

*"Give a man a fish and he will eat for a day; teach a man to fish and he will eat for a lifetime."*



# Catch of the Day



Learn To Fish the vast ocean of computer know-how!

## Top Computer "Don'ts" (but "Shoulds")

by Kathy

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This isn't a list of technology no-no's. It's a list of things I find that many people *don't* do with their computers only because they don't realize they *can*. Are there any of these tasks you "don't" know how to do? If so, add them to your "do" list and boost your productivity!

**File e-mail messages into folders.** Many e-mail users are drowning in an inbox of hundreds of messages with no organizational structure. Not only can you create folders to separate your messages, almost all e-mail programs can automatically sort incoming mail for you.

**Share documents over the network.** Are you frequently trading documents with your co-workers? Don't put them on a disk or flash drive — don't even e-mail them! Share a folder on your computer that your co-worker can access directly over the network. This can serve as a "drop box" for frequently shared files.

**Use keyboard shortcuts.** I firmly believe that the mouse is a major time sink. In the time it takes to reach for the mouse, move it, find what you want to point to and click it, you can execute several commands with the keyboard. I challenge you this month to identify two or three tasks you use the mouse for most often (like saving a file), and learn the keyboard shortcuts for those tasks.

**Read the Help.** Don't know how to do something (like keyboard shortcuts)? Try your program's built-in help files. It's as easy as clicking on the "Help" menu (or pressing F1).

Want to learn how to do these and more? Call LTF Tech for help today!



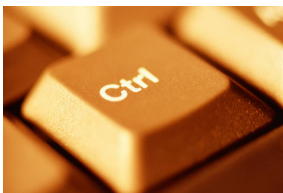
### Service Spotlight: Training at Work



LTF Tech offers training for individuals not only at home, but on the job. Struggling with a computer task at work? Invite Kathy Montgomery to your workplace to help you get the job done!

Call (518) 724-0828.

## Shortcut of the Month (brought to you by the letter ...)



Increase efficiency with keyboard shortcuts!

### Control-F: Find Text

This feature is commonly available in web browsers (e.g., Internet Explorer) and word processors. By pressing **Ctrl-F**, you can search the currently open document or visible web page for a word or phrase. This is helpful, for example, when you want to find occurrences of a certain word in a Word document, or when you want to quickly scan the headlines of a news web site for a name or topic.

## The Random Resource

*...because your computer isn't just for computing*

Have you ever wanted to sell products with your own special designs: T-shirts, mugs, greeting cards, and more? With [Cafepress.com](http://Cafepress.com), not only can you create merchandise with your own logo, but you can sell it on your own custom web site at no extra cost. You create the design, choose what to sell, and Cafepress does the rest! (Want to try it? Contact LTF Tech to receive a special e-mail invitation.)

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