

Technology TIPS



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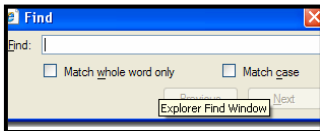
Internet Tips

⇒ No time to search?

Why take the time to scroll through the entire document?

Once you've accessed a web page, use the **Find** feature under the **Edit** menu to quickly locate a particular word within the page.

Shortcut: **Ctrl+F**



⇒ In a hurry? Use the “mailto” feature to email

- If you use Explorer 4.x use Ctrl O
- If you use Explorer 3.x use Ctrl L

Type “mailto” followed by the email address and hit ENTER. This automatically opens up the application to send an email.

⇒ Web page doesn't load fast enough?

Try reducing the size of your jpeg files. Use the **free** online jpeg editor to compress your images.

<http://www.chamisplace.com/jc/>

Abbreviation Z

The A to Z of acronyms

Wi-Fi

(**W**ireless **F**idelity)

A Wi-Fi enabled device such as a PC can connect to the Internet when within range of a wireless network. The area covered by one or more interconnected access points is called a **hotspot**. Hotspots can cover as little as a single room and as much as several square miles covered by overlapping access points.

🔑 QUICK TIP

Use the SHIFT+F7 keys to access the thesaurus in Microsoft Word

Use the ALT+ENTER keys to enlarge the screen in Microsoft Media Player

Use the CTRL+SHIFT+A keys to change a word or line of text to ALL CAPS
(Don't forget to select first)