

TEN TIPS TO ENHANCE YOUR COMPUTING PLEASURE

Beginners Kaffee Klatch
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1. **Turn Off Your Computer the Easy Way:** Rather than clicking on the “Start” button, going to “Turn Off Computer”, and finally selecting “Turn Off”, click on the Windows key, then press the “u” key twice. This three-stroke action will shut down your computer. (A keyboard shortcut for Vista is: Windows key, then right cursor key three times, then “u” once.)
2. **Make Your Taskbar Disappear:** To Auto-hide the Taskbar, right-click on an open area of the Taskbar, click on properties, and checkmark the Auto-hide box. Finally, click OK. When you want to see the Taskbar again, simply move your mouse pointer into the area that was vacated by the Taskbar.
3. **Customize Your Internet Explorer’s Toolbar:** You can customize your browser’s toolbars to display the buttons you use and remove those you don’t. There are also additional buttons, which aren’t displayed by default. To see what is available choose **Tools|Toolbars|Customize**, and add or remove buttons.
4. **Save Your Favorite Web Pages:** When you come upon a Web page that you would like to reference later, click on **Favorites** on the Menu Bar, click **Add to Favorites**, rename the Web page if you desire, then click OK.

A pile of Favorites makes a great way to bookmark your top-drawer Web sites for easy access, but eventually this constantly growing list of handy shortcuts can become as unwieldy as the Web itself. You can keep the *really, really* important sites—the sort you read day in and day out—at your fingertips. The **Links toolbar** atop your browser window cradles quick-click buttons offering direct connections to a handful of paramount pages. In addition, all Web pages stored in the Links folder are accessible from the **Taskbar** on your Desktop (right-click the Taskbar| click Tools| select Links).
5. **View Web Pages You Have Recently Visited:** If you’ve forgotten to add a frequently used web page to your Favorites, you may be able to find it by viewing your History list, which is a list of all the pages you’ve recently visited.

On the toolbar, click the **Favorites Center** button (the gold star that is located near the upper left corner of the browser page.) Click the **History** button. Click the day that you visited the website. In the list of websites that you visited on that day, click the target site.

You can change the way in which the websites you have visited are displayed. You can sort them by date, site name, most frequently visited, or most recently visited. To do this, click the arrow to the right of the **History** button, and then choose an option from the list.

6. **Get a Bigger View of a Web Page:** You will find that the less space your browser buttons take up, the more visible screen you have for surfing. The **F11** key will toggle to a full-screen view. When you need to access your browser's menu bar or address bar, simply press the **F11** key again.
7. **Share your Web Page Finds with a Friend Via Email:** When you are browsing the Web and you find a page that you would like to share with a friend or family member, send it to them. Choose **File** from your browser's Menu bar. (If IE does not display the Menu bar, click on the Tools icon and check "Menu bar.") Point to **Send**. Click on **Send Link by Email**. Your email program will load and you can type the recipient's email address and click Send.
8. **Use Print Preview to See What a Printed Web Page will Look Like:** Internet Explorer includes a Print Preview feature. Because a Web page doesn't have a fixed length, it can occupy many printed pages. Print Preview lets you see exactly what a printed Web page will look like. Select **Print Preview** from the File menu. You can then use the scrollbar to view the entire page, the Back and Forward arrows to view each page, or the down arrow next to the percentage field to scale the page view to a different size. Click **Print** to select a page range for printing or **Close** to return to the normal view.
9. **Add Web Page Links to Your Taskbar:** If you work connected to the Web, Links to some of your favorites give you the convenience of your browser being available without you having to give up the system resources that it uses. To add the Links bar to your Taskbar: Right-click on your taskbar. Select Toolbars and then click on Links.

To copy one of your favorite Web pages to the Links Bar: Open the target Web page. Click on Favorites on the Menu Bar. Click on **Add to Favorites**. Click on **Create in: Links**. Assign the Link a name that makes sense to you. Click OK.

When you click on the Links button that appears on your Taskbar, the target Web page will appear on the list. Single click on the Web page button and you will be taken to the Web page.

10. **Increase the Capacity of your Hard Drive Without Even Trying:** The default setting for how much space is dedicated to your Recycle Bin is ten per cent. You can reduce the amount of hard drive space the Recycle Bin uses by right-clicking the Recycle Bin icon, clicking Properties, and then dragging the slider bar on the Global tab. To decrease the amount of space it can use, drag the bar to the left and then click the OK button. By reducing the capacity of your Recycle Bin from 10% down to one or two per cent, you can significantly increase the amount of room available on your hard drive for important stuff.