

# Technically Speaking...

**P**reparations for this column begin more than two months before the issue is printed. The lead-time is needed because each sentence is checked for grammar and each word is painstakingly spell-checked prior to publication. In mid-August, while putting the finishing touches on this month's column, I inadvertently "cut-and-pasted" the contents of my entire hard drive to my virtual "clipboard." The guffaw caused my computer to lockup, followed immediately by the electrical blackout of 2003. To prevent similar techno-embarrassment, I suggest that you read this column regularly.

Please send your questions to: [mbj@mail.michbar.org](mailto:mbj@mail.michbar.org).

**Q.** I often try to print a web page only to find that I printed not one but ten pages, or I'll print a page and words are cut off the right margin. Is there a way I can avoid these problems or am I doomed to endless wasteful printing?

**A.** You can solve these problems if you preview before you print. *Print Pre-*

*view* allows you to choose just the pages you want to print and set print options like landscape rather than portrait as the orientation. In both Internet Explorer® 6 and Netscape® 7, click "Print Preview" on the File menu. In that view, you can progress to the next page (or go back a page) by clicking on the horizontal arrow on the top tool bar. Then choose what pages you would like to print. Click on the print button, and type in whatever pages you would like to print.

To create more convenience, add a Print Preview button to the Internet Explorer toolbar by right-clicking anywhere on the toolbar, and clicking "Customize." In the Customize Toolbar box, click "Print Preview," and then click "Add." Print Preview moves to the Current toolbar buttons list. Click "Close" and you'll then have the button readily available at the top of the browser when you want to select specific pages to print.

**Q.** I have a high-speed Internet connection at my office, but it often seems sluggish. How can I tell how fast I'm connecting?

**A.** Clock your surfing! Do a bandwidth test at [www.digitalrealm.net/speedtest/](http://www.digitalrealm.net/speedtest/). The website will tell you your current bandwidth reading and how you compare to typical dial-up, ISDN, DSL, cable, and T1 speeds. The results can be used to spot potential transmission and/or connectivity problems.

**Q.** When I do a keyword search on some websites I get search results, but my search terms aren't highlighted in the documents. How can I quickly find my terms?

**A.** Find text on a web page by pressing CTRL+F and enter the search term. Then click "Find Next" to find every instance of the word on that page. It beats reading through the entire page to find your keywords.

**Q.** I want to make screen shots of web pages to put into a PowerPoint® presentation or other document. Is there an easy way to do this?

**A.** You can make a digital copy of the web page you are viewing by hitting the ALT+Print Screen (hold down the ALT key and press Print Screen). This will create a copy of the screen to the Windows clipboard. To retrieve it, open PowerPoint (or another kind of document) and click on the paste button. You can then resize or crop the screen shot within the PowerPoint. Please note that the copy will consist of exactly what you see in the frame of your screen. That means if the document that you are taking a screen shot of is longer than what appears on the screen (so that you have to scroll down to see the rest of the document), then you will not be able to make a screen shot of the entire document—only that part that is on the screen. If you want to make a screen shot of one part of a document, make sure that that portion of the document appears within the frame of your screen before you take the screen shot. ♦

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Jeff Kirkey, an attorney with the Institute for Continuing Legal Education, provided the above questions and answers. Beginning with the November issue, we will attempt to answer questions submitted from our readers. Please email your questions for consideration to: [mbj@mail.michbar.org](mailto:mbj@mail.michbar.org).

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