

The purpose is the same; to give you some quick tips on the Windows 2000 System and Office Suite Applications. This newsletter will be a two-page issue with no more than two subjects. It is intended to be simple and direct. If you have any comments or suggestions, feel free to email us: [ssa-tips-feedback@slb.com](mailto:ssa-tips-feedback@slb.com)

## Mouse Clicks (right/left)

The mouse on a windows system has at least 2 buttons. Other systems like Macintosh, have only one unique button, or like UNIX system, which requires a 3-button mouse. These buttons will give you access to different options depending on the cursor position. Below are some examples for Windows System using a 2-button mouse.

### Eudora (Right Clicks)

On the "Mail" item of the Mailboxes; you then have the possibility to create Mailbox or Folders, or rename existing boxes.

To create a Folder instead of a Mailbox, in order to classify them, you just have to check this box.

When you compose a new mail, a right click on a red underlined word will suggest a different spelling of that misspelled word.

Right click on the mail itself and you can directly transfer it into a Mailbox, change its Label, change the server status in case you left messages on the server, or skip them over a certain size.

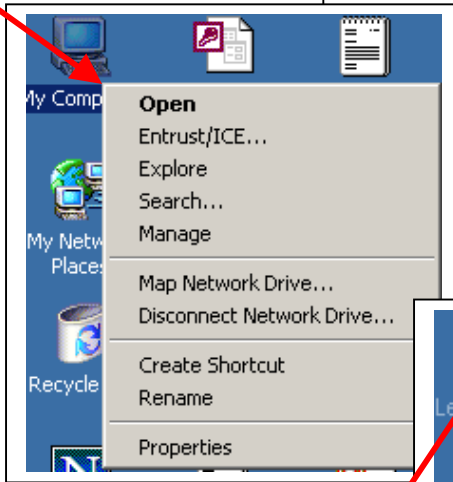
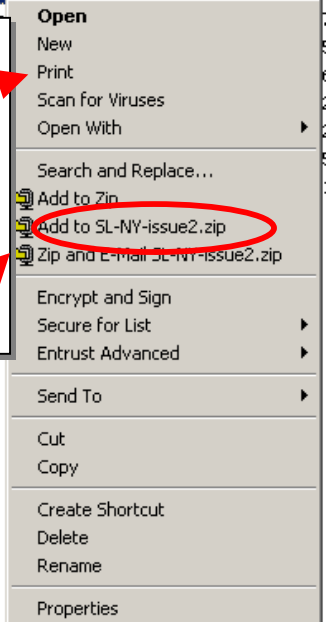
## Windows (Right Click)

### Right click on an icon on the Desktop:

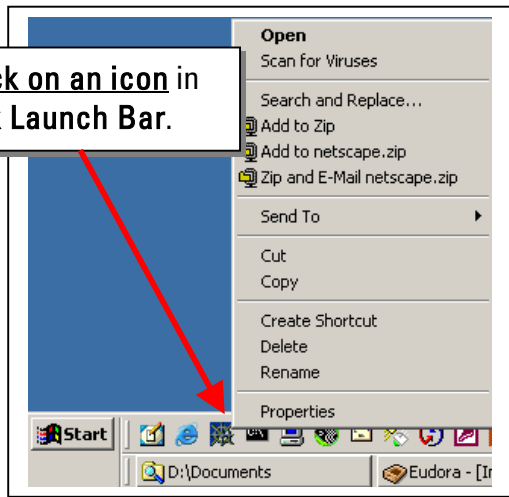
- If it is "My Computer" you can open the consol management (Manage), connect a network drive (Map Network Drive... or disconnect one) or get the properties of your computer (network name, network domain, environment variables, devices connected, ...)
- If it is a **regular icon**, you will get the same options that you would get in an Explorer window.

### Right click on a File in Explorer to:

- Rename (or press F2)
- Delete
- Print
- Encrypt
- Copy (or press Ctrl+C)
- Sent to and application
- **ZIP and email!!!!!!**

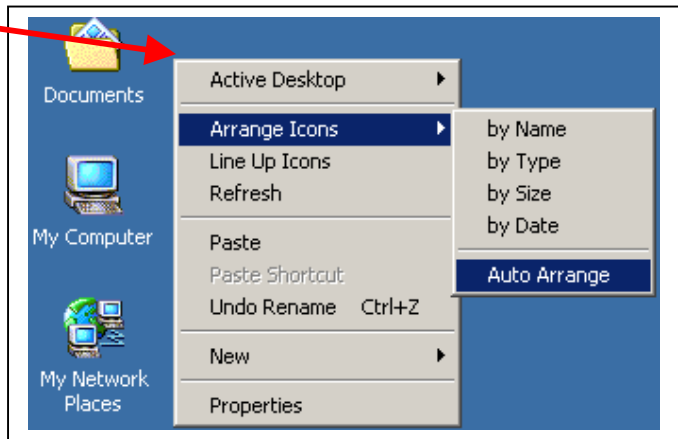


### Right click on an icon in the Quick Launch Bar.



When you click and drag an icon (or file) using the right click instead of the left one, you can access more options. One very useful option is creating shortcuts instead of moving the file or creating a copy of it.

Right click on the background to get the properties, and change the screen saver, the screen resolution and the background image.



### Right click on an application in the Task Bar; this will give you some specific application options

