Windows Operating System Tips & Tricks

<u>Folder shortcuts in other folders</u>

Use this tip to place a shortcut to another folder inside a different folder that you frequently access so you can quickly get to that other folder.

> Right-click on a folder that you want to create a quick shortcut access to
> Select "create shortcut"
> Go into the folder that you want to place the shortcut in
> Right-click and select "paste shortcut"
> You can also rename the shortcut by right-clicking on it and selecting "rename"

<u>Right click on program icons to access files</u>

Use this tip to quickly access files you have recently opened

> Right-click on a Program Icon along the bottom of your screen (ie: Word, Excel, Adobe)
> Here, you will see a listing of the most recent files you have accessed.
> Click one the file you want to re-open.

<u>Right click on program icons to pin files for future access</u>

Use this tip to quickly open files you access regularly

> Open an existing, or save a new, file that you want to be able to access easily on a regular basis
> Right-click on the Program Icon along the bottom of your screen (ie: Word, Excel, Adobe)
> Find the file in the list of recently accessed documents, and click on the "pin" icon that is visible
> > when hovering over the file name
> The file will be moved up to the top area, and will remain there until you un-pin it.

<u>Create folder access shortcut in "Favorites" area of Explorer</u>

Use this tip to quickly open a folder that you access on a regular basis, especially if it is buried deep in many layers of folders

> Using Windows Explorer, find the folder that you want to easily access
> Drag that folder to the left of your screen and drop it under the "Favorites" heading
> Note that you can easily rearrange the items under Favorites to put them in a meaningful order
> > Left click on the folder and drag it to where you want it
> > > BE CAREFUL where you release it, paying attention to what the Tool Tip says – you could
> > > > accidentally drop it into a folder instead.

Use "Recent Places" in the "Favorites" area

Use this tip to access a list of folders that you have recently been in. It can be used when opening a document that you recently opened, or when saving a document and you want to quickly open a folder that you have recently accessed.

Screen/Window Arrangement – called "SNAP"

You can move the windows on your screen around to the left half or right half of your screen just by dragging the window to the left or right. You can also make the window full screen by dragging it to the top. If you have dual monitors however, you must use keyboard functionality to make a snap work on the inside left or right portions where your screens meet.

> With the desired window selected, hold down the "Windows" key, and then press the left or right arrow, depending upon which monitor the window is visible on.

View Desktop

Click on the unmarked rectangle on the taskbar to the right of the date/time. This will minimize all open windows. Hovering over it with your mouse (but not clicking) will reveal your desktop, but not minimize your windows. Alternately, you can grab a window by the top header and "shake" it by quickly moving it left and right. All OTHER windows will minimize, but the one you selected will remain visible.

Create a "Deletable Junk" folder

When creating any types of files for a short-time need, such as emailing it to someone else (like a PDF), consider creating a folder on your desktop of "Deletable Junk". This way, you have one spot to put all of these miscellaneous files in, and you are able to keep your desktop more organized.

Windows Tools

To access the following Windows operating system tools, click on the Windows icon in your taskbar, and in the "Search Programs and Files" field, type the name of the item you are looking for. Alternately, you can click "All Programs", and scroll down to the Accessories folder. Before selecting the desired item, right click on it if you would like to pin it either to your start menu or your task bar for easier access in the future.

> **Calculator** – there are many more features than just a basic calculator here. You can convert multiple types of measurements (length, area, volume, etc.), calculate loan & mortgage and lease payments, find the number of days between dates, and more.
>
> You can access a Scientific, Programmer or Statistic Calculator as well. Digit grouping turns on/off the comma that separates numbers by thousands.
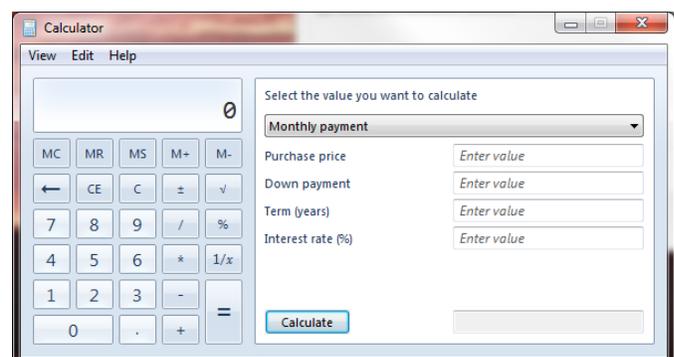
Sticky Notes

This is your on-screen Post-It Note. Click on the upper left-hand + sign to create an additional note, or click on the upper right-hand X to delete the note. You must know and use keyboard shortcuts for making items bold (ctrl-B), underlined (ctrl-U), and italics (ctrl-I). Right clicking on the note will allow you to change its color. Resize a note by clicking/dragging from the side or corner.
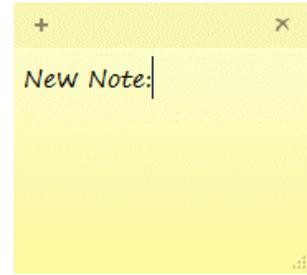
Snipping Tool

Use this program to capture a screenshot of something that you want to reference later, save, paste into another document, or email to someone else. Using either the word or icon menus, you can select:

New snip – create a new item to work with.

Save – save your snip to a file for later use. You can save files as HTML, PNG, GIF or JPEG.

Copy – copy your snip so you can paste it into something else.

Email snip – automatically opens a new email and inserts your item.
The black triangle lets you select if you want to paste the snip into the body of your email or insert the snip as an attachment.

Ink Pen – lets you draw on your snip before you save/copy/email it.
The black triangle lets you change the color, line thickness and pen tip style.

Highlighter – lets you highlight something within your snip. Yellow is the only color option.

Eraser – lets you erase the items you have added with the pen or highlighter. It does not erase any of your snipped information.