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Free Work Efficiency Tools

Jeremy Judd & Derek Lavalier

- Helps you create space on your computer
- Shows the size and location of all your files
- *Download at*
<https://www.fosshub.com/WinDirStat.html>
 - Click “Download WinDirStat Windows Installer” to download



Microsoft Mix



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- Creates and shares interactive online PowerPoint videos
- Adds audio, video and/or pen to your presentations
- Allows you to add quizzes and polls to your presentations
- Can be viewed on any device
- Shows analytics
- *Learn more and download at <https://mix.office.com/>*



Notepad++



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- Text editor that supports several programming languages
- Allows you to work on multiple files in a single window
- Strips Microsoft formatting from content
- Can search and replace, search for errors, etc.
- *Download at*
<https://notepad-plus-plus.org/download/v7.5.4.html>



**Chrome Extensions are available at
<https://chrome.google.com/webstore/>**



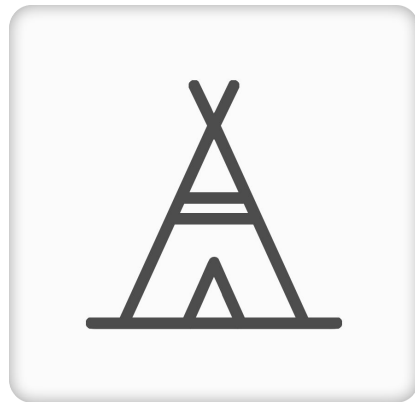
**Your installed Chrome Extensions
can be turned on and off at
<chrome://extensions/>**

Momentum/Tupiq (Chrome Ext.)



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- Eliminate distraction and provide inspiration, focus and productivity in Chrome
- Organize links and bookmarks
- Create to-do lists
- Showcase beautiful photos
- Motivate yourself with quotes
- Just see the weather
- *Get extension at*
<https://goo.gl/ggmzUQ>

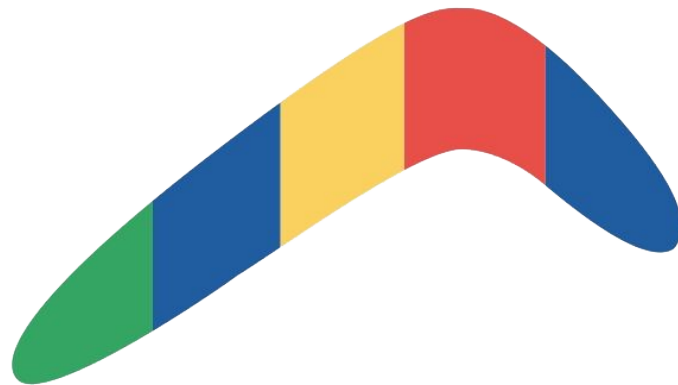


Boomerang for Gmail (Chrome Ext.)



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- Schedule an email to be sent later
- Remind yourself to follow up on messages if you don't get a response by a certain time
- Clean your inbox with temporary, automated archiving
- Request read receipts and click tracking
- Write better, more actionable emails in real-time, based on data from millions of messages
- Get extension at <https://goo.gl/LPg1uP>



uBlock/Privacy Badger (Chrome Ext.)



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- Blocks ads
- Increases privacy
- Better CPU performance than with other ad-blockers
- Customizable blocking lists
- *Get uBlock extension at <https://goo.gl/3G6h8y>*
- *Get Privacy Badger extension at <https://goo.gl/vZHSZu>*



OneTab (Chrome Ext.)



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- Reduce clutter in your browser
- Too many tabs? Convert your tabs to one list
- Increase CPU performance
- Restore tabs individually or all at once
- Easily share your tabs with other people, other computers, or with your smartphone or tablet
- *Get extension at*
<https://goo.gl/ajiaY5>



Google Hangouts



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- Chat with images, gifs, emojis, etc.
- Perform video or voice calls
- Sync conversations between your work computer and your work laptop
- *Get extension at*
<https://goo.gl/nFaEAd>

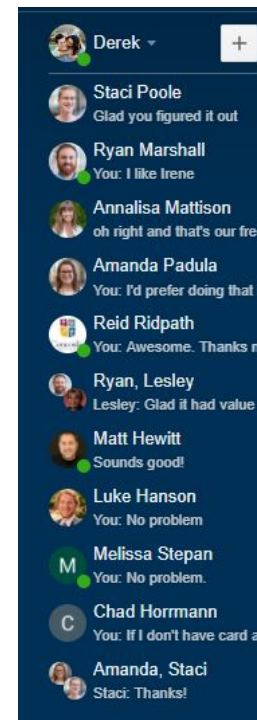


Gmail Right Side Chat



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- Moves the Google Chat (Hangouts) window to the right side of Gmail
- Part of Google Labs
- *Activate at Gmail > Settings > Labs*
 - *Must click “Save Changes” button*



Gmail Undo Send



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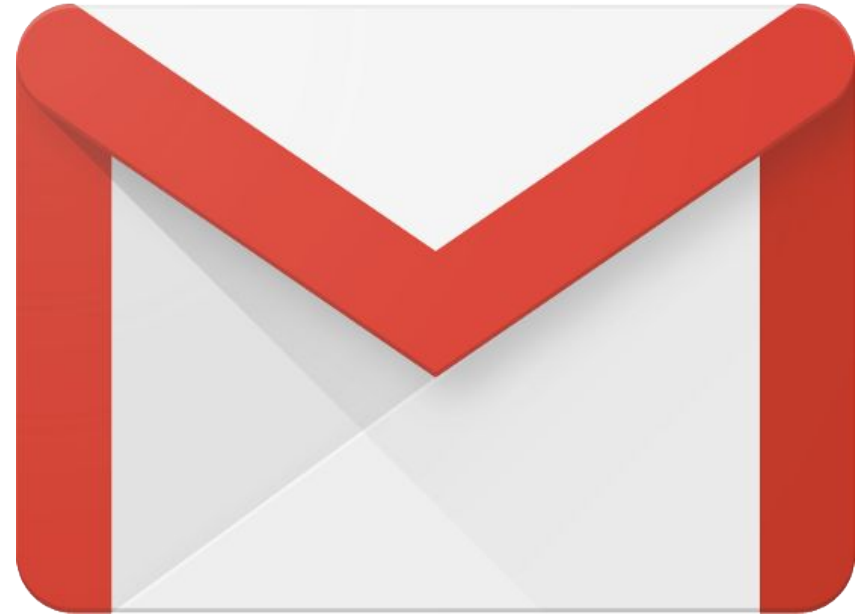
- Gives 5-30 seconds before sending the email
- Was a Google Lab, but is now part of the standard Inbox
- *Activate at Gmail > Settings > General*
 - *Must click “Save Changes” button*



Gmail Canned Responses



- Allows insertion of predefined text
- Part of Google Labs
- Saves whatever is in the New Message Box
- Outlook has a similar feature called Quick Parts
- *Activate at Gmail > Settings > Labs*
 - *Must click "Save Changes" button*



Gmail Filters



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- Gmail automation
- Based on predetermined criteria
- *Activate at Gmail > Settings > Filters and Blocked Addresses*



Gmail Labs



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- Options created by Google employees during their spare time
- Sometimes make it into Gmail
- Can disappear at any time
- Beta testing, so it can be buggy
- *Activate at Gmail > Settings > Labs*
 - *Must click “Save Changes” button*



- Clipboard utility that allows multiple items
- Can view the list
- Can choose what/how to paste
- Multiple lists
- *Download at*
<http://www.joejoesoft.com/vcms/97/>



- Your desk phone on your computer.
- Uses computers built-in microphone and speakers
- Can use headsets with a microphone
- With VPN connection, you can use from off-campus
- Includes voice and video calls
- Chat feature
- Contact CSP Network Services to Activate Jabber



IE Tab (Chrome Ext.)



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- Lets you open Banner and Xtender in Google Chrome instead of Internet Explorer
- Enables Google Chrome to act like Internet Explorer (IE)
- Emulates IE web engine
- Can automate sites to use IE tab
- *Get extension at*
<https://goo.gl/fXEwcF>



- What does the C stand for?
- Cleans Internet data for browsers
- Has other tools for customization
- Be careful!
- *Download at*
<https://www.ccleaner.com/>



- Encrypted password vault
- Can protect with a combination of security options
- Can sync databases between devices (manually)
- Open webpage from interface.
- Copy and paste passwords
- Advanced automation
- Built-in password generator
- Download at <https://keepass.info/>



HTTPS Everywhere (Chrome Ext.)



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- Forces your browser to use an HTTPS connection to web pages
- If forced on all sites, might cause some to fail
- Extra web security
- *Get extension at <https://goo.gl/tBWPC1>*





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EST. **CSP** 1893