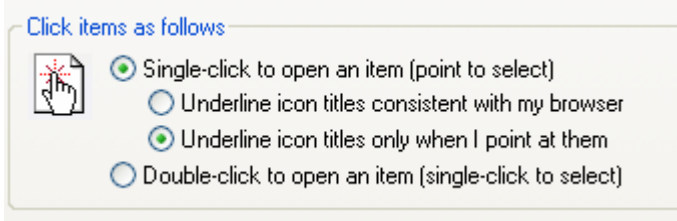
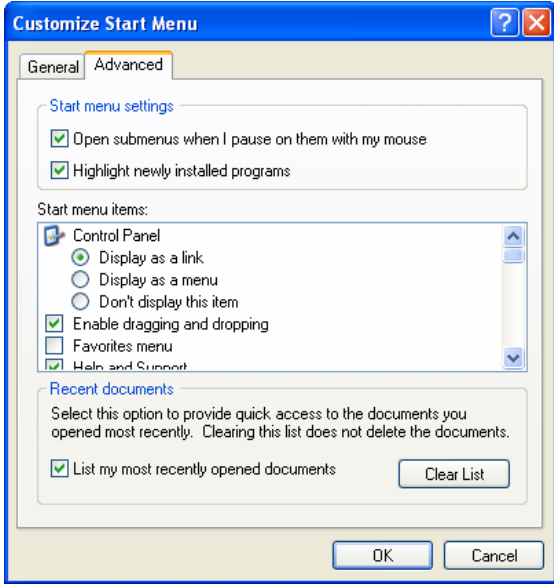
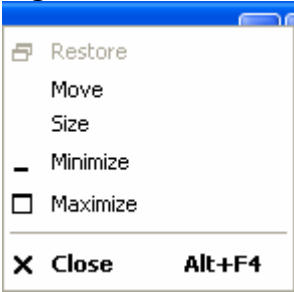







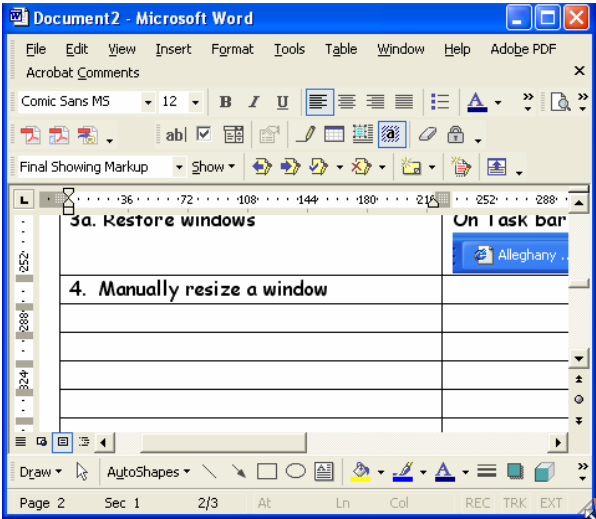
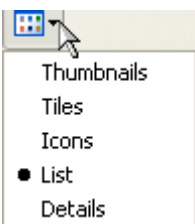
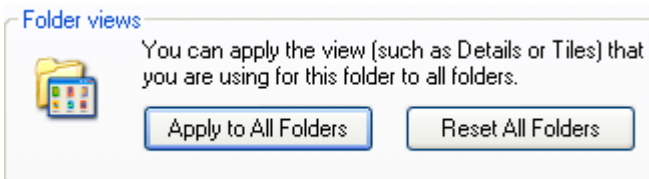
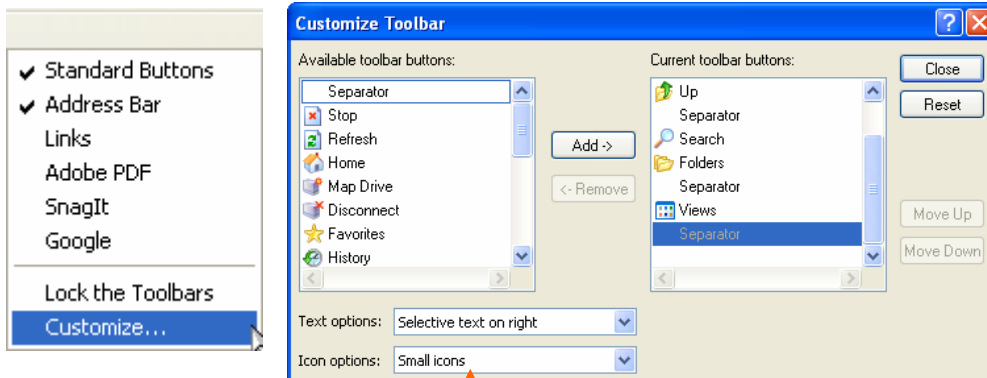
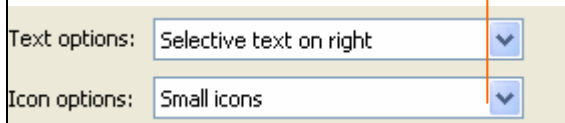
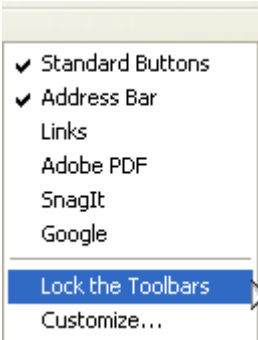

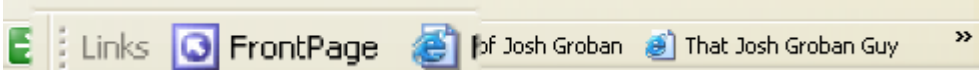




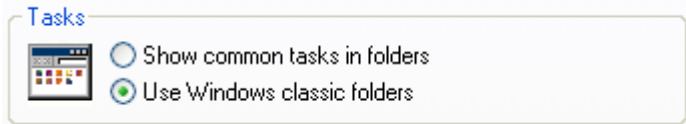
Computer Tips and Tricks

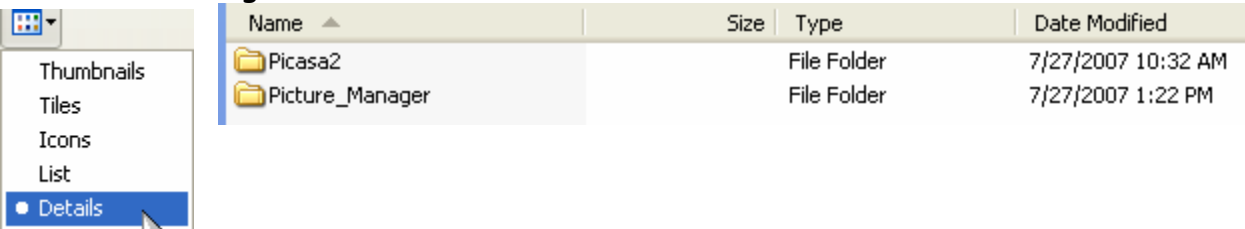
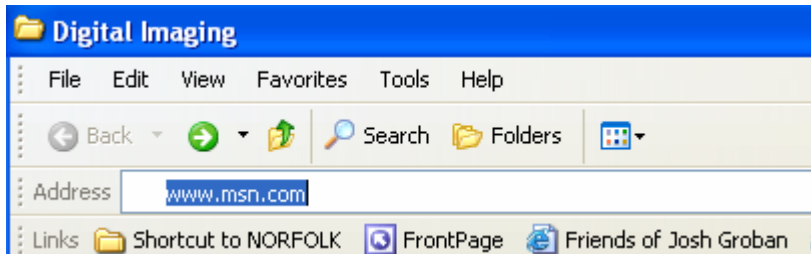
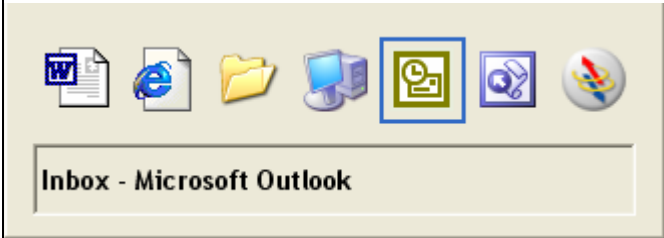
To	Do This:
1. Single-click rather than double-click	<p>Go to My Computer> Tools> Folder Options> General Tab</p>  <p>Choose 1st option</p>
2. Change links to menus	<p>Right-click Start; scroll to Properties>Start Menu Tab> Customize> Advanced; make personal choices</p> 

<p>3. Maximize, minimize, close windows</p>	<p>Right click on blue title bar; click choice</p>  <p>Use buttons on blue title bar:   </p> <p> = Minimize</p> <p> = Maximize</p> <p> = Close</p>
<p>3a. Restore windows</p>	<p>On Task bar, left click window to restore</p> 
<p>4. Manually resize a window</p>	<p>Grab the window at the lower right corner to resize proportionately or at one side or the bottom; click left mouse button, hold and drag to desired size</p> 

5. Change an application that opens a file	Right click the file; go to Properties; on General Tab, click Change; select the application you wish to use to open the file; click OK and then OK again
6. Change the way you view files	<p>From open window, click the Views button on the Standard Buttons Toolbar; choose preferred view</p> 
6a. View all files the same way	<p>From open window w/preferred view, on the Menu bar click Tools > Folder Options > View Tab</p>  <p>Click Apply to All Folders; click OK</p>
7. Add/Remove toolbar buttons	<p>Open window to which buttons will be added; right click on the Menu bar, scroll to Customize</p>  <p>Choose a button on the left to add, click add Choose a button on the right to remove, click remove; click close</p>
7a. Shrink toolbar buttons	<p>Open appropriate window; right click on Menu bar; scroll to Customize (above); in Icon options window, choose Small icons; click Close</p> 

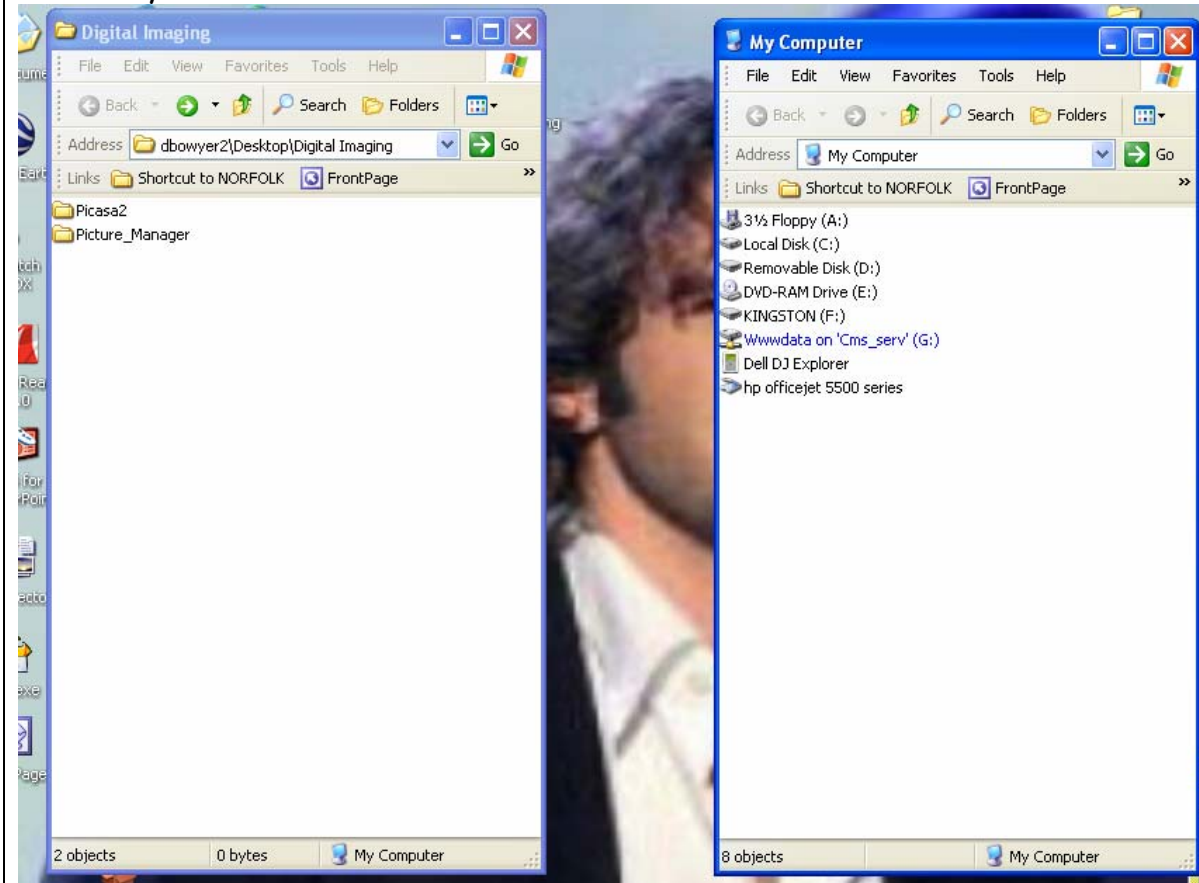
8. Organize icons on toolbar	Open window in which buttons will be organized; right click on Menu bar; scroll to Customize (above); in Current Toolbar buttons window, select the button to be moved & click Move Up or Move Down; click Close
9. Reset toolbars to Default	Open window in which buttons will be reset; right click on Menu bar; scroll to Customize (above); beside Current Toolbar buttons window, click Reset then Close
10. Lock the toolbars	Open window in which buttons will be reset; right click on Menu bar; scroll to Lock the toolbars 
11. Create links in a toolbar	Go to My Computer; right click toolbar; click Links; Links button appears on toolbar  Add favorite applications to links by clicking on application on desktop and dragging to links button 
12. Add folders to toolbar links	Add favorite applications to links by clicking on folder and dragging to links button 
13. Change icons on links toolbar	Right click on icon, click Properties; on Shortcut tab, click Change Icon, locate preferred icon, click OK and then OK.
13a. Remove icons from links toolbar	Right click on icon, click Delete

14. Choose scrolling options	<p>Right click on scroll bar; make choice;</p> 	<p>OR use keyboard—Page Up, Page Down, Home, End, Up Arrow, Down Arrow, OR use mouse wheel</p>
15. Customize folders to content	<p>Right click folder; click Properties > Customize tab</p> <div data-bbox="703 544 1159 1141"> </div> <p>Add picture to folders in Thumbnail view Change folder icon</p>	
16. Apply folder templates	<p>Right click folder; click Properties > Customize tab (above); check box: Also apply this template to subfolders</p>	
17. Customize a folder's look	Same as # 15	
18. Turn off the task pane	<p>Go to My Computer > Tools > Folder Options > General tab;</p> <div data-bbox="751 1344 1432 1466">  </div> <p>choose Use Window Classic Folders; click OK</p>	

19. Set folder to open in own window	Select folder; press Control key (Ctrl) + Enter
20. View a file's details	<p>Select folder; go to View button, click Details</p> 
21. Browse internet from any window	<p>Go to My Computer; right click Menu/Toolbar; click Address Bar; type web address in Address window; click Go or press Enter</p> 
22. Use pop-up taskbar buttons	<p>Press Alt + Tab; to toggle among open applications/documents, press Alt + Tab, Tab, Tab, etc. until desired application/document appears</p>  <p>Toggle among all 7 applications/docs.</p>

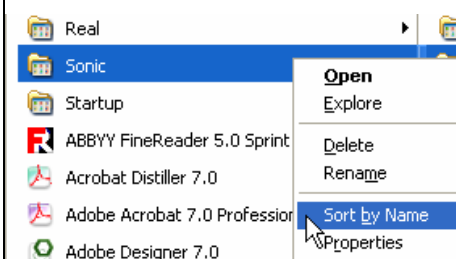
23. View windows side by side

Open first window; press Control (Ctrl); right click second window, click Tile Vertically


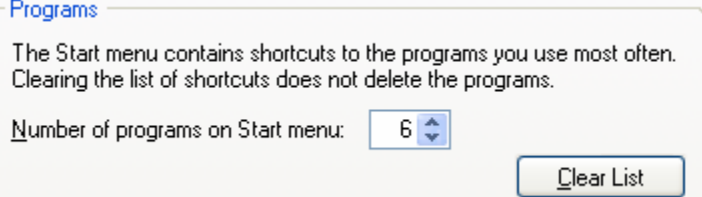
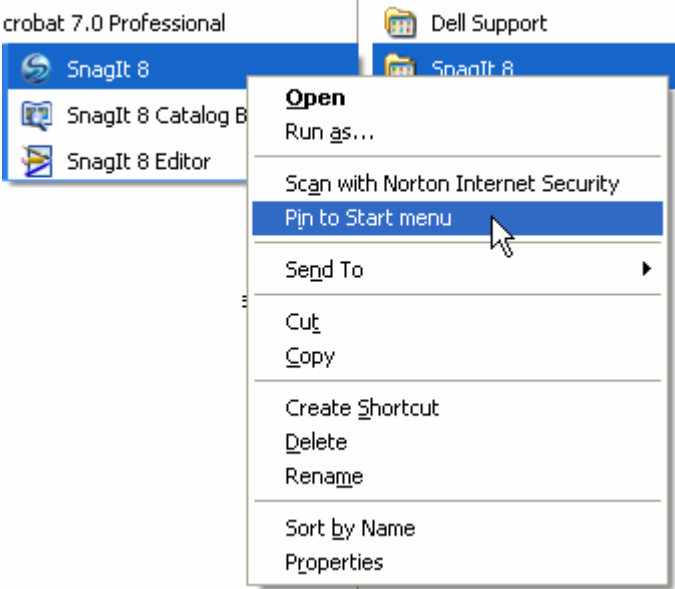


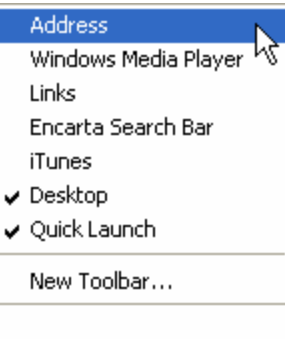
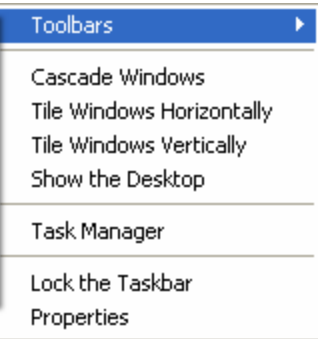
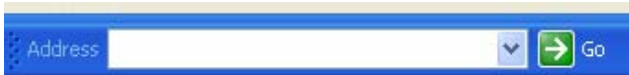
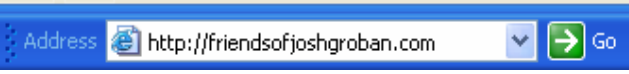
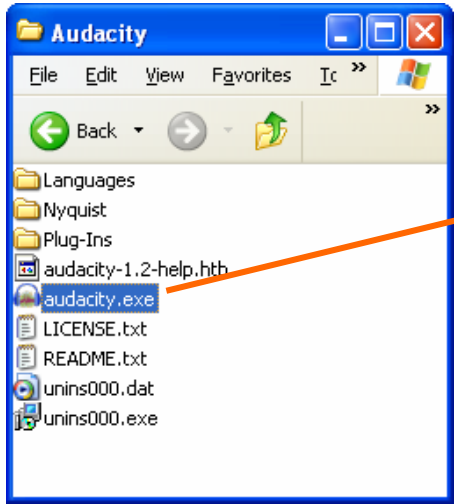
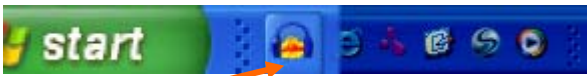
24. Create A-Z program menu

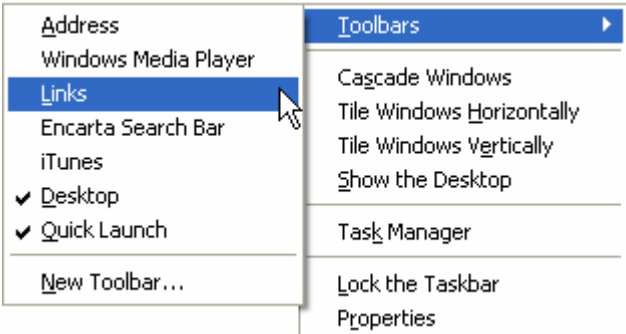
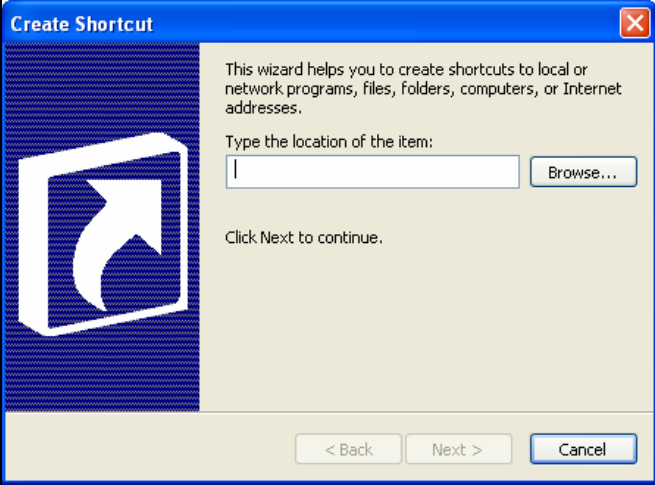

Go to Start > All Programs; right click anywhere in the programs list; click Sort by name

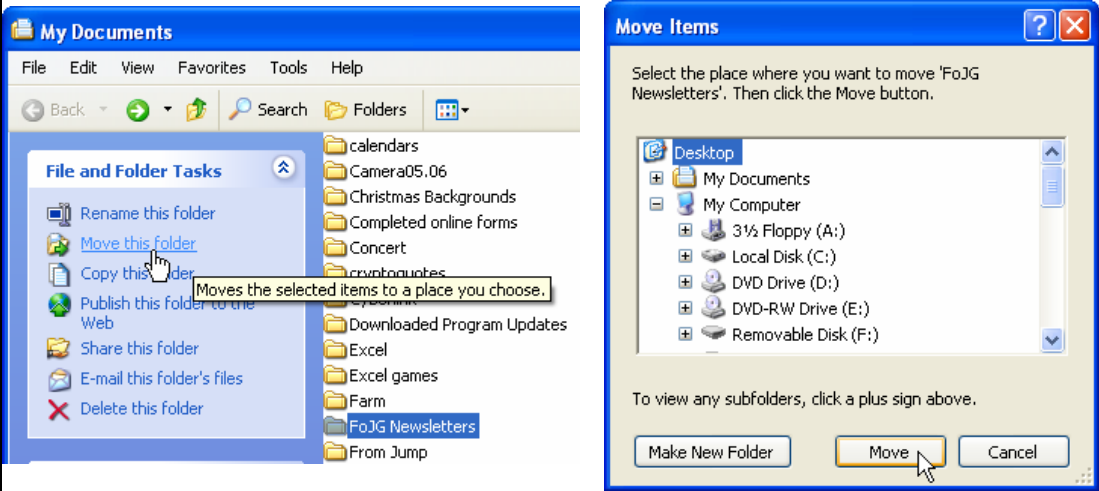


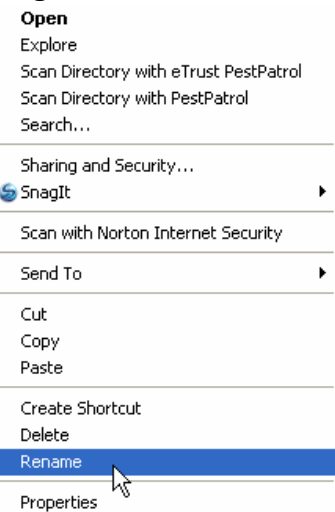
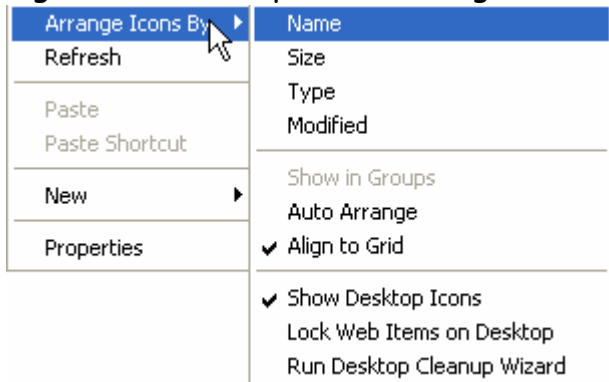
Program list should now be alphabetized

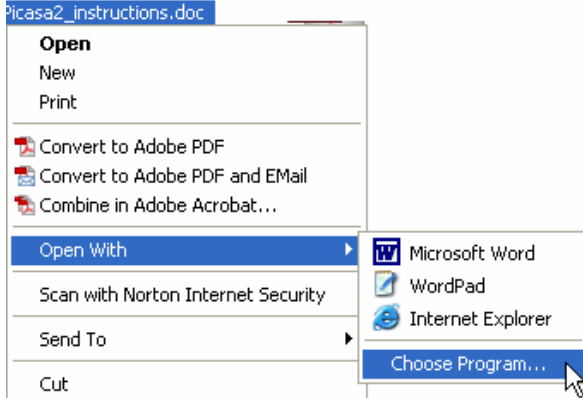
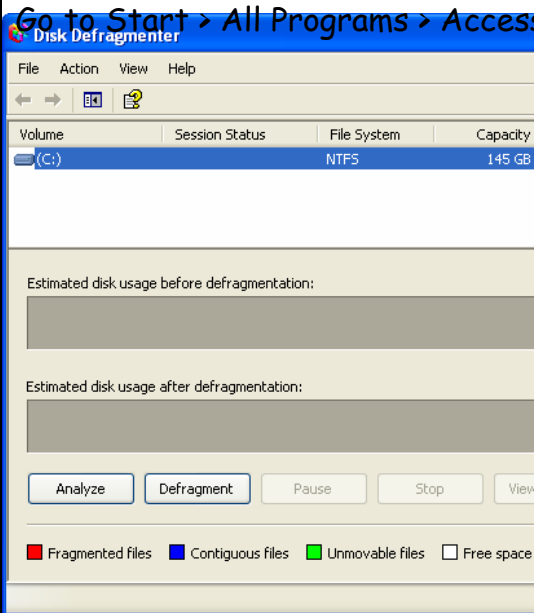
25. Revert to classic Start menu	<p>Right click on Start > Properties > Start Menu tab; choose Classic Start menu; customize as desired with Customize button</p> 
26. Add programs to Start menu	<p>Repeat above directions; click Customize button ;</p>  <p>Use up arrow to increase number of programs listed on Start Menu</p>
27. Pin program to Start menu	<p>Go to Start > All Programs; right click program to be pinned to Start Menu > Pin to Start menu</p> 

<p>28. Launch a web page from taskbar</p>	<p>Right click taskbar > Toolbars > click Address</p>   <p>Address window appears</p>  <p>Type in desired web address; click Go</p> 
<p>29. Launch applications from taskbar</p>	<p>Go to My Computer > C drive >Program Files; locate application to be added to taskbar;</p>  <p>Click application; drag to Quick Launch portion of taskbar next to Start button</p>  <p>Quick Launch must be enabled on Taskbar Toolbars (See below)</p>
<p>30. Stretch/hide/move taskbar</p>	<p>Hover mouse over taskbar until two headed arrow appears \longleftrightarrow; hold down left mouse button and drag taskbar to preferred height; to move taskbar to top, left or right side, left click and hold mouse on taskbar and drag to desired location.</p>

<p>31. Place desktop & internet favorites on taskbar</p>	<p>Right click taskbar > Toolbars > click Links, Desktop</p> 
<p>32. Change desktop theme, wallpaper, screensaver, appearance, settings</p>	<p>Right click anywhere on desktop > Properties > appropriate tab; make changes; click Apply</p>
<p>33. Set web page to appear on desktop</p>	<p>Right click anywhere on desktop > New > Shortcut</p>  <p>Type web address in location window; click Next; type a Name for the shortcut; click Finish. Shortcut to web page appears as Desktop internet icon</p> 
<p>34. Change pointer scheme</p>	<p>Go to Start > Control Panel; double click Mouse icon; click Pointers tab; choose preferred scheme; click Apply</p>

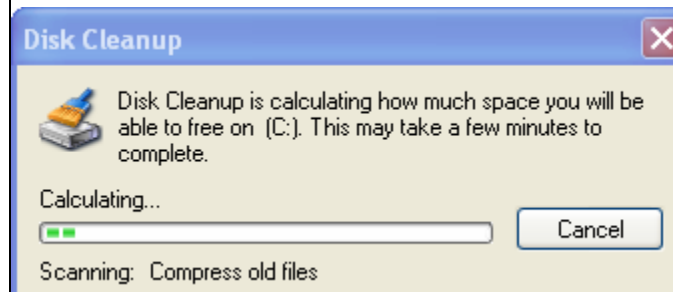
<p>35. Move file/folder using Task Pane</p>	<p>Locate file/folder to be moved; click <i>Move this folder</i>; choose new location for file/folder</p>  <p>The image shows two windows from Windows XP. The left window is 'My Documents', displaying a list of folders on the right and a 'File and Folder Tasks' pane on the left. In the tasks pane, 'Move this folder' is highlighted, with a tooltip that says 'Moves the selected items to a place you choose.' The right window is the 'Move Items' dialog box, which prompts the user to 'Select the place where you want to move 'FoJG Newsletters''. It shows a tree view with 'Desktop' selected at the top. At the bottom, the 'Move' button is highlighted with a mouse cursor.</p>
<p>36. Copy file/folder to new location</p>	<p>Follow directions above, but click <i>Copy</i> this folder</p>
<p>37. Add shortcut icons to desktop</p>	<p>Right click anywhere on desktop > New > Shortcut (see #33); browse to location of program, folder, file to be placed on desktop; click Next; name shortcut; click Finish OR Go to Start > All Programs; right click on application for shortcut; go to Send to > Desktop (create shortcut)</p>

38. Change a shortcut's name	<p>Right click shortcut; click Rename; type new name in highlighted box</p> 
39. Arrange icons	<p>Right click desktop; click Arrange Icons By; make choice</p>  <p>Name, Size, Type, Modified, Auto Arrange, Align to Grid</p>
40. Select items in a folder	<p>All items—select one item; press Ctrl & A Consecutive items—select first item; hold down Shift key; select last item Random items—select first item; hold down Control key (Ctrl) while selecting remaining items</p>
41. Rename files/folders	<p>Right click file/folder; click Rename; type new name in highlighted box; Open file/folder cannot be renamed</p>

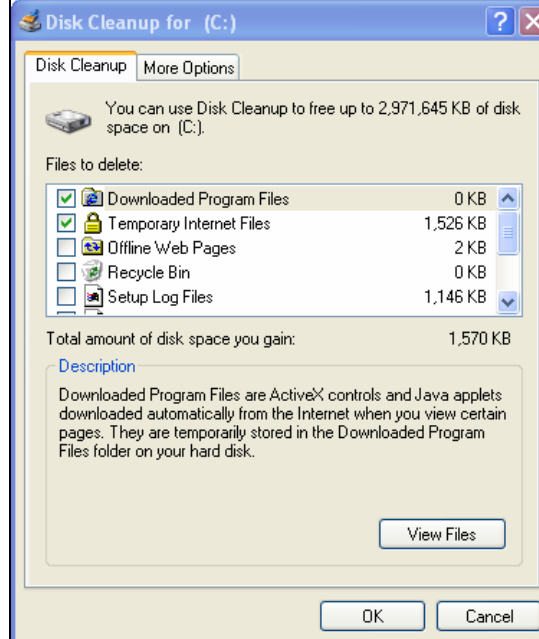
41a. Open multiple files/folders/applications	Select first file/folder/application; hold down Control key (Ctrl), select other files/folders/applications; press Enter
42. Speed launch favorite applications	Right click on application icon, e.g. Word; go to Properties > Shortcut tab; in Shortcut Key window, type in keyboard letter to be used to open Word; Ctrl+Alt and keyboard letter appears; click Apply
43. Choose program to open file	<p>Right click on file; go to Open With > Choose Program; choose from list or Browse; click OK</p> 
44. Defragment drives	<p>Go to Start > All Programs > Accessories > System Tools > Disk Defragmenter; Choose drive to defrag; click Analyze; computer will determine whether drive needs defragmenting</p> 

45. Clean up hard drive

Go to Start > All Programs > Accessories > System Tools > Disk Cleanup



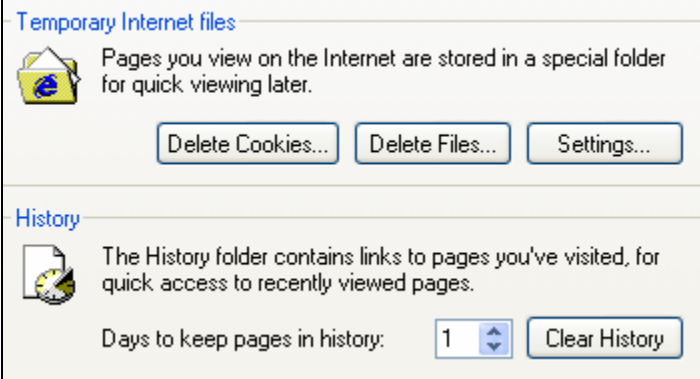
45a. Clean up hard drive



Check files to be deleted; click OK

46. Clear web cookies, files, history
Do this each time you close your internet browser!

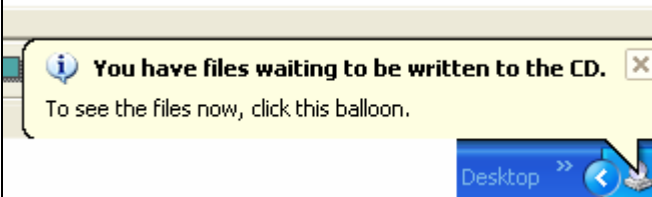
Go to Start > Control Panel > Internet Options icon;



1. Click Delete Cookies, OK
 2. Click Delete Files, check Delete all offline content; click OK
 3. Click Clear History, click Yes
- Change number of days to store pages in History if desired.

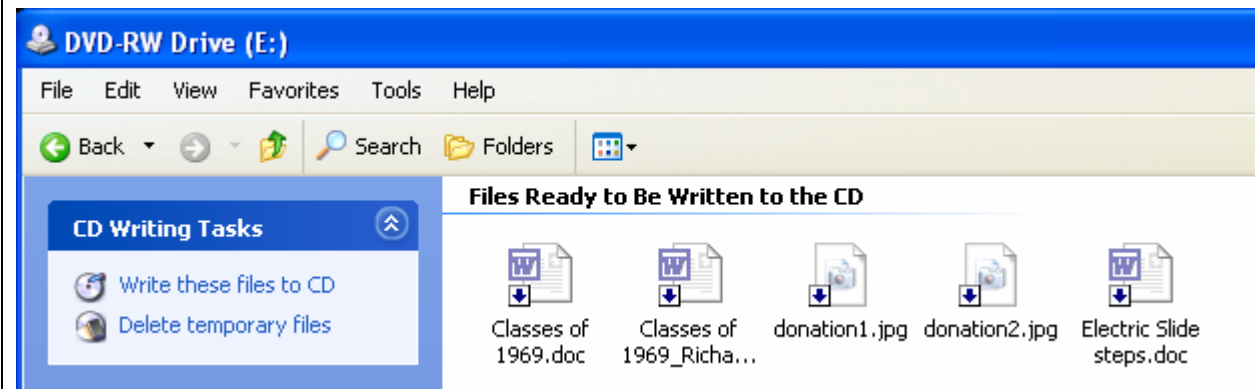
47. Burn files to CD

Select files (see #40); right click one selected file; go to Send to > CD drive;



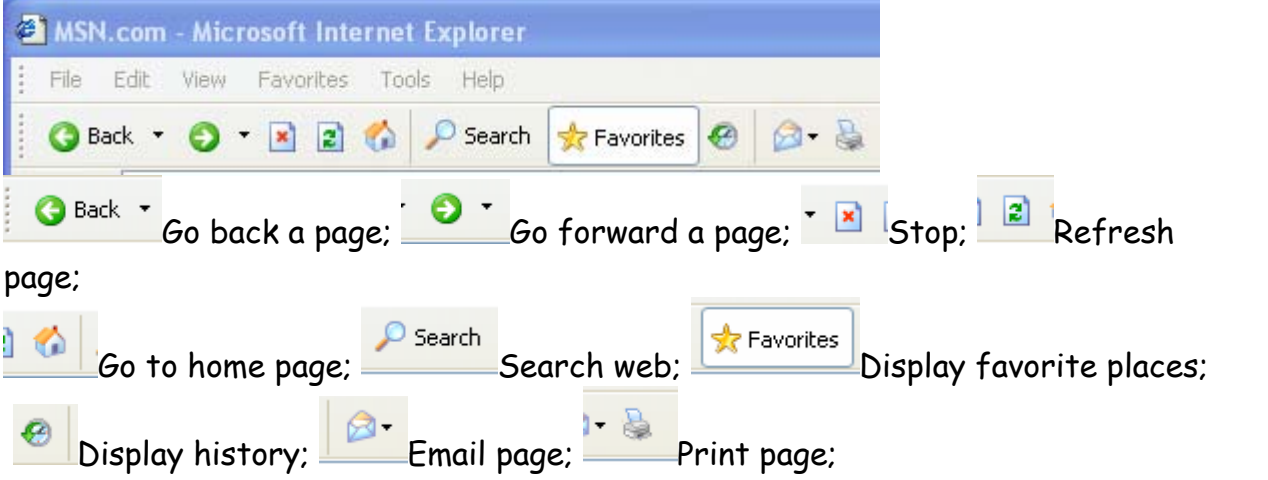
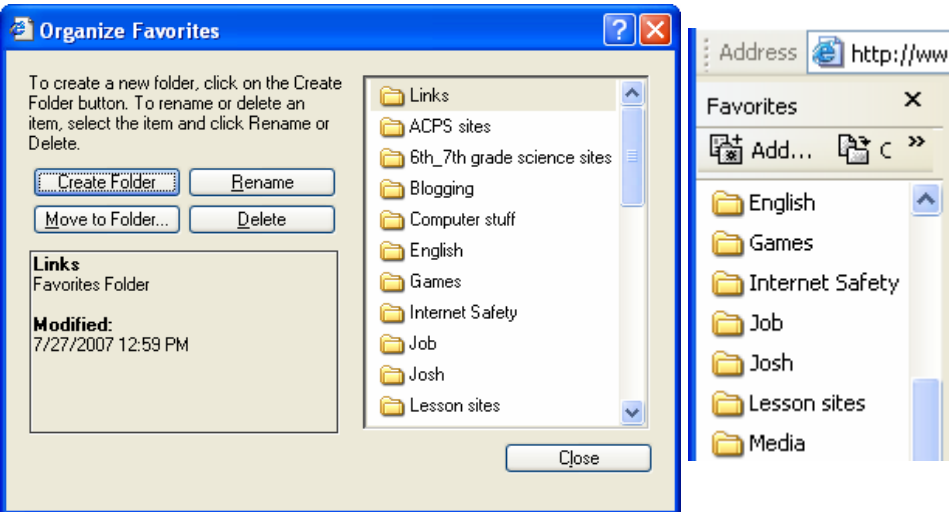
Message balloon appears on taskbar. Click balloon to continue.

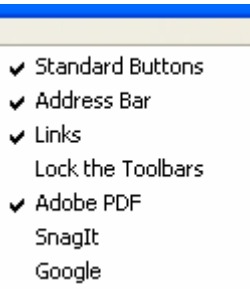


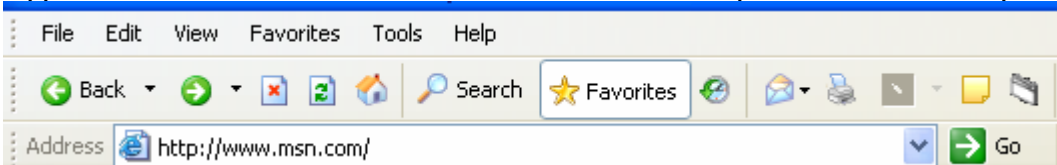

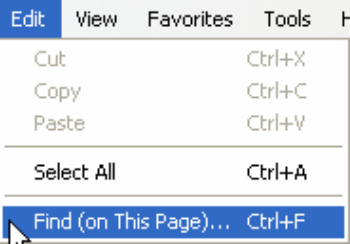
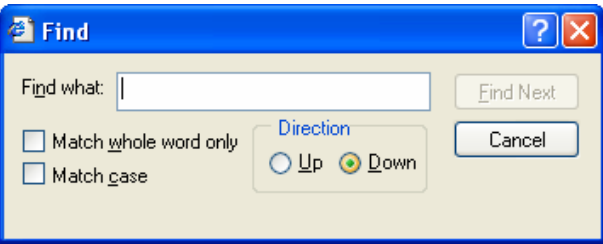
Drive window below appears:



Click Write these files to CD; follow Wizard instructions

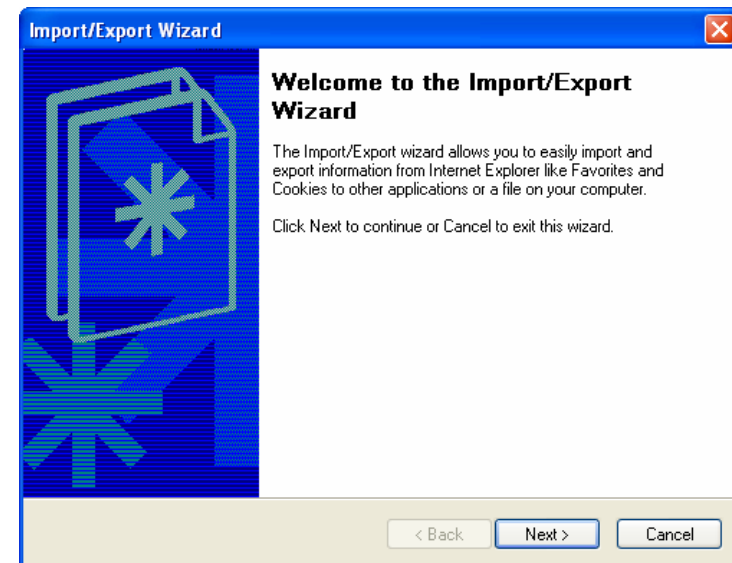
Internet Tips and Tricks

<p>Toolbar</p>	 <p>MSN.com - Microsoft Internet Explorer</p> <p>File Edit View Favorites Tools Help</p> <p>Back Go back a page; Forward Go forward a page; Stop; Refresh page;</p> <p>Go to home page; Search Search web; Favorites Display favorite places;</p> <p>Display history; Email page; Print page;</p>
<p>To:</p>	<p>Do this:</p>
<p>1. Organize Favorites</p>	<p>Go to Favorites on toolbar > Organize Favorites > Create Folder; Name folder, click Close</p>  <p>Sites are now organized into easy to locate folders.</p>

2. Add Links to toolbar	<p>Right click on toolbar; check Link</p>  <p>Links appears on toolbar:</p> 
2a. Add favorite site to Links	<p>Click and drag link from Favorites folder to Links on toolbar until [] appears on Links button</p> 
3. Go to a specific web site	<p>Type web address in address window; click Go or press Enter on keyboard</p> 
4. Search internet for information	<p>Type keyword(s) in Search window; click Search Web or press Enter on keyboard</p> 
5. Search web page for information	<p>On the selected web page, go to Edit > Find (on This Page); click; Type keyword in Find what window; Explorer scans page for info.</p>  

6. Import/Export Favorites list

Go to File > Import and Export, click; Import/Export Wizard appears; click Next & follow Wizard instructions



7. Use text zoom on web page

On selected web page, go to View > Text Size, click; choose size of text preferred

8. Save image from web page

Right click on image; go to Save Picture As...; choose location for saved image (Save in), give image a File name, choose image Save as type; click Save.

