

Golden Mouse Club
“Internet Guidelines”



Guidance for using home computers and computers provided by Messiah Village.

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MAKING AN IC ADDRESS AND PASSWORD ON YAHOO

1. Click once on Yahoo.
2. Press the "enter" key.
3. If page does not fill the screen enlarge by clicking on center box in the upper right hand corner.
4. Go to Yahoo Home page and click on "Mail."
5. Go to page saying "New to Yahoo" – click on "Sign in now."
6. Next page note left box "Free Yahoo Mail."
7. Click on "Sign up now."
8. Form a Yahoo ID:
 - a. use lower case
 - b. avoid 1/l and 0/o – too confusing and easily misread
 - c. use letters that have meaning for easy remembrance and use
 - d. some feel it is safer not to use names as that would give identification
 - e. a combination of letters and numbers can be used
Example: Dem45@yahoo.com (at least six (6) letters or numbers.)
 - f. write it down
9. Form Password:
 - a. Use a combination of letters and numbers. Can use 1/l or /o as these will not be seen by other people.
 - b. Choose something with meaning – initials, address, birthday, hobby, middle name, nickname, zip code, child's name, etc. Make it fun.
 - c. Write it down.
Example: golf24, Lassie (at least six (6) letters or numbers.)
 - d. Fill in the windows with the needed information.
10. Write down the security question chosen and the answer. This is needed if the password is lost or forgotten.
11. The answers to the questions re Industry, Title, Specialization need not be accurate.
12. Take the check marks out of boxes – avoid more junk mail.
13. Checking interests is optional.
14. Type in the blurred word as directed. This is blurred for security.
15. Click on "Submit this form."
16. Wait. They will tell you if it is accepted.
17. If the address or password is rejected. Simply make a change and resubmit.
18. You need not take their suggestions – they are usually too long – make your own.
19. If accepted, be sure you have the information you have written down and keep in a safe and secure place. If helping a resident, keep your own record. REMEMBER – keep this information confidential.
20. Go to "Mail" and print out the first letter the person receives. This gives the person and family a record of what service Yahoo is giving them.
21. Give address to Erla Stump to be listed in the Resident E-mail Directory.

YAHOO E-MAIL

How to use Yahoo on Home Computer

Note ~ When using your home computer, type www.Yahoo.com in the address window and click on "Go."

How to use Yahoo on the computers provided by Messiah Village.

1. If using Messiah Village Computers, click once on the Yahoo icon on monitor.
2. Press the "**Enter**" key.
3. If the page does not fill screen, click on "**center**" box in the upper right hand corner.
4. Type in your Yahoo ID.
5. Press the "**Tab**" key, the last key on the left side of the keyboard under the number 1.
6. Type in your password. (For security, it will not show what you type.)
7. Click on "**Sign in.**"

To Read and Print Your E-mail Letters.

1. Click on the "**Inbox**" or "**Check mail**" – this varies on different computers.
2. Your letter will appear in blue lettering located directly under the word "**Subject.**"
3. Use arrows on keyboard or vertical bar on the right side to move page up and down to be able to see the entire letter.
4. **NOTE!** To print only the letter, click on the page "**Printable view**" – shown on the top right corner. This will give you a much better copy.
5. To print the letter, click on "**File**" in the upper left corner.
6. When menu drops down, click on "**Print.**"
7. A page will drop down, click on **"Ok"** or **"Print"** and wait for the printer. A letter will be printed for every time you click on "**print.**" *Different computers have different messages.
8. When printing is completed, click on "**close Window**" – top right corner. This will take you back to your list of letters.

To reply to an E-mail Letter

1. Click on **“Reply”** – their address will be printed automatically.
2. The subject of the letter received will appear in the **“subject”** line. You can change or add to the subject you find there. By doing this, they know that you are replying to their letter.
3. You can now type a reply. Start typing at the upper left corner of the page as usual. It will give you all the room you need as the message you receive will lower on the page as you type though you may not see it.
4. Click on **“Save as a copy”** in **“Sent Items Folder”** at the bottom of the page.
5. Click on **“Send”** at the top or bottom of the page.
6. Click on **“In Box”** or **“Check Mail”** to return to your other letters...

To Write an E-mail Letter

1. Click on **“Compose.”**
2. To the right of **“Compose”** choose **“Plain”** or **“Color and Graphics.”** Graphics will appear right above the area of your typing. Identification will appear when you point to each graphic with your mouse. Click on your chosen graphic. These can add a lot of fun.
3. When your letter is finished, click on **“Insert Addresses.”**
4. Click in the box **“To”** (to the person), **“CC”** (carbon copy) or **“BCC”** (blind carbon copy) for each person you want to send to. Note the alphabet at the top of the list. If you have a long list, you may need to click on the initial of the last name to find the address.
 - a. **To** – To the person(s) you want to send to.
 - b. **CC** – Carbon Copy, to let this person(s) know that you have sent the message to other people.
 - c. **BCC** – Blind Carbon Copy, to send the message to this person(s) without the other people (To & CC) knowing that it is sent.
5. Click on **“Send”** at the top or bottom.

To Forward an E-mail

1. Open E-mail – choose and click on E-mail to be forwarded.
2. At the right of the word “**forward**” you will find a small arrow. Click on this arrow and then click on the words “**inline text.**”
3. Click on “**Forward.**”
4. “**FW**” will appear on the subject line with the subject of the article
5. You can add to or change this in any way you wish.
6. You might see only the top of the article you are forwarding or it may not be seen but will appear on your letter.
7. You can write a message starting in the upper left corner of page. It will give you all the room you need.
8. To erase any addresses etc. you do not want to forward, simply highlight all the text you want to delete. It is safer to start at the bottom of what you want to delete and highlight to the top.
9. Click on the “**Delete**” key not Delete on letter.
10. Click on “**Insert Addresses.**”
11. Click in the box “**To**” (to the person), “**CC**” (carbon copy) or “**BCC**” (blind carbon copy) for each person you want to send to. Note the alphabet at the top of the list. You may need to click on the initial of the last name to find the address.
12. Click on “**Insert checked contact.**”
13. Click on “**Save as copy to your Sent Items Folder**” at the bottom of the page.
14. Click on “**Send**” at the top or bottom of the page.
15. To go back to your inbox, click on “**Sent.**” You will see how your e-mail appeared to the person you sent it to.

NOTE: When using Message Village computers, be sure you click on “**Sign Out.**” These words appear on the right side of your page just above your letters.

Sending Multiple Copies of E-mail Without Their Addresses Appearing

1. **Copy.** Only your address will appear on the e-mail they receive.
2. Click on “**Send**” Click on “**Compose.**”
3. Write message.
4. Type your own e-mail address in the window “**To.**”
5. ALWAYS TYPE YOUR “**SUBJECT.**”
6. Click on “**Insert Addresses.**”
7. Click on the box under “**BCC**” for every person you want to send it to. This is **Blind Carbon.**” You will receive a copy of the e-mail.

To Send Only “Selected Parts” of Your E-Mail

1. Open mail as usual.
2. Highlight text you want to send. It is easier to start at the bottom and go up to the top of selected text.
3. Click on “**Edit**” – upper left corner of the screen.
4. Click on “**Copy.**” (to click on “cut” will have the highlighted apart to disappear from the letter)
5. Click on “**Compose.**”
6. Click on page of your letter.
7. Click again on “**Edit.**”
8. Click on “**Paste.**”
9. Click on “**Insert Addresses.**”
10. If you add your address it “**BCC**”, you will receive a copy of how your letter will appear to your addresses.
11. Click on “**Send.**”

SENDING AND RETRIEVING AN ATTACHMENT ON YAHOO

Preparing Document to be Sent

1. Compose document using Word.
2. File with a title.

Go to Yahoo and Follow These Steps

1. Click on **“Compose.”**
2. Insert addresses – gives the three (3) choices “To”, “CC” or “BCC”
3. Insert checked contacts
4. Add subject
5. Attach files
6. Browse
7. Choose file
8. Open (may not have the same wording in window)
9. Attach files (wait for the file to be attached)
10. Done
11. Check box at the bottom of the page for **“Sent Item”**
12. Click on **“Send.”**

Retrieving Attachment

1. Open e-mail
2. Note if it has an attachment – often noted with a paperclip
3. Scroll down to the attachment
4. Click **“Scan and Download.”**
5. Click on **“Download Attachment.”**
6. Click on **“Open.”**

COPY AND PASTE TEXT OF E-MAIL

To Copy and Paste “Selected Parts” of Your E-Mail

1. Open mail as usual.
2. Highlight text you want to send. It is easier to start at the bottom and go up to the top of selected text.
3. Click on “**Edit**” – upper left corner of the screen.
4. A menu will drop down. Click on “**Copy.**” (NOT “**CUT**” – IT WILL CAUSE THE HIGHLIGHTED PART TO DISAPPEAR.)
5. Click on “**Compose**” to open the new page for your letter.
6. Click again on “**Edit.**”
7. Click on “**Paste.**”
8. Click on the page of your new letter.
9. Click on “**Insert Addresses.**”
10. Click in the boxes “**To**” of those you want to send this to.
11. If you add your address in “**BCC**”, you will receive a copy of how your letter will appear to your addressees.
12. Click on “**Send.**”

COPY AND PASTE ADDRESSES

To Enter “Long Addresses” into the Address Window

1. Highlight the chosen address from an e-mail letter or an article.
 - a. Click on “**Edit**” at the top left of the monitor.
 - b. A menu will drop down. Click on “**Copy.**” (NOT “CUT” OR THE ADDRESS WILL DISAPPEAR).
 - c. Click on address bar to clear it of the address that is there.
 - d. Click on “**Edit.**”
 - e. Menu will drop down. Click on “**Paste.**” The address you have chosen will appear in the address bar.
 - f. Click on “**Go**” at the right end of the address bar.

COPY AND PASTE FROM DOCUMENT TO E-MAIL

1. Prepare your e-mail page with addresses, subject, and any letter you want to send.
2. Click on left little box at the top right corner (has a minus sign). This will place your letter onto the toolbar at the bottom of the page.
3. Go to your document and highlight the part you want to send.
4. Click on “**Edit**”
5. Click on “**Copy.**” (NOT CUT OR IT WILL DISAPPEAR)
6. Click on your letter on your toolbar. Your letter will reappear.
7. Click on the place of your letter you want the article to appear.
8. Click on “**Edit**”, click on “**paste**” and your article will appear on your e-mail.

FILING AND RETRIEVING FOLDERS

Filing and Retrieving Items

1. Letters
2. Animated E-mail
3. Golden Mouse Club Directory

To File

1. Choose the e-mail in your inbox that you want to file, keeping it for future reference.
2. If unopened, click on the little square box under the word "**Delete**" (it will not delete) on the left side of line with the e-mail, then go to "**Move to Folder.**"
3. IF you have "opened" the e-mail, go directly to "**Move to Folder.**"
4. Click on the little arrow in the right side of window that says "**Move to Folder.**"
5. A menu will drop down, click on "**New Folder.**"
6. Click on "**OK.**"
7. A window will open in the upper left part of the monitor.
8. The words "**Script Prompt**" are directly above it.
9. Type into this window the title of the name for the folder.
10. Click on "**Ok.**" What you have typed in the window will now appear as a Folder in the left column of the monitor. This list will be automatically alphabetized.

Adding to Folder

1. You can add any future e-mails to any of the folders, choosing the category, by following the above steps.

To Retrieve and View E-mail from Folders

1. Click on the Folder that contains the desired e-mail.
2. E-mail will appear as an e-mail in the Inbox.
3. Click on the E-mail you want to open.
4. Read the e-mail you have chosen and when finished it will return to the folder when you click on your next choice of action.

GOLDEN MOUSE CLUB DIRECTORY

1. You will receive the Golden Mouse Club Directory as an e-mail.
2. File the directory into a folder as directed in previous page.

TO USE THE FILE

“GOLDEN MOUSE CLUB DIRECTORY

1. Click on the folder containing “**Golden Mouse Directory.**”
2. When it opens, click on “**View Attachment.**”
3. Click on the desired address. You can click on only one. If you want the three (3) options (To, CC, BCC) and be able to send to more than one person, you need to enter the addresses into your own personal address book.
4. Write in you Subject, write your e-mail and send.
5. When you press “**send**”, the file of the address list will automatically return to its place in the file folder in the left column.

HOW TO CREATE AND USE LIST(S) OF GROUPS

How to Create Lists

1. Click “**Addresses.**”
2. Click “**Add List.**”
3. Type in name of list.
4. At left, click on name to be included in list. Name and address will become highlighted.
5. Click “**Add.**” This will transfer the name and email address into the “**New List.**”
6. Repeat numbers 4 & 5 to add additional names/addresses to list.
7. When finished adding, scroll up and at bottom left, click “**Save.**”
8. You may create any amount of Lists.

How to Remove Name(s) from List

1. Follow the same procedure as above, but highlight the name in the List to be removed.
2. Click on “**Remove.**”
3. When finished removing name(s), scroll to the bottom and click on “**Save.**”

How to Use List to Send E-mail

1. Click "**Compose.**"
2. Write body of e-mail
3. Click "**Insert Addresses.**"
4. At far right of alphabet line, click "**Lists.**"
5. Click in small square under "**To**" at the left of name of List. This will put all addresses on List at the beginning of the e-mail. Otherwise click on small square under "**BCC**" at the left of "**List**" name.
6. Click "**Insert Checked Contacts.**"
7. If you used "**BCC**", you will need to type in your email address in the "**To**" line of the email. By doing this you will receive a copy of the email back in your "**Inbox.**"
8. Click "**Send.**"

How to Remove Entire List

1. Click "**List**" at end of alphabet line.
2. Click in the square at left of "**list**" name.
3. Click "**delete.**"
4. When "**Confirm Delete**" appears click "**Delete.**"

How to Delete Folders

1. Click on "**Add**" at the top of the list of Folders.
2. Choose from this list which you want to delete. You can delete only empty folders.

To Delete E-mail(s) from Folders

1. When into Folders, delete any e-mail as you would when deleting e-mail(s) from inbox.

To Remove Folder(s)

1. Folder must be empty of all e-mails.
2. When in you "**Inbox**" under "**Check Mail**" at left click on "**Folders.**"
3. Scroll down to "**Folder**" You want to delete.
4. Click on "**Delete.**"

SAVING A DOCUMENT

Use of Icon

When typing on a **Messiah Village Computer** Do NOT use the “**Save**” Icon – it would store your personal information. Instead, save your documents by using the “**A Drive**”, as described below.

Use of Menu Bar: Save to a Floppy Disk (A Drive)

1. Create the document you want to save (ex. A letter)
2. Put a floppy (square) disk into the A Drive slot; **wait** for the noise to stop
3. Click on “**File**” in upper left corner of Menu Bar
4. Click on “**Save As**”
5. At the top (box after “save in”), click on the down arrow ↓
6. Then scroll to “**3 ½ Floppy (A).**”
7. At the bottom, find the “File name” box; is it empty or highlighted?
 - a. If either is true, give your document a name (ex: letter to ___)
 - i. Use any combination of letters/avoid symbols
 - ii. Make it “easy to recognize”; include a date
 - b. If previously saved, the prior name will show up
8. Click on “**Save**” (You will hear a **noise** as the drive functions)

Exiting a Floppy Disk

1. Routinely “**SAVE**” your work before exiting a document.
2. Always “**x**” out of a document before removing the disk. (Important!)
3. Click on the **X** closest to the window currently open.
4. Answer “**Yes**” when asked about **saving changes** (if so desired).
5. If the file is already named, it won’t be necessary to name it again. Just click on **save** and listen for the sound of the drive functioning.
6. Do Not try to remove the disk until the sounds go silent. (Very Important!)
7. **Click** the **X** again, the **screen should go dark**.
8. Although you exited the **document**, you are **still in** the **WORD PROGRAM**.
9. Click on the remaining X to get back to the start-up desktop.
10. When noise stops, push the button near the “A” Drive and the disk should pop out.

Retrieving Information – From a Floppy Disk (Option 1)

1. Once you have “saved” your work, it can be “opened”
2. Insert the Floppy disk into the A Drive slot
3. Click on File
4. Is the document you want to open listed? Check bottom of menu; the 4 most recent “Saves” usually appear automatically
5. If so, **highlight the title you want** and click
6. If not, click on **Open** and select (**3 ½ Floppy A**)
7. Contents of the Floppy Disk will appear
8. Highlight the file desired and click to open it.

From a Floppy Disk (Option 2)

1. Click on the **Yellow (open) Folder Icon**
2. Click on the **down arrow** next to: “Document”
3. Go to **3 ½ Floppy (A) Drive**
4. **Double click on the document**
5. Click on **Open**

ADDITIONAL OPTIONS ON YAHOO

Personalizing “My Yahoo” at www.yahoo.com

Benefit: Automatically view local movies, TV listings, etc.

1. Go to www.yahoo.com
2. Click on “Personalize” (Icon with **MY** on it/ currently to left side of page)
3. Place a checkmark on options desired – they will be added to your start page
4. If NOT desired, use the mouse to “Uncheck” an option (click on the checkmark and it will disappear)
5. Note: “**N**” = Selection will appear in the Narrow column; “**W**” = wide column
6. Click on “FINISH” or a similar option at the bottom of the page when done.
7. If too many options selected, you will be told how many prompted to remove extra ones.
8. Click “FINISH” again.
9. View your newly created page – revise as desired.
10. To access it, you must go to www.yahoo.com or click on “MY Yahoo” when in e-mail.

Spam Guard

Benefit: By REPORTING Spam to Yahoo, further e-mails from that sender will automatically go into your BULK Mail so you won’t have to view it with regular mail.

1. Open a message in Yahoo; look at the top. You will usually see the following words in blue:
This is Spam / Add to Address Book.
2. If it is an undesirable e-mail (Spam), click on “**This is Spam.**”
3. The following options (or something similar) will appear:
 - a. Report Message / Yahoo Customer Care (box already checked)
 - b. Block Address (Less Effective)
 - c. ContinueBy checking the box for “**Continue**”, the message will disappear

More importantly, it goes to the Customer Care office at Yahoo and the engineers who manage the e-mail program have a way of recording the message so the sender cannot send e-mail to your regular In-box in the future. Instead, it will be directed to you BULK mailbox.

Caution: If you report a friend’s address as SPAM, their mail will then go to the Bulk mailbox.

It is possible to BLOCK ADDRESS (won’t allow mail from that sender to come in at all), but there is a limit to the number you can block for free.

BANKING ON LINE WITH CITIZENS

Home Computers

1. Open to Home Page of your e-mail carrier
2. Enter www.citizensbank.com in your address bar
3. Click on “Go” or “Start”

(You can put this in your Favorite List for easy access for your future use.)

Messiah Village Computers

1. Click on the Big “E” Icon – “Internet Explorer”
2. Enter www.citizensbank.com in the address bar
3. Click on “Go”

Then Follow These Steps

1. Click on “Log on”
2. Enter the numbers from your ATM or Debit Card
3. Click on “Log In”
4. Enter your Password. *Keep Password in a secure place.*
5. Click on “History” to open the account you want to review.

Be sure to close your account by clicking on the “X” in the upper right corner.

Banking On-Line with PNC Bank

Home Computers:

1. Open to Home Page of your e-mail carrier or Web Browser.
2. Enter www.pncbank.com in your address bar.
3. Click on "Go"
(You can put this in your Favorite List for easy access for your future use)

Messiah Village Computers

1. Click on the big "E" icon – "Internet Explorer"
2. Enter www.pncbank.com in the address bar.
3. Click on "Go".

Follow these steps to access your account

1. Click on the drop down arrow at "Select an Account" on left side.
2. Click on "Account Link by Web"
3. Enter customer number (your social security number)
4. Enter you 4 digit PIN number (same as MAC PIN number)
5. Click on "Sign In"
6. "MY Account Summary" will pop up
Click on which ever account you want to view. You may then click on any tab at the top to get more information.
i.e. Currant activities, detailed by date.
7. It is possible to transfer funds between accounts by clicking on "Transfer Funds" on the left side of the menu bar. This walks you through each step.
8. Log off by closing the window at the X in the upper right corner.

A pop up box should come up thanking you for using "Account Link".
Your account is now securely closed.

If you do not use the MAC machine, you can see the girls at the bank to order a PIN number to be used for computer banking.

PUZZLES
So Easy – So Much Fun!

For Privately Owned Computers

1. Enter www.jigzone.com in address bar
2. Click on “Go”

When Using Messiah Village Computers

1. Click on icon “Puzzle”
2. Press “Enter”

Follow These Directions for the Puzzle

1. Click on “Gallery”
2. Click on little arrow at the right of “Choose your puzzle cut”
3. Slide bar on the right side up or down to select and click on the number and shape you want from 6 to 247
4. Choose picture from any of the 10 pages shown or from the list of the left
5. Click on picture

On Left Column You Find

1. A small picture of the one chosen.
2. You can click on any of these
 - a. Shape – you can change the shape
 - b. Shuffle – will rearrange the pieces
 - c. Solve – it will put the puzzle together for you
 - d. (gives the length of time it takes you)
 - e. More Pictures – choose another puzzle

Enjoy!!

When Finished, Click on “X” at the Upper Right Corner.
No Pieces to Pick Up – No Boxes to Store!!

GOOGLE
So Easy – So Interesting!!

For Home Owned Computers

1. Enter www.google.com in address space
2. Click on “**Go**”

When Using Messiah Village Computers

1. Click once on Icon “**Google**”
2. Press the “**Enter**” key

To Find the Information of Your Choice

1. Simply enter the name, word, etc. of **anything** you are interested in
2. Click on “**Google Search**”
3. Click on the blue underscored line of any article you want to read
4. You may have many pages of information about your chosen article
5. You can scroll down to “**Next**” or on page numbers for more articles
6. You can print any article you find
7. Click on the “**Back**” at upper left corner of monitor to go back to the first page of “**Google.**”
You may need to click several times to go back to “**Google.**”

When Finished, Click on the “X” at the Upper Right Corner.

HOW TO FIND THE GAME SOLITAIRE

You will need to find a friend to learn to rules.

Enjoy a Great Game!!!

1. Click once on the icon "**Solitaire**"
2. Press the "**Enter**" key
3. Click on "**Game**" in the upper left corner
4. Click on "**Deal**"
5. Drag cards as you play

Be Sure to Exit So That Other Residents Can Play

1. Click on "**Game**"
2. Click on "**Exit**"

MESSIAH VILLAGE

From Home Owned Computers

1. Enter www.messiahvillage.org in the address bar
2. Click on “**G**”

When Using Messiah Village Computers

1. Click on icon “**Messiah Village**”
2. Press the “**Enter**” key

Easy Reference

Click on any of the subjects of interest that appear on the lower left and right of the bottom the screen. NOTE: After clicking on the subject of interest, additional subtopics will appear in the middle of the screen. Click on these topics for additional information.

CYBERHYMNAL

This site has over 5,000 Christian hymns and Gospel songs from many denominations. You will find lyrics, scores, pictures, and information on the song writer and composer.

You may access the "CYBERHYMNAL" web site by clicking "LINKS" on the GMC web site then click on "CYBERHYMNAL".

You can play the song of your choice by clicking on "**Titles**" or you can choose "**Auto Play**" and have this music as background music. Below are some categories you will find with information about music.

Titles	Search	Autoplay	Popular Hymns
Recent Additions	Scores	Downloads	Non-English Lyrics
Scripture Allusions	People	Countries	Bibliography
Tunes by Meter	Trivia	Special Terms	Report Errors
Tunes by Name	Pictures	Copyrights	Acknowledgements
Topics	FAQ	Suggestions	

LETTER WRITING ON AOL

To Begin

1. Click once on AOL
2. Press **“Enter”**
3. Click on **“Sign On”**
4. Wait for the Dialing ~~ It will say **“Welcome, you’ve got mail”**
5. Delete any advertisement by clicking on the upper right corner or a **“No Thank You”** you might find on the advertisement

Reading Letters

1. Click on mailbox in the upper left hand corner
 - a. Note the neat sorting of mail
 - b. **“New” “Old” “Sent”** ignore the other two for now
2. Click on the line you want to read – it will darken
3. Click on **“Read”** at the lower left corner of the page

Replying to Letters

1. If you want to reply to this person
2. Click on **“Reply”** – it will put the address in the address window
3. Subject
 - a. It will have their subject
 - b. You can change or add
4. Write letter
5. Click on **“Send”**

Writing Letters

1. Click on **“Write”**
2. Click on **“Address Book”** and click on chosen address
3. Click on **“Send To”**
It gives 3 options: **“Send To”**, **“Copy To”** and **“Blind Copy”** (the addresses will appear on your mail form only.)
4. Write the subject
5. Write the message
6. Click on **“Send”**
7. You will have a copy of your letter in the file **“Sent”**

Close AOL by Clicking on the “X” at the Upper Right Hand Corner.

PUZZLEMAKER

1. Window with **“Try Other Puzzles”**
 2. Click on **“Word Search”**
 - Step 1** Type your title into the title Window
 - Step 2** (as is) 15 words makes a nice size puzzle
 - Step 3** “Choice” - I have “used each letter only once.”
 - Step 4** Click on HTML
 - Step 5** Write words (I use upper case), use a common between words.
- Click** on “Create my Puzzle”

**Enjoy!!!! Fun for enclosing with Birthday Cards,
Family Gatherings, Group Games, Traveling, etc.**