

HOW DO YOU ?

.SETUP A TEMPLATE IN MICROSOFT WORD

How do you set up Word so the boilerplate is always there? You need a Word template. To make one, open Word and enter your boilerplate. You can add headings, footers and anything else you use regularly. Then, click File>>Save As. In Save As Type, click Document Template. In Save In, select a folder you can find easily. When you need to use the template, double-click it. (For definition of "boilerplate" look in Word Help Index.)



.FIND UNUSUAL CHARACTERS IN WINDOWS & WORD

The American versions of software are set up for American English. So what do you do if you need an **accent mark**, or an **umlaut**? They're available. The easiest thing to do is use the Symbols table in Word, if that is the program you're using.

Click Insert>>Symbol. In all likelihood, you will find the characters you need. The Symbols table includes lots of other characters and symbols, too. For instance, the symbols for the euro and the yen are there. Also available are copyright and registered marks. There are even smiley and frowning faces. Symbols are also available in Excel and PowerPoint.

Not everyone uses Word. Those people can fall back on Character Map, which is part of Windows. To find it, click Start>>Programs or All Programs>>Accessories>>System Tools>>Character Map. The Symbol table is easier to use. Selecting the character and clicking insert places it directly into the Word document. Character Map takes more steps. But either works well.



.FIND YOUR PERSONAL FOLDERS WHEN YOU WANT THEM

Recall that your personal folders are stored under the My Documents folder. That folder is in Windows Explorer, an important part of Windows that you should understand.

All of your files are stored there. To find Windows Explorer, click **Start>>All Programs>>Accessories>> Windows Explorer**. In the left panel, you'll find a list of yellow folders. That is actually a diagram (called a "tree") of your hard drive. You'll find My Documents listed on the tree. Click it, and its contents will be displayed on the right. Included are your folders and, perhaps, some files.

You probably keep all your stuff in My Documents. Just open Windows Explorer to access My Documents.

But you can also do it from the desktop (the screen you see when Windows boots up). Depending on your version of Windows, there may be a My Documents icon on your desktop. If so, you can open it by double-clicking. Your personal folders then will be listed.

If the icon is not on your desktop, or if it doesn't work, you can create a shortcut to the desktop. In Windows Explorer, click Desktop in the left panel. My Documents will be listed on the right. Right-click

My Documents. Select Create Shortcut. A link, entitled Shortcut to My Documents, will appear at the bottom of the list in the right panel. Put the cursor on it, press the left mouse button, and drag it to Desktop in the left panel. Release the button. The shortcut will now be on the desktop. Double-click it to access your folders. See, that was easy!

