

Computer Bytes – August 2018 – TIPS

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Hello Friends & Associates –

I hope you are faring well during this heat wave we're dealing with. My routine has been to run from one AC building to another! I hope you're finding a way to deal with it in your world.

This time around I wanted to offer some useful tips for day-to-day operations for simple Windows based systems operations.

First up. From time to time, however it happens, the view on the screen can change. Or, you might be visiting a web site that the text is smaller than you're comfortable reading. One of the settings options is of course in your Display Properties where you can adjust text, icons, etc. That is not what I'm referring to here. In this case it's that your visual view is LARGE or very small. This simple trick will let you increase or decrease your view accordingly. Keep in mind this does not change your print size, only the VIEW.

On your keyboard, HOLD down the 'Ctrl' key - while holding Ctrl key, slowly roll the 'wheel' on your mouse. Rolling one way will decrease, the other increase, the view size.

That's it - it's that easy! This simple trick is very helpful and believe me, I've had service calls where this was the entire issue. It's simple but can drive you crazy if you don't know the solution and cannot view your screen properly.

Here's another simple trick. I've seen users minimize or fully close programs one by one, by one, by one, etc. until they get back to the desktop or the program we want to look at. This is cumbersome and extra, unnecessary work. The simpler solution is to click the small 'vertical' block at the very far right in your taskbar (the menu bar at the bottom of your screen that shows the Windows and assorted icons). This will minimize EVERYTHING at once. Note It does not close the programs so you can simply click on the one you want to re-open in the task bar and resume right where you left off. Another note is that you can tell the program is open and not just a link by the 'underline' under the icon – this means it's opened and just minimized.

For those of you who already knew these tricks, like anything in life, it's easy once you know! Our goal is to share and hope that each tip might help different users at different skillset levels – we go on the premise each tip will help someone.

NOTE: Our sharing of information within articles includes suggestions and tips. USE AND/OR APPLY AT YOUR OWN RISK. If you have any questions or concerns, please contact our offices for professional service/guidance.

Until next time, don't forget your backups! For more information, contact Harv Oliver, HANDS-ON Consultations, (805) 524-5278, www.hocsupport.com