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TIPS & TOPICS

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INTERNET TIP: CREATING A WEBPAGE DESKTOP SHORTCUT

If you find yourself going to the same webpages over and over again, you may want to add a shortcut to the webpage on your desktop.

1. Open **Internet Explorer** and go to the webpage for which you want to create a shortcut.
2. Hover the mouse over any unoccupied space on the web page.

HINT: Don't point the mouse at any text or links.

3. Click the right mouse button to display a shortcut menu.
4. Click on **Create Shortcut**.
5. Click on the **OK** button.

HOW GREEN IS YOUR WORKSPACE TIPS

Here are some "green" tips to help save money (and the planet) that you can use at work and at home:

- ✓ **Turn off the lights.** When you leave a room or your workspace and you won't be back for >15 minutes, turn off the lights. Utilize natural light whenever possible.
- ✓ **Put your pc to sleep.** Screen savers don't save energy. Power down your pc and the power strip it is attached to when you leave for the day.
- ✓ **Go paperless.** Think before you print. Could the document be read or stored on line instead? If you must print or make copies, use both sides of the paper.
- ✓ **Create a healthy work (and home) environment.** Use nontoxic cleaning products. Stop or limit your use of paper plates/cups and plastic utensils.

REDUCE  REUSE  RECYCLE

WORD TIP - TYPING INTERNATIONAL CHARACTERS

1. Type the word up to but not including the letter that needs the international character. (example: resum)
2. Hold down **CTRL** and type the international character. (example: an apostrophe)
3. Type the letter (example: e)
Word will display **resumé**.

For more information on typing international characters, search MS-Word Help for International Characters.



GROUPWISE TIP - ORGANIZING YOUR INBOX

Having trouble finding those important e-mails in all those messages in your In-box? Here are some simple techniques that should make your e-mail life a bit easier.

1. **Read an e-mail once** then reply, file or delete it.
2. **Delete** e-mails that do not contain important information.
3. Create **personal folders** in your e-mail cabinet to file messages; then move messages into the appropriate folder.
4. Click on the column headers to **sort** the contents of your mailbox or folders by the name of the **sender**, **subject** or **date**. Click a second time to reverse the sort.



WORD TIP - KEYBOARD SHORTCUTS

...more Word keyboard shortcuts as promised in our last newsletter....

<u>SHORTCUT</u>	<u>WHAT IT DOES</u>
CTRL + SHIFT + D	Double underlines selected text
CTRL + SHIFT + W	Underlines selected words but not spaces.
CTRL + E	Centers a paragraph.
CTRL + →	Moves one word to the right.
CTRL + ←	Moves one word to the left.

FRIENDLY REMINDERS

- Always log off when you are not using your computer. Use **Windows** key and **L** to lock workstation if you will be away briefly.
- Never share your password with other user(s). Do not tell anyone your password.
- The Internet is to be used for DMHAS business only. It is not for personal use.
- All data files should be saved on your facility's LAN drives. DO NOT save data on your pc drives (A: or C:).
- DO NOT send client information (PHI) via e-mail. If your job requires that you do, you may be able to use the Tumbleweed Secure Transport System.
- Do not install any software on your computer yourself.
- Refer to the **DMHAS Commissioner's Policy Statement on Computer Use** for more information.

POWERPOINT TIP - KEYBOARD SHORTCUTS

Use the following tips when viewing a slideshow:

<u>SHORTCUT</u>	<u>WHAT IT DOES</u>
F5	Start a slideshow.
SLIDE # + ENTER	Goes to the slide number entered.
P	Goes to the previous slide.
N	Goes to the next slide.

...more PowerPoint keyboard shortcuts in our next newsletter....

COMMENTS OR QUESTIONS?

Please e-mail your comments or questions to ISDTips.Topics@po.state.ct.us
We look forward to hearing from you!