

## Windows Tips & Tricks

Wouldn't it be nice to get your work done a little more quickly? Here are a few ideas that might help you be more efficient as you work on your PC.

### 1. Returning to the Previous Web Page

Instead of using your BACK browser button to go back to the prior web page the same result can be achieved by using the BACKSPACE key.

### 2. COPY, CUT, & PASTE

A typical way of copying text is to highlight the text with your mouse, click EDIT and then select COPY.

You can replace this COPY, CUT and PASTE process of mouse clicks by using short-cut keys. Short-cut keys are keys used in combination to more quickly perform tasks.

Highlight the text with your mouse, then hold down the CNTL key and press the letter "c". This is typically denoted as CNTL+c. The short-cut for CUT is CNTL+x and the short-cut for PASTE is CNTL+v.

### 3. Highlighting a Word or Paragraph

The quick way to highlight a word is to double click it. To highlight a paragraph triple click anywhere in the paragraph.

### 4. Bolding or Italicizing

The quick way to bold some text is to highlight the text (as described above) then use a short-cut: CNTL+b. Italicizing is done with a CNTL+i.

### 5. Zoom In or Zoom Out

Many applications and mice support this nice feature. You can zoom in or out on your application display by holding down the CNTL key while scrolling your mouse wheel.

### 6. Opening a New Web Browser Tab

A quick way to open a new Web Browser Tab is to use the short-cut keys CNTL+t .

### 7. Saving Your Work to a File

A quick way to save your work to a file is short-cut CNTL+s.

Good luck using these ideas. If you need help or have questions, please feel free to call on us.

welcome

2008 is quickly coming to an end and soon it will be time to start preparing for 2009. Before the year slips away thank you all very much for making 2008 a tremendously fun and exciting year!



Lynn & Dick Slackman  
Owners of tenby technologies

news

**Bill's in Red Bud** needed a new web site to replace an outdated single page site. The new site highlights each of Bill's four businesses: auto repair, UHaul rental, a storage facility, & propane refilling. The new site presents each business in a stylish way. [BillsInRedBud.com](http://BillsInRedBud.com)

**Patent 20070088715: Statistical Methods and Apparatus for Records Management** was awarded on November 11 to Dick Slackman of tenby technologies, Don O'Brien & Bill Apple of AT&T. The patent addresses the need to improve the management of corporate records in the wake of increased regulation and oversight required by legislation such as the Sarbanes-Oxley Act of 2002. The patent was developed for AT&T.

## Questions and Answers

**Q: Should I change to Google's new web browser, CHROME?**

A: Released by Google on October 29, Chrome offers some advantages over the two dominant web browsers, Microsoft's Internet Explorer and Mozilla's Firefox. Chrome has a slightly more graphic interface, for example displaying thumbnail images of your most visited sites, and Chrome is significantly faster in processing interactive web sites like Google maps. To download a free copy visit: [Google.com/Chrome](http://Google.com/Chrome)

**Q: Is it called a flash drive, USB drive, thumb drive or what?**

A: The small storage device that attaches to the USB port of your PC can be called by all of these names. It has replaced the once ubiquitous floppy disk as a simple way to store and transport data. The drive contains a small flash memory device and has no moving parts. Current versions can retain as much as 32 gigabytes of information.

**Q: What does "VoIP" mean?**

A: VoIP is the technology used by Vonage, Skype, Magic Jack and other companies to send phone calls over the internet. VoIP (pronounced "voy-p") stands for "Voice over Internet Protocol". Using a headset with microphone or a phone connected to your PC your call is translated and then transmitted across the internet to potentially any telephone in the world. Using this technique one can eliminate the need for long distance service or even wire-line service.

Send us your questions and if we use them we will send you a gift. Email your questions, with your name and address, to [QUESTIONS](#) . Thanks.



more news

**Brennan OB/GYN Associates** has taken a step onto the internet with the release of a new web site. The site provides patients with an introduction to their practice, as well as, providing extensive information addressing many frequently asked questions. [Brennan-OBGYN.com](http://Brennan-OBGYN.com)

quotes

We are told that talent creates its own opportunities. But it sometimes seems that intense desire creates not only its own opportunities, but its own talents.  
– **Eric Hoffer**

Determine never to be idle... It is wonderful how much may be done if we are always doing.  
– **Thomas Jefferson**

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Tenby Technologies are a pleasure to work with. They value your input and at the same time are not afraid to make suggestions that I found very valuable. They were quick not only on the initial building of my website but handled changes, etc. with speed and efficiency. I was impressed with their skill and knowledge and have referred them to many friends. For a sample of their work go to: [CelebrateYouNow.com](http://CelebrateYouNow.com) -DLR

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