

LESSON 70

EASIER E-MAIL/KEYBOARD CHARACTER OPTIONS

There are a number of programs available on the market today that help you use e-mail. Several of them allow you to add color, bold and underline your text to enhance the way your e-mail looks like when you send it.

Microsoft provides Outlook Express free with Windows 98. Using this program you can import information from an old address book like Eudora light or Pro. Here's how:

Open Outlook Express and click on File | Import | Address book. Now select the e-mail program from which you want to import the information. Now click on Import.

Outlook 98 allows you to accomplish the same data transfer by clicking on File Import and Export. Click on Import Internet Mail and Addresses and then click on Next. You can now choose to import e-mail messages, an address book or both. Outlook 2000 makes e-mail management even easier.

Other programs with the same features include Netscape Messenger, Netscape Mail, and Microsoft Internet Mail.

Here's a tip you'll find useful in both e-mailing and correspondence you create: You can change your keyboard setup from its default English Only setting to English International. Open Control Panel and then double-click on Keyboard. Click on the Language tab and take a look at the Keyboard layout setting. The default setting here is United States 101. Open that list box and select United States-International. Click on OK twice. If Windows asks you to insert your Windows 98 CD-ROM disk, you should be able to locate the necessary file in the folder C:\WIN98 on your hard drive.

Now you can use any of the five "assistance" keys:

- (1) Apostrophe (') creates an acute accent (é) over a character.
- (2) Back Quote (`) creates a grave accent (è)
- (3) Circumflex (^) creates a "hat" over a vowel (ô)
- (4) Double quote(") creates an umlaut (ë)
- (5) Tilde (~) creates a squiggle (ñ) e.g. Senior Sanchez.

To use those keys in a normal mode just press that key and then press the Space Bar once to enable that key's normal function.

