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How To Back-up Outlook 2003 / 2002 Files:

Don't lose your saved email information if your computer fails. If you do not have the "Outlook add-in" installed, go to Microsoft.com and "search" for OUTLOOK 2003/2002 ADD-IN. The first choice on the list should appear as *DOWNLOAD DETAILS: OUTLOOK 2003/2002 ADD-IN: PERSONAL FOLDERS BACKUP*. Open this link. Download "pfbackup.exe" to your computer. Open Outlook. Click on FILE then BACKUP. Now select the OPTIONS button. The next window will ask you how often to remind you and where to save the files. I suggest daily backups. BROWSE to select a folder. Create one if you don't already have one set up, preferably on a secondary drive or removable device. Each PST file contains all of your Outlook folders (including those you may have created including the Inbox, Calendar, and Contacts. If your computer crashes you can restore your information from this external folder.

How To Delete All Recently Opened Documents in Windows XP:

Right click on a blank spot on your taskbar, and click PROPERTIES. The "Taskbar and Start Menu Properties" window will appear. Click on the START MENU tab and then on the CUSTOMIZE button in the Start Menu section. The Customize Start Menu window will appear. Click on the ADVANCED tab and near the bottom of the page, you will see a "Recent Documents" section. Click the button in that section that says CLEAR LIST. Click "OK" twice and you will be done. Notice the other options while you are in this window.

Revealing The Desktop:

When multiple programs are open, here is a quick way to expose the desktop. If you do not have an icon to do this on your task bar you can just press the WINDOWS key on your keyboard and the letter D. The Windows key is on the bottom row of your keyboard between the Ctrl and Alt keys. It has the Windows symbol on it. To bring the windows back up to the way they were before, just press the same key combination again.

Alphabetize Your Internet Favorites In Windows XP:

Open Internet Explorer. Click on FAVORITES in the menu bar. (This will not work if you use Favorites in the toolbar.) When your list of favorites drops down from the menu bar, right click on any one of the shortcuts and then click SORT BY NAME.

Janis Weber of Ohio Computer Training is a personal computer trainer. E-mail any specific questions or comments to jwpctutor@gmail.com. Contact her for on-site assistance.