

Coffee Chat Nuggets August 17, 2022 Editing PDF, Phone answering apps and software

Topic: DDAR Staff Support Website

Things we need to add:

Index for Coffee Chat topics

\*\*Amanda Mowery (Lehigh Valley) is great with Adobe and Google applications

\*\*Suzy Posavec (Hersey) can also help with Acrobat functionality

In order to edit or create PDFs you need to have Adobe Acrobat Pro or Acrobat Reader DC software. You will have to have your local IT department install the software

\*\*With Penn State health insurance, you can get 8 free covid tests each month at CVS. The at home tests

\*\*Avaya software another phone answering software similar to Jabber

\*\*Otter phone recording app to use for recording meetings for minute taking

\*\*Just press record another application for recording meetings for minute taking

\*\*Windows L to lock keyboard, when you return you login in and return to where you were at when you left.