Mini Computer Guide

Keyboard Shortcuts - Usually the same on all computers... Macs have slight differences

Windows	Mac OS	Linux	Action
Ctrl + A	⌘ + A	Ctrl + A	Select all content
Ctrl + B	⌘ + B	Ctrl + B	Bold selected text
Ctrl + C	⌘ + C	Ctrl + C	Copy file or selected content
Ctrl + I	⌘ + I	Ctrl + I	Italicize selected text
Ctrl + P	⌘ + P	Ctrl + P	Print document
Ctrl + S	⌘ + S	Ctrl + S	Save current page or work
Ctrl + U	⌘ + I	Ctrl + U	Underline
Ctrl + V	⌘ + V	Ctrl + V	Paste file or content
Ctrl + X	⌘ + X	Ctrl + X	Cut file or content
Ctrl + Y	Shift + ⌘ + Y	Ctrl + Y	Redo, If you did an undo
Ctrl + Z	⌘ + Z	Ctrl + Z	Undo last action, can be done many times
Alt + Tab	⌘ + Tab	Alt + Tab	Shuffle through open programs
Tab	Tab	Tab	Use Tab as a quick way to move around forms
Shift + F3	⌥ + ⌘ + C	Shift + F3	Change selected text to all capital letters, first letter capital or all lowercase.

Email Warnings

1. Beware of SCAMS. Advice on Scams: Scambusters http://www.scambusters.com/ gives information about how to avoid becoming a victim of identity theft, or of frauds such as pyramid selling, or money laundering scams. The Office of Fair Trading describes SCAMS as:
Scheming **C**rafty **A**ggressive **M**alicious

Their advice is that "If it looks too good to be true it probably is!"
1. Nigerian "419" email fraud: These are emails from Africa offering to share huge sums of money with you if you let them use your bank to help them get their money out of the country. They ask for your bank account details and an administration fee. But it's a scam. If you comply and pay a small administration fee, then there'll be some complication and more money will be requested - again and again. The big money for you will never materialize. At worst you might get an invite to Africa where being held for ransom is a further threat.
2. Lotteries and Prize Draws: You may get emails saying you are a winner in an overseas lottery or prize draw and asking for your bank account details so that the cash can be transferred. You may also be asked to send money in order to claim your prize. These are scams.
3. Phishing: Many Internet fraudsters use a technique called "phishing" - sending out hoax emails, which look like they have come from your Bank or other online account such as Ebay Paypal. These often say that there has been a problem with unauthorized access to your account, or that you need to reconfirm your details for security reasons. Links in the email would take you to a page that could look like it belongs to your bank, where you will be asked to enter your passwords and personal information. If you followed these instructions and entered your details you would be enabling the fraudsters to access your accounts. It might be safer to use a search engine to find the web site of your bank than a link in an unverifiable email.

For more Fair Shake computer guides, tutorials and short-cuts visit our New To Computers page at:

www.fairshake.net/new-to-computers

New – Create a new document like a blank sheet of paper.

Open – Open a saved project - something you already worked on.

Save – Save your progress on this project. We recommend you often save.

New / Write – This is the button you use to start a new message. When you arrive in your email you are in the reading portion, use this button if you would like to create a new email.

Print – Start printing your document on the default printer.

Print Preview – View what your document will look like on paper and also view more printing options.

Cut – Remove selected object or text from the document and keep it ready to paste somewhere.

Copy – Copy selected object or text and keep it ready to paste somewhere.

Paste – Paste the most recent cut or copied object/text.

Copy Formatting – Highlight object or text with a desired format and click this button, then highlight some other object or text you want the format copied to.

Undo – Undo the previous action. This can usually be done a few times.

Redo – Redo action previously undone. This can be done as many times as you used the Undo feature.

Insert Hyperlink – Add a link to your document that will open in an internet browser. Be ready with the address (http://www.address.com), highlight what you want to link and press the button. Insert the link and click *ok* or *apply*.

First Line Indent – Location to indent the first line within a paragraph.

Hanging Indent – Location to indent all lines within a paragraph after the first line while leaving the first line unaffected.

Spell Check – Check the document for spelling errors. If there is more than one button then you can use the second one to turn on / off the red line under misspelled words.

Attach Files - Sometimes you want to send another document or photo along with your message. Do this by clicking the attachment button and finding the file/image.

Line Spacing – Increase or decrease the amount of space between lines.

Common style type – You can set common style types that you like and then add them to any selected text by choosing them from the drop down menu. Default/Normal would be common paragraph formatting while Heading1 or Heading2 might introduce sections or important paragraphs as their titles.

Font – Fonts change the way your letters look. There are hundreds of fonts, most people choose from one of the fonts displayed in these icons because they are professional and are easy to read.

Text Size – By selecting text and choosing a number within this list you can make your text larger or smaller.

Left Alignment – Pushes all your lines of text as left as they will go.

Center Alignment – Puts the text within a line in the absolute middle.

Right Alignment – Pushes all your lines of text as right as they will go.

Justified Alignment – Spaces all the words within a line to fill the whole line.

Numbered List – Start a list or turn selected text into a list. When you press the enter / return key a number will appear in front of the next list item.

Bulleted List – Start a list or turn selected text into a list. When you press the enter/return key a number will appear in front of the next list item.

Bold – Use the style **Bold**

Italics – Use the style *Italics*

Underline – Use the style Underline

You can combine any or all of these styles.

Decrease Indent – Pull selected paragraph to the left.

Increase Indent – Push selected paragraph to the right.

Text Color – Change the color of selected text or text you are about to type.
(in color)

Hightlight Color – Change the color behind the selected text or text you are about to type.
(in color)

Find / Search - Use key words from within the subject or body of an email to find emails within your folders quickly. When you search you will get a list of emails that all contain the word(s) you entered.

Add Photo / Image - Add an image to your message. Click the button and then locate your image.