



sheet program might have Table and Format menus.

Notice that one letter, usually the first one, is underscored. Hold down the Alt key, and then press the underscored letter. That menu will drop down. Once the menu drops down, you see commands on the left with an underscored letter. When the menu is down, you need only press that single letter to use the command. The normal shortcut key for Copy is <Ctrl>-C, but you can get the same command by Alt-E + C. For many of the secondary tools used within your favorite programs, this second method is the only way to get to the shortcut key without the mouse.

**Basic Windows shortcut commands:**

**Open:** <Ctrl>-O Opens a previously saved file.

**New:** <Ctrl>-N Creates a new file.

**Save:** <Ctrl>-S Saves the current file with the current file name or prompts for a filename if none has already been assigned.

**Print:** <Ctrl>-P Brings up the print dialog box where you can press Enter to start printing the page.

**Copy:** <Ctrl>-C Copies the currently selected item to the clipboard.

**Cut:** <Ctrl>-X Appears to delete the selection, but places it in the clipboard.

**Paste:** <Ctrl>-V Pastes the information

## Working with lists of files

These tips come in handy in Explorer or almost anywhere you run across a list of files in a folder or selection box.

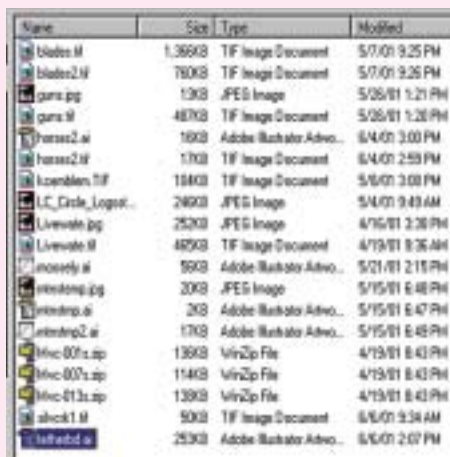
**Select All:** <Ctrl>-A: This highlights the entire list.

**Selecting a grouping of contiguous files from a list:** Click on the first file you want from the list, then hold down the Shift key and click on the last file you want from the list. All files in between will be selected.

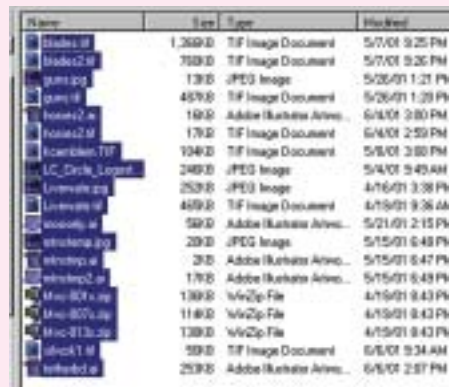
**Selecting a grouping of non-contiguous files from a list:** Click on the first file in the list, and then hold down the Control key while selecting any other files you want to select.

**Selecting most of the files from a contiguous group:** Use the combination of the previous two commands. You can select a grouping of contiguous files, then hold down the Control key to “deselect” a few unwanted files from the selected group.

**Inverting the Selection:** Alt-E + I. If, for example, you want to select all but a few files in a big folder, select the ones you don't want then use this shortcut command to unselect them and select all the rest.



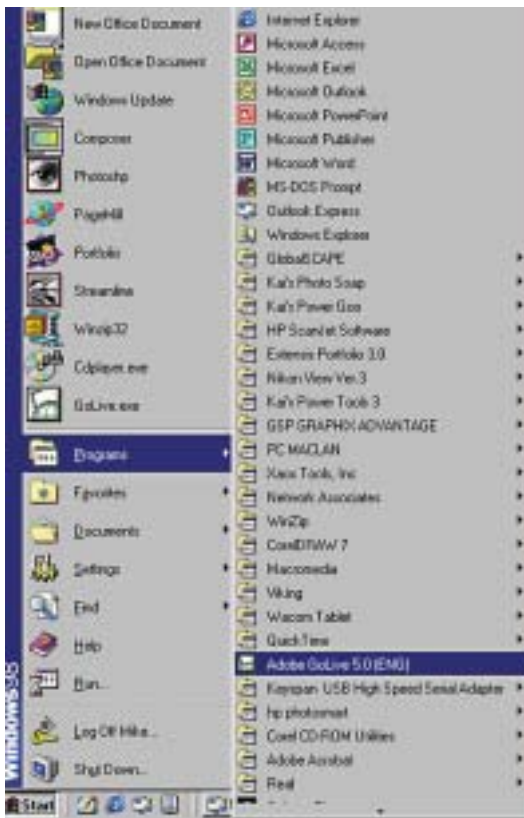
When trying to select multiple names in a list, first select the top or bottom item you want from the list...



...then hold down the Shift key while selecting the top filename in the list. All the files between the first one and the last one will be selected.



You can also select or unselect individual filenames from a list by holding down the Control Key while making the selection. In this case, I unselected three files from the previous list.



When you press the “Windows” key, you get the large menu of commonly used applications and folders. Notice the underscored R in Run, indicating that you can press the R key to start the Run command.

stored on the clipboard into the document or box.

**Help:** F1 Brings up the Help menu for that specific program.

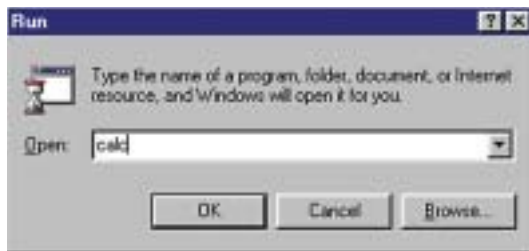
**Windows key:** You won’t find this key on older keyboards, but it’s a key with the Windows logo on it. It pops up the Start menu.

**Tab:** Lets you move around within a window or form.

### Some helpful, but not-so-apparent Windows shortcut commands:

**Run:** Press Windows key + R. Then enter the application command such as “calc” (Calculator), “notepad” (Notepad), “cdplayer” (CD Player) and so forth. Clicking on the Windows key on newer keyboards brings up the Start menu from the bottom left corner icon, then look for the underscored letter. For example, Windows Key + F + F will bring up the Find File or Folder dialog box.

**Toggle Through Open Programs:** Alt-Tab  
This is a powerful command that will save you from clicking on the taskbar. Say you have CorelDraw, Calculator and Explorer all open. You can jump between each with ease



When you press the Windows key, then the R key, this window opens. You can type in the name of a program. In this case, typing in Calc will open the calculator—something I use all the time. The filename you used the last time always shows up in this window, so all I have to do to run the calculator is to press the Windows key, then R, then the Enter key.

and speed with Alt-Tab.

**Close Current Program:** Alt-F4: Before shutting down for the day, click this shortcut to quickly close all open programs. Don't worry—you'll be prompted to save any changed or unsaved documents.



On a form, you can use the TAB key to jump around from box to box. This one saves a lot of mouse clicks.

**Close a "Not-Responding" Program:** Ctrl-Alt-Delete (hold all three keys down at the same time). Occasionally, a single program will run into a bug and stop functioning. Often you can use Ctrl-Alt-Delete to let the computer close the locked program without affecting other currently loaded programs. It brings up the "Close Program" box where you can select any

currently loaded program or utility. Select the problem program from the list and click on the End Task button. You can also use this command to turn off some of the unnecessary little applications running in the background.

**Msconfig:** Windows Key + R, then type "msconfig" (Windows 98). This little utility is helpful when you want to turn off a few of the little applications and utilities that get loaded when Windows starts up each time. This



Press the Windows key, then the R key. Then type in *msconfig* and hit the Enter key. Msconfig lets you turn off some of the unnecessary mini-apps that show up in the lower right corner of the screen when your computer is rebooted, also you can turn them off manually after the computer has been booted by holding down the Ctrl, Alt, and Delete keys at the same time.

comes in handy when troubleshooting Windows or when trying to open up some extra RAM. I often turn off the unnecessary Task Bar utilities when burning CDs. In the Msconfig utility, simply click off the buttons on the list. You'll have to reboot for the changes to take effect, but you can turn them back on at any time.

**Adding Programs to the Windows Start Menu:** Using either Explorer or My Computer, locate the program's executable file (usually somewhere under the Program Files folder and with an .exe suffix) and drag it onto the Start icon in the lower left corner of the screen. The program will now show up on the Start menu (when you click on the Start button) each time you start the PC.

**Run Windows Explorer:** Either right mouse click on the Start button and close *Explore*, or hit the Windows key + R and type *Explorer*.

### Internet Explorer shortcuts:

**Refresh or Reload the page:** F5.

**Back one Page:** Backspace

**Send/Receive Mail:** F5 or <Ctrl>-M (when in your E-mail utility such as Outlook Express).

**Print Specific Page of a site with frames:** Right mouse click in the area of the page you want to print. This brings up a dialog box that lets you click on the command to print the page. When your printer dialog box appears, check the box "only the selected frame."

## There's more on [www.signcraft.com](http://www.signcraft.com)

Click on *Features* to read:

■ **Cut, Copy and Paste** by Mike Jackson, May/June 2001

**Save Specific Page from a site with frames:**

Right mouse click in the area of the page you want to save. When the dialog box appears, click on the *Properties* of the page. This will display the complete URL of the individual frame page that you can highlight, copy (<Ctrl>-C) and then paste (<Ctrl>-V) into the URL address box. From there, you can save the page in your *Favorites* folder. This comes in handy when you run across a site with tons of unwanted flashing, blinking advertising that might be held in one of the other frames.

**Select the URL address box:** F4 highlights the URL address on your browser and drops down the list of recent URLs. You can scroll down this with your arrow keys. (From here, you could paste any URL address you had previously copied, to the clipboard.)

**Find on This Screen:** <Ctrl>-F is a nice feature that brings up a dialog box in which you type in a word you are searching for on that specific page. It will continue to search down the whole page even though the word might not actually be in view on the computer screen.

Now that you know a few of these helpful commands, be on the lookout for others that you could use. Review the quick-reference cards that come with most programs. Finally, if you want to be a real power user, check out a program called SmartPad [Softblox, 404-892-0202, [www.softblox.com](http://www.softblox.com)].

If you missed it, check out **Cut, Copy and Paste** on the Features section of [www.signcraft.com](http://www.signcraft.com). \*SC



After over 23 years of running his own commercial shop, Mike Jackson and Darla, his wife, now operate Golden Era Studios in Jackson, Wyoming, and do a variety of sign-related projects. His Web site is [www.goldenstudios.com](http://www.goldenstudios.com). His E-mail address is [golden@goldenstudios.com](mailto:golden@goldenstudios.com).