



Top Tips Newsletter May 2008

Windows Explorer/My Documents

If you are currently accessing your documents and folders through Windows Explorer and have to select 'start', 'programs', 'accessories', each time, then this tip will speed things up for you. Press the '⌘' key and 'E' instead and the 'My Computer' window will appear.

Word

When you're typing in word, your words are automatically wrapped around to the next line without having to press return, but what if you want to keep some parts of the text together, such as the date and the month or someone's name? Holding down 'Ctrl' and 'shift' whilst pressing the space bar will lock your text together.

USB

Have you ever found that some USB devices work in one USB socket but not in another? This doesn't mean the socket or the device is faulty, it's just that there are two types of USB Sockets, **USB 1** and **USB 2**. **USB 1** transfers data at a slower rate and is suitable for human interface devices such as your mouse and keyboard. **USB 2** transfers data at a faster rate and is required for mass storage devices such as memory sticks, ipods and external DVD drives. So if your device isn't working properly in one socket, try it in another one.

Telephone Directories

If you don't want to receive copies of the Yellow pages or your BT Phone Book, you can call the following numbers and have them stopped:

Yellow Pages - 0800 671 444

BT - 0800 833400, select option 5, then 5 again.

Look out for more tips in the July Newsletter.

Please note these tips have been tested out on Windows 2000 and XP.