



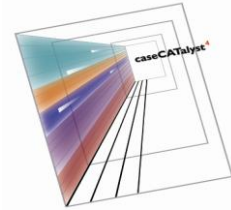
## I CAN SEE CLEARLY NOW - WEBINAR by Pam Szczecinski

Wednesday, November 23<sup>rd</sup> 2011 6:30 PM – 8:00 PM

Saturday, November 26<sup>th</sup> 2011 9:30 AM – 11:00 AM

90 minutes: Central Standard Time

Online Remote: Limited to 15 participants



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**Fee: Pre-registration required - \$75.00**

### Registration information:

Checks payable to Pam Szczecinski – Mailing address: 177 Santa Fe Lane, Willow Springs, IL 60480

Online payments –click here → [PAY ONLINE](#)

**Continuing Education points – 1.5**

**For additional information contact:** Pam Szczecinski (312) 912-7132 or [pam@tutor4computers.com](mailto:pam@tutor4computers.com)

**Equipment:** High speed Internet connection

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## Course Details

### Manage Jobs

- Change Text Font (for file names)
- Change Heading Font (for columns)
- Locate the Job Details window pane to see and access everything in a briefcase
- Add/Remove or change columns displayed in Manage Jobs

### Edit

- Customize toolbars (add/remove icons)
- Customize right mouse menu (add/remove icons)
- Move, auto-hide Window panes
- How to resize columns in your window panes
- Increase window dialog boxes to see text easier and stay in one spot
- Change fonts and size for Reveal Codes & Vertical Notes
- Show more text around your cursor, make your cursor easier to spot
- Change your mouse pointer to a different color, make it bigger have it snap to default buttons in your window
- Learn what all the different colors mean in your edit text

### Saving your Changes

- Learn what files store your custom settings
- Backup and save it to setup another computer or a new PC in the future