

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

Windows Key Shortcuts to avoid using the mouse:

Switching from one application to another one: **Left ALT+TAB**

The idea is the following:

- Press **ALT** key which is on the left of the space bar and keep it pressed down.
- Then press (and release) **TAB** key while you are still holding down the ALT key.
- The list of open applications will then be displayed.
- **Press the TAB** key as many time as you need to select the desired application
- Then **release the ALT** key and you will bring the selected application on the front.

Bring the Start menu: **CTRL+ESC (same as the windows logo key)**

This will pop-up the **start menu**, you can then move with the arrows (on the right of the keyboard) to go up or down the main menu, then left or right to expand the submenus.

Enter key will select the application (of folder) highlighted.

Close an application: **Left ALT + F4**

F4 is the function 4 that is usually located on top of the keyboard. **ALT+F4** will close the active application exactly like when you click on the cross icon on the top right corner.

Saving the application: **CTRL+S**

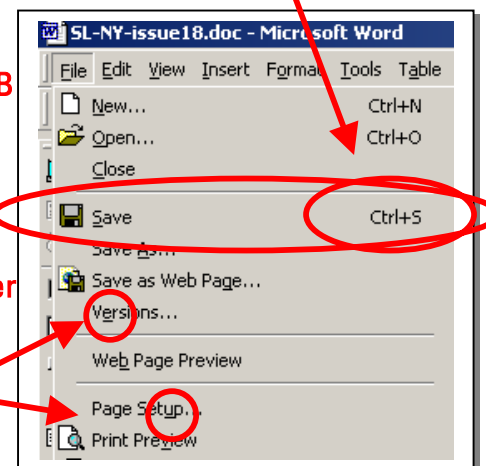
Most applications have the save function associated to the **CRTL+S** shortcut. In order to be sure this key sequence is actually set, you can verify the **File** menu. Any shortcut will be indicated here.

Moving to the next or previous button/field: **TAB** or **Shift+TAB**

Inside an active window (pop-up or menu...) you can go from one button/field to the next one by pressing **TAB**, or to the previous one by pressing **Shift+TAB**.

Select a menu item from the keyboard: **ALT+ underlined Letter**

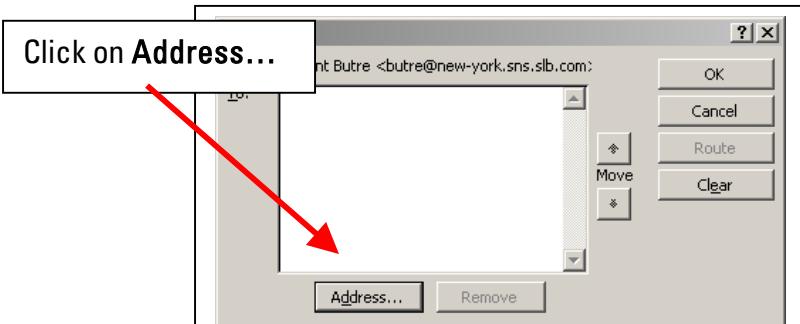
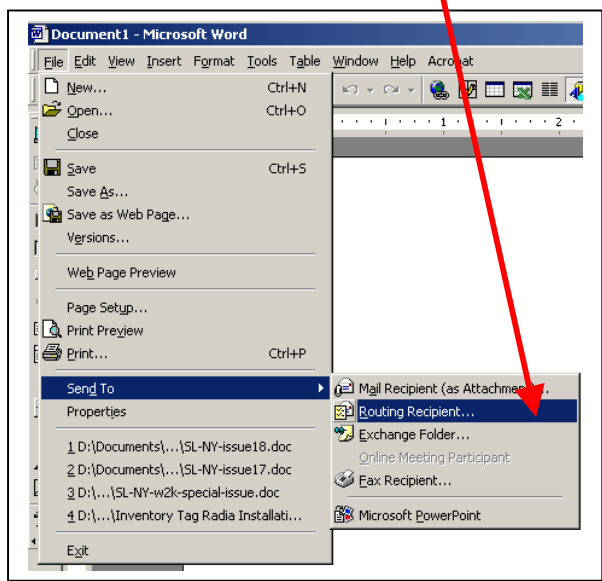
When a menu is open, one letter per line is underlined. That will be the active letter to call that option. In this example, **ALT+E** will display de **Versions**, **ALT+U** will open the **Page Setup**



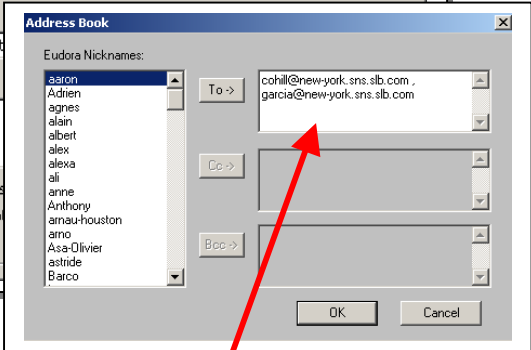
Microsoft Office Document Mail Routing

It is possible in an MS Office document to send it for review to a list of users. This review process can be done in a chain like process. The first user on the list will receive the document, review and modify it, then when he will save the document he will be prompted to automatically sent to the next person and so on till the end of the list.

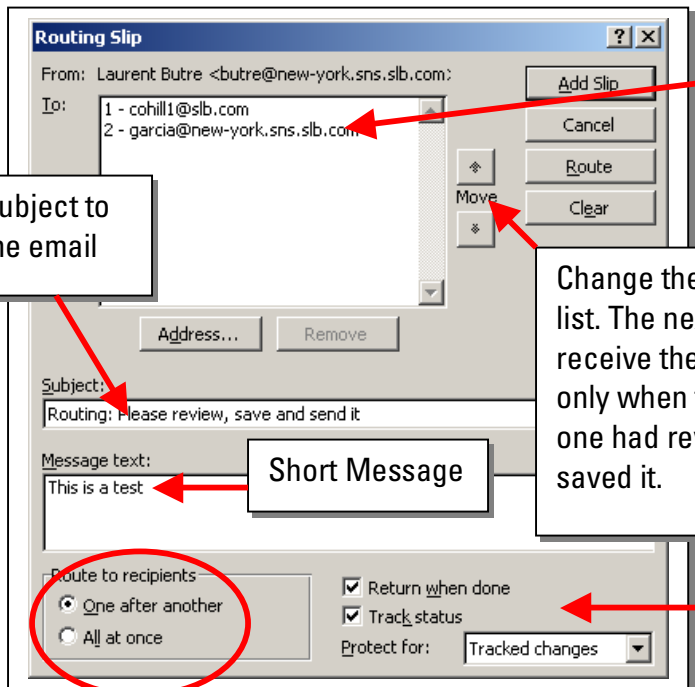
To set the list of person you want to send this document to, click on **File->Send To->Routing Document...**



Click on Address...



Enter the list of email addresses separated by comma. Click OK when done.



List of users, which will receive the document

Subject to the email

Short Message

Change the order of the list. The next person will receive the document only when the previous one had reviewed and saved it.

Routing options

When finished, click on "Route". You may get the following message because you try to bypass Eudora. Click "No"

