

# **Tutorial No. 12 – Bits and Pieces**

In Tutorial no. 12 I would like to look at a couple of extra things which might be useful and that is creating shortcuts to your folders on the Desktop and Deleting files from the WAVE and MP3 folders before starting working on a new issue of a magazine.

## **Creating shortcuts on the Desktop**

- 1) Move the mouse cursor to a free space on the desktop and **RIGHT** click on it
- 2) Move down to the **NEW** option in the menu and then across to **SHORTCUT** and **LEFT** click on it

You are presented with a new window to create the **SHORTCUT**

- 3) **LEFT** click on **BROWSE**
- 4) **DOUBLE** click on **MY COMPUTER**
- 5) **DOUBLE** click on Drive '**C**'
- 6) Find the folder you want to create the shortcut for ex. **WAVE/MP3** or the **ZIPS** folder and **DOUBLE CLICK** on it
- 7) **LEFT** click on **NEXT**
- 8) **LEFT** click on **FINISH**

You now have a **SHORTCUT** to your folder on the **DESKTOP**

## **Deleting all the files from the WAVE or MP3 folder**

- 1) **DOUBLE** click on the shortcut to the folder
- 2) Move the mouse cursor to the first file you want to delete and **LEFT** click on it
- 3) Move the mouse cursor to the last file you want to delete and **HOLDING THE SHIFT KEY**, **LEFT** click on it

All the chosen files are now marked in **BLUE**

- 4) Now move the mouse cursor over any of the files and **RIGHT** click
- 5) Choose the **DELETE** option from the menu and **LEFT** click on it
- 6) **LEFT** click on **OK** to move all the files to the Waste Paper basket

**You have now completed all 12 Tutorials but if you have any comments or questions then I can be contacted at [dj0hf@spencerweb.net](mailto:dj0hf@spencerweb.net)**

# **Good Luck with your Reading Rattle magazines**

73es,

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