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Madeline A. Lombaerde
Voice: 650/592-5464
Fax: 650/299-0653
mal@powerturn.com
<http://www.powerturn.com/>

PC Tips

Forwarding Attachments

Eudora Light does not automatically include an original attachment when a message is forwarded or redirected.

If you want to include the attachment with the forwarded or redirected message, you must reattach it manually.

Follow these steps to forward a message containing an attachment:

1. Open the message you want to forward or redirect. Note the name of the attached file.
2. Forward (or redirect) the message by clicking the appropriate icon or selecting Message > Forward from the menu bar
3. Click the Attachment icon or click the right mouse button in the "Attached" file field and choose Attach file
4. Go to the folder "Attach" under the Eudora folder. Find the file you wish to attach and double-click. Notice that the file and its path appear in the "Attached" line.
5. Add a note (optional) and send the message.

Notes:

- ◆ You can attach more than one file by using Shift-click or Ctrl-click to select more than one file.
- ◆ Eudora Pro automatically forwards attachments.

Easily Create A Desktop Folder

To quickly and easily create a folder on your desktop, point your mouse arrow to a blank spot on the desktop and right-click (click right mouse button). If you

are on a PowerPC, hold the command (Apple) button down and click. A menu will pop up: point to "New" and select "Folder" from the fly-out menu. Give the folder a name ("*New Folder*" is *sooo tacky!*)

Lots of Ways To ... *Rename*

Have you noticed that Windows gives you lots of different ways to do any given task? Like **Rename** ... here is a partial list of ways to rename a folder or shortcut on your desktop:

- ◆ Click once to select, then press F2.
- ◆ Click twice, *slowly*.
- ◆ Point to the folder or shortcut and right-click. Choose *Rename* from the pop-up menu.

In an Open or Save As dialog box, you can use all the above ways to rename a file.

Save Time with Auto-delete

You can save yourself a lot of time and effort by taking advantage of "automatic delete". You don't have to press the Backspace or Delete key to get rid of a file or folder name or a Web page location when you need to change the name or string.

When any text is *selected* --- that is, when it is highlighted --- all you have to do is start typing the replacement string. The highlighted text will automatically be deleted by Windows. It's a great convenience and time-saver. This works in any word processing program, too. *Give it a try!*

An Alternative to Drag & Drop

Drag & drop is great when you have multiple folder windows open or when using Windows® Explorer to move or copy multiple files or folders. However, if you have Windows set to browse folders by using a single window that changes when you open each folder, drag & drop may not be so convenient. In this case, you may find that Copy/Paste is a more convenient technique.

First, Select

The first step, as in so many other Windows operations, is to *select* the file(s) and/or folder(s) to copy. You can do this by clicking once on the file or folder. To select more than one file, press the Ctrl key while clicking on the additional ones to select. Or, draw a marquee selection box around the files/folders you want to select. Do this by pointing the mouse arrow above and to the left of the left-most file; then click & drag to below and right of the right-most file.



Then, Copy and Paste

Once the files/folders are selected, you need to copy them. You can use Edit > Copy from the menu bar or use the Copy icon on the toolbar, but it is better if you use **Ctrl C** (hold the Ctrl key and press C once). Then, navigate to the target folder (or the Desktop) and press **Ctrl V** to paste the files/folders.

Drag & Drop in MS Word®

Many people know you can drag & drop *files* between folders in Windows, but many *don't* know that you can drag & drop *text* in Microsoft Word®.

Select the text you want to move, then point the mouse arrow to somewhere in the selected text, press the left mouse button and keep it down while dragging the text to its new location. This is

especially nice for dragging text in and out of tables. The selection can be anything from one character to several paragraphs. It is particularly handy for rearranging the order of sentences in a paragraph.

Splitting and Combining Tables in MS Word® 97

If you deal with tables in Word® 97, occasionally you find that you want to split a large table into multiple tables to control the look across page boundaries.

Split Above

To split a table, place the cursor in the row below where you want the table to be split. From the menu, select Table > Split Table. The split will occur above that row.

Recombine with Delete

If you later decide to combine two adjacent tables, place the cursor between

the two tables and press the Delete key (the one by Insert, Home, End, Page Up and Page Down, not the one on the Number Pad).

Text To Columns in MS Excel® 97

You can very easily manipulate text in MS Excel® 97 by taking advantage of the "Text to columns" feature. Suppose you have Word® 97 document with a table of names: last name, comma, first name. You need to change this to first name, last initial, period. Select the rows and paste them into Excel. Select and move them to create a single vertical column. Then, select the column, and choose Data > Text to Columns. Follow the steps, using the comma as a delimiter. Once you have the first and last names separated, use a formula to reorder the names, select just the first character of the last name, and add the period. Voila!

This Issue's URLs*

Past Issues of PC Tips

Find all the past issues of *PC Tips* (in PDF format).

<http://www.powerturn.com/goodies.html>

Microsoft's K-12 Education Site

Find technical and classroom tools, training, resources

<http://www.microsoft.com/education/k12/>

California Highway Conditions

<http://www.amdahl.com/internet/general/travel/ca-highway.html>

CNET Shopper

A great place to do price comparisons.

<http://www.shopper.com/?st.cn.fd.tbtop.Shopping>

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