

October Newsletter

If you are receiving this message, it means that either I have done work for you in the past, I am doing work for you now, or you have expressed interest regarding me doing work for you in the future. If you would prefer to not receive further emails from me, please let me know about it.

Note: I generally send these out at the beginning of the month. This one is going out a little early, as I will be out of town from 9/28 to 10/4. I mentioned this in the last newsletter (as well as also being out of town from 10/12 to 10/17...) but I wanted to send out another reminder as there are some new recipients of the newsletter, plus others may have forgotten. I pride myself on providing quick service, so I wouldn't want anyone to think I am becoming like the "big boys" and neglecting them.

Being that it will soon be October, I will be sending out invoices to any of you for whom I have done work in September, or for those who have not yet paid for August. Please remit your payment when you have a chance.

Windows Shortcut Keys - We have been using mouse pointers now for some 20+ years and I don't know if it has affected your hands and arms but it continues to plague me. I am always on the lookout for new ways to save myself from having to move my hands away from the keyboard to use the mouse. There are way too many to list here, but I will supply a few that I use very often.

How To - The function keys along the top work by themselves and have their own functionality. I will describe some of them below. Other shortcuts require using combinations of the Shift, Alt, Ctrl and Windows (Command for MACs) keys with other letters and/or characters. You should be familiar with using multiple keys for when you use the Shift key to capitalize letters.

Cut/Copy and Paste - Instead of having to go back and forth to/from the mouse, you can use the Ctrl key in conjunction with a number of keys and, for me at least, it is much more efficient. When you have selected what you want to paste and it is highlighted, press Ctrl-C (that is the Ctrl key and the letter "C") to copy or Ctrl-X to cut. You then place your cursor where you want to paste the info and press Ctrl-V.

Select Data - Instead of having to drag your mouse to select information, you can place your cursor at the beginning of your selection and then press Shift plus the arrow keys to select up, down, across, etc.

Select All - If you want to select all the data in a file, press Ctrl-A.

Undo/Redo - If you have made a mistake, you can usually just press Ctrl-Z to Undo changes you have made. In some cases you can only undo the last thing you did, but a lot of software will allow you to press Ctrl-Z repeatedly and undo multiple changes. Ctrl-Y is the opposite of Ctrl-X and allows you to redo changes you have made.

Open/Save - Use Ctrl-O to open files and Ctrl-S to save files. Sometimes you can use Ctrl-Shift-S to do a Save As...

Close/Exit - To close or exit from a program, window, etc. press Alt-F4.

Find/Search - Do you ever go to a web page and have to scroll forever to find what you're looking for? If you press Ctrl-F, the Windows Find Dialog box opens and you can enter text to search the page you are on.

Text Editing - If you use Microsoft Word, there are numerous shortcut keys: Ctrl-B for Bold, Ctrl-I for Italic, Ctrl-U for Underline, Ctrl-T for Tabs, etc.

There are many, many more, but I find myself using these almost every day. You might want to think about trying to make some of these a part of your time on your computer. Your arms, hands and fingers will thank you for it...

Thank you all for your business (and potential business...)

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