

Tips for Beginners

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Not everyone can be a tech geek. And in a world of professed know-it-alls and computer experts, asking for help can sometimes be a little embarrassing. So I've decided that, from now on, I'll be writing occasional "Tips for The Absolute Beginner" articles to help out all the computer and Internet neophytes. And we'll begin today.

## **STARTING A PROGRAM WHEN YOUR COMPUTER STARTS UP**

Do you have a program that you use all the time? That you open up every single time your computer starts up? Wouldn't it be nice to have that program start up automatically when your computer turns on? You can do it!

First, go to the **Start** button (at the bottom left of your computer screen), then **Programs**, then **Windows Explorer**. Find the program that you're always using in the right pane. Right-click on it (That's right; click on it once using the RIGHT button on your mouse.) and then select **Create Shortcut** from the menu that pops open.

A shortcut icon should appear in the right pane. Now, go to the left pane and click on the "+" sign next to the **Start Menu** folder, then the "+" sign next to the **Programs** folder. Go back to the right pane, left-click on the program shortcut that you just made-- keep your mouse button pressed down this time--and drag the shortcut over into the **Start-Up** folder. Wallah! You're done. Restart your computer and that program will open up automatically for ya.

## **COPYING AND PASTING TEXT**

You hear about people copying and pasting all the time. . . but you're not sure how to do it yourself. You'd love to be able to copy large chunks of text from one place to another instead of having to re-type it all. Well--be unsure no more.

First, decide what text you'd like to copy. It can be in a Word document, an email, or a webpage. Put your mouse pointer at the beginning of the text, left-click your mouse, keep holding it down, and move to the right (or down) until you've highlighted all the text you want copied.

Let go of your left mouse button. Hold down the Ctrl key as you press the "c" key on your keyboard. Your text is now copied. Next, go to wherever you'd like to paste the text and hold down the Ctrl key on your keyboard as you press the "v" key. Pretty neat (and EASY), eh? Ctrl + C for copy and Ctrl + V for paste; that's all there is to it.

## **COPYING FILES TO A FLOPPY DISK**

Sometimes it's convenient to place files of yours onto a 3.5" floppy disk so that you can share information, pictures, documents, etc. with friends, co-workers, and family.

First things first: insert your floppy disk into the floppy disk drive on your computer. Next, go to **Start** (at the bottom left of your computer screen), then **Programs**, then **Windows Explorer**. Click on the folders that show up in the left pane of the window until you've located the file you wish to copy to your floppy disk.

When you find that file, left click on it in the right pane and, keeping your mouse button pressed down, drag it to the A: drive icon in the left pane. You can release your mouse button once the A: drive is highlighted. And that's it--you've just now dragged a file from your computer to your floppy drive!

Note: Keep in mind that if you would like to place a COPY of the file onto your floppy and leave the original on your computer, hold the Ctrl button down before you start to drag.

Until next week. . . remember--this stuff isn't so bad.

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