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ReadyNetGo ... News

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<http://www.readynetgo.net>

TIP OF THE MONTH

Locate a website you recently visited even if you can't remember the name ...

Click on the drop down box next to the HTTP: box if you manually entered the URL (website) or open your History folder by clicking on the **History** button on the Main toolbar when you open **IE**. For Netscape users, click **Communicator**, scroll down to **Tools** and then scroll over to **History**.

To sort your folders in **IE**, click the **View** button. Click the option to sort on and a list of websites appears immediately underneath. If the website doesn't jump out at you, click the search button and type in a keyword of what you're looking for. A list of websites you recently visited that includes this keyword will appear.

To adjust your history settings in **IE**, click on **Tools** on the main menu and scroll down to **Internet Options**. Under the **General** tab, you can change the number of days to store webpages visited by scrolling up or down next to Days to Keep Pages in History:

For Netscape, click **Edit** on the main menu, scroll down to **Preferences**. Click on **Navigator** in the left pane and under the **History** box, change the number of days in the Pages in History Expire After: box.

Shortcuts To Ease your "Work" Life

Organize Folders on your Start/Programs Menu

To alphabetize the list of programs and folders on your start menu, click **Start**, highlight **Programs**, slide your cursor to the right so the programs are visible and **right click anywhere without text or icons**. Choose **Sort By Name**. Your list will now be alphabetized with folders listed on top and programs at the bottom making it easier to locate the info you need.

Another way to organize your programs on the start menu is to create new folders grouped by category. For instance, you can create a folder called **Internet** and put shortcuts for IE, Netscape and any other browser you may have as well as any software you've downloaded for firewall protection, cookie blocking, or web utilities. Another example would be to create a folder for **Business** applications such as software for accounting/invoicing, taxes, or management utilities.

To create a new folder, follow one of the two examples below:

- 1) Open **Windows Explorer**, click the **+ sign** next to your **c: drive** to open the tree, click the **+ sign** next to **Windows** and then the **+ sign** next to **Start Menu** (continue next page).
'or'
- 2) Right click your **Start** button and click **Explore**. You're automatically sent to the Start Menu in Windows Explorer (continue next page).

WWW (Websites Worth Watching)

1. www.safechild.net - Safety tips and recall information for everything child related.
2. www.allmovie.com - Excellent review of movies, actors, directors & more. Includes biographies and awards.
3. www.kididdles.com/mouseum - Lyrics to favorite children's songs organized alphabetically or by keywords.
4. www.cyberspaceplace.com - Click on Presidents' Day Quiz in left gray panel for biographies of all '42' presidents.
5. www.foodsubs.com - Food substitutions galore ...

Time-Saving Shortcuts

To find past newsletter issues, go to: www.readynetgo.net/newsletter/

Under the Start Menu, click on **Programs**. In the right pane, you'll see all of the programs listed that you view when you click on Start – Programs on the Windows Taskbar at the bottom of your screen. **Right click** anywhere on the white background in the right windowpane. Choose **New – Folder**. Type a name for your new folder (such as Business) and hit enter. Your new folder will appear on the left pane. Left click and drag any applications from the right pane to this new folder. To test, click on Start, scroll up to Programs, slide your cursor over to the right so the Programs are visible and you should see your newly created folder.

When to use Ctrl-Alt-Del

When a program stops responding, hit **Ctrl-Alt-Del** (once only), highlight the program that has stopped responding and then **end task** – the program will close so you won't have to restart your machine - potentially losing unsaved data in other applications running when the program crashed.

When running **Windows 2000** you'll need to choose **Task Manager** after pushing **Ctrl-Alt-Del** to access currently running programs.

Move & Copy Files Easily

If you need to move or copy multiple files in windows explorer, use the **shift key** and your **mouse pointer** to select consecutive items or the **ctrl key** and **mouse pointer** to select items not adjacent to one another. When complete, left click and drag any item that is highlighted to the folder desired and all of the selected files will move simultaneously.

Add or Remove an Icon on your Office Shortcut Bar

The Office Shortcut Bar is an excellent place to access frequently used programs and utilities. To add an item to your Office Shortcut Bar, **right click on a blank area**. Choose **Customize**. A dialog box appears. Click on the **Buttons** tab and choose **Add File ...**. Locate the program that you want to add (look for a file name with an extension of .exe). Highlight the file and choose **Add**. An icon is automatically added to the Shortcut Bar providing you a shortcut for accessing this program. Note: You can also left click and drag the icon to the Shortcut Bar where you want the icon to appear.

To hide an item on your shortcut bar, follow the same procedure above to get to the Buttons tab on the Customize dialog box. If you **uncheck the box** next to the program, it will be temporarily removed from the list. To **delete the program** entirely from your computer including all folders, shortcuts and programs, click the **delete** button. If you just want the icon off the shortcut bar, simply uncheck the box. If at a later time, you want to use the shortcut, just click the box again and a check mark will appear. Click OK and the icon will reappear on the bar.

Create Shortcuts on your Desktop

Create a shortcut on your desktop for frequently accessed files. It's easy to do and when in a rush it'll save you a bit of time. When saving a document, choose **Desktop** when the **Save As** dialog box appears. Type in a name for your file and click the save button.

For creating a shortcut for a program on your desktop, open **Windows Explorer**, locate the program in the right pane and left click and drag it to **Desktop** in the left pane. A new shortcut for this program will appear as an icon on your desktop.