

QUICK WAYS TO HIGHLIGHT TEXT--PART 1 OF 2

Do you have a word processor on your system? Of course you do (at a minimum, you have Notepad and WordPad)! And if you're like every other word processing individual we know, you frequently need to highlight text. Before you start all that cumbersome clicking and dragging, try these shortcuts on for size: - To highlight a word, double-click it. - To highlight a line of text, click once to its left (in the left margin). - To highlight an entire paragraph, double-click to its left (again, in the margin).

HIGHLIGHTING TEXT EMAIL

1. Doubleclick before the first word to be saved.
2. Holding down the shift key, doubleclick after the last word.

All text in between will highlight.

HAND ME MY HIGHLIGHTER, PLEASE

Three ways to highlight text in a word processing document: To highlight a word, double-click on it; to highlight a single line, click once directly to the left of the line in the left margin; and to highlight an entire paragraph, double-click directly to the left of the paragraph anywhere in the margin. Moving on to four bigger and better selections . . .

To highlight a whole bunch of text: Place the cursor at the beginning of the text, hold down Shift, and click at the end of what you want to select. OR, place the cursor at the beginning of the text you want to select, and then, while holding down Shift, use the arrow keys to expand the selection.

Of course, we saved the biggest for last: highlighting an entire document. In some word processors, you can choose Edit, Select All. But if your word processor doesn't have that command or if you're especially fond of keyboard combinations, hold down Ctrl-Shift and click in the left margin of the document (Note: In some word processors, this method may highlight only text below the cursor.) OR, place the cursor at the very beginning of the document and press Ctrl-Shift-End.

With all these options, who needs mice?

Added notes:

You can triple-click in the left margin to select an entire document. You can press Ctrl-A to accomplish the same thing. To highlight an entire document, hold down the Ctrl key as you click anywhere in the left margin.

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Change Color of Highlight Win95

Right-click the desktop and select Properties; click the Appearance tab and select Active Title Bar under Item; then use the Font and Size options (in the bottom row of settings) to change the appearance of the text. Another desktop change you may not think to make--but which can make a big improvement--is changing the color of highlighted items.

When you right-click something and then scroll down the resulting menu, each command appears highlighted in dark blue (that is, assuming you're using the Windows Standard scheme). The same thing happens when you select icons in a window or an e-mail in your mail program. By changing the color of the Selected Items desktop component, you can change the color of all highlighting.

Follow the steps above to access the Appearance tab of the Display Properties dialog box, then click the down arrow under Item and choose Selected Items. To the right of this option, click the down arrow under Color and click your highlighter color of choice. How about fuchsia? Click Apply or OK.

Revised 6/17/2009 JMM