

## Using the Message Board

If your typing skills are not as sharp as you would like, or you are not certain of how your message will look, open a **'Word'** programme and type your message on a blank sheet, then correct, and alter as you wish. When you are happy with it, highlight it by left clicking on your mouse and drag the mouse over everything you wish to copy. It should turn blue. Right click your mouse, select **'copy'**, and you are ready to go.

Open the web site and go to the **'Message Board'** page.

Click **Make a Comment**

Type your name in the **Name** box

Left click in the main box. You will see a cursor flashing

Right click and **Paste**

Well done!

Don't worry if you are unsure what to do, or do not wish to register. Just email it to us at **plusrcc@gmail.com** and we will post it for you. We are here to help.

## Resizing photographs for sending by e-mail

Important: Remember to always rename the picture before you save it. If you do not, you will over write the existing file. You will usually get a warning before you accidentally do this.

If you can do it with your existing photo programme, so much the better. There is usually a menu which you can drop down and find 'resize'. If you can find this it is best to resize to around 800 x 600 pixels for Landscape or 600 x 800 pixels for Portrait and then go to 'File/' 'Save As' and after giving it a new name, save the picture in 'My e-mail pictures', which should already be under your 'My documents' folder.

To send the resized photo, click on insert/attachment/file and browse until you find what you want to send.

## Forward an e-mail

I found the following information under this web site. Hope you find it useful.

[forums.pcpitstop.com/index.php?showtopic=129452](http://forums.pcpitstop.com/index.php?showtopic=129452)

1. You **MUST** click the **"Forward"** button first and then you will have full editing capabilities against the body and headers of the message. If you don't click on **"Forward"** first, you won't be able to edit the message at all.

When you forward an e-mail, **DELETE** all of the other addresses that appear in the body of the message (at the top). That's right, **DELETE** them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second.

(2) Whenever you send an e-mail to more than one person, do **NOT** use the **To:** or **Cc:** fields for adding e-mail addresses. Always use the **BCC:**(blind carbon copy) field for listing the e-mail addresses. This is the way the people you send to will only see their own e-mail address. If you don't see your **BCC:** option click on where it says **To:** and your address list will appear. Highlight the address and choose **BCC:** and that's it, it's that easy. When you send to **BCC:** your message will automatically say **"Undisclosed Recipients** in the **"TO:"** field of the people who receive it.

(3) Remove any **"FW:"** in the subject line. You can re-name the subject if you wish or even fix spelling and take all the junk [emotions etc] off the end of the e-mail as well !!

(4) **ALWAYS** hit your **Forward** button from the actual e-mail you are reading. By Forwarding from the actual page you wish someone to view, you stop them from having to open many e-mails, just to see what you have sent.

## Copy & Paste

Highlight the area you want to copy by left clicking on your mouse, keeping it held down, and dragging the mouse over the complete area. It should turn blue.

Right click your mouse, select '**Copy**', and you are ready to go.

To Paste it into another area or document, select the point at which you would like your copied information to start by left clicking your mouse. You will see the cursor flashing at that point.

Right click your mouse and the copied information will be inserted.

## Add a P.L.US website link on your desktop

1. Go to the web site you want to add to your desk top. (For instance [www.peoplelikeusrcc.com](http://www.peoplelikeusrcc.com))
2. Highlight the web address by right clicking in the address bar. It will turn blue all along the text.
3. Right click and '**Copy**'.
4. Go to your desk top.
5. Right click on your desk top and scroll over '**New**'.
6. Then click on '**Shortcut**'.
7. An instruction wizard will come up.
8. Where it says '**Type in the location of the item**', right click on '**Paste**'.
9. Click on '**Next**'.
10. Where it says '**Type in the name of the item**'. Put in what you want the shortcut to say. (for example '**PLUSRCC**').
11. Click on '**Finish**'. (Job done)!

## Want some basic help?

If you are new to computing and would like to find an easy to follow course, which you can do in your own time, try clicking on the following link.

[www.learnmyway.com/](http://www.learnmyway.com/)