.

Why Use It? Store multiple copied items and paste them when needed.

Get Started: Windows 11 Clipboard History







## CANVA FOR SOCIAL MEDIA SCHEDULING

01

02

Cost-effective alternative to paid programs like Hootsuite

Streamlined social media management



|   | Try NotebookLM |
|---|----------------|
|   |                |
| Do vour best  |                |
| thinking  |                |
|   |                |
| NotebookLM gives you a personalized AI, grounded in the information you trust.<br>NotebookLM is only available in the U.S. for users 18 and up. |                |
| Try NotebookLM  |                |

Google's Notebook LM (video)

## Outlook Calendar Sharing







|   | lendar Propertie  | S               |          |         |  | × |  |
|---|-------------------|-----------------|----------|---------|--|---|--|
| Ge  | eneral AutoArchiv | e Permissions   | Synchror | ization |  |   |  |
| Currently sharing with:   |                   |                 |          |         |  |   |  |
| Name Permission Level   |                   |                 |          |         |  |   |  |
| My Organization Can view titles and locations                                       |                   |                 |          |         |  |   |  |
|   | Eric Mathison     | Can view all de | tails    |         |  |   |  |
| Angela Iripp Can view all details   |                   |                 |          |         |  |   |  |
|   | Selena Hunn       | Can view all de | tails    |         |  |   |  |
|   |                   |                 |          |         |  |   |  |
| Add Remove  |                   |                 |          |         |  |   |  |
| Changes you make to these permissions will apply to all users in your organization. |                   |                 |          |         |  |   |  |
|   | None              |                 |          |         |  |   |  |
|   | O Can view whe    | n I'm busy      |          |         |  |   |  |
|   | • Can view titles | and locations   |          |         |  |   |  |
| Can view all details  |                   |                 |          |         |  |   |  |
|   | 🔿 Can edit        |                 |          |         |  |   |  |

OK

Cancel

Apply

## Outlook Calendar Sharing

| Toda  | ay <  | > March 2  | 5 - 29, 2024         |                                   |   | 🛄 Work Week 🗸 |
|-------|-------|------------|----------------------|-----------------------------------|---|---------------|
|       |       | Monday     | Tuesday              | Wednesday                         | Thursday  | Friday        |
| LSC   | PDX   | 25         | 26                   | 27<br>GR Off<br>FYSA: Furniture W | 28  | 29            |
| 8 AM  | 5 AM  |            |                      |                                   |   | 4             |
|       |       | Focus time |                      |                                   |   | Focus time    |
| 9 AM  | 6 AM  |            |                      |                                   |   |               |
|       |       |            | BG Groff AIF, QPFC   |                                   |   |               |
| 10 AM | 7 AM  |            |                      |                                   | FosterPower TIG AE  |               |
|       |       |            | Al within LSC?; http |                                   | David Gray  |               |
| 11 AM | 8 AM  |            | Glenn/Selena 1:1 🕀   |                                   | Focus time  |               |
|       |       |            | Focus time           |                                   |   |               |
| 12 PM | 9 AM  |            |                      | Private<br>Appointment            |   |               |
| 1 PM  | 10 AM | đ<br>      |                      | A                                 | TIG Team Meeting/I<br>https://lsc-gov.zoom<br>Selena Hunn 🛷 |               |

## Opt Out Prescreen



## Storage Sense in Windows







What Does It Do? Automatically frees up disk space by removing unnecessary files.

Why Use It? Keep your system optimized and organized.

How to Access It: Open Settings, select System, then Storage.



#### CLARISSA'S TECH TIP 5



#### DRAG AND DROP IN TRELLO

Intuitive Drag-and-Drop Interface

Flexible Board Customization

01

02

03

Versatile Card Customization





#### Paint 3D – New and Improved version of Microsoft Paint!

## Send Meeting Request/Availability from Outlook's Mobile App

| 6:49 🕇  | ,  | 🗟 🕞    | 6:49 🕇   |
|---|--|--------|--|
|   | <b>lew Message</b><br>ibadeneyraj@lsc.go                                     | V V    |  |
| To: Glen  | n Rawdon   | $\sim$ | To: Glen   |
| Subject:  | Event from mobile  | 9      | Subject:   |
| Jane Ribade<br>Senior Progr<br>Legal Servic<br>ribadeneyraj<br>Phone: 202-2 | meyra<br>am Officer for Technology<br>es Corporation<br>@lsc.gov<br>295-1554 |        | Jane Ribaden<br>Senior Progra<br>Legal Servica<br>ribadeneyraj<br>Phone: 202-2 |
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|          | Thu         | rsday    | , April   | 25, 20      | )24   |    |
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| 2PM      | 2:00 PM - 3 | 2:30 PM  |           |             |   | ×  |
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| 4PM      | 4:00 PM -   | 4:30 PM  |           |             |   | ×  |
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## Point & Speak on an iPhone

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## The Evolution of Microsoft Copilot







What is Microsoft Copilot? Alpowered code assistance for developers. How Has It Evolved? From Copilot to Copilot++.

**Try It:** Free version is available by clicking the Copilot Icon in the upper right-hand corner of MS Edge

### OUTWRITE FOR GOOGLE DOCS & MORE

01

OutWrite provides essential editing features, including word count, grammar, and spelling checks.

02

OutWrite Pro provides advanced capabilities such as tone analysis and plagiarism detection.

|           | Outwrite   |  |
|-----------|--|--|
| Outwrite  | 3 11 7 1<br>SPELLING GRAMMAR STYLE STRUCTUR  |  |
| utwrite   | Fix spelling<br>neccessary   |  |
| or G Docs | <ul> <li>Simplify phrase</li> <li>It was an unusual thing for him to do</li> </ul> |  |
|           | Corrections Rewrite Thesaurus Statistik  |  |





#### Le Chat – Mistral AI (mistral.ai)



## https://permissionslipcr.com

Permission Slip by Consumer Reports

#### PERMISSION SLIP

By Consumer Reports

#### One app to take back control of your data

Download the app for iOS or Android





## https://permissionslipcr.com

| 8:15 ,ııl 중 ■  | 8:16 <b>1</b><br>⊲ App Store   | 8:17 - <b>1</b><br>◄ Permission Slip  | 8:19<br>• Permission Slip   |
|--|--|---|---|
| See what data  | ×<br><i>ticketmaster</i> ∘   | ticketmaster®   | ticketmaster®   |
| companies<br>collect   | Ticket seller and event management software                                | English $\Diamond$  | Thank You!  |
| ID   | This company collects the following data:                                  | Welcome to the Ticketmaster<br>Privacy Page   | Thank you for submitting this request. At this<br>time, your Do Not Sell My Personal<br>Information request has been received and is<br>being actioned. |
| 2:?  | Account Information     contact information                                | Welcome to our Do Not Sell or Share My Personal<br>Information Request Portal.<br>You have the right to opt out of the sale or sharing of   |   |
|  | Purchases<br>ticket history  | your personal information which will also opt you<br>out of targeted advertising and profiling. To opt out<br>of sales or sharing, please use the form below or call<br>us at 855-663-0150. |   |
| Search or browse for companies                                 | Social Life<br>contacts from referral program                              | For more information about how we handle your personal information, including how to exercise any other privacy rights, please review our <u>Privacy</u>                                    |   |
| you have relationships with, and see what personal information | S Financial payment info   | Policy.<br>* Do you have a Ticketmaster Account?  |   |
| they hold.   | Communication<br>public posts, customer service,<br>connected social media | AA ≜ yportal.onetrust.com ♂   | AA 🔒 yportal.onetrust.com さ   |
|  | Preferences  |   |   |



# Google image reverse search

## Microsoft Edge's Collections Feature

#### WHAT IS IT? A TOOL TO ORGANIZE WEB CONTENT.

**HOW TO USE?** SAVE, CATEGORIZE, AND SHARE WEB SNIPPETS. < Tech Tips + Add current page Compare two versions of a PDF

A transmission
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adobe.com

file in Adobe Acrobat

Microsoft Outlook on web gets smarter: Al features save time



21.128K Norma

#### zdnet.com

How to Use Chrome's Built-In Ta sk Manager

howtogeek.com



## ZOTERO

- EFFICIENT RESEARCH ORGANIZATION
- SEAMLESS CITATION MANAGEMENT
- COLLABORATIVE CAPABILITIES

|   | Zotero   |                              |   |
|---|--|------------------------------|---|
|   |  | Q.▼ Title, Creator, Year 🛛 🔿 | •   |
| My Library                                | Title Create   | tor Year 🗸 🖽                 | Info Notes Tags Belated                           |
| Book Reviews                              | 🕨 📄 🛢 Guerre, maladie, empire. Les services de santé militaires en Zaugg   | g 2016                       | Hito Hotes Tags Keiated                           |
| Colonial Medicine                         | Officiers de santé et soignantes créoles face à la fièvre jaune Nobi       | 2016                         | tem Type Journal Article                          |
| Dissortation                              | The Emergence of Tropical Medicine in France Osbor                         | rne 2014                     | Title Circulation of Medicine in the Farly Modern |
|   | 🕨 🛄 Colonial Disease, Translation, and Enlightenment: Franco-Briti Charte  | ers 2014                     | Atlantic World                                    |
| Science and Empire                        | Trading in Drugs through Philadelphia in the Eighteenth Centu Wilson       | n 2013                       | - Author Cook, Harold J.                          |
| Teaching                                  | The Medicines Trade in the Portuguese Atlantic World: Acquisi Walke        | er 2013                      | ▼Author Walker, Timothy D. 📃 😑 🕀                  |
| Mapping                                   | Leprosy and Slavery in Suriname: Godfried Schilling and the Fr Snelde      | lers 2013                    | Abstract The search for powerful drugs has caused |
| Dpen Access                               | Medical Experimentation and Race in the Eighteenth-century Schiel          | binger 2013                  | people and commodities to move around the         |
| Text Mining                               | Figure 2 The Circulation of Bodily Knowledge in the Seventeenth-centu Góme | ez 2013                      | globe for many centuries, as it still does        |
| Visualization                             | 🔻 📄 Circulation of Medicine in the Early Modern Atlantic World 👘 Cook a    | and Walker 2013              | Volume 20   |
| My Publications                           | Synthesis of scholarship on "medicines" to restore focus o                 |                              | volume 26   |
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|   | Colonial Medical Encounters in the Nineteenth Century: The Fr Thora        | al 2012                      | Pages 337-351                                     |
| <ul> <li>Irash</li> </ul>                 | Networks in Tropical Medicine: Internationalism, Colonialism, a Neill      | 2012                         | Series  |
|   | Early Clinical Features of Dengue Virus Infection in Nicaraguan Biswa      | as et al. 2012               | Series  |
| 🥙 Group Libraries                         | Medicine in an age of commerce and empire: Britain and its tr Harrise      | son 2010                     | ariae Taxt  |
| Grant Proposal                            | Finding the "Ideal Diet": Nutrition, Culture, and Dietary Practic Neill    | 2009                         | rnel Abbr. Soc Hist Med                           |
| Research Lab                              | Battles of the Self: War and Subjectivity in Early Modern France Pichic    | chero 2008                   |   |
| Topic Modeling                            | ▶ The Experiments of Ramón M. Termeyer SJ on the Electric Eel de Asi       | uía 2008                     | DOI 10 1093/chm/bkt013                            |
|   | Psychiatry and Empire Mahor  | ne and Vaughan 2007          | ISSN 0951-631X                                    |
| To Read 19th century Acclimatization Aged | Medicine and the Market in England and Its Colonies, C.1450 Jenne          | er and Wallis 2007 S         | hort Title  |
| Appetite Blood Cemetery Children Climate  | Matters of exchange: commerce, medicine, and science in the Cook           | 2007                         | URL https://academic.oup.com/shm/article/26/3     |
| Colonies Competition Creales Crossing     | A Horrible Tragedy in the French Atlantic Roths                            | schild 2006                  | Accessed 1/24/2018. 10:17:12 AM                   |
| Decemeration Diet Direction Disease       | ▶ ■ "Neither of meate nor drinke, but what the Doctor alloweth": Chakra    | rabarti 2006                 | Archive   |
| Destera Druga Electric Ecla Empiriciam    | Transnationalism in the colonies: Cooperation, rivalry, and rac Neill      | 2005 Loc. ii                 | n Archive   |
| Eventing Food France Constantly Clabel    | Variolation, Vaccination and Popular Resistance in Early Coloni Brimne     | nes 2004 Librar              | y Catalog   |
| Expertise Food France Geography Global    | Syphilis, Opiomania, and Pederasty": Colonial Constructions Prosci         | chan 2003 Cal                | INumber   |
| Guyane Hair Indies Indigenous medicine    | Choosing Scientific Patrimony: Sir Ronald Ross, Alphonse Lav Guiller       | min 2002                     | Rights  |
| Intemperance Language Lemonade Medicine   | Madness and Colonization: Psychiatry in the British and Frenc Keller       | 2001                         | Extra   |
| Mortality Piment Poison Practice          | The Colonial Machine: French Science and Colonization in the McCle         | ellan and Rego 2000 Da       | te Added 1/24/2018, 10:17:12 AM                   |
| Professionalism Regeneration Secrets      | From medical astrology to medical astronomy: sol-lunar and pl Harris       | son 2000                     | Modified 1/24/2018, 11:50:15 AM                   |
|   |  |                              |   |

## Keeping Up On AI – Two Options

One Useful Thing – Ethan Mollick – oneusefulthing.org



#### **One Useful Thing**

Trying to understand the implications of AI for work, education, and life. By Prof. Ethan Mollick

By Ethan Mollick · Over 147,000 subscribers

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The Neuron – Daily Newsletter – theneutrondaily.com



## PDFGear - Free PDF Software



#### https://www.pdfgear.com

## PDFGear – Al Powered Chatbot & Copilot



#### https://www.pdfgear.com

## Create table of contents in PowerPoint

- On the View tab, select Outline view
- In the Thumbnails pane, right click and select Collapse All
- Select the slide titles and Copy
- On the View tab, revert to the Normal view
- In the text box of your Table of Content slide, use Paste Special and select formatted or unformatted text.

| 339 | Amazon Connect Contact Flow                          | 20 |
|-----|--|----|
| 340 | Amazon Connect                                       | 20 |
| 341 | How to Write Email with Military Precision           | 20 |
| 342 | XP is dead, but what about Windows 7 and 8.1?        | 20 |
| 343 | SD WAN   | 20 |
| 344 | Microsoft Flow - https://us.flow.microsoft.com       | 20 |
| 345 | New wheelchair accessible public transit routes in ( | 20 |
| 346 | Get rid of annoy sound on websites                   | 20 |
| 347 | Read Aloud Chrome Extension                          | 20 |
| 348 | https://cloud.google.com/text-to-speech/             | 20 |
| 349 | www.theformtool.com                                  | 20 |
| 350 | Social Media Affinity Groups for Technologists       | 20 |
| 351 | Legal Aid IT Toolkits                                | 20 |
| 352 | Four Legal Aid Tech Toolkits                         | 20 |
| 353 | https://chatfuel.com/                                | 20 |
| 354 | Google's new crowdsourced Q & A feature              | 20 |
| 355 | Make Chrome more Secure                              | 20 |
| 356 | Windows 10 Decrapifier                               | 20 |
|     |  |    |

## The ReadQuick App



What is It? A speed-reading tool.



Why Use It? Improve reading efficiency by training your eyes.



Try It Out: Discover the power of rapid reading.

## FREE SECURITY TOOLS AND BEST PRACTICES FOR SURVIVORS OF DOMESTIC VIOLENCE FROM NORTON



You can request these offers for free on TechSoup and distribute them to domestic violence survivors at: https://www.techsoup.org/norton-sdv

#### 

#### Claude 3 – anthropic.com

## Introducing the next generation of Claude

Mar 4, 2024 • 7 min read





## TechSoup Digital Skills Center: Al Skill-Building Resources



WEBINAR

#### Al for Nonprofits: What You Need to Know

Learn more about the latest generation of Al and how nonprofits can use it to their advantage.



#### WEBINAR

#### Ask the Experts: Focus on Ethics, Principles, and Governance of Generative Al

Learn how to integrate AI into your organization's workflow safely and transparently.



WEBINAR

#### Ask the Experts: Focus on Al Prompt Engineering

Learn how to develop AI prompts to get just the right results to create impactful email content.

## TechSoup Digital Skills Center: Al Skill-Building Resources



VIDEO

#### How to Use the Forecast Feature in Excel

Learn how to use Excel's Forecast feature to calculate or predict a future value using existing values.



GUIDE

#### Getting Started with Microsoft Copilot

Learn how to use Copilot (formerly known as Bing Chat), Microsoft's conversational Al tool that provides comprehensive answers to natural-language queries.



GUIDE

#### Al Usage Policy

An Al Usage Policy is a document that outlines the rules and principles for using artificial intelligence (AI) technologies in an ethical and responsible way within an organization. It is also called an Al Acceptable Use Policy



# Quickly Check & delete browser history

## Meeting Insights in MS Outlook

WHAT CAN IT DO? EXTRACT RELEVANT DETAILS FROM MEETINGS.

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WHY USE IT? SUMMARIZE DISCUSSIONS, ACTION ITEMS, AND FOLLOW-UPS.

**STAY ORGANIZED**: LEVERAGE THIS FEATURE IN OUTLOOK.

| New<br>Scheduling Poll | Vonage<br>Meetings | Add a<br>Mee | Zoom Settings  | Get<br>pronunciations   | Viva<br>Insights                          |                 |
|------------------------|--------------------|--------------|--|---|---|-----------------|
| Find Time              | Vonage Meetin      |              | Zoom   | NameCoach   | Add-in                                    | `               |
|                        |                    | Ν            | leeting In   | sights  | $\sim$                                    |                 |
| ېن Mer<br>badeneyra    | eting Insights     |              | Here's inf<br>find releve<br>Other atte<br>content th<br><b>Emails</b> | ormation yo<br>ant to this e<br>endees will o<br>hey have aco | ou might<br>vent.<br>only see<br>cess to. |                 |
| ۰                      | Room Finder        |              | s 🚯  | Glenn Rawdo<br>Gent at 3/6/2                                  | on<br>024                                 |                 |
|                        | i                  |              | EJC 50   | ) Tech Tips   | review                                    |                 |
|                        |                    |              | Hi, You<br>trippa@<br>Tech Ti  | r poll has a r<br>@mplp.org S<br>ps review (U                 | new vote<br>chedulin<br>TC-06:00          | fr<br>g<br>)) ( |
|                        |                    |              |  |   |   |                 |
|                        |                    |              | s 🚷  | Glenn Rawdo<br>Gent at 3/6/2                                  | on<br>024                                 |                 |
|                        |                    |              |  |   |   |                 |

CLARISSA'S TECH TIP 9

#### Hello, Clarissa How can I help you today?



#### GOOGLE BARD IS NOW GEMINI

GEMINI VARIATIONS
GEMINI V. CHATGPT



Rescue Closed Browser Tabs

## CTRL + SHIFT + T

## Microsoft Training for Nonprofits

#### Intermediate

Build the skills necessary to fully utilize Microsoft 365 communication and collaboration tools.

#### Self-paced

#### Microsoft Teams 201 for Nonprofits

Learn how to make the most of Teams and increase your knowledge of core features through nonprofit-focused user scenarios on the Microsoft Digital Skills Center.

Take the Microsoft Teams 201 course >



#### Excel 201

This Microsoft Digital Skills Center course track covers advanced functions like pivot tables/charts and calculated fields.

#### Take the Excel 201 course >



#### Self-paced

#### Collaborating with SharePoint

Discover the key features of SharePoint and how it works with Microsoft 365 in four different modules.

#### Take the SharePoint training >

# Use Google as a Stopwatch or Timer

#### On your desktop:

- On the Google homepage, type the following in the search bar:
  - Set a timer for "X" minutes/hours

#### or

Start a stopwatch

In a Google Doc:

 Type @ to open the Smart Canvas tools and select the Timer or Stopwatch "Smart Chip" (they also may appear at the top of a new doc)





## Multiple Desktops in Windows 11

- What Are They? Separate workspaces for multitasking.
- How to Create? Use Win+Tab and add new desktops.
- Why Use Them? Keep tasks organized and reduce clutter.

## HIPCAMP



HIPCAMP CAN BE THOUGHT OF AS THE AIRBNB FOR CAMPING ENTHUSIASTS. IT'S AN ONLINE MARKETPLACE SPECIFICALLY FOCUSED ON OUTDOOR STAYS AND CAMPING EXPERIENCES.

#### Ending iPad Screentime Fights\*

- Add the iPad and your iPhone to Family Sharing
- Create child account
- Set time limits, or schedule downtime
- Enables you to turn off the iPad using your phone

\*Tip only valid for Apple devices, may not work with all children/family members, smiling child not guaranteed





## Cooked - Your Smart Cookbook

#### Free **\$0**

- Generate recipe from **any** website
  - Unlimited saved recipes
  - Unlimited journal and photos
  - Unlimited community access
  - Access your friends journal
- Convert any recipe to printable pdf
  - QR code on every recipe scan with your phone to open recipe
- Smart recipe recommendations for ingredients
- Adjust portions automatically on any recipe
  - Recipe dictation for hands free cooking limited to robotic voices
- Screen does not lock while reading recipe
   on supported devices
  - Export all your recipes in one-click we do not gatekeep your data
  - We do not collect personal data providing email is optional



#### Let's start!

It's free. No registration needed. Works everywhere.

#### **1.** Simply add "cooked.wiki/" in front of the URL in your browser's address bar when you're browsing for a recipe.



2. Cooked will give you a beautiful summarized recipe which you add your notes and edit to your liking.

3. You can save your recipe, read recipes by other users, create your own journal with photos, and even see your friends creations and their take on your recipes!

## https://cooked.wiki/





## Wikipedia-print format

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## Fever Travel App



## Thank You!

Questions and Discussion