

Here are some General tips for your convenience.

TO SCREEN PRINT THE ENTIRE SCREEN

Press PRINT SCREEN (PrtScn). Paste into Word or Paint

PRINT SCREEN FOR ONLY ACTIVE WINDOW

Press ALT+PrintScreen (PrtScn). Paste into Word or Paint

PRINT SCREEN OF APPLICATION FOR COMPUTERS WITH TWO MONITORS

Put cursor on application you want to copy. Hold the **Alt** key down while pressing **PrtScn** to capture only the active window. Paste into Word or Paint.

KEYSTROKES AND MESSAGE BOXES

Save yourself some mouse movement: When a message box appears on the screen asking you to click on an **OK** button to continue, most of the time you can press the **Enter** key to substitute for clicking the **OK** button. Or, pressing the **Escape** key usually works as a substitute for a **Cancel** button.

TO CLEAN YOUR KEYBOARD

Turn the keyboard upside down and over a trash can gently shake the keyboard to remove dirt from between the keys. To clean the keys take a Q-tip dipped LIGHTLY in rubbing alcohol. You can easily wipe the sides and tops of all your keys.

PASSWORD DO'S & DON'TS

- DO NOT use passwords that are based on personal information that can be easily accessed or guessed.
- DO NOT use words that can be found in any dictionary of any language.
- DO use both lowercase and capital letters; use a combination of letters, numbers, and special characters (The NTS network requires a combination of lowercase and capital letters and either a special character or a number).
- DO NOT EVER write your passwords on a piece of paper! This could be lost or seen by unfriendly eyes.
- DO NOT share passwords with fellow co-workers. This password is for you and you only. Anything you do is being logged with your name.
- DO NOT save your passwords in any application. Many programs offer the option of "remembering" your password. When this box pops up, select 'Never ask me again'. Anyone that has access to your computer could get into a program you have used previously and access your information. Protect yourself as well as NTS.
- DO lock your computer when you step away from your desk: i.e., for lunch, for the day, or just taking a break. It only takes a second for someone to destroy or corrupt your information.

PRINT PORTION OF WEB PAGE

Don't want to print an entire Web page – just a portion of it? Select what you want to print, go to **File, Print**. In your printer selection box, select **Selection**, then hit **Print**.

KILLING A WINDOW

Have you ever had one of those windows that misbehave? By "misbehave", you cannot get it to Maximize or Minimize. You do have some control with the standard Windows window control options. Click anywhere in the window and hit **Alt+Spacebar**. On the resulting menu, you can choose close and "kill" the window.

HOW TO RENAME A SERIES OF FILES

If you have a series of files you want to rename, but want to keep the sequence intact, here's how: Using Windows Explorer, locate the files. Be sure you're in "Details" mode. Go to the last file in the sequence and select it. Hold down the Shift button and select the first file in the sequence. All the files should now be highlighted. Go to File, Rename. You should now be able to rename the first file. Be sure to keep the file extension. All the files should now be renamed in sequence with the new appellation.

SHORTCUT LABELS

The solid box behind a shortcut label can be very annoying, especially if you have dozens of icons on your desktop. You can change this: Right-Click My Computer and choose Properties. Select the Advanced tab. Under Performance click the Settings button. This will bring up the Performance Options window. Under the Visual Options tab, click the Custom

button. You will see a list of check boxes. Check off the one that says "Use drop shadows for icon labels on the desktop". Then hit Apply and OK. After this is complete your desktop labels should be clear.

BASIC KEYBOARD SHORTCUTS

- **Alt + F** File menu options in current program.
- **Alt + E** Edit options in current program
- **ALT + TAB** To switch between open file or folder and program.
- **Ctrl + A** Select all text.
- **Ctrl + X** Cut selected item.
- **Ctrl + C** Copy selected item.
- **Ctrl + V** Paste
- **Ctrl + Home** Goes to beginning of document.
- **Ctrl + End** Goes to end of document.
- **Home** Goes to beginning of current line.
- **End** Goes to end of current line.
- **F1** Universal Help in almost every Windows program.
- **F2** To rename any selected file or folder.
- **F3** To search for files or folders on your computer.
- **F5** To refresh the active window.

CUSTOMIZE THE SPEED OF YOUR MOUSE

How fast do you move between programs and documents? Everyone's clicking habits and speeds are different. Follow these steps to change your mouse speed: Go to the **Start** menu and select **Control Panel**. Double-click **Mouse**. Click the **Buttons** tab. Under **Double Click Speed**, use your mouse to slide the arrow to the desired setting. Double-click the folder shown to confirm the setting before you click **OK**.

SET YOUR DEFAULT WEB PAGE

Do you spend most of your day online at a certain Web site? Set your Web browser to open to your favorite online spot by making it your default page. Follow these steps to set your Web browser default page: Log on to the Web site you visit every day. In Internet Explorer, click the **Tools** menu and select **Internet Options**. Under the **Home Page** section, click **Use Current**.

CHOOSE YOUR WINDOWS VIEWS

When searching through your files, such as those in your My Documents folder, you can view them in seven different ways: **Content**, **Tiles**, **List**, **Small Icons**, **Medium Icons**, **Large Icons**, and **Extra Large Icons**. Follow these steps to change the view of your lists: Choose the view that you want from the **View** menu or click the **More Options** button on the **Standard Buttons toolbar**. Click on the view you prefer.

MOVE PROGRAMS IN START MENU

You can drag and drop the shortcuts in the list of programs, just in case you want to move the most frequently accessed programs to the top. Just go to **Start**, **Programs** and then click and hold on a program or folder. Drag it and release to move it where you like.

REMOVE OR EDIT SOUNDS IN PROGRAM

There are many options or programs sounds that you may want to get rid of or replace with a different sound. For example: if you frequently start and exit certain programs with "welcome sounds", you may want to disable such sounds to create a more silent environment. Go to **Start**, **Control Panel**. Double click on the **Sounds** icon. Scroll through the list of event sounds and select the program and the related event that you want to modify. Use controls at the bottom to disable (set sound name to "**None**") or select a different sound. Click OK.

PRINTING FILES TOGETHER

You know the routine: you have several files to print, maybe even created in different programs. What do you do? Open each one and print individually? To print them all at the same time, go to the folder where the files you want to print are located, or if the files are in different folders, create a temporary folder on the desktop and copy the files to it. Hold down

the **CTRL** key and choose the files you want to print (or **CTRL+A** to select all). Right-click one of the highlighted files and choose **Print**.

TO SPEED UP YOUR COMPUTER

EMPTY THE TEMP DIRECTORY REGULARLY

After a short while, the temp directory fills up with hundreds of temp files that always get scanned over when Windows starts up and when programs launch. This slows everything down immensely. To delete Temp files, make sure NO programs are open, and make sure that you can see hidden folders. Double-click **My Computer**. Click on the **Tools** pull-down menu, **Folder Options**. Click on the **View** tab. Scroll down and click on **Show Hidden Files and Folders**. Click **OK**. Now you can go to the **C:\Users\Your login\AppData\Local\Temp** folder. Delete everything here.

EMPTY THE TEMPORARY INTERNET FILES REGULARLY

To empty Temporary Internet Files, go to **Start, Control Panel** and double-click the **Internet Options** icon. Choose to **Delete**, then select **Cookies** and **Temporary Internet Files**.

CHAIN LETTERS

Big companies don't do business via chain letters and there are no computer programs that track how many times an e-mail is forwarded, let alone by whom. Bill Gates is not giving you \$1000, and Disney is not giving you a free vacation. There is no baby food company issuing class action checks.

Spam Emails

Do not ever open an attachment, click on a link, or open a Zip file that is an email from the US Postal Service. This type of email contains spyware that will immediately infect your computer if you open it. Remember the US Postal Service does not have your email address. This also pertains to emails from Google Resume and Amazon wanting you to verify the shipping address. This is always spam. It will infect your computer as soon as you open the link.

HOW TO CREATE A TEXT FILE THAT CONTAINS A LIST OF THE CONTENTS IN A FOLDER

- 1) Click **Start**, point to **Programs**, and then click **MS-DOS Prompt**.
- 2) At a command prompt, locate the drive that contains the folder whose contents you want to list. For example, if you want to create a text file that contains a list of the contents of a folder on drive **C**, type the following at a command prompt, then press **Enter**:
c:
- 3) At a command prompt, locate the folder whose contents you want to list. For example, if you want to create a text file that contains a list of the contents in the Windows folder on drive **C**, type the following commands at a command prompt, and press **Enter** after you type each command:

```
cd\  
cd windows
```

- 4) Type the following command at a command prompt, and then press **Enter**, where *filename* is the name of the text file that you are creating:

```
dir > filename.txt
```

For example, if you want to create a file named Windowsfolderlist.txt, type the following command at a command prompt, and then press **Enter**.

```
dir > windowsfolderlist.txt
```

NOTE: The text file that you create is located in the folder that you are in when you follow these steps. In the earlier example, the Windowsfolderlist.txt file is located in the Windows folder.

- 5) Use a text editor, such as a **Notepad**, to view or print this file. This file could be converted to Excel if needed.
- NOTE: You cannot export or print a list of the files that are contained in a folder in Windows Explorer.