

LESSON 81

BETTER LOOKING WINDOWS HIGHLIGHTS

REPLY vs. REPLY TO ALL

Here is a Windows change that can make your Desktop and pull-down menus look better and stand out. When you highlight an icon on your Desktop, or right-click and open a pull-down menu, high-lighted items are blue in the standard Windows setup. Let's change that.

Right-click on the Desktop and select Properties. Open the Appearance tab. Click on the down arrow under Item and choose Selected Items. Click on the down arrow in the Color box and select your new color. If Windows gives you an option to select Others, click on in and create your own custom color setup.

Now you'll see highlighted Desktop items, selected items in Menus, and even e-mails highlighted in your e-mail program, all in the new highlight color you selected.

Have you noticed that you can select Reply, or Reply to All when you respond to an e-mail? There is a difference, and here's what you need to know.

Clicking on Reply will respond to the e-mail message and only the person that sent you the e-mail message will get the response. Clicking on Reply to All sends your response to the original e-mail Sender and every other recipient on the original message is included in the cc: box. The lesson here is that if you have something private to say to someone that sent you an e-mail message, use Reply, not Reply to All.

