



Make Life Better: Leveraging Tech

Practical Tips on Using Technology to
improve your practice and you day

<http://bit.ly/MLITech>

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UT LAW CLE

THE UNIVERSITY OF TEXAS SCHOOL OF LAW

Technology = fewer people . . .
doing more . . .
in less space



HOW TO DO MORE?

On Your Desktop



- Windows Keyboard Shortcuts
- Outlook Mail
- Keyboard Shortcuts
- Adobe Pro
- On-line Resources
- Other Favorites



Managing Workflow

Metadata

Advanced Tips

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Keyboard shortcuts in Windows

Select Product Version

All Products ▼

Press this key

To do this

F4

Display the items in the active list

Ctrl + Tab

Move forward through tabs

Ctrl + Shift + Tab

Move back through tabs

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[2017 Commercial Real Estate Lending Hot Topics](#)

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