

bit.ly/xosemiami1

@PalabraMayor

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**PALABRAS
MAYORES**

Consejos de informática productiva para comunicadores y traductores

Spring into Action, ATA Spanish Language Division
Miami, 16-18 de marzo del 2018

@xosecastro

Powerpoint (1/2)

Teclas	Función
Control+clic en botón Presentación	Hacer la presentación en una miniventana
Coma/punto	Pantalla blanca/negra
F5	Empezar presentación
Shift+F5	Empezar presentación desde la página actual
N.º diapositiva + Intro	Ir a esa diapositiva concreta
Control+P	Activar el rotulador
E	Borrar los trazos del rotulador
Control+L	Ocultar puntero y botón
Control+T	Mostrar barra de inicio de Windows en pantalla completa

Powerpoint (2/2)

Teclas	Función
Control / Alt / Shift + teclas desplazamiento	Desplazarse y seleccionar con más rapidez
Tabulador	Moverse por los objetos de una diapositiva
Control+M	Insertar una diapositiva
Alt+Shift+←→	Modificar la sangría del párrafo
Alt+Shift+↑↓	Subir o bajar un párrafo dentro de una diapositiva
Control+L/E/R/J	Distintas justificaciones de párrafo (izda., centrar, derecha, ambas)
Control+Shift+C	Copiar formato
Control+Shift+V	Pegar formato
Control+Alt+V	Pegado especial
Control+T	Abrir el cuadro «Fuente»
Control+'/;	Reducir o aumentar el tamaño del texto
Control+E	Seleccionar todos los objetos de la diapositiva
F2 y ESC	Seleccionar todo el texto dentro del cuadro y salir
3 clics	Seleccionar párrafo entero
Archivo>Guardar como>Herramientas	Incrustar fuentes especiales usadas en presentación
Control+flechas	Mover gráfico/cuadro seleccionado con más precisión
Control + Intro	Introducir texto / pasar al siguiente cuadro/diapo

sacar jugo a lo existente

Para copiar (de Word a Excel) tablas que contienen retornos de carro:

- a) Busca todos los retornos de carro (^p) y sustitúyelos por un símbolo exclusivo (ç).
- b) Copia la tabla y pégala en Excel.
- c) Busca el símbolo exclusivo (ç) y sustitúyelo por ALT+0010; reemplaza todos.





Cada vez que guardas un documento usando el mouse, muere un gatito. Este, concretamente.



Esto es innecesario y, según tengo entendido, fatal para tu reputación digital.

lo básico de Windows

- El uso del teclado en cualquier programa.
- Regla de oro: teclas modificadores + teclas de desplazamiento + teclas de función.
- Shift+clic, teclado progresivo.
- Clics, ruedas y botones combinados.
- Asignación de teclas a programas, webs...
- Moverse por carpetas, crearlas, ordenar.
- Palabras clave y exclusivas.
- Menú Opciones de carpetas.

esa olvidada tecla...

 + flechas /  + mayús + flechas (ventanas)

 + F1 ayuda

 + -/+ lupa

 + Inicio minimizar todo menos actual

 + A notificaciones

 + E Explorador - Mi PC

 + P proyector

 + L bloqueo

 + I configuración

 + S búsqueda

 + Ctrl+D nuevo escritorio virtual ( + ctrl+flechas/F4)

 + W Windows Ink

 + X menú de acceso rápido

más cosas que tiene tu Windows

- Win + R: psr / CharMap
- <http://www.keyboard-shortcut.com/windows/run.php>
- Win+Pause (Config. avanz. – path)
- Configurar teclado y mouse (panel control).
- Control + Shift + Esc
- Shutdown.exe
- Programador de tareas (Task Scheduler)
- Cortana (1500 pies cuadrados en metros cuadrados)
- Reconocimiento de voz

trucos con navegadores

- a) Aplicaciones, b) extensiones, c) temas.
- Navegador de ocio y trabajo.
- Configuración:
 - Reabrir pestañas última sesión.
 - Sincronizar.
 - Formularios...
- Teclas y Omnibox
 - Menú contextual
 - Alt+flechas
 - Control + 0... 1, 2... / W / Tab / Enter / L
 - Control+Shift+Supr.
 - Control+rueda mouse
 - Control+clic (pestaña) para mover
 - Shift+Esc (Tareas)
 - Find my phone
 - Alt+enter (busca en otra pestaña)
- Arrastrar URLs a escritorio.
- Navegación de incógnito.
- Motores de búsqueda.

extensiones y complementos

- Papier
- OneTab
- CopyPasteCharacter
- Print Friendly
- MailTrack
- dotEPUB
- Adblock
- TabCloud
- Bit.ly
- StayFocusd
- mid (for Firefox)
- IntelliWebSearch
- Disconnect (web tracking)

Extensiones de Chrome

Linguee+
ofrecido por [porkopek](#)
★★★★☆ (21010) | [Herramientas de búsqueda](#) | 322 usuarios

DESCRIPCIÓN GENERAL OPINIONES AYUDA RELACIONADOS

Linguee with Super Powers

Linguee+ is an extension that sorts the search results in Linguee according to the sites from which they came. In other words, if there is a site where we know that its texts are of better quality, we can add a part of the name of that site to Linguee+ as a filter and the results of that site will appear earlier, surrounded by a black border, for a better visualization.

For example:
It is well known that the European Union **waikohia** **EI ID 1EV** **is a** **trinidad** **curvosa** **ifusa**

[Sitio web](#)
[Notificar uso inadecuado](#)

Información adicional
Versión: 1.0.2
Última actualización: 19 de febrero de 2018
Tamaño: 142KiB
Idioma: English

Google Keep - notes and lists
offered by [google.com](#)
★★★★★ (21010) | [Task Management](#) | available for Android [Get it](#)

OVERVIEW REVIEWS SUPPORT RELATED

By Google
Runs Offline
Compatible with your device

Quickly capture what's on your mind and share those thoughts with friends and family.

Quickly capture what's on your mind and share those thoughts with friends and family. Speak a voice memo on the go and have it automatically transcribed. Grab a photo of a poster, receipt or document and easily organize or find it later in search.

Capture what's on your mind

[Report Abuse](#)

Additional Information
Version: 3.1.17381.1239
Updated: September 21, 2017
Size: 6.22MiB
Languages: [See all 46](#)

USERS OF THIS APP HAVE ALSO USED

Grammarly for Chrome
offered by [grammarly.com](#)
★★★★★ (23258) | [Productivity](#) | 10,000,000+ users

OVERVIEW REVIEWS RELATED

Better Writing with Grammarly

A Better Way to Write

New message

Bob Johnson

Design Project Quote

Bob, thanks for the call. **Wed** like to accept your offer and move forward with t

Did you mean: **We'd**?

Thanks, Susan

CORRECT WITH GRAMMARLY

Enhance your written communication everywhere you type!

Grammarly will make sure your messages, documents, and social media posts are clear, mistake-free, and impactful. Adding Grammarly to Chrome means that your spelling and grammar will be vetted on Gmail, Facebook, Twitter, LinkedIn, Tumblr, and nearly everywhere else you write on the web. Once you register your new account, you will start to receive weekly emails with personalized insights and performance stats (one of our most popular new features). Working on a large project, an essay, or a

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Additional Information
Version: 14.802.1183
Updated: September 21, 2017
Size: 4.15MiB
Language: English

Evernote Web Clipper
offered by [https://www.evernote.com](#)
★★★★★ (132856) | [Productivity](#) | 4,701,403 users | available for Android [Get it](#)

OVERVIEW REVIEWS SUPPORT RELATED

Compatible with your device

Use the Evernote extension to save things you see on the web into your Evernote account.

Goodbye, bookmarks. Hello, Web Clipper! Clip the web pages you want to keep. Save them in Evernote. Easily find them on any device.

CLIP IT ALL

- Great for research—clip any article or web page
- Clip to a specific notebook and assign tags
- Use Evernote to find clips on any device

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Additional Information
Version: 6.12.3
Updated: September 10, 2017
Size: 3.78MiB
Languages: [See all 25](#)

Extensiones de Chrome

Boomerang for Gmail
 offered by www.boomeranggmail.com
 ★★★★★ (1495) | [Social & Communication](#) | 1,585,753 users | available for Android [Get it](#)

OVERVIEW REVIEWS SUPPORT RELATED

Compatible with your device

The ultimate email productivity tool. Send later, track responses, and use AI to write better emails.

The ultimate email productivity tool. Send later, track responses, use AI to write better emails, and free yourself from email interruptions.

Boomerang allows you to schedule messages to be sent or returned at a later date. Write a message now, send it whenever, even if you're not online. Track messages to make sure you hear back, and schedule reminders right inside Gmail™.

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Additional Information
 Version: 1.2.7
 Updated: August 3, 2017
 Size: 14.5KiB
 Language: English

Save Webpage As Word Document
 offered by chromeappsfactory.com
 ★★★★★ (89) | [Productivity](#) | 22,526 users

OVERVIEW REVIEWS SUPPORT RELATED

Compatible with your device

Create Microsoft Word document from complete or selected content of multiple web pages.

This extension converts complete web page or selected part of it into Microsoft Word Document (docx). You can also choose to convert content from multiple web pages or only selected part of them into a single word document. The converted document can be downloaded to local disk.

This extension reads the HTML structure of the current page or the selected part and converts it into corresponding docx

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Additional Information
 Version: 0.1.4
 Updated: June 11, 2016
 Size: 152KiB
 Language: English (United States)

Discovery for Gmail, LinkedIn, Facebook...
 offered by discoveryly
 ★★★★★ (266) | [Social & Communication](#) | 31,870 users

OVERVIEW REVIEWS SUPPORT RELATED

Compatible with your device

Lookup contacts in Gmail, LinkedIn & Twitter. Works with Boomerang, Rapportive, Hubspot, Buffer, Hunter, Yesware & Right Inbox.

Gmail, Facebook, Twitter & LinkedIn don't play well together, but Discovery helps them "play nice."

- Gmail: see contacts' work info, mutual connections and tweets (with Rapportive tool)
- LinkedIn profiles: see when you have mutual Facebook friends and tweets.

[Website](#)
[Report Abuse](#)

Additional Information
 Version: 1.10.0
 Updated: February 27, 2018
 Size: 871KiB

Awesome Screenshot: Screen Video Rec...
 offered by www.awesomescreenshot.com
 ★★★★★ (16421) | [Blogging](#) | 1,892,302 users

OVERVIEW REVIEWS SUPPORT RELATED

Works with Google Drive
 Compatible with your device

Screenshot, record screen as video. Screen capture for full page, annotate, blur sensitive info, and share with one-click uploads.

Capture all or part of any web page. Add annotations, comments, blur sensitive info, and share with one-click uploads. Now with free desktop capture!

Awesome Screenshot is the highest-rated screen capture & image annotation tool on Chrome with over 2 million users! As a way to...

[Website](#)
[Report Abuse](#)

Additional Information
 Version: 3.9.29
 Updated: September 12, 2017
 Size: 7.64MiB

seguridad

- Win Firewall, Defender, Security Essentials
- www.virustotal.com
- Copia de respaldo.
- [How secure is my password?](#)
- Carpeta en escritorio oculta (ALT+0160)
- Mailinator para altas en servicios.
- Peculiaridad de las direcciones de Gmail.

productividad

- [Zamzar](#), Abbyy, ¿tu impresora?
- [FreeOCR](#) o IrfanView.com
- [La técnica Pomodoro](#)
- RescueTime
- [www.Noisli.com](#), ASMR
- Dragon Naturally Speaking / Reconoc. voz
- Tu celular.

referencia

- Institucionales: IATE, Multiterm, UNTERM, Dictionary.com, OneLook.com
- [Tradupedia](#) (equivalencias Wikipedia)
- [Stilus](#) (corrector)
- [Wikilengua](#)
- www.Reverso.net

referencia

- [OneLook](#)
- [Elcastellano.org](#)
- [Fundéu](#)
- [Manualdeestilo.com](#)
- Listas, foros y grupos
- [IntelliWebSearch](#), mid

Search Master

- Hacking with Google:
- + - “ | ~ OR
- define, inurl, intext, intitle, inanchor, site, ext, what time, cache, movies/cartelera, conversor, numrange, related, link, info
- Google Books, Google Scholar...
- www.GoogleGuide.com
- www.regular-expressions.info

buscar otras cosas

- [Wolfram Alpha](#)
- [Wayback to the Future](#)
- [www.IFTTT.com](#)
- [Search Everything](#)
- FileLocator Lite (search text within files)
- [www.cheatography.com](#)

imagen y redes sociales

- Estrategia de nombre, dirección y dominio.
- Gestión de redes.
- SEO.
- Nombre y Vanity URL (incluso Paypal).
- www.namechk.com
- Puntos en direcciones de Gmail.
- www.canva.com, www.logomakr.com,
www.wordle.com, www.DocuSign.net

programas

- [AutoHotKey](#) (*guglea AutoHotkey para traductores*)
- SourceForge.net: *open-code repository*
- [PhraseExpress](#): phrase templates
- [Funduc Search & Replace / Word S&R](#)
- XBench
- GT4T (<http://bit.ly/qB1lgi>)

accesorios

- Kiosko.net
- [Screenr](#) y ScreenToGif
- Teamviewer
- Notepad++, EditPad
- <https://sourcegear.com/diffmerge/>
(Compara SRTs)
- <https://tqauditor.com/changetracker.html>
(Compara docs, xdiff...)
- www.otranscribe.com
(transcripción con TCR)
- <https://mediaarea.net/es/MediaInfo>
(ver datos técnicos video)
- <https://speechnotes.co/es/>
(dictado online)
- www.dban.org
- Desahógate: [Kick Ass!](#)

accesorios

- WinDirStats
- [YourFonts](#)
- [VozMe](#)
- [Recuva](#)
- [TeraCopy](#)
- [http://xn--cr8hhg.ws](#)
- Google Experiments: [http://radio.garden/live](#)

Nubes y transferencias

- Mega.co.nz, Dropbox, GDrive
- WeTransfer, MyAirBridge,
File.pizza, reep.io, fromsmash.com

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