

## Short Cuts & Tips:

- Use the Cut or Clear option from the “Edit” menu to clear an item from the list.
- For your most often used applications, documents, etc., use obvious “Hotkeys” (e.g., To launch America Online I use Control-A, to launch ScrapIt Pro Control-S, eWorld = Control-E, etc...). If you have lots of them, you might want to print a list of all “Hotkeys” and what they do (by using the printer icon in the QuickPop control panel's window).