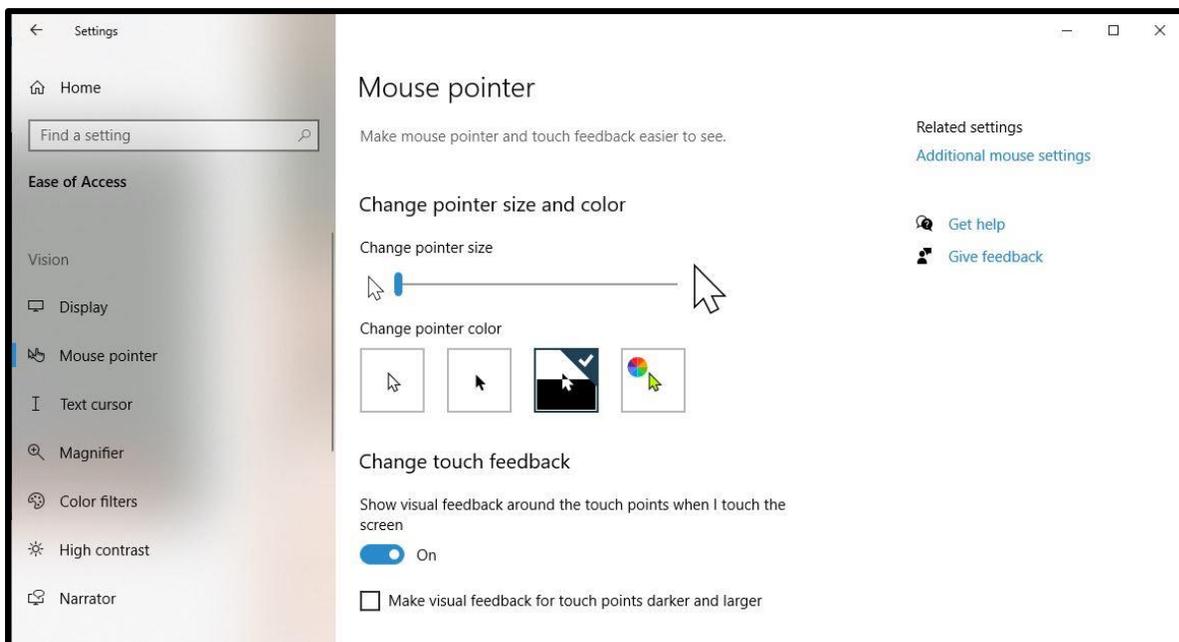
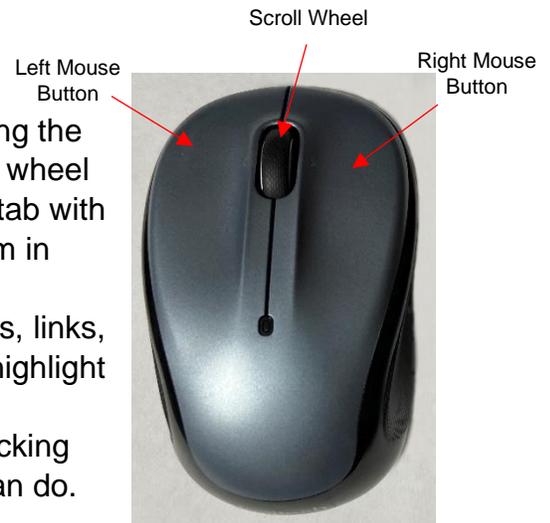


## Handout for Computer Basics

Google, Bing, DuckDuckGo, Startpage, etc. Searches are your best friend.

### Mouse:

- Scroll Wheel is used to scroll up and down on a page. It can also be used as a third button. Instead of using the left button to click on a link in a webpage, press the scroll wheel and it will open in a new tab. Click anywhere on an open tab with the scroll wheel to close the tab. CTRL + scroll up to zoom in and down to zoom out.
- Left click is normal click which directly interacts with files, links, etc. Double click to launch a program or file, to select or highlight an object or text, to drag-and-drop.
- Right click gives you information about what you are clicking on. Right-clicking often gives you a menu of things you can do. Duplicate a tab by right clicking and choosing “Duplicate”. Open in a new tab—right click on tab and choose “Open in a New Tab”. Translate to English: Right click in the body of the webpage and choose “Translate to English”.
- Change the size of the mouse pointer: Click on the “Windows” icon on the bottom left corner of the screen then “settings”, click WIN + I or type “settings” in the search bar at the bottom left. Click “Settings” then “Ease of Access” and again on “Mouse Pointer”. In this screen, you can choose the color and size pointer that best suits you.



### **Shortcuts:**

CTRL + A: Selects all items in a document and some windows  
CTRL + S: Save an item  
CTRL + Shift + S: Save as  
CTRL + C: Copy selected item  
CTRL + V: Paste copied item  
CTRL + R or F5: Refresh the active window  
CTRL + X: Cut selected item  
CTRL + Y: Redo a deleted action  
CTRL + Z: Undo an action  
CTRL + P: Print an item or selection  
CTRL + F: Find a word or words in a document  
CTRL + T: Open a new tab  
CTRL + Shift + T: Restores a tab that has been closed  
CTRL + N: Opens a new window  
CTRL + Shift + N: Open a new incognito window  
CTRL + Shift + Tab: Moves back (right to left) through open tabs  
CTRL + W: Close window  
CTRL + Shift + ESC: Open Task Manager  
CTRL + ALT + DELETE: Open Task Manager  
SHIFT + Tab: Moves to previous line in a form (Indexing).  
WIN + .(period): Opens emojis  
F11: Maximizes or minimizes a window

### **Highlighting or selecting Text:**

1. Place your cursor in front of the text you want to select, click the left mouse key, hold and drag to where you want to end.
2. To use your keyboard to select one word, place your cursor before or after the word then hold CTRL + Shift and press the Right or Left arrow key, or, double-click on the word.
3. To select the whole line, place your cursor at the beginning of the line and hold Shift and press the Down arrow key. Keep pressing the Down arrow to select more text lines. Or you can place your cursor at the beginning of the line and press Shift + End.
4. Another way to select text is to place your cursor where you want to start highlighting then hold the Shift key and click where you want to stop highlighting.
5. To select a paragraph, place the cursor where you want to start and click three times.

### **Restore History for browser window:**

- Chrome: Click on the three dots in the right upper corner. Click on history, put your cursor on the recently closed window you want to restore—move right and click,

“Restore all tabs.” If you accidentally closed it and want to immediately restore it, you can click CTRL + Shift + T.

- Firefox: If it has been closed in an update, there is usually an option to Restore Session. Click on the three lines in the upper right corner. Click “Recently Closed Window” and restore from there.

- Edge: If you closed it but want it open again, do CTRL + Shift + T or Click on the three dots in the upper right corner. Click history and click the item.

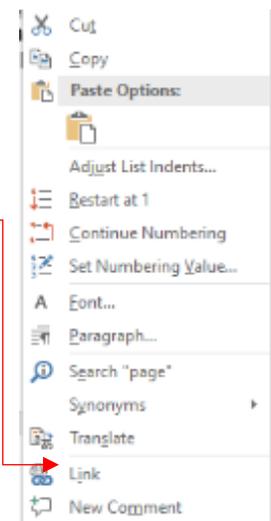
Incognito Window: Chrome doesn’t save cookies, browsing history and site data or information entered into a form. However, when you close the window, you cannot restore any of the open tabs. Searches are not hidden from websites you visit, employer, etc.

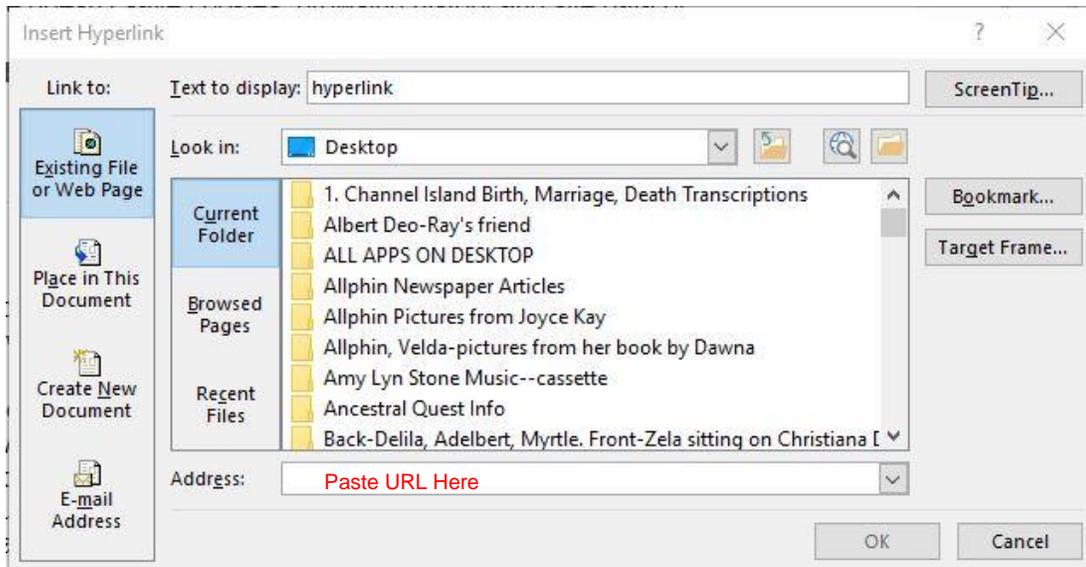
### Split Screen:

1. Open the windows you want to use. Click on one of them and hold WIN + R or L arrow key. This will move the window the direction of the arrow key you chose. The other windows you have open should appear on the opposite side. Choose the one you want and click it to open on the other side. If it doesn’t give you the option to choose a window, open the window you want to full-size and click WIN + R or L Arrow key to put it opposite the first window you selected.
2. Open a new tab and go to the website you want to use side-by-side. Drag the tab off to make it a new browser window and resize if necessary.
3. Open a window and resize it and move it to the right or left. Do the same with the second window you want to use.
4. Right click on the taskbar and choose the option you want to use.
5. Right click on a browser in the taskbar and choose “New Window”.

### How to add a hyperlink to a Word Document:

1. From the webpage you would like to link, copy the URL.
2. Highlight the word, group of words or picture in your document you want to connect to that webpage.
3. Right click on the highlighted word or picture and choose “Link” or click CTRL + K or click on Insert in the menu at the top of the page.
4. When the new window appears, be sure that “Existing File or Web Page” is highlighted on the top left. Then paste the URL into the line next to “Address.”





5. In a Word Document, you must use CTRL + Click to open a link.
6. To Create a link, paste a URL and hit Enter.

<https://www.genealogyexplained.com/basics/free-genealogy-websites/>

If you want to turn the URL into an “ordinary language” link, right click on the link and choose “Edit Hyperlink.” Next to the “Text to display:” add the word or description text you wish to use.

### How to convert word documents to PDF format:

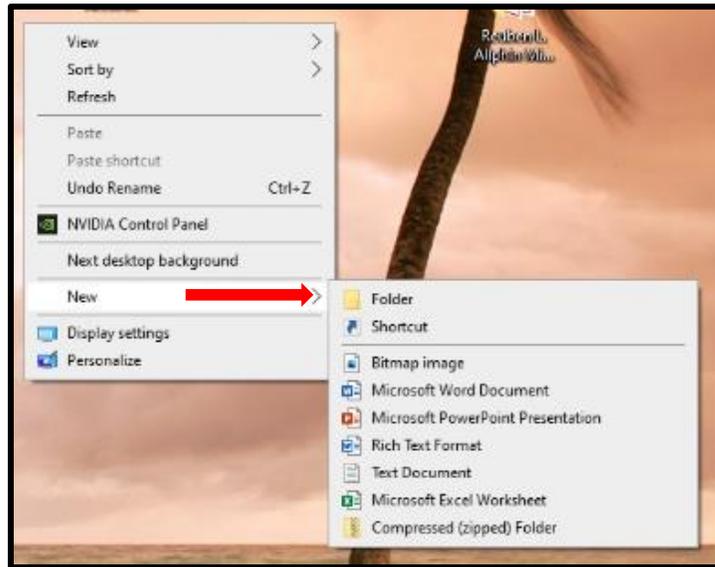
Choose File then click Save As the select where you want to save it. Click in the “Save as Type” bar under the file name and choose PDF.

### File Management Suggestions:

Picture this as putting documents into folders and then putting the folders into a filing cabinet.

1. Organization is the key. The goal is to be able to find the file even years after you have created it. So, use a system that is easy and makes sense to you.
2. One easy way to file your documents is to put them into the default “Documents” folder on your computer.
3. Create a main folder for the categories of your choice, then nest new folders inside those main folders. Example: a folder called “Smith” might contain folders named, John Smith, Able Smith, and Sam Smith.” If you have a folder that you use frequently and would like it at the top, you can put a 1. AA, ! etc. before the name, (i.e., “1. Guernsey Birth, Marriage, Death Transcripts”).
4. To Create a New Folder: Navigate to the place you want the folder and right click. Hover over “New” and click on “Folder”.

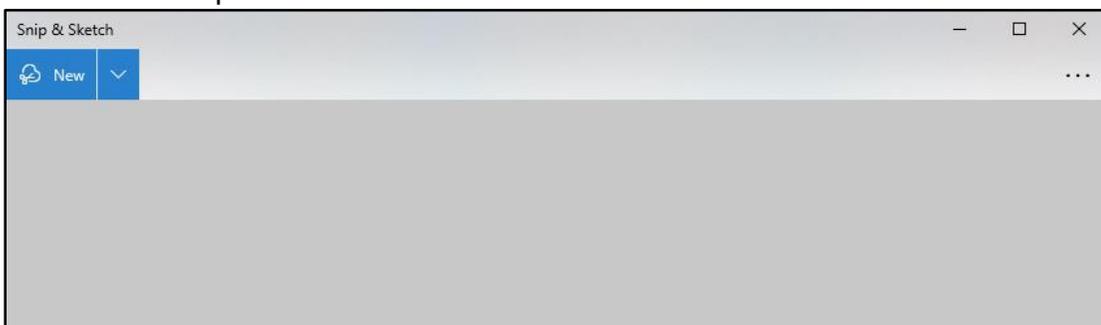
OR you can use the shortcut CTRL + Shift + N.



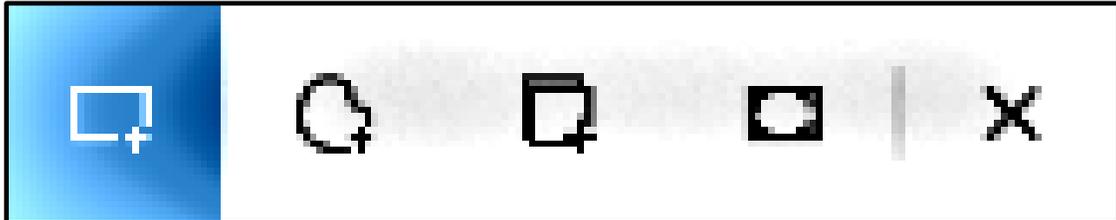
5. Files: Be sure to use plain language to name your files so you won't be guessing later, what the file is. Give them specific and logical names and add dates when it is helpful, (e.g., when identifying photos, documents, invoices, etc.). Be consistent in your labeling
6. Try to keep your files uncluttered. If you have finished with a file, but want to keep it, you can create a folder for "Old," "Completed" or "Inactive" and move the completed file into it.

**Snip & Sketch:** This is the new version of the Snipping Tool. It is an important tool for capturing documents or other images on your screen. [Snip & Sketch Beginners Guide](#) To pin it to your taskbar, Type Snip & Sketch in the search bar on the bottom left of the screen, next to the Window icon. When the screen opens you can choose "Pin to Taskbar".

1. Open Snip and Sketch: Click the icon on the taskbar. Choose "New" from the menu on the top left.

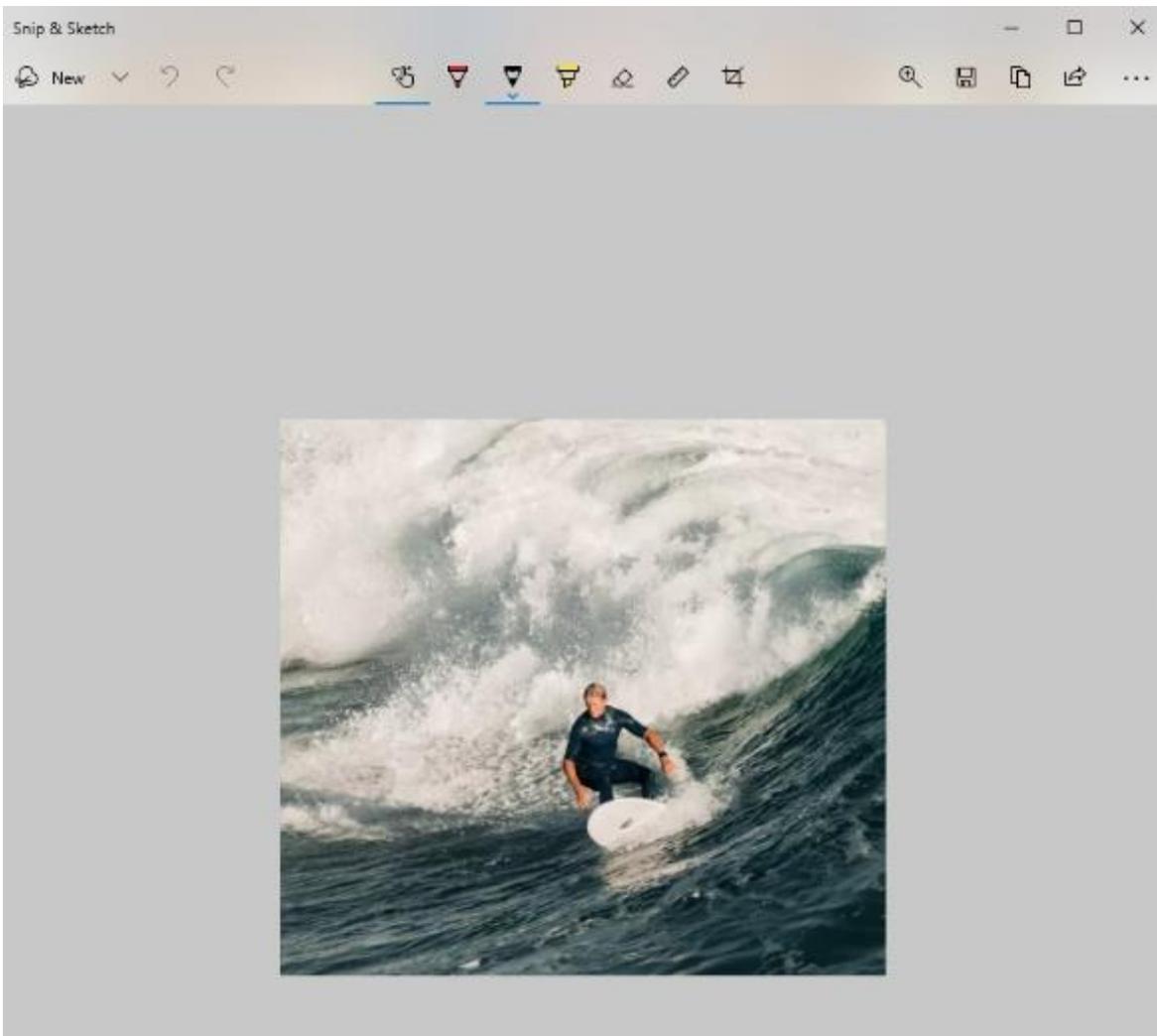


2. To make a screenshot immediately, press WIN + SHIFT + S or click the notification button on the taskbar (far right). You can also set-up the print screen button to open the snipping menu in the Snip and Sketch program settings.
3. Choose how you want to capture the image.



**Rectangular Snip Freeform Snip Window Snip Full-screen Snip**

4. You can then edit and annotate using the “Markup” tools. Be sure to save your work.

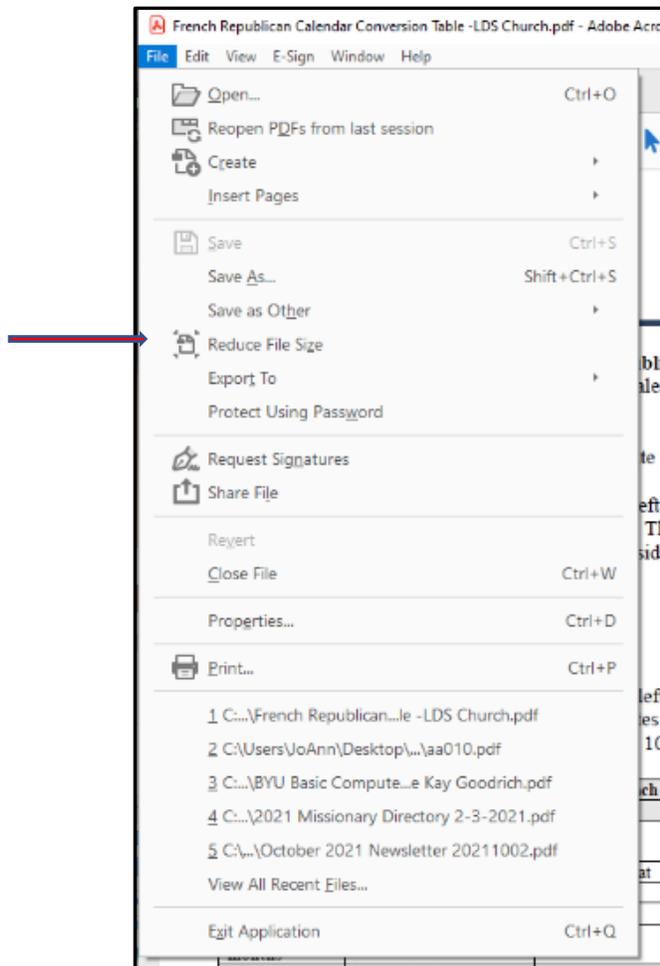


## Preparing a PDF document to upload to FamilySearch:

You can only upload a file that is less than 15 MB. If your PDF file is larger, you will need to reduce the size or split the document. In order to reduce the size of the document, you will need to have access to a PDF editing program.

Some Public Libraries have a subscription to the Adobe Programs that can be used by patrons.

If the file is not excessively large, you might be able to reduce the size and not have to split the document. To check the size of the document, open the folder that contains the document and display it in "list" form. The size will be listed in a column to the right of the name. Or right click on the file and choose "Properties" at the bottom.

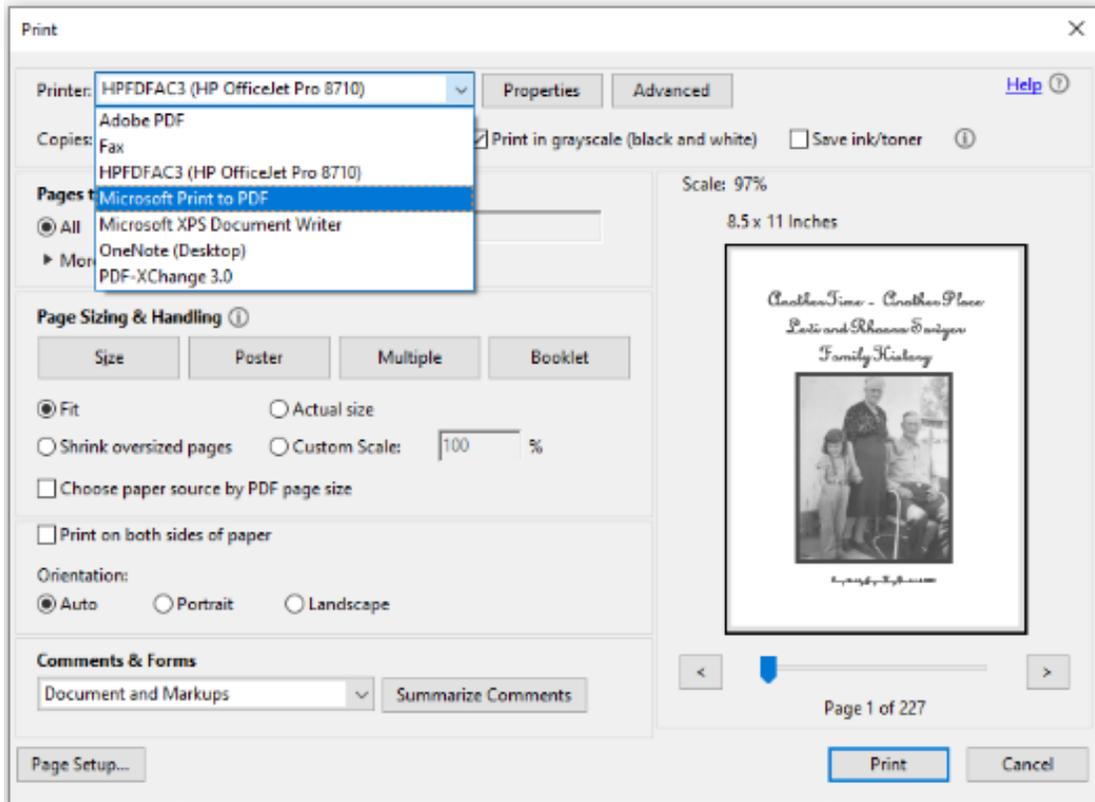


When you reduce the size, you may lose quality, so you will want to be sure the quality is acceptable before you upload it to FamilySearch.

## Dividing a PDF into parts:

You can do this with Adobe Acrobat for large documents, by choosing “Organize Pages” from the menu on the right side of the program. Highlight the pages you want to have combine by clicking on the first page and while holding the Shift key, click the last page you want. While the pages are selected, click on “Extract” in the menu at the top of the page. Since you want to keep the original, don’t check any of the boxes, but click the blue “Extract” button. This will open the selected pages in a new tab. Click “Save” or “File”, “Save as” and save that portion wherever you want it. You can rename it with the original name plus Part 1, etc. If you would like help, contact JoAnn Burgi through the [BYU Family History Library virtual help desk](#).

For small documents you can divide them it at home by choosing “Print to PDF”. Go to File—Print and choose a PDF print option.



Choose Pages and change the number of pages you want to have in Part 1 of the document. Make sure you name it with Part 1 at the end so you don't overwrite the original document. Do the same with each part you wish to print

