50 Mobile Hacks Career Counselors Need Right Now!
Security

• Keep your device safe and your information private.
1. Create strong passwords.

- PasswordMeter.com
2. Review the “location services” in your device’s settings.

- Are you being tracked? (apps that track - turn off location services when not using)
3. Restrict device to a single app.

1. Launch any app you want to share.
2. Triple-click the hardware Home button.
3. Tap Guided Access on the popup menu.
4. Configure any specific options you might like.
5. Tap Start
4. PASSWORD DENIED!!!

<table>
<thead>
<tr>
<th>Settings</th>
<th>Passcode Lock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wi-Fi</td>
<td>FSUSecure</td>
</tr>
<tr>
<td>Bluetooth</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Turn Passcode Off</td>
</tr>
<tr>
<td></td>
<td>Change Passcode</td>
</tr>
</tbody>
</table>

**Require Passcode**
- **Immediately**

**Simple Passcode**
- **On**

A simple passcode is a 4 digit number.

**ALLOW ACCESS WHEN LOCKED:**
- **Today**
- **Notifications View**

**Erase Data**
- Erase all data on this iPad after 10 failed passcode attempts.

Data protection is enabled.
5. Find My Device Tool

Find My I....

Where's My Droid?
6. Disable in-app purchases.
7. Lock Your iPad.
8. Keep cords safe & separate.
9. Use sticky note to clean between keys.
Battery Power

• Charge, monitor, and extend the use of your device.
10. Turn off Bluetooth function if you don’t need to use it.
11. Turn off Wi-Fi access if you don’t need to use it.
12. Charge your phone on “airplane mode.” (twice as fast!)
13. Turn down the brightness to save battery life.
Social Media Management

• Log in and participate via multiple accounts
14. Use apps instead of web-access for easy access and log in.
15. Try a single-sign-in tool for access to multiple accounts at once.
Synching Across Devices

• Pick up where you left off on any connected device.
17. Calendars and Scheduling Tools

- https://blog.generalassemb.ly/cross-device-calendar-apps/
18. Create a hotspot with your device.
Note Taking & File Sharing

• Collaborate, coordinate, and communicate ideas and materials.
19. Try apps with multiple functions and features.
20. Take advantage of the cloud.

- Dropbox. Box.net, Evernote for resume reviews
Offline Uses

• Make the most of mobile technology without an Internet connection.

- [http://www.cnet.com/how-to/how-to-use-google-maps-offline-on-ios-android/](http://www.cnet.com/how-to/how-to-use-google-maps-offline-on-ios-android/)
22. Use an "old" smartphone as a dedicated session clock or timer.

- http://fieldguide.gizmodo.com/11-clever-uses-for-your-old-phone-or-tablet-1656798581
23. Play soothing music during a session.

• Put it on a timer (30 minutes, 1 hour, etc.-end 5 minutes prior to session end time to signal time to close).
24. Download and Save articles to an Offline Reader.

- iBooks, Diigo, Pocket
Work Productivity

• Accomplish a variety of office and client-focused tasks.
25. Try a headset.

- Hands-free convenience for client calls, web conferences, and more.
26. Use an easy-access cover or case.

- Use the smartcover for your tablet or pick a case that allows you to use and charge the device without removing.
27. Try dictation.

- For client notes.
- Speak screen tools for those with visual disabilities.
- Check settings options and available apps.

How to Use iPad Voice Dictation

1. Tap the microphone button on the iPad's on-screen keyboard. This tells the iPad that you want to start dictating. ...
2. Talk. The iPad will record your voice and turn it into text when you are finished. ...
3. Tap the microphone button again to stop dictating.
28. Make a screen grab.

- email
- presentations
- web content
- demos
29. Change the keyboard.

iPad keyboard allows you to type the way you type on your phone.
30. Use a Bluetooth keyboard.
31. Use Wi-Fi instead of your mobile data plan.
32. Mirror your mobile screen.

- Good for showing recorded videos on a larger screen (like a mock interview)
  http://www.digitaltrends.com/home-theater/how-to-mirror-smartphone-tv/
33. Use keyboard shortcuts.

**Keyboard shortcuts in Chrome for Android**

Browse the web faster using keyboard shortcuts on your Android device.

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open a new tab</td>
<td>Ctrl+T</td>
</tr>
<tr>
<td>Open a new window</td>
<td>Ctrl+N</td>
</tr>
<tr>
<td>Open an Incognito tab</td>
<td>Ctrl+Shift+N</td>
</tr>
<tr>
<td>See bookmarks</td>
<td>Ctrl+Shift+B</td>
</tr>
<tr>
<td>Add or edit bookmark</td>
<td>Ctrl+D</td>
</tr>
<tr>
<td>Go to History</td>
<td>Ctrl+H</td>
</tr>
<tr>
<td>Switch to next Tab</td>
<td>Ctrl+Tab, Ctrl+PgDown</td>
</tr>
<tr>
<td>Switch to previous Tab</td>
<td>Ctrl+Shift+Tab, Ctrl+PgUp</td>
</tr>
<tr>
<td>Switch to Nth tab</td>
<td>Ctrl+1, Ctrl+2, etc</td>
</tr>
<tr>
<td>Switch to last tab</td>
<td>Ctrl+9</td>
</tr>
<tr>
<td>Close current tab</td>
<td>Ctrl+W</td>
</tr>
<tr>
<td>Go forward in current tab</td>
<td>Alt+Right</td>
</tr>
<tr>
<td>Go backward in current tab</td>
<td>Alt+Left</td>
</tr>
<tr>
<td>Focus URL bar</td>
<td>Ctrl+L, Alt+D</td>
</tr>
<tr>
<td>Find in page</td>
<td>Ctrl+F</td>
</tr>
<tr>
<td>Zoom in</td>
<td>Ctrl+Plus, Ctrl+=</td>
</tr>
<tr>
<td>Zoom cut</td>
<td>Ctrl+Minus</td>
</tr>
</tbody>
</table>

http://bit.ly/1QPEvip

http://bit.ly/1QPEPh1
34. YouTube Saver - Video DownloadHelper
35. Instant sound boost.
36. Avoid sending unfinished email.

- Don't put name in the "to" box until you are ready to send.
37. Add commonly used sites to homescreen.
38. Outsmart autocorrect.

• Type an extra letter when spelling a contraction.
39. Record!!!

- Role plays, Demonstrations, Feedback
Settings and Usability

• Make the device as easy to use as possible.
40. Lock the screen rotation.
41. App-Switch Tools

Loopr- Bubble Launcher (Android)
http://bit.ly/1FFrWdH

Multitasking (iOS)
http://apple.co/1FFsvnA
42. Zoom the entire screen.
43. Quick Safari Scroll

• Jump to the top - tap, don't scroll.
44. Force quit
45. Swipe left to banish a notification.
Just for Fun

• There's so much you can do!
46. Take a selfie with your earbuds.

Use the Volume + button on your earbuds to take a selfie.
47. Get creative with photos.

- Use a lens attachment.

48. Take selfies with a timer.

- Use shutter timer - frame the shot, tap the packman thin and # of seconds, then tap shutter button and jump into the shot.
Helpful Sites

• http://ipad.about.com/od/ipad_tips/a/Great-iPad-Tips-Every-Owner-Should-Know.htm
• http://www.techsupportalert.com/content/ipad-tips-and-tricks.htm
• http://blog.ted.com/25-life-hacks-you-didnt-know-you-needed-but-do-probably/
• http://tammyworcester.com/tech-tip-of-week/
• http://www.techsupportalert.com/content/best-android-tips-and-tricks.htm
• https://www.apple.com/ios/accessibility-tips/
Other Resources

- [Tech Tips](NCDA monthly)
- Tweeps: @counselingtech; @CareerTechForum; @dsosborn; @Melissa_Venable; @PeterCarey
- NCDA Technology Committee
- LinkedIn Groups: Career Counselor Technology Forum; Coalition for Technology in Behavioral Sciences
- FSU Tech Center Bibliography: [http://tinyurl.com/Techbib](http://tinyurl.com/Techbib)
49. Access the presentation.
50. Submit your session evaluations.

- Use the NCDA conference app!
Thank You!

Deb Osborn
dosborn@fsu.edu

Melissa Venable
melissa.a.venable@gmail.com

Happy Hacking! ;}