

LESSON 39

MAKE SAFE COPIES OF BOOKMARKS

WINDOWS PRINTER HELP FILE

Some of you have experienced the loss of your Web bookmarks or favorites as the result of a hard drive crash. Here's how to make a safe copy of your favorite Internet sites just in case.

For Microsoft Internet Explorer, select Favorites and then select Organize Favorites. Right-click on any file you want to save, and from the Send To dialog box choose your A: drive.

For Netscape Navigator, click on Start and then on Find. Select Files and Folders and type BOOKMARK.HTM. Now press the Enter key. You may only see Bookmark if your computer is set for a minimum view. When you find the BOOKMARK.HTM (or the BOOKMARKS file) right-click on it and select Send To. Send the file to your floppy disk, Drive A:. It's that simple.

Windows has a built-in printer help file called the Printer Troubleshooter. When your printer acts up or refuses to act at all, Printer Troubleshooter may help. Click on Start, then Help. In the Index box type PRINTERS and press the Enter key. Use your down arrow key to find Troubleshooting and press Enter. Now you can click on Click Here to start the troubleshooter. Troubleshooter gives you example of typical printer problems you might encounter and solutions for them. Printer Troubleshooter is very helpful.

See, that wasn't so hard, was it?

