

Good habits for computer users

Many people chat and write blogs and still finish their work because they have applied some basic principles so as not to be flooded with hundreds of new e-mails.



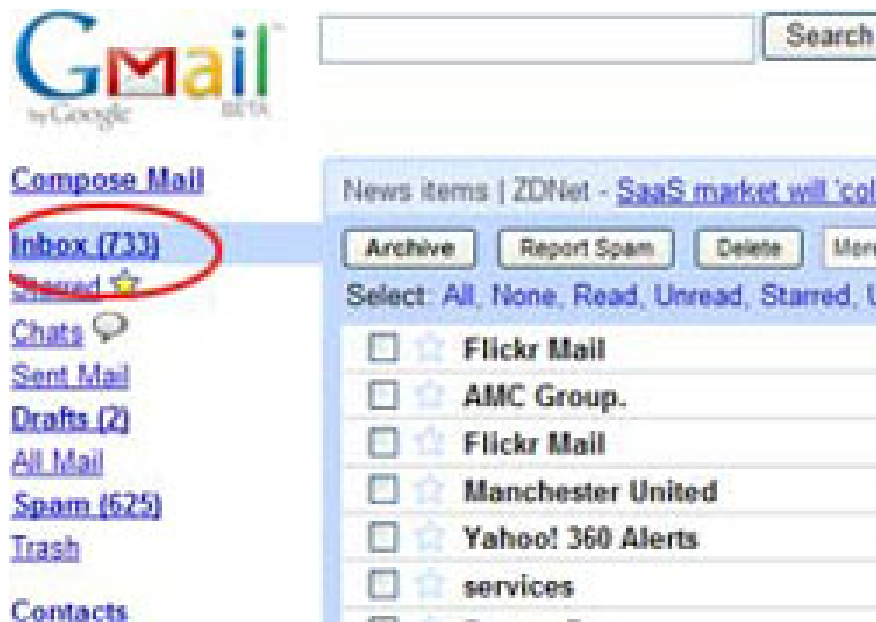
Many people chat and write blogs and still finish their work because they have applied some basic principles to not be flooded with hundreds of new e-mails, hard drives full of misery because they forgot to copy the data in PC at home to the company.

Remote PC access

With free software like LogMeIn or TightVNC, people can sit at work and log in at home (or vice versa if the company network doesn't have a firewall) to read / send e-mail or open any file. they want to. Even the iPhone has the same application support as Mocha VNC or Teleport.

Take advantage of keyboard shortcuts

Users will work faster and more efficiently in keystrokes such as Ctrl-C (copy information), Ctrl-V (paste data), Ctrl-S (save data), Ctrl-T (open new tabs in Firefox, IE) . They can also launch applications, zoom in and out of image / font size, move files . without using a mouse. Refer to Wikipedia's shortcut system.



Clean up your inbox every day

Every day, you should also take a few minutes to delete unnecessary e-mails, such as Yahoo 360, Flickr, Facebook reminders . and sort messages into separate folders to quickly find them. when needed.

Sign up for a reminder service

Busy work makes people sometimes forget what to do. At that time, they should use the reminder tools available in phones, desktop stickers, files on the desktop or online task management websites like Remember the Milk .

Remember using the camera on your phone

The majority of phones today support imaging features. Therefore, when you want to remember a certain information, such as data on tickets, business cards, bottles, signs . users only need to take a picture with the phone instead of losing the time to copy the paper . Currently on the web there are many services to transfer digital photos into PDF files such as ScanR.

Encrypt confidential files



Everyone has a few folders that contain personal information such as photos of children, lovers, competitors, colleagues . and don't want others to accidentally see it. Encryption software like TrueCrypt will help them set the password for the file so that it does not fear revealing important data if the device is lost.

Look up effectively

In order to avoid rare search engines displaying hundreds of thousands of mixed results, users should place keywords in quotation marks and add accents between words. Or when searching in e-mail, add from :, to :, subject :, example from: "Bill Gates" subject: "dinner date".

Backup hard drive

Users sometimes encounter "catastrophic" loss of documents when the hard drive is damaged, stolen . You should record important files to DVD or store online through free services, in which FileSavvy allows uploading files up to 10 GB in size (highest on the Internet today) or FileDropper to support posting files of 5 GB size .

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