

File Management

Save All Documents to My Documents

For ease of backing up files, all documents are to be saved in My Documents. If you have an application that is not set to automatically save to My Documents, you can change this:

1. Open Word and go to Tools – Options.
2. Click on the File Locations tab. Documents should be set to save to C:\My Documents
3. If it does not, highlight the line and click Modify.
4. Go to C:\ and double-click My Documents and click OK.

PowerPoint, Access, and Excel are a little different from Word.

1. Open PowerPoint – go to Tools – Options.
2. Click on the Save tab and make sure the Default file location is set to C:\My Documents\ - if not, type it in and click OK.
3. Open Access – go to Tools – Options.
4. Click on the General tab and make sure the Default database folder is set to My Documents. If not, type it in and click Apply – OK.
5. Open Excel – go to Tools – Options.
6. Click on the General tab and check out the Default file location to make sure it is set as above, etc.

Creating new folders in My Documents

1. You may want to organize your files within My Documents. For example, a folder for quizzes, a folder for tests, a folder for PowerPoint presentations, etc.
 - Open Windows Explorer – scroll to My Documents and double-click to open.
 - Go to File – New – Folder. Type in a name for your folder and click Enter.
 - You can now drag any files into the folder

Adding your Network Folder to the Send To Menu

Another easy way to backup your My Documents folder is to add a shortcut to the Send To menu. That menu is the one you see when you right-click on a file or folder. Make sure you have logged on to the Network before proceeding. To add your folder:

1. Right-click on the Start button and choose Explore.
2. Double-click the M drive and locate your folder.
3. Right-click and choose Create a Shortcut. You will be asked if you want it placed on the Desktop. Choose OK.
4. Now, use the Restore/Maximize button to shrink the window down part way.
5. Your shortcut should be on the Desktop. Right-click and Rename your folder as it is named on the network.
6. Back in Windows Explorer, scroll up to find the Send To folder.
7. Drag your folder from the Desktop and drop it into your Send To folder.
8. Double-click the Send To folder to see your network folder.
9. To try it out, scroll up to My Documents and double-click to open the folder. Right-click on any file and choose Send To. Your network folder should be there.
10. This is great to have when traveling from room to room and you do not care to drag lots of disks or your laptop. You can access your Network folder from any computer as long as you are logged in.

Backup Files

1. It is best to backup all documents, address book, favorites, and your own web page files once a week. Choose a day, mark a disk and put it in a place where you know you will see it every day. Remember to save all documents to the My Documents folder for easy backup.
2. Rule of thumb: If it's worth keeping, keep it in at least two places. The hard drive, of course, and one of the following options:
 - Save to a floppy disk
 - Save to a Zip disk

- Save to a network folder

3. Network folder:

- Never try to save your entire hard drive to any folder or Zip disk.
- Save only the items mentioned above.
- You must log onto the network in order to get to the server where your folder is located (M Drive).
- Open Windows Explorer (right-click on Start and go to Explore).
- Find your folder entitled My Documents. Right-click on the My Documents folder and choose Send To. Find your network folder in the list and click. All contents are now saved to the network folder.
- Do the same for Favorites, and any web page that you have authored.

Backup your Favorites and Address Book

1. Internet Favorites can be important to you if you have spent time researching and finding sites for your curriculum.
 - In Windows Explorer, scroll to Windows – Favorites.
 - Right-click and choose Send To floppy or Zip.
2. Your Address Book is another important backup.
 - The best way to do this is to actually export the address book onto a separate floppy.
 - Go into Outlook Express and choose File – Export – Other Address Book.
 - Choose the Text File (Comma Separated Values) and click Export.
 - Insert the floppy disk and type in a:\address book
 - Click Finish.
3. To Import Address Book
 - Insert floppy – open Outlook Express and choose File – Import – Other Address Book
 - Choose Text File (Comma Separated Values) and click Import
 - Type in a:\address book or click Browse – go to 3 ½ Floppy – click on All Files at the bottom.
 - Highlight the file and click Open. Click Next and follow the commands.

Cleaning up the Start Items (For Windows 98 or ME only)

Many error messages you receive are caused by too many applications running in the background. Most of these items are not needed and can be turned off. You still get to them in the Program area. An

example is Real Player. When this is downloaded, it automatically sets it to run in the background. To shut the background applications off:

1. Windows 98 – go to Run - type in msconfig and click OK.
2. Click on the Startup tab.
3. Uncheck applications that do not need to be running at all times.
4. Other examples are scanners and scanner lamps, digital camera software, Real Jukebox or any other media player. You will not want to remove any antivirus or As/400 Client (RDS). If in doubt, leave it checked. You will need to reboot the computer to apply the changes.

Protecting Your E-mail

Norton Antivirus 2000 and 2001 include a feature to protect your e-mail from viruses. You must turn this feature on:

1. Go to Start – Programs – Norton Antivirus – Norton Antivirus 2000 (or 2001)
2. Click on E-Mail Status and follow the instructions.
3. Once everything is properly set, you should see confirmation that e-mail is protected when you to into E-Mail Status each time.

Installing Programs

Remember to use the Add/Remove Programs when installing programs. Go to Start – Settings – Control Panel – Add/Remove Programs. Follow the instructions on the install wizard.

Task Scheduler

Use Windows Task Scheduler to schedule Scan Disk and Disk Defrag.

1. Go to Start – Programs – Accessories – System Tools – Scheduled Tasks.
2. Click on Add Scheduled Task and follow the wizard instructions.
3. Remember to choose a time when you know your computer will be running (not Friday's at 3:00 p.m.!!!).

Temp and Temporary Internet Files

You would be surprised to find out how much space you can free up on the hard drive by deleting these files.

1. Right-click on the Start button and choose Explore. Go to Windows – Temp – double-click to open.
2. Remember that any temp file with the current day's date will not delete. Make sure you are in detail view so that the date is visible. Click on Modify to put in date order.
3. Click on the first file that can be deleted to highlight.
4. Try this trick – move the mouse pointer to the end of the first file and click and drag to the bottom. All files will be highlighted. This is called the Lasso Technique.
5. Click Delete.

MS Office Shortcut Bar Customization

You can customize your Office Shortcut Bar with any program icons you frequently use. What to do if you can't find your shortcut bar:

1. Go to Start – Find – Files or Folders
2. Type shortcut bar in the Named: bar. Look in: should be set to [C:]
3. Click Find Now.
4. Scroll down and find the program named Microsoft Office Shortcut Bar.
5. Right-click and choose Send To – Desktop
6. Double-click the icon and the Shortcut Bar will open.

To customize:

1. Right-click on the bar in any area that does not have an icon.
2. Choose Customize

3. Click on the Buttons tab.
4. Uncheck any Button you do not want. Most people have the following: Internet Explorer, Outlook Express, Word, PowerPoint, Access, and Excel.
5. To add a File, click the button Add File.
6. In the Look In: bar, click on the arrow and choose (C) – Program Files.
7. Double click Internet Explorer and find the icon that executes the program and double-click. It will now show up as a button.
8. Follow the same procedure for Outlook Express, etc.
9. Click OK when finished.

Using the Print Screen key to Capture an Error Message, etc.

The Print Screen key is located in the upper right corner of the keyboard. Pressing this key captures anything on the screen. Once you press the key, do the following:

1. Go to Start – Programs – Accessories – Paint.
2. Go to Edit – Paste. You will probably get a message asking if you would like the bitmap enlarged. Click Yes.
3. At this point, you can print out the entire screen capture or part of it by using the Select tool (the square).
4. Click on the Select tool; draw a square around the part you want.
5. Click Copy – click File – New. Click No to save the first file. Paste into the new file.
6. You can either print or copy into a Word document.

Finding Files and Folders

Most of us use the Find tool to search for files. Many times, after finding the file, you need to access the folder in which you found the file. Instead of writing down c:\Programs Files\Microsoft

Office\Office\Tutorial (etc., etc., etc.), you can go to File – Open Containing Folder. This command opens My Computer showing the folder with all of its files.

An Internet Tip

There are many ways to scroll up and down when looking at web pages. You can use the scroll bars, an Intellimouse, Page Up and Page Down buttons. Or, my favorite, just hit the spacebar when ready to scroll.

Office Secrets

Ever noticed that when you go to the File Menu in any Office application, you see only the last 4 documents you have worked on recently. To change this so more files will be added to this list (I keep mine at 7):

1. Go to Tools – Options – General
2. Check the Recently Used File List – change to 7 or more

You know that new feature in Office that lets you see only part of each menu and has that arrow you can click on to see more? This is annoying to most people, but fortunately, it can be changed.

1. Go to Tools – Customize – Options
2. Uncheck the box Menus Show Recently Used Commands First and click Close.

Using the Microsoft Knowledge Base

Get tired of strange error messages and want to know what they mean? You can probably find the answer on Microsoft's site.

1. Launch Internet Explorer
2. Go to www.microsoft.com
3. Click on Support – Knowledge Base
4. Choose the application in which you are receiving the error message such as Windows 98, 95, Office 2000, etc.

5. "I want to search by: Any Word"
6. "My question is:" Type in the error message or the problem you are having.
7. Click Go and find your answers!

Viruses and E-mail

If you are worried about viruses in your e-mail, changing the layout of Outlook Express can help. Most people like the preview pane visible so they can quickly flip through messages with opening each one. However, even clicking on these messages can open a virus. Therefore, you will need to get rid of the preview pane and double-click to actually open each e-mail.

1. Open Outlook Express – go to View – Layout
2. In the Preview Pane section at the bottom, uncheck the box "Show Preview Pane" and click Apply and OK.
3. Now, if you have a questionable e-mail, highlight and delete.