

Handy Computer Tip

That Can Save You Time And Frustration

By Ava Jean

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Quick Note about the book and other little things

Do you ever get frustrated about different item when it comes to a PC? If you said yes, you are not alone. Although it is hard to cover everything when it comes to PCs, in this book I am going to go over the biggest questions I get all of the times.

If you have anything else that frustrates you about computers, or if you want to know how to do something else that is not covered in this book let me know, I will make sure I address those items. I will either put a video together to address it, typed up instructions and post it on my blog or e-mail it to you or put in my next book. I am here to help, so let me know what I can do to help. You can e-mail me at ava.jean@teckchic.com or visit my site at www.teckchic.com.

Most items on my site are FREE, I do advertise 3rd party products, but I will only advertise what I have used and tested. Because my site is mainly to help those with IT needs and not strictly for making money I do appreciate and accept donations to help keep the site up and running.

When you do visit the site to chat with a tech keep in mind that I am the only person running the chat part and am only one person, I also work a full time job somewhere else as well that is why chat is not up and running more than it is. Because of that I did add another sign up list to let everyone know when chat is online. I try to have chat online at least once a day.

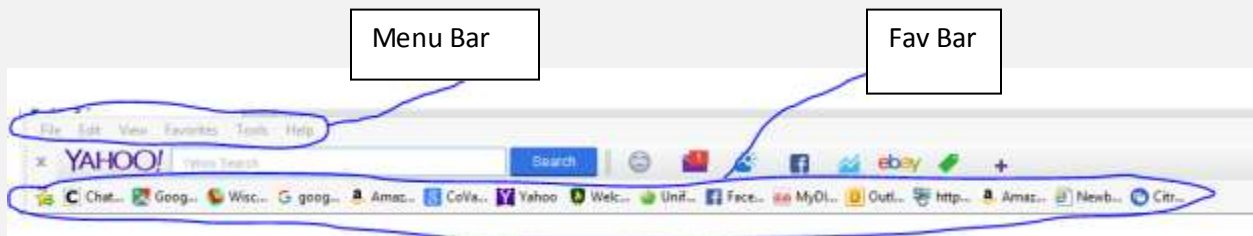
I know that is 2 list to subscribe too, but one is about updates and other helpful how to do things and the chat list is strictly just to let everyone know when chat is online. You will never get any other e-mails from the chat list, when you receive an e-mail from that list it will just have a quick message along with a link to enter my chat room. You have the option to send me private questions once you are in

the room. Some visitors do not like to have everyone see their message, which is why I offer that option. I am here to help and do not want anyone to feel uncomfortable visiting my site.

Tips for Internet Explorer

Where did my favorites bar go?

“What is a favorite’s bar?” Well it is the bar on the top of your browser in IE (Internet Explorer)

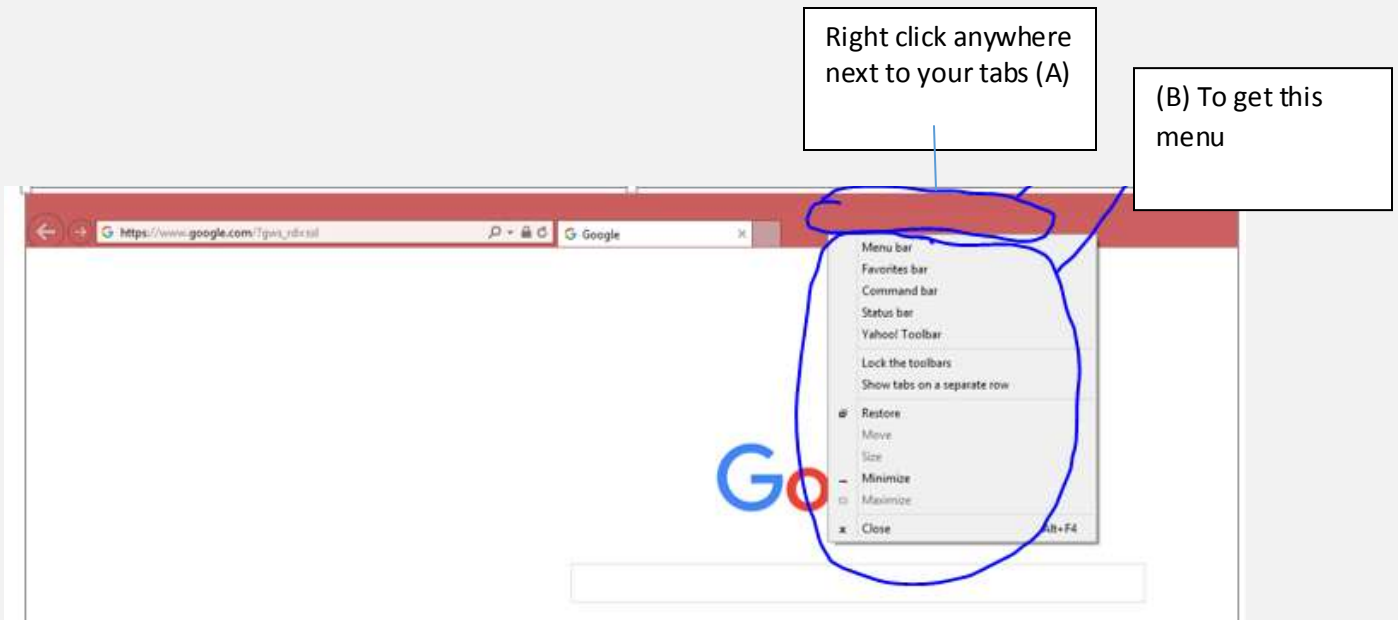


Both the menu bar and the Favorites bar are very useful. I did recently hear in Windows 10, which I do not have yet the IE does not even offer these two bars. Which I find weird and am guessing when I do upgrade I most likely will not be a huge fan at first.

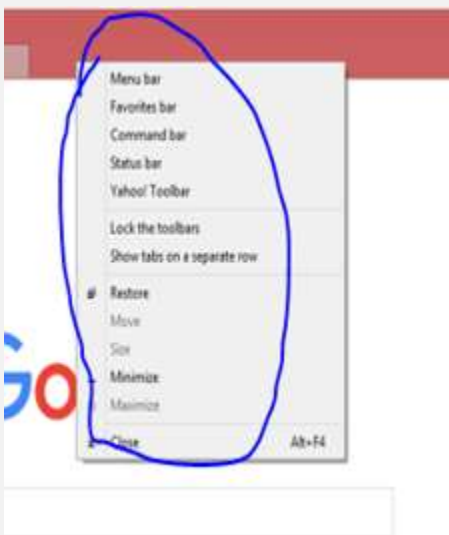
Anyways lots of different things can make both of those bars disappear. The one thing I see the most is upgrading your browser. For some odd reason when you upgrade you're IE by default those two bars are hidden. Why? No idea, I think the person who decided that was half asleep, because this is the biggest question I get daily.

So how do you get it back?

In Windows 7 or in Windows 8 (off the desktop browser) Right click by the tabs (A). Then you will get the menu in Picture (B)



Then you click what bars you want to show. I also like to show tabs in separate row. Of course it is personal preference so really depends on what you like to see.

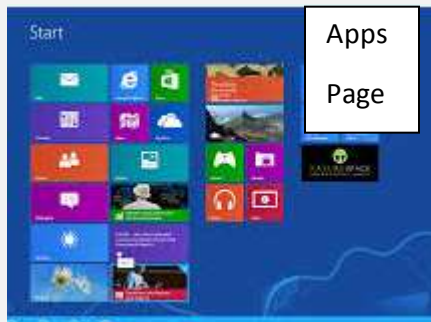


After you check mark everything you want to see your browser should have all of the items you want back.



(Quick Tip) Launching IE from the Apps page in W8?

I would be lying if I said I use that browser all of the time. Where I work we are still on W7, and at home I do most items from my desktop. Because I am not really familiar with IE 11 from the apps page, the one thing I do when in my webmail is instead of launching the browser from a link I copy the link and then from my desktop and paste it in my address bar.



Right click on the link then click copy link. To your desktop IE and paste.

If you do like the version from you apps page that is awesome. A lot of people never got the hang of that version including me. So if you did that is great! you can ignore this then. 😊

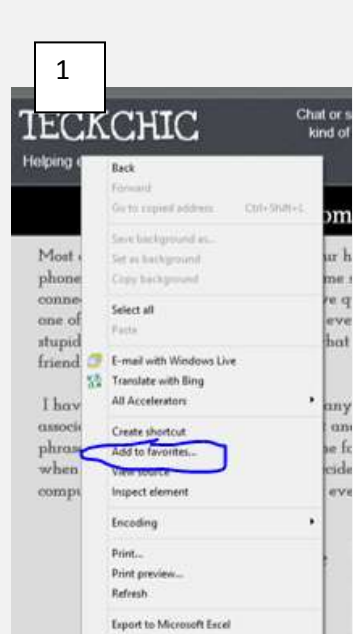
How to add links to favorites bar?

Another big question I get is “Jill has short cuts on the top of her browser how do I get that.” First as everyone knows from the first part that is your favorite’s bar

that "Jill" is taking about. I LOVE the favorites bar, and use it all of the time. Adding items to it is pretty easy and fast to do. There are a few ways to do it.

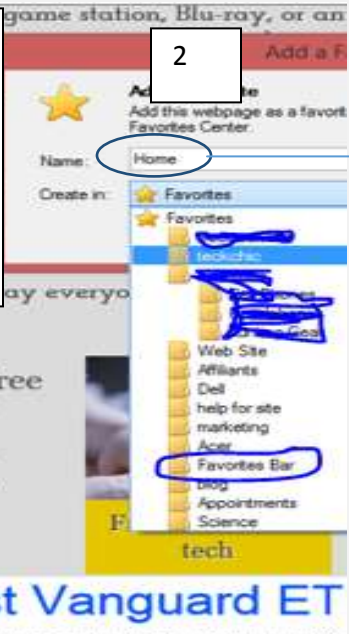
1. go to the website you want to add to your favorites bar.

Right click on the page



1

(1) Click on Add to Favorites
(2) Click Favorites bar

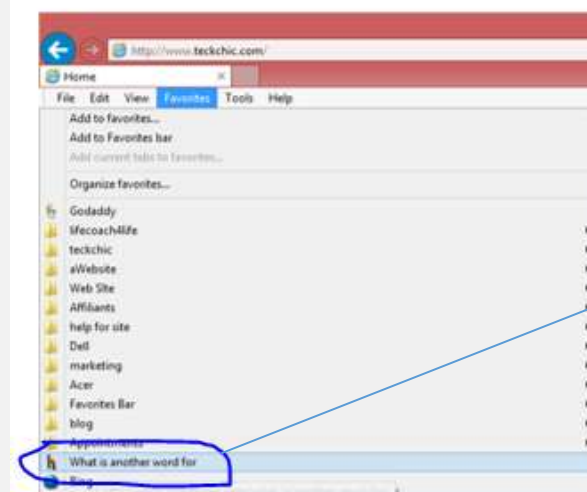
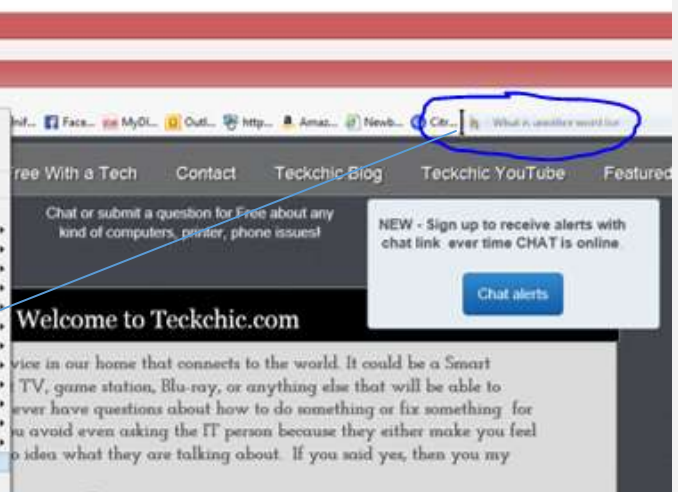


2

Quick note:
I like to rename my Favorites this way I know what the site is. Example when I save my site Teckchic.com it names it HOME, so I renamed it Teckchic so I know what the site is later when I want to find it.

Click and drag to your favorites bar. NOTICE you see the | where I am dragging the site. That shows you that you are able drag and drop it there.

- 2.

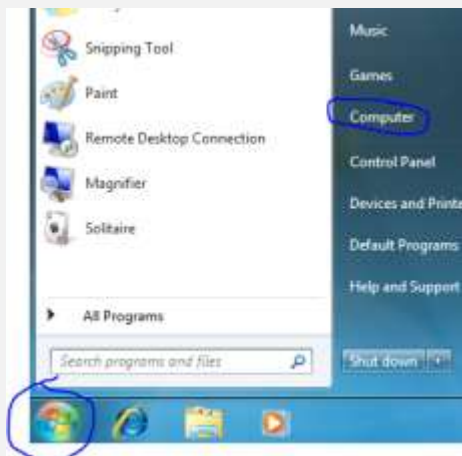
- 3.

How do I organize my favorites Also how do I transfer my favorites from my old PC to my new one?

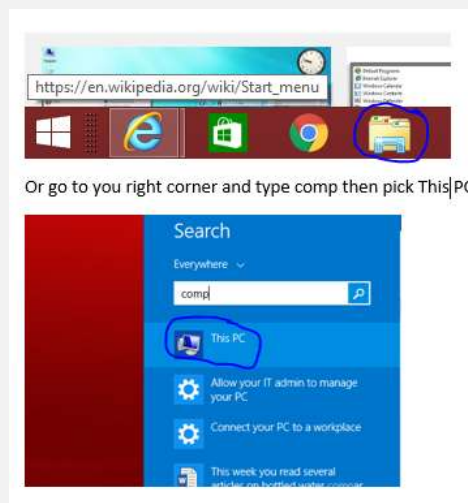
Before I dive into these questions I want to quick warn you that one of the ways I am going to show you is by going into your Windows files. Be very careful what you do in this section.

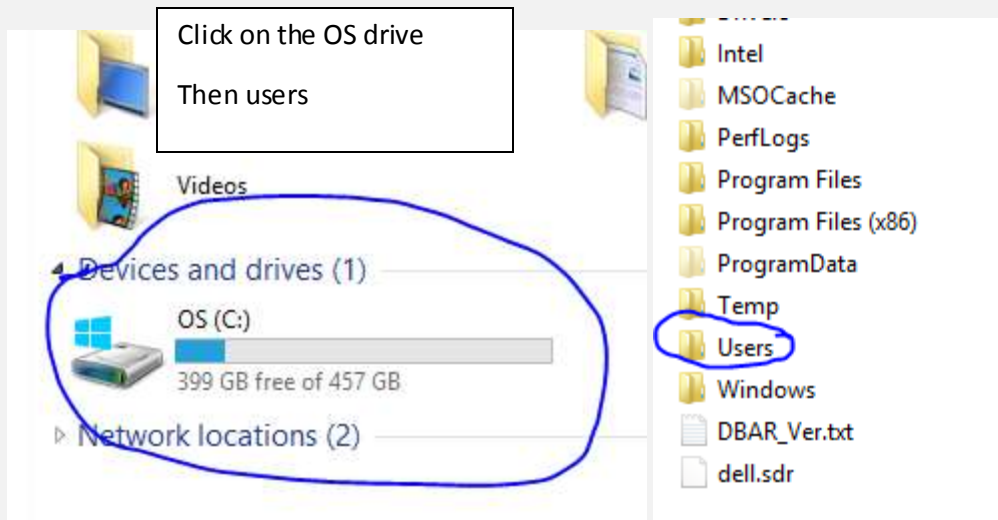
I use what I am going to show you A LOT. I swapped out about 30 PCs a week and this is the easiest and the fastest ways to transfer, and organize favorites. First you have to get into your HD (Hard drive which is normally your C drive most of the time.)

Windows 7

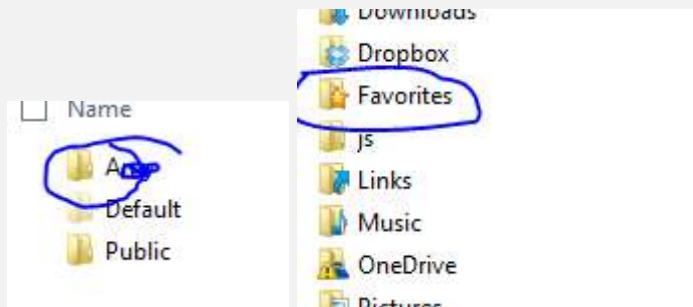


Windows 8





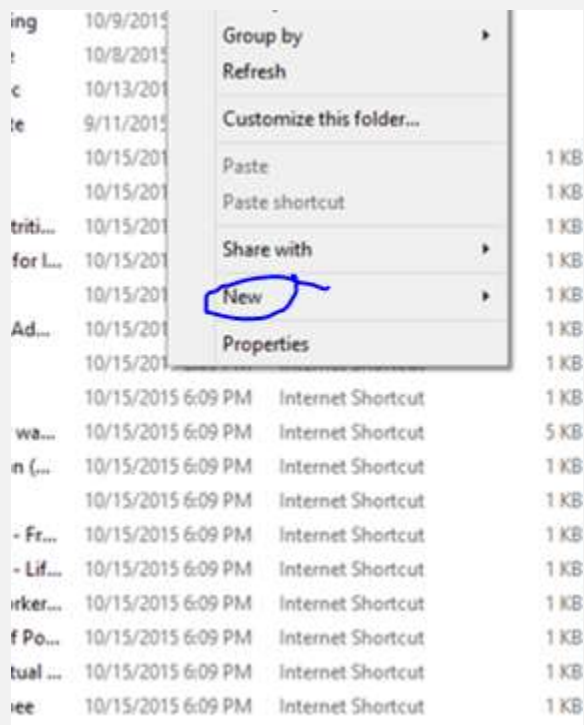
Then click on the profile you want to pull the fav from, then Favorites



Name	Date modified	Type	Size
Acer	5/15/2015 8:10 PM	File folder	
Affiliants	5/27/2015 8:37 PM	File folder	
Appointme...	10/6/2015 9:55 PM	File folder	
aWebsite	10/13/2015 8:48 PM	File folder	
blog	10/18/2015 3:20 PM	File folder	
Dell	10/1/2015 6:50 PM	File folder	
Favorites Bar	10/24/2015 10:29 ...	File folder	
help for site	5/27/2015 8:37 PM	File folder	
marketing	10/9/2015 10:05 AM	File folder	
Science	10/9/2015 7:28 PM	File folder	
teckchic	10/13/2015 6:21 PM	File folder	
Web Site	9/11/2015 12:29 PM	File folder	
1	10/15/2015 6:09 PM	Internet Shortcut	1 KB
2	10/15/2015 6:09 PM	Internet Shortcut	1 KB
2nd Netrib...	10/15/2015 6:09 PM	Internet Shortcut	1 KB
3 steps for L...	10/15/2015 6:09 PM	Internet Shortcut	1 KB
3	10/15/2015 6:09 PM	Internet Shortcut	1 KB
3dCart Ad...	10/15/2015 6:09 PM	Internet Shortcut	1 KB
4	10/15/2015 6:09 PM	Internet Shortcut	1 KB
6	10/15/2015 6:09 PM	Internet Shortcut	1 KB
40 easy we...	10/15/2015 6:09 PM	Internet Shortcut	5 KB
Ava Jean (...)	10/15/2015 6:09 PM	Internet Shortcut	1 KB
5mg	10/15/2015 6:09 PM	Internet Shortcut	1 KB

I have a lot of favorites, because of that I make folder to keep it more organized. To make a folder all's you have to do is right click, then pick new and then you can make a new folder and name it whatever you would like. From this section you can drag and links into whatever folder you want them to be in, including the favorites bar. You can also delete short cuts you no longer need.

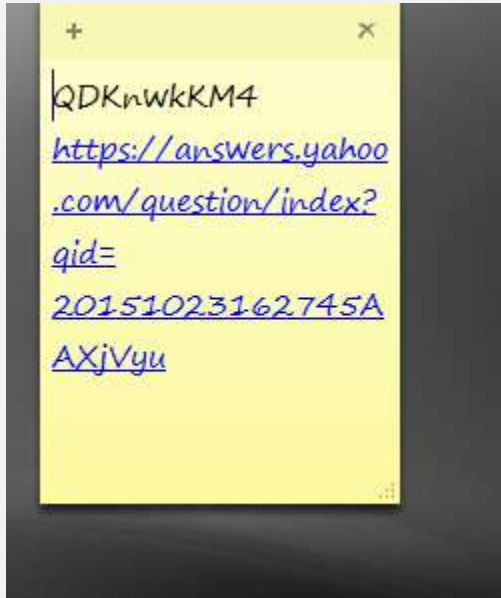
This is also a way to copy all of your favorites to put on a different PC. Copy all you favorites and paste them on a flash drive. The follow the instruction above to find your way to this section on your new PC to paste your favorites. I will be also making a YouTube video on how to do this, which you can find on my site www.teckchic.com or on my YouTube channel https://www.youtube.com/channel/UCMpde3HJQoXVqmwFn_qyw6w in case you would like a step by step instruction.



Another way you can transfer your favorites is by using the import and export option. I used to use this way, but find the first way I showed easier and faster. I am not going to go through that way, but if you do want instructions please let me know.

Sticky Notes

I am asked what sticky notes are a lot so I want to give a quick note about them. I personally use sticky notes all of the time. They should by default be available on any Windows PC. These sticky notes are like there name, you can put notes on them and unless you delete them they will always be up.



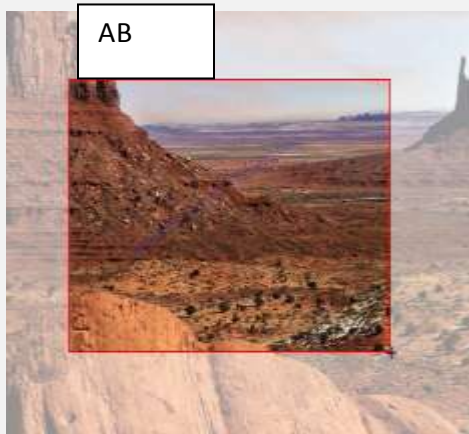
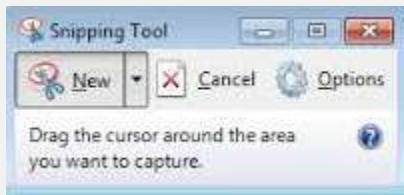
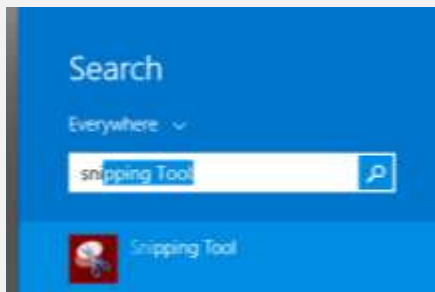
So even if you restart your PC, when you bring your PC back up your note will be there. At work I have a lot of sticky notes the awesome thing about sticky notes is you can change the colors of them. Say I have 5 sticky notes, I can have 5 different colors. To get all the options for all the colors just right click anywhere.



Sniping Tool



I love the snipping tool. In fact I used it for 90 % of this books pictures. It is pretty much a copy and paste tool, only it works a lot better. If you have Windows 7 you may find this tool under your start button or accessories. In Windows 8 go to the top right corner pick the search bar then type snip.



I use snipping tool so much, I like to pin it to my task bar. To do this right click then select pin to task bar.

What can you do with the Snipping Tool?

Copy just what you want on the screen

Circle or highlight items you copied

I did do a video on how to use the snipping tools on my You tube page.

https://www.youtube.com/channel/UCMpde3HJQoXVqmwFn_qyw6w

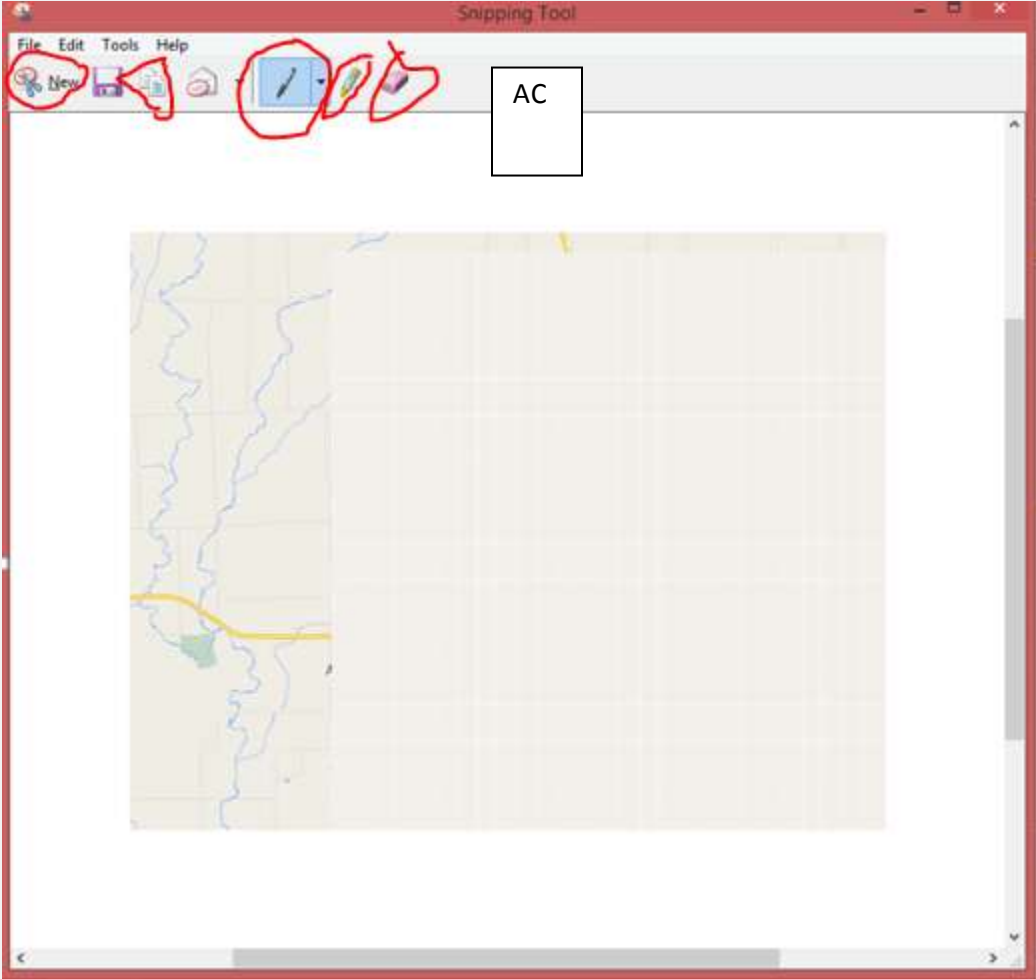
You can also find it on my website www.teckchic.com

To use snipping tool

1. Launch Snipping tool (Screen most of the time will be faded if not click new on menu bar)
2. Click and drag over area you want copied. Notice screen turns clearer in picture AB
3. Once you have the picture you can cirde, highlight, or anything like that before coping it to where you want to paste it. You can also save it as a picture as well. See pic AC below

It is hard tool to write all the great tips about it, to get more information please see my YouTube video.

<https://youtu.be/bqSeAdCqOPw>



Tip For when using Microsoft Word

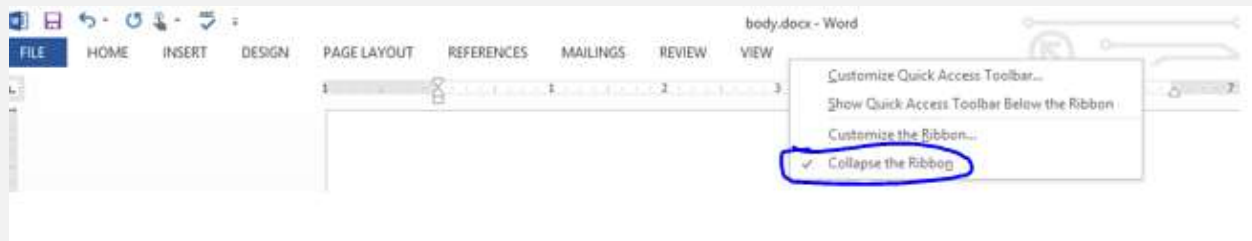
Where did my ribbon go?

What is my ribbon? It is the menu on the top of your Word document



How do you get it back?

You go to the top of your document and right click like showed below.



Then you unclick where it says collapse ribbon.



How can I copy and Paste, options is not there?

I am not sure why this happens, what happens is a person will highlight then right click to copy, but for some reason some times the items you selected will not be selected anymore or the option are not even an option. I have run into this a few times myself but not enough where I can give a reason that it happens. When I can do is give you a work around when it happens.

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