



CLAS-IT NEWSLETTER

October 2001

Welcome!

Welcome to our second issue of the CLAS-IT Newsletter, a source for quick computer tips to make your work life just a bit easier. You can now find archived issues of this newsletter on the CLAS Information Technology Group's web page, <http://www.clas.uiowa.edu/it/>.

Please forward this Newsletter to anyone in your department who you think would be interested. To add your name to or remove your name from our mailing list, please e-mail kathryn-moon@uiowa.edu. You can write to the same address if you have your own favorite tip to share or to suggest a topic for a future issue.

~~~~ Create and Organize Bookmarks ~~~~

Both Netscape and Internet Explorer allow you to bookmark your favorite web sites so that you can easily return to them later. You can also organize your bookmarks into folders and even subfolders to make them easier to find. Here's how:

Internet Explorer: Browse to the site you want to bookmark. On the Favorites menu, choose **Add to Favorites**. ("Favorites" is Microsoft's name for bookmarks.) Type in the name you want for your new bookmark. Click **Create in** to display a list of folders, then click the folder where you want your new bookmark to live (or click **New Folder** to create a new folder). Say **OK** and now your bookmark should appear on the Favorites menu in the correct folder.

To rearrange your bookmarks on the Favorites menu (for example, to put them into alphabetical order or to put most-used favorites at the top of the list, simply pull down the Favorites menu and drag each item to the position where you want it. You can move your favorites into and out of different folders by pulling down the Favorites menu and selecting **Organize Favorites**.

Netscape: Browse to the site you want to bookmark. Click **Bookmarks** on either the location toolbar or the Communicator menu, then click **Add Bookmark**. You won't see anything happen, but if you click **Bookmarks** again, you'll see your new bookmark at the bottom of the list. To change the name or put the bookmark into a folder, click **Edit Bookmarks** or use the quick-key combination **Ctrl+B**. This brings up a window where

you can drag your bookmark to a new position, or directly into a folder. From this same window, you also can create new folders (right-click the top-level folder and choose **New Folder**) or rename an existing bookmark (right-click the bookmark and click **Bookmark Properties**).

~~~~ More Keyboard Shortcuts ~~~~

Here are some more quick key combinations. If you combine these with the navigation keys from last month's Newsletter, you may never have to reach for the mouse! Macintosh users, substitute the Command (apple) key for CTRL.

CTRL+C - **Copy** selected text or object (you won't see anything happen on your screen).

CTRL+X - **Cut** selected text or object.

CTRL+V - **Paste** the cut or copied text/object into your document at the insertion point.

CTRL+Z - **Undo** the last action (useful under many circumstances!)

CTRL+Y - **Repeat** the last action

Delete (Macintosh **Del**) - **Delete** selected text or object, or delete one character **to the right** of the cursor. (Not available on some Macintosh keyboards)

Backspace (Macintosh **Delete**) - **Delete** selected text or object, or delete one character **to the left** of the cursor.

~~~~ Eudora Tip of the Month ~~~~

Eudora's Preview Pane feature lets you scroll through your list of messages and read your e-mail all on one screen, saving you the step of opening each message individually. You have one pane to scroll through your mail, and another to display the contents of each message. To set up the Preview Pane, do the following:

1. Open Eudora.
2. Click on **Options** in the **Tools** menu.
3. Scroll down the Category list to **Viewing Mail**.
4. Under Preview Pane check the following boxes:
 - Show message preview pane
 - Mark previewed messages as read after (set the time to 3 seconds)
5. Click **OK**.

The next time you open your Inbox you will then have a preview pane and an attached window that displays the e-mail's contents.

~~~~ Virus Protection Tip of the Month ~~~~

File sharing is a convenient feature enabling others to view files on your computer. However, some viruses exploit the file-sharing feature to spread from one computer to another. Please make sure you are not sharing anything on your computer unintentionally, and if you must share files, you should share on a read-only and/or password-protected

basis. Symantec provides instructions on its web page for disabling or configuring file sharing:

<http://service1.symantec.com/SUPPORT/tsgeninfo.nsf/docid/2000091415173339>.

~~~~ Get Computer Help ~~~~

The CLAS Computer Consultants are here to help you. To locate the Computer Consultant for your department, go to <http://www.clas.uiowa.edu/it/chart.shtml> or contact Kathy Johnson, IT Group secretary, at 335-3554.

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