

## The Power of the Right Click and Other Tips

In using your computer mouse, there are two buttons. The one on the left is normally called the “Left Click” and the one on the right “Right Click”. A good general rule for these buttons is: Use the Left Click to make things happen and use the Right Click to get options.

If you are not using the Right Click you are spending a lot of unnecessary time doing things.

The right click can be used in many places on your computer. In most cases the options available are related to what you are doing at the time. Some options are available no matter where you are when you right click.

Let’s look first at the most obvious places where you can use the Right Click. Most computer users use Email, go on the Internet, and do some typing. Lets look at email first.

### WEB MAIL

There are two ways to get your email. You can use Web mail where you go to the internet to look at your mail and there are other email programs like Outlook Express, Windows Live mail and Windows mail. We will go to web mail first and see what use we can make of the Right Click. **When we Right Click on an email message on Yahoo Mail, we see lots of options:**

Open	Flag for follow up
Print	Clear Flag
Reply to Sender	Delete
Reply to All	This is Spam
Forward	Filter messages like this
Select all emails	Add Sender to Contacts
Mark as Read	View Full Header
Mark as Unread	

As you can see all these options are at your fingertips, just by Right Clicking on the message. You do not need to search all over to do something with this message. Very efficiently handle your email. Some webmail may have different options. Comcast mail with Windows XP does not have the Add Sender to Contacts. If you have those problems I would go to Outlook Express or Windows Mail.

### OUTLOOK EXPRESS – WINDOWS LIVE OR WINDOWS MAIL

**If you are using Outlook Express, Windows Live or Windows Mail, you will find some slightly different options. When we Right Click on a message there we see:**

Open	Move to Folder
Print	Copy to Folder
Reply to Sender	Delete
Forward	Add Sender to Address Book

**Forward a message and delete previous address.**

## WORD PROCESSING AND OTHER TYPING OPTIONS

Now let's look at some options that are available when typing or editing work in Word. If you **Highlight** a word, sentence or paragraph and Right Click on it you see:

Cut	Font	Hyperlink
Copy	Paragraph	Synonyms
Paste	Bullets and Numbering	Select text with similar formatting etc.

The most commonly used options are Cut, Copy and Paste. You do not have to go to the Menu Bar at the top and click on menus. You just highlight the word, sentence or paragraph and right click. We are not going to get into details as to how to use all these options but just to show you what is available using the Right Click.

### DESKTOP

Now, let's go to the Desktop which is what you see when you turn on your computer. If we Right Click on an open area on your Desktop, you will see the following menu come up.

**Arrange Icons by:**

**Refresh**

**New**

**Properties**

You will note there is a small black pointer by **Arrange Icons By**, **NVIDIA Display** and **New**. Like in other parts of your computer, this means there are some additional options available when you click on this option. Let's look at some of these.

When you click on **Arrange Icon By** you see the following additional options pop up: **Name**, **Size**, **Type** and **Modified**. Let's look at what happens when you chose some of those options. If you chose **Name**, it will list your icons alphabetically. If you chose **Size**, it will organize your icons by their digital size within types. When you chose **Type** it will list your icons by **Type**.

However this will not happen unless you have a check mark beside **Auto Arrange** and **Show Desktop Icons**. If you do not have a check mark beside **Show Desktop Icons**, you will not see your icons at all.

When you click on **New**, another large menu pops up that gives you a lot of options. You will see a list of other possible documents that you can open using the **New** instruction. The list will vary depending on the software programs you have on your computer.

### CREATING FOLDERS ON YOUR COMPUTER

One of the most important **New** options is **Folder**. This is a very important command as this is the way you create new folders on your computer. If you do not know how to create folders, then it is difficult to manage files on your computer. By right clicking almost anywhere on your computer, you have to option of creating a new folder. Let's follow this a little further. When you click on **New**, and the menu

comes up and you click on **Folder** a new folder is created with the name **New Folder**. If this shows up highlighted in blue you can go to your keyboard and type in the name you wish to give this folder. If **New Folder** is not highlighted and you want to give a name to the New Folder, you can do this by “**Right Clicking**” on the **New Folder**. When you do, the name **New Folder** is highlighted and another menu drops down. On that menu one of the options is **Rename**. While **New Folder** is highlighted you can go to your keyboard and type in a new name for the folder. This method can be used anywhere on your computer just by using the “**Right Click**” option.

## **CLICKING ON PROPERTIES.**

**THEMES**

**DESKTOP**

**SCREEN SAVER**

**SETTINGS**

**By investigating each of these it gives you an opportunity to change your screen saver, your Desktop and change settings on your computer**

## **TASK BAR**

Now let’s explore some other options of the Right Click. If we Right Click on the **Task Bar** we see the following options:

Toolbars:

Cascade Windows

Tile Windows Horizontally

Tile Windows Vertically

Show the Desktop

Task Manager

Lock the Taskbar

Properties

If we click on **Toolbars** we see **Links, Desktop, Quick Launch** and **New Toolbar**. If we click on **Links** we see Links show up in the Task Bar. If we click on **Links** in the Task Bar a menu of Links shows up. If we click on **Quick Launch** we see some icons show up in the Task Bar. Clicking on **Desktop** gives you Desktop in the taskbar and when you click on it, it shows all the icons on your desktop. If you do not want a lot of icons on your desktop, you can use this method to locate the Desktop icons here and eliminate them from the Desktop. The last option is **New Toolbar**. This gives you the option of putting any File or Folder in your Taskbar where it is handy and can be opened by clicking on it.

The options of **Cascade Windows, Tile Windows Horizontally and Tile Windows Vertically**, are only applicable when you have several windows open at the same time. These instructions give you the option of tiling the windows in different manners. This is handy if you wish to look at two windows at the same time or may want to drag something from one window to another.

The **Show the Desktop** instruction is handy if you are working on a Window and need to go back to the Desktop to look at or check something that is on your desktop. If you have several windows open and click on Show the Desktop, it closes

all the windows and shows only your Desktop. When you have finished what you want on your Desktop, and you click Show the Desktop again, it opens all the Windows that you had open prior to going to the Desktop.

### **TASK MANAGER**

The **Task Manager** option gives you the Task Manager when you click on it. The Task Manager is a tool that gives you information about what is going on in your computer and can be used as a diagnostic tool. The several tabs give current information about what is happening on your computer. The **Applications** tab shows what applications are currently open in your computer. The **Processes** tab shows all the processes that are currently running and the amount of memory each is using. The **Performance** tab gives information about CPU and Page File usage. The **Networking** tab gives information about your wireless or Local Area Connection usage and the **Users** tab shows the user that is currently using the computer.

The **Lock the Taskbar** option gives you the power to lock your Taskbar in its current location and no changes can be made while it is locked. If you wish to move your Taskbar to a vertical position or move it to the top of your screen, you have to make sure Lock the Taskbar is not checked. You can move your taskbar (when not locked) from the bottom to the top, or sides, just by putting your mouse pointer on the Taskbar, holding down the left mouse button and dragging the Taskbar to a new location.

### **TASKBAR PROPERTIES**

The last option on the Right Click of the Taskbar is **Properties**. If you click on Properties you will get a window that gives you some options about the **Taskbar** and your **Start** menu. On the Taskbar tab if you click **Customize** you are given the option for **hiding, showing** or **hiding when inactive** the icons in the lower right corner of your Taskbar.

The **Start Menu** tab gives you an opportunity to Customize your Start Menu. If you click on Customize you have the opportunity to determine the number of programs on your start menu, what Internet and Email icons you want to have included and whether they are large or small icons. On the **Advanced** tab you are given some additional options on other items that appear when you click on **Start** menu.

### **MY COMPUTER**

Lets take a look at what we can find when we Right Click on **My Computer**. There are several things that show up when you Right Click on My Computer. The following are the most commonly used:

- Open
- Explore
- Search
- Create Shortcut
- Properties

When you click on **Open** you see all the drives and the major folders on your computer. Right Click on your C Drive. Then Click on **Properties**. This leads you to

several options to clean up your hard drive and by clicking on the Tools tab to Check your drive for errors and to defragment your C Drive.

When you click on Explore you see the same things as Open plus something similar to Windows Explorer. When you click on Search you get the Search window. If you click on Create Shortcut, it creates a shortcut to My Computer on the Desktop.

### **MY COMPUTER PROPERTIES**

When you click on Properties you get a small window called System Properties with numerous tabs. On the **General** tab there is some information about your computer including the Operating System, information about your computer chip and the amount of RAM that is on your computer. On the **Hardware** tab it is possible to click on **Device Manager** and it gives you a list of all the hardware on your computer. This is a good place to look if something is not working. If something is not working you normally would see a small Yellow question mark beside it. By clicking on the plus signs (+) beside each item it expands to show other items included.

The System Restore tab gives you the option of turning off System Restore and setting up how much of your hard disk you will allow for Restore Points.

Automatic Updates tab gives you different options of receiving and installing Microsoft Updates.

The Remote tab gives you options to turn on or off the ability for someone at a remote location to use your computer or for you to go remotely to someone else's computer. This has to be turned on if you are getting help from someone at a remote location to make changes or repairs to your computer. You can also limit the amount of time the option is open by clicking on the Advanced tab on the Remote tab.

On the main **Advanced** tab if you click on **Settings** under the Performance section you will get an opportunity to adjust you computer for best performance, best appearance, or let Windows decide what is best. You can also chose Customize and make your own choices.

We have looked at some of the possibilities of the Right Click on the Desktop and the Taskbar and My Computer. Now let's look at some of the other information available with the Right Click.

### **MISCELLANEOUS RIGHT CLICKS**

If we Right Click on a **shortcut** we get numerous options. Some of the most common to use are **Cut, Copy, Delete, Rename** and **Properties**. The cut, copy, delete and Rename are self explanatory. By clicking on the Properties option a window comes up that tells you when it was created and by clicking on the Shortcut tab you can locate the program that the shortcut represents. This is sometimes handy if you are looking for the program.

If we Right Click on a **Folder**, we see **Open, Explore, Search, Sharing, Scan, Send to, Cut, Copy Create shortcut, Delete, Rename** and **Properties**. Many of these are self explanatory. **Open** and **Explore** are similar except that Explore shows you all the Folders on your computer as well as opening the Folder you clicked. Search gives you the option of Searching your computer. **Send To** gives you the

option of sending the file folder to many different locations on your computer. This instruction can be used to send files to your DVD or CDR/W writer to create CDs and/or DVDs. You can send various files or pictures to your writer and then burn (copy) those files on to a CD or DVD. When you send files to your CD or DVD writer you will get a message telling you that you have files waiting to be written to your CD and then you can go to the CD or DVD writer and arrange that a CD or DVD is created. This is a simple way to Burn (copy) information to CDs or DVDs. You can also rename the file, but if you rename the file you must remember to always include the file type at the end (i.e. .doc; .jpg; .xls.) This is also an easy way to send folders to a Flash Drive. If you plug in a Flash drive it will show up on the list.

### **FILE DESIGNATIONS**

If you do not see the three letter file designation for files on your computer you need to make a change so that you can see them. You do this by clicking on **Start**, then **Control Panel**, then **Folder Options**. Then click on the **View** tab and scroll down until you see “**Hide extensions for known file types**”. If there is a check mark in the box beside the sentence, uncheck it. Then click **Apply** and **OK**. Then your files should all have a dot with the three letter designations as part of the file name.

If we Right Click on a **file** (such as a jpeg, .doc, .xls etc.) we get some additional options such as **Print, Save as, Scan, Open with, and Send to**. Print, Save as and Send To are obvious. Scan allows you to scan the file with your antivirus program and **Open with** gives you the option of picking the program that you want to open the file. This is sometimes helpful if you get a file attached to an email that does not want to open. This is a quick workaround.

If you Right click on a website you will find a lot of different options which we do not have time to cover today. But do some experimenting.

### **SHIFT AND CTRL KEY**

We have talked about many uses of the Right Click. Now I would like to provide some other tips that might make your computer use a little more efficient. If you are in your email or a pictures folder and you want to select a group of emails or pictures for some reason, if you hold down the **Shift key** when you make your first selection and continue to hold it down and go down the list to another email and click on it, all the emails between your first and last selection will be highlighted. Then if you want to delete them you just right click and delete.

If instead of holding down the Shift key you hold down the **Ctrl key**, you can make individual selections throughout the list and they will all remain highlighted. This is handy for selecting large groups for forwarding emails or for deleting etc.

Another helpful tip is the wheel in the center of your mouse. If you want to scroll down a website, a letter or an email, if you click on the center wheel, you will see a pointer that allows you to move your mouse and scroll up or down.

### **SYSTEM RESTORE**

Another tool that people may not be aware of and that is a real help is **System Restore**. System Restore is a tool Microsoft included in the operating system that takes snapshots (Called Restore Points) of your computer's registry at various times without any action on your part. In addition to those Restore Points, you can set up a Restore Point of your own. This is quite handy when you are going to add a new piece of software, or if you are going to do something to your computer that you are not too sure of. Either setting up a Restore Point or using a previous one is quite simple.

If your computer is working fine and then all of a sudden something is wrong, you might want to look at Restoring your computer to an earlier date when it was working OK. You can do this by clicking on **Start**, then **All Programs, Accessories, System Tools** and then **System Restore**. When you do a window will come up with the options of: **Restoring your computer to an earlier time, Create a Restore Point** or **Undo my last restoration**. Chose the option you wish and then click Next. Assuming you want to Restore your computer to an earlier time and selected that option. When you click Next, you will see a calendar for the current month. Depending on what time of the month it is you may see several Restore points or if it is early in the month you may see none. Any restore points will be shown by **Blue** dates on the calendar. If you don't find any for the current month, click on the little pointer in the upper left corner of the calendar and it will take you to the previous month, where you should find some. The intent is to pick a Restore point prior to the date when your computer went bad. After you select a Restore point date, click on Next. You will then see a window that tells you what is going to happen. Read what it says and you will know what to do. Then click on Next and wait for the computer to do its job.

After it is finished and the computer restarts you will see a window that will tell you your computer has been restored to the earlier date or it will give you a message saying that it could not restore your computer to the earlier date. It will ask if you want to try another. Sometimes another date will work and sometimes it doesn't. But many times when it does not fix the problem the first or second time, you may need some professional help. It is sometimes helpful if you go to a restore point when your computer is in Safe Mode.

### **SAFE MODE**

To start your computer in Safe Mode, you must have the computer turned off. When you press the power button on your computer, immediately, start tapping on the F8 key. This is normally the Function key that you need to use. You might check your computer instructions if you have a question.

As your computer boots up, it will give you a screen that is all black with some options such as Safe Mode, along with a lot of others. You cannot use your mouse to work on this screen. You have to use the direction arrows on your keyboard. When you have **Highlighted** the words Safe Mode from the list, then you hit Enter key.

You may see your operating system listed and highlighted. If so, click on Enter again. Then your computer will go through some machinations and depending

on your computer may take some time to finally reach Safe Mode. But when it finally does you will see something similar to your regular Desk Top except it will not be as fancy. At this point you can go to System Restore in the same manner as described above.

We hope you have found some information that will make your computer time easier and more efficient. .

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