

JANIS WEBER
"THE MOUSE TRAP"
Sylvania Advantage, Sylvania, OH

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jwpctutor@gmail.com
419-885-4255

Cleaning your mouse:

Cleaning your mouse is easy and can save you a great deal of aggravation. Flip the mouse over to see a donut shaped disk surrounding the trackball. On most mice, a quarter turn of the disk will release the disk and the track ball. Flip the mouse to remove the trackball. Use alcohol, cotton swabs and a lint free rag to clean the ball and the dirt built up on the rollers. Drop the ball back into place and push down and turn the disk until it snaps back into place. To avoid the entire problem, look into purchasing an "optical mouse." These are becoming more popular and use light instead of a rotating ball to do their work.

What to Do When Your Computer Freezes:

When your computer locks up and becomes unresponsive to the mouse and keyboard, press and hold the CTRL key and the ALT key. While holding these keys, tap the DELETE key once. A pop-up dialog box will appear in the center of your screen with the words Windows Task Manager in its title bar. Within the box is a complete listing of all the programs currently running on your computer. Often, if your machine has locked up, one of these programs has the words "Not Responding" in parentheses to the right of the program name. Click on this program to select it and then click on the button END TASK. Another box will pop up asking you to confirm the END TASK command. Most of the time this will return you to normal operation.

Creating a Distribution List in Outlook:

Send email messages to a group of people instead of adding the recipient names individually by specifying a name for the group. Open FILE / NEW / DISTRIBUTION LIST. In the Name Box, enter your desired group name. Click SELECT MEMBERS. Double-click or click and add to Members. Click OK then SAVE AND CLOSE. This new group name will be added to your contact list. The names can be altered by opening the established list.