

## **SESSION # 4 NOTES**

### **ICONS**

#### **Creating a shortcut (Icon) on the desktop**

Often we have a file or folder that we use on a daily or routine basis and it would be handy to be able to open this file quickly, without going through several steps. We can do that. We can create and place a “shortcut” to that file or folder onto the desktop, where it is then readily accessible for us to use.

Let’s say, for example, that we have file called “Medical” that we use to keep records of visits that we have made to doctors, dentists, etc. Using “Explore” (right click on Start, left click on Explore) we find our “Medical” file. We move the cursor to this file, hi-lighting it, and then right click on the file which brings up a menu. On the menu box that pops open move your cursor to “Send To” and a side menu will open. Move your cursor to “Desktop (create a shortcut)” and left click once on this option. Magically an icon for your Medical file will now be on your desktop. When we want to open the Medical file all that we have to do is to click on that icon.

#### **Deleting an icon on the desktop**

Want to get rid of an icon on your desktop? It’s simple. Put your cursor on the icon, right click, and from the menu box that pops up click “Delete”. And, remember, when you do this you are only eliminating the icon from the desktop; the file or program will NOT be deleted from your computer.

#### **Changing an icon**

Got an icon on your desktop that’s “ugly”, or you don’t like? Well, let’s change it. Put your cursor on the icon and right click. On the menu pop up click on “Properties”, and on the Properties menu box click on “Change an icon”. You will then have a hundred or two icons to choose from. When you find one you like simply select it with a left click and then click “OK”.

### **PowerPoint Viewer**

Did you ever get an email from a friend that had a file attached that you could not open? The problem may well be that the attached file was created with Microsoft’s PowerPoint and you do not have this program on your computer. Well, not to worry. Microsoft created a *free* program to alleviate this problem.

To put this simple little program on your computer follow these steps:

1 – In your URL box type: <http://office.microsoft.com/en-us/default.aspx>

2 – The Microsoft Office Online webpage should come up. If it does not then do a Google or Yahoo search for “Microsoft office Online”, and then, click on the link that will take you to the “Office Online Homepage”.

3 – Once on the “Office Online” homepage type “PowerPoint Viewer 2007” in the search box and click “search”.

4 – The results from your search should list “PowerPoint Viewer 2007” at the top of the next page. Click on this link.

5 – On the ensuing page, “PowerPoint Viewer 2007”, scroll down the the blue download bar and click on “download”. If a box comes up asking if you want to “run” or “save” the download, click “run”.

Note: If you are on hi-speed broadband it will take a minute, or two, to download the program. On DSL it might take up to 5 minutes. If you are using a dial-up-modem I suggest you just forget it, unless you have a lot of patience.

6 – After the program has downloaded to your computer you will be asked if you want to “run” the program. Click on “run”, click on “Run” and then click “Accept”. The program will then install itself and you are done.

## **EMAIL**

### **Cleaning an email before forwarding**

Ever get an email that had been forwarded a number of times and it was choppy, the word wrap all messed up, or it had a bunch of “carrots” (these little things: >>>>>) associated with it. You wanted to forward it on but it was so messy that you just deleted it. Well, when you get an email like this you can easily “clean it up” before you send it on, just as the last person should have done.

There are a number of free programs that will clean up an email. One of these is a free program called “Email Stripper”, and it is simple to use. To open Email Stripper you just click on the icon on your desktop. To clean up an email you just copy the portion you want to forward, paste it into Email Stripper and click Strip It. After it is finished click “Copy” and paste the email into a new email that you create.

To download Email Stripper just type “Email Stripper” in your browser’s search box. Several sites will come up where you can download the program, including Paper Cut and SnapFiles. Just click on the “download” button.

### **Addresses**

If you are sending an email to number of people consider using the “BCC” address box. By putting the name of each person you are sending the email to in the BCC box you will not “splatter” the email screen with all of their names.

Also, when forwarding an email why not take a moment and delete the names and addresses that show at the top of the email, and any unnecessary text.

### **Send To**

Did you know that you can create a letter, or document in your word processor, save it and then email it directly from where you have saved it? For example, if you wrote a letter using your word processor and saved it to your Documents folder you can go to that letter using Explore, hi-lite the letter, right click on it, move the cursor to “Send To” and in the next menu box click on “Mail Recipient”. Your email program will automatically start and all you have to do is add an address and a subject and press “send”. You can also email pictures using the same procedure.