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Using Google Talk is easy. There are two ways to get started: register and download Google Talk, if you have a PC, or connect on the Web by launching Google Talk Gadget. Either way, you're ready to start instant messaging. And that's not hard to do, either.We'll talk more about Google Talk Gadget on the next page, but here's how to download Google Talk messaging:Go to Google Talk and click on "Download Google Talk."Set up a Google account with a user name and password.Follow the prompts to download the software. (Google Talk will start up automatically with your Windows applications.)Sign in, invite friends to talk and chat. If you use Gmail, those contacts will be included automatically on your Google Talk Friends list. You can talk to them as soon as they also install Google Talk, and you can add more friends to your list.[source: Google Talk Help Center]Google Talk won't give you access to RSS (Really Simple Syndication) feeds and 200 plug-ins, like Yahoo Messenger, or let you have a live video chat, like Windows Live Messenger. But you'll still be able to do plenty with Google Talk besides just chat. Here are more of its features:Send unlimited file transfers to your contacts. Files can be Word documents, spreadsheets, photos, music, video or more -- without restrictions on file type, size or bandwidth. Google Talk shows estimated completion times for longer downloads. You can chat while a file is downloading, but remember that longer files may cost you more in Internet use time.Make free PC-to-PC voice calls to anyone who is online and has Google Talk. Note, though, that you'll need an Internet connection, a microphone and a speaker and that, while making the call is free, your Internet service provider will charge for the time used. To make a call, find the person on your friends' list, click the phone icon next to the name, wait for the person to answer and start talking.Send and receive voice mails with friends who aren't online. If someone doesn't pick up your Google Talk call, you'll be sent to voice mail, where you can leave a message of up to 10 minutes. The message goes to the person's e-mail account as an MP3 file titled "Voicemail from ...". Your contact can download it or simply click "Play" in Gmail. You also can use "Send Voicemail" in the friends list to send a voice message without calling.Receive notifications on your desktop of new messages in your Gmail box. A notification window and a snippet of the message will appear above the Google Talk icon each time someone sends you a new message.Google Talk via download, called Google Talk Client, offers a lot more features, including bots to translate messages between English and 13 other languages. For more about the bots and other features, or for help, check the Google Talk Client section of Google's Help Center.If you're a Mac user or want to access your Google Talk account from somewhere other than your own computer, you need Google Talk Gadget. Let's look at what it can do next . Using Talk City is very simple. It's essentially a semi-private IRC server. IRC stands for Internet Relay Chat, an older protocol used for online chatting. There are numerous IRC servers, each of which hosts channels on a variety of topics. To connect to an IRC server, a user simply needs the proper software client, and there are free clients available for virtually any operating system.Talk City allows most users to access their IRC network via a Java client that runs on the Talk City Web page. However, purchasing a membership (which costs just \$7.77 per year) allows users to access the Talk City server with any IRC client they want to use.In practice, chatting at Talk City is much like any other group chat. Users choose their own nickname when they create an account. They can also create a profile that includes photos or other information, and other users can view this profile directly from the Talk City Java chat room. The main screen shows whatever the other users have entered into the chat in chronological order. It looks something like this:Alice: the weather is lovely out todayFred: Not here, it's raining cats and dogs.Alice: I think I'll go to the park.Sam: Good idea, I'll take my dog to the park!Johann: Go Cubs!If there are a lot of users in a room, it can get a bit confusing when multiple conversations are going on at the same time. It's also possible to send private messages to someone. These messages won't be seen by the other people in the room.There are also games that can be played using Talk City. They're mostly trivia games run by bots, programs that automatically display the questions in the chat window, track each player's answers and score points for correct responses.Up next, we'll look at some of the benefits of Talk City. Most job seekers understand that writing resumes and cover letters, answering interview questions, and networking are skills worth developing. As the leader of a college career center, I think it's time to add making good small talk to the list.As students, and the rest of us, spend more time focused on the instant gratification of our devices, the long game of small talk is becoming something of a lost art.But it is still important. Today's careers continue to evolve or disappear at an accelerated pace. The ability to converse effectively—especially in informal situations—is now a crucial competitive advantage.Like most skills, mastering small talk takes work. Here are a handful of starting principles to guide you.There's a person attached to every opportunityIn a job interview it's clear that in order to get the job, you need to impress the interviewer. But the same is also true of every opportunity, you might just not know it yet. By making small talk, you can learn what opportunities that people who you meet might give you access to, and you can gain that access by building trust through—you guessed it—small talk. That doesn't mean you should treat the conversation like a transaction. The goal is not to get something from the person; it's to make a positive impression that could eventually lead to an opportunity.Be curiousTo make good, effective small talk, you need to be generally curious. With strangers, it may take 60 to 90 seconds of questioning to find a common interest to discuss. It helps to have a topic handy that you're interested in discussing yourself. For example, because my wife and I have three kids, I typically ask someone roughly my age if they have kids. A favorite sport or sports team tends to be a favored topic, as are hobbies, pets, and food.It's about more than spoken wordsIn approaching someone, it's important to scan for nonverbal cues. If the person who you're speaking to doesn't turn toward you with his or her entire body, he or she is not looking for a conversation right now, and you should politely break things off and move on. If you're already talking to someone and they start breaking eye contact or begin looking over your shoulder frequently, it's time to end the conversation. Being tactful in how long you speak with someone indicates a level of emotional intelligence that people appreciate in general. It also demonstrates a level of soft skills that employers find valuable in new hires.Don't go in empty-handedJust like you would arm yourself with information going into a job interview, when you've got an opportunity for small talk coming up—a young professionals mixer, a career fair, a party of any kind—do a little research into who you can expect to meet at the event. Before a career fair, for example, Google the reps from companies for whom you'd like to work and see if their social media presence indicates that you have interests in common. Keep those interests in mind. You still want to have an organic conversation, but you can gently steer the conversation in that direction and bolster your confidence by knowing that the person will have a positive response.It's about building trustSmall talk is about building a friendly rapport with someone that will eventually lead to mutual trust. Good small talk quickly gets a person comfortable with you. By getting to know each other, you and your conversation partner begin to build trust. Trust is what unlocks the door to opportunity.Sure, you might have to spend some time talking about the weather, but once you find common ground, you'll be on your way to building a relationship. It always helps to remember that there's vulnerability and awkwardness on both sides—you're not the only one opening up to a stranger.Matthew Randall is the associate dean of the Edward and Lynn Breen Center for Graduate Success at Lebanon Valley College. Everyone who's ever worked on a project knows the feeling. You've tried hard to keep all your project data filed in the right place, but items often go missing — and there's always at least one essential document that proves really hard to find.Fortunately, the Mac has a couple of useful tools (and several others) to help you maintain desktop law and order:Use stacks to keep orderI'm as guilty as anyone of saving documents to my Mac Desktop with the intention of filing them away properly eventually, and then failing to do so. As time goes by, the Desktop becomes over-populated, which ultimately means you'll spend too much time finding that particular file you need.Stacks is a macOS feature that tries to help you manage all the files, folders, documents, images, and other items as they crowd out your Desktop. To use it, control-click a blank part of your Desktop and then choose Use Stacks in the menu that appears. macOS will sort all the items on your Desktop into Stacks, logically assembled collections gathered according to criteria.To set those criteria, control-click a blank part of your Desktop once again and select Group Stacks By and choose between the following options: Kind: For example, documents or images. Date Last Opened: Typically, date selections are curated into collections representing Yesterday, Last 7 Days, Last 30 Days. Date Added. Date Modified. Date Created. Tags: A really useful and sadly under-used Mac feature. The beauty of this approach is that if you choose to set Stacks up by Date Added, you can more easily look for that item you added last week, while sorting items out by Kind is a really practical way for visual thinkers to find PDFs, images or any other item quickly. And, of course, your Desktop no longer looks like a mess.[Also read: 10+ WFH tips for Mac users]The Mac search you'll always have with youSpotlight (Command-Space) is the go-too shortcut to search for items on your Mac. Designed to swiftly find and do things on your computer and to provide suggestions from online services and apps, it's a reliable tool that does its job well, which is why most Mac users rely on it. If you find you are searching for the same things frequently, you should save those searches in Smart Folders — intelligent folders that automatically update their contents with information gathered according to criteria you set. (Take a look at some advanced tips here).To access Smart Folders: Tap Command-Space and enter the frequently used search. Scroll down the results and select Search in Finder. A Finder window will open up with your term in the search bar at the top right of the window. (You can also run your search from within the Finder window, but I've become finger-automatic to use Spotlight.) Once you enter your search, you'll see the results in the Finder window. Look underneath your search term and you'll see a Save button, along with a + button. Tap Save, and you'll be able to save your search as a Smart Folder. A dialog box will appear that lets you name your search, select a place in which to save it, and a tick box that empowers you to add that Smart Folder to your Finder's Sidebar. If you want to adjust your search — perhaps by setting parameters around dates, or document types or other relevant rules, you do so by using the Plus button. In the future, you'll find those items you need swiftly simply in the Smart Folder you just created in the Sidebar. Don't forget, you can add any folder to your Sidebar to make it easy to find simply by selecting it and dragging it over to your Finder in the Favorite or iCloud section.For even more Mac productivity tips, check out 30 keyboard shortcuts Mac users need to know. Please follow me on Twitter, or join me in the AppleHolic's bar & grill and Apple Discussions groups on MeWe. Copyright © 2021 IDG Communications, Inc.

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