

Computer tips to make you more efficient

We want to be efficient and recoup time for ourselves. Your computer and it's programs can help make you more efficient. Here are some tips to help you with that process:

- Organize folders crammed with pictures and documents to quickly find what you need in your computer and stop recreating or re-downloading files. Use the Search feature (appears in every window you open within a folder) to find whatever you are searching for.
- Create shortcuts on your desktop for programs or files you use often. Find the document or program and RIGHT click on it a menu will be displayed LEFT click on SEND TO>Desktop(create shortcut)
- Create folders and sort your Internet Favorites (access the Organize Favorites button if you use Internet Explorer)
- Eliminate emails that have been sitting in the Inbox forever. You can also create folders to organize these and get them out of the Inbox.
- Use Microsoft Word or Excel Templates to create databases to keep track of medication, family/friend/customer contact information, or any type of inventory. It will then be easier to edit these items and /or print a list as needed.
- Implement a back up plan to save important computer files to an external hard drive or use an online storage account. If the computer malfunctions you won't waste time trying to re-create files.
- Share files among your home computers to help you easily access what you need.
- Spend some time organizing and recording all your login passwords so that they are in a safe location and you have them in case you forget a password. (do not save this document in your computer though)
- When researching something on the Internet, use the "advance search" feature. It is available on most browsers and will really reduce the time it takes to find what you need.

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