

Beginning/Internet/Email SIG July 13, 2009

Where is User Friendly?

The March 2009 User Friendly (in color) has been uploaded to the File area of [lacspc]:
<http://groups.yahoo.com/group/lacspc/>

To access/download the file you'll need to sign-in with your Yahoo! ID and Password.
The file is located at the bottom of the File list and is labeled:
UF-2009-03.pdf
User Friendly: March 2009 (Current Issue)

If you need more information on downloading the file, go to:
<http://members.dslextreme.com/users/lacspc.org/getuf.htm>

Have a problem - please contact me off-list.

www.lacspc.org

Make a very long URL into a short one.

www.tinyurl.com

TinyURL was created!

The following URL:

http://www.google.com/search?source=ig&hl=en&rlz=1G1GGLQ_ENUS336&q=griffith+observatory&aq=0&oq=griffith+

has a length of 105 characters and resulted in the following TinyURL which has a length of 25 characters:

<http://tinyurl.com/lf2vcx>
[Open in new window]

Or, give your recipients confidence with a preview TinyURL:

<http://preview.tinyurl.com/lf2vcx>
[Open in new window]

Make a shortcut button (of a Website) on the "links bar".

Click on Favorites/add to favorites.
In "Add to Favorites" dialog box, in "create in" find the "links folder."
Click ADD and the link button will show on the links toolbar.
To delete the button; right click and click Delete.

Notepad /WordPad

Both programs are text editors that are included with the Windows operating system.
Start/All Programs/Accessories

Notepad is the most basic text editor that you can use to create simple documents.
It does not give you text formatting options. For example, you cannot change the font size or make the text bold.
Notepad is a good choice for creating Web pages (HTML documents) and writing scripts.
The most common use for Notepad is to view or edit text (.txt) files

WordPad is similar to Notepad, but gives you more formatting options. You can use bold and italics formatting, and change the font, size, and color of the text. You can also [create bulleted lists](#) and center and justify paragraphs.
WordPad allows you to save documents as either basic text (.txt) files or rich text format (.rtf) files.
Saving a document in the rich text format will keep all the formatting you have done to the text, while saving it as a basic text file will remove all text formatting from the document.
For more formatting options use a program such as Microsoft Word.

Make new folder on desktop.

Right click on desktop/new/folder/type in name.

Make shortcut on desktop.

Start/all Programs/right click on program

Send to desktop (create shortcut)

Show desktop: Windows key + D

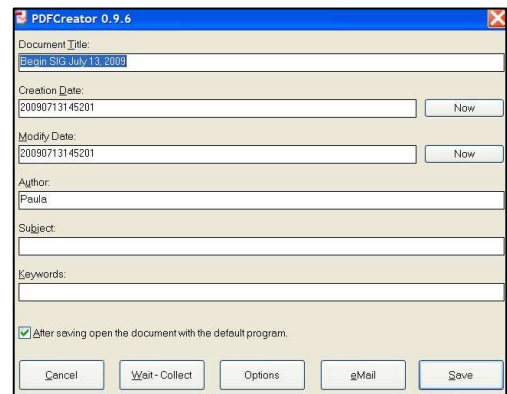
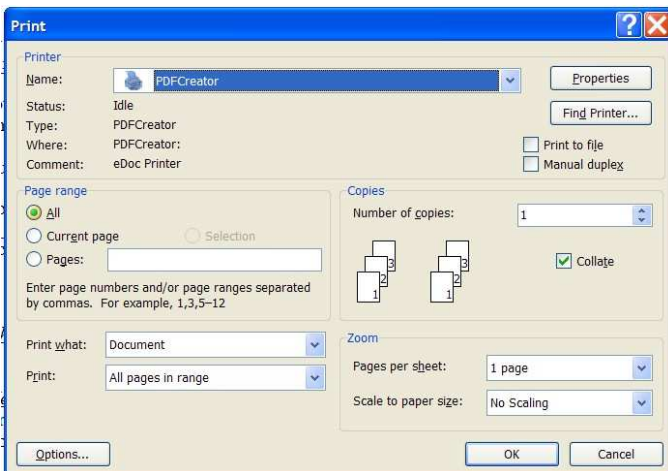
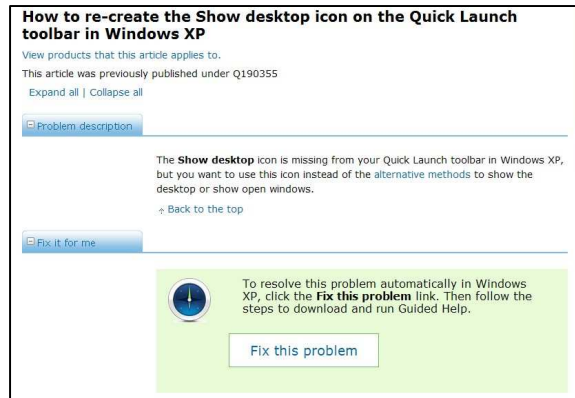
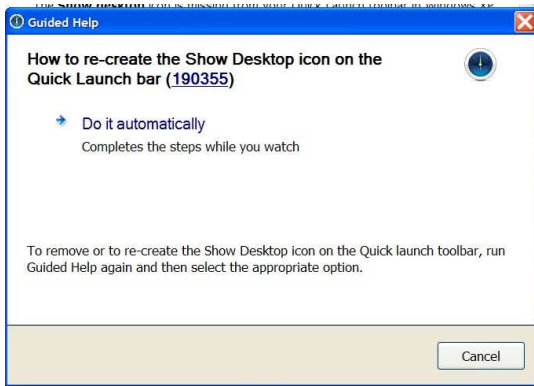
Show Quick Launch:

Right click Start/properties/Taskbar

Check box: show Quick Launch

How to re-create the Show desktop icon on the Quick Launch toolbar.

[Http://support.microsoft.com/kb/190355#AltMethods](http://support.microsoft.com/kb/190355#AltMethods)



Create PDF files using PDF Creator:
<http://sourceforge.net/projects/pdfcreator/>

Paula Van Berkom