

Tech Tips



Great Idea - Have you pasted text from a Word document into your Finalsite webpage? Has it caused problems? To avoid content editing frustration in Finalsite, never copy and paste text into the editor window. It might take a little longer to type it all in, but you'll save yourself (and your CITs) a lot of headaches later on!



Quick Tip - When you open an email attachment and want to save changes to the attached file without saving it to your documents, open the message, then the attachment. When you are finished editing it, close the attachment and choose Yes to save changes. Now close the email message.

Why you need to close the message last: Outlook saves attachments to a SecureTemp folder and keeps a pointer in memory that associates the message to the attachment. When you close or stop previewing a message the pointer is deleted.

So, if you open the attachment from the preview pane *do not* view any other items in the preview pane until you save and close the open attachment or the changes will not be saved. If you open an attachment from preview and need to check your calendar or read new mail, you'll need to remember to open a new Outlook window.



Awesome Web Site - [Google Logo Museum](#)

Have you ever noticed that on holidays and during special events Google puts up a unique logo on their main page? The only problem is that after the holiday is over, so is the logo. The Google Logo Museum allows you to be able to take a gander into the archives.

Click on the link above or browse over to **Google.com**, and in the Search Box, type "**Google Logos**" - the first result that pops up should look like this:



Click on it, and you will be taken to the archives where every logo from 2000 to the present day are there for the viewing!