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PC Tips

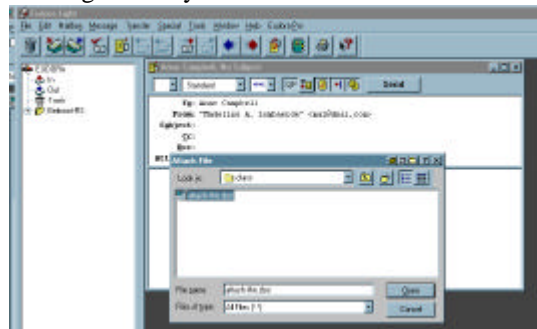
How to Attach a file to an email message in Eudora

One or more files can be attached to an email message. For example, you can attach Word (.doc) files, Excel (.xls) files, image (.jpg, .gif) files, HTML (.htm, .html) files, simple (ASCII) text (.txt) files --- any kind of file you want to send. The person you're sending the message to must have an application that can open or import the file. It's wise to **limit attachments to 1 MB** per message: some Internet Service Providers (ISPs) will reject large messages.

Here's how to do it:

Create a new message, then place the cursor in the "**Attached:**" field (below Bcc:). Then, **click the right mouse button** or click on the Attachment icon or select from the menu Message ... Attach File or Ctrl + H (keyboard shortcut).

All these methods will bring up the Attach File dialog box. Select the directory containing the file you want to attach. Select the file to attach by clicking once then click Open or double-click on the file to attach it.



Right-Click for Convenience

One of the most overlooked features of Windows® 95 is the convenience of clicking on the **right mouse button**. When you right-click, a menu pops up to give you a shortcut to a convenient list of options. Any application designed for Windows® 95 offers this feature as well. Example: the 32-bit version of Eudora offers lots of shortcuts via the right mouse button.

Right-Click the Desktop

When you point to any blank spot on your Windows® 95 desktop and right-click, a pop-up menu appears. Try it! Select *Properties* to get access to Display Properties.

Right-Click the Taskbar

Try pointing to an empty spot on your taskbar, then right-click. The pop-up menu will let you tile or cascade open windows on your desktop. *Properties* will let you.

Right-Click the To: field in a new Eudora message

When you create a new message in Eudora, you can click the right mouse button and select Insert Recipient to quickly get to your list of Recipients for adding names to the To: field. The same is true for the cc: and Bcc: fields. Right-click in the message also gives you the chance to select Check Spelling.

Finding “Lost” Windows

One of the powerful features of Windows® 3.x and 95 (and the Macintosh OS) is the ability to have more than one program or application (task) running at the same time.

For instance, on a typical morning, you might want to have Eudora, Netscape, Work 97, and Free Cell (*shhhh!*) open at the same time. Sometimes, however, one application window completely covers another, making it seem as if the other window is “lost”. This is much the same as piling papers on your desk, obscuring the ones below (usual state of *my* desk, anyway).

There are several methods for dealing with this. Some people like to have the taskbar always on top. To set this feature, point to an empty spot on your taskbar, right-click and from the pop-up

menu choose *Properties*. Make sure the checkbox by *Always on top* is checked in the Taskbar Properties window.

Personally, I don't like having valuable screen real estate taken up by the taskbar. Instead, when I need to find a window quickly, I hold the **Ctrl** key and press the **Esc** key once to bring the taskbar to the front. This also opens the Start menu. Just click on the task bar to close the menu so you can see all of the taskbar. Give it a try!

One final note: try putting your taskbar on the right-hand side of your screen instead of having it at the bottom. You'll be able to see more of your tasks listed when you have several open. To move the taskbar, point to an empty spot on it, press the left mouse button down and leave it down, then drag the taskbar over to the right-hand side of the

screen. You can change the width of the taskbar the same way you size a window: move the mouse pointer over the edge until it changes to a double arrow. Click and drag to resize.

How to stop auto - capitalization in Word 97.

Sometimes Word 97 can really drive you crazy! Like when you want to type cc: and it keeps changing it to Cc:!

To take control of your document, click on Tools ... AutoCorrect.... There you will find options to deselect so that Word no longer tries to outsmart you! Deselecting the *Capitalize first letter of sentences* box will solve the problem mentioned above.

Don't Retype Copy & Paste!

Remember learning how to cut and paste in Kindergarten? Well, now I want you to make Copy & Paste a habit!

Almost every Windows®-based application honors Ctrl - C as Copy and Ctrl - V as Paste. It's similar on the Mac (use the Apple command key instead of Ctrl). Whenever you receive information that must be transferred to another application, don't retype it! Select it (click and drag mouse over information), copy it (Ctrl - C or Edit ... Copy), switch to the application that needs the info, then paste it (Ctrl - V or Edit ... Paste). This will greatly reduce the chance of introducing an inadvertent typo. It's essential with Web addresses!

This Month's URLs*

<http://spacekids.hq.nasa.gov/mars/>

Sign up for Mars!

Sign your school-age child to have his/her name included on the CD-ROM that will be part of the Mars Polar Lander.

<http://www.eudoramail.com/>

Free personalized E-mail from the makers of Eudora

Nicer than HotMail, this site offers free email on the Web.

<http://www.belmont.gov/educ/district/BondUpdates/>

Bond Updates for each school

Lists links to Bond Update information for each school, available in both HTML and PDF formats.

<http://www.belmont.gov/educ/district/futures.html>

Planning for the Future

Letter to the community requesting input on the future for the District. Town Hall Meeting dates, times, locations as well as an on-line survey for those who can't make the meetings.

*URL: uniform resource locator. WWW jargon for the address of a Web page.