

FHSA guru tips that have been published

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3/11 Fast Finds on Large Webpages

When looking for specific information on a large page of information such as a name on a long cemetery listing or in a book that is not indexed, use the find feature available in your browser. Press the Control (Ctrl) key on your keyboard and while holding it down, press the F key. You will be presented with Find options on a pop up screen, on a bar at the top above the tabs, or at the bottom left depending on your browser and its version. In any of these, enter information you want to find on the screen. The browser will either take you to the first instance of whatever you entered or highlight each instance on the page.

Be selective with what you are trying to find. Consider the following: Suppose you want to find "Ralph R. Jones." Entering just "Jones" will find all instances of the word Jones including such things as "Jonestown." Entering "Ralph R. Jones" will find the person you are looking for but will omit entries such as "R. R. Jones," and just "Ralph Jones." Since you do not know how the name might be listed, using just Jones or Ralph would give you better selectivity,

Using Find options can save a great deal of time on large pages or long listings. Practice a few times and you will add another technique to your repertoire.

3/11 Passwords

Passwords and IDs are required by more and more websites to gain access to your account or your records. Yet passwords do more to prevent you from gaining access somewhere than anyone else. Here are a couple of tips for dealing with passwords and IDs.

Always use the same ID such as the letters in your email before the "@" symbol. For a password use something familiar to you like the name of a pet from your youth. Add to that name some number series. Then you change change the order to create various passwords that you can use. Below is an example where I had a pet named "Toto" and chose a number series of "3708." Write your password down in a code format. For each variation of the password the code you would write is shown in parentheses.

I could use "toto3708" for a password and (dog#) for the code. Or I could use 3708toto (#dog) or using a capital "Toto3708" (Dog#) or make it bigger with "toto3708Toto" and (dog#Dog). This gives you a large variety of passwords to use yet the code where you have written them is not obvious to others who might see the codes. Just don't write down "Toto" or "3708." Hope this helps.

4/11 Menu Bar in Internet Explorer

"How do I get a Menu Bar in Internet Explorer?" If you do not have Menu Bar at the top of the screen below the URL box, look at the right side of the screen to the right of the screen tab area and locate Tools. Click on Tools and move down the list to Toolbars. Slide to the left on the pop-up menu and click on Menu Bar to turn it on or off. On the Mozilla Firefox browser right click in the narrow area just below the URL box and click on Menu Bar to turn it off or on. A little practice and you will be a "pro!"

4/11 Closing an Open Window

"Sometimes I get pop-up windows where when I click the close button another window opens. How can I prevent that?" The active window on a screen can be closed using the Alt+F4 keys (hold the alternate key down and tap the F4 key) on your keyboard if you can't find another way to close it. Usually this will bypass the annoying "extra" window.

4/11 Additional Screens

Many times it is handy to have a website open in a separate window. For instance, after a Google search several links appear as possibilities for what you are hunting. After clicking on one of the links, you are taken to another webpage. Then if you explore some links on that page, to get back to the original Google listing you have to click the back arrow (left facing arrow in the extreme upper left of the window) several times. In this case it would be better to have the new website appear in its own window leaving the Google search page still open. There are a couple of options to do this.

Additional screens are created by holding the Shift key on your keyboard down while clicking on the chosen link. Sometimes you will have to do this twice and sometimes the webmaster has prevented this option but generally it will work on any link. When you hold the shift key down and click on a link, a new screen (new instance of your browser) will open. When you are finished with that screen and close it, your Google search screen is still open.

Are you familiar with the tabs function in the newer browsers? If you prefer tabs, you can create a new tab in the window you are using by holding down the Alternate (Alt) key on your keyboard and clicking on the link you want to open. This opens a new tab in the screen you are viewing. When finished with the webpage on that tab, close it by clicking the "X" to the right of the name on the tab. The original Google listing is still available.

Try both ways a few times and before you know it you will have increased your repertoire of techniques to make viewing more pleasurable.

4/11 Dealing with scams

There are many scams out there – far too many to discuss them individually but some general guidelines will save you a lot of problems and frustrations.

First, companies such as banks, Microsoft, and Internet Service Providers never send email messages warning that your account will be frozen or your computer has a virus, or you have exceeded your email limit. While these look perfectly legitimate, these are scams wanting some of your personal information for devious purposes. Delete them! If you really believe there might be something to this particular email, contact the company yourself and find out about your account – don't reply to the email.

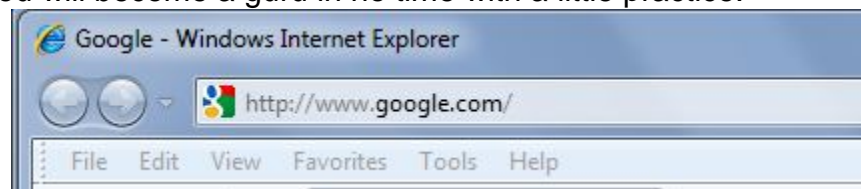
Finally, never open any attachment sent you by someone you do not know and do not expect something from. Attachments, game sites on the web, and porn sites are the source of the greatest number of harmful viruses, pop-ups, and other things you want to avoid.

4/11 Filing in Forms

Frequently we are asked to provide information such as First name; Last name; Address and so forth. When completing these text boxes (moving from first to last name) use your Tab key on the keyboard. Frequently people are used to using the Enter key but this can have bad consequences. All forms on the internet are designed to use the Tab key or clicking in the next box to move from one to another.

5/11 Sharing URLs

When you have a website you would like to share with another, click on the URL at the top of the screen (see picture at bottom where "google.com" is the URL) and copy this. The URL can then be pasted elsewhere to send to someone. It can be copied by using pressing the Control (Ctrl) key on your keyboard and the letter C at the same time. To paste, use Control and letter V at the same time. Or another option: right click on the URL and choose copy. There are many different methods of copying and pasting. Find the ones you are comfortable with and use that method. You will become a guru in no time with a little practice.



5/11 Increase text size on a web page!

Press the Control key on your keyboard and while holding it down, rotate the wheel on your mouse to increase or decrease text size. Or another option: on Internet Explorer by Microsoft, look in the bottom right corner of the screen for a zoom control. On other browsers such as Firefox by Mozilla the zoom control is found under the View Option on the Menu Bar at the top. Test the various ways a few times and you can expand your repertoire.

5/11 Backups

People tend to back up a computer frequently when it is new. However, as it ages, the average person backs up less frequently. This is very dangerous! Your hard drive is a mechanical device and is one of the two most common causes of failures. The other is overheating primarily in laptops.

There are many ways to back up a computer. Perhaps the two best and most simple methods are to copy your files onto a stand-alone or portable hard drive which can be moved from computer to computer and/or by using a flash drive or memory stick.

Always save your files in one of the provided folders such as "documents," pictures," and "downloads." Then simply copy those folders you use onto the backup device you are using

5/11 Should I Upgrade my Software?

This question comes up frequently. The answer: NO! Software companies add a few whistles and bells to a program and maybe correct a small default and tout the new version as a "must have" upgrade. This is a good source of revenue for them. My advice: "If it ain't broke, don't fix it!" If the new version has something you really need, then upgrade.

However, if your computer is doing the job you need, you do not need to spend the money to upgrade. Wait until you must upgrade the computer and upgrade your software at that time. New things in the technology field frequently tie up assets and slow down older computers. If you add new upgrades, download new things off the web, or install new software into the old computer you slow the machine down until the load becomes so heavy everything seems to give you trouble. Then you have to replace the machine for greater capacity and speed. Upgrade your software at that time.

6/11 How Can I Put a Webpage Icon On My Desktop

It is easy to put an icon on your desktop for a website you use frequently. Open the website you want. Make sure you can move it down or to the side so you can see part of your desktop. Find the icon immediately to the left of the URL address (<http://www.....>). Click on this icon and drag it to your desktop. The middle button on the upper right corner of your webpage allows you to maximize or restore down the size of your webpage. The restore down option allows you to click at the top of the webpage and move it around.

6/11 Full Screen – F11

Occasionally it would be nice to be able to see more of a webpage for instance, without having to reduce text size. Full Screen presents just such an opportunity. To see the window in Full Screen, press the F11 key on your keyboard. Full screen removes the heading at the top of your screen and the status bar at the bottom giving you more viewing space on the screen.

Function keys (F1 through F11) are generally found along the top of your keyboard or on the extreme left of the keyboard.

To return to normal viewing, simply press the F11 key again. Practice a few times and you will add another technique to your repertoire.

6/11 Terminology

People use computer terms which are often confusing. Things are called files, programs, and applications interchangeably. Perhaps this will help some. Applications are those things which you purchase or came with the computer such as word processing, an internet browser, or an ancestral program such as "Legacy" or "Family Tree Maker." These should never be deleted if no longer needed. They should be removed from the computer by using the "Add Remove" function in the Control Panel.

Files are basically those things you create on your computer such as emails, letters, or pictures you save. These things all "belong" to you and can be deleted at will. Files should always be backed up frequently to prevent loss due to mechanical failure.

6/11 Pasting text

Frequently when you copy something from one application or file to paste into another file or application the text is formatted very differently from the formatting you are using. The text may be real big, real small, a weird font, or in color. This requires you to hunt for ways to reformat the text to your liking.

To avoid this, most applications offer the opportunity to "paste special." Usually this option is found with the paste button, on the Edit Menu, or under file. Using the paste special option pastes the text with your formatting instead of the original formatting saving a lot of time and effort. Look around for this option, the more you use it, the more routine it will become to you and the more you will expand your repertoire.

6/11 Home Pages

The Home page is the one that opens when you open your browser. It may be your favorite search engine, a news website, or the default one provided by your browser such as Microsoft. Did you know you can change it? Did you know you can have more than one "home page?" See below for information on setting your home page or pages.

Look for the "Tools" button to the right of the tab headings near the top of your screen or in the Menu Bar located just under the URL box at the top. Click on "Tools", then "Internet Options" (or just "Options" in Firefox). On the main tab of the Internet Options screen which opens is listed the page(s) you have as a home page.

You can add additional pages by copying their URL into that screen. Separate each home page with an Enter key in Internet Explorer or with a "|" symbol (shift back slash on your keyboard) in Firefox. If you have three home pages, each will open in its own tab every time you open your browser.

This saves having to constantly go to your favorites or somewhere to switch pages between those you use frequently.

Try it! Open the current page you have as your home page and add a search engine or news site such as <http://www.google.com/> or <http://www.foxnews.com/>. A little knowledge expands your repertoire.

7/11 Print Preview

How many times have you tried to print a web page and either did not get what you wanted or the computer continued to print pages which you did not want wasting a great deal of expensive ink? Use the Print Preview option first.

The location of the Print Preview option will vary some depending on the application (an email program, ancestral file, or word processing) you are using. If you have a Menu Bar at the top of the screen click on File and usually Print Preview will be an option.

If there is not a Menu Bar, try right clicking (using the right button on the mouse to click on something) in the area below the top border and see if you are presented with the option to turn on the Menu Bar. Try several different locations across the top of the screen just above or below the top line of options such as a URL box.

Without a Menu Bar there will frequently be a drop down arrow to the right of the print button. On Internet Explorer it is on the right side of the tabs bar below the search bar and red "X" for closing the application.

Always look for the Print Preview option before printing! You may save a tree, perhaps a forest, certainly a lot of ink not to mention frustration!

7/11 Those agonizing pop-ups!

Many pop-ups can be placed on your computer primarily by websites you visit. These can be annoying notices which come up on your computer occasionally such as "your computer is running slow and needs..." or an ad encouraging you to purchase something. Or "you may have a virus would you like to scan your computer now." This action will result in a pop-up trying to sell you an anti-virus program. Never believe any of these! Close them. If you are worried that you might have a virus, open your anti-virus program and then start a scan.

A good anti-virus program will pick up most of these and delete or quarantine them for you. Applications which clean your computer of pop-ups are available free and can be found on some of the popular websites or national talk shows such as Kim Komando's or Computer America. Google Kim Komando or Computer America for information on their websites.

8/11 When I got IE 9 I lost my print button, how can I print a web page?

At the upper right hand corner of your screen (see illustration) there are three buttons as shown. The Tools button contains your print and print preview options among others, the Home button returns to your home page, and the Favorites button allows you to save a web page to your favorites.



You can still right click just to the left of these buttons and turn your Menu Bar on or off. With the Menu Bar on the File command with its familiar options including Print are available.

8/11 Should I have a separate email account for genealogy

Many people choose to have more than one email account. They use one for banking, one for family and friends, and then a different one for those times they are on websites that require an email address. This means less spam on the family and banking sites perhaps but does not reduce the overall amount of spam. Also, it means checking more than one "inbox" for any emails you have received.

A lot of places offer free email addresses such as Google, Hushmail, and Mail.com. Also, many ISPs (Internet Service Providers) offer a number of free email address with their service. So, additional email accounts are easy to obtain.

It is important, however, to retain the one you use to communicate with other genealogists for a long time. For instance, I had a great-great grandmother disappear. I could not find out why or what happened. I put a query on her surname list server and received the only response I have ever received to that query almost 4 years later. I learned she was killed in a winter sleighing accident. So keep that email account active for a long time.

8/11 Translations

When trying to understand what is on a website or document presented in a foreign language there are many tools available to you. One of the best is on the Google.com screen. One of the options presented at the top of the Google screen is "more" with a drop down button to its right. Click on the drop down and then on "Translate." You can copy and paste text from the foreign document or website into the box on the Google screen. You can also paste the URL at the top of the foreign website into the Google box and when you click Translate you will get a translation. If you know the language you can choose that language on the "Detect language" drop down and that helps.

Many email programs also offer a translation tool button and there are translation websites on the web which can also be used. One word of caution. If you try to paste an entire form into the text box you will sometimes get undesired results. Paste just the text from one section of the form at a time and the results will be better.

8/11 Adobe Reader

The default on Adobe Reader is to open pdf files in a full screen mode. If it bothers you to have the page open in such a large format that you have to use the sliders to see the whole page; then you should change the default settings. I recommend this to everyone. Open Adobe Reader. When it is open, click on "Edit" on the toolbar at the top. On the Edit list which comes up, click on "Preferences" at the bottom. You will be on "Page Display" in the "Categories" list on the left side of the screen and on the right side find "Page Layout" near the top. From the drop down choose "Single Page." To the right click the "Zoom" drop down and chose "Fit Page". Click "OK" at the bottom and close Adobe Reader. Now when you open a pdf document you will see the entire page on the screen.

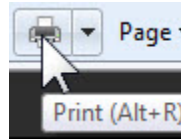
8/11 Sharing Files – universal formats

Sometimes when a user creates a file on their computer and sends it to someone else they are unable to open it. When this happens there are two things that can be done. First never remove the extension (the 3 or 4 letters following the period at the end of a file name) on a file.

Second, with your file open on your computer, click on Save As.... Then using the drop down at the bottom of the screen labeled "Save As Type" (or something very similar in older versions) choose a universal file type. Universal file types can be opened on almost all computers. They include: .pdf (portable document format); .rtf (rich text format); .htm or .html (hypertext markup language – a webpage); .txt (text – this loses most of the formatting); and .csv (comma separated values.)

9/11 How do I know what a tool button is?

In your email you indicated a level of frustration about finding the tool button you wanted and what all of them were for. There are two answers. Let's deal with finding out what the tool buttons are first. Rest your cursor over a tool for a moment and a pop-up menu will appear telling you what the tool button is. See the example below. Fortunately in windows tools look almost the same regardless of the application (program) you are using so once you become familiar with a tool it will almost always look the same.



Now once you can find the one you want, let's deal with what all the rest are for. The best way to learn what a tool does is to experiment with it. Simply open an application and try the various tools. You will not hurt your computer, the application or the file you are using. You might rotate a picture, for instance, but you can always rotate it back with another tool button or close the application without saving your work. Spend some time trying various tools and you will expand your repertoire.

10/11 Reader Question – "How can I make everything on my screen bigger (or smaller)?"

Applications have a Zoom control or View options to change the size of material in the application. However, in your question you specifically stated "everything" including icons, text, and the application itself. You can make everything larger (or smaller) by change the resolution of your screen. To do so, right click in a clear area of the desktop. Depending on the version of your operating system (XP, Vista, or Windows 7) the pop-up menu you are provided varies.

In XP and Vista, look for the "Customize" option and click on it. The Control Panel screen presented has several options for customizing your computer. Look for the "Screen Resolution" option and click on it. You will be presented with a screen with a slider bar showing current resolution. Slide to the left to decrease screen resolution using the information in the last paragraph here.

In Windows 7 look for the "Screen Resolution" option and click on it. The screen resolution option will show current resolution with a drop down on the right side. Click the drop down and you will have a vertical slider to change resolution. Slide down to decrease screen resolution using the information in the next paragraph.

Use the slider to decrease screen resolution. The lower the screen resolution the bigger everything will be. The higher the resolution the smaller things will appear. This is often a trial and error solution. Move the slider to a lower resolution; click "Apply" and then "OK" to keep the resolution. If you do not like the result, repeat the process and change it again. While it may seem frightening to do this, it is really very simple. It is your computer so make it look and behave as you want it to.

10/11 Reader Question – I love using the "Ctrl+S". How can I learn about other keys?

Most applications have a number of keyboard shortcuts. You can always go to the help function of an application and search for "keyboard shortcuts." There are several handy ones that apply to almost all applications. I am listing those universal ones below. In each case, press the Control Key and while pressing tap the letter key shown.

Ctrl+S – keyboard shortcut for "Save"; it saves the current item.

Ctrl+P – keyboard shortcut for "Print"; be careful here you should always preview first.

Ctrl+F – keyboard shortcut to open the "Find/Replace" screen.

Ctrl+A – keyboard shortcut to select "All"

Ctrl+B – keyboard shortcut to make selected item "Bold"

Ctrl+U – keyboard shortcut to "Underline"

Ctrl+I – keyboard shortcut to "Italicize"

Ctrl+C – keyboard shortcut to "Copy"

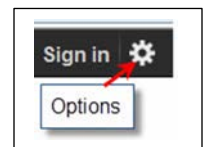
Ctrl+X – keyboard shortcut to "Cut" a selected area and paste it somewhere else.

Ctrl+V – keyboard shortcut to "Paste"

11/11 Reader Question – "My Google screen seems to be real slow. It sometimes doesn't recognize my keystrokes and is constantly changing content. What is wrong?"

The current default setting on Google is called "Google Instant" and allows "predictions and results to appear while typing." This can cause frustration because it waits a moment to load the "results" and sometimes misses a user keystroke. Google thinks it is a little faster. The user has the ability to turn this option on or off. Here is how.

Click on the Options button at the near the upper right of the screen (see inset) and then click on the "Search settings" option. This opens the Google Preferences screen. Go down the list until you find the Google Instant choices shown below.

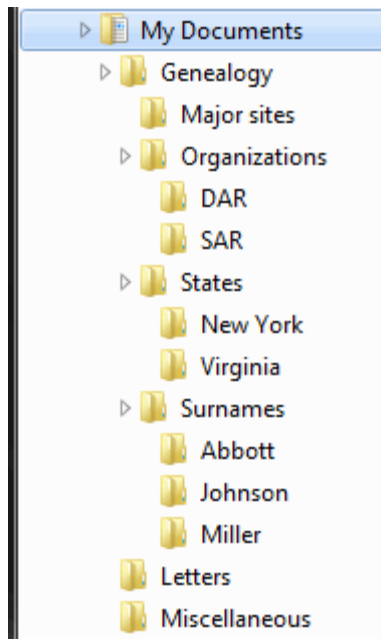


Google Instant

- Use Google Instant — predictions and results appear while typing
- Do not use Google Instant

To turn the instant off, click on the "Do not use Google Instant" option. Then, move down to the bottom right of the Preferences screen and click on the "Save Preferences" button. This will return you to the Google screen. See if you like this setting better by using Google a time or two. You can always turn "Google Instant" back on.

11/11 Reader Question – "I can never find things I have saved. Any tips?"



I have two tips for you. First always save the item with a complete name you can remember. For instance say you have a 1910 Census of Alabama and the surname you found is Smith. Save the file as "1910 Census Alabama Smith." Then later if you cannot find it use the Search box in the upper right corner of My Documents and type in "*census*" or "*smith*" and all files with that name will be listed for you. Use the asterisks before and after. "*Census*" will find all files with the word census anywhere in the name and "*smith*" will find any with the surname.

The second tip is to get your "My Documents" folder organized so you can save files in a meaningful location. A simple sample organization is shown on the left. First I put everything in Genealogy. Then under Genealogy I have folders for Major Sites, Organizations, States, Surnames, and I am sure you will think of others needed. Under Organizations, States, and Surnames I listed some

samples. To create a new folder in States for instance, right click on the States folder and choose "New," slide to the right and click on "Folder." Immediately type the name of the new folder and press enter. You will see it listed on alphabetically on the left. You can always open the "My Documents" folder from the Start menu in the lower left corner.

12/11 Reader Question: "How do I split my screen so I can see two different views at the same time?"

In your case you are not using two instances of Internet Explorer. So you can open any program and then put it on the bar by clicking the dash(-) in the upper right corner to the left of the square and close button. Then open another program and do the same. Now right click on the task bar (that is the bar at the bottom of the screen with the "Start" button on the left end. When you right click on the task bar you will be given the choice of the desktop, the two windows side by side or stacked one on top of the other. Try it both ways and see which works better for you.

For two instances of Internet Explorer, not tabs, you have to do this manually. Click on the "Restore Down" button (the button just to the left of the red X close button) on one instance, and manually resize to fit half the screen using an edge on which you click and drag to the position wanted. Move the whole screen by clicking and dragging on the blue bar at the very top of the screen. When satisfied, put it on the bar and resize the other window to fit the other half of the screen. This takes a bit of practice but is not difficult. Try it!

12/11 Reader Question: When I print something it comes out in very small print that I cannot read. Why does it do that?"

Printing things that appear on the screen involve to different "realms" so to speak. The first realm is that of the screen. The user can change the resolution of the screen making things appear bigger or smaller, or can "zoom" things on most screens making everything much bigger but these only affect the view of the screen – not the underlying size of the objects viewed.

The second realm is that of the printer. The printer prints things in the underlying font and size at which the objects were created. Thus increasing the size of things on the screen has no effect on the size of things printed.

One easy trick is this. Select what you want to print by highlighting it. To select the whole page press the Control Key on the keyboard and while holding it tap the letter A (this is Ctrl+A) and that will select everything on the page. Then copy that (you can use the keyboard shortcut Ctrl+C) to the clipboard. Open your word processor, in your case Word, and when open, paste the material copied in the new blank document (Ctrl+V is the keyboard shortcut). Now you "own" that material and can change the underlying font size to a 14 or 16 size font and the printer will print that material at the larger size. Experiment with this a few times and you will learn how to change the print size. Some users find it easier to open their word processor first and then put it on the bar before copying and that is fine also.

01/12 That magnificent "right click!"

One of the nice things about "Windows" applications – those programs such as word processing, ancestral file, and internet browsers – is that they must conform to the Windows Standards in order to run on computers using Vista, or Windows 7 operating systems. Therefore, when you learn some technique in one application (such as the "right click") it is applicable to all applications running on Windows.

A "right click" is simply clicking on something with the right mouse button instead of the left button (opposite for those lefties out there) as you normally do. This action causes the computer to open a "context sensitive menu" listing the most often used options available at that time and location in the application being used.

Explore some with the "right click." Pick a blank area of your desktop and you will get options such as View, Sort By, and Refresh along with others depending on the operating system you are using. "Right click" on an icon and you will see options such as Open, Cut, Copy, and properties.

In an application such as a internet browser, a "right click" enables the user to choose Print, Print Preview, Copy and others depending on the browser. In an ancestral file clicking on a name presents other options.

Explore, you will not hurt anything, but, you will learn a technique that will expand your productivity with the computer and an easy way to do the things most people do at that point in the application without having to hunt for tool buttons or options. The more you use the "right click" the more you will expand your repertoire.

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