HOBO's HELPFUL HINTS

Feature… GET ORGANIZED

The Desktop:
Take a good look at your "Desktop". Can you see the background picture? If you can't, you definitely have too many icons or documents cluttering your work area.

Use the *"Quick Launch Toolbar"* to hold your favourite programs like: "Outlook" or "Outlook Express", Word, Internet Explorer or Netscape. [*Right-Click on the "Start Task bar" and select "Toolbars". Check to enable Quick launch"*] – Then drag the icons to the bottom and add them to the toolbar. The advantage; it makes it easier to switch between programs like Word and Outlook Express.

Remove icons (or shortcuts) that link you to infrequently used programs or Hardware related support sites. When you load programs, they like to include an option to add an icon to your desktop or System tray. These programs are always accessible using "Start/Programs" so you don't need them on your desktop unless they will be a frequently accessed. If you want, you can create new folders *[On desktop, Right-Click, then choose "New", then choose "Folder]* to store shortcuts.

My Documents:
Create "New" folders, organize your documents in folders in "My Documents" that make sense for easy access. Name them appropriately like; "Work", "Presentations", "Vacation Pictures" or Name them client or function specific and create sub-folders to hold different types of documents. **(Right-Click in a folder, then choose "NEW" then select "Folder").**

Outlook Express/Mail Program:
Just like the "My Documents" folder, you can create multiple folders under the "In-box" folder in most e-mail software packages. Make use of the *"Message Rule Wizard"* to route e-mail messages directly to specific folders **(Click Tools, Message Rules, Mail).** A good use of the "Rule Wizard" is to route e-mail where your name is not in the "TO:" or the "CC:" to a "**Junk Mail**" folder. Most of the mail here will probably be junk and once you've reviewed it, you can easily select and delete the contents of this folder.

Backup "My Documents":
It is a good idea to get a CD burner. This device comes in handy now for a number if things. Create a CD of files like Pictures that take up a lot of space. Put them on a CD and then remove them from the system.
If you've organized your documents under "My Documents" you can burn this single directory once a week or at least once a month as a backup. If you use software that stores work files or finished documents in their own folder, find out where they go and ensure you "Add" these to you back-up CD.

System/Software Disks:
Ensure you have disks (Legal) for your Operating System, any Hardware device (Printer, LAN Card, Video Card. Etc.) or any software you have purchased. These will be necessary if you need to rebuild your system. Note: Sometimes you can buy software directly off the Internet at a cheaper price then what you can buy a your local store. If you've downloaded any software it is a good idea to burn the download program onto a CD for later recovery purposes.