

In This Issue: – All thumbs  
Updates on Content Management.

eOrganizedWorld  
the Online Information Management Newsletter  
for Information Professionals  
from Charlie Sodano

## All thumbs

---

Do you ever get frustrated because your mind is moving much faster than you can work with the devices used to interact with your computer? I never really learned to type on a keyboard very well, but did buy some software years ago to practice with and got decent. As time went by my fingers moved away from the “home keys” and now float where ever they are needed. It’s not as bad as it sounds. At least I use both hands!

I did give Dragon Naturally Speaking software a shot. Wasn’t that bad to get started, but since my composing style involves many rewrites, edits and redos, it was too clunky for me to use routinely. And there were days when I mumbled more than usual. Dragon could not translate my mumbles very well. I always thought it would be an excellent tool for medical writers or other people whose prose is more predictable..

Other than typing letters and symbols, do you use any of the other keys to help productivity? Let’s get back to that in a sec. What kind of mouse do you like to use? I find that people are very fussy about their preferences; track ball, joy stick, touch pad, eraser stick, and click and scroll mice to name a few. I’ve found that none of them are as good or fast as my finger navigation. But double clicking or right clicking your finger is a challenge for most devices. The iPad is not a device that is good for business processes, although I’m sure there are a bunch of people out there who are “making” it work.

I’ve been using laptops for the past 20 years or so and when traveling I have had “mouse” failure at least twice. The first time was traumatic. It took me forever to do things, but by trial and error I did figure how to do some “mouse things” via my keyboard. When I got home, I did a little more research and discovered that it is possible to go almost completely “mouseless”. There are actually more key commands out there than you would ever want or need. I tried a bunch of them and eventually settled on several that I continue to use today in concert with my mouse. Like touching finger to the screen, there are some things that are way easier to do with a keystroke. These are my favorites, (sorry to the MAC users), starting with the ones I use the most. There are many other keyboard shortcuts, but unless you hate mice (or rats) they don’t add much,

**Windows logo key +E** = Open computer Explorer

**Windows logo key +M** = Minimize all windows

**F12** opens the Save as window in Microsoft Office apps.

**F5** Refreshes current browser page, frame, or tab.

**Ctrl + A** = Select all text.

**Ctrl + X** = Cut selected item.

**Ctrl + C** = Copy selected item.

**Ctrl + V** = Paste

**Alt + F4** Closes Current open program.

**Shift + F3** will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word. (This is great after you discover you've been typing away with the CapsLock on).

**F5** Starts a slideshow in PowerPoint.

**B** displays a black screen during a PowerPoint presentation (great for getting your audience's attention!). Hit **B** again to resume. Try using **W** if you are a bright person.

I hope that I pressed some of your buttons.

Please pass on this EZine to those in your network.

To leave list or change email address, scroll to bottom.

A link to the EZine is also found at [www-eorganizedworld.com](http://www-eorganizedworld.com)

Contact us ([consultants@eorganizedworld.com](mailto:consultants@eorganizedworld.com)) for additional information about getting your records management program started. We'll give you more free advice and explain how we can continue to work together.

=====

**What's new?**

=====

## **Content Management.**

Workshare released Workshare Point, software which enables users to retrieve and file content to Microsoft SharePoint without leaving Microsoft Office applications. The Workshare Point solution provides a tight integration between the Office products and SharePoint, so users may access SharePoint quickly and easily from within the familiar Office and Outlook navigation interfaces.

OpenText Corporation announced portal solutions that enable customers to create best in class social-, content- and customer-centric sites. The new OpenText Portal software includes a set of powerful portlets that allow users to easily mashup content from Microsoft SharePoint, OpenText ECM Suite and many other sources into a single, highly flexible and personalized interface, for intranet, extranet, or customer-facing websites.

Alfresco Enterprise 3.4 is that platform with open standards like CMIS, JSR-168 and RESTful API's manages content and expose repository functionality inside of social business systems. Alfresco's refreshed Share interface for collaboration and document management now includes status updates (similar to Facebook and Twitter), content activity streams and enhanced search capabilities to make content easier to find.

SpringCM, unveiled new cloud enterprise content management platform. The new cloud enterprise content management platform features enhanced e-forms and metadata functionality that enable easier and faster deployment of SpringCM for process-automation, workflow and document-management applications.

**PRIVACY and SPAM POLICY:** I never rent, trade or sell my email list to anyone for any reason whatsoever. You'll never get an unsolicited email from a stranger as a result of joining this list.

To unsubscribe or change subscriber options contact us at [ezine@eorganizedworld.com](mailto:ezine@eorganizedworld.com)