



NATIONAL
FEDERATION
of
PARALEGAL
ASSOCIATIONS Inc.

Register at the
Door

NFPA Joint
Conference

May 1-3, 2015
Portland, Oregon

Save the Date

NFPA Annual
Convention & Policy
Meeting

October 8-11, 2015
Honolulu, HI

Let's Get Tippy - An issue full of practical tips

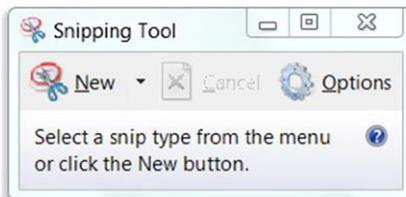
Keyboarding Quickies:

Every day, we look for ways to do our jobs faster, better, more efficiently...

A Google search will yield a plethora of tips, tricks and ideas as to how to accomplish this goal. But sorting through those websites and lists upon lists is anything but efficient. Your Editorial Committee Chair has done some of that dirty work for you!

I have found some of the handiest, dandiest keyboarding and computer hacks and compiled them right here, in one place.

I will say that my favorite hack of all is the Windows Snipping Tool. The day I found out it existed was better than my birthday, Mother's Day and Administrative Professional's Day all wrapped into one. Seriously.



In Windows 7 or higher, the **Snipping Tool** is found under accessories in the Start menu. *It is like print screen on expresso.*

Did you know that Outlook allows you to view **non-consecutive calendar days**? While in calendar view, Ctrl+click on your desired days in the thumbnail calendar in the navigation panel.

SUNDAY	TUESDAY	WEDNESDAY
5	7	22

A good rule of thumb for sending Outlook messages with attachments...**keep it under 3mb.**

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Keyboarding cont.

Every time we take our hand off of the keyboard and grab that mouse, our work flow is interrupted and our efficiency is decreased. Here are some shortcuts that might help you keep your fingers on the home row.

- Alt+Ctrl+s – Split Window
- Alt+Shift+c– Remove Split
- Alt+Ctrl+v – Paste Special
- Shift+Ctrl+> or < - Increase or Decrease Font Size
- Ctrl+z – Undo
- Alt+21 - §

Pressing the Alt key will allow you to see all available shortcut options in the Ribbon. You won't have to remember a ton of shortcuts, you will seldom have to take your hands off the keyboard and it guides you through those cumbersome menus.

Better yet, there is a Macro to [list all shortcut keys](#).

Here is how it works:

- In the Developer tab, click the Macros button.
- In the window that appears, select "Word commands" in the drop down.
- In the Macro name box, select "ListCommands".
- Click "Run".
- In the box that appears, select "Current keyboard settings" and click "OK".

You will have just created a document listing shortcuts! Pick and choose the ones you will use.

What are your favorite computer shortcuts and hacks? Mac users, we would love to hear from you!

DO YOU HAVE AN IDEA FOR AN ARTICLE??

Have you already written an article?

Submit your ideas to

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