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One Step Duplication

- Locate the item you want to copy. Next hold down the **Ctrl** key. **Click on the item, hold, and drag** the object to its new position. You should have the original picture or drawing still in its original place and a new - perfect duplicate - in the place where you just positioned it. Voila! Now you can copy, paste and position with one maneuver.

Snapping Screen Shots (Make a "snapshot of your screen)

-  To capture the whole screen, just hit the Print Screen button on your keyboard (It is just to the right of the F12 key). Open your imaging (MS Word) and select "Paste" command (Ctrl V). If you would like to capture only the current window, hold down the ALT button while you press the Print Screen button

Begin Where You Left Off

Open a document in Word, the cursor is at the beginning of the first page. Press Shift-F5, and the cursor is where you last stopped working on the document.

Caps Lock Key

Set your computer to alert you when your pinky finger taps the Caps Lock Key by blinking and beeping.

1. Click the **Start** button, **Settings, Control Panel** (XP Users, hit the **Start** button, **Control Panel**). Open the **Accessibility Options** icon.
2. On the **Keyboard** tab, click the "Use Toggle Keys" checkbox. Now your computer will beep.

Next, we need to get your screen to flash at you. Here's how:

1. From the Accessibility Options screen, click the **Sound** tab and check the "Use SoundSentry" checkbox.
2. Next click the Settings button and select "Flash active window" from the "Warning for windowed programs" drop down box.

That's it. Hit **OK** until you're clear of property and settings screens. Open your favorite word processor and hit your **Caps Lock** key.

P.S. If you don't have an Accessibility Options icon in your Control Panel, you may not have it installed. To install, hit your **Start** button, **Settings, Control Panel**. Open the **Add / Remove** programs icon and click the **Windows Setup** tab. You'll be able to add components from there. Keep in mind you'll need your Windows CD!