



# ANRL V-News

VOLUNTEER NEWSLETTER



Welcome to our Library!

by Andrés Duputel

## Note from the Editor:

Issue #1 of V-News mentioned several projects, resources, and activities but it didn't cover everything. This issue will focus on improving computer productivity. It will mention various time saving utilities for office work which include bookmarks, keyboard shortcuts and utility apps. The purpose of this is to improve the computer skill level of ANRL's volunteers. Skill levels of our volunteers ranges quite a bit and I hope content presented here isn't too simple or too complicated. The concept of Remote Management and Monitoring (RMM) of ANRL's computers is a breakthrough in productivity because it opens the door for a skilled remote volunteer to manage our computers. American Library Association (ALA) should be investigated for possible usefulness for ANRL. V-News is intended to be helpful for all volunteers. If you don't understand the acronyms used, then check the 'alphabet-soup' page on the Website. Please send your ideas and articles for future issues. We'd like to have monthly issues however with so many things going on it's looking more like several issues a year. Team accomplishments, status, and challenges are especially interesting. We welcome contributions from anyone! There are so many productivity tools available today and nobody knows all. Please share the names of your favorite apps.

-Bob Proctor

## Computer Productivity

When I walk into ANRL and sit at a Windows computer, I find it difficult to do simple things that I can do on my Mac, such as use keyboard shortcuts, send email with screen shots, convert graphics to text, send a text message, etc. Simple things like browser settings and bookmarks get deleted because someone thought they cluttered up the toolbar. Browser bookmarks are handy for quickly navigating to Websites. Bookmarks that disappear or are different between computers may interrupt the thought process. While you try to remember a web site name, you might forget the reason why you wanted to see the Website! ANRL's bookmark page (<https://anrl.org/hot/index.htm>) has many of the commonly used ANRL bookmarks and the link to the bookmarks can be accessed on all of ANRL's computers by navigating to the black area at the bottom of every [anrl.org](https://anrl.org) page. You can keep the bookmarks as a tab in your browser for easy access. Please contact [admin@anrl.org](mailto:admin@anrl.org) to add your favorite bookmarks to this page.

## Keyboard Shortcuts

Knowing and using keyboard shortcuts can save a lot of time. My arthritic fingers limit typing speed and accuracy but they know shortcuts. In addition to the built-in short-

cuts like copy, paste, delete to end of line, make bold, make italics, etc, there are user-programmable into special tools such as **TextExpander**. For example, a few of the several dozen that get used every day include: ddate (expands to current date), ttoday (expands to slightly different date format), aapple (🍏), .aanrl (American Nudist Research Library®, Inc.), eem2 ([admin@anrl.org](mailto:admin@anrl.org)), etc. These all have unique names so they don't conflict with each other or normal text entry. You can download libraries of snippets that correct common mis-spelling errors and much more. Snippets can expand to text like a paragraph with a standard answers to FAQs. Smarter snippets allow built-in perl code to do handy things. Insertion of html for paragraph dividers into source text for web pages is very handy. The **TextExpander** app is my favorite keyboard shortcut app and it works on Windows, Mac and Linux.

### PopClip app for macOS

One of the handiest apps that gets used all the time does quick actions on selected text. A **PopClip** popup appears when you select text with your mouse on your Mac or Windows computer. It allows you to Instantly copy or paste paste, see a word count, and access actions like search, spelling, dictionary and over 200 more. There are several hundred add-ons available. This app is called **Pantherbar** for Windows 10 users.

### Screen Shots

**TextSnipper** for macOS is a handy app for snipping text from graphics. For example, if you have a screenshot and need the text that is in the screenshot, just drag a box around that text and the text is copied to the clipboard. This app is well worth it's small cost and will save you lots of time. Another similar App with more features is **CleanShot X**. Additional features include capturing video from the screen and capturing content of a scrolled window, rather than requiring multiple screen shots.

### Computer learning

Some applications seem daunting and next to impossible to learn and master. How could anyone learn something as complex as Markdown, FileMaker Database, search, terminal commands, Pages, Excel, photo editing, video editing, etc. The answer is simply doing some self-learning with on-line resources. **YouTube** has a huge number of videos that show how to do things. The **HELP** files of most programs reveal many tips and tricks for their programs. You can dig deeper with **LinkedInLearning**. I



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subscribed to LinkedInLearning to learn FileMaker and several other big apps. You get unlimited learning for ~\$30/mo and the first month is free. A typical course is 10 to 15 hours and it's broken into 5-10 minute topics.

### Need System Admin for ANRL's Computers

I know very little about **Windows**, mainly because I'm a **Mac**! ANRL's Windows computers are all setup differently from each other and have few productivity tools or apps. We are looking for an economical RMM App to enable remote administration. While no specific implementations are on the table, there are several to choose from. Jason Cochran has experience here and it taking the lead to make this happen. When we have a RMM installed, a remote volunteer will be able to monitor and manage our computers and setup some sort of common office environment. Standard documentation will be easier and more effective. With that, a volunteer will be able to use all the computers in a standard way. Would you be willing to take on this position?

### Website Updates

[anrl.org](https://anrl.org) has several hundred web pages which are written in html. Navigation between pages uses both menus and html links. I don't write the pages with html directly. I use **Markdown**. All the pages on the Website are written in **Markdown**. Learning Markdown's syntax can be done in just a few minutes because it's real simple. Page source looks like a text file but has some special characters like '\*', and '#' mixed in. Some things like web links are enclosed in square brackets and parentheses. There are HELP pages for Markdown in the Staff Only area and also on the internet. The process of updating an existing page on the website involves editing the Markdown source file, rendering HTML with a click of a button, navigating to the Website page needing an update, editing that page, pasting in the new HTML, and saving the page. This process can be done in just a minute or two. The process for making a new page is the same except that you are starting from scratch. I invite all volunteers to create and update pages that are related to their work. All of the source files for the Website are in Dropbox and they can be shared with you for your updates. I can guide you if you want.

### Searching [anrl.org](https://anrl.org)

Our Website has a number of menus but much of the content does not appear on the menus. Other content is linked with html links. You can find documents with search engines such as Google or DuckDuckGo by using the **site:[anrl.org](https://anrl.org)** tag in your search query. For example: to find "**application**" on [anrl.org](https://anrl.org) your search query would be: "**application site:[anrl.org](https://anrl.org)**"

### Workflow for NAS Archive Updates

Audio and video files, PDF files from newsletters, photos, magazines, books come to ANRL via email or from our scanning department. They get placed in Dropbox folders by a member of the scanning team, then get installed on NAS by that same volunteer (the preferred method) or possibly by a member of the Digital Archive team. Both NAS and Dropbox are accessible via the Internet at your home so there is no reason why installing the files on NAS can't be done remotely. This work needs to be done carefully but it isn't that hard. A remote volunteer could do this and while doing this, file names could be checked and adjusted if necessary to follow existing file naming conventions of files already on NAS. If you have material that belongs in the Digital Archives then we can help you get it in. As of today, six volunteers write files directly to NAS. The process is written up in more detail on the

Website at <https://anrl.org/Workflow> - [NAS Archive Updates](#)

### ALA Membership

ANRL is a member of the American Library Association. We are not using or talking about any of ALA's resources today. If we don't have a reason to renew, we will consider cancellation next year. We need a volunteer to login ([ala.org](https://ala.org) UserID: **0028586** PW: **dV8BPx3xHCGke**), find reasons to continue with ALA, and send your findings back to ANRL.



Teams

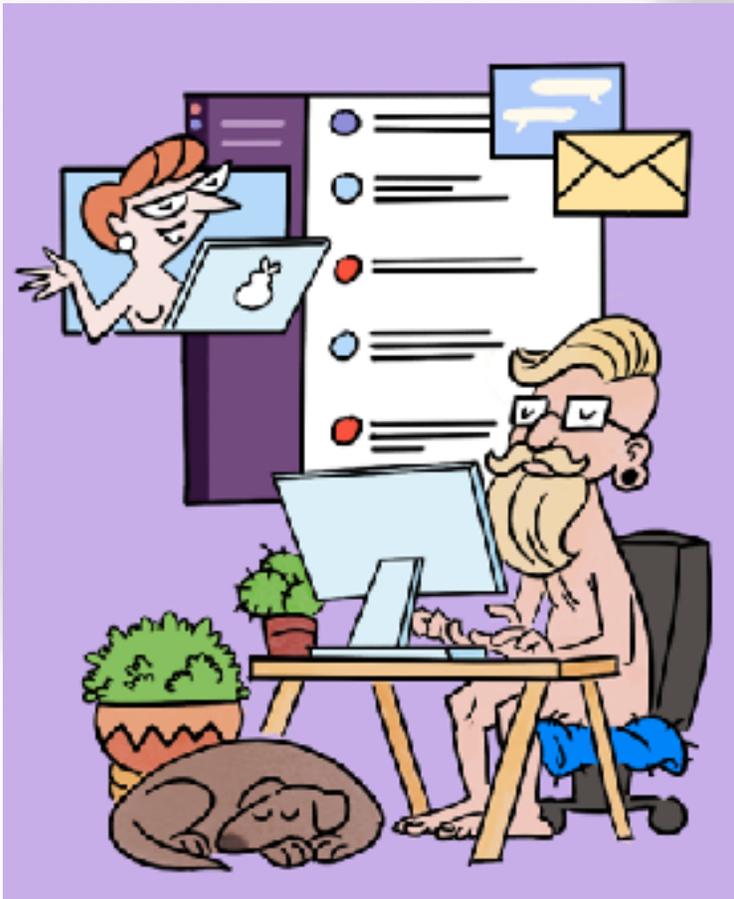
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### Teams

While volunteers could work independently, a better model is that everyone is a member of one or more teams. Awareness of ANRL's teams and their activities will lead to better team interaction and collaboration. Even after continued asking, a full list of teams and team members is not available today, it is being worked on... I wish I had more to report.

### Communicating with others

The number of projects and people working on projects is steadily increasing. It's becoming harder to keep all conversations under control. Somebody writes something with a cc: to others, then, then the others reply with copies to some or all, then more copies get sent with previous replies attached. When it's time to find something it becomes difficult and time consuming to look for who said what. I have been using **Evernote** to keep notes and



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replies (w/o attached nested replies) for each conversation or individual. I mark each of these with date received or sent. There is another application which could simplify communication. It's called **SLACK**. It is widely used and accepted by many medium to large companies or organizations. Slack is a tool for teams and helps with collaborative activities. To learn more about Slack, you could search the internet with "**using slack 101**". I installed a free version and am now learning what it can do for me. I'll be learning how it can work with Evernote. I contacted Slack Sales and they told me that they offer discounted prices for non-profit 501(c)3 organizations like ANRL. If you use slack or know best practices then please contact ANRL and help us with that information.

## Search

**DocFetcher Pro Server** will be released early in 2022. While it may be possible to install the server on our Synology NAS, a preferred location is to install it on a computer on the same network as the NAS. Work continues on this project. With this server we are planning to have a remote search capability where patrons can login and search. You can always send search queries to ANRL and we will search and send results back.

## Sync NAS to Google Workspace to Patron Kiosk

*Note: In the past the Patron Kiosk was referred to as the Patron Computer, but it's not like a normal computer. It is intended to be used to view and search ANRL's Digital Archives. It is not used for word processing, making spreadsheets, accessing ANRL's Database, processing email and working on normal computer tasks. Connection to the Internet is limited to library staff only to make software updates and sync the archives.*

A sync job is running on NAS that mirrors NAS Archives to Google Workspace. The initial sync took several days but updates go real fast. We have installed Google Drive to the Patron Kiosk and Dave Foote and Bob Proctor are working on mirroring Google Workspace Archives to the Patron Kiosk. When all is working, the process will be automatic and painless and will not require the Patron Kiosk to be connected to the Internet.

## Trivia - Feedback from 2021\_01\_01

Answer to last month's trivia: The lady in the background of pages of V-News is Diane Webber (real name is Marguerite Empey). This photo appeared in the April 2010 issue of ANRL's E-News. Sean King and Frank Gilberti got it right. Congratulations!

## Final note

David Foote has been sick and then hospitalized and has been unable contribute to this issue. We wish him well and will include his contributions on the Consortium and Archive sharing in the next issue of V-News.

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