

PC Tips Every User Should Know

When to Single Click, Double Click or RIGHT click

Single click = to select or point at something

Double click= to open a program or a folder

RIGHT click= when you want options in order to perform a command



←-----When you see this hand you only need to SINGLE CLICK! And be careful because it will take you to another webpage.

Uncheck boxes before you install something

When you download programs or “freebies” there might be an extra app or program trying to gain access. Look for the small checkboxes that indicate something optional will be installed. Then uncheck them!

Clean up your system using this Windows Tool: Disk Cleanup

Before you go spend money purchasing additional cleanup tools Use what is already provided by Windows. This is a great program That will scan and identify temporary files, cookies, history etc that is safe and ok to delete. Then “do it” weekly or monthly.



Pay Attention to what is on the System Tray Notification Area



Your computer is trying to get your attention! There’s updates to programs that need to be downloaded and installed. Pay attention to the lower right corner and click on the icon and it will tell you what is going on.

Click RUN or SAVE when installing a program?

RUN means it will immediately begin downloaded the program and then install it.

SAVE means it wants you to save it somewhere and then go and install it. The problem is that many of us do NOT remember where we are saving things! So most often the best option is to click on RUN and let the computer decide.

Installing a New Virus Protection

Always Uninstall the OLD virus protection first then reboot computer then install the new one.

To change your desktop wallpaper and use one of your OWN photos

Go to the picture you wish to use (do not open it) RIGHT click on it and select *Set As Desktop Background*.

Close a window without using the X or when there is no X to close it with

Sometimes you do not see the X to close a window or an advertiser is preventing you from closing a window until you see what they want you to see – press the ALT + F4 keys on your keyboard. The window currently in front of you will close. It also works if you are using email or Word processing – any type of window in front of you.

Make desktop icons larger or smaller

There are different ways but one EASY way: left click on your desktop then hold down the CTRL button on keyboard and use the mouse scroll wheel to resize them.

Replacing Text in a box

When you have something highlighted...there is NO need to use the delete or backspace key to remove what is there. Just start typing and the text will be immediately replaced.

When you have something highlighted



Create a shortcut on your desktop

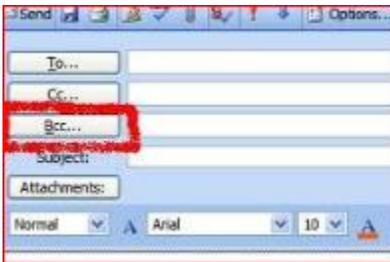
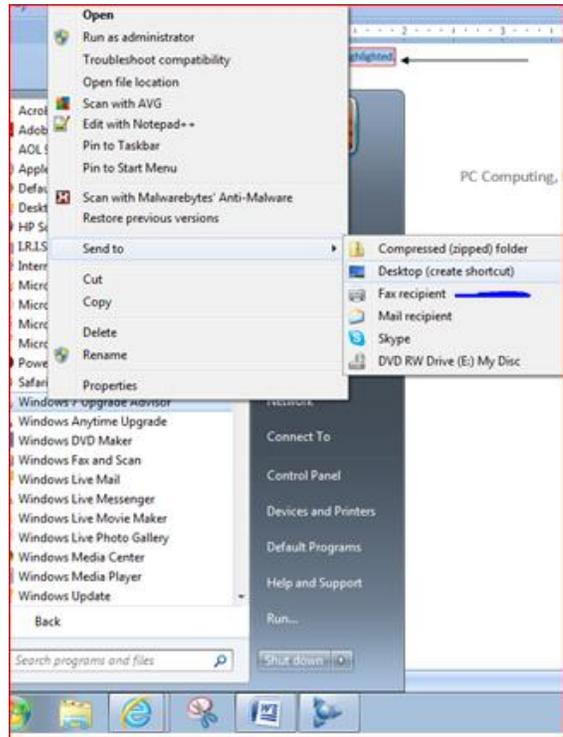
Start Menu > All Programs> find the program
RIGHT click on it and go to SEND TO>
Desktop (create a shortcut)

Zooming In/Out while on the Internet

Hold down the CTRL key and using the scroll
wheel of the mouse, go back and forth.

Email using BCC

BCC is blind carbon copy when sending email.
This is a very good idea when emailing to a large
listing of friends. It will protect all your friends'
emails from being viewed by others. When you
send an email put everyone's email addresses in the BCC box. Every email service has a BCC
feature.No one else will see who else you are sending the emails to.



When to use the Internet Address Bar or the Search Bar

Every Search Engine (ie: Google, Msn, AOL, Yahoo, etc.) has an Address bar.

#1 use Address Bar when you know the website.

#2 use Search Bar when you don't have an exact website address and need to research and find out.

