



Answer Quest Tip Sheet

November 1998

Training Your Future



Desktop Tips & Tricks

This is a collection of shortcuts you can use to help make the most of your Windows 9x desktop.

E-mail Shortcuts

Using your E-mail is probably the first thing you do when you log on the Internet - right? Make creating a new e-mail message quicker and easier by making a shortcut on your desktop:

- Right-click on your Desktop
- Choose **New**
- Select **Shortcut**
- Enter "mailto:" as the Command Line (no quotes, including colon)
- Click the **Next** button
- Name it whatever you want
- Click **Finish**

Any time you click on that shortcut, it will open a new e-mail message in your default e-mail program.

Screen Real Estate

When using a lower resolution, you need all the screen real estate you can get. One thing you can do to give more room is to make your scroll bar a little thinner.

To adjust the width of your scroll bar,

- Right-click on the Desktop
- Choose **Properties**
- Click the **Appearance** tab
- Left-click on the scroll bar
- Adjust the size in the appropriate pull-down box
- Click **OK**

You can also adjust other items within this dialog box like colors and fonts on your desktop.

Icons

Customize the icons that are used to represent programs or files on your desktop:

- Right click on the icon you want to change
- Select **Properties**
- Click on the **Shortcut** Tab
- Click on the **Change Icon** button
- Select an icon from the list
- Click **OK** twice

Fast Close

What's the fastest way to close a program? ALT-F4 closes whatever window is active in a split second. Of course, if there's information to be saved, it will ask that first, but then it quickly closes the window.

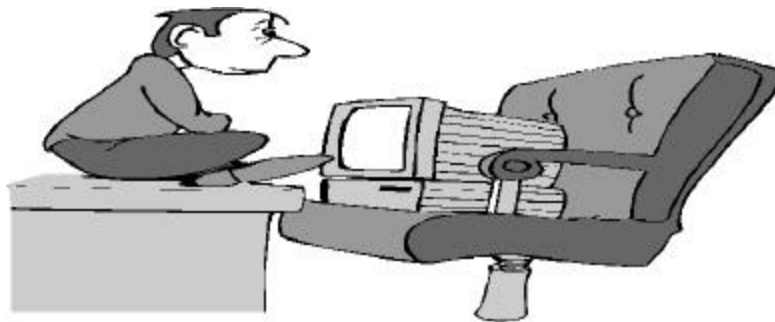
Grouping the Clutter

If you're like most people, your desktop can get unwieldy with a myriad of icons for different shortcut and program icons. To manage the clutter, easily group like files and programs into folders:

- First create a folder by right clicking in a clean spot on the desktop
- Choose **New** from the pop-up menu that appears
- Click on **Folder**
- Give the folder an appropriate name, like "Games" or "Personal"
- Drag and drop the related icons on top of the newly created folder.

When you click on the new folder, you'll find the related files and programs without having them sprawled out all over your desktop.

Don't Let your computer get the upper hand.



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