

## IN THIS ISSUE:

~ Organizing Your Data

## COMING NEXT MONTH:

~ Internet Searching - Tips & Tricks

# ReadyNetGo ... News

July 2002

<http://www.readynetgo.net>

## TIP(s) OF THE MONTH

### **A) View multiple files on your screen at the same time:**

1. Open the files you want to view.
2. Right click a blank area on the taskbar (bottom of the screen).
3. A menu appears. Choose either Tile Horizontally or Tile Vertically.
4. Your open programs will format to your choice.
5. To undo Tiling, repeat steps 2 and 3 but choose **Cascade** instead. The cascade function places your files one on top of the other on the screen. Another option is to press your maximize button in the upper right hand corner of each site.

### **B) Minimize all open programs to access your desktop:**

Simply press your **Windows button** (next to your Alt key) and the letter **M** on the keyboard. *To reverse this, press Shift - Windows key - M.*

### **C) Are you tired of looking at the same desktop?**

1. Click Start - Settings - Active desktop - Customize my Desktop..
2. Click on the **Background** tab.
3. Highlight an option & preview in the computer screen.
4. Click **OK** when you find one you like.

## Organize with Windows Explorer

*Where is that file? You know, the brochure on fundraising?!*

If Windows Explorer is used correctly, questions like this can be reduced considerably. To get the most out of Win Explorer, all you have to do is agree on a system of where you keep your files and how you name them and share the info with everyone in your office.

Most people will access their data from one of two directories even though most businesses will have multiple network drives. These two directories are: Personal or Users, which is password protected and a Shared directory, which can be accessed by everyone in the organization.

It is extremely important that the shared directory be well organized since many people need to access files throughout the day. If you set up common guidelines for naming files and folders, finding and opening files can be a breeze.

**Example:** Putting a marketing brochure in a folder named Data with 100 other files will be a chore to browse through. Instead, save the file in a subfolder named Marketing. You may even want to create another sub-folder under Marketing for Brochures. Then if you save your file starting with a 2 digit year, the brochure will be easy to find.

**Ex:** \\ Data \ Marketing \ Brochures \ 02FundraisingGala.doc



## WWW (Websites Worth Watching)

1. [www.fontface.com](http://www.fontface.com) - Free fonts to jazz up your documents.
2. [www.flights.com](http://www.flights.com) - Discount airfares. Compare with other sites for the best deals.
3. [www.nps.gov](http://www.nps.gov) - National Park Service; Investigate America's National Parks.
4. [www.timeout.com](http://www.timeout.com) - Info travel site on popular US and World cities - great ideas for dining & sites to see.

Creating multiple folders may seem like a time consuming task initially, but if a file is not accessed frequently or if more than one person needs access to it, you will see the benefits immediately by creating multiple folders and using descriptive filenames to store your data. As with most things in life, a little planning goes a long way ...

### How to Create Folders in Windows Explorer -- the Easy Way!

1. Open Windows Explorer.
2. In the left pane, highlight the folder where you want a subfolder added. Ex: My Documents.
3. In the right pane, **right click** anywhere that doesn't have writing.
4. A menu appears. Scroll to **New** and choose **Folder**. A folder with highlighted text appears.
5. Type in a name for your new folder and press Enter.
6. This new folder will now appear in both the left and right panes on your screen.

### Show File Extensions

File extensions are just as important as filenames at times. Extensions tell you what format the current file is in; so if you are looking for a particular type of document, the extension may be more helpful than the actual filename. (Especially if you have two files such as 02budget.doc and 02budget.xls. With extensions showing, opening the correct file is a quick click.) To make sure that Windows Explorer is showing extensions:

1. Open Windows Explorer.
2. Click View, Folder Options...
3. Click the **View** tab at the top.
4. Make sure that "Hide File Extensions for Known File Types" is unchecked.
5. Click OK.

As a refresher, check back to our **May 2001** newsletter for a list of common file extensions.

### Time-Saving Tip for Expanding Folders

If you have a lot of sub-folders under a main folder and you know that the file you want is buried deep within, try this quick tip which will eliminate having to press all those tiny + signs:

1. Open Windows Explorer.
2. Highlight the name of the folder (in the left pane) and press your **right arrow key**. This action opens all sub-folders under that main folder. (You can also press the asterisk key on your numeric keypad but be aware that the asterisk key will open up **ALL** folders that have a + sign; if you have many folders it will take a long time. Hint: Don't use the asterisk key to expand your C: drive).
3. To close all of the folders, press the **left arrow key** or the - (minus sign).

### Use a Source Folder for Downloaded Programs

Create a **Source** folder on your C: drive (Ex: C:\Source). When downloading a program, save the initial file in this folder. Then follow the instructions for installing the program to your hard drive. If you really want to be organized, **before** downloading a new program create a new folder under the Source folder with the program's name. This way you'll know what a cryptic file such as 2ene365.exe references.

**Last tip:** It's a good idea to name files without spaces (especially if you'll be uploading them onto the web). If it's more appropriate to add a space, then do so. If you're looking for emphasis, however, try using capital letters for the beginning of all words rather than emphasizing with a space.