

# Tech Tip

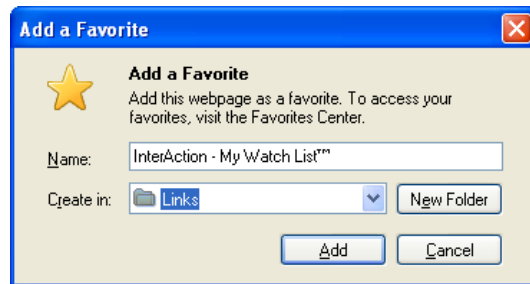
## Quicker Access to Websites

April 15, 2010

The Links toolbar will provide you a quick link to sites, but unlike Favorites, the Link Bar does not require you to select a Menu or Explorer Bar (once created).

### Adding a Link via the Favorites Menu:

1. Navigate to the site you would like added.
2. Select the **Favorites** menu | **Add to Favorites...**




3. Change the **Name:** of the shortcut (if necessary).
4. Click the **Create in:** dropdown and select **Links**.
5. Click the **Add** button.

### Setting up the Links Toolbar:

1. Select **View** menu | **Toolbars** | **Links**, and ensure **Lock the Toolbars** is **not** checked. Click if necessary.



2. Mouse over the , then click and drag it slowly to the left. Shortcuts will appear.
3. You will notice several default, Microsoft shortcuts on the Links toolbar. For shortcuts you do not use, **right click** the shortcut then select **Delete**.
4. Select **View** menu | **Toolbars** | **Links**, and ensure **Lock the Toolbars** is checked. Click if necessary.

### Using the Links Toolbar:

- Click the shortcut on the Links Bar to open the web page.

### Fun Fact:

[Apple announced](#) that over 300,000 iPads were sold on the first day it became available, April 3.




# Tech Tip

## BlackBerry Shortcuts & Signature

April 30, 2010

### From the Inbox:

- To compose a new email, press **C**.
- To file an email, press **I**.
- To delete an email, press **del** .
- To forward an email, press **F**.
- To reply to the sender of an email, press **R**.
- To reply to all, press **L**.



### From the Calendar:

- To schedule an appointment, press **C**.
- To change to Agenda view, press **A**.
- To change to Day view, press **D**.
- To change to Week view, press **W**.
- To change to Month view, press **M**.
- To move to the next day, week, or month, press the **Space** key or **N**.
- To move to the previous day, week, or month, press **P**.
- To move to the current date, press **T**.
- To move to a specific date, press **G**.

### Add a Signature to Emails Sent from Your BlackBerry:

1. On the **Home** screen, click the **Messages** (Mail) icon.
2. Press the **Menu** key.
3. Scroll down and click **Options**.
4. Click **Email Settings**.
5. Set the **Use Auto Signature** field to **Yes**.
6. In the text box that appears, type a signature (or paste it).
7. Press the **Menu** key.

### Fun Fact:

Do you have "BlackBerry thumb" from over use of your PDA?

8. Click **Save**.

*Note: It will take a few minutes until your signature is enabled. Your signature will not appear in the body of an email you compose on your BlackBerry. It will be added to email messages after you send them.*