

Some of
Ariel's
Favorite Tech
Tips and
Tricks

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Table of Contents

I. Beginner Tips and Tricks	1
A. Using the ribbon in Word and Excel	1
B. Microsoft Word Split Screen.....	2
C. Microsoft Excel Split Screen.....	4
D. Microsoft Word Hide Headers and Footers.....	6
E. Microsoft Windows XP Tile Windows	7
F. Microsoft Outlook Auto-complete.....	8
G. Microsoft Windows XP Alt-Tab	9
H. Microsoft Windows XP Windows-Key functions.....	9
I. Permanent DELETE.....	10
J. Displaying menus when there is no key or mouse	10
II. Intermediate Tips and Tricks.....	10
A. Special formatting	10
B. Rulers and tab (not the soda)	12
C. Track Changes	14
D. Compare documents.....	16
E. Headers and footers and page numbers, oh my	17
F. Properties for My Computer and the support button	23
III. Final remarks.....	24

A note from the author:

Ariel wrote this tips and tricks document for Office 2007 and Windows XP. While many of these tips and tricks will work in previous versions of Office (and likely future versions of Office), some are specific to 2007. Similarly some of these tips may work in previous versions and future versions of Windows but some may be specific to Windows XP.

Finally, law clerks aren't forever. If you need to reach Ariel after he has finished his clerkship the easiest method is by email:

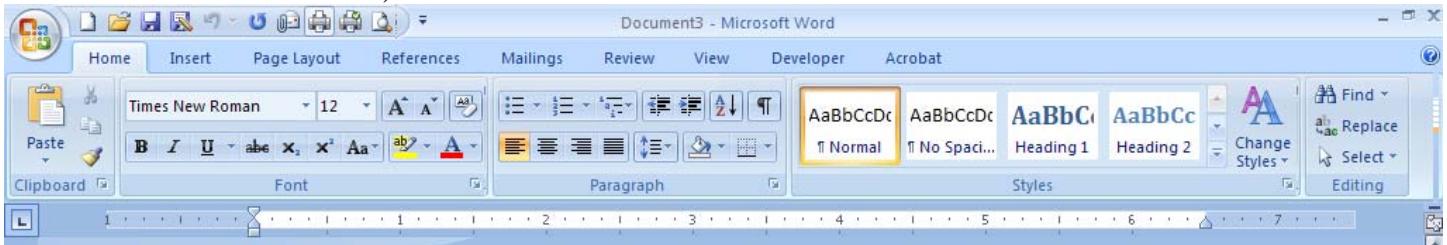
ariel@arielbenjamin.com

Feel free to write with any questions or requests and Ariel will do his best to assist you.

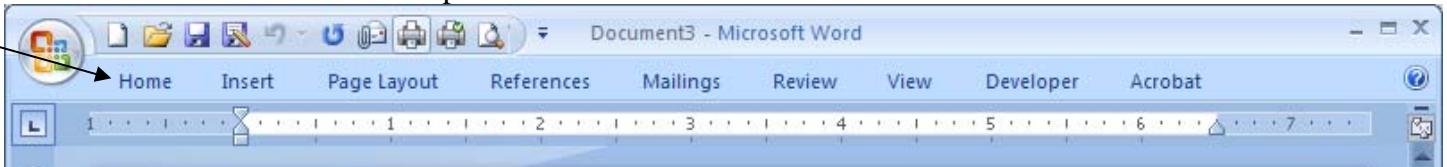
I. Beginner Tips and Tricks

A. Using the ribbon in Word and Excel

1. Microsoft Word and Excel 2007 have made a dramatic change in user interface. In place of the traditional pull down menus found in previous versions of Microsoft products (and still available in Microsoft Outlook) Microsoft has created what it calls a “Ribbon” menu.



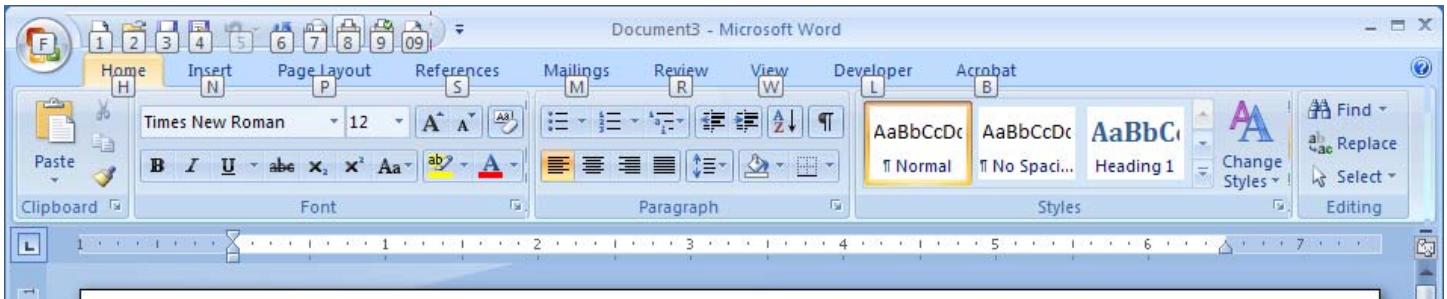
2. The Ribbon can be collapsed and expanded to preserve desk space as needed by double clicking on one of the tabs at the top of the ribbon.



3. Further, you can switch quickly from tab to tab by using the scroll wheel on your mouse when your cursor hovers over the ribbon.
4. Another major switch is the Office Button. This is the round button in the upper left-hand corner of Word and Excel. From here you can save, print, open, close, email, exit, and adjust properties and settings for the file and for the program.



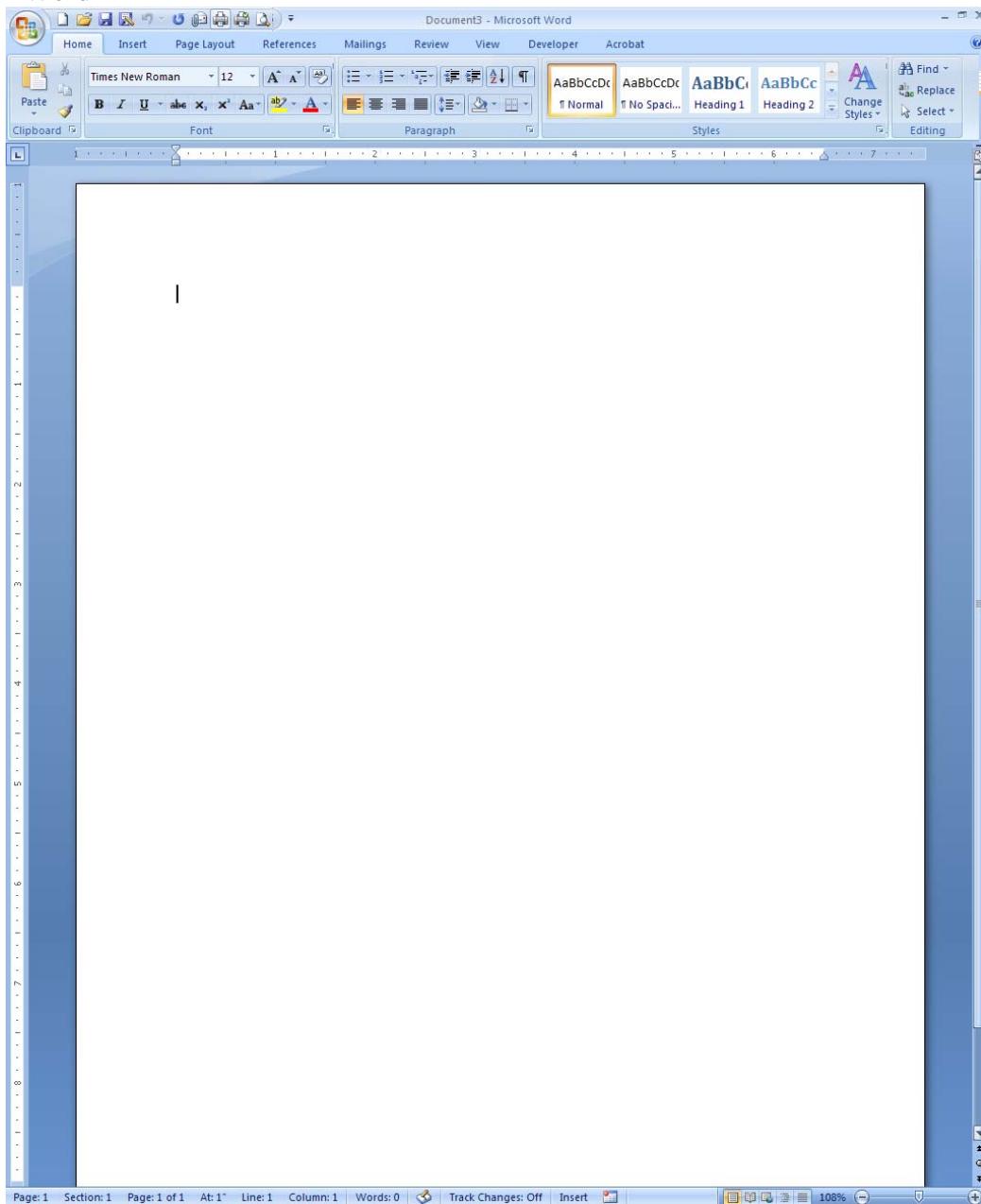
5. Finally, some of the old key commands have been replaced. For example if you are used to the key combination “Alt” + “F” + “S” to save a document or “Alt” + “F” + “A” to Save As, nothing has changed. Others, however, have. Fear not. Simply hit your “Alt” key to reveal the new key combinations.



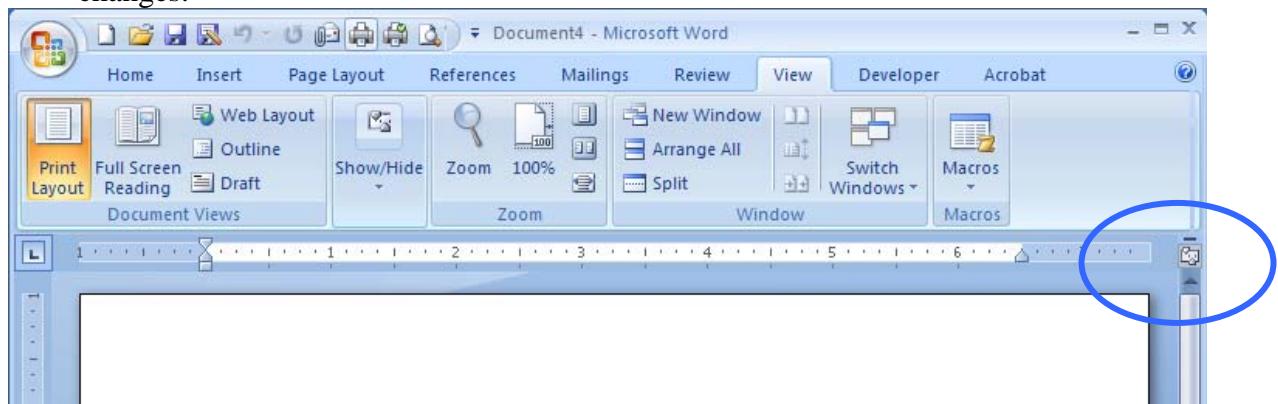
6. Notices that you have to first select a ribbon and then a command on that ribbon even if that ribbon is already showing. For example if you wanted to select a Style from the Home ribbon tab, you'd start with “Alt” to tell the system you will use key commands, then “H” to tell it to look on the Home ribbon tab and then “L” to bring up the Styles menu.
7. These same tricks work in Excel.

B. Microsoft Word Split Screen

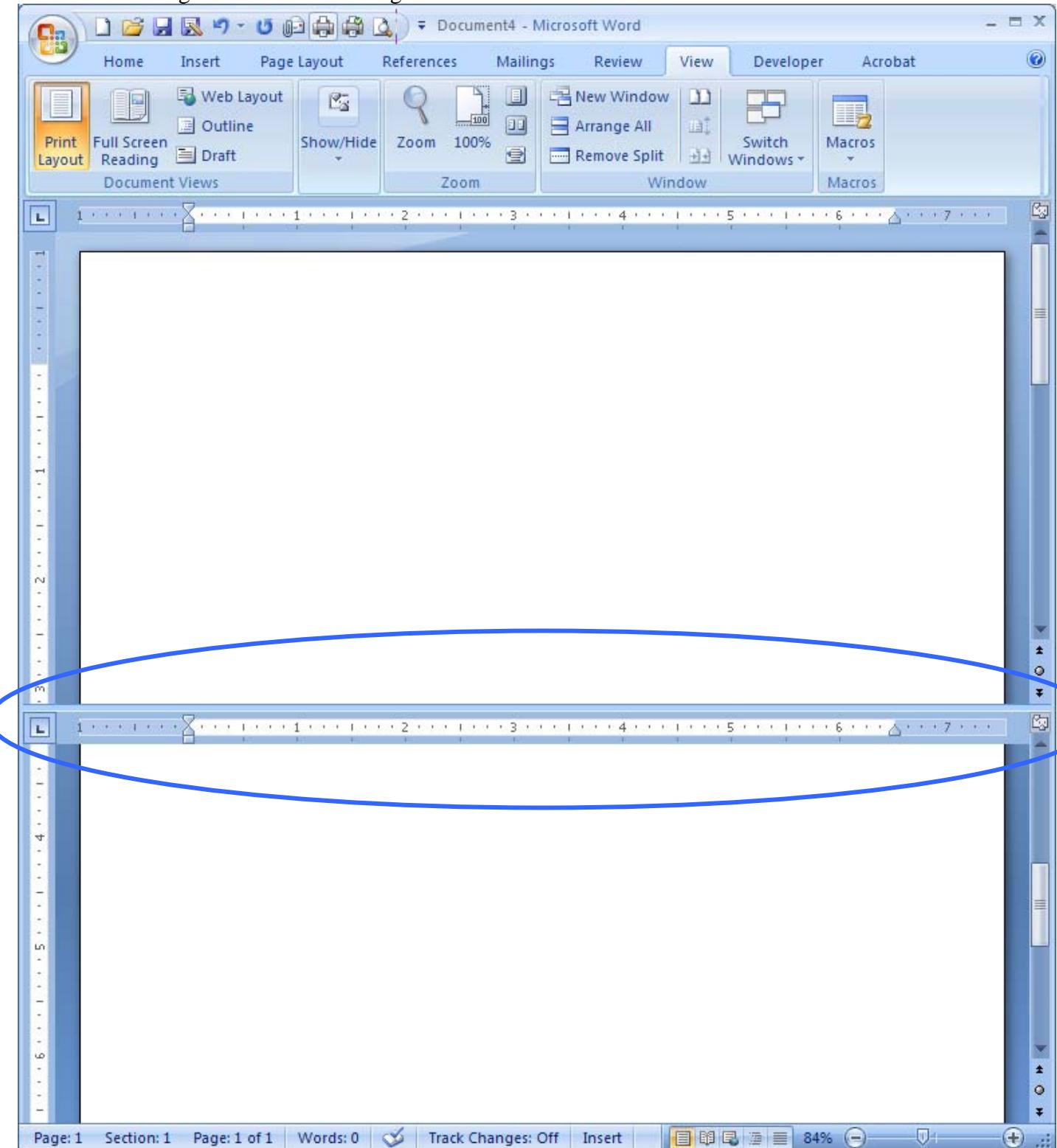
1. Open Word



- i. Notice when you move your cursor into the space just above the vertical scroll bar the cursor changes.

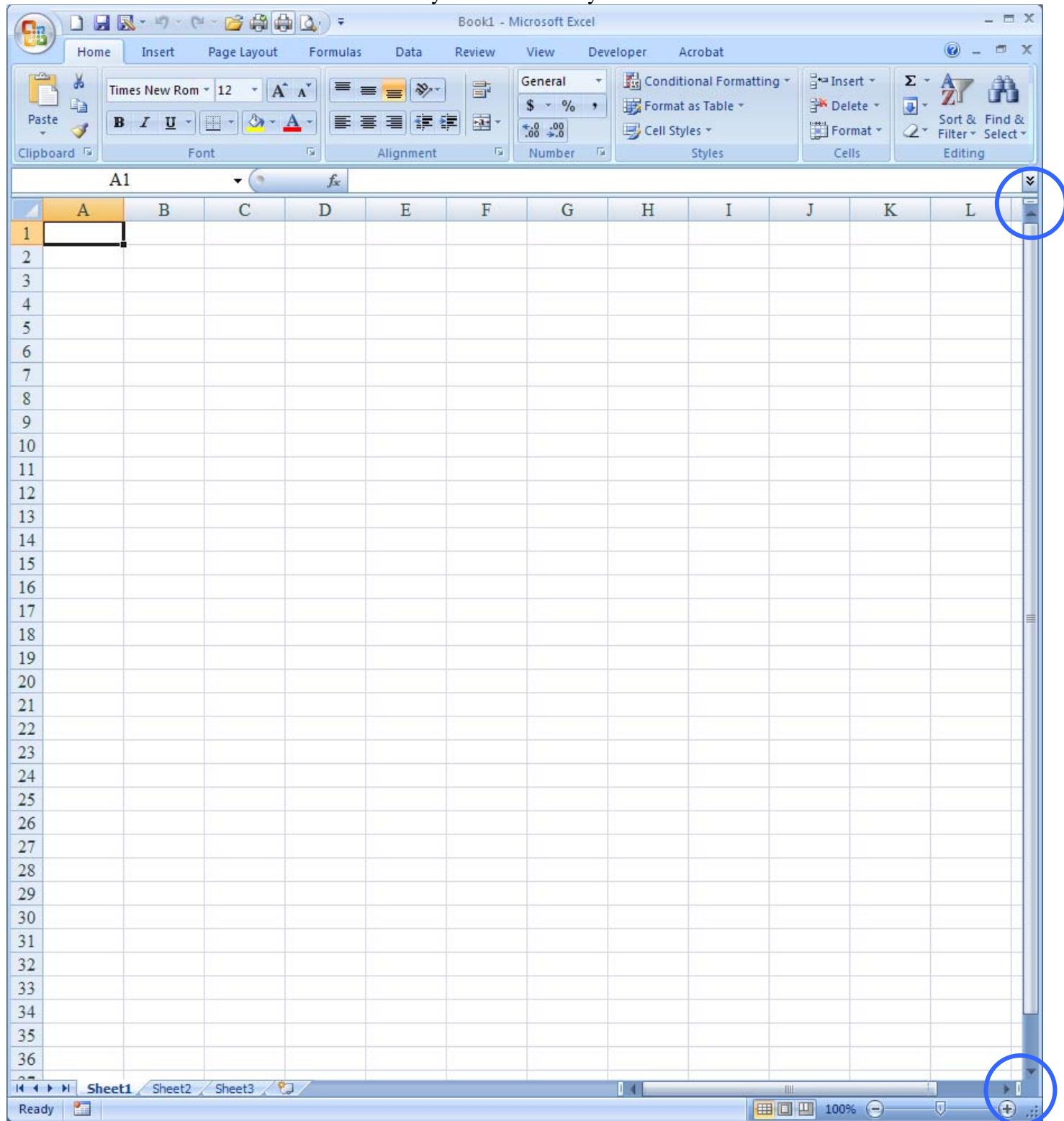


- ii. If you left-click-drag down the page with that changed cursor, a split screen line will form allowing you to scroll two parts of the same document separately. (Have you ever wanted to have a paragraph at the beginning of an order visible while working on a paragraph at the end of the order? Now you can!)
- iii. To get rid of the split, place the cursor between the two split sections. It will once again change to that other cursor and you will be able to drag the split either up or down all the way to the edge of the document to get rid of it.



C. Microsoft Excel Split Screen

1. It is important to point out that this works in Excel as well. Have you ever had a excel spreadsheet so large that the header row at the top would disappear as you scrolled down to view the rest of the data? Same as in word your cursor will change when you approach the edge of the scroll bar but unlike Word it works both vertically and horizontally.



2. Now you'll be able to scroll across and down to data on the right and below without losing your reference data above and on the left.

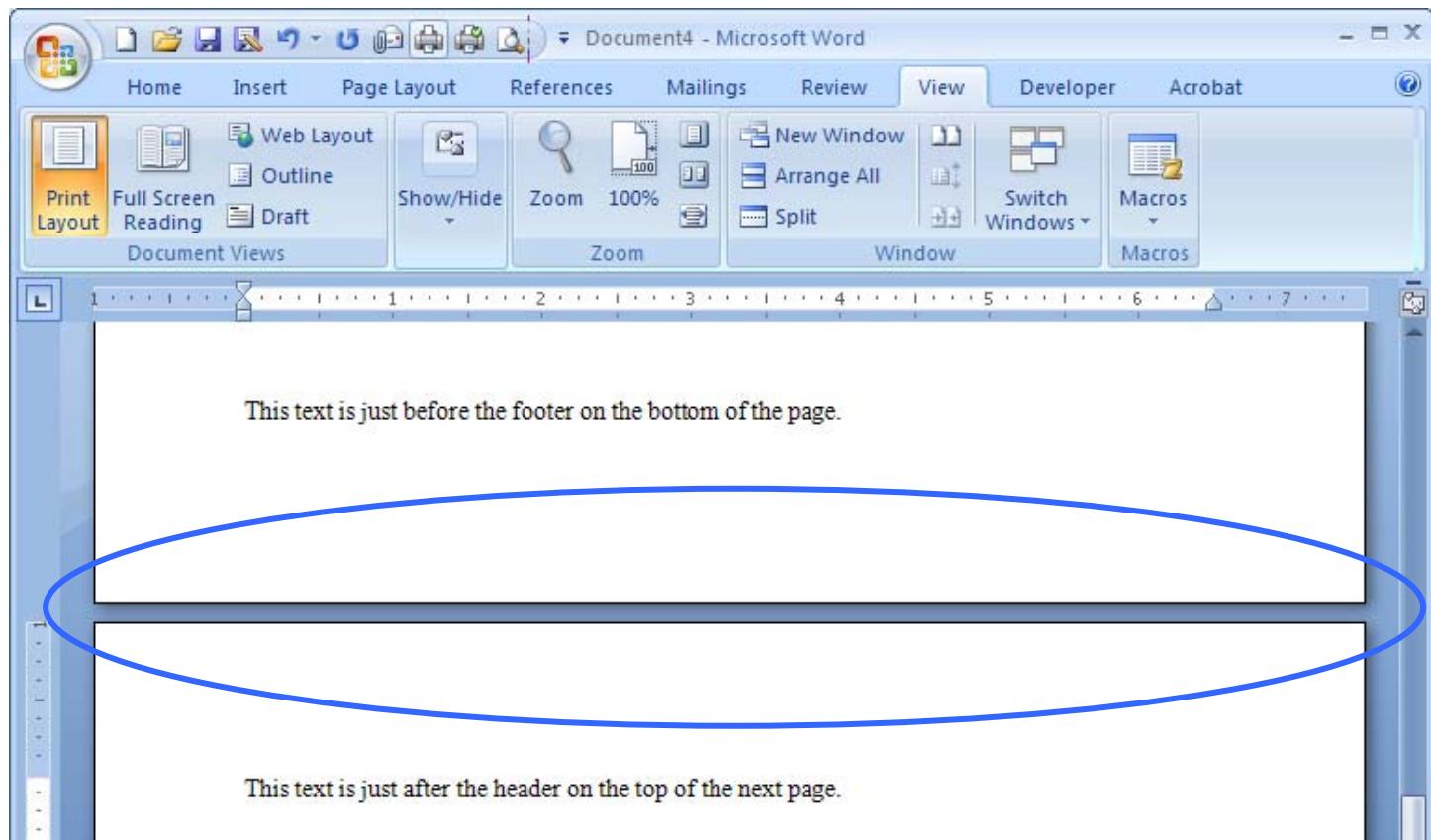
The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Microsoft Excel". The table structure is as follows:

Division	Defendant's crime 2	Defendant's Crime 3	Defendant's Age	Defendant's Attorney 1	Defendant's Attorney 2	Defendant's Attorney 3
9	201					
10	201					
11	201					
12	201					
13	201					
14	201					
15	201					
16	201					
17	201					
18	201					
19	201					
20	201					
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38	206					
39	206					
40	206					
41	206					
42	206					
43	206					

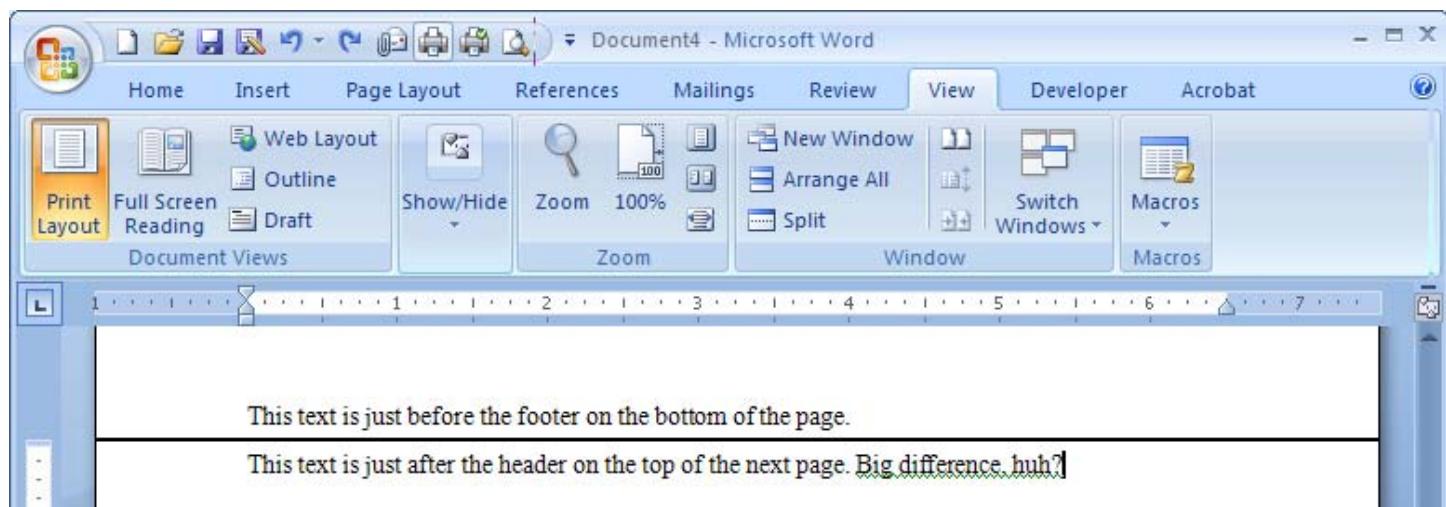
3. Good news! This trick works in Acrobat files too!

D. Microsoft Word Hide Headers and Footers

1. Have you ever worked on a long document in Microsoft Word and had the screen jump from one page to the next as you move down or up through a document? Word is reserving space for headers and footers (for page numbers and such) on each page and as a result, when you work in the rest of the document, even if you have nothing on the headers and footers, it skips over that space. But wouldn't it be nice to hide that space? If you place the cursor in that space it changes.

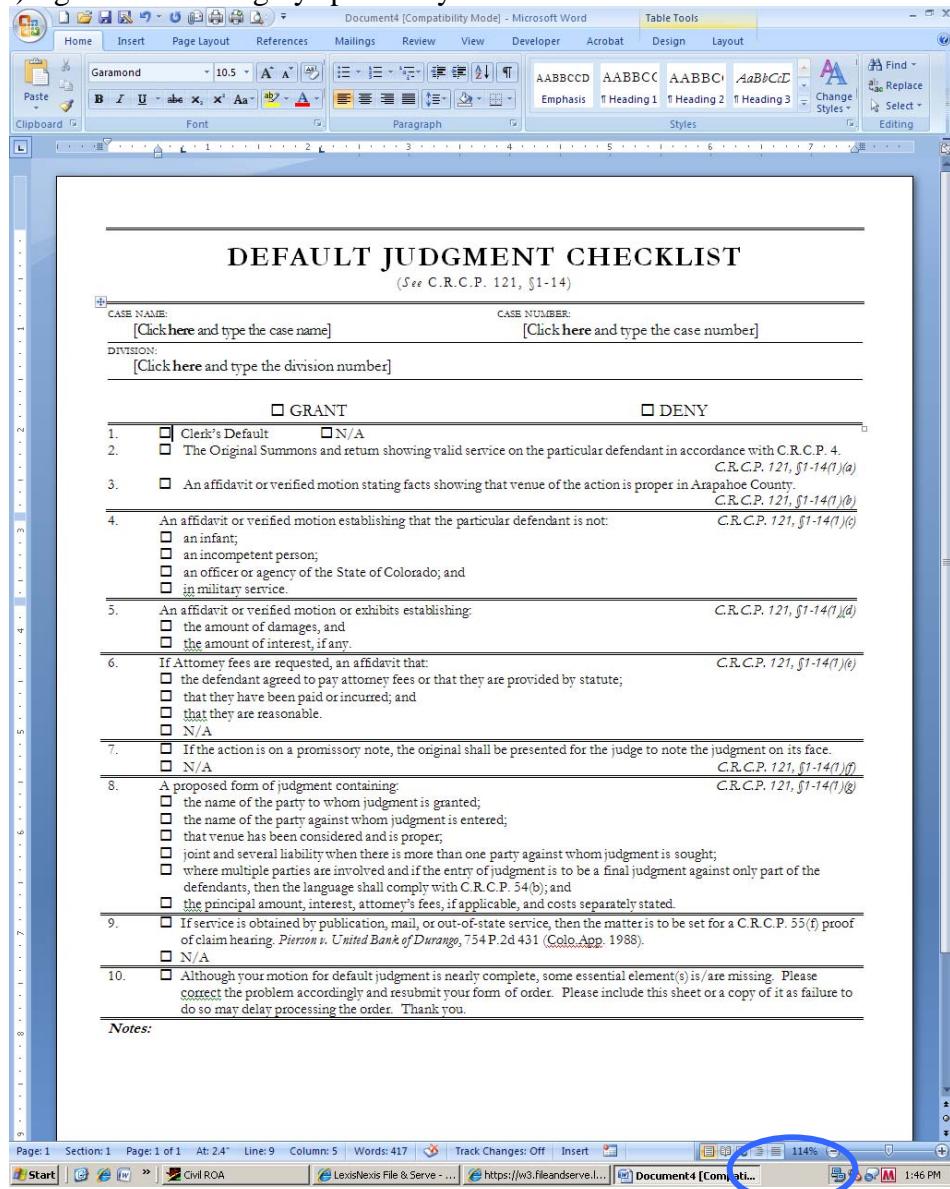


2. Click and it toggles between hidden headers/foots and visible headers/footer.

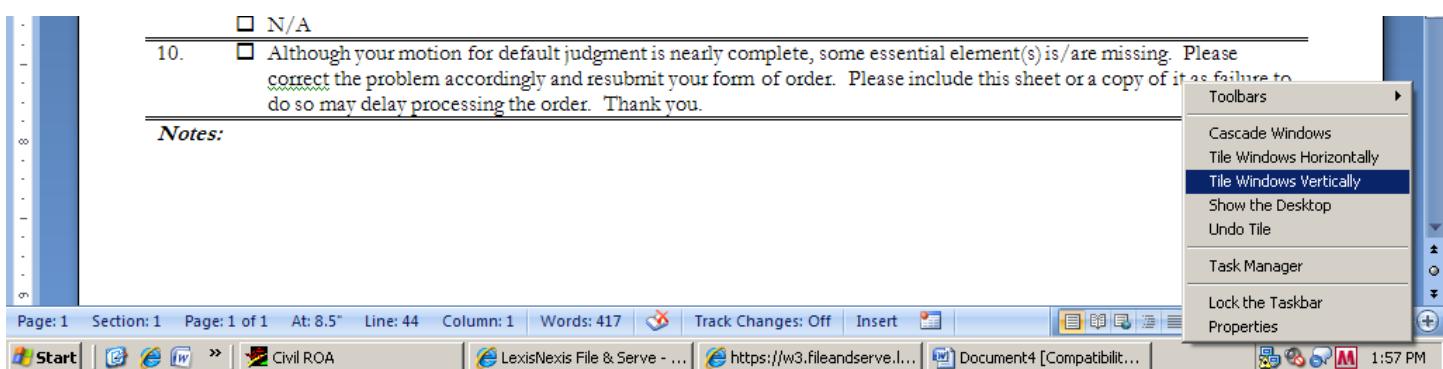


E. Microsoft Windows XP Tile Windows

1. Have you ever worked on a default or similar motion where you need to compare two filings in Lexis or wanted to review a filing in Lexis without having to jump back and forth to your notes in Word? It's as easy as a couple of clicks. First, with the two windows open (one obviously covering the other) right click in the gray space on your start menu.



2. From the popup menu that appears, select Tile Windows Vertically.



3. It will look something like this:

DISTRICT COURT, ARAPAHOE COUNTY, COLORADO
7325 South Potomac Street
Centennial, Colorado 80112

Plaintiff(s): WILLOW TRACE HOMEOWNERS ASSOCIATION

Defendant(s): SHELLEY J. SIMS ET. AL.

ELECTRONICALLY FILED
FILING DATE: 05/29/2007
ARAPAHOE COUNTY, COLORADO, 18th JD
Filing Date: 05/29/2007
Filing ID: 1995-29
Review Circuit: N/A

COURT USE ONLY

Case Number: 06CV3113
Div.: 407

CLERK'S DEFAULT AGAINST SHELLEY J. SIMS

The CLERK OF THE DISTRICT COURT, having examined the file of the above entitled case and the documents contained therein, finds that Defendant(s) SHELLEY J. SIMS was/were served on 2/8/2007, and more than 20 days have expired from the date of service and no responsive pleadings have been filed. Therefore, default is hereby entered against SHELLEY J. SIMS.

CLERK OF THE DISTRICT COURT


By: Shelly Agos, Deputy Clerk
Dated: MAY 29, 2007

DEFAULT JUDGMENT CHECKLIST
(See C.R.C.P. 121, §1-14)

CASE NUMBER: [Click here and type the case name]
DIVISION: [Click here and type the division number]

GRANT **DENY**

1. Clerk's Default N/A

2. The Original Summons and return showing valid service on the particular defendant in accordance with C.R.C.P. 4. *C.R.C.P. 121, §1-14(f)(a)*

3. An affidavit or verified motion stating facts showing that venue of the action is proper in Arapahoe County. *C.R.C.P. 121, §1-14(f)(b)*

4. An affidavit or verified motion establishing that the particular defendant is not: *C.R.C.P. 121, §1-14(f)(c)*

- an infant;
- an incompetent person;
- an officer or agency of the State of Colorado; and
- a militiaman.

5. An affidavit or verified motion or exhibits establishing: *C.R.C.P. 121, §1-14(f)(d)*

- the amount of damages;
- the amount of interest, if any;

6. If Attorney fees are requested, an affidavit that: *C.R.C.P. 121, §1-14(f)(e)*

- the defendant agreed to pay attorney fees or that they are provided by statute;
- that they have been paid or incurred; and
- that they are reasonable.

7. If the action is on a promissory note, the original shall be presented for the judge to note the judgment on its face. *C.R.C.P. 121, §1-14(f)(f)*

8. A proposed form of judgment containing: *C.R.C.P. 121, §1-14(f)(g)*

- the name of the party to whom judgment is granted;
- the name of the party against whom judgment is entered;
- that venue has been considered and is proper;
- joint and several liability when there is more than one party against whom judgment is sought;
- where multiple parties are involved and if the entry of judgment is to be a final judgment against only part of the defendants, then the language shall comply with C.R.C.P. 54(b); and
- the principal amount, interest, attorney's fees, if applicable, and costs separately stated.

9. If service is obtained by publication, mail, or out-of-state service, then the matter is to be set for a C.R.C.P. 55(e) proof of claim hearing. *Piron v. United Bank of Denver*, 754 P.2d 431 (Colo. App. 1988).

10. Although your motion for default judgment is nearly complete, some essential element(s) is/are missing. Please correct the problem accordingly and resubmit your form of order. Please include this sheet or a copy of it if you do not resubmit processing the order. Thank you.

Notes:

F. Microsoft Outlook Auto-complete

1. Have you ever noticed that in Outlook, when you are composing a new email, and you start to type the name of the person to whom you are sending the message in the “To...” line, a little box appears just below where you’re typing and shows you addresses that Outlook magically thinks is the address you are about to type?
2. This is called auto-complete and it exists in a number of Microsoft programs (like internet explorer, and Windows itself). Auto-complete is a list of text (or in this case email addresses) that you’ve previous typed into this blank that has something in common with what you’ve typed this time. It can be a handy feature but what happens when a person changes their address? Now Jane Smith will have two entries in that little list. How will you know which one to choose?
3. To get rid of the unwanted entry, when the auto-complete box appears you can use the down-arrow key on your keyboard to select one of the entries in the list. Hitting enter will select that entry.
4. However, if you select the entry you want to remove from the list permanently, you can simply hit the delete key on your keyboard. Poof! Gone!

G. Microsoft Windows XP Alt-Tab

1. Looking for a quick way to jump between different programs and windows and folders you have open all at once? With the “Alt” key depressed on your keyboard hit the “Tab” key and a list of the windows will appear. Continue hitting Tab until you’ve highlighted the item to which you’d like to jump and release the keys. While in that Alt-Tab selection screen if you change your mind and want to cancel, with the “Alt” key still depressed you can hit the “Esc” key to cancel the operation and remain with the program or window with which you started. Finally, you can cycle backward through the Alt-Tab list by adding the shift key to the combination (Alt-Shift-Tab).

H. Microsoft Windows XP Windows-Key functions



1. - Q

- i. Have you ever wanted to quickly jump to your buddy list in Microsoft Communicator? There’s a quick and easy way. Hold down the “Windows” key (between your ctrl and alt) and hit the “q” key.



2. - E

- i. Have you ever wanted to quickly get in to your “My Computer” without having to return to the desktop? There’s a quick and easy way. Hold down the “Windows” key (between your ctrl and alt) and hit the “e” key.
 - a. As an aside – ever wanted to control the folder tree that appears when browsing your folders? The “Num Lock” key in combination with the “-” key will collapse a branch of the tree and “Num Lock” key in combination with the “+” key will expand it.



3. - R

- i. Have you ever wanted to quickly get to the “Run...” dialog box without having to click or select anything? There’s a quick and easy way. Hold down the “Windows” key (between your ctrl and alt) and hit the “r” key.



4. - D

- i. Have you ever wanted to get everything you have open minimized really quickly? There’s a quick and easy way. Hold down the “Windows” key (between your ctrl and alt) and hit the “d” key. Hitting the combination again will return you to the point from which you began.



5. - F

- i. Have you ever wanted to quickly bring up a search box? There’s a quick and easy way. Hold down the “Windows” key (between your ctrl and alt) and hit the “f” key.



6. - L

- i. Have you ever wanted to lock your system really quickly? There’s a quick and easy way. Hold down the “Windows” key (between your ctrl and alt) and hit the “l” key. Ctrl-Alt-Del to bring up a password prompt to let yourself back in when you return.



7. - M

- i. Have you ever wanted to get everything you have open minimized really quickly? There’s another quick and easy way. Hold down the “Windows” key (between your ctrl and alt) and hit the “m” key. To restore all currently minimized windows hold down the “Shift” and the “Windows” key and hit the “m” key.



8. - Tab

- i. Microsoft has built a nice new feature into Windows XP: Grouping. Have you ever noticed that when you open two many windows Microsoft groups similar ones together on your start bar? For example if you have five emails, four internet explorer browser windows, three folders, two excel docs, and three word docs open instead of showing you 17 programs across your start bar it will only show you 5 groups and if you click on a group labeled “3 Microsoft Office Word” a submenu pops up and allows you to choose which of the three you’d like to select. Instead of using the mouse for all that selecting you can hold down the “Windows” key (between your ctrl and alt) and hit the “Tab” key. This allows you to then use the arrow keys to move through the contents of the open programs on your start bar and select one after highlighting it with the enter key.



9. - Break

- i. That’s right... there is not only a key on your keyboard to “escape” and a key to give you “space” and a key to take you “home” there’s even a key to “break” your system. If you ever need to quickly get to the System Properties dialog box, hold down the “windows” key (between your ctrl and alt) and hit the “Break” key.

I. Permanent DELETE

1. Do you hate your recycle bin in Windows XP? I know I do. When I hit delete it is because I never want to see that item again. Trouble is, in Windows XP files first go to the recycle bin and then I have to empty the bin. I take the trash out enough at home, I don’t need to do it on the computer as well. Turns out that if you hold the “Shift” key down while either right-clicking an item and selecting “Delete” from the menu that pops up or if you hold down the “Shift” key and hit the “Del” or “Delete” key, the system will ask you if you want to delete the selected item (rather than send it to the recycle bin). Answering yes will permanently remove the file. Careful... this is for keeps.

J. Displaying menus when there is no key or mouse

1. Need to display the Start Menu without using your mouse? Don’t have a start menu key on your keyboard? Simple. “Ctrl” key plus “Esc” key and presto.
2. How ‘bout that context menu  key? It’s the equivalent of right-clicking. You can get it by hitting the menu key or by hitting the “Shift” key plus the “F10” key.

II. Intermediate Tips and Tricks

A. Special formatting

1. Microsoft Word can be used to create creative desktop published images. For example, if I want to create a snazzy reverse text look I might do something like a dark grey background with white writing foreground with the text pressed right up against the background edges.

PRETTY - HUH?

2. In order to achieve this effect you first need the “Drawing” Toolbar visible. To do this click the “View” menu, Select the “Toolbars” submenu and select “Drawing” from the list of toolbars.
3. The drawing usually is docked to the bottom of your screen but if it isn’t you can dock it to the bottom of the screen by dragging the toolbar by its title to the bottom of the screen.
4. From the “Drawing” toolbar click the rectangle button. A large drawing area will appear and your cursor will change. Left-click-drag on your screen somewhere outside of the drawing area to create your rectangle. Don’t worry about the size of the rectangle for now (we’ll adjust later). Notice that by creating the rectangle outside the drawing area the drawing area disappears.

5. Right click on the rectangle and select “Format Autoshape...” and when the dialog box pops up set the fill color to a dark color (I use the middle dark gray which is listed as 40%) and set the line color to “No Line” which will give us a borderless gray rectangle.



6. Now we need to create the text. From the “Drawing” toolbar, click the “Text Box” button. Once again a large drawing area is created. Once again, left-click-drag somewhere on your screen outside the drawing area to create your text box. Don’t worry about the size of the text box for now (we’ll adjust later). Notice that by creating the text box outside the drawing area the drawing area disappears.
7. In the text box type your text. After you’ve typed your text, right click the dashed border that surrounds your text box and select “Format Text Box...” Set the fill color to “No Fill” and the line color to “No Line” and click the “OK” button. It should look something like this:

pretty - huh?

8. Now, move the text box onto the gray background box. To do this you may need to first click on the text and then left-click-drag using the border around the text box. It should look something like this:

pretty - huh?

A gray rectangular box containing the text "pretty - huh?". The text is centered within the box.

9. In order to make everything line up perfectly we’ll need to stop Microsoft Word from controlling the placement of objects on the screen. On the “Drawing” toolbar from the “Draw” menu select “Grid...” When the Grid dialog box pops up assure that “Snap objects to grid” and “Snap objects to other objects” are not checked. When finished click the “OK” button.
10. Next we need to make the text the right size, shape, and color. Highlight the text in your text box. Once highlighted, right-click on it and select “Font...” When the Font dialog box pops up choose a nice block font (I like Arial Black – nice and thick), set it to Bold and set the size to something like 60 point. Next set the Font Color to white and put a check mark next to the “All caps” option. When you’ve finished click the “OK” button. It will probably look something like this. Worry not... now we get to adjust the size of everything.

DD ET

A gray rectangular box containing the text "DD ET". The text is in a bold, white, block font.

11. We’ll start with the gray box. Let’s stretch it out larger than it needs to be. We can always adjust it after we fix out text.

DD ET

A large gray rectangular box containing the text "DD ET". The text is in a bold, white, block font, matching the size of the original box.

12. Next let's fix the text by stretch it until we can see all of it. It should look something like this:

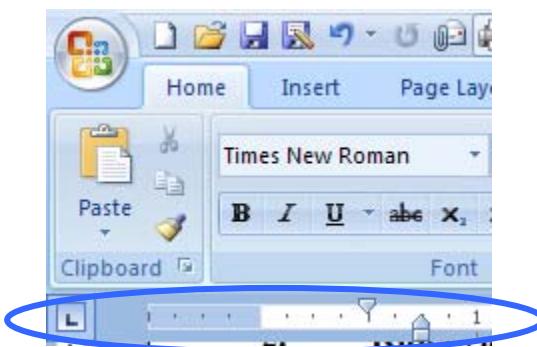
PRETTY - HUH?

13. Now we can see all of the text but notice that the gray box is too large in all directions. Time to do some shrinking. Simply resize the gray box until it rests up against the left edge of the P in Pretty and the right edge of the question mark. You may need to also move either the gray box or the text to fix properly. The final product should look something like this:

PRETTY - HUH?

B. Rulers and tab (not the soda)

1. Microsoft Word will allow you to manipulate the way your printed page looks in a myriad of ways... if you know how to finesse it. You should see a ruler running down the left side and across the top of your document. If you don't see the rulers you may need to turn them on. To turn them on (or off if you are anti Rules though do remember that you work for the court) Select the "View" pull down menu and click on the "Ruler" option. Once your ruler is visible you can play with indentation, margins, tabs, columns, etc.
2. First, let's review your toolbox:



- i. Doesn't look like much, does it? But there's so much more under the surface.
3. The "First Line Indent"

 - i. The first line indent is the standard paragraph indent. It is where you want text to appear on the first line of a paragraph.
 - ii. It can be set independently of left and hanging indents.
4. The "Left Indent," and the "Hanging Indent"

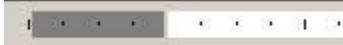
 - i. The left indent (the rectangle on the bottom) and the hanging indent (the triangle on top of the rectangle) adjust the left edge of text. Even if you set the first line to be further to the left than the Left Indent or hanging indent.
 - ii. This can be useful for numbered or bulleted lists if you'd like all the text of the list to be lined up at a particular measure but you want the number or bullet to be slightly offset to the left of the text.

5. The “Right Indent”



- i. The right indent t is the indentation made if there is Right justified text.
 - a. Notice, however, that there is no first line right indent

6. The “Left Margin”



- i. The left margin operates independently of the first line, left and hanging indents.
- ii. Left click dragging the edge of the margin will allow the user to move it.
- iii. However, the first line, left and hanging indents cannot exist outside the margins so when you adjust the left margin, if you adjust it past an indent, it will move that indent.

7. The “Right Margin”



- i. Like the left margin, the right margin operates independently of right indents and just like the left margin, if the right margin is moved past the point of the right indent, it will move that indent.

8. The “Top Margin”



- i. As you might expect, the top margin controls the top margin of the page and can be adjusted by left click dragging the top edge of the white portion of the ruler.

9. The “Bottom Margin”



- i. The bottom margin operates in the same manner as the top margin.

10. The “Left Tab”



- i. A left tab sets the start position of text that will then run to the immediately to the right after hitting a tab on your keyboard.

11. The “Center Tab”



- i. A center tab sets the position of the middle of text right after hitting a tab on your keyboard.
- ii. The text centers on this position as you type.

12. The “Right Tab”



- i. A right tab sets the start position of text that will then run to the immediately to the left after hitting a tab on your keyboard.

13. The “Decimal Tab”



- i. A decimal tab aligns numbers around a decimal point.
 - a. Independent of the number of digits, the decimal point will be in the same position.

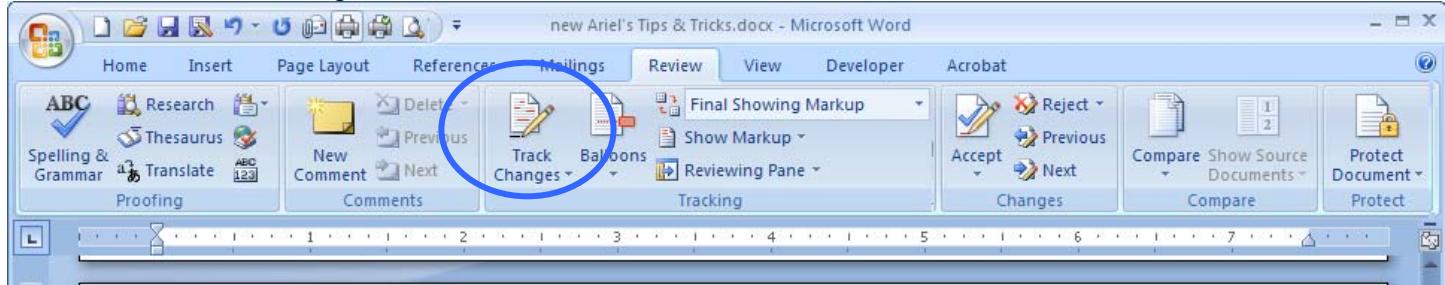
14. The “Bar Tab”



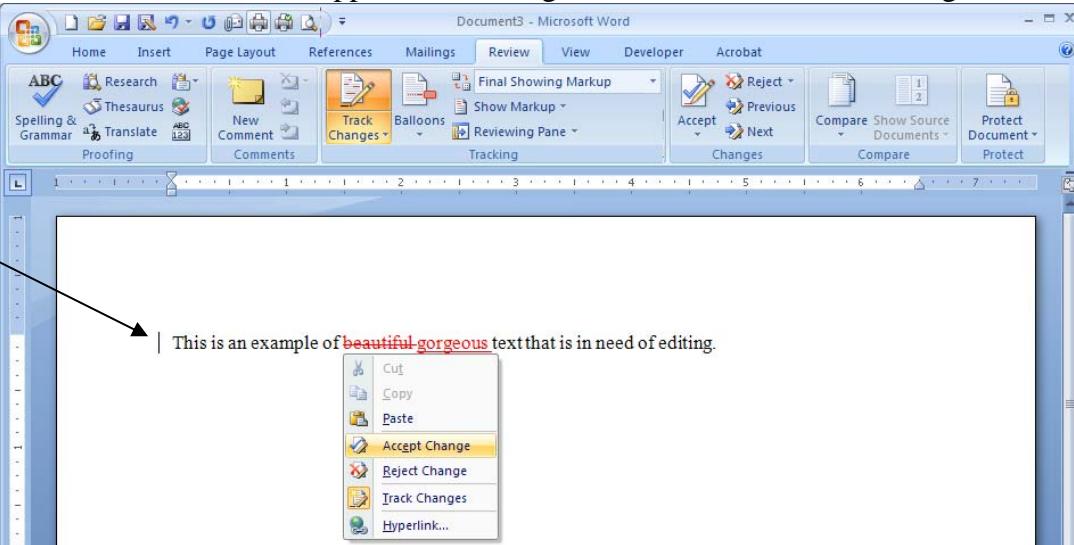
- i. A bar tab doesn't position text but rather inserts a vertical bar at the tab position.

C. *Track Changes*

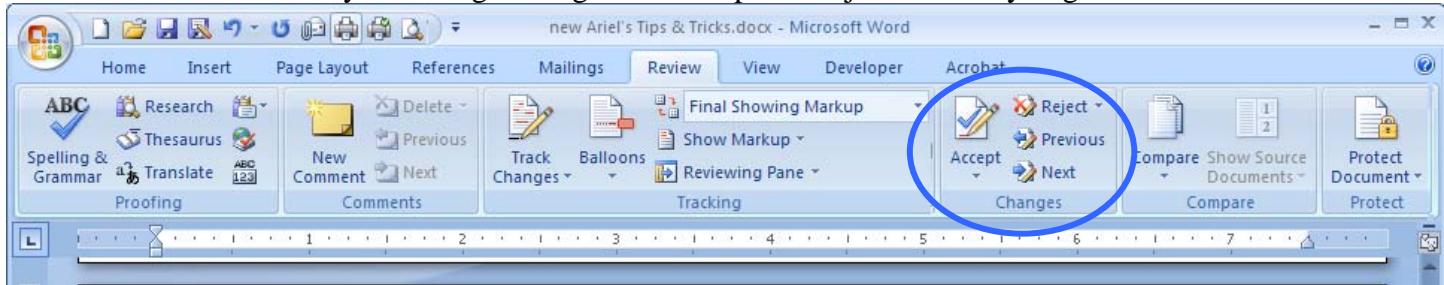
1. When multiple users make changes to a word document, it is often helpful to see those changes before they are made permanent. Tracking changes accomplishes just that.
2. First, to turn tracking on or off switch to the Review ribbon tab and click the Track Changes button on the Tracking subsection.



- i. Notice the little drop down menu below the Track Changes button.
 - a. If you'd like to change how changes are tracked—for example the color in which your changes are shown—you'll do that from the Change Tracking Options menu clickable from that dropdown.
3. Once tracking is turned on, making a change to the document will be noted inline and in the margins in a different color for each user making changes.
- i. A vertical line will also appear in the margins near the location of a change.



ii. To review changes, right click in front of a change or use the Accept, Reject, Previous, and Next buttons to cycle through changes and accept and reject them as you go.

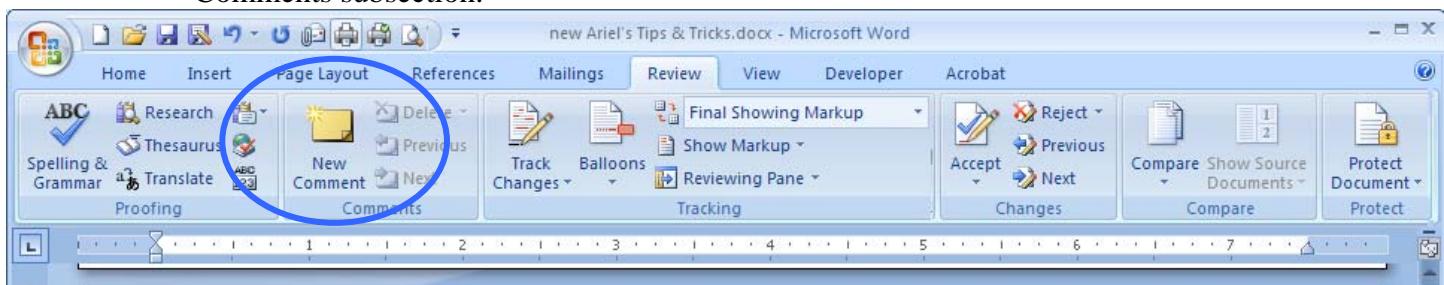


iii. Note the down arrows on the Accept and Reject buttons.

- a. From the pull down menus below these buttons you can accept or reject all the changes in the entire document with one click.
- b. This is particularly good if you can't figure out how to accept or reject one remaining change and don't want that change to be in the document when it is printed.

4. You can also add comments to a document.

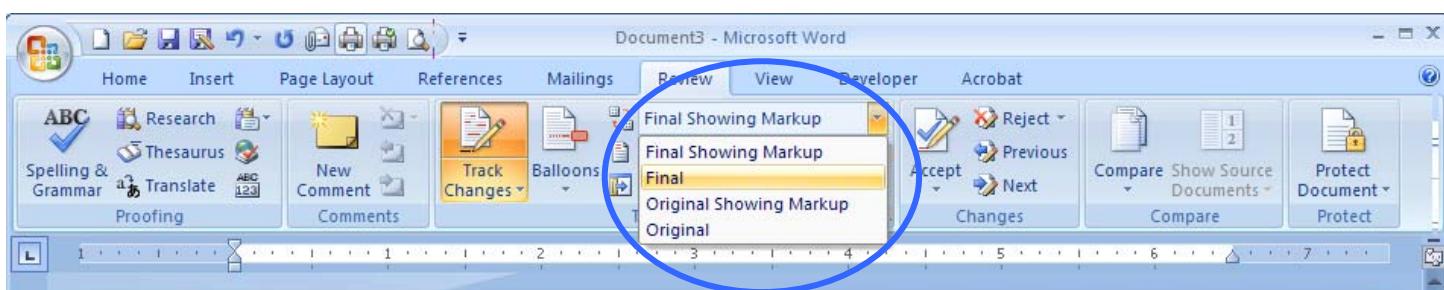
i. Simply highlight the word or phrase upon which you'd like to comment or place the cursor in the location where you'd like to add a comment and click the New Comment button from the Comments subsection.



5. Sometimes all the edits and comments in a document make it difficult to imagine what the new text will look like.

i. It can be helpful to see a final version as if all the changes had been accepted but without actually accepting those changes.

- a. Simply change Final Showing Markup from the Tracking subsection to Final.

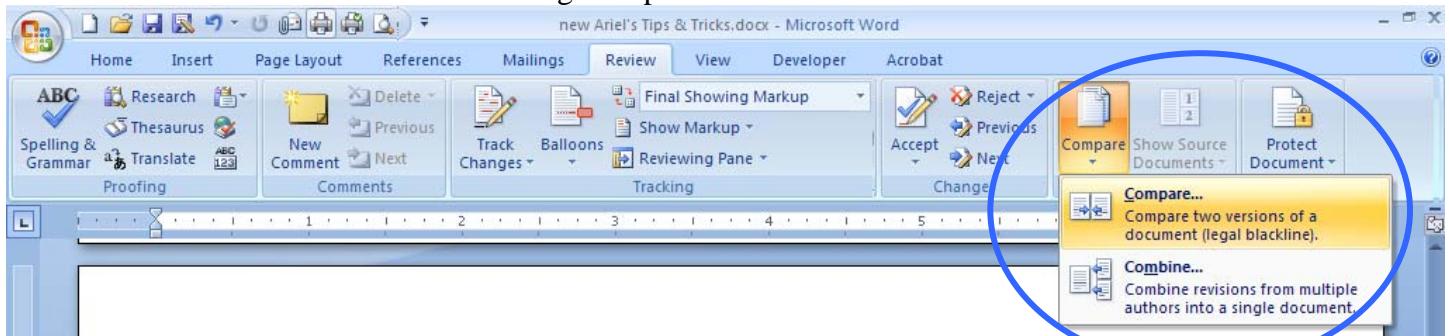


ii. You can make changes in Final mode and it will track the changes but won't display them onscreen.

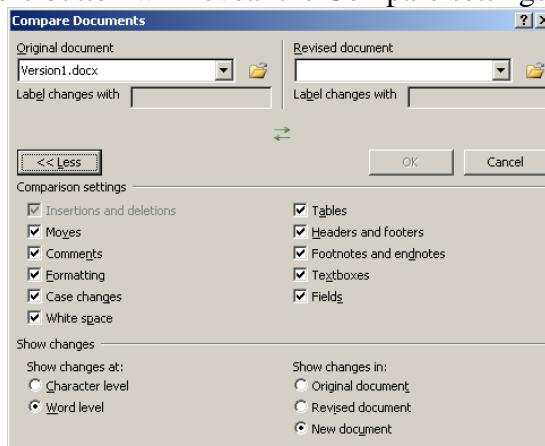
- a. Just be careful that you don't forget you are in Final mode as it will print tracked changes and comments.

D. Compare documents

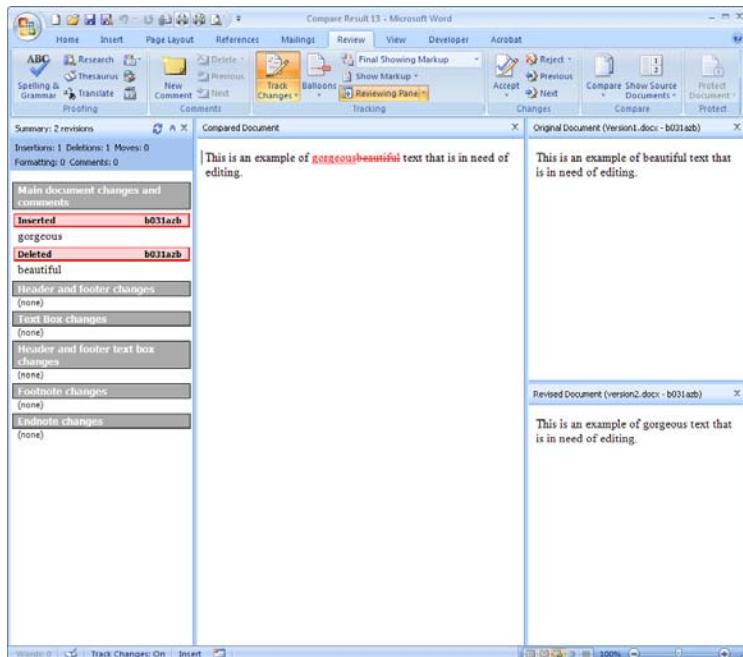
1. While it is useful to track changes as a document is being edited, it is sometimes necessary to reconstruct the changes made to a document. Word has the ability to do much of that for you.
 - i. Back on the Review ribbon tab, in the Compare subsection, there is a Compare button which reveals a submenu containing Compare and Combine buttons.



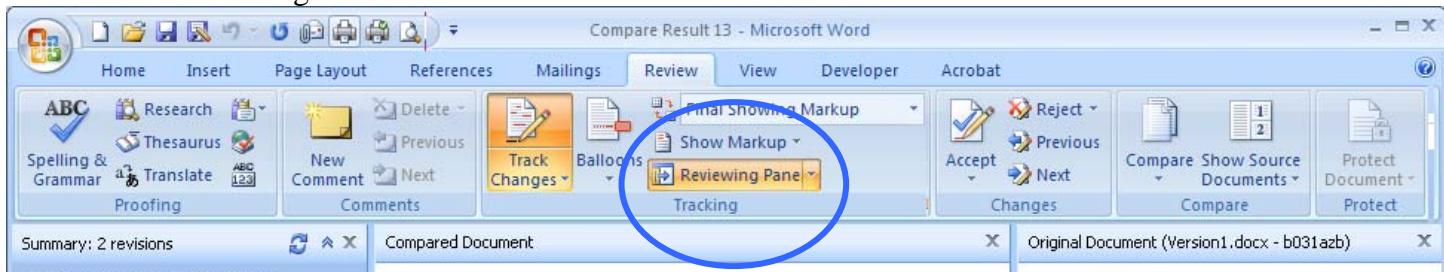
- ii. Clicking the compare button will prompt the user for an Original Document and Revised Document to compare.
 - a. Clicking the More button will reveal the Compare settings.



- iii. The compared documents will appear in a new window and will look something like this:

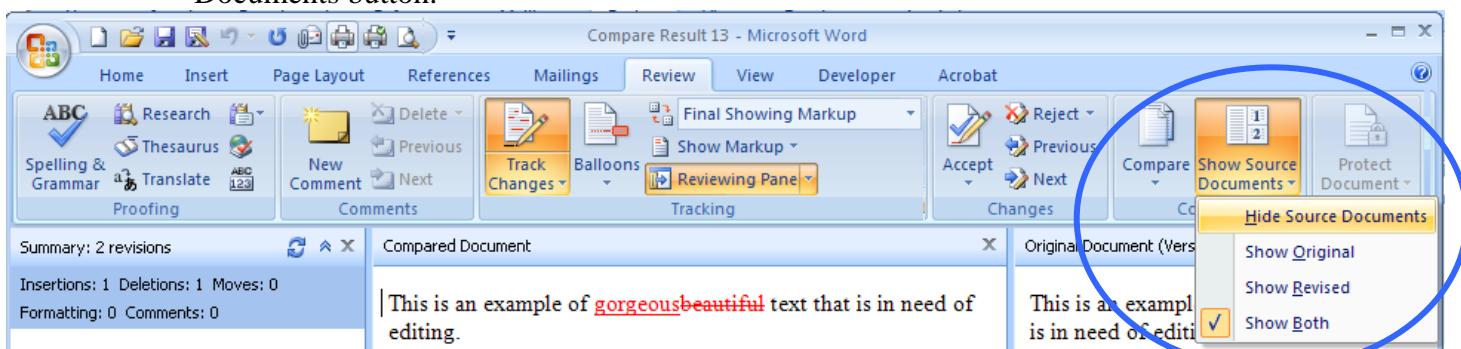


iv. You can close the summary screen to the left by clicking the Reviewing Pane button on the Tracking subsection of the Review ribbon tab.



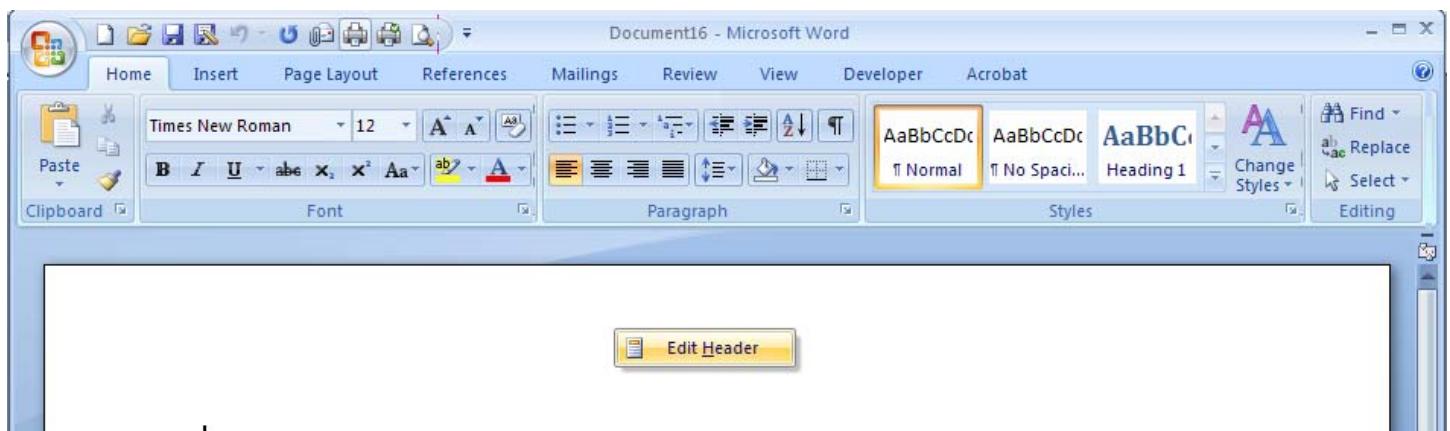
a. By clicking the drop down on the Reviewing Pane you can tell the system to display the reviewing pane to the vertically or horizontally as well.

v. You can show and hide the Original document and Revised document using the Show Source Documents button.

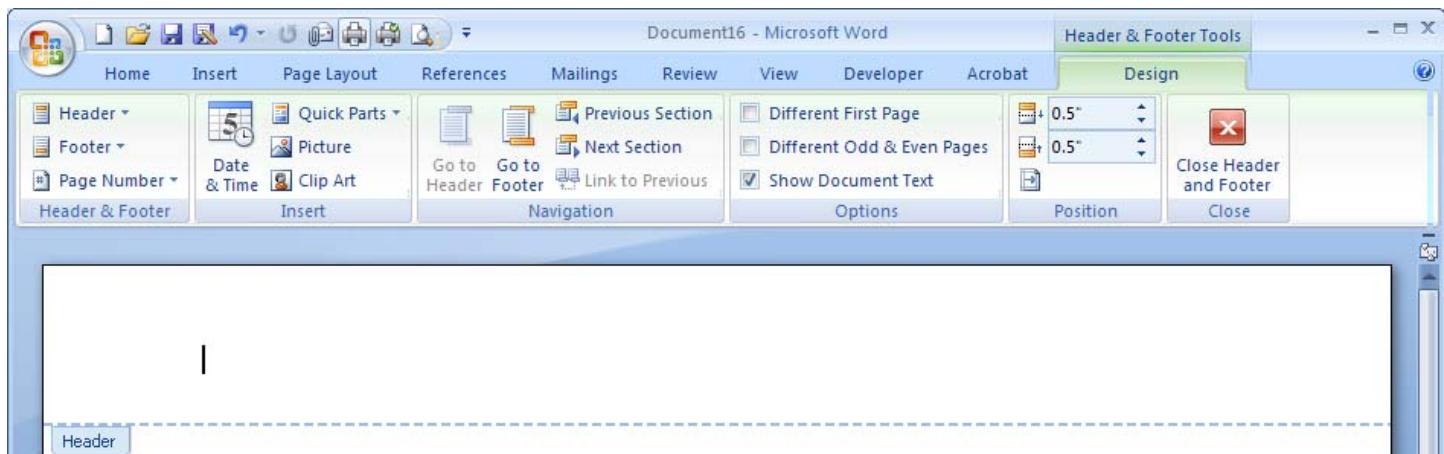


E. Headers and footers and page numbers, oh my

1. To edit the headers and footers in a document
 - i. The easiest way to get into headers and footers in a word document is to right click the white space where a header or footer would normally be found and select Edit Header from the menu that pops up.



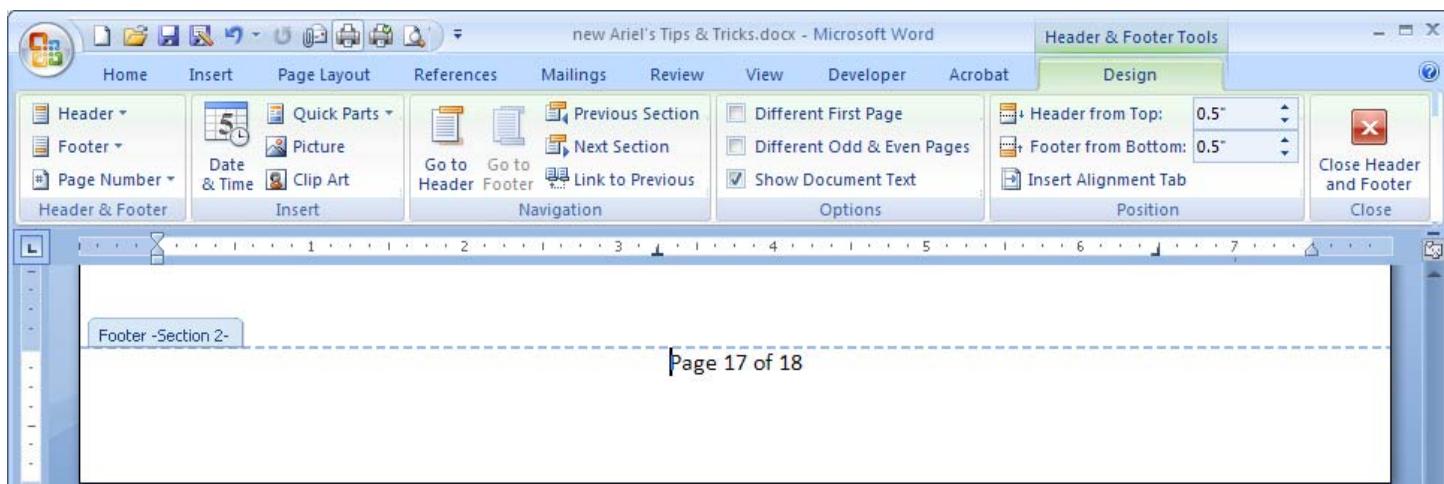
- ii. The header appears and a special tab on the ribbon appears specific to headers and footers.



- iii. From here you can specify that you'd like a different first page than other pages (so, for example, if you'd like page numbers to appear on all pages except the first page you can).
- iv. You can also select Different Odd and Even pages so you can create duplex pages for use in a book or binder.

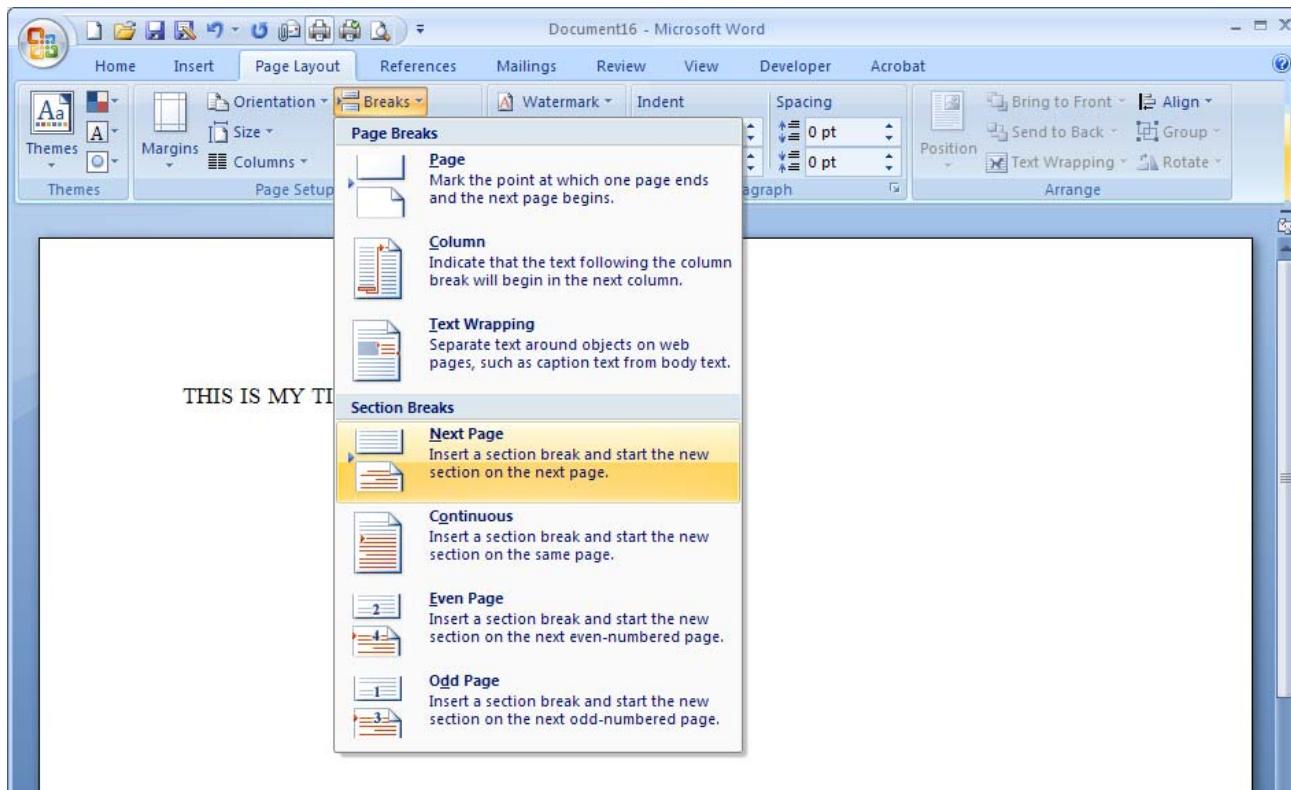
2. Complex page numbers – part 1 (section breaks)

- i. Sometimes it is important to go a step further with page numbers than simply placing a number at the bottom of the page.
- ii. Let's say you have a document which contains a title page but you'd like the first page after the title page to not contain a page number and you'd like the second page after the title page to contain a page number in the format of Page X of Y. Something like:



- iii. To accomplish this you will need to divide your documents into sections.
- iv. Sections tell the program that the user would like to manipulate different portions of a document separately.
- v. Begin by moving the cursor to the end of your title page (just after the last character on that page).

vi. Select the Page Layout ribbon tab and from the Breaks pull down menu on the Page Setup subsection select Section Breaks – Next Page.

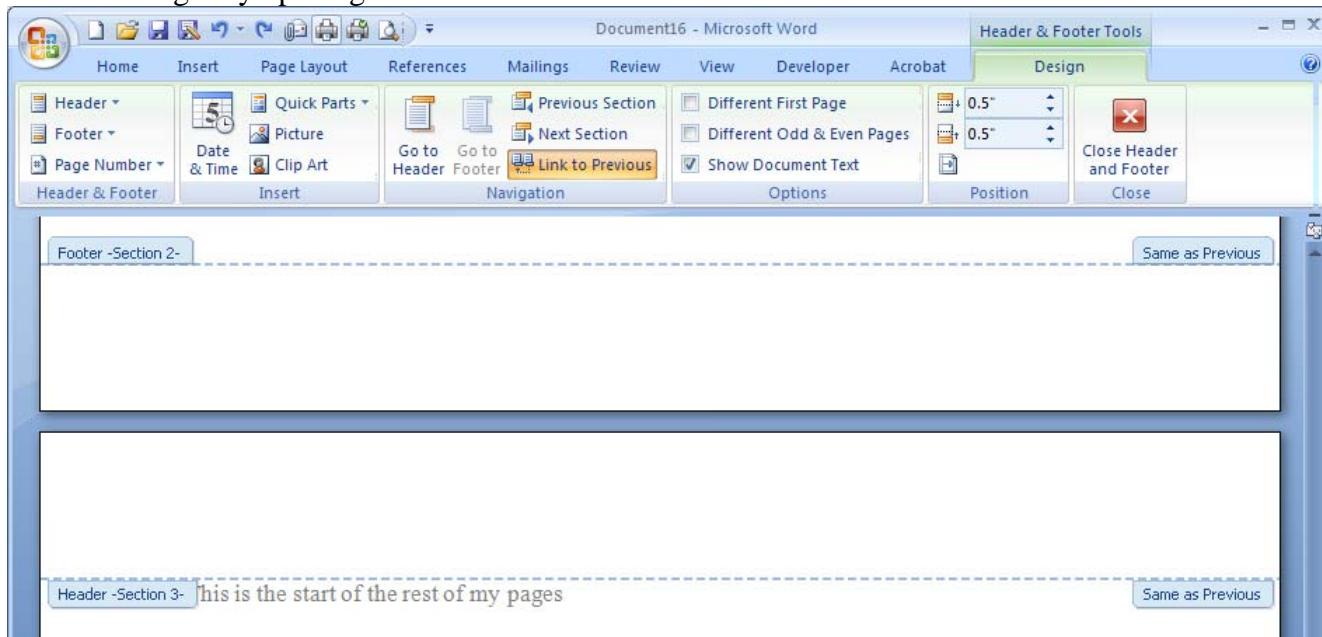


b. This establishes the title page as your first section.

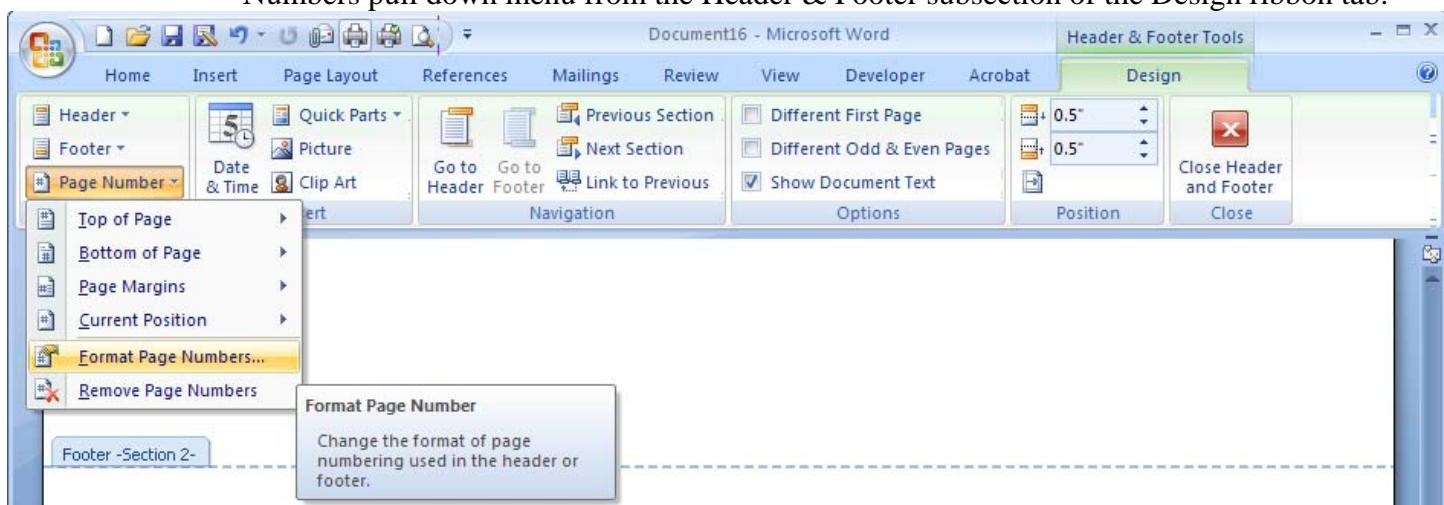
vii. Repeat this process just after the last character on your first page after the title page to establish that page as section 2 and the remaining pages as section 3.

3. Complex page numbers – part 2 (followers and leaders)

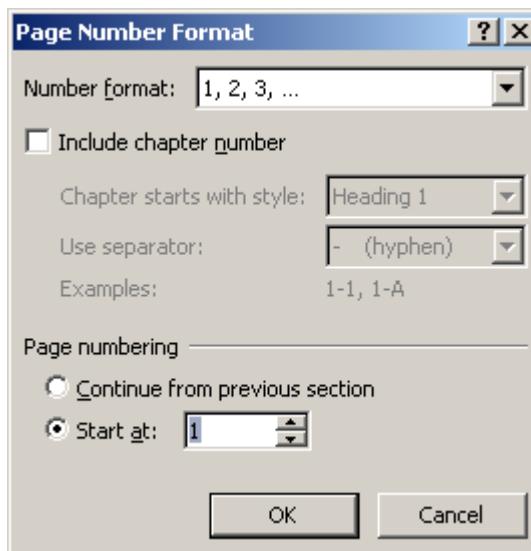
- Now that you've divided your document into three sections we need to make sure that each section knows to follow rules designated for that section only.
- Begin by opening the footer for the section 2.



- iii. Notice that just above the footer for section 2 on the left-hand side it reads Footer –Section 2– and on the right-hand side it reads Same as Previous. This lets you know that you are indeed looking at the footer for section 2 but that the footer for section 2 is currently set to mirror section 1.
 - a. Also note that we can see the header for section 3 and it too is set to mirror the previous section 2.
- iv. With the cursor in the section 2 footer unclick the Link to Previous button in the Navigation subsection of the Design ribbon tab.
- v. Repeat this process for the footer in section 3.
 - a. Note that the headers and footers are linked to previous independent of each other so if you remove the link to previous on a header in section 2 you will have to separately remove the link for the footer in section 2.
- vi. The last thing we need to do is to tell the program to start page number counting at 1 on the first page of section 2 (the second page in your document).
 - a. With the cursor still in the footer for section 2 select Format Page Numbers... from the Page Numbers pull down menu from the Header & Footer subsection of the Design ribbon tab.

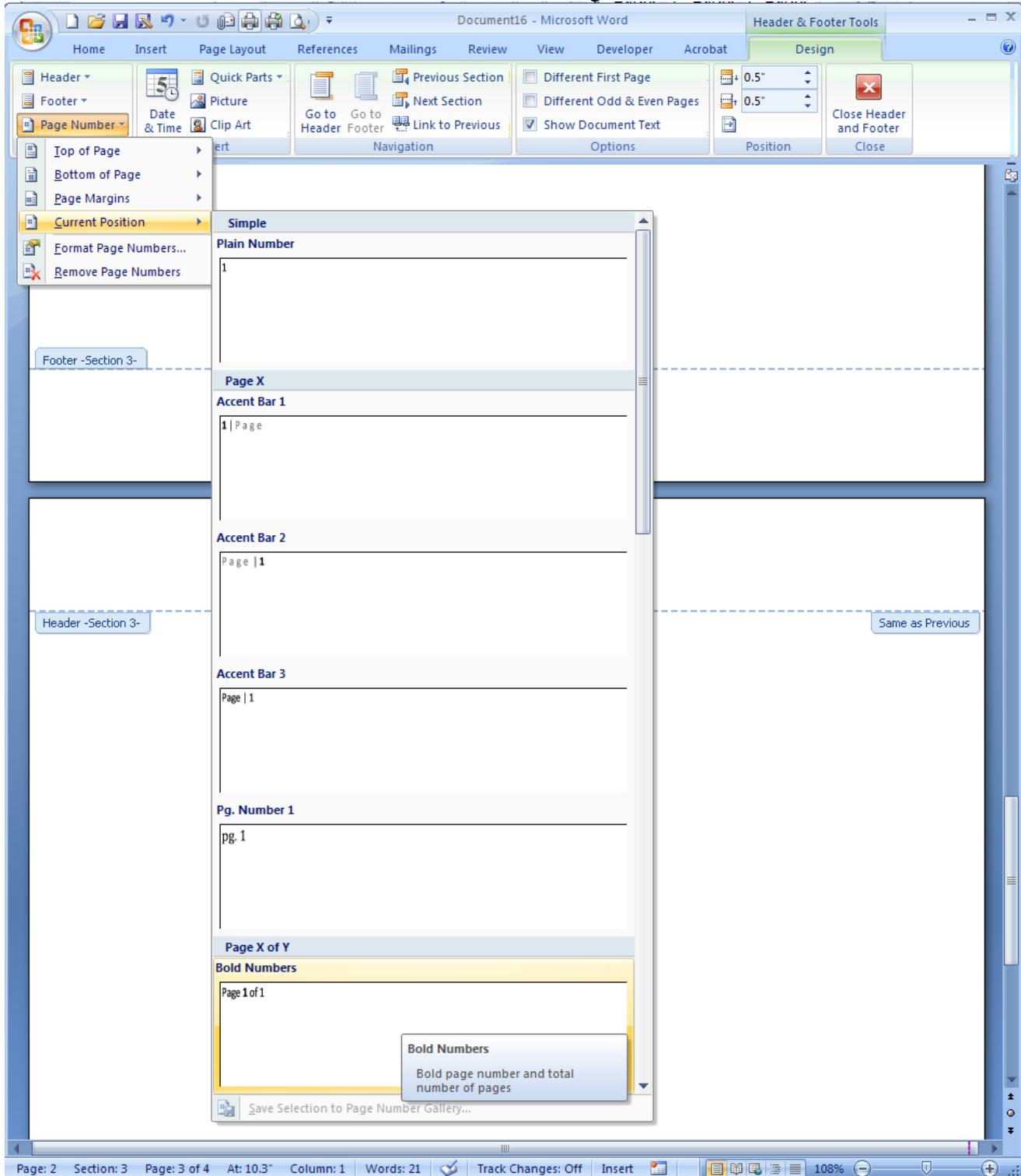


- b. Change the Page Numbering from Continue from previous section to Start at: 1 and click OK.

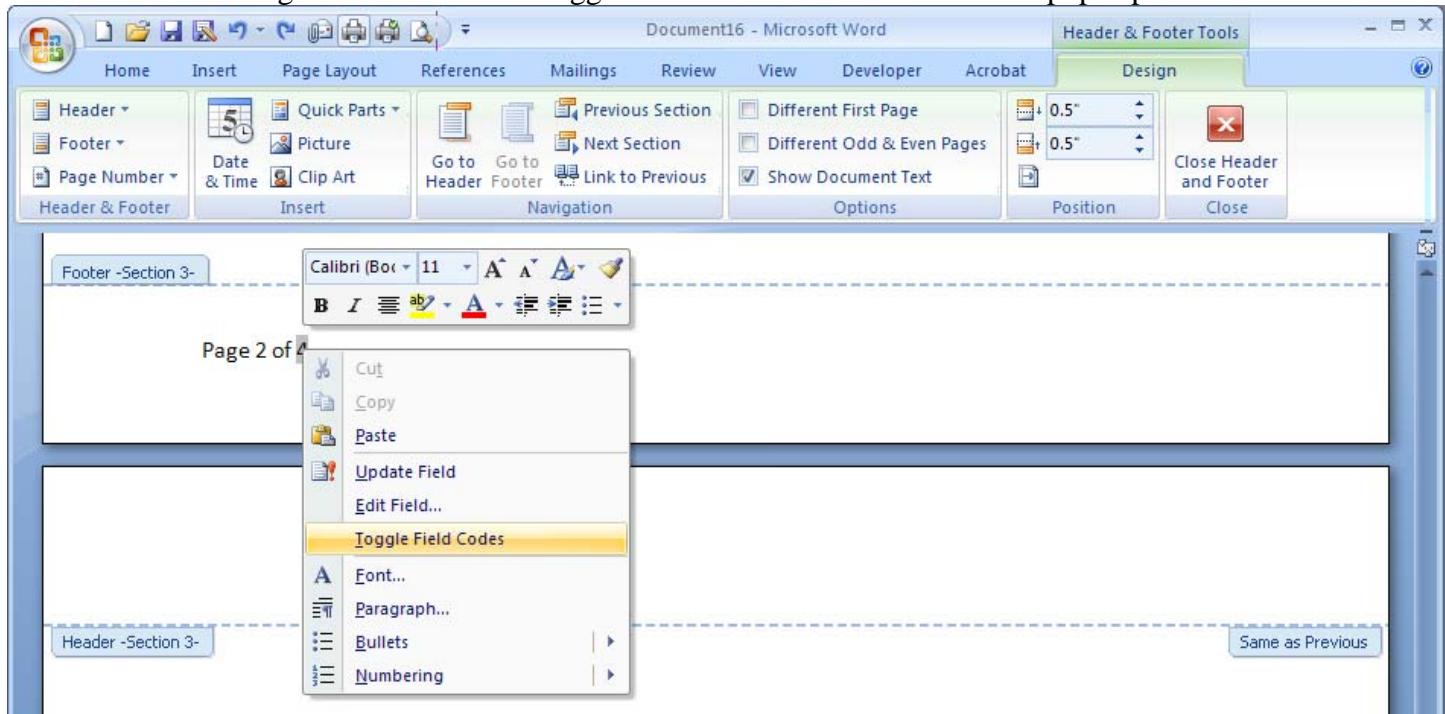


- c. Notice that it doesn't place a page number on the first page of section 2. This is as expected. We are only preparing for page numbering in section 3.

4. Complex page numbers – part 3 (basic math of the page number)
 - i. Now that we've divided the document into three sections and told the system that the first page in terms of page numbering should be the first page of the second section we are ready to tell the system that the first page to actually display a page number should be the first page of the third section.
 - ii. Begin by placing the cursor in the unlinked footer for section 3.
 - iii. Select Page X of Y from the Current Position submenu of the Page Number pull down menu from the Header & Footer subsection of the Design ribbon tab.



iv. The program was smart enough to know that this should be page 2 but not smart enough to know that we are not counting the title page in calculating the total number of pages. To subtract the title page we need to reveal codes. Left-click once on the 4 to activate it (it will turn gray) and then right-click and select Toggle Field Codes from the menu that pops up.



v. Move the cursor into the brackets and then hit “Ctrl” + “F9” on your keyboard to create a second set of field code brackets.

vi. Change the brackets so instead of looking like this:
`{ NUMPAGES { } }`
 it looks like this:
`{ = { NUMPAGES } - 1 }`

a. This will tell the system to subtract 1 (the number of pages in section 1) from the total number of pages in the entire document.

vii. The last step is to toggle the field codes brackets. Because we have two sets we need to toggle them twice. Right click inside the inner most set first and then the outermost set selecting Toggle Field Codes each time. The final product should now display the correct page numbers.

F. Properties for My Computer and the support button

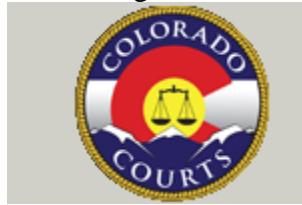
1. Creating a supportive logo
 - i. Let's say you wanted to change the standard Microsoft flag to something a bit more personal
 - ii. First, you'd need to create a logo. The maximum size of this logo should be roughly 180 pixels wide by 120 pixels high (though a bit smaller is preferred).
 - iii. It should be a bitmap image (.bmp) and can be saved in Window's Paint program.
 - iv. So it looks like it should be there, it is wise to set the background of the image to:

R = 208

G = 208

B = 200

v. The final product should look something like this:



vi. This file should be saved in the directory c:\windows\system32 and should be named oemlogo.bmp.

vii. That's it... right click My Computer and select Properties to see the change.

2. Making support your own

- i. Now you've got a supportive logo, but what about information on contacting support? Easy.
- ii. Also in the c:\windows\system32 folder, creating the file oeminfo.ini, with the right guts, will do just that.
- iii. Start by creating a simple text document.
- iv. In the document add something that looks like this (changing the meaningful lines to better reflect your computer and support information):

```
[General]
Manufacturer=Colorado State Judicial - JBITS
Model=Dell 330 - J6D0VGG1
```

```
[Support Information]
Line1=" "
Line2=" For support or questions:"
Line3=""
Line4=" Contact Karen Whitley"
Line5=" 303-649-6385 work"
Line6=" 303-434-5488 cell"
Line7=""
Line8=" or by email"
Line9=" karen.whiteley@judicial.state.co.us"
Line10=""
Line11=""
Line12=" http://judicialnet/iis/iisindex.htm"
```

v. Save your file and close it.

vi. Rename it from New Text Document.txt to oeminfo.ini.

vii. Move it to c:\windows\system32\ if it isn't already there.

viii. Right click on My Computer and choose properties to see your handiwork.

III. Final remarks

Though there may be other tips and tricks I could add to this document, I'll cut it off there. There are a number of other far more complex things users can do with Microsoft Windows XP, Word, and Excel. I urge you to explore and question and search. That said, I'm always happy to help you figure out any task. Feel free to contact me (see preface). Good luck and happy computing!