

Icons, Shortcuts & Files

Tip #1

Use your RIGHT mouse button when dragging and dropping icons anywhere on your computer. When you release the button, a context menu appears ... just choose the option you want your system to perform. Move, Copy, make a Shortcut, or just cancel the operation altogether. If only surgery were that easy!

Tip#2

HOW TO SAVE A FILE: Click on File, Click Save As, My Documents will Open, you can save it to My Documents, or you can Create a New Folder, click the yellow folder with the asterisk in the top right corner, a New Folder will appear in the list, Enter the Name that you want to call it, such as My Family Pictures, My Recipes, My Investments, etc. and click on Save.

Tip #3

Clean up your icons. Why leave them strewn all over your computer screen ... do you like clutter? Can't find anything, can you? Just create a new folder by right clicking your desktop and choosing New, Folder. Name the folder "My Stuff" and then drag all of your icons into that folder. Now you can see your wallpaper again! Just open the "My Stuff" folder to access what was once a gaggle of icons cluttering your screen!

Tip#4

Windows is a real drag and drop affair. If you've never taken the time to experiment, try it now ... just click on an icon, and drag it to another location. If anything happens, you'll get a message box asking you "if you're sure you really want to do that." Answer yes or no. For example, drag an icon from your desktop down to the Taskbar at the bottom of the screen, and release it. A new icon will be created on the Quick Launch Bar, if it's activated. To activate the button bar, Right click a blank area of the Taskbar, Select Toolbars, and be sure there's a check mark next to 'Quick Launch'.

Tip #5

A shortcut icon can point to a lot more than just a file or folder. It can also point to web sites, disk drives, your printer, and more. Remember, a shortcut doesn't change the location of a file--the shortcut is just a pointer that lets you open a file quickly. If you delete a shortcut, the original file is still there. Only the shortcut is