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Newsletter Suggestions

If you have:

- A computer task you have tried and need help with!
- Discovered a helpful shortcut or program!

Please submit your questions or discovery to:

support@bge.net

We are always looking for subjects for articles and would publish our newsletter more often if we had some suggestions.

Why BGE

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Keyboard Shortcuts

When you are using your computer do you ever ask yourself “why do I have to keep reaching for my mouse to do simple tasks?”.

Being a person who actually learned how to type on a typewriter rather than the lame “Keboarding” they teach in schools today I use as many keyboard shortcuts as I can remember. It just doesn’t make sense to have to remove my hands from the keyboard, reach for the mouse to say copy and paste something, and resume.

Below is a list of some of the most common keystrokes, most of which work universally in any Windows based program.

F1 = Help

All of the following work by holding down the first key and pressing the second:

- CTRL + ESC Opens the Start Menu
- ALT + TAB Switches between open programs or windows
- ALT + F4 Quits current program
- CTRL + C Copy
- CTRL + X Cut
- CTRL + V Paste
- CTRL + Z Undo last action

The following commands can be stopped by hitting the same key combination a second time.

- CTRL + B Starts/Stops Bold text
- CTRL + U Starts/Stops Underline
- CTRL + I Starts/Stops Italics

There are many other keyboard shortcuts available, however the ones listed here are probably the most useful and relatively easy to remember.

Tool Bar Invasion

Whether you use Internet Explorer, Firefox or any other popular browser this can happen to you.

What are we talking about? Open up your favorite browser and look at the top..... Do you have multiple tool bars up there? Things like Ask, AOL, Google, Yahoo or others? Most people don’t use them and probably have no idea where they came from.

As a general rule they come along with other programs you download or web pages you visit. And generally you are “tricked” into installing them. It is important to **PAY ATTENTION** whenever you are installing a program. Often the program you are installing also installs other things including tool bars. All you need to do is uncheck the box that may say something like “Also install” The reason the companies/website create them is to encourage you to use their products as opposed to another.

Frankly... you don’t need any of them at all, having one or two (if you actually use them) is fine. If you have too many you will find your browsing space down below the tool bars becoming smaller and smaller.

You can remove them manually by using the “Add/Remove Programs” feature in windows or there is a free program available at <http://toolbarcleaner.com>. It is very easy to use but **BE CAREFULL** as it also installs “Anti-phishing Domain Advisor” as well as changes your default home page. Just uncheck them during the installation.

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