



ASKBILLFIRST

Tech Stuff in a Non-Tech
Sort of Way

ISSUE #1

August 28, 2008

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What's this newsletter about and why do you want it? It's about things that may help you on your job. It's about tech stuff in a non-tech sort of way. I've been in the tech/personal computer field for almost 25 years. The past 15 years I've been in the Court Reporter/Legal field supporting court reporters and law firms with their technology needs and questions. Over that time, I haven't found anything that really explains the ever changing technology and how it pertains to you, so I thought I'd give you something. This will be more than just a monthly newsletter though. I will send you alerts when damaging viruses are released, or product recalls are announced. I will send you Windows tips, and search engine tips. I will send links to products I feel are kind of cool and maybe even useful. I'll send articles relating to questions and their solutions that I handle in my day-to-day job. I won't talk about CAT programs since that's best left to the vendors but I will make you aware of what's going on with some of the litigation support programs. I'd love it if you gave me feedback and if there is something in particular you'd like explained or clarified, please ask. Also, I'm keeping a blog on different items that come up that will be updated more often so you can also get updates on that, so please check it out here <http://askbillfirst.wordpress.com/>. And, if you like this newsletter and feel it valuable, let me know, and send it to others who may get something from it as well, or have them email me and I'll include them as a recipient. Thank you.

Well, from one of the most popular, well okay, the most popular search engines, we now have a browser to compete with Internet Explorer and Firefox. What's different about [Google Chrome](#) (that's what it's named)? First, there are "Links to websites you visit the most - Chances are you visit some websites on a regular basis. The New Tab page provides image thumbnails and links for those websites automatically.

Right-click a website to access options to open it in another new tab, in a new window, or in [incognito mode](#). Click the Show full history link at the bottom of the page to see your entire browsing history in Google Chrome." (Google site)

Second, there is a list of search engines that you use often - "Google Chrome saves a list of search engines that you've encountered while browsing the Internet. Search boxes for the ones you frequently use automatically appear on the page for easy access. You can search their websites directly from this page." (Google Site)

You also have a link to Recently closed tabs - "Links to tabs that you've just closed are stored in case you accidentally close something. Up to three links are displayed." (Google Site)

The address bar acts as both the address bar for websites and the search bar for google. You'll see recommended sites as you type in the bar.

Chrome is still in Beta mode, which means that there will be some minor issues with it but I've been playing with it a bit since earlier this evening, and it's plain, simple, and seems pretty friendly. I'll let you know more about it as I use it more.

If you've worked with Windows for sometime, there are certain tasks that you perform frequently, such as minimizing the open programs to get to your desktop, or going into Windows Explorer to find a file. If you're like most people, you're used to going through several clicks and menus to accomplish these things. For these two items, as well as many other tasks, there are some keyboard shortcuts I'd like to share with you. To minimize all of the open programs to get to the desktop, hold down the Windows button (the key by the spacebar that has 4 white squares) and press the m key (windows key+m). To open Windows Explorer, hold down the Windows key and press e (windows key+e)

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