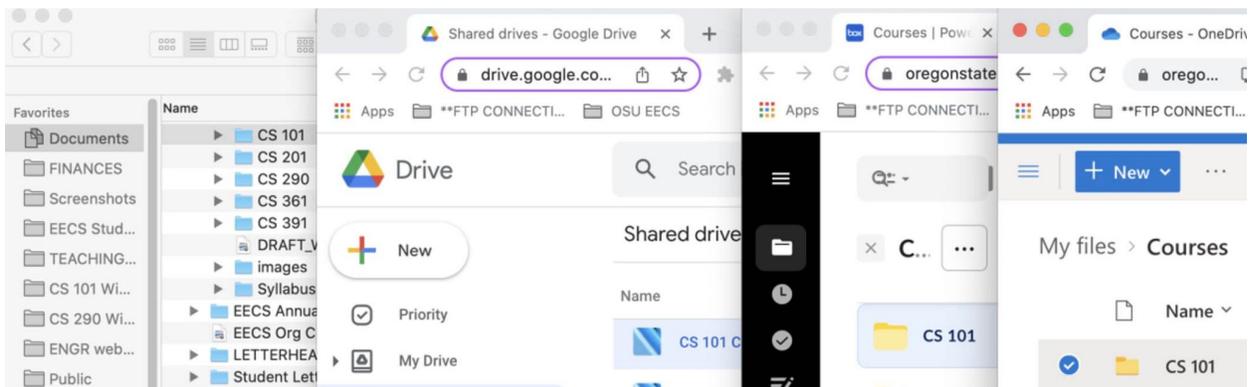


Using my computers and drives

Pam Van Londen, Chapter 1

I'm using an **iMac desktop** computer this year. I updated the OSU **VPN** software to use the latest version and updated System Preferences to alert me when **updates** are available and make security updates only; not major OS updates. My **trash** is now set to empty every 30 days. I adjusted the settings for the **Dock**, Sidebar, Desktop, so I can see connected drives and apps I use frequently. All of my **OSU cloud** drives now have folders for each course, so I can quickly back up files from my hard drive. I sometimes add color and **star** to help locate current folders quickly. You can see them in the following screenshot:



I use as many **keystrokes** as I can remember to save myself time and reduce hand and wrist fatigue. The most common are **(c)opy**, **cut (x)**, **paste (v)**, **undo (z)**, **hyperlin(k)**, **open**, **close window**, **print**, **new**, **bold**, **italic**, **find**, **find again**, **zoom in (+)** and **out (-)**, **select all**, and **quit**. When designing with type, I typically increase/decrease the kerning between characters with **(<)** and **(>)**. I keep trying to learn **redo (y)** but after all these years, just haven't memorized it.

[10 Ergonomic Tips to Help You Avoid Fatigue at Work](#) reminds us to move often to avoid **circulation problems**, sit up straight with our feet on the floor, use earbuds to avoid holding the phone to our ears, and rest our eyes using the **20-20-20 rule**, which means every 20 minutes, look away from the monitor at something 20 feet away. Also, ensure that the monitor doesn't have any **glare** and adjust the lighting to a warm rather than cool tone.

To save my eyes a great deal of fatigue, I use the Google Chrome Extension called **Natural Reader** to **listen** to my writing. I find it hard to catch my own awkward sentences and typos. For this document, I set the voice to a female British accent. I can easily hear when I've goofed if 'she' says something strange.

Listen to my notes about [dictation writing](#).

View my notes at YouTube about [skills I learned in this chapter](#).