

## Helpful hints for surfing the Woods Edge website efficiently

### **Favorites:**

To save a lot of time typing long web addresses, place the web sites you commonly view in the favorites list. Just go to the site you want to add, click on **Favorites**, then click on **Add to Favorites**, then click on **Ok**. That's it - the site is now added. To use the list, click on **Favorites** then click on the site you want to visit and presto – you go right to the site, no typing. Hint: don't forget to add this site to the list.

### **Adobe Acrobat Reader:**

This site requires a copy of Adobe Acrobat Reader in order to open stored documents (e.g. Minutes, House Rules, this document, etc.) Please look at the version of Acrobat currently on your computer. If it is earlier than 7 you may want to download a **free** copy of the latest version. Hint: Version 7 loads 50% faster than 6.

[www.downloadwizard.com/acrobat/](http://www.downloadwizard.com/acrobat/)

### **Navigating the site:**

The **Green Menu Bar** on the top of each page contains the links to the other pages. Click on the link to get to another page. Hint: The page you are currently on, is highlighted in **yellow**

### **Downloading documents:**

Some documents on the website you may just want to open and read quickly. Other documents you may want to download and save on your computer for future reference. For example you may want to just read a copy of the minutes but save a copy of the house rules. To download a copy of any document stored on the site just **right click** on the link and press **Save target as**. Hint: look in the **Save in:** box before you actually save the document, so you can find it later. When you get the **Download complete** dialog box, your document is now saved on

your computer. Just close the box and continue surfing the site.

### **Sending e-mail:**

When you click on any **e-mail link** it will open whatever e-mail package is loaded as your default. It is assumed that you know how to use the e-mail service. Hint: Use the **Tab** key to toggle between the fields and make sure you fill in the subject box so you can quickly find the document later.

### **Photo Gallery:**

When you click on a **Gallery** link it will open the photo gallery in a new window. (Note: text documents will also open in their own window.) Hint: If the window that you just opened is small just **double click** on the blue **Title Bar** on the top of the page to change the window to “full screen” mode. The small images on the left of the gallery page are called **Thumbnails** and the big image on the right is called the **Viewer**. To place an image in the viewer just click on the thumbnail. Hint: The photos on the website are compressed and will not make good high quality photos. If you are interested in the high-resolution originals please contact the Webmaster. When you are finished viewing the gallery (or document) just close the window to continue surfing the site where you left off.

### **Community WebBoard**

A WebBoard is an electronic bulletin board for residents to post messages about services and/or products they have available or know about. It is to be used for the same kind of things now posted on the bulletin board in the clubhouse. To post a message on the bulletin board just send an e-mail to the Webmaster with whatever text you want posted. Hint: whatever you put in the subject line will appear as the title.

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