Mobile Office Technology Solutions: iPhones, Androids. Tablets And Tech Tools

A professional's guide to the mobile office, time management and social media mastery

G. William James **Handheld Computer Solutions**

Handouts and Downloads

www.gwilliamjames.com

Contact Me

william@gwilliamjames.com

techtools@pdapowerplus.com

Subject Line Only!!!

GABB 2016

The smartphone & tablet have changed the course of global commerce

- Clients and colleagues demand a more immediate response
- Provides instant access to data online- increase sales opportunities
- Continuous cloud sync with calendars and contacts
- Manage personal and business email from wherever you are
- Send & receive documents and contracts right from the smartphone
- Multimedia (photos and video) features for mobile marketing opportunity

Mobile Office Solutions

- **Networking and Marketing**

  All your business information with you when you need it

- **Customer Relationships**

  Keeping open channels of communications via social media, newsletters

- **Instant Communications**

  Share data, latest information and provide services over the Internet

- **Documents, applications and Data Storage**

  Photos and videos, useful device apps and all office files available to you

- **Closing the Deal**

  The latest cloud-based productivity applications for completing the sale

Living and Working In the Cloud

The key to an effective mobile office

Sync and share content between computers and mobile devices over cloud servers.

- Email
- Calendar
- Contacts
- Documents and files)
- Custom Phone system
- Photo sharing
- Video Uploads
- Music sync

Living and Working In the Cloud

Google

Gmail

Google Calendar

Gmail Contacts

Google Drive

Google Voice

Picasa Web Albums

YouTube

Google+

iCloud

Email

Calendars

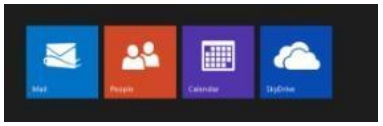
Contacts

Documents and data

Photo Stream

Reminders

Microsoft Cloud



Windows Live

Outlook.com

Calendars

Contacts

OneDrive

Office 365

Information resources and services

- Software Applications
- Data
- Processing of information

All done on the Internet from a “cloud” of resources over the network.

- No software installation
- Intra-nets: Private cloud applications for organizations

Favorite Cloud-Based Apps

Dropbox

A great tool to store documents securely on the cloud.
Instantly accessible from all Internet connected mobile devices
Share large file folders and media with others by email
Instantly upload photos from your mobile devices
Remotely share files into your Dropbox by email

Evernote

A favorite app to organize everything I do, all on the cloud.
Instantly accessible from all Internet connected mobile devices
Create notebooks to organize anything you can imagine
Create text, audio or video notes, or clip web pages right from the Internet
Share your information through social media, web, email or text messaging

Instagram is a social media network that lets you capture photos and video in creative ways to share them with your followers.
Posts can be shared on websites, Twitter, Facebook, Email, and Foursquare.
Build your brand presence and use it to educate, inform and advertise
Adopt a social media strategy, integrate personal style with professional marketing

Favorite Cloud-Based Apps

A great tool to store documents securely on the cloud.
Instantly accessible from all Internet connected mobile devices
Share large file folders and media with others by email
Instantly upload photos from your mobile devices
Remotely share files into your Dropbox by email

- Sync a backup to multiple computers
- Share from PC files or Cloud files
- Email directly into Dropbox (from you or collaborators)
- Selective Synchronization (set for each computer)
- Photo upload from mobile phones
- Show previous editions of documents (revision history)
- Chronological events history search

Favorite Cloud-Based Apps

A great tool to store documents securely on the cloud.
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Instantly upload photos from your mobile devices
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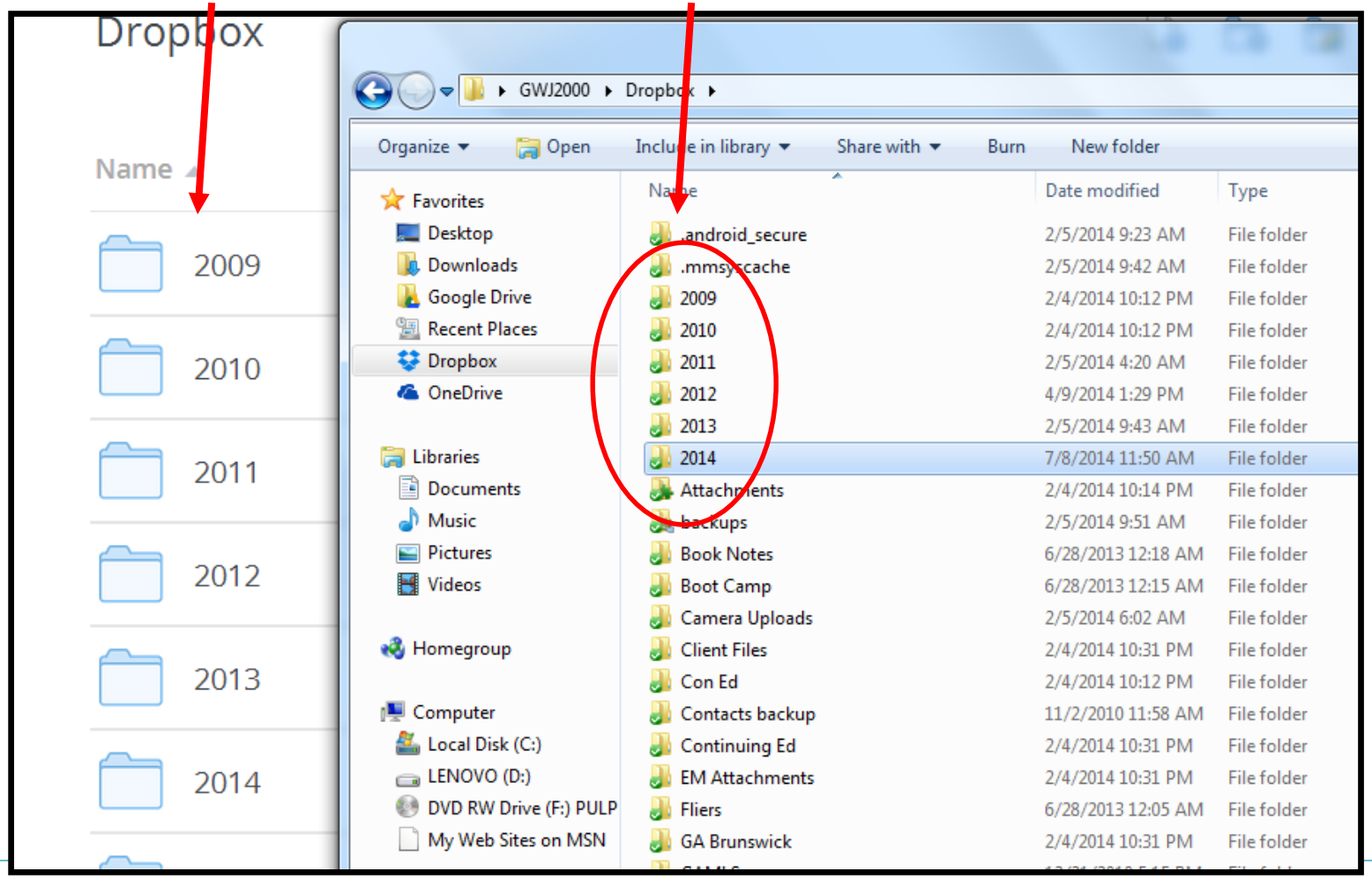
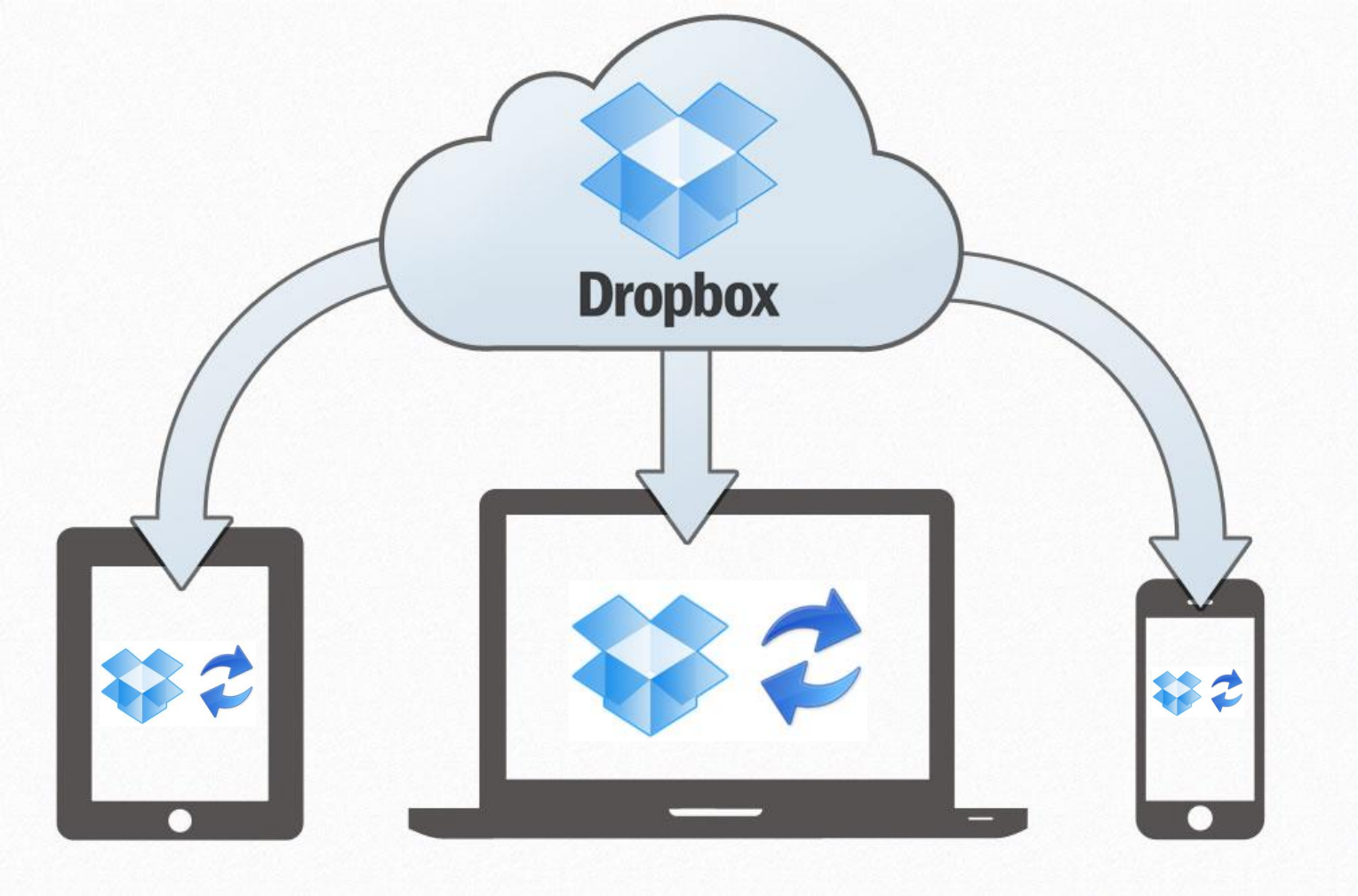
The sharing and admin tools in Dropbox can make your team more efficient:

- Avoid using bulky email attachments
- Recover deleted files and roll back to previous file versions
- Easily share data among team members
- Add new team members and monitor team activities

Favorite Cloud-Based Apps

Cloud App **Laptop**




Dropbox

Evernote

It starts by creating a system

1. **Stacks-** Make a Stack to build Categories of notebooks, i.e.:
   - Real Estate
   - Personal
   - General

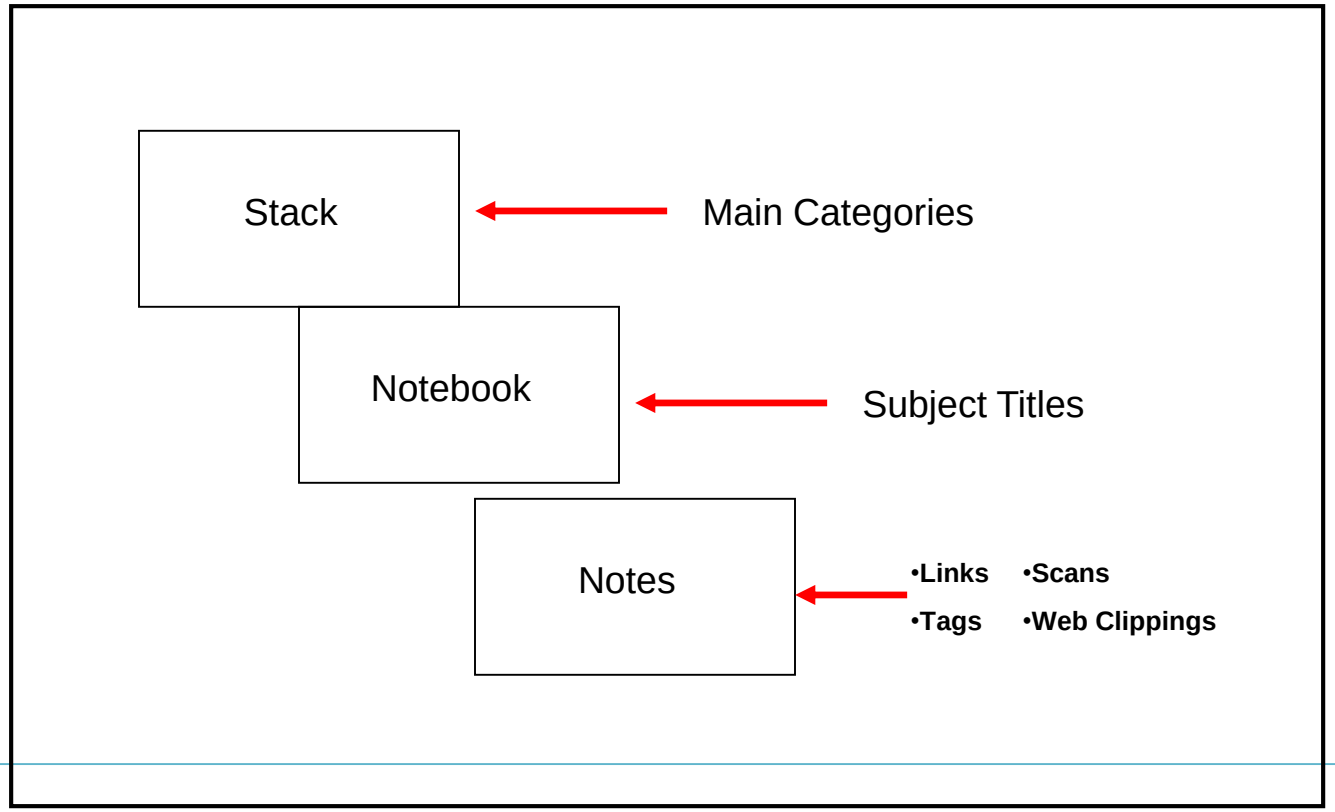
2. **Notebooks-** A collection of organized notes
   - Buyers and Sellers
   - Banking
   - Travel

3. **Notes-** Individual items of information filed inside notebooks
   - Memos
   - Photos
   - Web Pages
   - Scans
   - To-Do Lists
   - Receipts

Evernote

It starts by creating a system

Knowing how to organize your notes within your notebooks, making notes easily searchable, tagging notes for organization and making notes easy to share are the keys to creating a system that will serve you well in Evernote.



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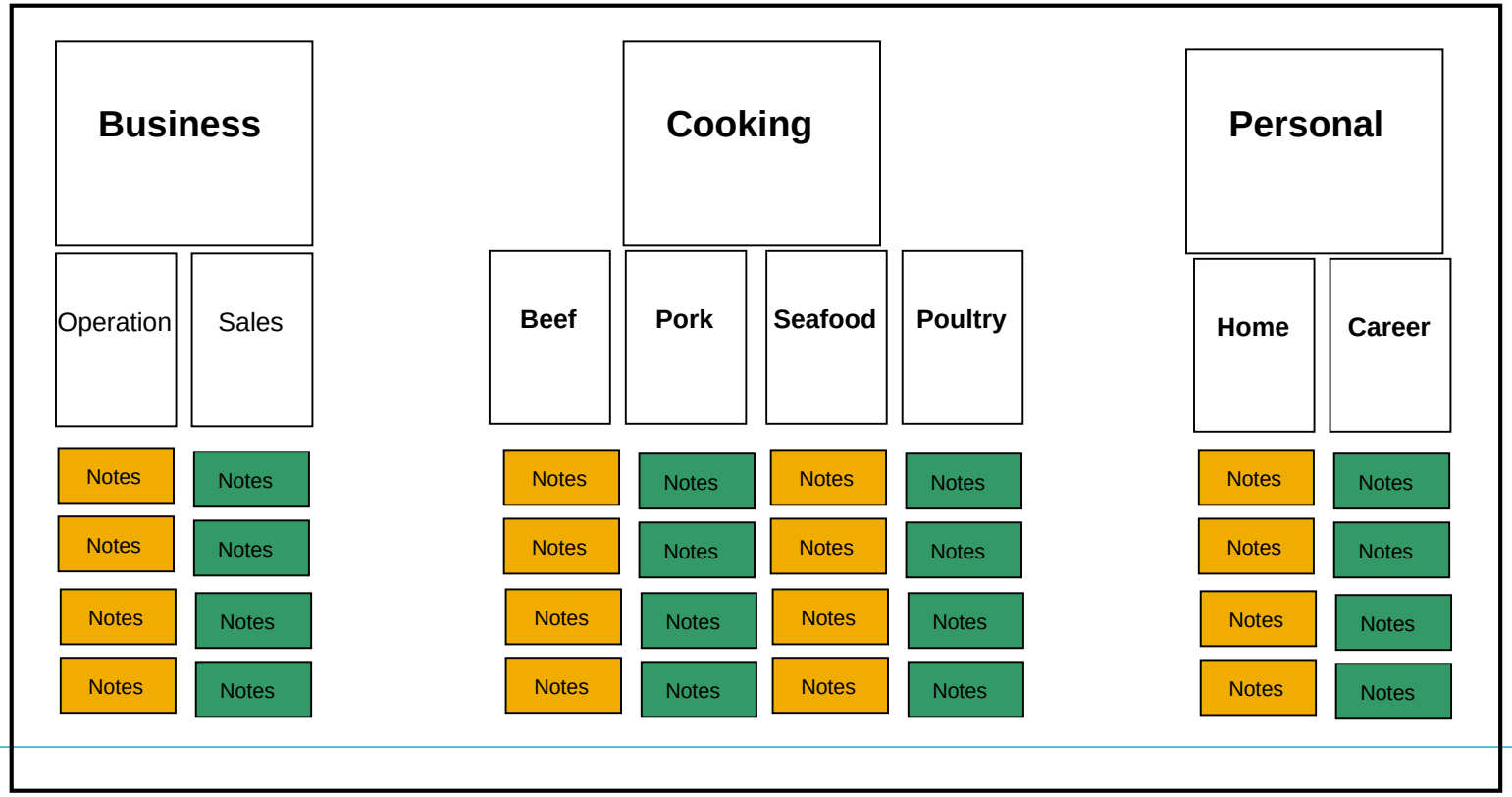
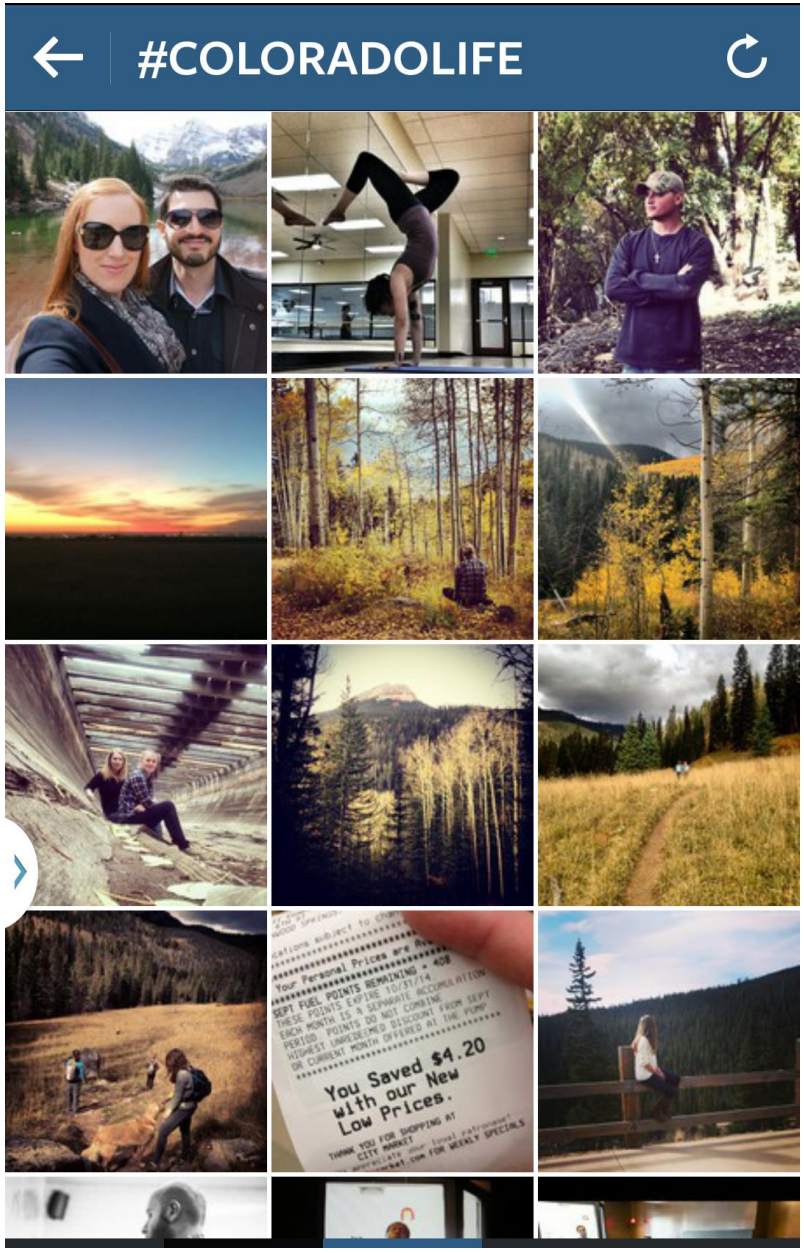


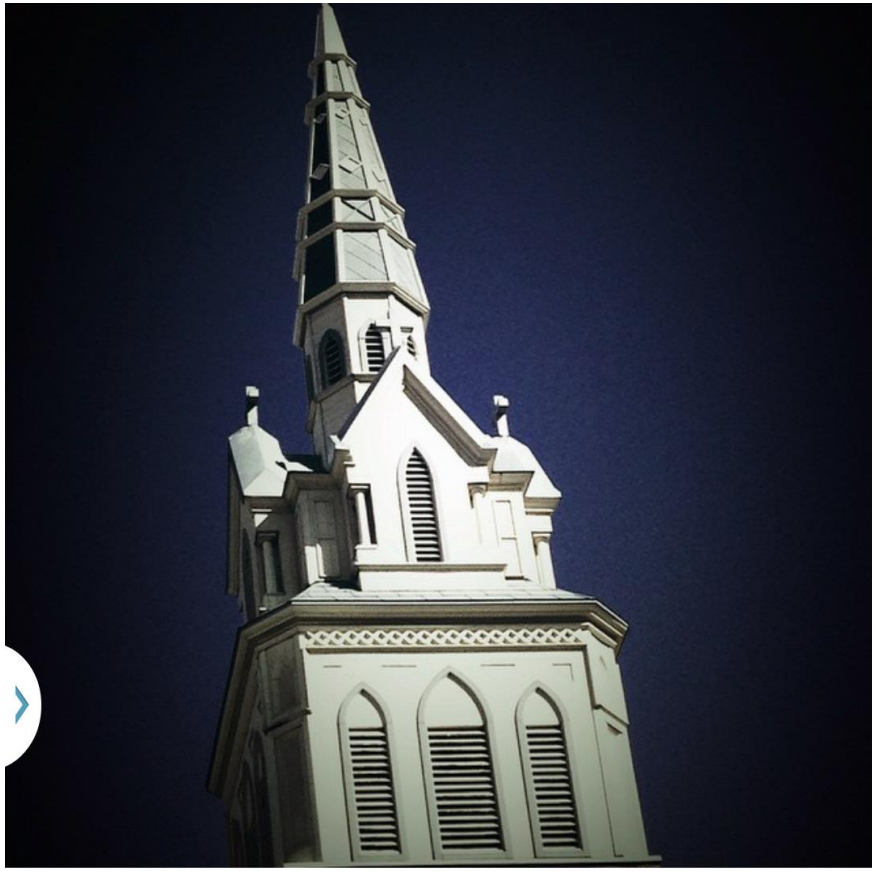
Favorite Cloud-Based Apps

Instagram is a online mobile photo-sharing, video-sharing and social networking service that enables its users to take pictures and videos, apply digital filters to them, and share them on a variety of social networking services, such as Facebook, Twitter, Tumblr and Flickr.
Build your brand presence and use it to educate, inform and advertise
A great way to integrate personal style with professional marketing

- Designed for mobile devices
- Social media community opens opportunities for global reach
- Download photos and 15 second videos, with comments and links
- Create and promote yourself as a viable and resourceful brand
- Establish networks with colleagues, industry experts, investors and customers worldwide
- Use image analytics to identify images that resonate with your fans and followers.
- Use the power of #hashtags to build exposure and global visibility

Instagram



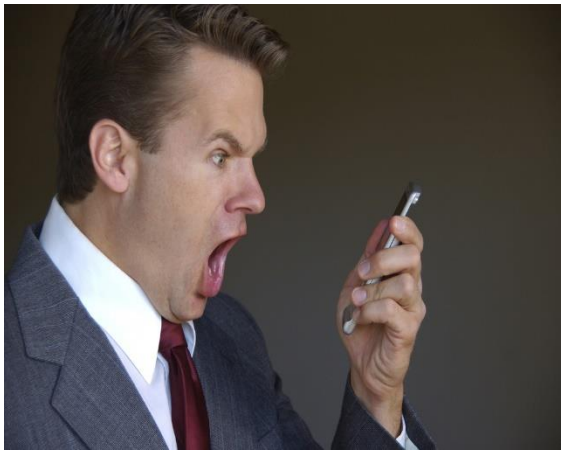


#Coloradolife

Well...it FINALLY happened

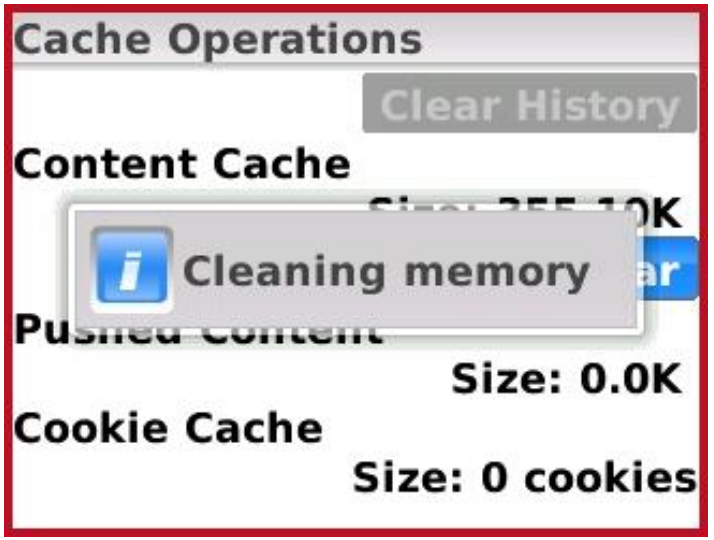
How To Avoid Being One Of These People

Regular maintenance can keep you and your phone running smoothly



- Treat your smartphone in many ways as you do your computer
- Regular maintenance extends battery life, speeds up device
- Simple steps will avoid frustration, and perhaps avoid embarrassment

Regular Maintenance Tips



- **Clean out your email and text messages (Archive or Delete)**

See the smartphone as a convenience for email, and save email on computer instead

- **Move all media (photos, video, music) to the memory card (Blackberry)**

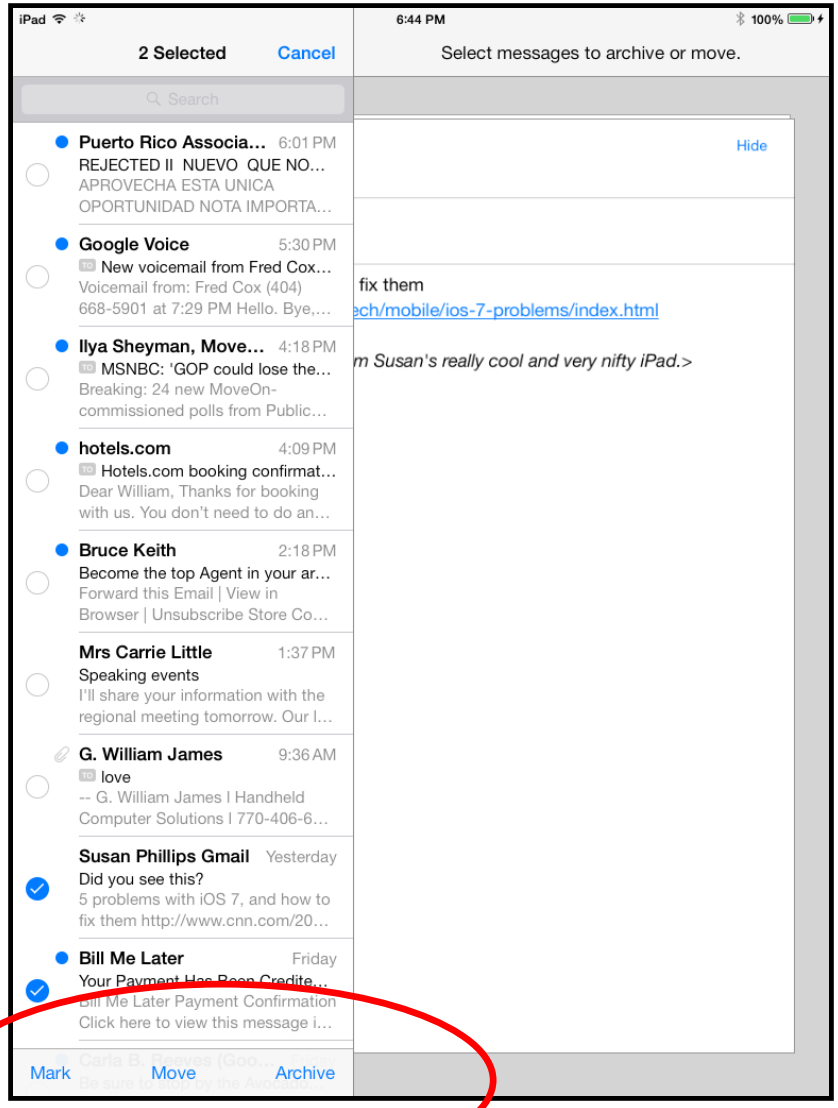
Organize media files for quick access, especially listing photos

- **Delete temporary Internet files, cookies, clear browser history**

Can typically be found in the Web browser settings menu

- **Reset your device once per day**

- **Stop running apps in the background to recover processor speed**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2 Selected
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Select messages to archive or move.
Search
Puerto Rico Associa... 6:01 PM
REJECTED II NUEVO QUE NO...
APROVECHA ESTA UNICA OPORTUNIDAD NOTA IMPORTA...
Google Voice 5:30 PM
New voicemail from Fred Cox...
Voicemail from: Fred Cox (404) 668-5901 at 7:29 PM Hello. Bye,...
Ilya Sheyman, Move... 4:18 PM
MSNBC: 'GOP could lose the...
Breaking: 24 new MoveOn-commissioned polls from Public...
hotels.com 4:09 PM
Hotels.com booking confirmat...
Dear William, Thanks for booking with us. You don't need to do an...
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Become the top Agent in your ar...
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Mrs Carrie Little 1:37 PM
Speaking events
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Susan Phillips Gmail Yesterday
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5 problems with iOS 7, and how to fix them http://www.cnn.com/20...
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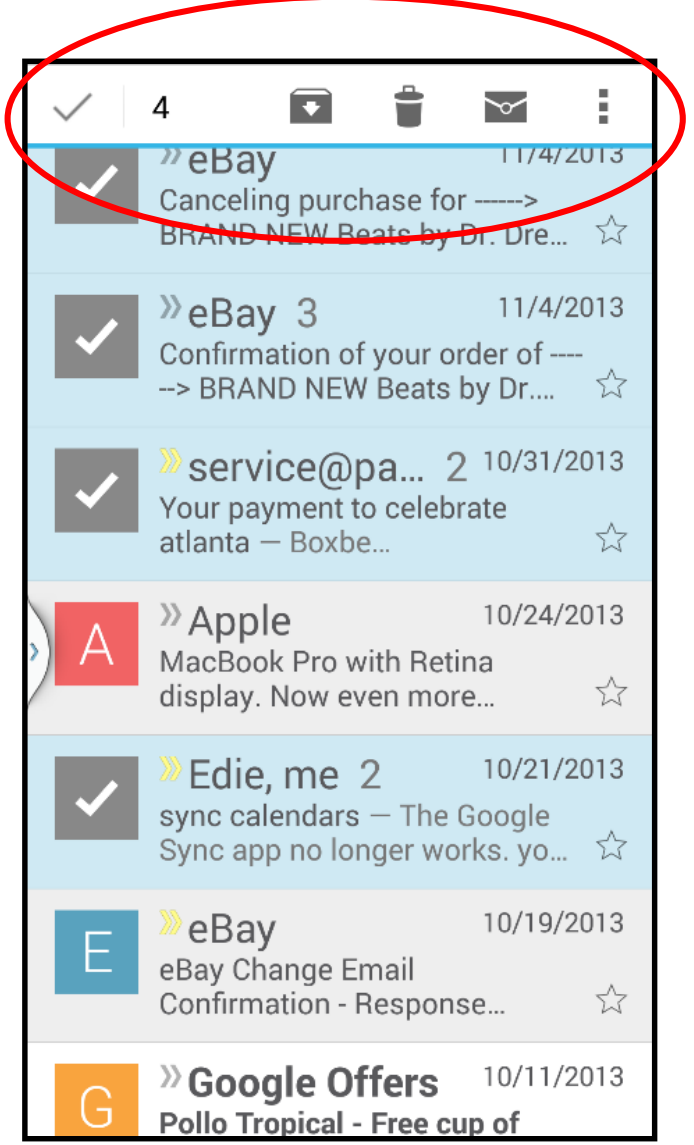
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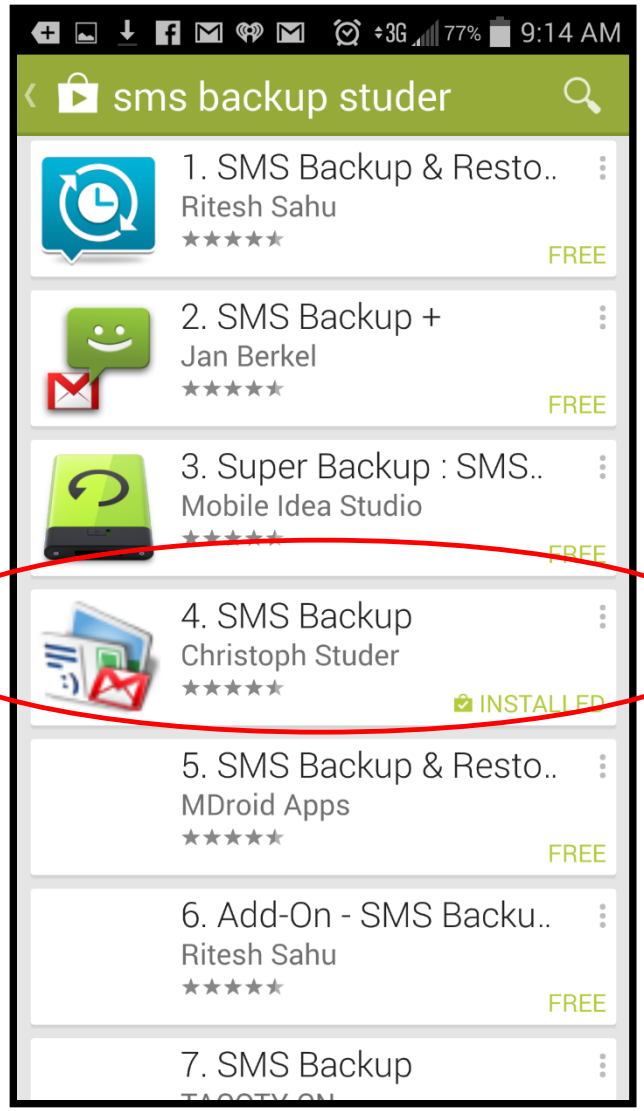
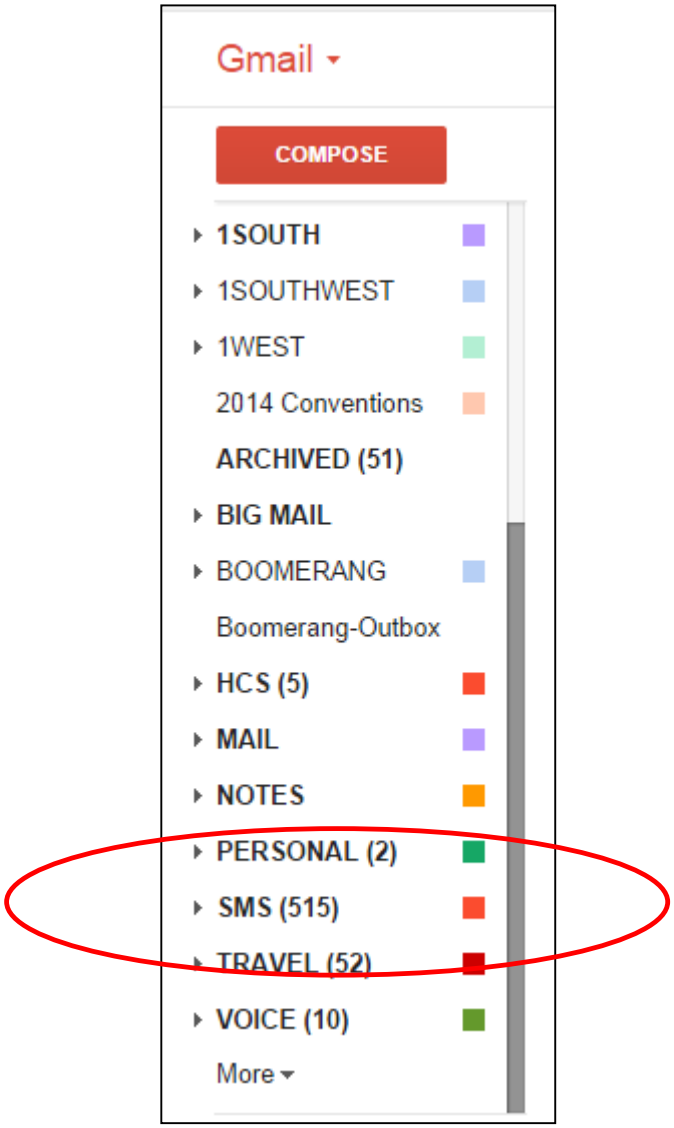
Pollo Tropical - Free cup of

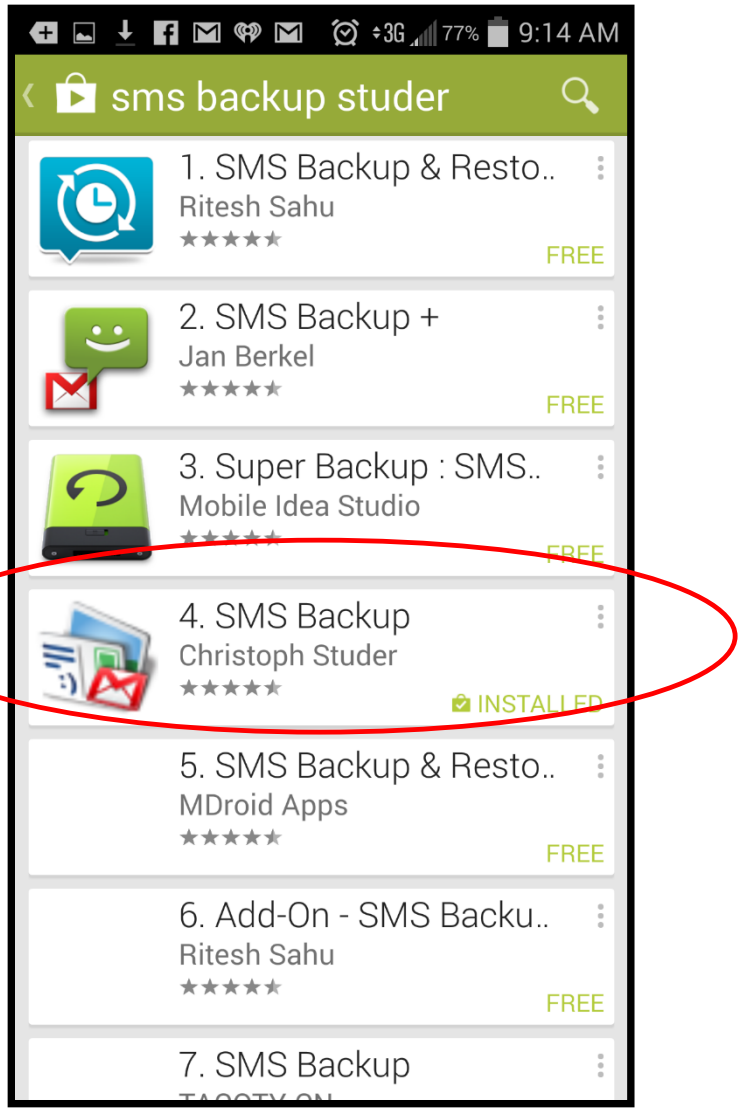
Android



Android

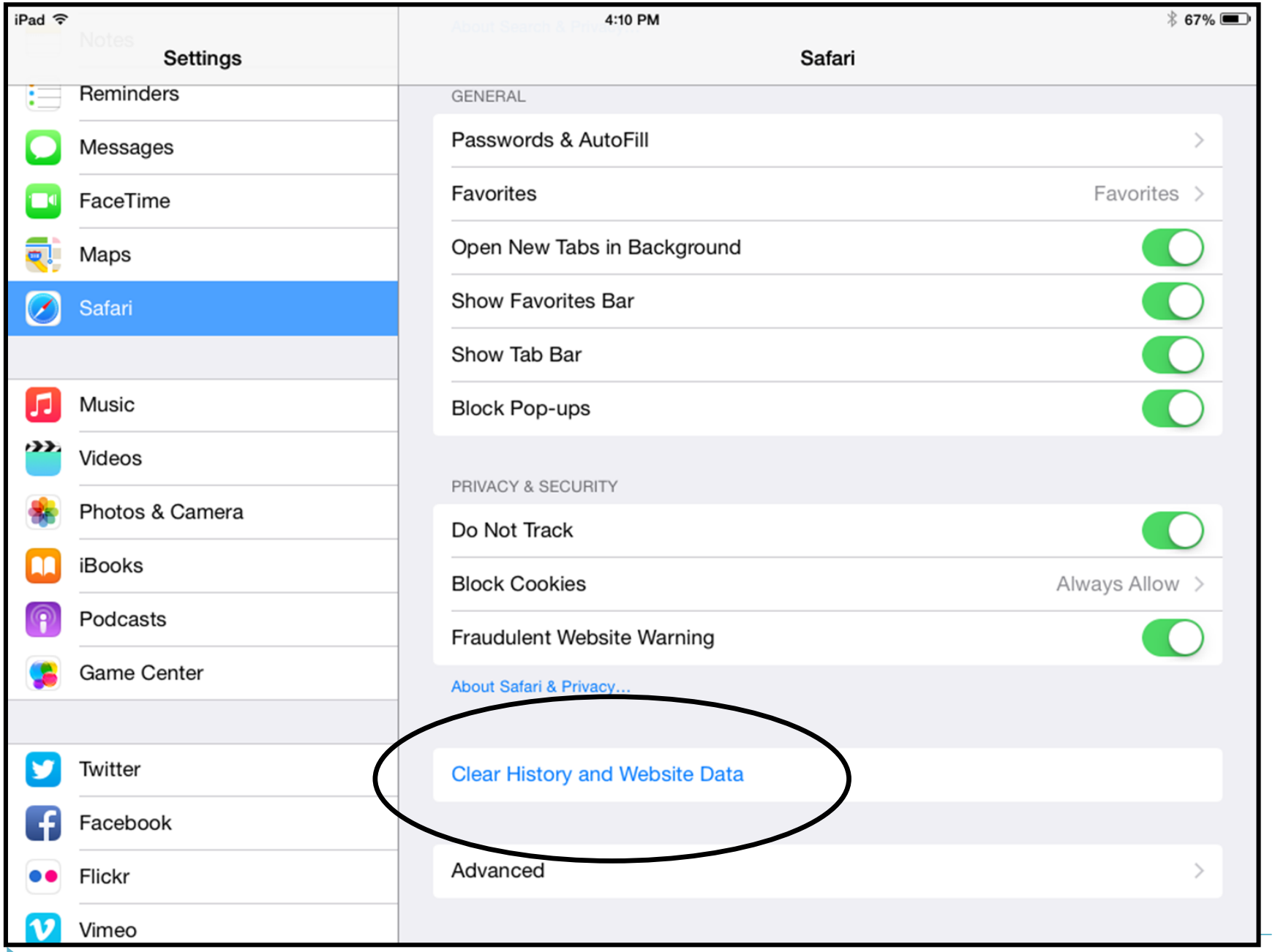


SMS Backup Studer



Android

Apple iPhone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Twitter
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Flickr
Vimeo
GENERAL
Passwords & AutoFill
Favorites
Favorites
Open New Tabs in Background
Show Favorites Bar
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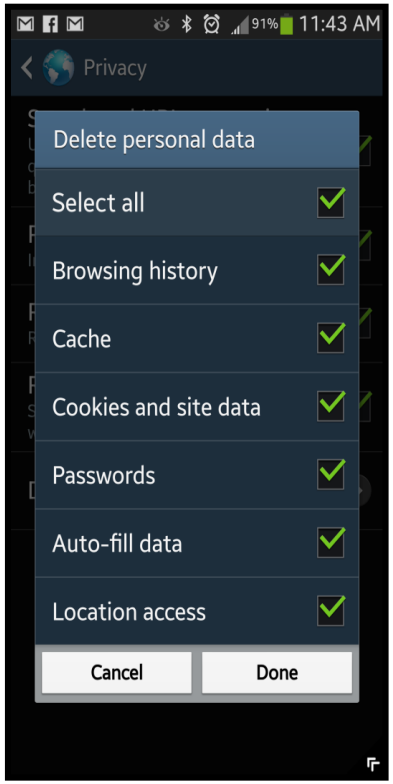
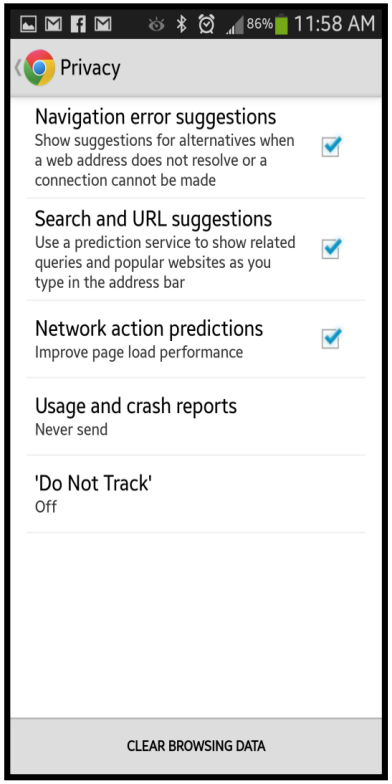
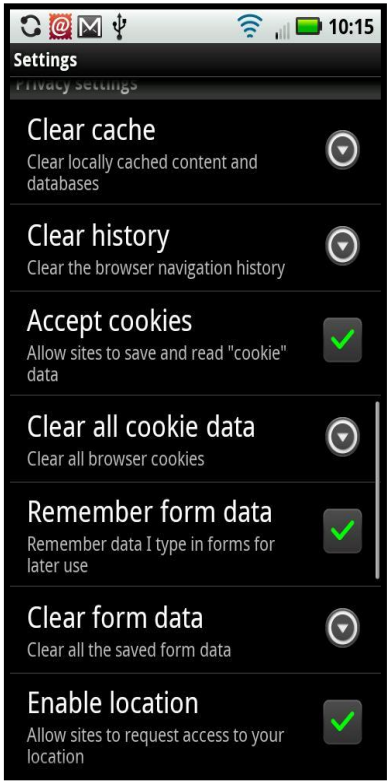
Clear History and Website Data
Advanced



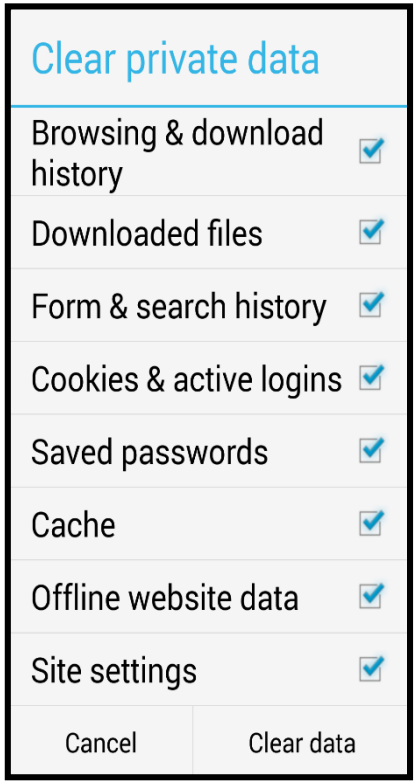
Android 4



Chrome

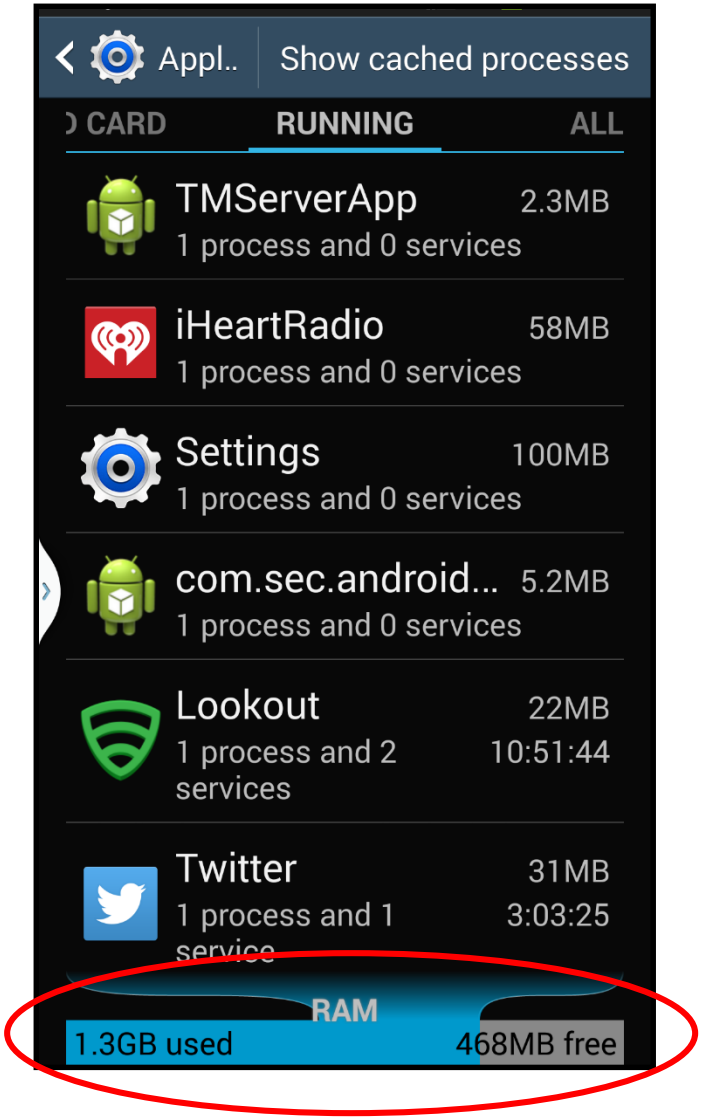


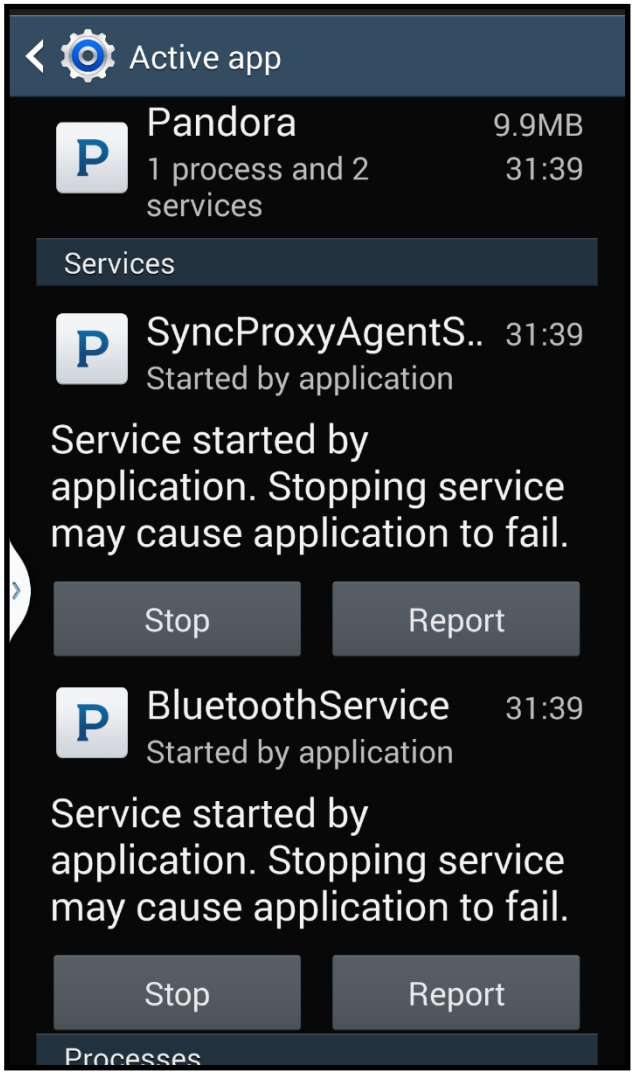
Android 2 & 3



FireFox

Settings > More > Application Manager or Apps > Slide left to Running





Clear RAM = Faster Device

Press Stop To End Processes

Moment Of ZEN

Questions?

Handouts and Downloads

www.gwilliamjames.com

Contact Me

william@gwilliamjames.com

Thank You!