



ONLINE EFFICIENCY BOOSTER

By Deanna Maio

Deanna Maio - Business Growth & Marketing Strategist
3439 NE Sandy Blvd #1412 Portland, OR 97232
(503) 893-9510 office • (503) 339-9779 fax • helpdesk@DeannaMaio.com • www.DeannaMaio.com

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Introduction

There are a lot of productivity tools available on the web that can produce time-saving benefits. Try some productivity tools and see what works for you. In this eBook I've outlined 20 tools that can enhance your process and boost productivity online in a variety of ways.

Using one or more of these 20 productivity tools, you will complete tasks in less time, more effectively and more efficiently.

In this eBook you will learn about the tools that allow you to:

- extract audio from video then save it as an MP3 file
- edit an audio
- edit digital photos
- make fun graphics
- view and organize images
- transfer files
- easily share and backup files
- manage files on a particular cloud service
- chat via phone/video
- connect to someone else's computer system or vice versa
- turn your pictures into paintings, drawings or cartoons
- use font management software
- etc.

In this course I will show you what each tool does and how to use it.

20 Free Tools That Can Enhance Our Efficiency

Audio Extractor



[Click here to download](#)

Audio Extractor (AoA) is a free tool that allows you to extract audio from video files without losing its sound quality and save them as MP3, WAV and other audio format. Using AoA, you can easily set the bit rate, sample rate and the volume and channel of an audio. You can also define the time you want to split by setting the start/end time or using the slider bar.

Major video formats that AoA supports:

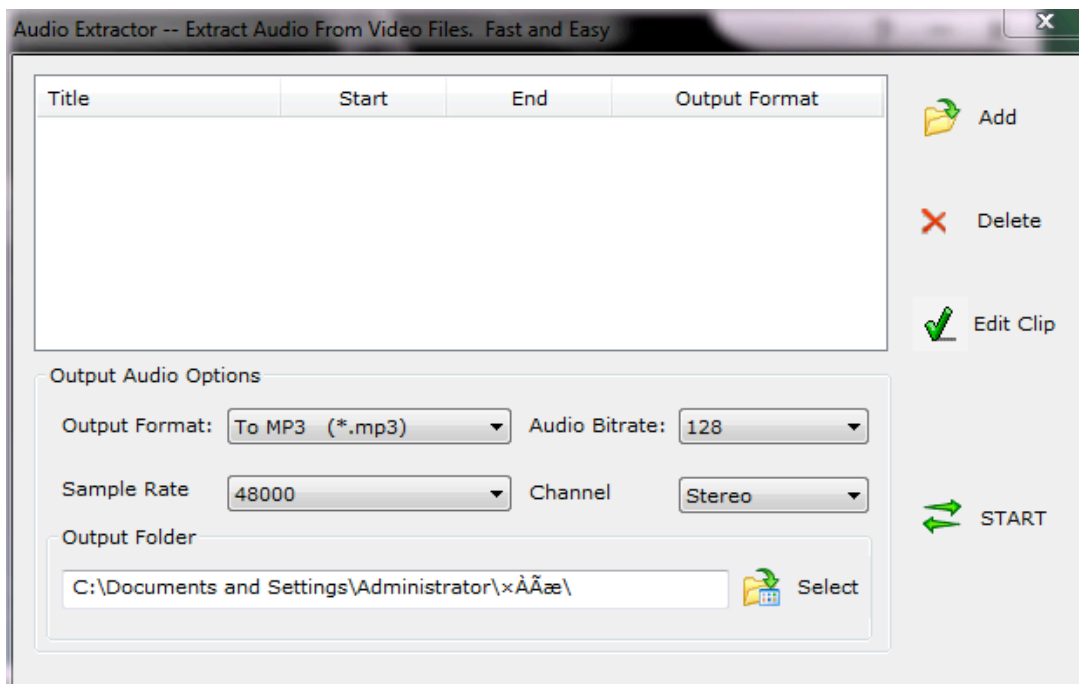
- AVI
- FLV
- MP4
- MOV
- RM
- 3GP
- WMV
- VOB

- other

Getting Started with AoA

Open your browser and go to www.aoamedia.com/audioextractor.htm. This is where you can see and download the Audio Extractor tool for free. Click “Free Download” button, and it will ask you where you want to save it. Then “Install” the program.

When you open the program, you'll see four columns with Title, Start, End and Output format. Below the main window are the Output Audio Options where you can choose on the drop down menu the output format, audio bit rate, sample rate and channel (mono or stereo).



Select a video that you want to extract the audio from. Click on the "Add" folder and choose the video files. The information of the video such as Title, Start, End and Output Format will show up in the main window. Click "Start" to begin the extraction process.

When finished extracting, you'll see your audio file at the location specified. If you check the sound quality between the audio and video, you'll see that they are exactly the same.

If you wish to learn more about using Audio Extractor, please go to this website:

<http://www.aoamedia.com/audioextractor.htm>

Audacity



[Click here to download](#)

Audacity lets you edit audio like changing the speed, pitch and tempo, take out vocals, reduce noise etc. You also have the ability to record live audio and apply effects to your recordings. You might want to eliminate the sound of your background noise or any distracting sounds while recording. Audacity is the tool that can help you with that problem.

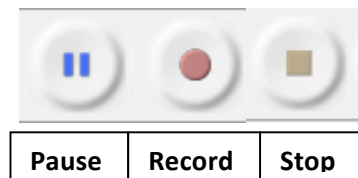
Getting Started with Audacity

Go to www.audacity.sourceforge.net/download/. You'll see that Audacity offers software for Windows, Mac and Linux. Choose the Operating system that you're using. (We use Windows in this set up.)

After clicking on Windows, you can download a zip or installer. We recommend that you use installer because it installs right away, but it's your choice how you want to save it. Click the "Audacity 2.0.1 installer, then save. After downloading the tool, install it, then open Audacity to get started.

Recording with Audacity

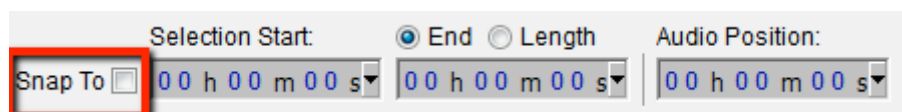
- Launch Audacity on your computer
- Make sure your playback and recording device are set
- Test your microphone by speaking into it while playing with your sound card
- Click the red **Record** button to begin recording
- Click the blue **Pause** button to pause the recording. Press it again to continue
- Click the yellow **Stop** button to stop recording.



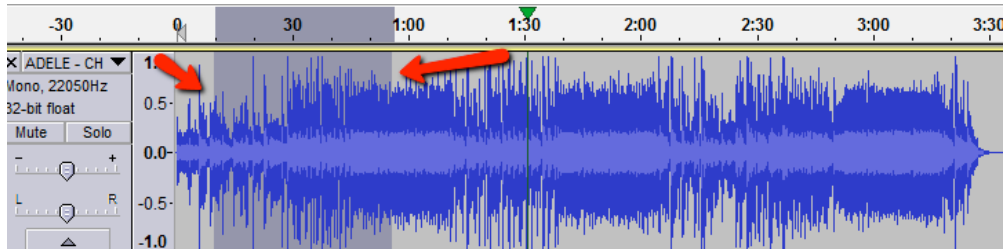
- When you finish recording, you can play around with your recording to learn more about the editing capabilities of Audacity.

If you want to remove unwanted audio from your track or recordings:

- Go to **File** then **Import - Audio** and select the track/recording you want to split.
- Make sure you set "Snap To" into "Off"



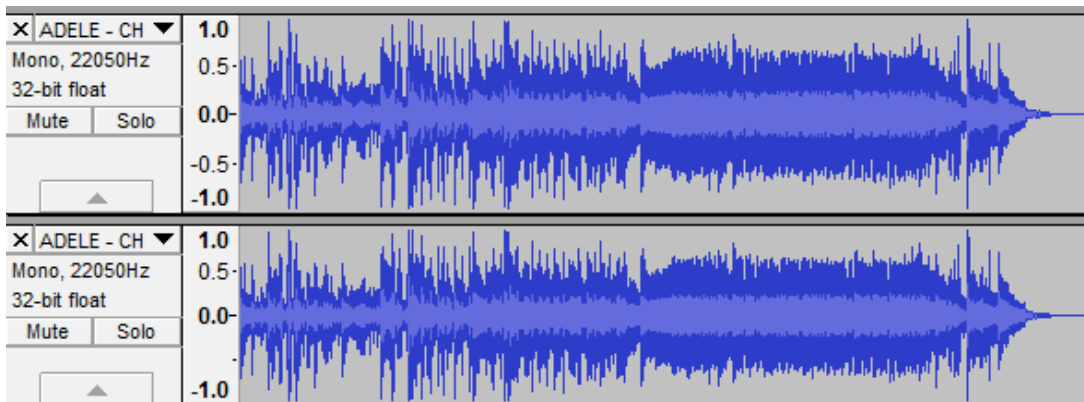
- Place the cursor, then highlight the section you want to remove from the track.



- Click on **Edit**, then **Remove Audio** and select **Delete**
- Save your work by going to **File** and then **Save Project**

If you want to remove the vocals from your music tracks:

- Load the song you want to remove vocals from by going to **File**, then **Open**
- Duplicate the track by going to **Edit**, then **Duplicate**. It should be like this:



- Mute the copy by clicking on the “Mute” button on the left of the waveform
- Click the down-arrow next to the track title and select “Split Stereo Track”
- Double click the right channel (lower of the two wave form), then choose **Effect** from the menu and select **Invert**
- Set both left and right channels as Mono by clicking on the down arrow next to the title and select “Mono”
- Give it a play and see what happens

If you want to reduce background noise in a voice recording:

- Open the track you want to reduce noise from
- Zoom in until you can find a portion of the waveform where there was no deliberate sound in the track
- Highlight the flat section by clicking and dragging with your mouse
- Choose **Effect** from the menu and select "**Noise Removal**"
- Click "**Get Noise Profile**" button from the window
- You might want to apply the reduction to the whole project so click Ctrl A to select all (or select only a portion of the track)
- Go to **Effect** then **Noise Removal** again
- Move the slider to indicate how you want Audacity to strip the background noise from your track
- Make sure you listen to it before making more changes

If you wish to learn more about using Audacity, please go to this website:

www.audacity.sourceforge.net

Paint



[Click here to download](http://mspaint-download.webs.com/)

Paint is a simple graphics editing program that's already included in every version of Microsoft Windows, but you can download it on <http://mspaint-download.webs.com/>. The Paint program can be used to create simple detailed

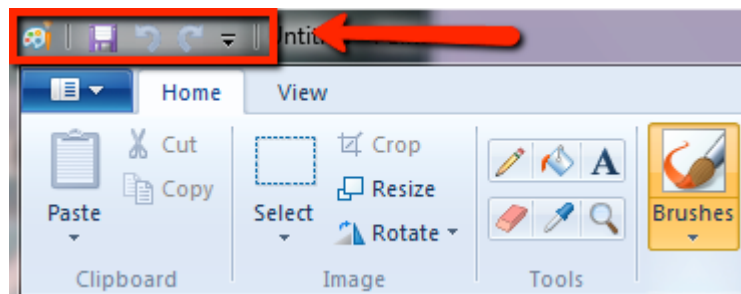
drawings and image editing. MS paint can open and save file as windows bitmap, jpeg, gif, png and tiff.

Getting Started with Paint

Access Paint: Start Menu → All Programs → Accessories → Paint or by typing the word “paint” in the search box of the Start Menu.

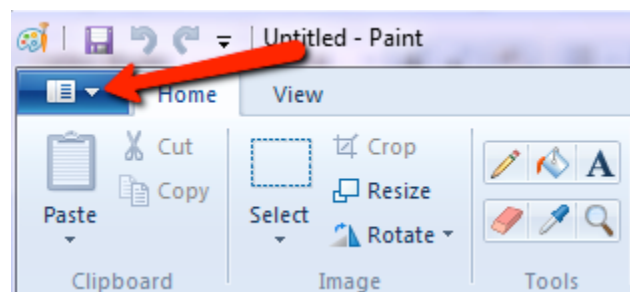
Here are some of the basic features of Paint

Quick Access Toolbar



This toolbar includes some of the most important buttons such as Save, Undo and Redo. The small arrow beside the Redo button allows you to customize the Quick Access Toolbar. It's where you can add buttons like Open, print and New (image) or remove any of the default tools.

Paint Menu



In this menu you can create or open a new picture, save the current picture, print, import from scanner or camera, send picture in an e-mail message as an

attachment, set picture as your desktop background, and change the properties of the picture.

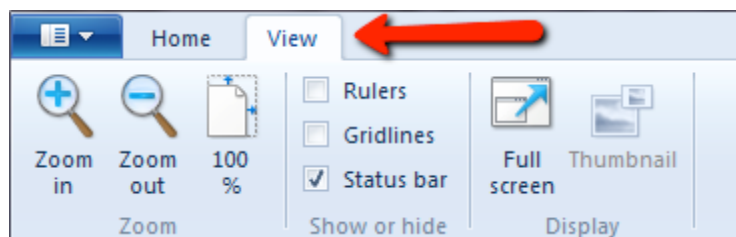
Home Tab



Home tab contains all the main image editing items. Home Tab has the following options and features:

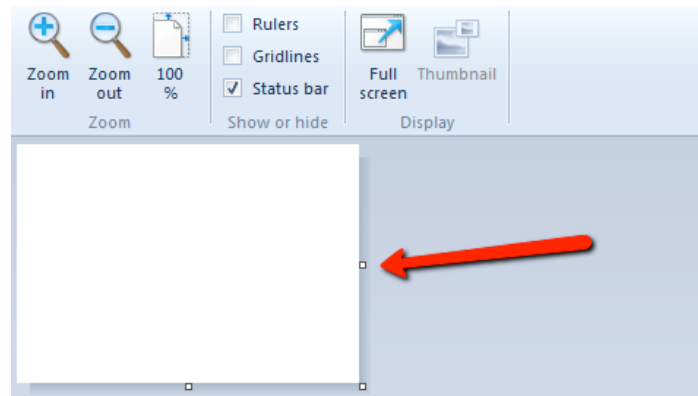
- **Clipboard tools:** Paste from, Copy and Cut
- **Image Section:** Crop, Resize (by percentage or by pixels), Rotate and Select tools
- **Tools:** Pencil, Fill with color, Text, Eraser, Color picker, Magnifier
- **Brushes:** Brush, Air brush, Natural Pencil, Marker, Crayon, Oil brush, watercolor brush
- **Shapes**
- **Size**
- **Colors**

View Tab



Here you can Zoom in, Zoom out or Zoom 100%, Show or hide Rulers, Gridlines and Status Bar, and display the image in a Full screen or thumbnail view.

Drawing area



This is where you start or edit your drawings.

Below are some of the keyboard shortcuts used in MS Paint

Ctrl + A = Select All

Ctrl + E = Attributes

Ctrl + I = Invert Colors

Ctrl + N = New

Ctrl + P = Print

Ctrl + S = Save

Ctrl + W = Stretch/ Skew

Ctrl + X = Cut

Ctrl + Z = Undo

F1 = Help

Ctrl + C = Copy

Ctrl + F = View Bitmap

Ctrl + L = Color Box

Ctrl + O = Open

Ctrl + R = Rotate

Ctrl + T = Toolbox

Ctrl + V = Paste

Ctrl + Y = Redo

Alt+F4 = Exit

How to Edit Photos with MS Paint

There are so many things that you can do with MS Paint. You can resize an image, flip or rotate an image, crop an image, etc. To get started, open your MS paint then create your image or open an image from your computer by going to File then Open.

Here's what you can do with your image:

Resize an image - Place your mouse over the image and then right click. Choose re-size and type any number in the Horizontal and/or Vertical box to resize your image. You can resize it by Percentage or by Pixels.

You can also re-size the image by selecting the photo then Ctrl+A, then click on the blue corner squares and drag the photo.

Flip/Rotate an Image - Open the image you want to edit and select "Rotate" from the home tab. Click on the drop down arrow and select from the following options; Rotate right 90°, Rotate left 90°, Rotate 180°, Flip Vertical and Flip Horizontal.

Crop an Image - Select the image you want to crop, then right click and select crop or simply by clicking and dragging the blue squares on the left to crop out distractions.

Adding Text - Open a photo where you want to add text. Click the "A" button on the toolbar and begin writing. Change the colors, font size or font face to make it more customized and noticeable.

Combining two images - Open up the first image and stretch the blue box on the side to make a white space big enough for the other image. Open the other image and use the rectangle tool to cut out the picture on the white side. Slide it over on to the first image.

If you wish to learn more about using Paint, please go to this website:

<http://www.youtube.com/watch?v=b2BTxgGHnhM>

Picasa



[Click here to download](http://picasa.google.com/)

Picasa is a desktop application that lets you manage all the photos on your computer, edit and add effects to your photos and create great galleries. You can also update your Picasa Web Albums automatically as well as making your own movie presentation.

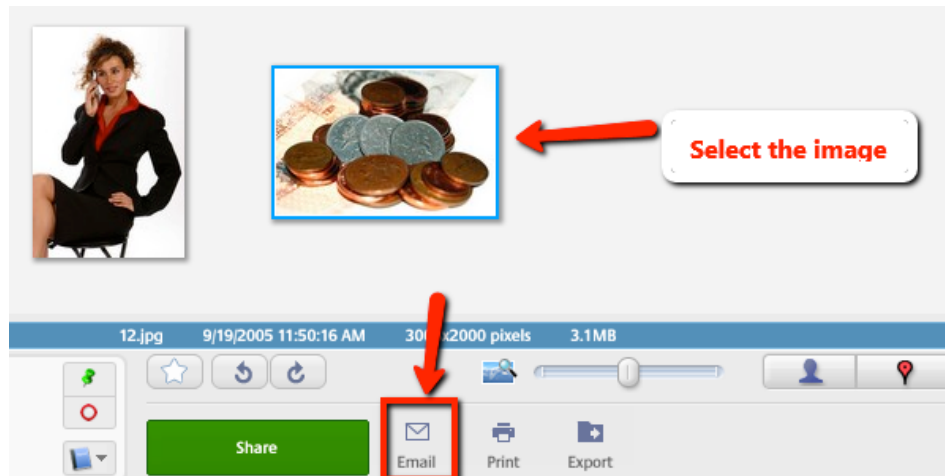
Getting Started with Picasa

- Go to <http://picasa.google.com/> and download Picasa by clicking on the blue "Download Picasa" button.
- Once the download is complete, double click on the file then hit "Run"
- Choose a location on your computer to install the software and click "Install"
- When the process is complete, Picasa Set Up window will appear. You can create desktop shortcuts, set Google as your default SE, or add shortcut to quick launch by ticking on the boxes.
- When you've finished making choices, click on "Finish" and Picasa will now launch and be ready to use.

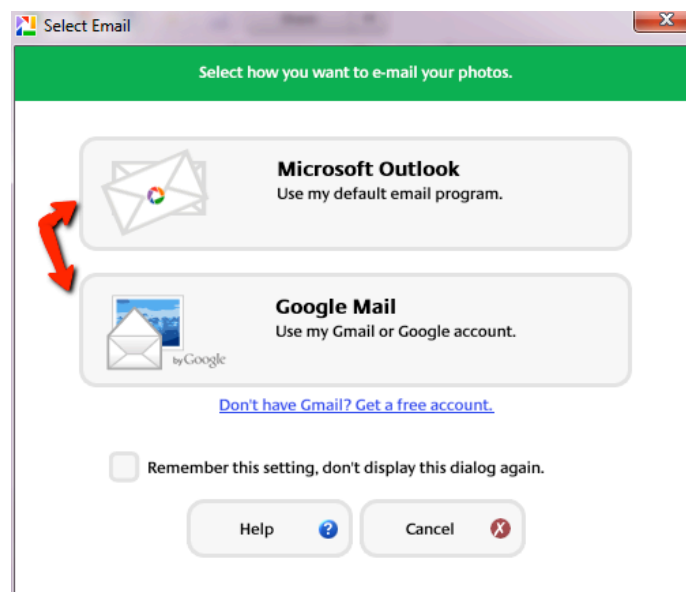
Emailing Photos with Picasa

It's now easy to email your photos. All you have to do is

- Go to your Picasa interface
- Choose the image you want to send and click the **Email** button



- Select how you want to e-mail your photos; it could be through Mozilla Thunderbird, Gmail or any email program installed on your computer.



- It will automatically attach to your email and create a message body for you

- Address the one you want to send it to and click **"Send"**



Creating a Movie Using Picasa

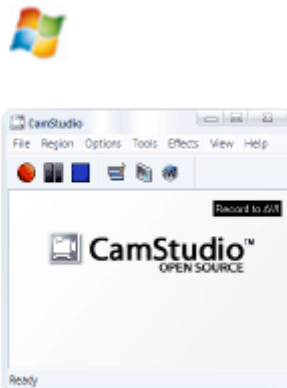
- First thing you have to do is to select the photos and videos you would like to include in your movie
- Click on the "Movie" icon and you'll see the movie maker screen with the images that you've selected
- You can add text, increase font size, get more clips and insert transition styles using the tabs on the left side of the screen (Movie tab, Slide tab and Clips tab)
- You can see a full screen preview by clicking on the "Play full screen" button

- Once you're satisfied with your creation, click the Create Movie to begin the creation process or YouTube button to automatically upload your movie to YouTube.

If you wish to learn more about using Picasa, please go to this website:

<http://picasatutorials.com/>

CamStudio



[Click here to download](#)

CamStudio is a free, open source recorder for Windows. You can use it for saving screen activity on your computer and save it to a streaming Flash video. It's said to be an alternative for Camtasia, but it does have limitations. With CamStudio you can

- determine which area of the screen will be recorded
- use a rectangle at the given resolution and drag it over the area of the screen to be recorded
- record the whole screen
- create video tutorials and share them with others
- create video-based information products you can sell
- etc.

Getting Started with CamStudio

- Go to CamStudio.org then scroll down and you'll see 2 download links; Latest version which is *CamStudio 2.6* and *Loseless Video Codec v1.4*
- Click on the CamStudio 2.6 download button, it will take you to sourceforge.net which will download the software for you
- Save the software on your computer
- Click the CamStudio.exe download link and hit Run to download and install it on your computer
- Launch the program from the location you saved it in



Regions

Make sure that you've set the input region before recording. The region determines which area of the screen will be recorded. Just choose Region from the main menu. You will see 3 types of regions you can choose:

Region - You have to select the recording area by click-dragging the left mouse button as the cursor turns into a pen on cross-hairs

Fixed Regions - This allows you to define the size of the region in pixels. If you checked "Fixed Top-Left Corner," it will record from a set capture area as soon as you press record

Screen - It will record the whole screen

Options

Video options - It allows you to optimize your video recordings by setting up the quality, frame rates and file size of your video files.

Cursor options - Here you can hide or show the cursor, use a custom cursor and highlight the cursor. It helps you illustrate the action you are recording.

Audio Options - There are Audio Options for microphone and speakers. Use the dialog box to set the recording format and compressed format of your audio.

Below are other options that you can adjust:

- Do not record audio
- Record audio from microphone
- Record Audio from speakers
- Enabled Autopan (the capture area will follow the cursor to wherever it goes during recording)
- Autopan Speed
- Automatically stop recording
- Program Options
- Record to Flash Options
- Language

Effects

Annotation

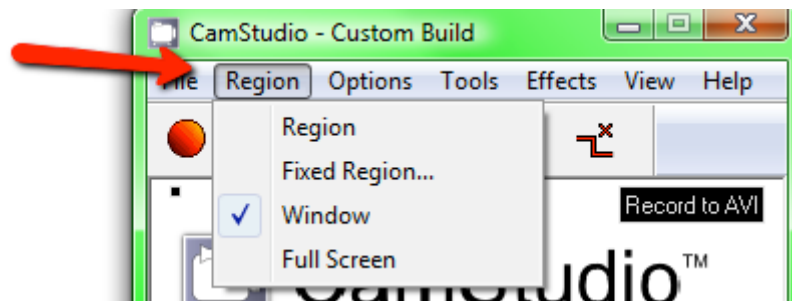
- Add System Time Stamp
- Add Xnote Time Stamp
- Add Caption
- Add Watermark

View

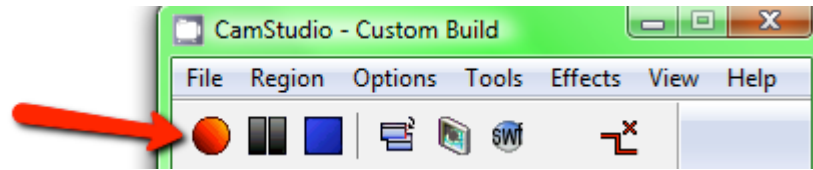
- Normal view
- Compact View
- Buttons view

How to capture screen action with CamStudio

- Start by launching your CamStudio
- Open the region menu and select one from the options: Region, Fixed region and Full screen



- Choose whether you will record audio or not (from the options menu, remove the tick in "Do not record audio option.")
- Select the output format before recording (AVI and SWF)
- If you think you're ready to record, just press the "record" button
- Press the "Pause" button if you want to temporarily stop the recording and press "Stop" if you want to end the recording



- Once you've stopped your recording, a dialog box appears that will ask you to save your file
- Type the name of the file and click Ok.
- Preview your screen capture

If you wish to learn more about using CamStudio, please go to this website:

http://www.youtube.com/view_play_list?p=A57A11C0D77BBF9B

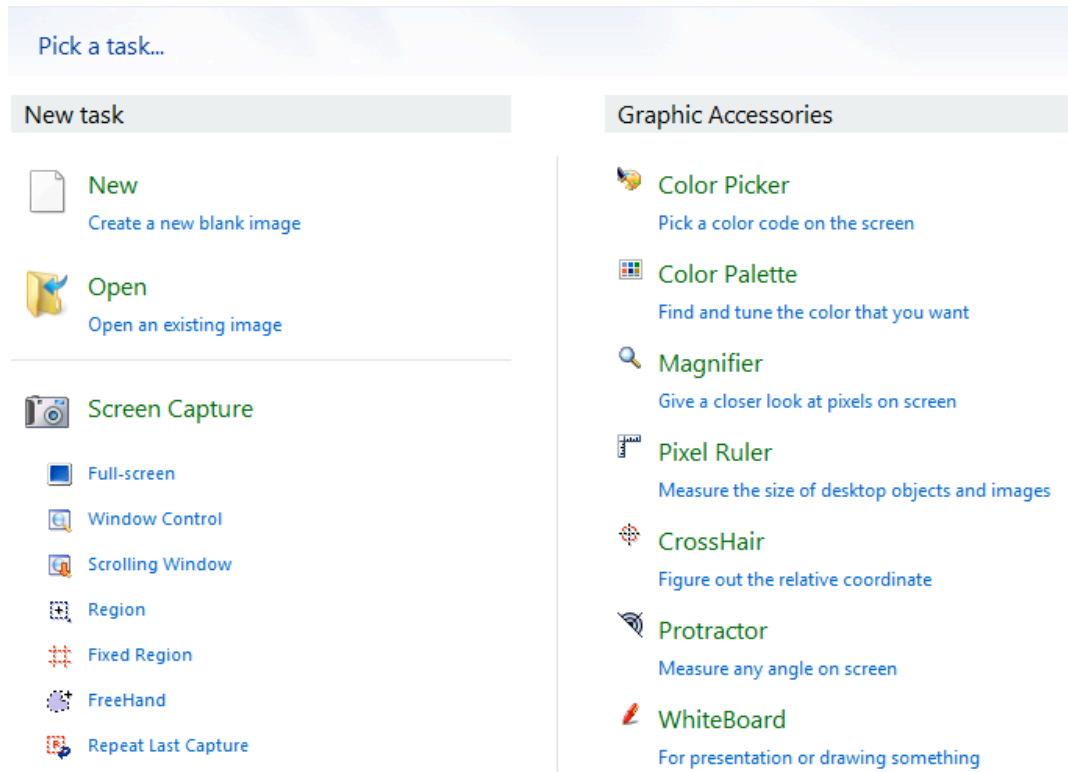
PicPick



[Click here to download](#)

PicPick is user-friendly computer program that offers a variety of ways to edit digital photos, suitable for software developers, graphic designers and home users. It is available in multiple languages and can be used in either a single screen or double screen computer environment.

Features



Screen Capture - it can perform a variety of captures with customizable keyboard shortcuts

- **Full Screen** [Print Screen]
- **Active Window** [Alt + Print Screen]
- **Scrolling Window** [Ctrl + Alt + Print Screen]
- **Repeat Last Capture** [Shift + Ctrl + Q]
- **Window Control** [Ctrl + Print Screen]
- **Region, Fixed Region** [Shift + Ctrl + Print Screen]
- **FreeHand** [Shift + Ctrl + Alt + Print Screen]

Image Editor - PicPick Image Editor has a sophisticated screen capture utility, color picker, ruler and magnifier, and a whiteboard function.

Color Picker and Color Palette - You are able to pick and save your favorite colors so you can easily use them for the future. It supports various color code type (Rgb, HTML, C++, Delphi)

Screen Pixel Ruler - You don't have to install any other screen ruler software. You can take horizontal and vertical measurements with various units such as Pixels, Inches and Centimeters.

Screen Magnifier - It has the capacity to zoom up to 10 times

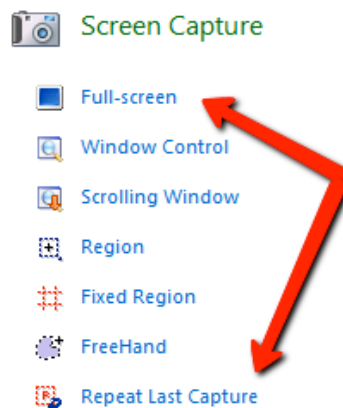
Screen Protractor - Helps you find angles on screen or measure angles between two lines.

Screen Crosshair - Used for aligning objects and calculating relative coordinates on screen, it helps to get the position of any pixel on the screen

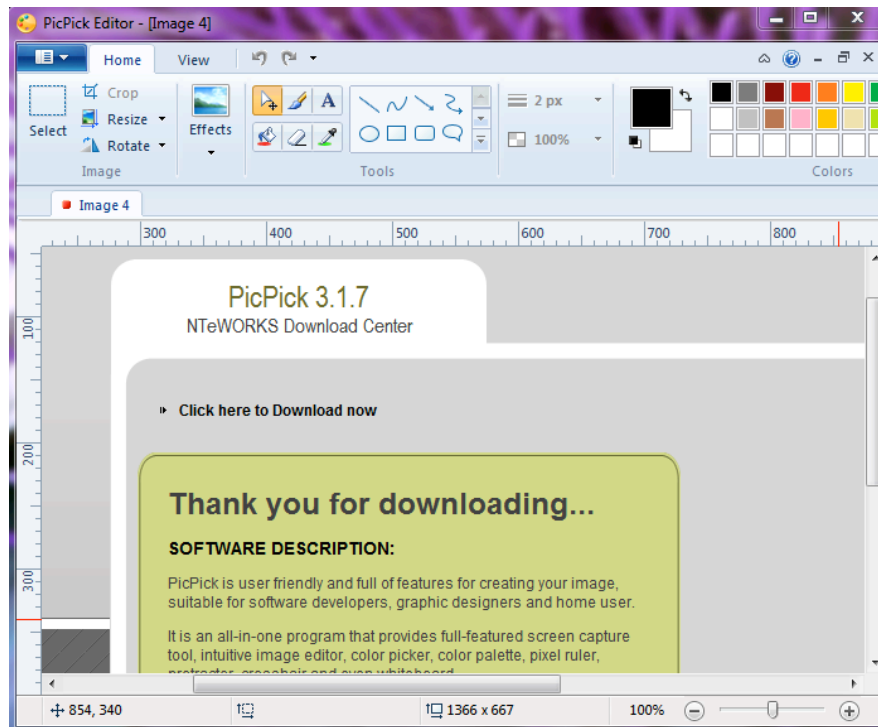
Whiteboard - Allows you to write on the screen with the mouse and then capture it as a screenshot.

Getting Started with PicPick

- Go to <http://www.picpick.org/download> and click the "Download Home Free-version (from NTWORKS)" link.
- Then click the "Click here to Download now" link and install
- Open your PicPick and you'll see the features that you can use in editing or creating your image
- If you want to take screenshots, just choose from a variety of captures under "Screen Capture" menu and simply click on the screen



- The captured screen can be opened directly in the image editor for editing



- Save your image by pressing Ctrl +S then save

The main elements of the PicPick Image Editor are:

- File tabs
- Drawing and text tools
- Image size and image canvas
- Zoom tool
- Image modification and filter buttons

There are so many output options for captured screen such as:

- Copy to Clipboard
- Save to Image File

- Print the image
- Upload to Facebook
- Upload to Twitter
- Upload to FTP
- Email using Outlook
- External Program
- Auto Save As...

Using the tools on the Picpick Image Editor, you can draw, insert shapes, arrows, lines and text, use effects like blur, sharpen, hue and pixelate, adjust contrast and brightness, and rotate or flip the image.

When finished, just press Ctrl + S and save it. The popular formats for the web are .JPG and .Gif.

If you wish to learn more about using PicPick, please go to this website:

<http://www.youtube.com/watch?v=X4-dFWeieEM>

FotoSketcher



[Click here to download](#)

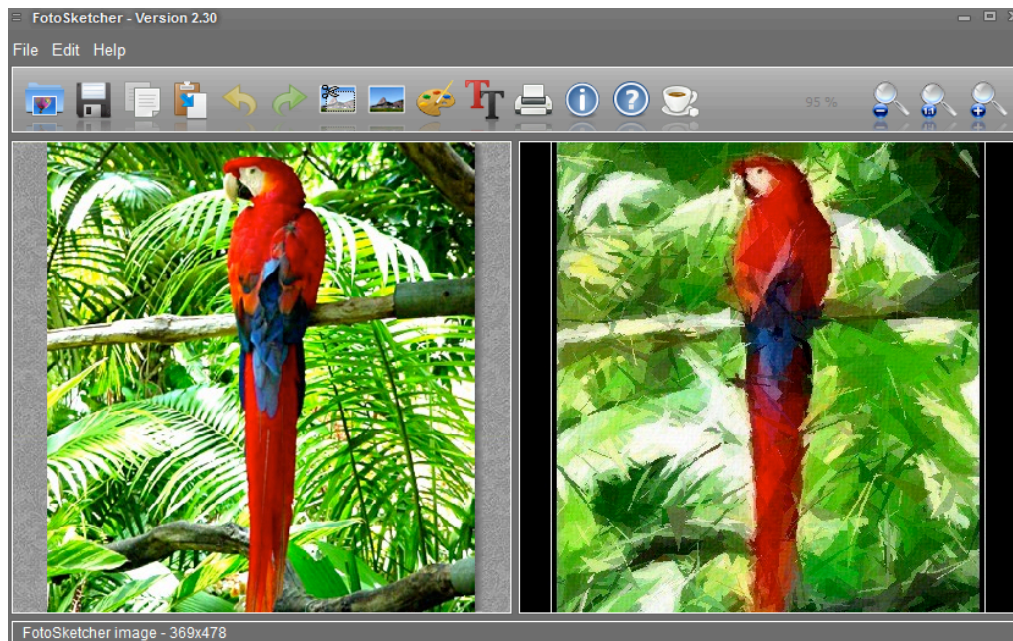
FotoSketcher is an easy to use application that converts digital images into pencil sketches, watercolor, oil paintings, pen, ink drawings and cartoons. It can also

apply vintage photo and sepia effects. Simply choose the photo you want to edit then select the desired sketch style and it will instantly apply the effect. There are over 20 different styles available.

Getting Started with FotoSketcher

- Go to www.fotosketcher.com and click on the gray "Download Now" button.
- It will take you to the download page; just click "Get FotoSketcher from Download.com."
- Then click "Download Now" to start your download automatically
- After downloading, execute then Run.
- After installing, launch the application to get started

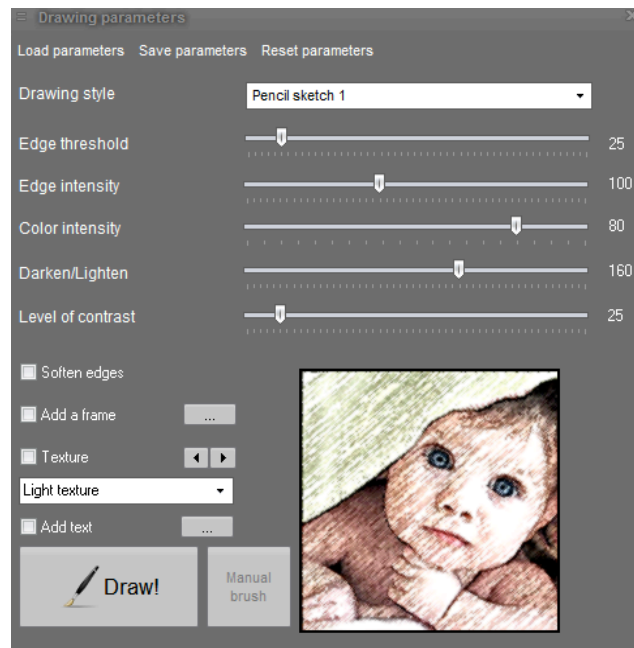
Here is what it looks like:



How to Use FotoSketcher

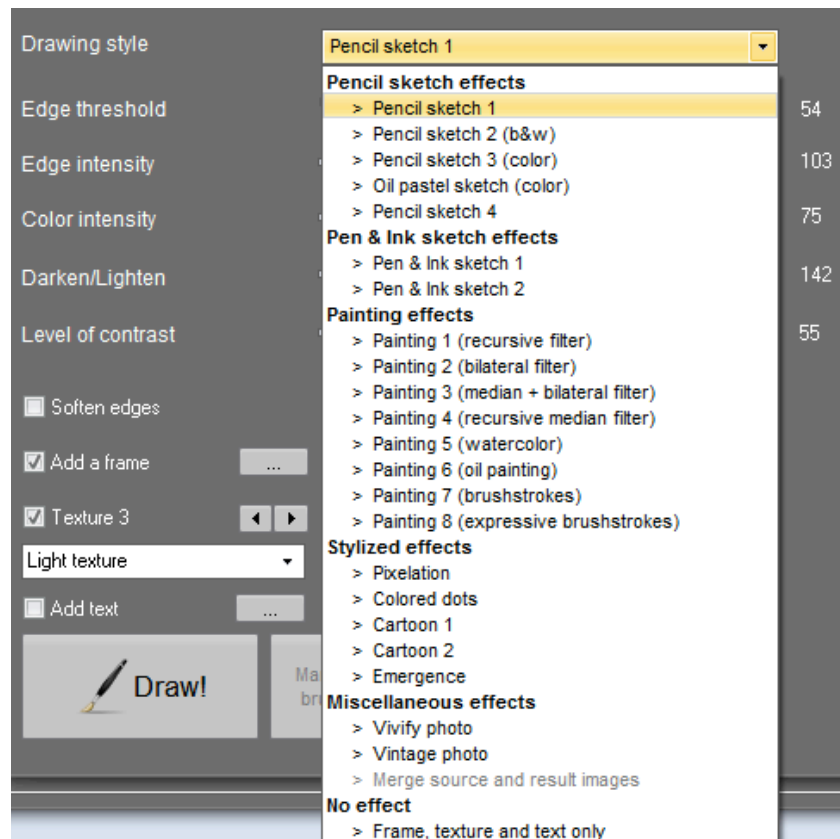
- Launch the application then click on "File" and select ***Open a Picture***

- It will load up the ***Drawing Parameters***

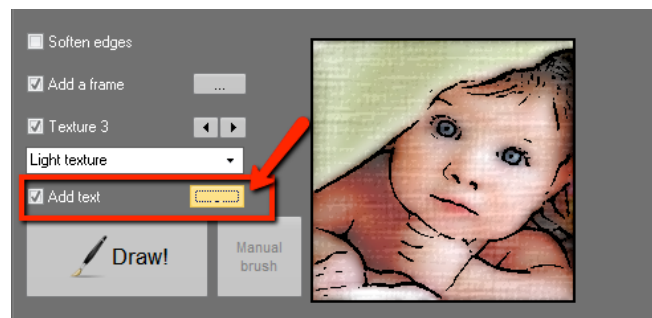


You'll see all kind of settings that you can set. You can change the Drawing style, adjust edge threshold, edge intensity, color intensity, level of contrast, darken or lighten the image, and add frames and text.

- You can see different Drawing styles. Just click the arrow and select from the list of styles that you want to use or go to ***Edit*** then select ***drawing parameters*** or **F10**



- You can add text to the image by opening the drawing parameters, then check the Add text checkbox and click on the box with three dots.



- You can use the icons below the main menu in editing your image. You can crop the image, add text, print, undo and redo the action you've made, save the drawing as... etc.



Click **Draw** when you're done making changes to the Drawing Parameters.

Once you're finished, Save it by going to File and select **Save the drawing as...** or simply by clicking the icon on the menu. You can save it as JPG, PNG and BMP files.

If you wish to learn more about using FotoSketcher, please go to this website:

<http://tutorials.downloadroute.com/video-170199.html>

Jing



[Click here to download](#)

Jing is a fast and easy way to capture images and record videos of what you do or see on your computer screen. It has a free version and a paid professional version. Pro version allows you to save files in MP4 format while the free version only saves SWF (Flash Video) files.

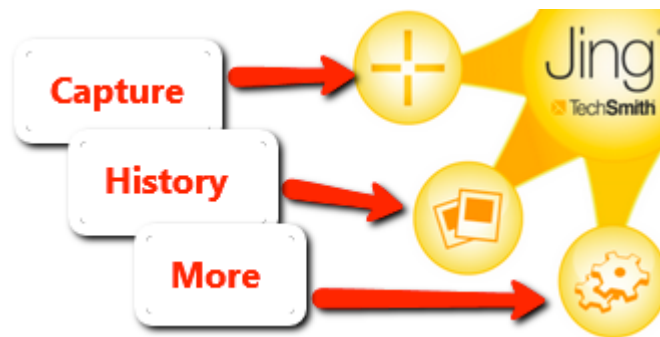
Jing allows you to:

- capture any screen shot you want
- add arrows or caption windows
- create a quick tutorial video
- record screencasts

- collaborate with Snagit and Camtasia

Getting Started with Jing

- Go to <http://www.techsmith.com/jing.html> to download Jing
- Click **Free Download** button at the right-hand corner
- Choose a version of Jing to download; Windows or Mac. Click on the appropriate operating system
- A window will pop up which will have installation instructions. Follow the instructions to install Jing on your computer
- As you're installing Jing, you'll be asked to register for a free account with screencast.com.
- Either create new account or use an existing account, you'll need to provide an email address and password.
- Click **login** in the lower right of the screen



Capture an Image

- Once you've successfully installed Jing on your computer, you'll see a sun icon at the top of your screen
- Mouse over the sun icon and three rays will appear
- Select Capture - the one with the cross-hairs
- Draw a rectangle around the area you would like to capture by clicking in the corner of the image you would like to capture and drag the cursor to the opposite corner (you'll notice that everything

outside the rectangle will turn gray and the part you are capturing will maintain its color)

- After you have drawn your rectangle, lift up the mouse and a menu will appear at the bottom of the image you just captured just click ***Capture Image***
- Name your picture and save it on your computer or copy the image to your clipboard



- ***Arrow*** - allows you to draw an arrow anywhere in the picture
- ***Text*** - allows you to create a text box then type text in it
- ***Box*** - allows you to draw a box around an object
- ***Highlighter*** - allows you to highlight any part of the image
- ***Color*** - allows you to specify the color of the highlighter and box
- ***Undo and redo*** - allows you to undo or redo the action in case of mistakes

Record a Video

- Mouse over the sun icon and select Capture
- Click and drag the cross-hairs to select a region

- Click the Capture Video button (if it's your first time to use it, Jing will ask which audio device you'd like to use)
- There will be a 3-second countdown before capturing the video and yellow strip-like vertical brands will start scrolling to indicate that the recording is in progress



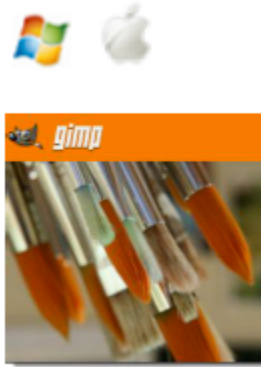
- You can Pause, Restart, Stop or cancel your recordings by clicking on the buttons below your captured video
- When finished recording, Click **Finish** then **Save**.

Videos are limited to 5 minutes in length for both Jing and Jing Pro version.

If you wish to learn more about using Jing, please go to this website:

<http://www.techsmith.com/jing.html>

Gimp



[Click here to download](#)

Gimp is a multi-platform photo manipulation tool. It can be used for preparing images for use on a website and retouching digital photographs. Gimp is short for Gnu Image Manipulation Program. It is a powerful image editing program that is available for UNIX, Windows and Macintosh computers that can be used as a simple paint program, online batch processing system, image format converter, etc.

Supported File format

- JPEG(JFIF)
- GIF
- PNG
- TIFF
- PSD
- TGA
- BMP
- other special use formats

Supported Platforms

- GNU/Linux
- (i386, PPC)
- Microsoft Windows (XP, Vista)

- Mac OS X
- Sun Open Solaris
- FreeBSD

Getting Started with Gimp

- Go to www.gimp.org and click the Download button on the lower part of the header
- Then it will take you to the download page for windows, click "Download Gimp 2.8.0 link (If you want the Mac version just scroll at the bottom of the page then select Mac OS X) In this case, I used Gimp for Windows.
- After installing, launch the Gimp to get started

Gimp Features

Once you've launched Gimp, you'll notice that the Gimp's program elements or dialogs can float anywhere on the screen. The individual dialogs are combined in a tabbed view in the center of the window and each image has a tab that is adorned with a thumbnail.

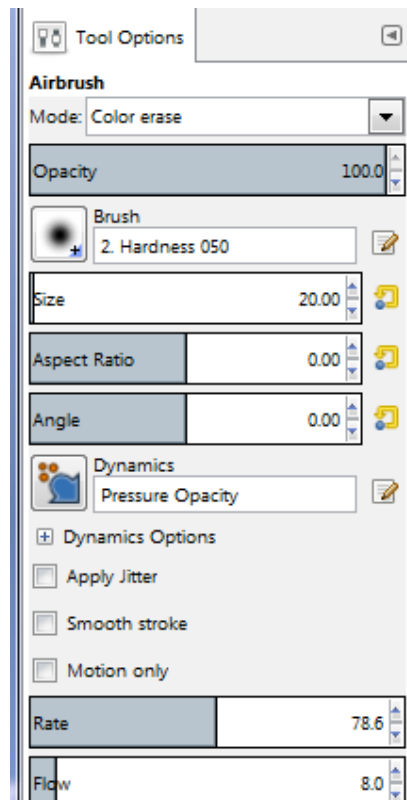
Toolbox - You can see it on the left corner that includes different tools that you can use in editing pictures. This is one of the main dialogs you'll want to keep handy.

- **Rectangular Select Tool** - Select a rectangular region
- **Ellipse Select Tool** - Select an elliptical region
- **Free Select Tool** - Select a hand-drawn region and polygonal segments
- **Fuzzy Select Tool** - Select a contiguous region on the basis of color
- **Select by Color Tool** - Select regions with similar colors
- **Scissors Select Tool** - Select shapes using intelligent edge-fitting
- **Foreground Select Tool** - It selects a region that contains foreground objects
- **Paths Tool** - create and edit paths

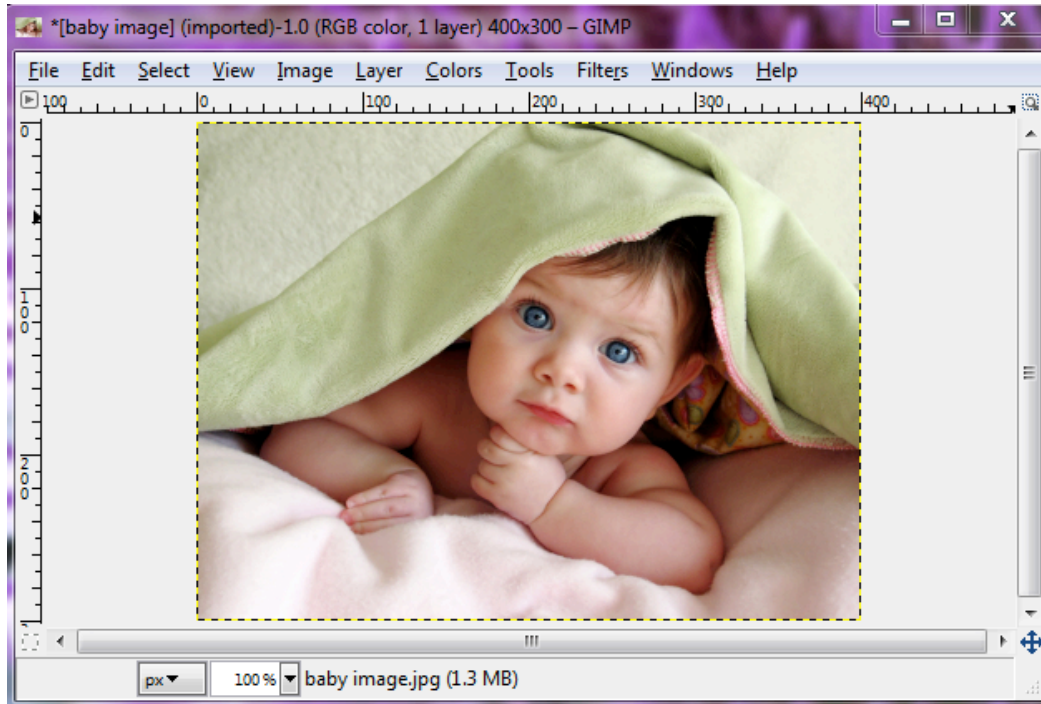
- **Color Picker Tool** - Set colors from image pixels
- **Zoom Tool** - adjust the zoom level
- **Measure Tool** - use for finding exact pixel distance
- **Move Tool** - Move layers, selection and other objects
- **Alignment Tool** - Align various layers with ease
- **Crop Tool** - use for cropping edge areas
- **Rotate Tool** - Rotate the layer, selection or path
- **Scale Tool** - make things bigger or smaller by percentage
- **Shear Tool** - adjust image for perspective on the sides
- **Perspective Tool** - Change perspective of the layer, selection or path
- **Flip Tool** - reverse horizontally or vertically
- **Cage Transform** - deform a selection with a cage
- **Text Tool** - for creating and editing text layers
- **Bucket Fill Tool** - use to fill selected area
- **Blend Tool** - fill with gradient colors
- **Pencil Tool** - Painting using a hard edge brush
- **Paintbrush Tool** - Paint smooth strokes using a brush
- **Eraser Tool** - Remove areas using a brush
- **Airbrush Tool** - Painting with variable pressure
- **Ink Tool** - Calligraphy-style painting
- **Clone Tool** - duplicate an area using a brush
- **Healing Tool** - heals blemishes or image irregularities
- **Perspective Clone Tool** - Clone an image after applying perspective transformation
- **Blur/Sharpen Tool** - use to blur or sharpen selected areas
- **Smudge Tool** - for smudging selected areas using a brush
- **Dodge/Burn Tool** - lighten and darken selected areas
- **Foreground/Background Colors** - click to open the color selection dialog



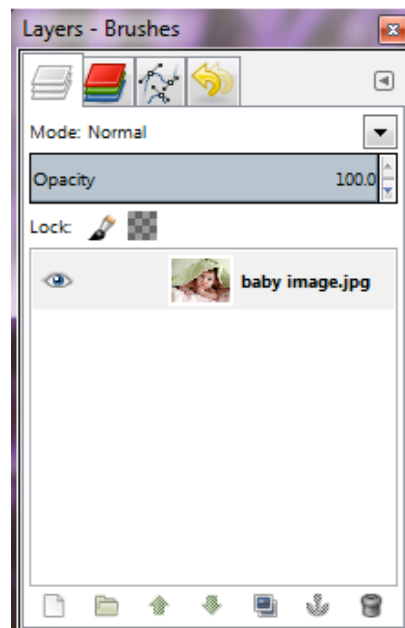
Below the Toolbox there is **Tool Options** where you can adjust the paint mode, opacity, size, aspect ratio, angle, dynamics, rate and flow that you can apply while doing your project.



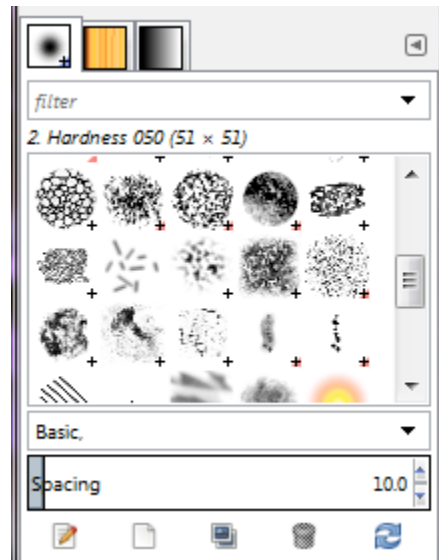
Canvas area is where you create your document. It is the boundary of the image so even if you have a smaller or larger layer than the image boundary size, the maximum image area that you can view is determined by the canvas size.



On the right is the **Layers** dialog where you have the layers tab, channels tab, path tab and the history tab where you can undo any changes that you've made.



Below the Layers are the **brushes**, **patterns** and **gradients** that you can use in editing or creating an image.



Taking a Snapshot of a Web Page

- Simply go to File from the menu of the canvas area then select Create - From Webpage
- A new window will appear asking you to enter the location or the URL
- Enter the URL and adjust the width (pixels) and font size to whatever you want
- Click Create and it will process and pull in the webpage that you want
- Then once the image is on the canvas area, you might want to zoom in by clicking z then click anywhere in the image
- You'll see the snapshot of the webpage; you can now start editing the image

There are tons of tools that you can use in Gimp, just take time to play around with the tools, and you'll discover some of the amazing things that you can do with Gimp.

If you wish to learn more about using Gimp, please go to this website:

<http://www.gimp.org/tutorials/>

Notepad++

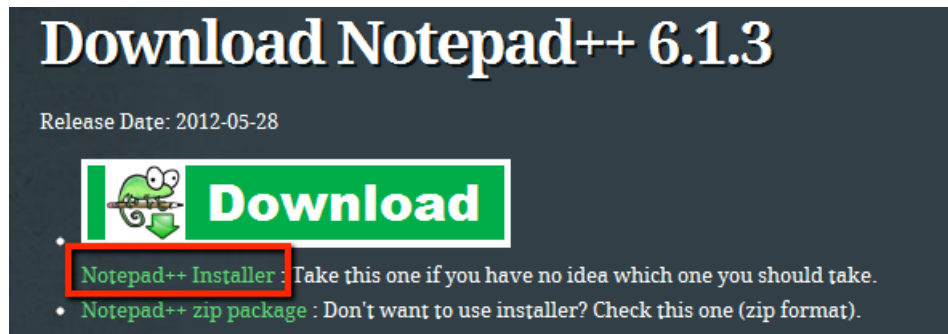


[Click here to download](#)

Notepad++ is a text and source code editor for Windows. It is a free notepad replacement that supports several languages. Notepad++ is tabbed editing that allows working with multiple open files.

Getting Started with Notepad++

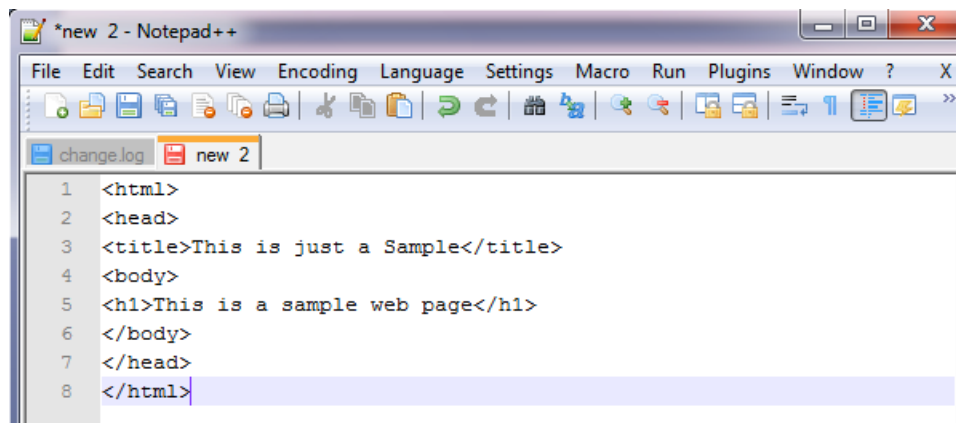
- Go to notepad-plus-plus.org/download/v6.1.3.html
- Then click on the **Notepad++ Installer**: Take this one if you have no idea which one you should take



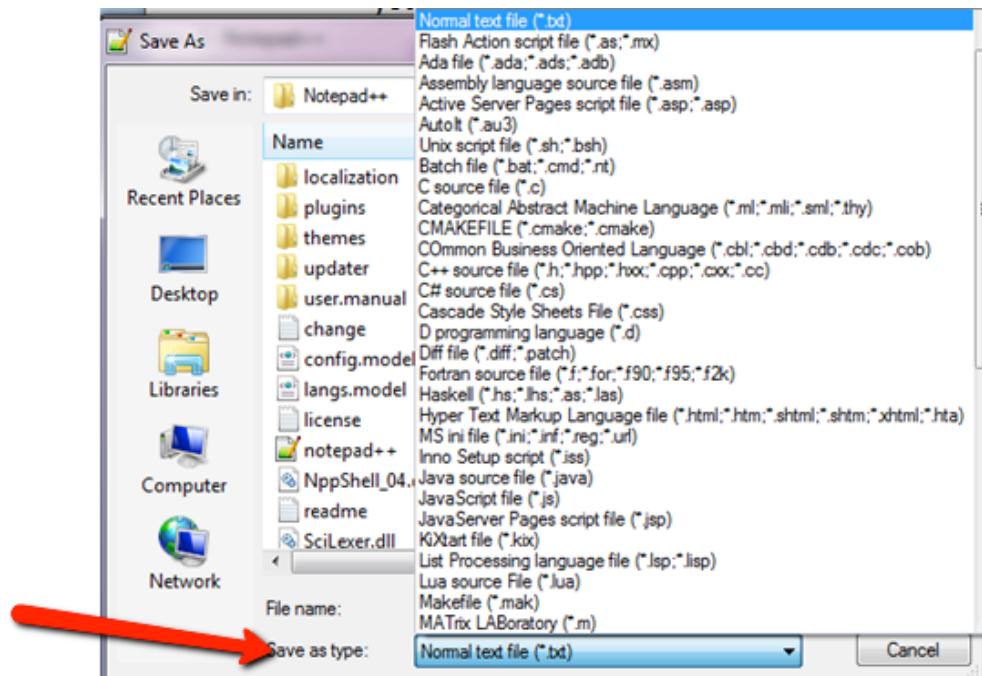
- Then execute the downloaded file -**Run** and **Install**

How to use Notepad++

- Launch the program by clicking on the desktop icon or through start menu then click the Notepad++
- You'll see a blank document (We will try to build a sample basic webpage)
- Start writing the basic html code or anything that you want to include on your page



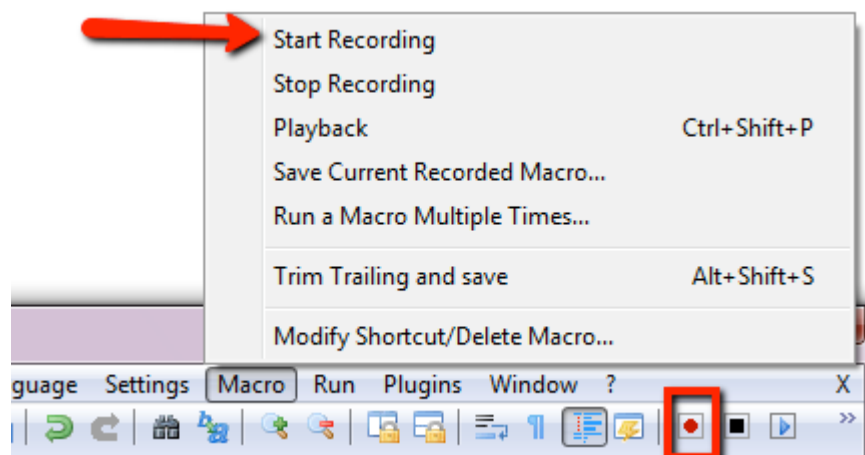
Click on **File** then **Save as...** - name your file and identify the type of file or choose from the extensions available on the drop down menu.



Find and open your file to see the output. You can go back to your Notepad++ to do some editing or to add some more contents to your page. Just hit **Ctrl+S** after adding your content then go back to the browser to see the changes you've made.

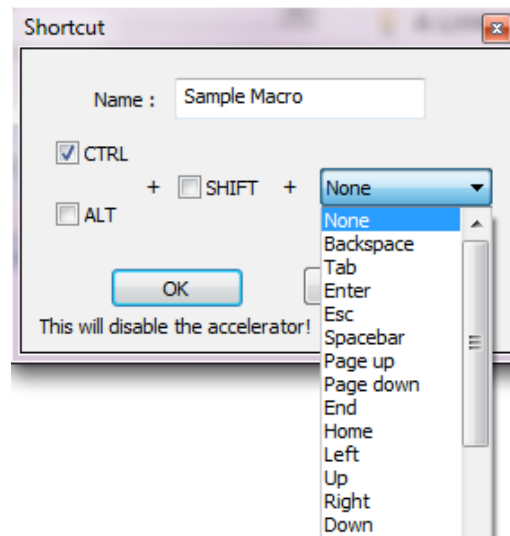
How to Record a Simple Macro in Notepad++

- Launch your notepad++
- Hit the red "record" button or go to Macro and select "Start Recording."

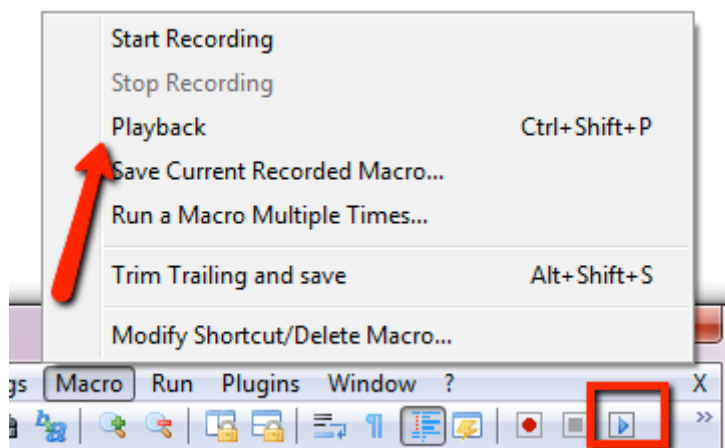


- Begin typing the text you want to record

- Then click Stop when done typing the text
- To save the text, go to Macro then select Save Current Recorded Macro...
- Name your macro and set the shortcut keys you want to use and click **OK**



- You can now use your macro by going to Macro then Playback or by entering the short keys using keyboard or by clicking the playback icon.



If you wish to learn more about using Notepad++, please go to this website:

<http://www.youtube.com/watch?v=EuW4EhdPv0o>

Speed Typing



[Click here to download](#)

Speed Typing helps you use text quickly and easily. It is very useful for fast standard typing phrases such as signatures, email addresses, URLs and so on. All you have to do is to type a word and Speed Typing will automatically replace it with a line or a paragraph.

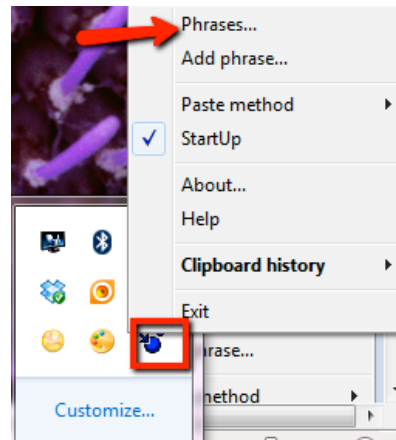
Getting Started with Speed Typing

- Go to www.colorpilot.com/speed-typing.html
- Scroll down and find the "Download Speed Typing 1.40 (140K)" link

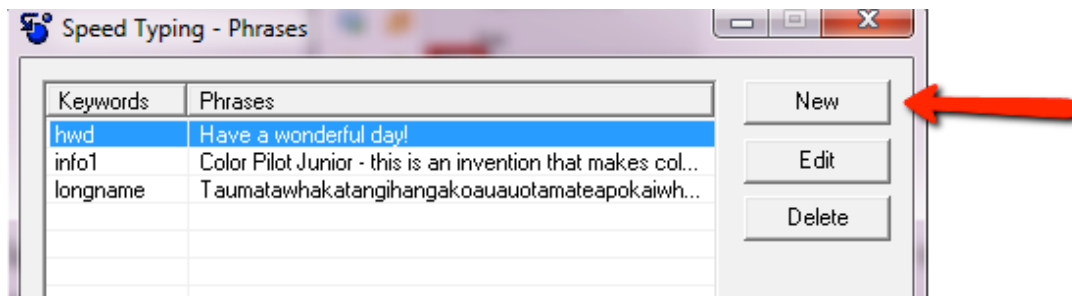


Download Speed Typing 1.40 (140K)

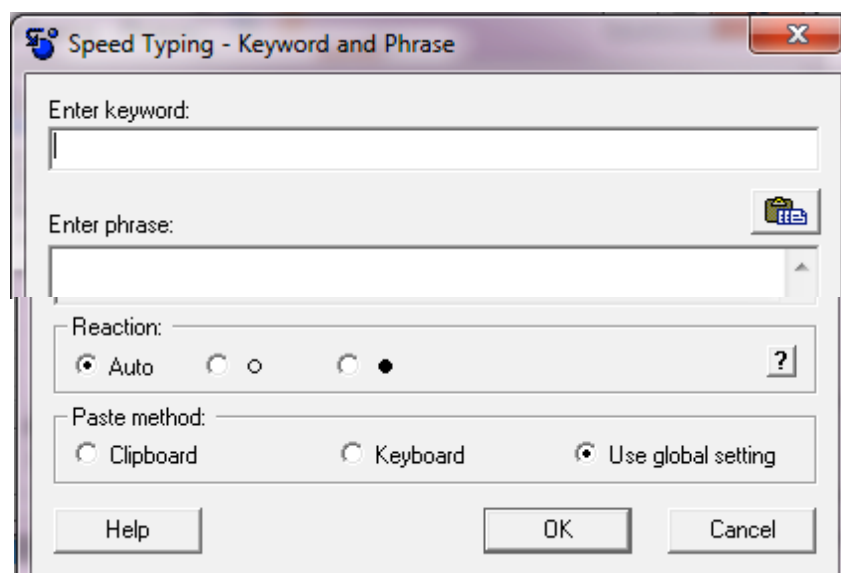
- Execute the program then **Run** and **Install**
- You can open the Speed Typing program into your taskbar if you pinned it there or by clicking on the "**show hidden icons**" arrow
- Right click on the icon then choose **Phrases...**



- The Speed Typing - Phrases window will appear. Click New on the speed typing interface



- Another window will appear. Enter a keyword and phrase or the message that will appear when you enter the keyword



- Hit okay when done and add more if you like
- Once you're done, try to compose an email message then type in the keyword that you set up and you'll see how it will automatically populated the composition message that you're going to send

Now you don't need to type over and over again the same phrases or paragraph, all you have to do is set things up on your Speed Typing interface and you're good to go.

If you wish to learn more about using Speed Typing, please go to this website:

<http://www.colorpilot.com/speed-typing.html>

Open Office



[Click here to download](#)

Open Office is a multi-platform office productivity suite for word processing, spreadsheets, presentation graphics, formula editor and more. Open office is sophisticated and flexible that works transparently with a variety of file formats.

Getting Started with Open Office

- Go to www.openoffice.org/download/ to download and install the software
- You'll see different Open Office downloads such as Open Office 3.4.0, Open Office Extensions, Open Office Templates and Open Office Developer Snapshots. There's also a Mac version available.
In this case, we will download the Open Office 3.4.0 for windows
- Click on the link to download
- Execute the program – **Run** and **Install**

Useful programs inside Open Office:

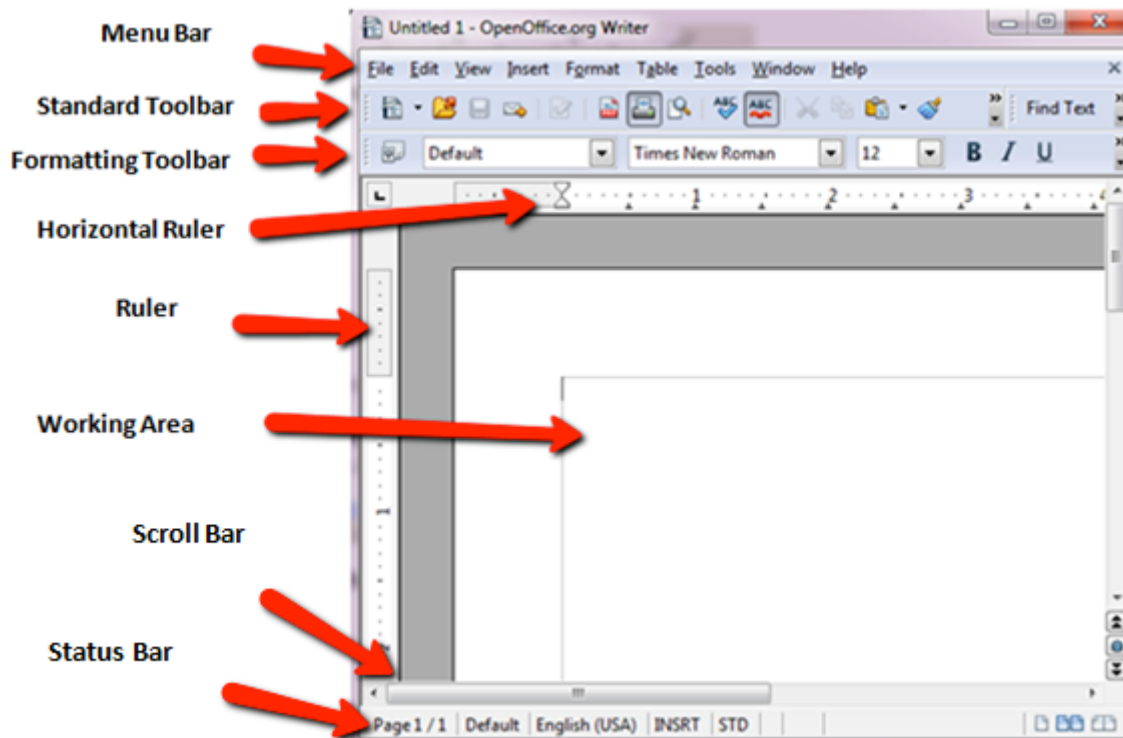
Open Office Impress - Used to create presentations and digital slideshows

Open Office Calc - is an electronic spreadsheet program that works on both Linux and Windows

Open Office Writer - is the word processor component of the Apache Open Office software package just like Microsoft word

Getting Started with Open Office Writer

Launch Open Office writer by going to **Start** menu - **All Programs** – **Open Office.org 3.4 – Open Office.org Writer**



Paper Size

- You can change the Paper size in Writer by going to **Format** then **Page** and select the *Page tab* on the Page style window.
- Usually the common paper size is set to 8 1/2 by 11 inches
- In the Format pull down menu, select Letter if it's not already selected. You can see other paper sizes on the Format pull-down menu and select the one that you want to use.
- You can turn on the Header and Footer to your document, change border styles, set columns, set up margins and add Footnotes.

Indention

- You can use the ruler to adjust the indentions of selected paragraphs. Use the three small triangles on the horizontal ruler or right click anywhere on the screen then select paragraph and click on the Indents & Spacing tab.

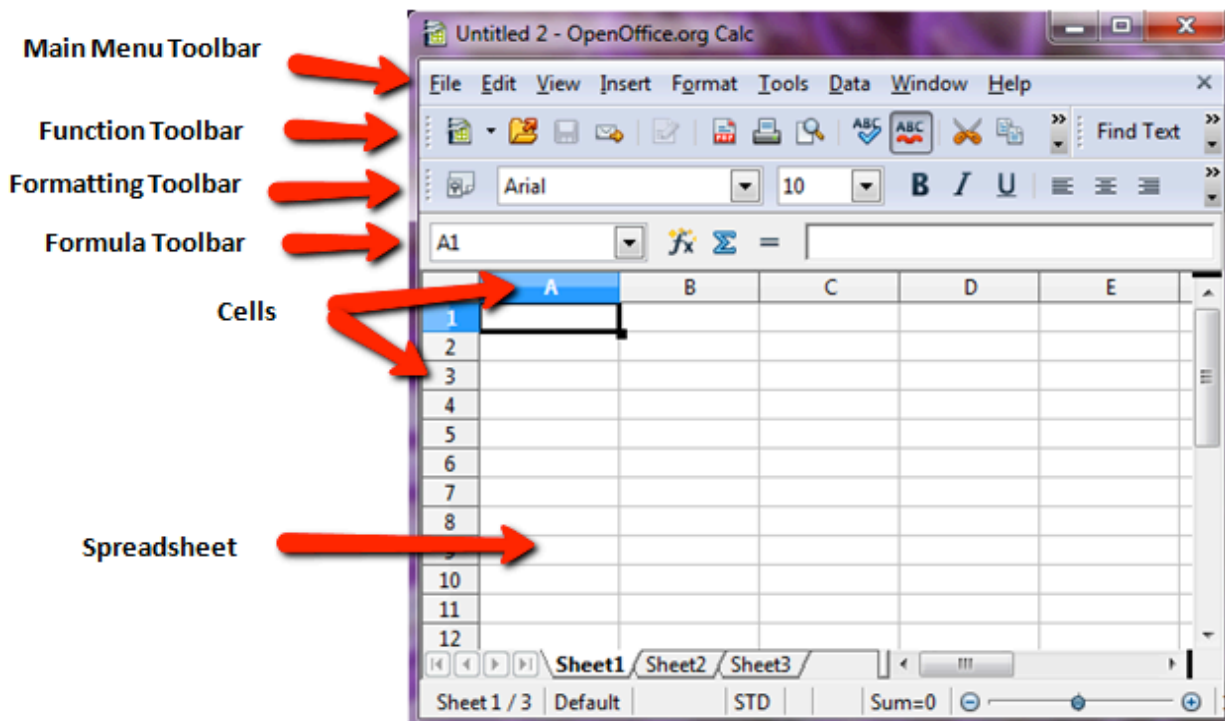
- Highlight the paragraph that you want to change the indent then drag the bottom left or right triangle to the location you want.
- If you want to change the first line indent of a selected paragraph, just drag the top left triangle on the horizontal ruler to the location that you want
- By double clicking anywhere on the horizontal ruler, you can adjust the indents of the highlighted paragraph

Insert Special Character

- Click anywhere in the document where you want the symbol to appear
- Click **Insert** then select **Special Character**
- In the subset menu click the down arrow and select **Miscellaneous Symbols**
- Scroll down until you see the symbol you want to use then click **OK**

Getting Started with Open Office Calc

Launch Open Office writer by going to **Start** menu - **All Programs** – **Open Office.org 3.4** – **Open Office.org Calc**



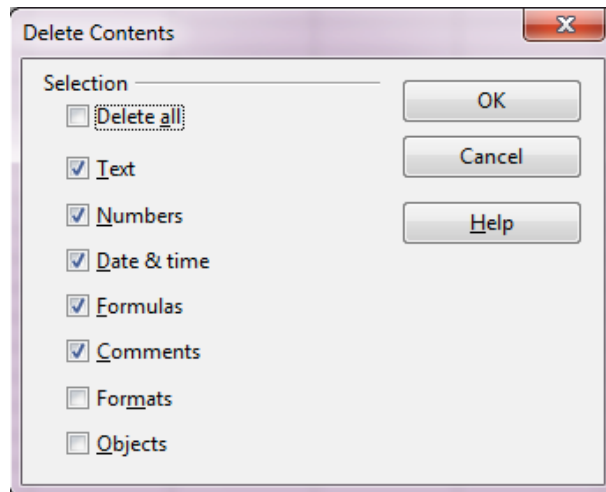
Calc Toolbars

- **Menu Toolbar** - gives you access to many of the basic commands used in Calc
- **Function Toolbar** - contains icons that provides quick access to commands such as New, Open, Print, Copy, Paste, Sort Hyperlink etc.
- **Formatting Toolbar** - contains icons and drop down menus that allow you to select font style, font size, font color and background.
- **Formula Toolbar** - contains the cell Name Box drop-down menu, icons like function wizard and Sum, and a long white box called the Input Line

Entering Data

- Click on the A1 cell (Cell address - combination of the column letter and the row of a cell)
- You'll see a black border around the chosen cell (black border indicates that the cell is active)

- Type anything on the cell and press **Enter**
- You'll see that the black border will be on the A2 cell (below A1 cell). When you type something in a cell and you press Enter, the cell below becomes the next active cell
- If you want to delete the text on a particular cell, select the cell then press **Delete** (Delete Contents window will appear)

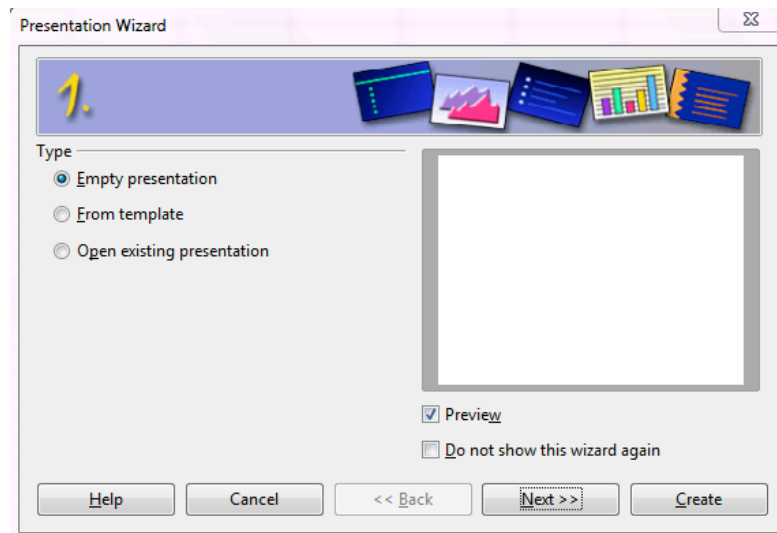


- Check the box of your choice and click **OK**

Getting Started with Open Office Impress

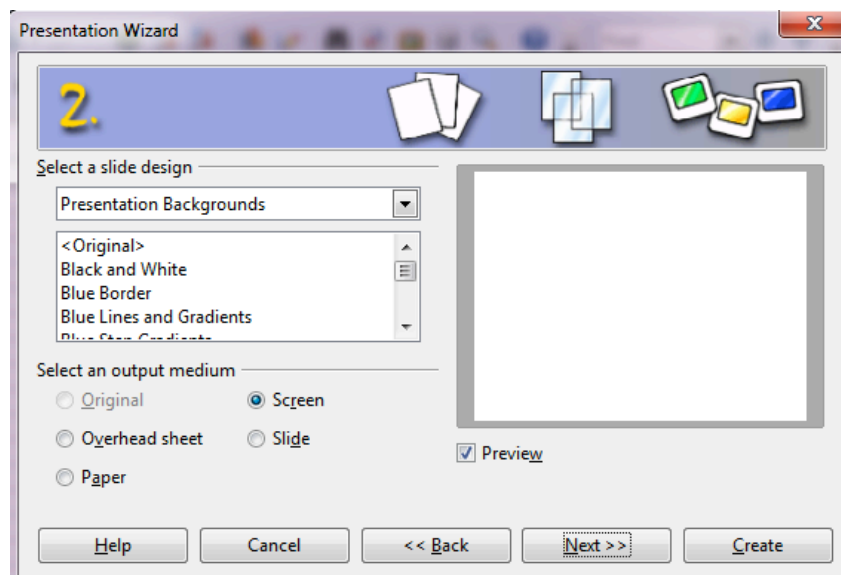
Launch Open Office writer by going to **Start** menu - **All Programs** – **Open Office.org 3.4 – Open Office.org Impress**

If it's the first time you open the Open Office Impress, a Presentation Wizard window will appear. You will have three choices to start your presentation; *Empty Presentation*, *From Template* (contains seven different slide starters) and *Open Existing Presentation*.



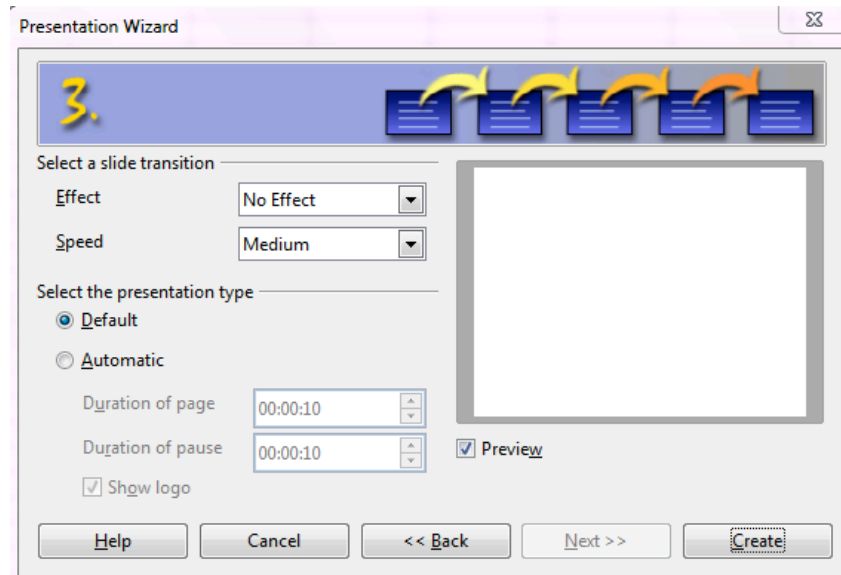
When you're done choosing the type of presentation, click next and you'll see another presentation Wizard window. This time, it will ask you to select a slide design and an output medium. If you don't select one of the backgrounds, your presentation will start with a blank.

Output medium include Original, Overhead sheet, Paper, Screen and Slide.



Click **Next** to Proceed.

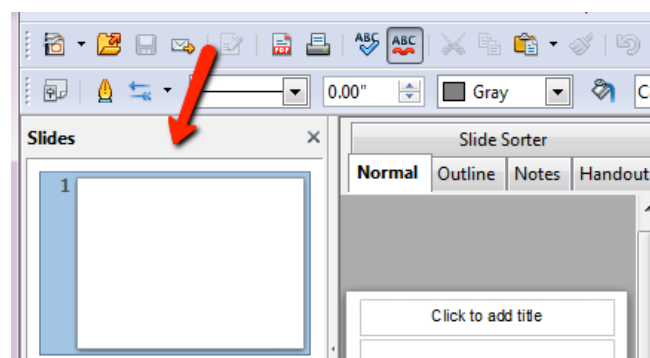
Another Presentation Wizard window will appear where you can set up Slide transitions (Effect and Speed) and timings. You can make your presentation automatic by applying timings to the slides.



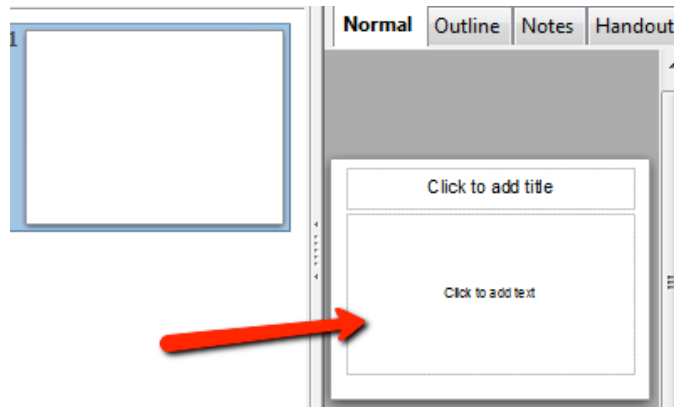
Click **Create** when done setting up and start creating your presentation.

Areas of the Screen

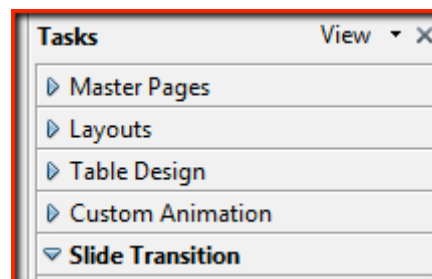
Slides Pane - shows the thumbnail views of all the slides in the presentation.



Slide - it is the working area of the presentation

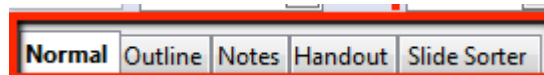


Task Pane - it shows different slide layouts, Master Pages, Table Designs, Custom Animation and Slide Transition



Different slide show Viewing Options:

You can view your slide show in different ways where you can rearrange it easily. It is located above the slide you are working on.



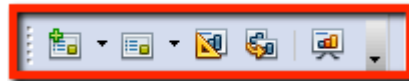
Drawing Toolbars:

Drawing toolbar is at the bottom of the Impress main screen. It contains most of the tool you can use in creating you presentations



Presentation toolbar:

It contain buttons for new slide, slide design, slide layout, duplicate slide and viewing your slide show



There are so many things that you can do to make a great presentation. You can:

- **Add music** - add music to your presentation by going to the menu then Click Movie and Sound (A pop up window will appear where you can choose the music). You'll see an audio symbol in your slide indicating that you have inserted music in your presentation.
- **Add Pictures** - to add pictures to your presentation just go to the Insert menu then click on Pictures - From File. Select the image you want to include and click open.
- **Special Effect** - add special effects to your slides by going to Custom Animation tab and click the Add button. Custom Animation window will appear where you can choose effects for your presentation.
- **Slide Transition** - just go to Slide Transition tab then choose which style of transition you want to add then modify speed and sound.
- **Hyperlink** - OOo Impress allows you to create a link on your presentation which will bring you to another slide or document. Simply click on the hyperlink icon from the standard toolbar and supply the details needed to add a hyperlink.

If you wish to learn more about using Open Office, please go to this website:

<http://www.openoffice.org/>

FileZilla



[Click here to download](http://www.filezilla-project.org)

Filezilla is a free application and cross-platform FTP software where you can create a connection between your local system and an SFTP site. It is available for Windows, Linux and Mac OS X. With Filezilla, you can resume interrupted file transfers, preserve file date/time on transfers and prevent overwrite of newer files. Go to www.filezilla-project.org - you can choose to download filezilla for all platforms or For Windows only.

Getting Started with FileZilla

- Click on the button that you wish to download and follow the instruction on the site to download
- Execute Filezilla then Run and Install
- The default installation settings are recommended for most users.
- After you have installed FileZilla in your computer, launch the program

Using the Quick Connect Bar

A screenshot of the FileZilla Quick Connect bar. It is a horizontal bar with a red border. It contains four input fields: 'Host:', 'Username:', 'Password:', and 'Port:'. To the right of the 'Port:' field is a blue button labeled 'Quickconnect' with a dropdown arrow.

- Enter the address of the server into the Host box then the username and password if required. Also, provide the port of the field if it not the default port.

Port

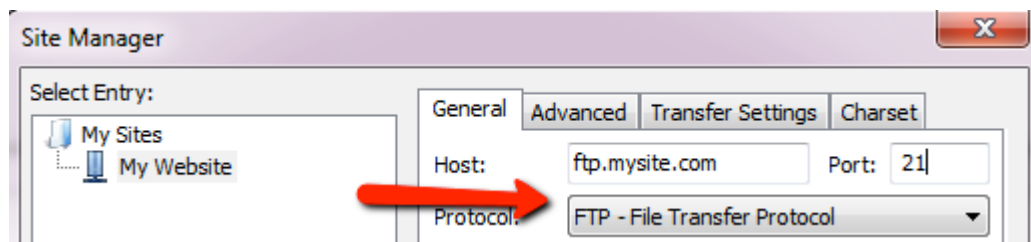
21 – FTP

22 - SFTP

- Click Quick Connect button.
- Once connected, Choose File then select "Copy current connection to Site Manager..." to make a permanent entry (Use the Site Manager if your want to store FTP server names.)

Using FileZilla

- Once you've opened your Filezilla, go to File then select Site Manager or simply by clicking on the icon below the File on menu that says "Open the Site Manager." (Site manager window will appear)
- To add a new site, click the "New Site" button on the **Site Manager** window and type in the website name for example, "My Website."
- Under the General's tab, enter your FTP address and port.
- Your server type should be "FTP - File Transfer Protocol, Logontype should be **Normal** so you can type in your username and password

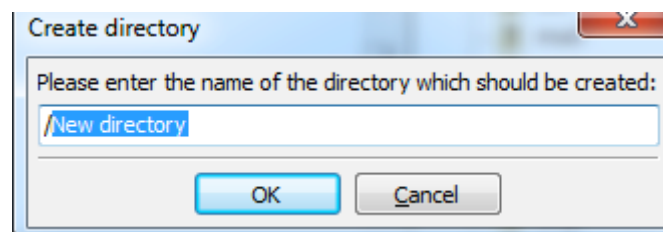


- Click Connect for FileZilla to connect to your server.
- Once you are connected to the server, you'll see folders (called the root directory of your website) in the right window. All of your website files should go to your public folder (public_html).





Creating New Directory

- You can create new folders under Remote site window by right clicking in the remote site window then select "**Create Directory**" and type the name of the directory, Click **OK**.



Transferring Files to the Server

- To transfer files to the server, double click the folder in your Local Site window that contain the files you want to transfer and drag the files or folders to the "Remote site" window.
- You'll see the upload progress in the Transfer Queue window located at the bottom window in FileZilla.

Server/Local file	Direction	Remote file	Size	Priority	Status
 C:\wamp\www\gbook17\l...	-->>	/public_html/test/language.in...	7.184	Normal	Transferring
00:00:00 elapsed	--:--:-- left	100.0%	7.184 bytes (? B/s)		
 C:\wamp\www\gbook17\...	-->>	/public_html/test/print_sec_i...	1.952	Normal	Transferring

- Your Filezilla will show the files you uploaded on the Remote site

If you wish to learn more about using FileZilla, please go to this website:

<http://www.youtube.com/watch?v=Wtqq1Mn1ltA>

Skype



[Click here to download](#)

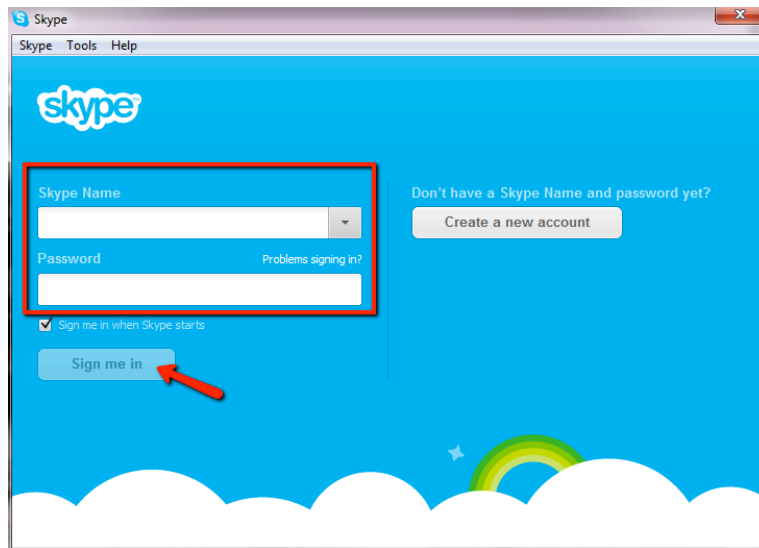
Skype is one of the most popular voice communication services in the world. It allows users to communicate with peers by voice and video, instant messaging over the internet and connecting with Facebook friends. With Skype, you pay nothing more than the monthly internet service.

Users can also pay for premium services such as SkypeOut and SkypeIn. With SkypeOut, you can call any regular phone from a Skype-equipped computer while with SkypeIn, users can pay for a conventional phone number that anyone with a regular phone can use to call the Skype user.

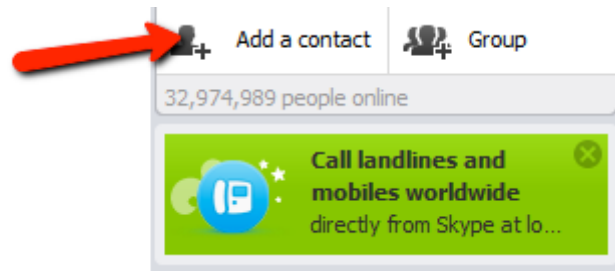
Getting Started with Skype

- Go to www.skype.com/intl/en/home
- Hover your mouse over the "Get Skype" tab and choose the system that you're using
- You can get the Free Skype or Skype Premium where you have to pay \$4.99/month
- In this case, we will be downloading the free version of Skype so just click the "Download Skype" button to download the application

- Just continue the process from Executing the file to installing Skype on your computer
- Once installed, it will automatically open its own window
- If you already have a Skype account, simply provide your Skype Name and Password then click the **Sign me in** button



- If you do not have a Skype Account, click on the "Create a new account" button and you'll be redirected to a web page where you can create your account.
- Click on the "create an account" link on the Skype web page then supply the information needed such as First and Last name, email address, profile information, your chosen Skype Name and Password etc. Click **I agree-Continue**
- Once you have created your sign in details, you will be taken to the Welcome Page
- Start adding your friends by clicking on the "Find Your Friends" button and it will search for contacts from your address books. Add a contact by clicking on the "Add a contact" button

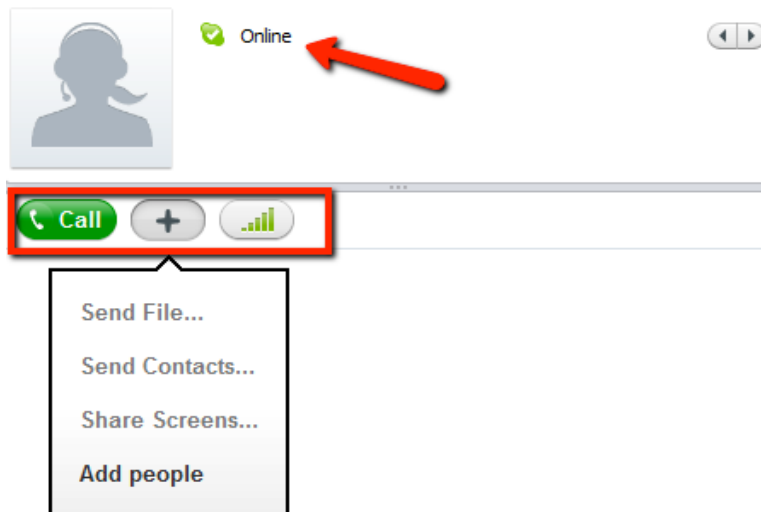


- Then provide their email/ Phone number/ Full name/ Skype name and click "Add."

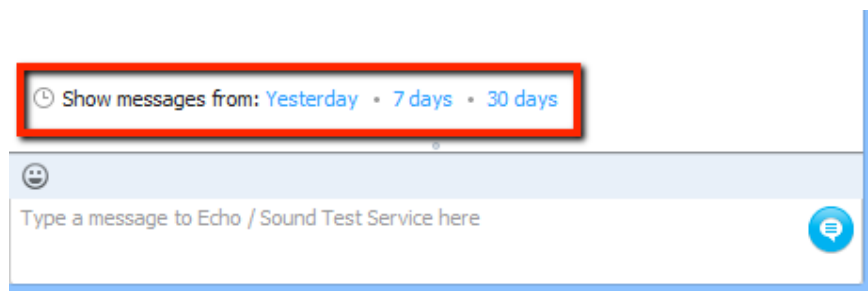
 A screenshot of the 'Add a contact' form in Skype. The form has a light blue background. At the top, it says 'Add a contact' in bold. Below that, it says 'If they're on Skype too, calls are free.' and 'Enter all the details you know:'. There are four input fields: 'Email', 'Phone number' (with a dropdown menu showing '+63'), 'Full name', and 'Skype Name'. At the bottom, there is a green button with a white plus sign and the word 'Add'.

Free Messages and Calls

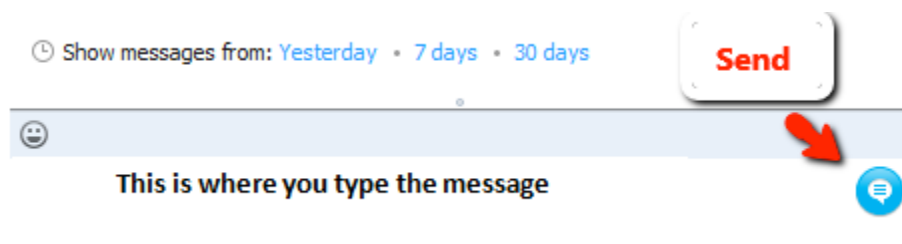
Click on a contact in your list to open a chat window. You'll see the status of the person you wish to contact beside his profile image. Below are 3 buttons you can use to Call, send files and to check the call quality information between you and the person you're contacting.



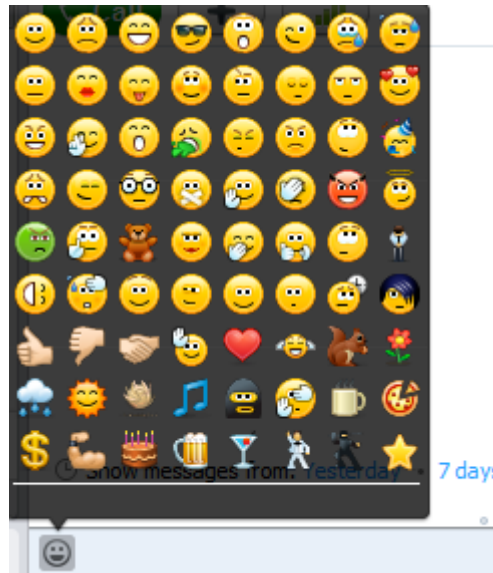
Skype allows you to show messages from the past. Just click on Yesterday, 7 days, 30 days and so on.



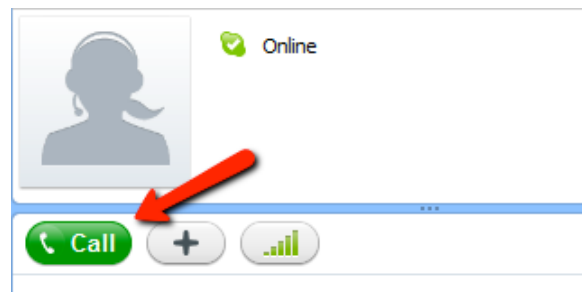
Below is the text box where you can type in the message. Once you have added the text, click on the blue button located at the right of the text box or Enter to send the message.



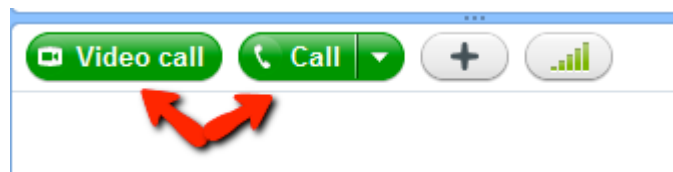
You can send files, contacts, share screens and add more people to the conversation. You can also send emoticons by clicking on the smile icon above the text box and choose the icon you want to send.



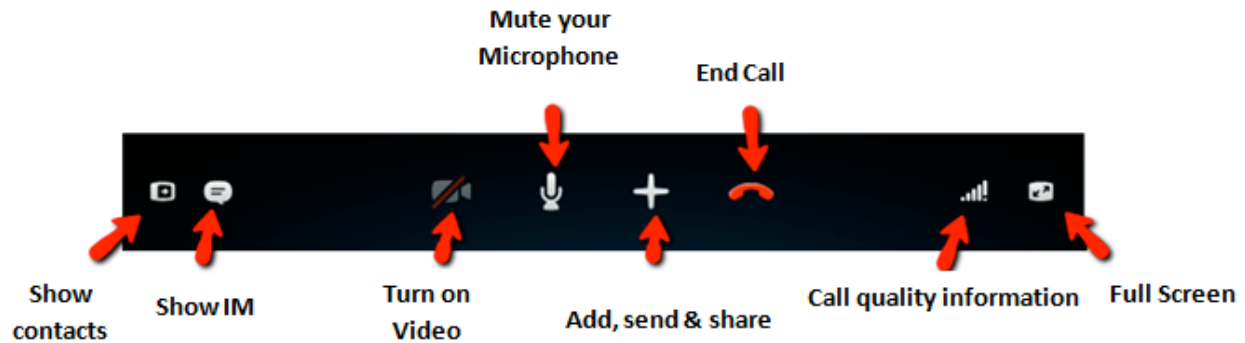
To make a Call simply select the person you wish to call on your contact and press the green **Call** button.



Skype allows you to call your contact and talk to them either with or without video. You can click either the green "Call" button or the green "Video call" button.



You can also chat and call at the same time. This is useful for sharing links while calling. Here are some of the buttons you can use while calling.



Customizing your Profile

- While logged in to your Skype account, click on your name below the Skype menu
- You'll see 2 buttons (Skype Home and Profile) at the top on the right hand side of your Skype interface
- Select Profile then Edit
- You can add or change your picture, change or edit your Skype name, add a Mobile number, Email address, birth date, gender, or add a description about yourself, etc.
- After editing your profile, it will automatically apply the changes you've made.

If you wish to learn more about using Skype, please go to this website:

<http://www.skype.com/intl/en/home>

Dropbox

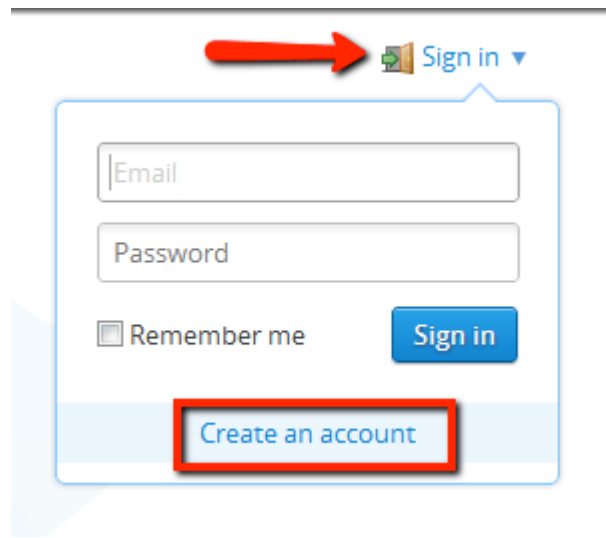


[Click here to download](#)

Dropbox is an online virtual storage utility that allows you to bring all your photos, documents and videos anywhere, and share them with friends in just a couple taps. Dropbox is free for Windows, Mac and Linux that also allow users to create a special folder on their desktop and all files in this folder are accessible through a website and mobile phone application.

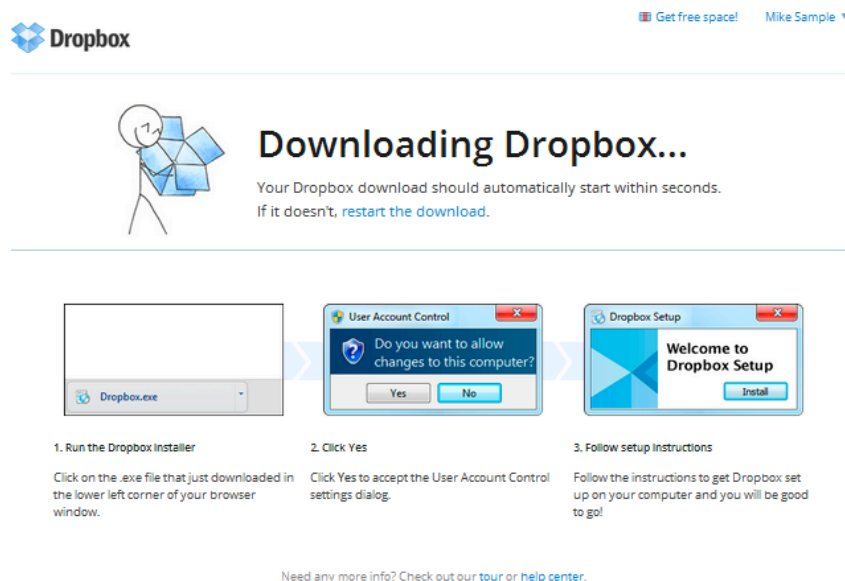
Getting started with Dropbox

- Go to <http://www.dropbox.com>
- If you already have an account, you can just click on the "**Sign in**" link at the upper left-hand corner then type in your email and password - click Sign in.
- But if you don't have an account yet, simply click on Sign in then "Create an account."

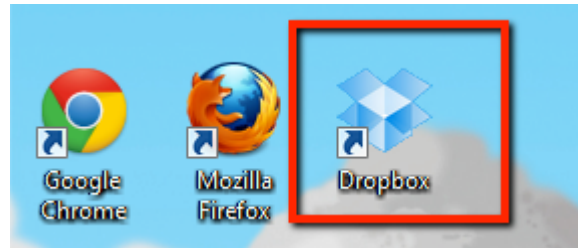


To create an account: click on the **Create an account** link then Fill out your First and last name, Email, Password and tick on the Dropbox terms - click the **Create account** button.

You'll be taken to a page that say's Downloading Dropbox... with the instructions below on how to set up your Dropbox.

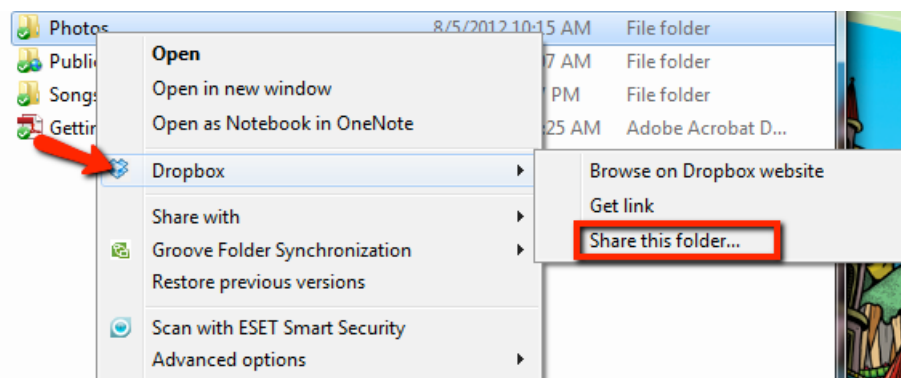


Follow the instructions to install the desktop version of Dropbox. After you've finished installing, you should see your Dropbox on your desktop.



Start synchronizing your files by storing them in your Dropbox folder. You can create sub-folders within the Dropbox folder to organize your files. Whatever files you've saved in your Dropbox folder, it will be synced with other computers and devices.

If you want to share a folder - just open up your Dropbox folder, select the folder you want to share, right click on it then choose Dropbox and select "Share this folder."

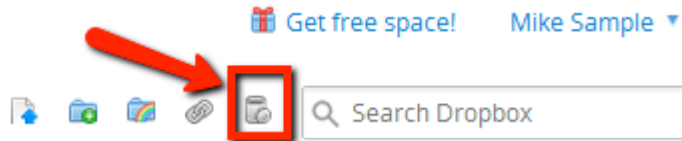


Once you click Share this folder, it will bring you to their website where you have to verify your email address. Once verified, click on the share this folder icon beside the Dropbox search box.



How to Restore Deleted Files

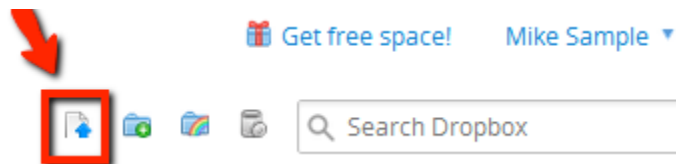
- Go to the Dropbox website and sign in to your account
- Click "Show Deleted files and folders will be displayed with grey text."



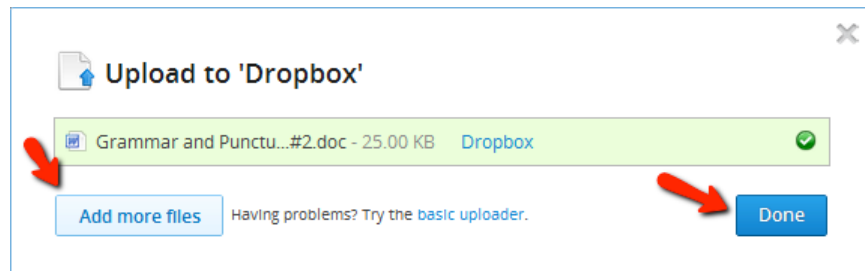
- Just click on the drop-down arrow at the end of the file you want to restore and select "Undelete." (Dropbox keep deleted files on its server for 30 days so that users can recover accidentally deleted files.)

How to upload Files to your Dropbox account

- Sign in to your Dropbox account
- Click on the **Upload** icon then **Choose Files** (You can select more than one file at a time.)



- Select the files on your computer that you want to upload then press **Open**
- Once your file is uploaded click **Done** to see your files on your Dropbox directory or click Add more files if you want to add more.



If you wish to learn more about using Dropbox, please go to this website:

<http://www.youtube.com/watch?v=qIP8jVVfCxc>

Team Viewer



[Click here to download](#)

Team Viewer is a personal computer software package for desktop sharing, online meetings and file transfer between computers. It provides easy, fast and secure remote access to Windows, Mac and Linux and Android OS. Team Viewer is owned by GFI and was founded in 2005 in Udingen, Germany.

Getting Started with Team Viewer

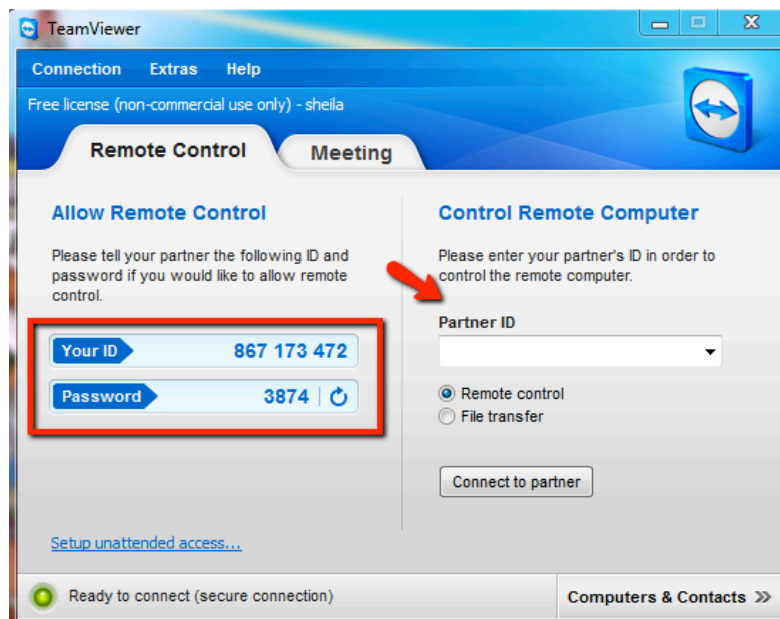
- Go to www.teamviewer.com - this is where you download the team viewer software
- Click on the "Download" Free for private use
- Once downloaded, Execute - Run, choose **Install or Run** and click Next
- You'll be asked "how do you want to use Team Viewer?" Is it for personal, for company or both. Click **Next**
- Tick on the License Agreement then Next
- Choose the installation type then hit **Finish**

How to Use Team Viewer

Once you have installed Team Viewer, Launch the application and you'll see the Team Viewer remote control interface

Note: The other participating party must have Team View open in order for you to take control of their computer

Here you can find your Team Viewer ID and password. This is what you give to your partners to connect to your system.



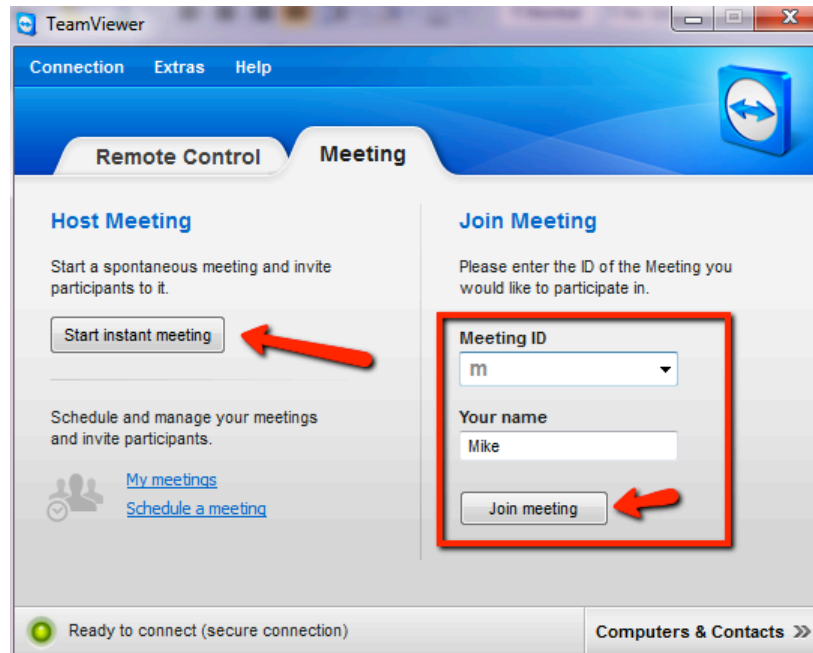
If you want to establish a Remote Connection:

- Launch the Team Viewer Application
- Request your friend's ID and Password to have access to his/her computer
- Hit the "Connect to Partner" button then you will be ask to enter your partner's password. Click log on.
- You are now connected to your partner's computer.

If you choose "**File Transfer**" instead of Remote Control, you will be allowed to send and receive files. Just select the files to be transferred and the destination, then hit the **Send** or **Receive** button.

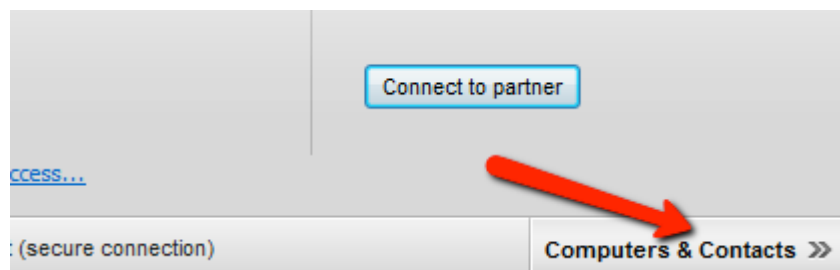
Setting up/ Joining a Meeting

- If you want to start a new session, click on the Meeting tab then press **Start instant meeting**
- You will be the presenter; the participants should know the meeting ID in order to join the meeting you have set up.



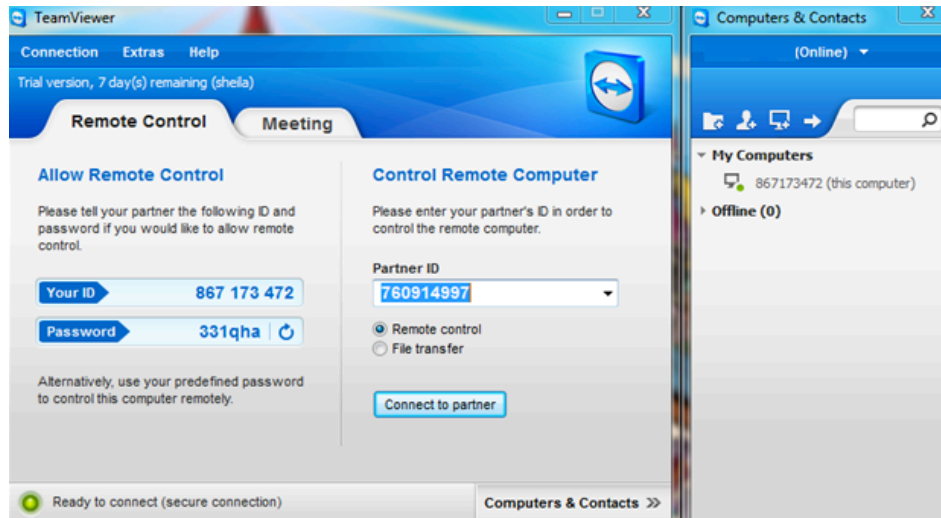
- But if you are the one who wants to join the meeting, you should also know the meeting ID then type in your name and hit "Join meeting" (There is no restriction on the number of people that can join)
- The name of the presenter and all the Participants can be seen on the meeting interface

You can create a list of your computers by signing up an account in Team Viewer. Click on the Computers & Contacts link located at the lower right hand corner of the Team Viewer's interface.



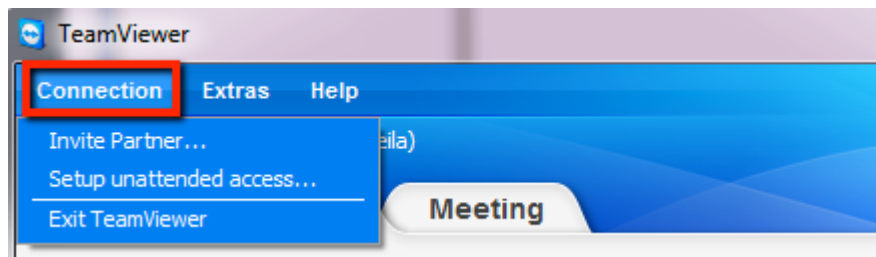
- Click Sign Up then provide the information needed such as Username, E-mail, Password then click next.
- Set a name and password for your computer then press next.
- You'll see a confirmation saying that your computer was added to your list of computers. Click Finish

- The computers and contacts window will be attached to the Team Viewer's window. It should look like this:



Team Viewer's Menu

On the **Connection** menu, you can choose to Invite Partner, Setup unattended access or Exit Team Viewer.

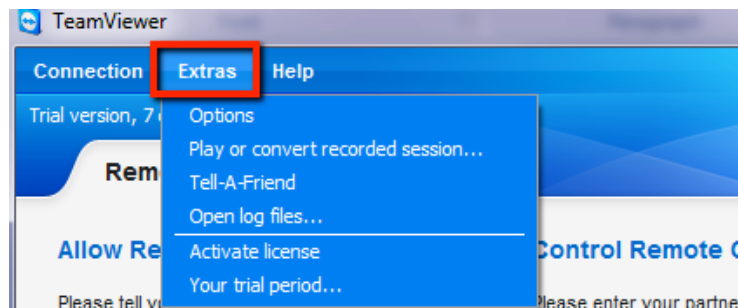


On the **Extras** menu, you have the Options, tell a friend about Team Viewer, Open log files, Activate license, play or convert recorded session and see your trial period.

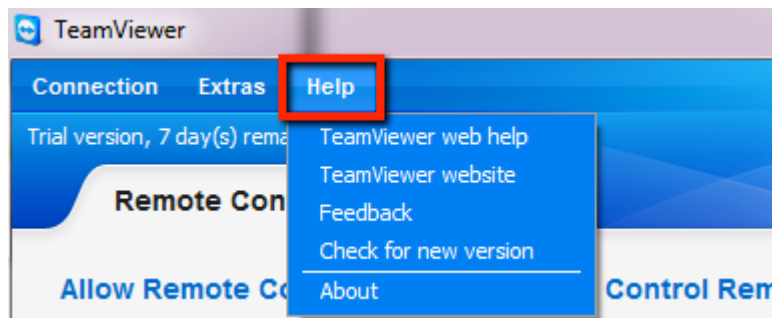
When you go to Extras then options, you can edit or change some info about your Team Viewer's account. Here you will see options for the following:

- options for access your computer
- options for remote control

- options for meetings
- options for Computers & Contacts
- Settings for audio conferencing
- Settings for video source
- Template for "Invite partner" - Email
- Advanced Options



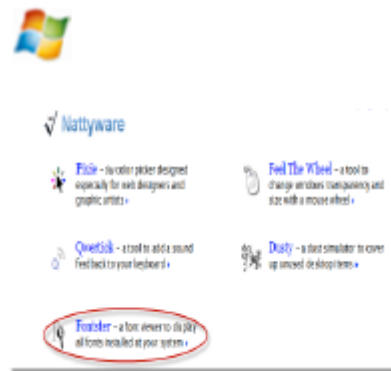
Help menu is where you can access Team Viewer web help, Team Viewer website, Feedback, Check for new version and About.



If you wish to learn more about using Team Viewer, please go to this website:

http://www.teamviewer.com/en/index.aspx?utm_exp=60202728-6

Fontster



[Click here to download](http://www.nattyware.com/fontster.php)

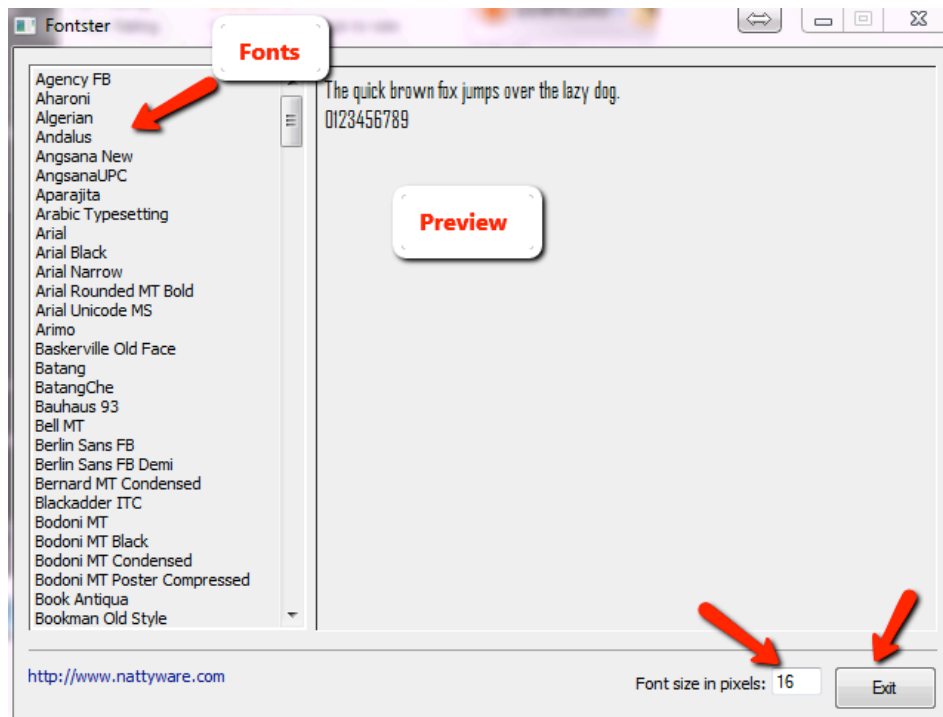
Fontster is a very simple tool used for displaying and previewing all your PC fonts. Fontster comes in the form of an HTML Application and normally run on any windows 2000 or later system as long as Internet Explorer is available. It is perfectly capable for font viewing, with handy options to customize its preview text and change the font size.

Getting Started with Fontster

- Go to www.nattyware.com/fontster.php
- Below the *Download Fontster now*, you can download a **portable application** or a **zip archive file**
- Choose the one you want to download, then launch the application

Once you've open Fontster, you'll see the lists of different types of fonts on the left-hand pane and preview on the right-hand pane of the Fontster's interface.

At the bottom is where you can change the font size preview as well as the exit button



Using Fontster

- Type in the text that you want to preview using different fonts
- You can change the font size to give you an idea of how the text will look at different sizes
- Then click one of the fonts and you'll see the sample text

This may be a very simple tool but it can be very useful to others.

If you wish to learn more about using Fontster, please go to this website:

<http://www.nattyware.com/fontster.php>

Screen Hunter



[Click here to download](#)

Screen Hunter is software that enables you to take screenshots in several methods. It's a very easy to set up and use, and you can upload the saved web images right into your gallery without having to resize them in an editing program.

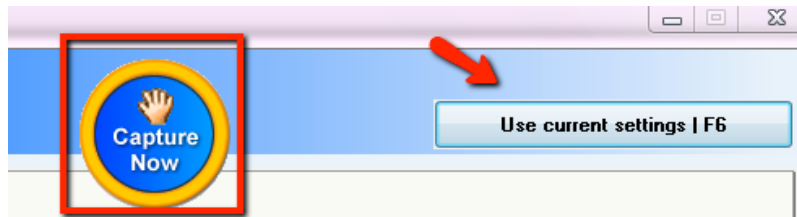
There's a free version and a Pro version of Screen Hunter. Unfortunately, the free version doesn't give you access to many features but you can purchase the pro version to unlock them.

Getting Started with Screen Hunter

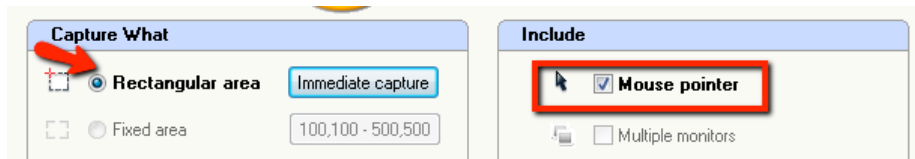
- Go to http://www.wisdom-soft.com/products/screenhunter_free.htm
- Click on the blue "Download" button
- You'll be taken to a page where you can join their mailing list. If you don't want to join click the "Just Download" button on the right-hand side.
- Under Free Programs, Find and click on the "SetupScreenHunterFree.exe" link
- Download and Run the saved setup package
- Open the program wherever you installed it

To get started, pick a **Hotkey** (the key you can press on your keyboard to capture anything on your screen). Set your Hotkey or manage your profile by clicking on the button at the right hand corner of the Screen Hunter window. Choose any

combination that you would like to set as your Hotkey or simply click the **Capture Now** button to capture.

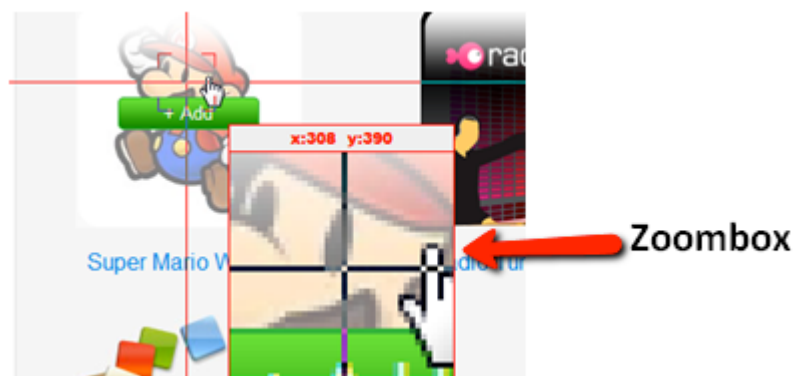


- Select Rectangular Area and check on the Mouse pointer



- On the **To** tab, check clipboard to copy the capture to the Windows clipboard
- Check **Editor** if you want to edit right after (for Pro users only)
- In the **Save to File** group box, select the type of file you want the image to save as
- Click the folder button at the bottom and select the location for your captures

Capture:



- Click Capture Now or press your hotkey on your keyboard to capture a rectangular area on the screen

- Press the left mouse button down and drag it anywhere on the screen, then release the mouse button after capturing the area
- If the Adjustable Rectangle is checked on the Rectangular capture settings, after you release your mouse, the selected area is shown highlighted
- Open your capture on your Desktop or on the location you've set up to save your captures (the capture is also copied to the clipboard)
- When you have started capturing and you want to cancel, just press the Esc key to cancel
- If you select **Full screen** on the *Capture What* group, after clicking on the **Capture Now** button, it will automatically captured the whole screen

There are only limited features that you can access if you're using the free version. You can upgrade by going to the Tasks tab and choose Upgrade. Below are some of the features that you can unlock if you upgrade to a Pro version:

- Enable Auto-capture on the Timer's group then set the time you want to capture your screen
- Capture Video screen
- Capture only specific window
- Enable shapes
- Add effects such as caption, watermark, border, auto-scale, colors
- Send capture to Editor, Printer and Email
- And so on...

If you wish to learn more about Screen Hunter, please go to this website:

http://www.wisdom-soft.com/products/screenhunter_free.htm

Freecorder



[Click here to download](#)

Freecorder 6 is a free collection of tools for capturing all kinds of web video, music and audio right from inside your browser. It runs inside Chrome, Firefox or Internet Explorer on any PC with Windows 7, Vista or XP. Freecorder is a 100% free program where you can:

- Download videos from YouTube
- Record Audio into an MP3 file
- Record Video directly from your screen
- covert video and audio files into other popular formats
- Opens the default video player for your recorded files

Getting Started with Freecorder

- Go to freecorder.com and click on the Download Free button
- After downloading, Run and Install the program
- Once installed, all the Freecorder tools appear as a button inside your browser.



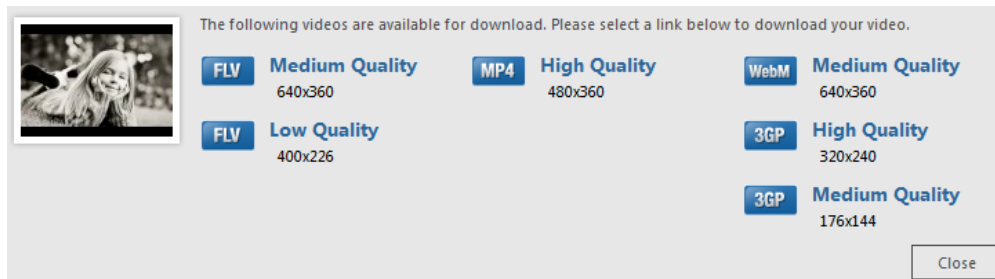
Saving YouTube Videos:

- Play any video from YouTube.com
- Select the YouTube downloader icon from your freecorder toolbar

- The YouTube video downloader window will appear



- Select the format you want to use to save your video. The download will start after choosing the format.



- The Freecorder Video window will appear. Once finished, play your video.

If you want to convert your video, use the drop down arrow next to your downloaded video to display more options. Click convert if you want to bring the file into the converter application or make an mp3 audio by selecting Save to MP3.

You can pause your recording by clicking on the **On** switch so that it goes to the **Off** position. Select Off to restart the recording session.

Recording MP3 Audio:

- Select the Audio Recorder button from your freecorder toolbar. The audio recorder window will appear



- Click on the start slider then play the audio you want to record
- Click on the Stop slider to end recording all audio

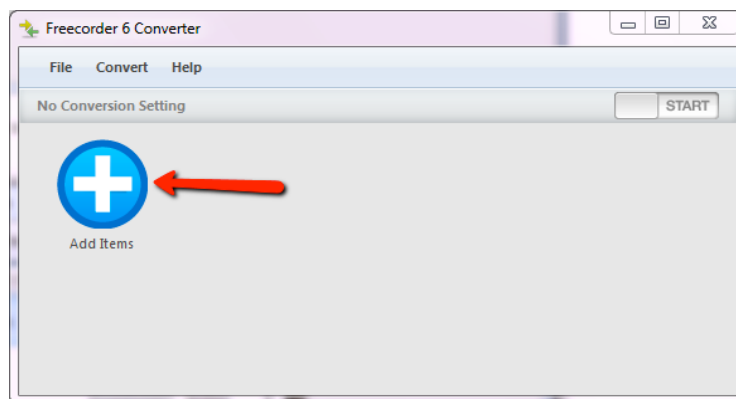
- Select properties on the drop down menu to change its file name then click OK

Converting Video and Audio Files:

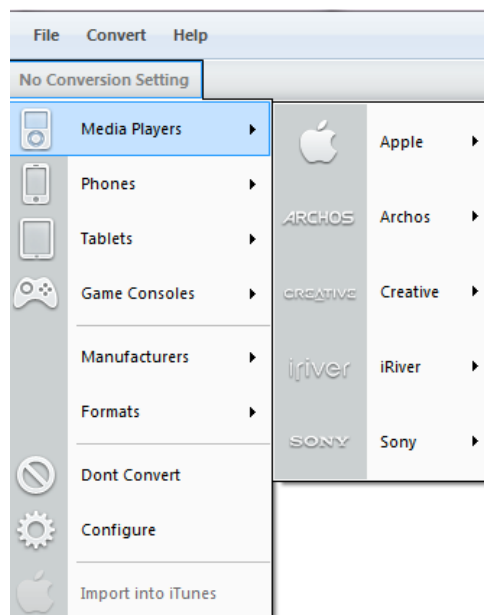
- Click the convert button from your Freecorder toolbar



- Click on the Add Items button to add files



- Click on the Conversion Setting and choose the format you want to convert to



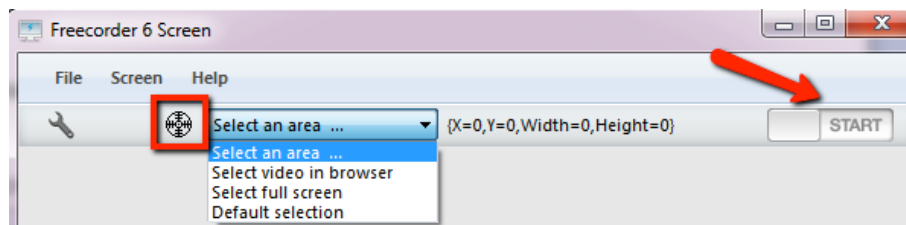
- Click the **Start** slider
- Click the Stop slider to cancel conversion

Making Screen Capture Videos:

- Click on the **Screen recorder** button on your freecorder toolbar



- To start screen capturing, drag the cross hairs icon on a video playing on your browser or choose one of the options from the drop down menu
- On the drop down menu, you have to select an area either; *select video in browser, select full screen or default selection.*



- Then click the Start button to start capturing
- Click Stop when done recording

If you wish to learn more about using Freecorder, please go to this website:

<http://freecorder.com/fc6/?src=freecorder.com>

7-Zip



[Click here to download](#)

7-zip is a free and open source file archiver originally designed for Microsoft Windows. It is free software distributed under GNU (LGPL). 7-Zip also supports number of other compression and no-compression archive formats including ZIP, GZip, bzip2, xz, tar and WIM.

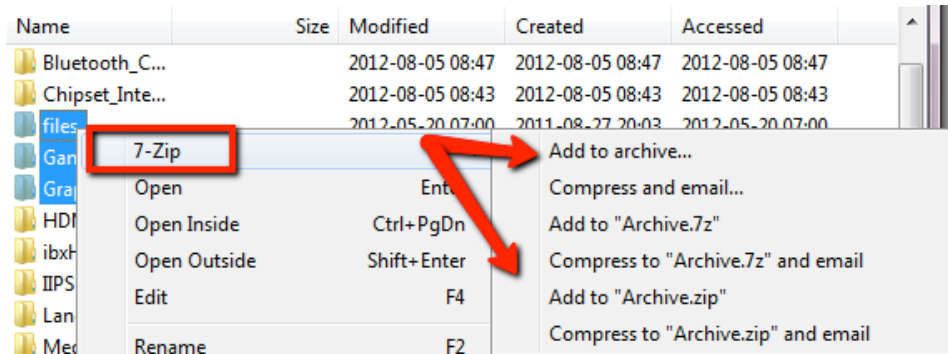
Getting Started with 7-Zip

- Go to www.7-zip.org/download.html
- You'll see many download choices for Windows. In this case, we will be downloading 7-zip for 32-bit Windows
- So just click on the Download link
- Once you've downloaded the file, double click on to it to start the installation process
- Hit **Run** then **Install**. Once the installation have completed, click “**Finish**” to start using 7-Zip.

How to Compress Files in the 7z Format

- Launch your 7-Zip File Manage
- Select the files you are going to compress. You can do this by going to File then Open or by opening the Windows Explorer and browse them

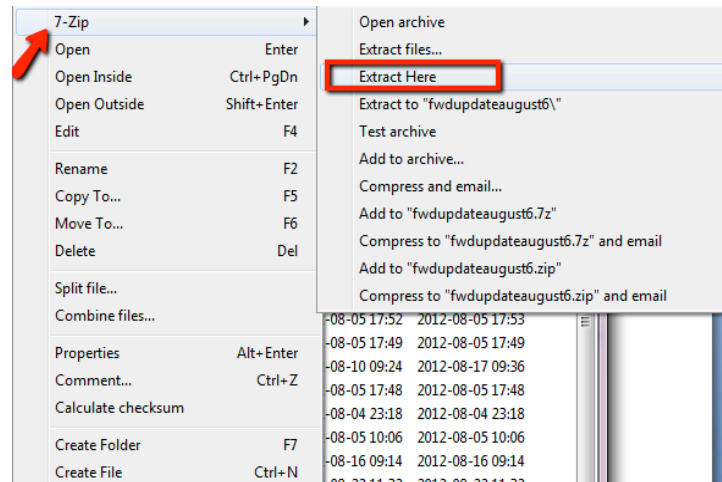
- If you want to zip all the files in a location, press Ctrl+A to select all (But if you want to choose specific files, hold down the left mouse button and drag the mouse all over the objects you want to select).
- Once selected, right click on them and you'll see a series of options regarding the 7-Zip compression options



- Click on the Add to archive... (Add to archive... window will appear) In this window, select the following parameters to make sure you will get the best compression ratio:
 - Archive: enter the name you want for the file and click the button on the left to browse and select the location
 - Archive format: 7z
 - Compression level: Ultra
 - Compression method: LZMA
- The rest of the options can be left in their defaults.
- Once you're done, just click **OK** and a progress dialogue will appear
- Well done! Your files are now compressed and placed in the folder you selected

How to Extract Files with 7-Zip

- On your 7z interface, open the zip file you want to extract
- Right click on the file and choose 7-Zip then select Extract Here (it is the easiest and quickest way to extract the files)



When you clicked on Extract here, you will see your files extracted to the location of the zip file.

Extracting Options:

If you choose Open Archive - it opens the archive with 7-Zip

Extract files... - 7-Zip will ask which folder you want the extracted files to be saved

Extract Here - 7-Zip will save the contents of the archive directly to the same folder as the rar files

Test archive - checks whether the archive has not been damaged.

Add to archive... - Add files to an existing archive.

If you wish to learn more about using 7-Zip, please go to this website:

<http://www.youtube.com/watch?v=igASW9Vf4vA>