

LESSON 113

A COLLECTION OF SMALL AND USEFUL TIPS

When you find a Web site that you'd like to share with a friend, just e-mail the page or a link to the page. It's easy.

In Internet Explorer click on File and then on Send. Click Page by E-mail to send the page, or Link by E-mail to send the link. You can also create a Desktop shortcut to that page.

Shortcut keys provide a fast, single key access to programs, web sites, files and folders. Creating the shortcut is easy. Right-click on the Desktop and select New. Select Shortcut and in the command line box you can type a Web site, e.g., **www.jefflevy.com**, or a folder name, or you can browse to find a program like Excel.exe. You then type in a name for that shortcut and then click on Finish.

You can now right-click on the new shortcut, select Program, and click on the word "none" in the Shortcut key box. Press the F12 key to create F12 as a shortcut key.

When you open the properties box for folders and Windows programs such as Explorer, there is no option for assigning a shortcut key. The work around here is to create a shortcut by right clicking on that particular folder or Windows program and selecting Create Shortcut. Right-click on the new shortcut and then click on the Properties tab. You can now assign a shortcut key.

Finally, with Windows 98 and IE 5.0, you can convert a single pane folder window or a single pane My Computer window to a two-pane window. Just click on View and then on Explorer Bar. Select Folders and click on OK.

If you forget what you have in your clipboard, click on Start and then on Programs. Click on Accessories and then on System Tools. Open Clipboard Viewer to see the current contents of the clipboard. If you don't have Clipboard Viewer installed, go back to the Desktop and double-click on My Computer. Open Control Panel and then open Add/Remove Programs. Click on the Windows Setup tab. Highlight System Tools and click on Details. Scroll down to and then place a check mark next to Clipboard Viewer and click OK. Click OK again and Windows will install Clipboard Viewer. Windows may ask for your Windows 98 CD-ROM disk.

From within Clipboard Viewer you can save the contents of your clipboard by clicking on File and then on Save As. Give the clipboard content a name and location and you now have that content saved as a file.

You can copy a file by right clicking on it and selecting Send To. You have several choices of where to place the copy, including the A: drive and My Documents. Hold down the Shift key while you click on the destination for that file and Windows will move the file instead of just making a copy.

