

Sue Ellar – Digital Life and IT Tools Workshop

1. Pay someone else to do it!

I mentioned a website where you can pay upwards of £5 for pretty much any digital service:

<https://www.fivesquid.com>

I paid £10 for the logo for [Cardiff Folk Club](#) and I was chuffed to bits with it. They gave me three revisions for the money. You can also use them for Digital Marketing and any number of different [categories](#)! Incredible.

2. Dropbox v iCloud

You may find this helpful. He talks a lot about the features of both.

<https://www.youtube.com/watch?v=J5ZHN7Z8oIY>

This is how I work - it works brilliantly for me, and I think it is fairly common to use this system:

- I use Dropbox Professional for my entire file system. (2TB - £80 per year)
- I use iCloud (2TB - £6.99 per month) for Apple backups, photos and all things created on the fly by Apple applications like Pages, Numbers and GarageBand. (Until I want to file them away properly, then it's Dropbox)
- I share this space with four other family members using iPhones and iPads so it's good value as an iOS backup service
- I also use Google Drive (free version) for the jobs where I need several people to work on a shared document. Great for collaboration.

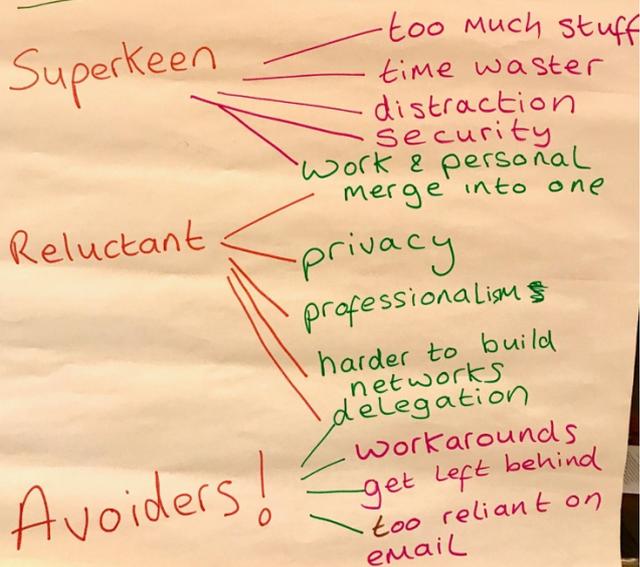
3. Facebook notes – photos of posters from session

Continued...

FACEBOOK

Type of User

Issues



Sue's Top Tips (FB)

You CAN:

- Stop people finding you
- " " friend requesting you
- post only to ^{that} certain friends. See it
- have personal and professional entities on the same account
- be found using your email or phone number by default
- see how you appear to public (or anyone else)
- change your entire history so it's only visible to friends
- stop seeing a person without unfriending them
- treat real friends differently to others (acquaintances)
- see close friends first

4. Email Management – photos of posters from session

Email Management

Top tips

1. Separate email accounts for
 - personal
 - business
 - shopping / interests
2. Switch them off selectively
3. Manage notifications separately
4. ~~Have~~ Have an "unsubscribe fest"

Email management

Top tips

SEPARATE PURPOSES!

1. get your own domain @suelar.uk

Singing@ → ①
sue @ → ②
bank @ → ③
retreats @ → ③

2. use a different email address or domain name for miscellaneous / companies / shopping
 - asda@suelay.co.uk
 - tesco@
 - amazon@

Continued...

There is SO much more I could say about Facebook, Cloud Storage and email management! And a multitude of other ways I can help you be more efficient with digital tools.

I am considering offering a series of affordable remote IT workshops on this stuff. I can also offer group and individual support / tuition.

If it is something you are interested in – get in touch.

Sue

singing@suellar.uk

07974 09 00 03