



TECH TIPS

MICROSOFT WORD—CAPITALIZATION

Here is a small tip that might help a bit with capitalization. MS Word allows you to cycle through its capitalization settings. For instance, open MS Word. Type the words *professional environmental engineers* in all lower case letters. Highlight the text, hold Shift and press F3 (Function key) to make the text ALL CAPS. Press F3 twice to make only the first letters of each word capitalized. Try it.

How about a few keyboard shortcuts when mouse movements take forever:

To Copy text	<u>Control C</u>	To Bold text	<u>Control B</u>
To Cut text	<u>Control X</u>	To Underline	<u>Control U</u>
To Paste text	<u>Control V</u>	To Italicize text	<u>Control I</u>

WEB-SITE ADDRESSES

- An easier way to enter website addresses that end in .com in your browser is to type the domain name in the address bar and then press the CONTROL (ctrl) & ENTER key at the same time on your keyboard.
- For instance, open your browser (Internet Explorer), type CNN in your address bar. Press and hold the CONTROL & ENTER keys simultaneously on your keyboard
- Presto, the computer will enter <http://www.cnn.com> for you.
- That saves a few keystrokes and is relatively easy to do.

GOOGLE TOOLBAR

- Google provides a helpful little toolbar that speeds searches, blocks numerous pop-ups and allows users to highlight search text within the page being viewed.
- To get it, steer your web browser over to WWW.GOOGLE.COM, type in GOOGLE TOOLBAR and press ENTER. In .05 seconds Google will produce a link to this nifty little tool. (Fig. B)
- Click the first available link and you will be taken to a download site. Download and install the toolbar taking care **NOT** to check the option that allows for advanced communication about your browsing habits back to Google.
- Upon installation, you will have an extra Google toolbar below your Address bar.
- **Here is where the fun begins:**
- You can browse by name. For instance type PRESIDENT BUSH . . . Whoops, I forgot everyone here is a Democrat . . . Type PRESIDENT CLINTON in the address bar and press ENTER. Click the first link to go to the website. (Fig.C)
- Even better, have you ever searched for a phrase and visited the website, only to find that the search phrase is lost in a barrage of text? Well, Google can find and highlight your specific search text on a web page for you.
- Try this: type SOIL REMEDIATION in Google and press ENTER.
- Click the first link that appears. Notice that **SOIL REMEDIATION** appears in the title of that page, but where else does that phrase occur on that same page?
- Well, you could read the entire article to find additional phrases, or you could jump right to the section of interest by allowing Google to highlight SOIL REMEDIATION for you.
- Click the MARKER / HIGHLIGHTER icon and poof . . . the page you are viewing will be covered in highlights at the point where the phrase SOIL REMEDIATION appears. Try it. (Fig. D)
- You can even highlight specific words by clicking the word SOIL or REMEDIATION in the far right section of the Google toolbar. You may click the highlight icon a second time to remove the highlights and view the page regularly. (Fig E)
- Try the NEWS, AUTO-FILL & OPTIONS icons too. A little experimenting won't

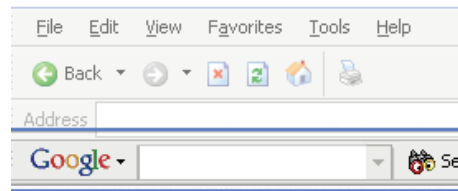
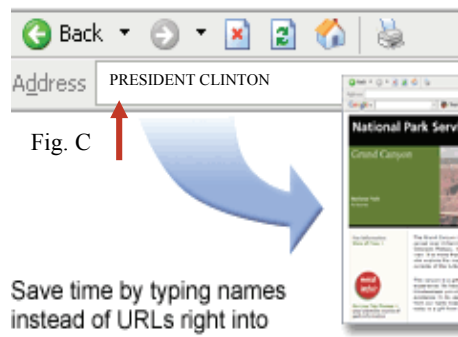


Fig. A



Fig. B



Save time by typing names instead of URLs right into your browser's address bar. <http://www>

Fig. D

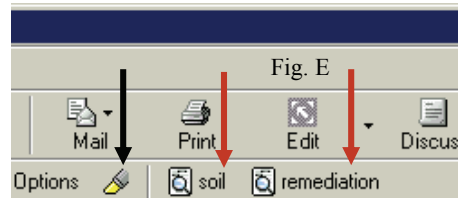


Fig. E