


# PC Tips Every Computer User Should Know

## When do I Single Click or Double Click?

Items on the Desktop = Double Click

Items on the Start Menu- Single Click

Items on the Taskbar- Single Click

Items on the Internet where your arrow turns to a Hand  = Single Click

## Create shortcuts on Desktop

RIGHT click the program or file and select: Send to >Desktop (Create Shortcut)

## Close a Window without using the X?

Press Alt + F4 and the active window will close.

## Open two folders in SEPARATE windows

Right click a folder and then left click on “Open in New Window” after that you can then drag them side by side and drag files to/from each folder.

## How to Rename multiple pictures AT ONCE

When you download or transfer photos they will automatically be renamed (img23590) which doesn't mean anything to you. To rename them in Sequence try this:

Go inside the folder where the pictures are, hold down the CTRL button and press the letter A This is the “select all” command, then release holding CTRL and RIGHT click on one of the selected pictures and left click on RENAME, type a name and press ENTER. So you will see for example a name sequence like this: Hawaii1, Hawaii2, etc.

## Zoom in/out with scroll button on your mouse

Hold down the CTRL key and roll the scroll wheel forward to get a closer view of the document, or roll it back to shrink it.

## **To Unpin icons from the Taskbar**

RIGHT click on the icon and then left click on UNPIN from Taskbar.

Did you know you can rearrange them? Left click hold and drag an icon to a different section of the taskbar.

You can also DRAG an icon from the Start Menu to the Taskbar

## **How to Download a Picture from Facebook**

Left Click on the picture to make it bigger, then RIGHT click in the middle of the picture

Left click on Save Image As, decide where to save it (Pictures folder) Left click Save

## **Clicking on a Link on a Browser and opening up a separate tab**

If you're on a website and would like to open a link but NOT lose your place from the existing Site, do a RIGHT click on the link and from the menu select "Open in New Tab"

## **Reopen an Internet Tab that you just closed**

Press Ctrl + Shift + T to reopen the most recently closed tab and get back to the last page you were on. This works on every browser.

## **What is BCC? When to use it in Email**

Blind Carbon Copy allows you to "hide" the names of recipients from others also receiving the same email. A good idea if you are sending a mass mailing and/or a joke or forwarded email.

Forward the email first THEN delete ALL the email addresses you see and type yours in BCC Section.

## **To check the validity of an Email Story that is being Forwarded**

[www.snopes.com](http://www.snopes.com)

[www.truthorfiction.com](http://www.truthorfiction.com)

## Uploading Attachments to send via Email

Use the paper clip (attachment button) to attach a file. First have to know how to get to its location on your computer!

Important: When sending pictures, make sure the file is not too big (larger than 2MB) and do not attach too many at once. The email service will not allow a huge file to be uploaded.

## Downloading Attachments and where do they go?

If you do not know where it went? Then you need to look in the DOWNLOADS folder  
Might be good idea to make a shortcut of the Downloads folder on your desktop 😊

**If you do NOT have Microsoft Office (Word) and you don't want to pay extra for it:**

Use this program: [www.openoffice.org](http://www.openoffice.org) It is free and it is compatible with Word and Excel.

**Make sure you have Adobe Reader to open pdf (portable document files) it is free**

Search for it first to see if it is already in your computer. If not then download it.

<https://get.adobe.com/reader/>



**Restart typically “fixes” computer issues –especially with Windows 10**

Sometimes your computer is not acting right, typically happens after an update or if you have had the computer on for days without a restart.

Go to the Start button  > Power  > RESTART typically does the trick.

## Keyboard Shortcut for Copy/Paste

- Select the text
- Press CTRL + C
- Left click where you want to paste text
- Press CTRL + V