

Save Time & Sanity With Virtual Assistants

By Jim Edwards

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Turn Words Into Traffic <http://www.turnwordsintotraffic.com>

One of the great things about the online world involves the fact that you can find software to help you accomplish virtually any small job you can imagine, especially repetitive, mundane or boring tasks.

Since the Internet makes it possible for software developers to easily avoid the astronomical costs of traditional distribution through stores and catalogs, an explosion of highly specialized, time-saving software applications has occurred online.

The bottom line: if you can think of and perform a repetitive job or task on your computer, a real possibility exists that a small software application can help you do the job better, faster and cheaper.

** Automate Repetitive Tasks

Qualifying as a virtual "Swiss Army Knife" application, QuickKeys.com offers a very versatile program enabling you to automate various tasks, such as: repeatedly typing the same "boilerplate" text in emails and documents; formatting text with certain font sizes and page breaks; opening various files when you first turn on your computer; applying a complex set of filters to a set of graphics in PhotoShop; much more.

Commonly referred to as a "macro," QuickKeys.com takes a type of software application previously reserved for "computer nerds only" and puts it in the hands of everyday users, allowing them to automate tasks that used to eat up valuable time.

Though it takes a bit of time to train the program to follow your directions, the end result seems well worth the effort.

As soon as you get the hang of it, you'll find your self automating job after job and wondering how you got along before without this handy little utility.

The only downside of the program may appear in its price of around \$99, but the time saved makes the cost extremely worthwhile.

** Remembering Passwords

Roboform.com helps you remember all your various passwords for membership and password-protected sites on the web.

One of the biggest timewasters I can think of involves trying to remember or find a username and password for a particular website.

Now you automatically and securely remember the access information for virtually any password-protected site on the Internet.

Unlike Gator, another popular password utility, RoboForm.com doesn't harass you with advertising nor does it have other "spy-ware" privacy connotations.

Sorry Netscape users, RoboForm.com only works with the Internet Explorer web browser.

** Stop "Spam" Before Downloading

One of the most time consuming tasks online involves wading through the piles of spam that threaten to bury you on a daily basis.

MailWasher.net makes it possible to spot spam and delete it prior to downloading it to your computer.

The program also allows you to set up rules to automatically identify friends as well as "blacklist" spammers and messages.

An excellent feature in the program allows you to "bounce" the email you receive from spammers, which makes it appear your email address has gone bad.

Some spammers will get this "bounce" and automatically remove your email address from their list never to hear from them again.

Jim Edwards is a syndicated newspaper columnist and the co-author of an amazing new ebook that will teach you how to use free articles to quickly drive thousands of targeted visitors to your website or affiliate links...

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