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Offering Technology Support & Solutions

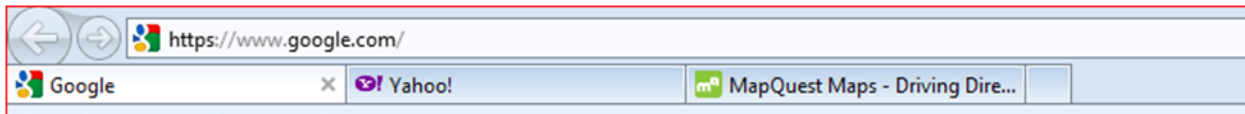
One Byte @ a Time

Tabbed Browsing—Look What Else You Can Do

Use ONE window and open multiple tabs to reduce “clutter” while you search the Internet.

Open up Internet Explorer then press CTRL + T on your keyboard, another tab will open displaying your Home Page. Enter a new website on the address bar and you’re all set.

This example shows 3 tabs open in ONE window:

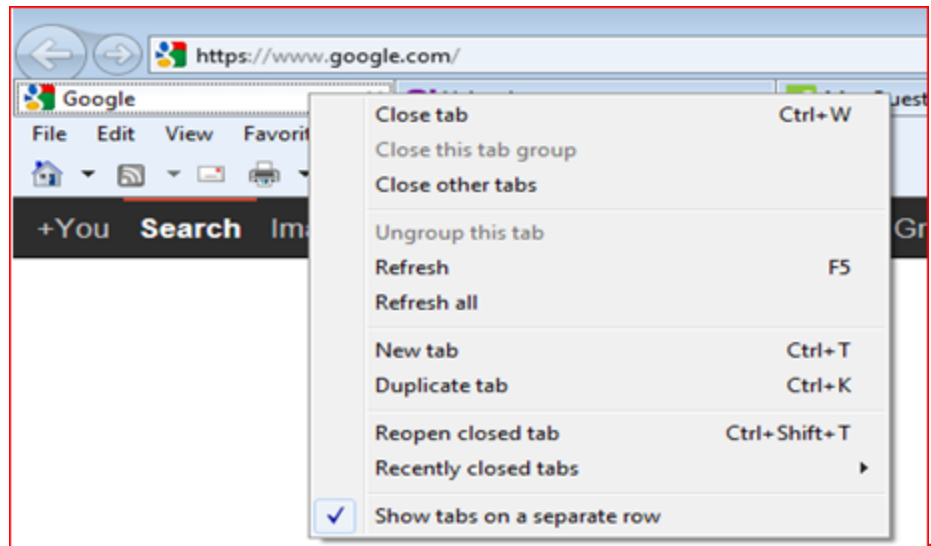


Look what you can do when you RIGHT click on one of the opened tabs:

You Can:

- 👉 Close other tabs
- 👉 Open a new tab
- 👉 Reopen a closed tab
- 👉 View the recently closed tabs
- 👉 and much more.

and you can “shuffle” the order of the tabs by right clicking and dragging a tab from left to right.



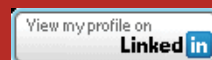
FEB 2012



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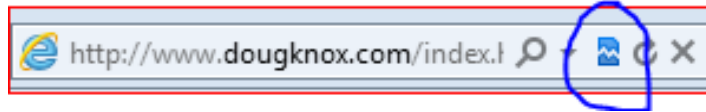
330-461-1945

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Internet Explorer 9 Compatibility Issues

Those of you using Internet Explorer 9 might be having issues viewing some websites. You'll see either blank sections or missing areas. When there are issues with compatibility you will see this icon on your website address bar:



If you left click on that icon it will then display the website as if you were using an older version of your browser (Internet Explorer).

Want to know what version you currently have installed?

Open Internet Explorer then press the **F1 function** key on your keyboard and you'll find out.

If you want to upgrade to the latest version go to Windows Updates. (Start >All Programs)

Download Manager—Internet Explorer 9



Every time you download a file this bar will appear on the lower portion of your window. If you click on SAVE it will save the file in your **Downloads** folder. If you click on the the arrow next to SAVE —it will give you the option to select a different location to save the file into. After the file downloads you see this bar

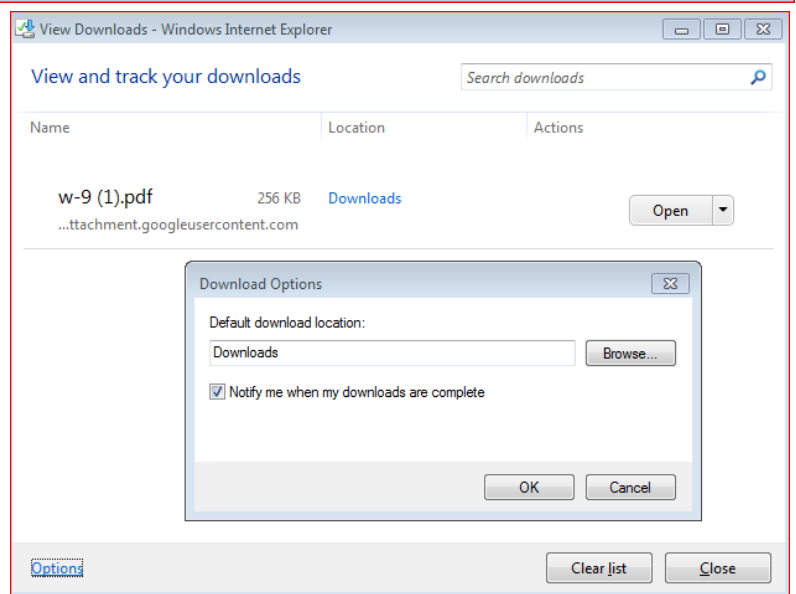


If you close this bar in error here's a quick way to get it back press the **CTRL + J** keys and the **View Downloads** folder will then be displayed.

Click on the bottom **OPTIONS** link and the small window pops up and you can change the location where files are downloaded (optional).

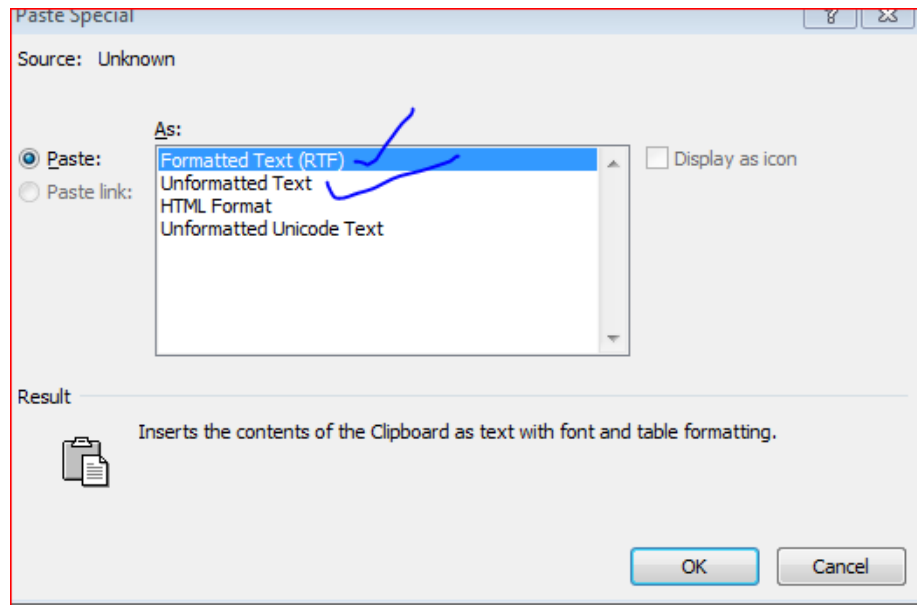
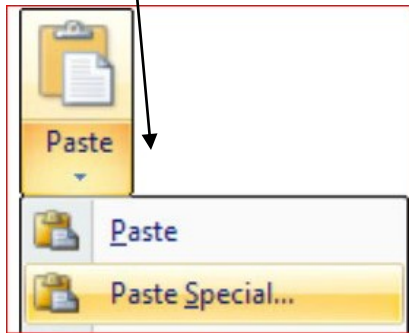
If you "clear the list" the downloads window will be emptied. However your files will still be saved. You can find the Downloads folder under your **User name > Downloads**

Access it from the Start Menu then click on your name, then double click on the Downloads Folder.



Using Microsoft WORD Copy/ Paste Special

Sometimes we try to copy/paste text from the Internet into WORD and it gets “messy”. Try your regular copy command then use the paste icon on the Ribbon and select the down arrow to see this. After that —the 2nd window appears and you can see the sample at the bottom showing the difference between Formatted and Unformatted text.




FORMATTED TEXT (RTF)

Windows 7 is the current release of [Microsoft Windows](#), a series of [operating systems](#) produced by [Microsoft](#) for use on personal computers, including home and business [desktops](#), laptops, [netbooks](#), [tablet PCs](#), and [media center PCs](#).^[5] Windows 7 was released to manufacturing on July 22, 2009,^[6] and reached general retail availability worldwide on October 22, 2009,^[7] less than three years after the release of its predecessor, [Windows Vista](#). Windows 7's server counterpart, [Windows Server 2008 R2](#), was released at the same time.

UNFORMATTED TEXT

Windows 7 is the current release of Microsoft Windows, a series of operating systems produced by Microsoft for use on personal computers, including home and business desktops, laptops, [netbooks](#), [tablet PCs](#), and [media center PCs](#).^[5] Windows 7 was released to manufacturing on July 22, 2009,^[6] and reached general retail availability worldwide on October 22, 2009,^[7] less than three years after the release of its predecessor, Windows Vista. Windows 7's server counterpart, Windows Server 2008 R2, was released at the same time.

Snipping Tool in Vista & Windows 7

 Use this tool to make a “screenshot” or “snip” what is currently on your screen. It can also be used to copy an error message that is appearing on your screen so you can then send to me as an email attachment.

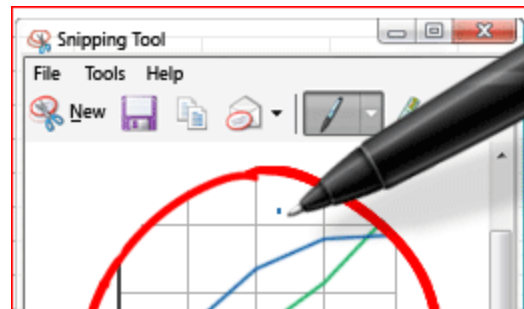
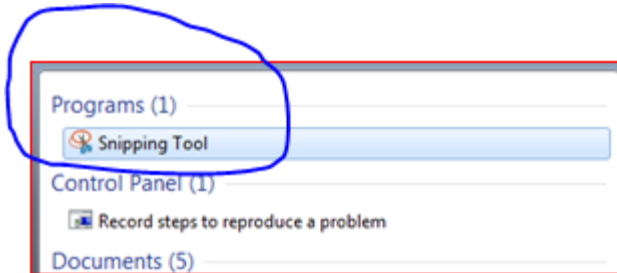
Here’s how:

Once your screen is displaying what you wish to “snip”:

Go to the **Start** button, type the word **snip** in the **Search** box and then look at your Windows menu. You will see the snipping tool appear.

Left click on the snipping tool “snip”. It allows you to use the pen in the tool

Draw a text box around the area you wish to bar to draw around the item



Go to FILE >SAVE AS and save it as a picture

or

Go to FILE>SEND TO as an email attachment (for Outlook , Windows Mail Users only)

Use of DELETE or BACKSPACE Keys

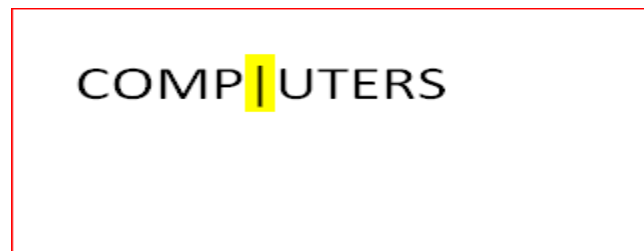
I’ve noticed that there is confusion as to when to use the Delete and Backspace keys.

Here’s a simple rule: Using backspace or delete depends on where the cursor is located

In this example the “cursor” is the yellow highlighted symbol.

To remove the “P” press the BACKSPACE key. To remove the “U” press the DELETE KEY

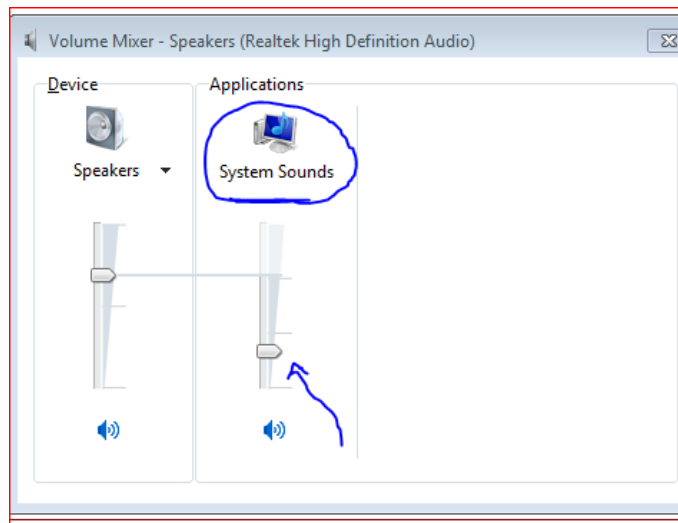
Remember: Backspace to the LEFT and DELETE to the RIGHT of the cursor.



Adjust volume settings on Windows System Sounds

If you are tired of hearing the ping, click, beep and other Windows sounds here's how to lower the volume on just those:

- ◆ Right click on the speaker icon at the bottom right area of your taskbar
- ◆ Left click on OPEN VOLUME MIXER
- ◆ You'll see this window
- ◆ Drag the slider button/arrow on System Sounds
- ◆ Close the window
- ◆ You're done!



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