Tech Tips from the Director of Technology
By Tim Rapoza, Director of Technology

Greetings! This month I would like to share what I consider to be a valuable yet underutilized feature of the Google Suite: **Keyboard Shortcuts**:

To begin you must first make sure they are turned on.

Enable Keyboard shortcuts:
1. Open Gmail
2. Click on the gear in the top right
3. Click "Settings"
4. Scroll down 16 items to "Keyboard Shortcuts" on the left
5. Click "Enable"
6. Scroll to bottom of page and "Save"

Now you can have all sorts of fun and save time as well! Here are some of my favorites.

Email:
● *Want to reply to that lengthy chained email without having to scroll all the way to the bottom?* Tap "R" on your keyboard - *BAM!* You're instantly transported to the "Reply" box!

● *Want to safely mark an email (or multiple emails) as SPAM or just delete them BEFORE you open them?*
   1. Check the box to the left of the desired email message(s).
   2. Click either to mark as SPAM or move the message to trash.

● *Want to type your email in a separate standalone window?* Just hold the "SHIFT" down then click "Compose".

Calendar:
● Use these to quickly change your view:
   1. "D","W","M", "Y", "A"- Day, Week, Month, Year, Agenda view respectively.
   2. "T" - Go to "Today"

These are just the tip of the iceberg. By enabling shortcuts you open the door to all sorts of time-saving features. Spend a few minutes and Google *"Keyboard Shortcuts for GMAIL"*, or any other google product, and you will soon have a few indispensable favorites of your own. Have fun!