

Make Life Better: Leveraging Tech

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



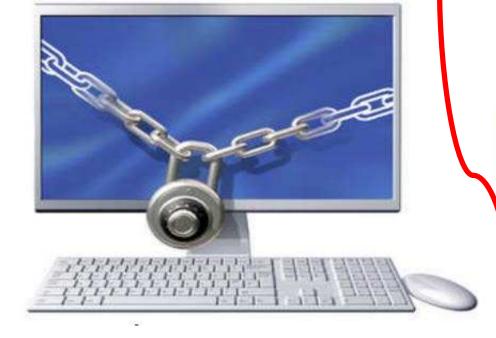


Technology = fewer people . . .

doing more . . .

in less space







HOW TO DO MORE?

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On Your Desktop

Windows Keyboard Shortcuts





- Keyboard Shortcuts
- Adobe Pro
- On-line Resources
- Other Favorites

Managing Workflow

Metadata

Advanced Tips



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Keyboard shortcuts in Windows



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F4			Display the items in the active list		
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Ctrl -	+ Tab		Move forward through tabs		
Ctrl + Shift + Tab			Move back through tabs		

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Also available as part of the eCourse 2017 Commercial Real Estate Lending Hot Topics

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