



Connecting you with our world

One tech tool and lesson at a time



You're Never Too Old to Learn Something New

Common Icons and Functions Across Devices and Software

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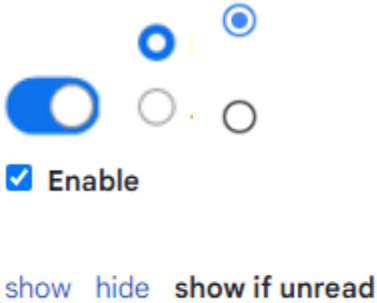





Tech Tool(s) this info applies to: Computers, Tablets, Smartphones

If you are looking for a specific function in this Note Sheet—try the 'Find' function by clicking **Ctrl and f** at the same time—the 'Find' box will appear—type in what function you are looking for and it will go to each spot that word is found in this Note Sheet

Icon(s)	Their Functions
	Play / Pause
	Play – go to the next video or song (if in an audio program)
	Play – go to the beginning of this video or song
	Stop playing or stop recording
	Full screen Some apps will let you double click on what you are watching to make it go to full screen and come back to 'regular' view Pushing 'Esc' key (upper left) on key board removes you from full screen
	Volume control – Some come 'active' just by hovering, others need to be clicked on Some go up or down Others are on a horizontal slide
	Microphone – Mute (if muted it will have a line through it) OR in some programs it's to access/turn on Speech-to-text
	Send – used with texts and with some Email programs

















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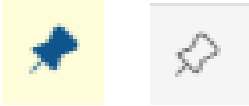
	<p>Edit – click this to edit or modify</p>
	<p>Undo – if there is an arrow by it—it usually gives more options than just undoing the most recent thing you did You can also click 'Ctrl' key and z key at the same time to execute the 'Undo' command</p>
	<p>Re-do – once you have 'undone' something – this allows you to put it back as it was before the 'undo'</p>
	<p>Settings or options</p>
	<p>Most settings will have a toggle that is colored when that feature/setting is 'On' and the dot is on the other side and it's grayed out when it's 'Off'. Others will have a series of 'radio' buttons and you click on the one that you want—and it changes color or fills in to show that it's the choice you've made Others will have a checkbox—when checked – that feature/setting is 'On', if it's empty, it's 'Off' Others will have the 'On' choice bolded and the others lighter and in a different color</p>
	<p>? Help or Support</p>
	<p>Notifications – Messages in the app/program/website. Some programs will have it change color when there are notifications/messages there. Most will put a number in a colored circle to let you know how many notifications are there for you to read through.</p>
	<p>Info bubble – additional information, details—sometimes shows up with a hover and sometimes with a click. Often is just a small pop-up box but if lots of info – can open a new tab</p>
	<p>Search – either a field (usually near the top) into which you type – to search you can hit 'Enter' key or click on the search icon (usually a magnifying glass) to open up a search field</p>
	<p>Zoom (magnifying glass with a + in it) – increase or decrease size of what you are seeing – usually goes by % (100% being 'normal' or default)—Can also be a 100% with click to change the size of what you are seeing</p>



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	Refresh or Reload page
	Logout or Sign out
	9 dots – depends on the website/app you're using – usually displays apps/tools available, actions, sections of website, etc.
	3 dots – Menu of additional actions (some call this the meatball menu)
	3 lines – Menu of options (some call this the hamburger menu)
	Arrow down or to the side = additional menu/options This is often click once to show options, click again to hide
	Minimize – closes window on the screen/monitor but the program is still open and can be found in the taskbar
 or 	Maximize – makes current screen 'full screen' on your monitor and unable to modify edges. Restore down – brings back to original size and you can easily modify the edges (put cursor to edge – it turns to a double sided arrow – click and drag edges to how you want them)
	X to close the program/app you are using – will change to a red box around the x when you hover over it
	Print – first is 'Quick Print' which uses the default settings for your computer and will print your document accordingly. The second one opens up the Print Dialogue that lets you modify settings for this document
	Save – this will save what you've been creating—the first time you click it – the software may give you options for what to name the file and location
	Save As – this will save the item and let you give it a new name and location to be saved—very handy to use when you want the original (a form, for example) and the completed or modified item. Note—any changes made with the previous item name won't be saved unless you 'Save' first and then do a Save As.
	Justification/Alignment settings – Left, Centered, Right, and Full

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	<p>Delete / Trash – This will delete this item—usually with a prompt asking ‘Are you sure?’</p> <p>Tip - If done on a computer then it sends the item to the computer’s ‘Recycle Bin’ where it can be recovered if needed (until the Recycle Bin is emptied)</p>
<p>Cc Bcc</p>	<p>When sending emails – CC is for Copying someone in on the email—other recipients will see those who are copied in on it BCC is for Blind Copy – meaning that other recipients will NOT see who is also receiving the email. This is VERY helpful when you are sending the same email to lots of people and you don’t want them to see each other’s email—send it to yourself as the main recipient and put everyone else into the BCC field.</p>
	<p>Reply – this will open up the email to reply to whoever sent you the message (1 person)</p>
	<p>Reply All – this will show up for some group messages.</p> <p>Tip - PLEASE do not use the Reply All for messages that everyone in the group does not need to see (‘got it’ or ‘see you there’, etc.) this will fill up everyone’s in box with messages that aren’t important for them to read through</p>
	<p>Forward – this is to send the email to someone that isn’t on the list of recipients yet. You will have the same CC and BCC options</p> <p>If this is done with an email that has an attachment—the attachment will be included in the forward</p> <p>This is sometimes found in a 3 dot menu on the email</p>
	<p>Attachment – if seen on an email it means there is an attachment with that email—click on it to view the attachment. The attachment often appears below the email in the email list—depending on which email program you are using—in which case you don’t need to open the email to view the attachment – just click on it to open it.</p> <p>When sending an email – you click on it to attach something to that email – it then allows you to browse to find the attachment you want to send with the email – or to ‘click and drag’ the item to that space on the email</p>
	<p>Pin / Unpin – a toggle switch – click on it once to pin (place at the top of the list—pic turns color), click on it again to unpin</p> <p>Often used in email and organizational programs (file explorer, DropBox, etc.)</p>






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	<p>Flag / Unflag OR Star / Unstar – a toggle switch – click on it once to flag/star –this adds color to the flag/star for a visual reminder for the item you are flagging. Click on it again to 'unflag'/'unstar' it or to return the flag/star to 'clear/no color'—it will return to it's normal place in the list.</p> <p>Often used in email and organizational programs—some will give you options when you right click on the flag/star</p>
	<p>When there is an empty square at the top of a list of items (Emails, for example) that each has a square next to it – clicking in the top square will select all of the items on that 'page'</p>
	<p>Download – save this item to your computer– most devices are set up to save it to a 'downloads' or files location</p> <p>If it was a download done within your browser—many browsers will have a 'downloads' section in their menu (3 dots or 3 lines)</p>
	<p>Calendar</p>
	<p>Maps – click to see the location (usually of a business) on a maps program/app</p>
	<p>Camera – click on – it will often then give choice for pictures or videos</p>
	<p>Photo – often called 'Gallery' – see photos taken</p> <p>In a list of photos—videos will usually have a 'Play' icon on them to indicate they are videos instead of just photos</p>
	<p>Shopping cart – different programs will display different details – some will how # of items and total \$ in cart so far</p>

<p>Action(s)</p>	
<p>Hover cursor over an icon or field</p>	<p>Often will show a 'tool-tip' box that says what the icon is, what it does if you click on it, or what information is wanted in that field</p>
<p>Right click</p>	<p>Opens up a 'menu' of additional actions or options for whatever you right-clicked on</p> <p>To do this on tablets and smartphones—once you have something selected (like a text you've just sent, for example) – tap and hold and a menu will come up with options to choose an action to do with the selection</p>



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Cursor turns into a hand	This happens when you hover over a link (usually underlined and a different color than other text around it). Once the hand appears click and it should open up the website
I forgot my 'username' / 'password' links	In most places where a login/sign in is required – look below the fields for username/email and/or password and there will be links in case you have forgotten either of those 2 for this website/program/app The requirements to 'reset' passwords varies—but often involves the site/program/app sending a code to whatever you set up as a 'recovery option' (usually a different email, phone number, etc.) to help them know that it really is you.
Double click on a word	Highlights it – ready for it to be replaced or modified in some way
Click & Hold and Drag	Click at the beginning of the area you want to select – hold the click down and drag the cursor to the end of the selection. Once highlighted it is ready to be copied, modified or replaced
Shift key (hold it down) and click top and bottom item	Select a range of items including the top and the bottom items and all items in between them
Ctrl key (hold it down) and click items	Select specific items, not necessarily sequential, in your list
Ctrl (+) c 	Copy – copies the highlighted/selection to the 'clipboard' ready to be pasted where you want it Can be done on tablets and smartphones—once something has been selected—tap and hold and a menu will come up—choose 'Copy'
Ctrl (+) v 	Paste – places whatever was last on the 'clipboard' into the space where your cursor is. Can be done on tablets and smartphones—tap and hold and a menu will come up—choose 'Paste' If 'Paste' does not show up—there is probably nothing on the clipboard—so try the 'Copy' process again
Ctrl (+) x 	Cut/Remove the highlighted selection – if it's the last selection cut or copied, it keeps a copy of it on the 'clipboard' – ready to be pasted where you want it Can be done on tablets and smartphones—once something has been selected—tap and hold and a menu will come up—choose 'Cut'

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Ctrl (+) f	Find – opens a 'search' box - you type what you are looking for and it will go to the next available one of those in the document. Some apps/programs will open up a box listing all instances of what you're searching for—others just go through it one at a time
Ctrl (+) +	Increase size – similar to a 'zoom' function – this will enlarge the active image/app/program
Ctrl (+) -	Decrease size – similar to a 'zoom' function – this will make the active image/app/program smaller in size
Ctrl (+) z	Undo – undo whatever your last action was

Throughout programs on the computer you will often see the 'shortcut keyboard command' (listed to the right) that you can use instead of finding the function/command in the action menus.

☰ Left	Ctrl+Shift+L
☰ Center	Ctrl+Shift+E
☰ Right	Ctrl+Shift+R
☰ Justified	Ctrl+Shift+J

Pay attention to the ones that you use often and make note of them in the space below.

Please connect and share this handy reference tool with someone you know—THANK YOU!

Thank you for all you do to connect with others and make our world a better place to be!

