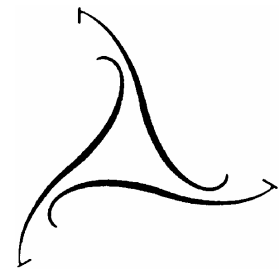


Tricia's Rules for Tech-Feasts

1. Never retype; or, type once, use often.
2. When in doubt, right-click.
3. If you're going to do something more than 3 times, automate it.
4. Use new technology to do new things, not just the same things a little faster.
5. Start where you are.
6. Learn the concepts first; then, learn the keystrokes when you need them.
7. Use communication age thinking, not industrial age thinking.
8. Think of e-mail as a postcard.
9. Disaster Preparedness — if you're prepared, it's not a disaster.
10. If you need something done once, let someone else do it. If you're going to do it repeatedly, learn to do it yourself.



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