Computers 101a

Computer Tips & Tricks for

Family History

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FamilySearch Support Missionary

Family Tree / Indexing / Computer Support
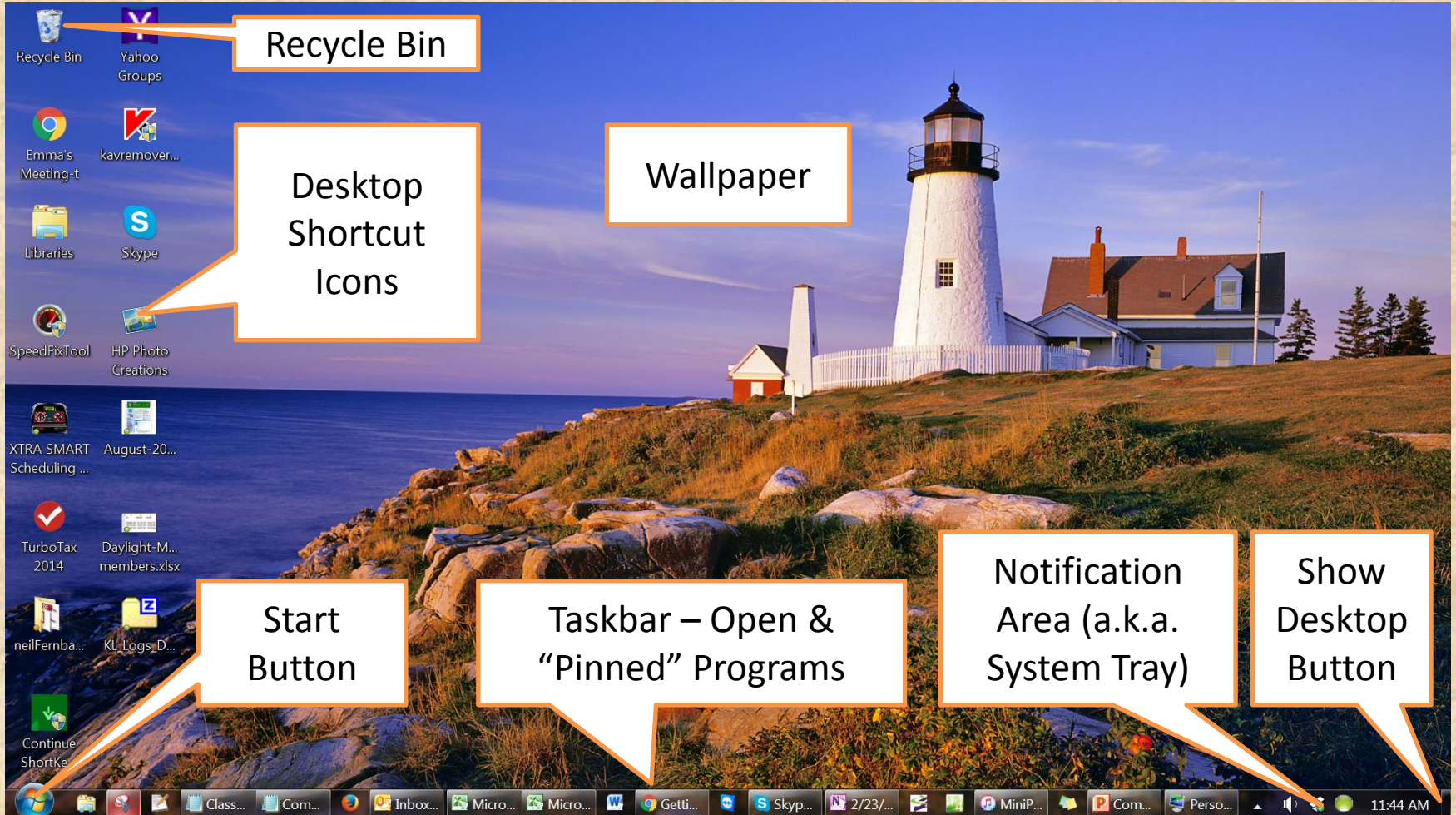
Don't be afraid of your computer!

You can't hurt your computer, unless…
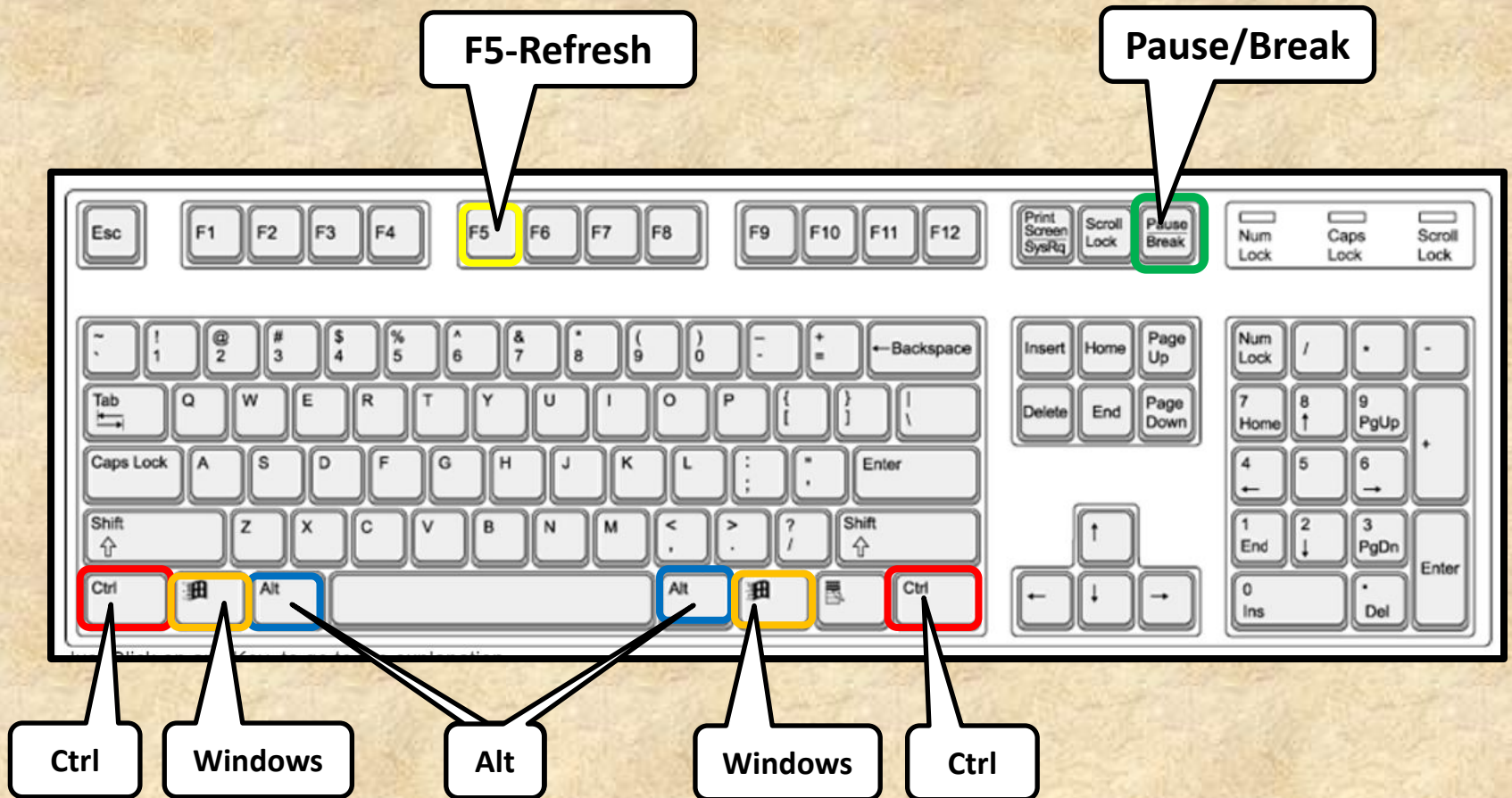
Ever have one of these days?

Windows 7 Desktop Basics

Recycle Bin

Wallpaper

Desktop Shortcut Icons

Start Button

Taskbar – Open & "Pinned" Programs

Notification Area (a.k.a. System Tray)

Show Desktop Button

Special Control Keys
The keys to mastering your computer!

F5-Refresh

Pause/Break

Ctrl

Windows

Alt

Windows

Ctrl

Keyboard Shortcuts

COMMAND	FUNCTION
Ctrl + N	New Document Opens
Ctrl + A	Select All on Page
Ctrl + C	Copy selection
Ctrl + X	Cut selection and copy to Clipboard
Ctrl + V	Paste / Insert Clipboard contents
Ctrl + B	**Bold selected text**
Ctrl + I	*Italicize selected text*
Ctrl + U	Underline selected text
Ctrl + P	Print dialog box opens
Ctrl + F	Find on page/website
Ctrl + H	Find & Replace all occurrences
Ctrl + S	Save file to disk
Ctrl + Z	Undo prior action(s) or moves

More Shortcuts

COMMAND	ACTION
Ctrl + T	Open new browser **T**ab (All browsers)
Home	Move cursor to start of line
Ctrl + Home	Move cursor to top of document
End	Move cursor to end of line
Ctrl + End	Move cursor to end of document
Alt + Tab	Switch between two most recent tasks or any top-level window
Windows key + Tab	Cascade through open windows (YMMV)
Windows key	Displays the "Start" menu
Windows key + Pause/Break	View computer information
Ctrl + Alt + Delete	Open Task Manager

**NOTE**: For Macs, use the "**Cmd**" key instead of Ctrl key

Using the Mouse

- Click to select or make window "active"
- Double click runs program or opens a file
- Right click opens a "context-sensitive" menu
- Scroll wheel scrolls page up and down
- **Ctrl**+Scroll wheel zooms in/out on webpages
- **Ctrl** and "**+**" or "**-**" key also zooms webpages
- **Shift** and Taskbar icon opens 2nd occurrence

The Jump List

- Lists recently used files
- Right click program icon on Taskbar
- Click "**Recent**" file to open in its program
- To remove, right click, select "**Remove from this list**"
- To pin item to list, hover cursor over it, click on pin
- To unpin, right click, hover cursor, select "**Unpin from this list**" or click pin again
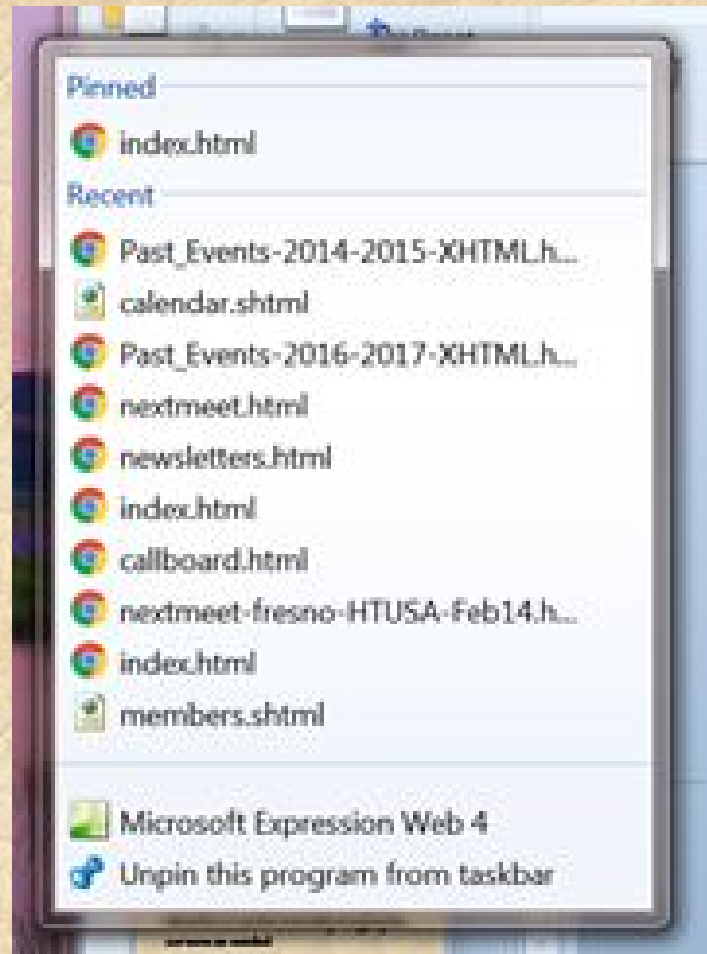
Adding a Desktop Shortcut

- Right click on blank area of Desktop

- Select "**New**", then "**Shortcut**"

- Type the location of the item or click "**Browse**" to locate a file on your computer. If a website, copy and paste the URL here. Use the keyboard shortcuts!

- Click "**Next**" button

- Type a name for the shortcut

- Click "**Finish**" and you have a new desktop shortcut!

- Rename by selecting it, press **F2**, edit, **Enter** to save

Notepad

- Great for taking notes while using Family Tree
- Copy and paste names, dates, IDs, reasons, etc.
- **Shift** + Click on taskbar icon opens 2nd occurrence
- Select text: Click & drag; double click word; triple click line
- Press **Ctrl + C** to copy onto clipboard, or Right click **»** Copy
- Press **Ctrl + V** to paste from clipboard, or Right click **»** Paste
- **Ctrl + A** selects all text in text box or page (this may vary)
- "Pin" Notepad to the Taskbar for one-click access
- **NOTE**: **Copy/Paste** works in most programs, including FamilySearch Family Tree. Triple clicking on an ID # is great for pasting it elsewhere to prevent typos. Good for "Find by ID" or "Add by ID" actions.

Pin Notepad to Taskbar

- Click on "**Start**" button
- Type "**notepad**" to locate Notepad program
- Right click on **Notepad**
- Select "**Pin to Taskbar**"
- Appears on the Taskbar as:
- Click and drag to where you want it
- Now Notepad is just a click away!

Opening a New Browser Tab

- Open new websites without closing others
- **Ctrl+T** (Works in Chrome, Firefox, IE, Safari, probably Edge, too)
- Look at another FamilySearch record or page
    1) In FamilySearch, right click on 2nd person's name
    2) Click on "**Open link in new tab**" or…
    3) Click on "**Open link in new window**"
    4) Click on tab to view selection
    5) Can be done multiple times
- Click on tab at top of screen to select desired page
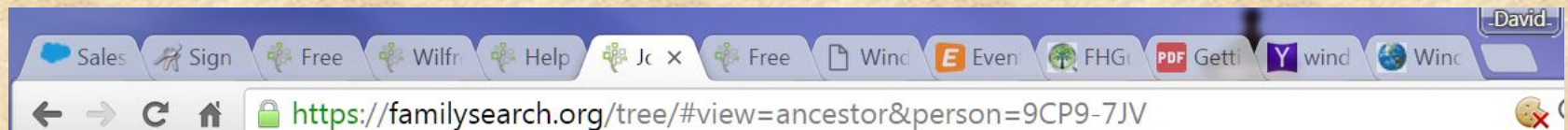
Viewing 2 Windows at Same Time

- Click and hold Title Bar at top of window
- Drag to right or left edge of screen
- When cursor touches the edge, release button
- Repeat with second window, dragging to opposite side
- Moving either window returns it to full size
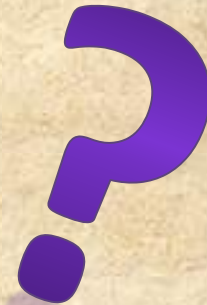- Windows can be resized by dragging the corners as needed
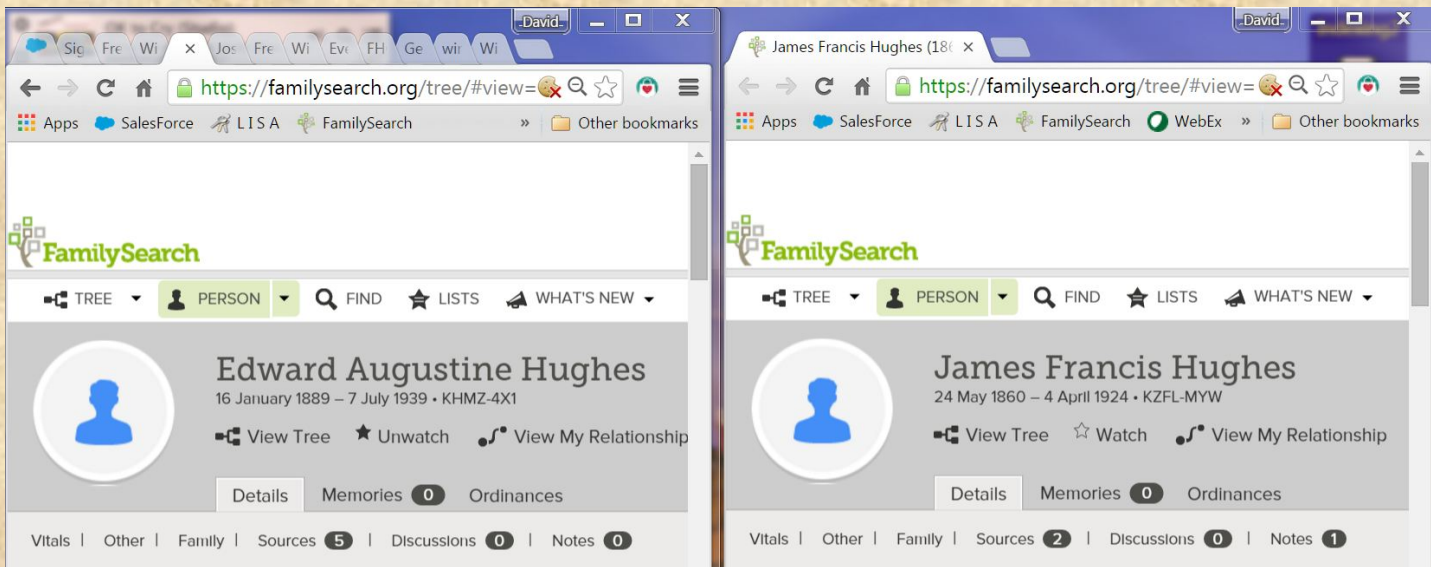
Troubleshooting FamilySearch.org
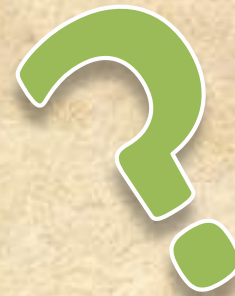
Try each action & retry what you were doing…

1) Refresh the screen, press **F5** key a couple of times.

2) Remove cookies and temporary files by pressing **Ctrl+Shift+Delete** keys at same time. Search on keyword "cookies" in Help Center.

- Select "**the beginning of time**" or "**Everything**".
- Check "**Browsing History**", "**Download History**", "**Cookies …**", "**Cached Images and files**".
- Click "**Clear browsing data**" or "**Clear now**".

3) Try another browser (Chrome is recommended by FamilySearch)

4) Reboot your computer

5) Then call FamilySearch Support : **1-866-406-1830**

Note: Perform steps 1-4 <u>before</u> calling us, as these actions will usually fix many problems. We'll just have you try them anyway.

QUESTIONS

The End

Sierra Vista Ward Family History Class