

Weekly Tech Tips

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Did You Know?



Many people walk away from their computer to run to the bathroom or grab their lunch without thinking twice about locking it. However, not locking your computer could have serious consequences. There is an easy way to lock it and make sure your information stays secure and doesn't fall into the wrong hands.

Let Us Reward You!

Do you know of a business struggling with their IT needs? If so, we've got the solution! Go to www.robertstechs.com and refer them under our "About Us" section! They'll receive a free Network Assessment with no strings attached, and if they become a client, you'll be rewarded as well!

Using "Reply" vs. "Reply All"

When you should select "Reply" and when you should select "Reply All" is an important e-mail etiquette to learn.

If you need to reply only to the person who sent the e-mail, or the person who sent the last comment of the e-mail thread, select "Reply". Use "Reply" if your response affects only the one person, such as a response to a farewell e-mail. Also, use "Reply" if you are writing an e-mail just to say thank you.

"Reply All" is for situations when everyone in the e-mail thread needs to be kept in the loop. If you are in a group e-mail thread about attending a work function or party, "Reply All" would be beneficial. If an e-mail comes from us at RTS with others CC'd on the e-mail, a "Reply All" is appropriate to make sure we all stay informed on the progress or status of your situation.

One field used less frequently is the BCC (blind carbon copy) field. This field allows you to loop someone in on your response or e-mail without getting them caught in a never-ending e-mail chain. This might come in handy when your boss needs to know you have replied to a client/patient or taken care of a situation, without receiving any future e-mails about it.

When in doubt, just ask yourself who else in the original e-mail needs to know your response!



Keyboard Shortcuts

Microsoft Word Keyboard Shortcuts

- To copy the selected text or graphics, press Ctrl + C
- To paste the most recently copied text or graphics, press Ctrl + V
- To redo the last action or to repeat an action, press Ctrl + Y
- To "Save As", press Alt + F + A

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