

LESSON 98

CREATE EXPRESS E-MAIL - PRINTING WEB SITES

If there are a few people that you send e-mail messages to frequently, here's a shortcut that will speed up the process.

Right-click on an open section of your Desktop or click on the new folder. Double-click on the new folder and Right-click. Select New and then Shortcut. In the Command line: box type the line "**mailto:name@emailaddress.xxx**" (without the quotes". For example, "mailto: jeff@jefflevy.net" will bring up your e-mail program and start a new e-mail addressed to me. Click on Next, type in the name you wish to assign to that shortcut, and click on Finish. Add as many e-mail names and addresses as you need.

To send an e-mail to anyone on the list you just created, double-click on the E-mail folder and then double click on each name you wish to send an e-mail message to.

Both Microsoft Internet Explorer 4.0 and 5.0 allow you to include the background when you print Web pages. To do this in IE 4.0, open IE and click on View. Click on Internet Options and on Advanced. Place a check mark by Print Background Colors and Images.

In IE 5.0 you can find the same option by selecting Tools, Internet Options and Advanced.

This tip works best if you have a color printer. If your printer only prints black and white, you may find it really hard to read text printed on a busy black- and-white background.

