

PRODUCTIVITY HACKS TO INCREASE YOUR JOB PERFORMANCE

How to transfer iPhone contacts to Android smartphone

General Tricks

Need to bring back a closed browser window? Simply press Ctrl + Shift + T to reopen the most recently closed tab and pick up where you left off. (On Macs press Cmd + Shift + T)

Window snapping and multiple monitor control. Pressing the Windows Key + Arrow Keys will cause a window to quickly snap to each side of either monitor. Alternatively, hitting Shift + Windows Key + Arrows will cause the window to jump to the other monitor. Use Windows + P to quickly setup a second display or projector.

Undo to fix those little mistakes, try using Ctrl + Z, to bring back a deleted or moved file. Ctrl + Y will redo whatever you just undid.

Emoji keyboard If you're addicted to using emoji, know that desktop OS support them natively just like mobiles do. On Windows, press the Windows Key + . (period) and on macOS Cmd + Control + Spacebar. An Emoji panel will appear so you can carry on as usual using all the expressions you want.



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General Tricks Continued

Need to find your Wi-Fi password? In Windows, go to the 'Network and Sharing Center.' Right click on the Wi-Fi network icon > Wireless Properties. Click on Show Characters box to show your Wi-Fi password.

In macOS, all passwords are stored in the Keychain app. Use Spotlight to find "Keychain Access." Open the app and find your Wi-Fi network name in the list of saved credentials. Double click it and then click the box to show your password (it will require your OS level password).

Typing Tricks

Paste the plain text of what was copied. When you copy text from any source, programs will usually include any formatting that comes with it. To paste this as plain text, press Ctrl + Shift + V instead of the standard Ctrl + V, and the system will paste unformatted text. This also works on Mac: Cmd + Shift + V.

Note that many; but, not all, programs follow this parameter. Microsoft programs, like Word or Outlook don't, which is annoying. There are a few alternatives that go beyond copying and pasting. In Notepad: 1) Ctrl + Alt + V will show a 'paste special' dialog box. 2) Ctrl + Spacebar will remove formatting in already pasted text. 3) Download Puretext and choose a hotkey to always paste plain text with it.

For more of these fun tricks, go to:

<https://www.techspot.com/guides/676-best-computer-tricks/>

If you are making a shift from an iPhone to an Android smartphone, then one of the problems you will face is moving all your contacts to the smartphone. There is a way to export then import them by following these steps.

Open a Safari or Firefox browser on your computer. This method does not work with Chrome.

- Go to iCloud.com
- Sign in with your Apple ID
- Click on 'Contacts'
- Then click on 'All Contacts' (top left corner)
- If you have a Windows PC, press Ctrl and the A key on your keyboard at the same time, with a Mac use the Command and A keys.
- Click 'Settings'
- Click 'Export vCard'. This will save your contacts as a .vcf file in your downloads. Should a new window open, select all of your contacts again and right click and export.
- Press ctrl+A or Command+A and click the Settings button.
- Click Export vCard.

Now to Import them

- Open any web browser on your computer
- Sign into your Google account
- Click on the Google Apps button
- Click 'Contacts'
- Click 'Import Contacts'
- Click 'Choose File'
- Click on your vCard and open it from your saved folder
- Click 'Import', it will take a few seconds for all the contacts to appear.
- Click 'Find' if a red message pops, click 'Merge' to merge the duplicates.

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Forgot your Gmail or Google account Password?

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It often happens that when we try logging in to a Google account after some time, we end up forgetting the password. What makes the situation worse is that the same password is also used to log into Gmail, one of the most popular email platforms across the world. More dangerous can be that your Google (or Gmail) account gets hacked, and the hacker changes the password. While some people use third party apps to store all their passwords at a single location, many of us don't. So how do you get your password back or create a new one? Just follow these simple steps to get access back of your Google account.

1. Click on 'Forgot Password?' on the Google login page.
2. Enter the last password that you remember. If you don't remember then click on the 'Try another way' option.
3. Google will then ask if it can send a verification notification on your smartphone that is associated with the account.
4. If you don't have the phone near you, Google will try sending you a verification code on the alternate email ID. In case you don't have an alternate email ID, click on 'Try another way' once again.
5. Google will ask you for ANY email ID that is accessible by you, where it can contact you. Once shared, a verification code will be sent to that email ID.
6. Once received, fill the code in Google's dialogue box.
7. Once done, you will be able to access your Gmail or Google account.

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It is recommended that you change the password once you log in and store it somewhere safe that is accessible easily. You can also use third-party apps like LastPass to save all your passwords securely. You can also click/tab on 'Save Password' when you log in to any service in Chrome. This way, Google saves your password and recommends it the next time you open the service. Apple has a similar tech called 'iCloud Keychain'.

End

How to restart or reset your Kindle

There are many reasons you may want to restart your Amazon Kindle, or even wipe it of the ebooks you've read so far. Whether you're planning to sell it; or, you're just having some issues that means you need to restart the device, we have you covered in this guide.

How to restart your Kindle

If you just want to turn your Kindle off and on again for any reason, this won't delete any of your existing ebooks or your Amazon account from the device. Instead, it'll just restart the device, much like when you restart your phone.

To do this, you'll want to turn on the device and press the three vertical dots in the top right corner on the home screen. Toward the bottom of the list you'll find an option that's called 'Settings'.

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How to restart or reset your Kindle

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Press on this, and it'll take you to another menu where find the 'Device Options' menu. Within here, you'll find a button that says 'Restart' and you'll be greeted with a warning that says this may take a few minutes. As long as you have enough time to do it now, hit the yes button and your Kindle will restart. Alternatively, you can just wait for your Kindle's battery to drain. That can take quite a lot of time considering your average ereader can last up to a month on a single charge.

How to reset your Kindle

If you're looking to pass your device on, sell it, or just want a fresh start, you can factory reset your Kindle to its original settings. This works in a similar way to how you can rest other devices, like your phone.

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If you want to do this, follow the same steps as above. That's the three vertical dots in the top right hand corner of the home screen > 'Settings' > 'Device Options' and then find the option called 'Reset'.

You'll need to be certain you want to delete all your existing ebooks as it can be a hassle to setup your Kindle again after you've done this. If you're sure, press 'Reset' and then say yes to the next pop up.

This can take several minutes; but, with a bit of wait you'll then be greeted again by this sign in screen on your Kindle. You can set up again with fresh details.

End



The best advice is to document your user name, password, email, phone number, & security questions. Doing this can save you a lot of work and frustration in trying to get back into your account.



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