

CHEAP Technology Tips and Tricks

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5 Low Cost Tech Tips to Help YOU Step Up Your Game!



We live in a tech-crazed, cash-strapped world.

We need technology to increase productivity, cut costs, and to make our lives easier.

We also need to get the most for our buck!

IT consultant Ben Schorr, author of [Free and Low Cost Technology Tips for Solos](#), offers these tips and practical advice for budget-conscious professionals.

1. Podcasts.

Podcasts are like recorded radio shows.

You can download them for FREE to your MP3 player or to your computer and listen whenever you like.

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There are podcasts on just about every subject, including politics, government, law, law practice management, technology, science. They can be great sources of information, handy to listen to at the gym, on your morning commute, or even while working at your desk.

2. Get automated with AutoHotKey.

Are you sick of navigating through the computer's start menu to find your favorite program?

Tried of typing a certain phrase or sentence over and over?

[AutoHotKey](#) can automate all of this for you. It's FREE... and it works across multiple programs.

3. Make the most of your mouse.

Did you know that you can program the wheel and side buttons on your mouse for other commands, like delete and cut/copy?

In many cases the buttons can actually be programmed to do different things in different programs!

If you don't have a mouse with these capabilities there are a number of them readily available from popular computer retailers. Check out Microsoft's Intellimouse and the Logitech M500.

4. Get FREE safe software.

Before you shell out big bucks on antivirus and antispyware software, take a look at [Microsoft Security Essentials](#).

It's FREE for home users and home-based small business.

5. Knowledge is power.

If you have a little extra time in your day dig into the manuals (or online forums) for the software products you use in your practice. One good Outlook, Word, Excel, Time Matters, or TABS3 trick that you didn't know before could improve the way you practice and make you a little more profitable.

When it comes to technology **don't become a creature of habit!**

Learning just a few new tricks may save you a lot of time, money and headaches down the road.

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