

Just the Basics Please!

How to Find and Use Simple, Yet Effective,
Tools Located on Your Own Computer
To Streamline Your Work

A Free to Distribute Report
Written by Theresa Cahill

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WELCOME!

Oftentimes the longer someone is online the more that person takes for granted that everyone knows their own computer inside and out.

The truth? Many do not. So, even before they can successfully create that income stream for themselves, many people throw up their hands in disgust.

Doing even the “tiniest thing” turns into a major chore, a nightmare.

As the owner of two ezine advertising co-ops and publisher of my own ezine, in the course of any business day I may receive phone calls from individuals needing help with what I initially assume is selecting the proper advertising venue for their given program. Yes, that is why they called, but in a good majority of these conversations, when we get down to the “now let’s do it” part, it turns out that the person I’m speaking to isn’t aware of standard programs that came with his or her Windows operating system. Things considered “simple” and “obvious” to some – like copying and pasting and opening and closing programs like Notepad and Wordpad – are truly beyond their current scope of knowledge.

Yes, the simple things many of us take for granted others have never even heard of – and what’s worse is you have to KNOW it’s possible in order to even begin your search to MAKE IT HAPPEN.

So, this report is my contribution to the whole – starting “at the bottom” so to speak to help others find the simple, easy ways to accomplish routine (often redundant) jobs.

This report isn’t going to rock your world. But if any portion of it does make your life online a tad easier I will have accomplished my job ☺

And before you continue, I’d like to call your attention to the end of the report. The Sponsors listed on the **People to Get to Know** page are individuals and companies more than willing to give you a hand to succeed online. Don’t be shy! Visit their sites! Email them! Ask questions, and then listen to the answers. You’ll be amazed at the wonderful friendships and/or mentorships you’ll develop! Enjoy!

All the best to you & yours,

Theresa Cahill

INTRODUCTION

The material covered in this report will show you where to find programs that came standard with your operating system – and show you step-by-step how to use them.

I actually have XP on my computer, but I will try to keep things generic so that anyone should be able to locate these simple, yet effective, tools.

I'll throw in some good basic computer maintenance things, maintenance very important to the continued performance of your money-making tool... your computer, and a few other tidbits.

So pick and choose, or read cover-to-cover. I truly hope you find something new or at least an "Ah! I'd forgotten that!" inside. ☺

CREATING PROGRAM SHORTCUTS

It's amazing how streamlining many of the repetitive programs you need, and tasks you need to accomplish, slowly but surely saves you time – sometimes tons of time – online.

If you're one of those people who believe the less on their desktop the better, I suggest you reconsider. Having a few shortcut icons directly on your desktop makes your life easier... because, well, there they are! You don't have to walk through several steps (finding and launching the program) when one mouse click or keystroke will do the trick.

So the first step is to understand how to create easy-to-use, easier-to-find shortcut icons.

Virtually any executable program can have its own shortcut on your desktop.

After installation, and assuming the program doesn't automatically create one for you (many will), you can do this yourself.

Go to:

START
PROGRAMS
ACCESSORIES
WINDOWS EXPLORER

Locate the file folder of the program you'd like to create a shortcut for. Double click the folder. On the right hand side of your screen you'll see all the bits and pieces that make up any given program. You are looking for the APPLICATION (type of program). Typically the creator invents a nifty little icon so you can quickly tell which files actually launches the program.

Once you find it, do the following:

RIGHT CLICK (one time) on the file that launches the program.
Choose CREATE SHORTCUT.

The Shortcut will appear in the list within the folder with a (2) beside it. Most often it is inserted as the last file in that group (check the bottom of the list).

If need be, resize your Windows Explorer window so you are able to see your desktop (upper right hand corner of the current open window and click on the two "boxes" shown between the ___ and the X).

Left click the SHORTCUT file, holding down on your mouse button. Literally DRAG the shortcut out onto your desktop.

Create shortcuts for all the programs you use most often. The savings in time quickly adds up 😊

CREATING FOLDERS ON YOUR DESKTOP

Organization is critical to your online success. If you can't find it, how will you be able to use it... right? Common sense, of course.

So let's get organized.

The spot that will clutter up the fastest on any computer is the desktop, the surface area you look at every time you turn your computer on.

Making folders for commonly accessed items on your desktop makes sense. They are handy and very easy to find.

To create a folder on your desktop is a breeze.

Place your mouse cursor anywhere on a clear area of the desktop, then:

RIGHT CLICK
CHOOSE NEW
CHOOSE FOLDER

At this point a folder icon will appear on your desktop with the "labeling" area ready for you to insert what you would like to call it.

Now whenever you have something important to save that you'll use frequently SAVE it to one of the folders you've created on your desktop.

Most documents have a SAVE AS under the heading FILE – for example if you are using Notepad (covered in the next section), when you are finished typing, you'd head up to the top blue portion of Notepad, select

FILE
SAVE AS

You'd then locate the folder you've just created on your Desktop in the menu box that pops up and place your work inside.

Another way to get stuff inside the folder is to just save the item to your desktop directly. Then LEFT CLICK that piece of information ONE TIME and, holding down your left mouse cursor, drag it on top of the folder. Let go of the mouse button and voila! your document is now safely inside the folder.

Double click the folder to inspect its contents ☺

NOTEPAD

Notepad is a very basic “piece of paper-like” area where you can compose text and even design websites in a pinch.

Quick and easy, the disadvantage to notepad is it has very few revision/editing features (should you need to make extensive changes to your text).

It does, however, work very well for simple things like quickly composing ads, or copying and pasting bits of information you’ll use right away, or for saving small “note-like” bits of information.

To locate Notepad on your computer:

Go to:

START
PROGRAMS
ACCESSORIES
NOTEPAD

Once you’ve located it, LEFT CLICK your mouse one time on the word Notepad, and it will open on your desktop.

Take a few moments and explore the drop-down menus across the top of the program bar (blue area). You’ll find FILE, EDIT, FORMAT, VIEW, and HELP.

I’m not going to get into each feature here. Many are self-explanatory, the remainder, have fun and explore! You cannot hurt a thing! ☺

WORDPAD

A more advanced version of Notepad, Wordpad includes additional features that come in handy. FIND (search) and REPLACE feature come to mind located under the EDIT drop-down menu.

[For example, if you need to exchange one word for another throughout your document, or remove punctuation and/or code in a single stroke, this is the program to use.]

Documents created in Notepad, Wordpad, or Textit (discussed next) are all interchangeable. By that I mean, even if originally composed in Notepad, Wordpad can be used the next time around – these programs all “talk to” and “understand” each other ☺

To locate Wordpad on your computer, go to:

START
PROGRAMS
ACCESSORIES
WORDPAD

LEFT CLICK on the word Wordpad, and it opens on your desktop.

Take a moment to explore the various options you’ll find under each of the drop-down menus across the blue (status) bar at the top.

Under the VIEW drop-down menu, click on OPTIONS then RICH TEXT. Here you can tell the program to either use the full width of the current open window or wrap (or not) text to the RULER length, and set many other features.

You can set the RULER and other features from the FILE, PAGE SETUP drop-down menus.

Again, explore Wordpad! Try different things out, jot down notes for yourself on what works (what you like) and what doesn’t.

The more you take the time to really see what’s there, the more time you’ll save in the long run ☺

TEXTIT

This is the next step up from Wordpad but does not come on your computer. You will have to download the Textit program from the internet and install it on your computer.

You can download Textit here:

<http://www.thewizworld.com/textit1011.exe>

After clicking the link, a window will open on your desktop. Choose SAVE and a location on your computer (the Desktop is the easiest place to pick).

Once downloaded, double click on the icon and follow the simple-to-install screens. Make a note (mental or on paper) to remind yourself where you are installing the program.

If as it is installing, Textit does not put a "shortcut" onto your desktop, go back to the section on Creating Shortcuts. This is a program you are going to want easy, fast access to.

Some of Textit's Features:

Textit is very user-friendly. The things I use most often are the globally search and replace (found under EDIT, REPLACE).

In addition, another great bonus feature is the ability to quickly see what character count (across a line) you are at, along with what line you are on... All great things to know as you compose advertising with guidelines restrictions, articles also with restrictions, etc.

The line count and character count information will be visible in the lower left hand corner of the Textit program.

Under the SETUP tab at the top, you'll find a drop-down menu of numerous features. By default (it comes that way), Textit makes every web link (url) that you type immediately clickable – and if you are connected to the internet – will take you to the website (very fast and handy for making sure you have the right link!).

You can turn that feature off – which you'll probably not do that often, but it is there.

Again, there's just tons you can do with this program – have fun, play with it!

HOW TO COPY AND PASTE

You can copy and paste virtually anything "copyable" from any source - be it a notepad file, an email you receive (or compose) or something out on the internet (assuming the webmaster has not disabled this feature for copyright protection).

It goes without saying... Never, ever take and use someone else's work and call it your own. Not only is it unethical, but you'll open yourself to potential lawsuits.

If you are reading this, most likely you'll want to copy and paste prewritten ads from affiliate programs to use in your own advertising. It might be best if you'd log into an affiliate program now and locate an ad you'd like to use. Hands-on experimenting is always the best.

Special Note: If you truly are not familiar with the ins and outs of copying and pasting, do choose one of your affiliate programs, log in, and find the ready-made ads section so you can practice along below.

All set? Let's copy!

Place your mouse cursor at the very front of the ad. Holding down the left mouse button (assuming you are right handed) drag the mouse over the text that you want to copy. See it change color? That's called "highlighting" the text.

After you have highlighted the entire ad, release the left mouse button. Do not move or click anywhere else on the page or you'll have to start over.

With the ad highlighted, RIGHT CLICK using the right sided mouse button. A small "menu" appears with several choices.

Choose COPY

Now the ad is in temporary storage within a program called the Clipboard on your computer. The Clipboard holds ONE thing at a time. You must paste your selection before you copy another or you will just overwrite what you have just copied.

I'm now going to assume that you are either filling out an advertising form online or desiring to save the ad in Notepad, Wordpad, or Textit.

Pasting Your Selection Into An Online Form:

To copy your selection into an online form, navigate back to the online form.

LEFT CLICK (one click) your mouse in the box provided. With the cursor in the appropriate spot, RIGHT CLICK and choose PASTE. Voila! It's done.

Pasting Your Selection Into Emails, NotePad, etc:

If you have found something that you'd like to keep in a file on your own computer, the process is the same, only this time you'll need to open the destination source (where you want to save it to).

Find and locate your NOTEPAD either via START, PROGRAMS, ACCESSORIES, NOTEPAD or click that handy desktop icon we created earlier ☺

LEFT CLICK your mouse cursor in the spot you want to paste the ad, text, bit of information. Then RIGHT CLICK and choose PASTE. Done!

SPECIAL NOTE: For those who prefer to use the keyboard

Pressing the CTRL key and the letter C (Ctrl+C) will also copy text. Again, anything copied resides temporarily in the Windows clipboard, which holds one thing at a time typically. So if you have your selection copied, be sure to make use of it before you copy the next item – or you will just overwrite your first selection.

To paste the item where you want it, position your cursor (left click once) where you want your copied information to go and press Ctrl+V

CUTTING AND PASTING

Maybe you noticed when you RIGHT CLICKED your mouse to PASTE (in the last section) that there is also a choice there (most likely grayed out) to CUT and then PASTE.

Cutting and pasting comes in very handy when writing larger amounts of information such as solo ads or articles – and can even save a bit of time for smaller ads as well.

For instance, if as I reread this report prior to printing and discover some paragraph makes more sense coming before another, I'll use the same procedures as Copy and Paste only this time I will:

LEFT CLICK

Drag and highlight the entire paragraph or selected bit of text

RIGHT CLICK – and choose CUT

Then I will move up to the spot I really want for that paragraph. Once there, I will again:

LEFT CLICK to put my mouse cursor in the proper spot

Then again RIGHT CLICK and PASTE.

Voila! It's done 😊

SPECIAL NOTE: For those who prefer to use the keyboard

Pressing the CTRL key and the letter X (Ctrl+X) will also copy text. Again, anything copied resides temporarily in the Windows clipboard, which holds one thing at a time typically. So if you have your selection copied, be sure to make use of it before you copy the next item – or you will just overwrite your first selection.

To paste the item where you want it, position your cursor (left click once) where you want your copied information to go and press Ctrl+V

USING YOUR KEYBOARD

Before we head on to see what's needed to keep your computer running efficiently, I thought it might be fun to show you a few ways to use your keyboard instead of your mouse to get the job done.

The following are just some of the "keystrokes" you can do in place of running through a "mouse-driven" menu. [Keep reading, you'll see what I mean.]

To quickly open something, assuming your keyboard sports the Windows Logo key (located between the CTRL key and the ALT key on your keyboard):

The Window's Logo Key

Pressing the Logo key only: The same as using your mouse to click START

Logo key + the letter E: Immediately opens Windows Explorer

Logo key + the letter F: Opens the Find All Files dialog box so you can search quickly for a file, etc., on your C drive

Logo key + the letter M: Minimizes (not closes) all open windows

F Keys (Functions Keys at Top of Keyboard)

F1 - quickly brings up the HELP menu for Windows

F2 - allows you to quickly RENAME a selected item (may not work in XP)

F3 - opens the Find All Files dialog box – even in Internet Explorer

Other Handy Keys

If your computer suddenly freezes, you can do either of the following which may prevent you from having to just turn off the power to your computer at the switch:

CTRL+ALT+DELETE Pressed ONE TIME will open your Task Manager
From there you can try to shut programs down one

CTRL+ALT+DELETE Performed TWO TIMES will totally reboot (restart)
your computer. You WILL lose all your unsaved
information.

BASIC COMPUTER MAINTENANCE

The before sections will get you up and running for many of the repetitive tasks you'll find yourself performing as you market online. This section is different.

You may have had, or know someone who has had, computer problems. Often these troublesome, and sometimes expensive, disasters (because that's what they can be if you lose everything!) can be avoided by routinely fine-tuning your best friend – your computer 😊

I'm often surprised at the frequency at which I have to do these basic tasks for myself. I virtually live in my email accounts – when I'm not working in my HTML editor and/or up online with my websites. Doesn't seem like I "do much" for things to get so quickly "out of whack," but it happens and can happen quickly.

So please review and perform the following on a regular basis. Personally, I'd post up a note to remind myself to do these maintenance tasks about every 2-3 weeks.

Here we go!

CLEANING UP YOUR INTERNET BROWSER

Since I use Internet Explorer, that's what I'll use as my example – if you run another type of browser, you'll be left to your own devices to locate the following area.

With the Internet Explorer browser (the program you use to surf the net) open on your desktop (connected to the internet or not), locate:

TOOLS

INTERNET OPTIONS (under the drop-down menu)

On the GENERAL tab setting, one of the field areas allows you to delete temporary internet files – just random stuff that gets stored for no really good reason, but Windows is a glutton for this type of stuff.

This is not the same as files you've saved say in your FAVORITES folder. This is true junk stuff that's collecting on your hard drive, stuff you can get rid of.

On the GENERAL tab page, click on SETTINGS. Click the button to automatically check for new pages whenever you return somewhere. This ensures you area always looking at the most current version of any given page at any given time.

Click OK

Back out on the GENERAL tab area, click on DELETE COOKIES. A little window pop ups asking if you are sure... you are, click okay ☺

Then click on DELETE FILES. Again another popup asks are you sure but before you click okay, check mark the box labeled "Delete All Offline Content," too.

Click OK

You've now cleaned up a lot of the junk Windows is saving for you (stuff you don't want nor even know you have) and this will help your browser run a bit faster, a bit "cleaner."

There are, of course, many more tabs under Internet Options, but we are not going to cover them here. Feel free to look around. Do be a bit more cautious in here then normal – just to be on the safe side.

CLEANING UP YOUR HARD DRIVE

The following is simple, straightforward maintenance you can and really must do for yourself. I swear it is not technical nor complicated ☺

Deleting More Temporary Files

Your Windows operating system just loves to store junk for you, it's amazing really. But, like anything, save too much stuff and things start to bog down, maybe even crash – a real disaster.

So let's clean stuff up a bit.

Click on START
Choose SEARCH
Choose FOR FILES and FOLDERS

In Windows XP the choice is asked of me what do I want to search for... if you are running XP great, if an older version the process is nearly the same.

You are going to look for the option to search FILES and FOLDERS.
Once found, in the little search window, type in ***.tmp**

Click SEARCH
Wait for the computer to do its thing ☺

Finally! Is it done? Good!

You'll be able to "dump" all of the tmp files returned most likely **with the exception of the index.dat file** – Windows will not allow this automatically but if you select it you'll hold up the show.

Click on the SORT button at the top of the right hand side of the screen.

LEFT CLICK the first available .tmp file (while avoiding the INDEX.DAT file).

Scroll down to the last entry. Hold down the CONTROL key and press the LEFT MOUSE BUTTON at the same time. You should see that all the files are highlighted.

Go up under FILE and choose DELETE. Again it will ask basically "Are you sure?" Yes you are. Throw them away – delete them ☺

Deleting COOKIES

You'll be amazed at how many websites are collecting information (most harmless!) every time you visit, but cookies do tend to pile up on one's computer.

Every once in a while, delete them by doing the following:

Go to:

START
SEARCH (for files and folders)

In the search window, type in COOKIES. Begin your search.

Your computer should find one folder (possibly more depending on how many users you have set for your computer, but it's typically just one folder).

Double click on the folder.

All these files can be tossed in the trash can ☺

LEFT CLICK on the first/top-most file... scroll to the bottom and then CONTROL/LEFT CLICK with your mouse.

All the files should be highlighted.

Go up to FILE, pull down the menu and choose DELETE.

REMEMBER TO TAKE OUT THE TRASH ☺

After doing both this and the previous temporary file search and delete, locate, RIGHT CLICK, and OPEN your trash can. Empty your trashcan on a regular basis.

DEFRAGMENTING YOUR HARD DRIVE

As I started out this chapter telling you, even the least amount of moving around out on the web or inside your own computer quickly creates havoc for all the files and operating functions on your computer.

You need to defragment (defrag) your hard drive or hard drives on a regular basis.

Defragging is nothing more than putting the pieces back where they belong. Grouped correctly your computer runs faster, smoother, better. It's happy!

Go to:

SEARCH
PROGRAMS
ACCESSORIES
SYSTEM TOOLS

Choose Disk Defragmenter

For Windows XP you can actually "analyze" the hard drive(s) first, and the system will come back and tell you whether you need to or not.

Regardless, defrag at least once a month!

Click on the DEFRAGMENT button to get the system doing it's thing.

Now go get coffee, go to the store, clean up, walk the dog, what have you... it could take a while ☺

If this is your first time, you can opt to watch it put stuff back where it belongs, but that gets boring very quickly. Go do something healthy!

PEOPLE TO GET TO KNOW

The following individuals and companies wholly support your online efforts. Each can and will help you if you take the time to visit their websites, check out their services, maybe sign up for mailings, etc.

Feel free to contact them via email and/or contact info posted at their websites.

<p>Bobbette Madonna LOGON NetWork of NewsLetters http://logonnewzine.com</p> <p>Jack Clifford SilverWolf Marketing News http://www.workathomemarketplace.com</p> <p>Terence (Terry) V Alve TAMMezine http://www.ad-alyzer.com/727/temwaeb</p> <p>Mary Jane Brenner, Publisher Ezine: http://www.SucceedOnlineNews.biz Free Loop: http://SucceedOnlineNews.com</p> <p>Steve Gingras Website: Team 4 Income URL: http://www.team4income.com/</p> <p>George & Cathy Carlton Carlton's Gifts Fine Gifts & Collectibles http://www.CarltonsGifts.com</p> <p>Steven Boaze Boaze Publishing http://www.boazepublishing.biz</p> <p>Paul Uhl Big Ideas for Small Business http://www.BusinessTrainingService.com</p>	<p>DeYoung Family Zoo Largest Tiger Exhibit in the Midwest http://www.DeYoungZoo.com</p> <p>Mike McGlauflin Web_Ads Newsletter http://cczon.com</p> <p>Denise Hall Home Business on a Budget http://tinyurl.com/s5d5</p> <p>Damon Smith jvAlert http://www.jvAlert.com/invite.aspx?id=31</p> <p>Cathy Carlton Carlton's Corner eZine & Web Resources http://www.CarltonsCorner.com/subscribe.htm</p> <p>George Armstrong Internet Business and Marketing eBook Package http://www.internet-info-millions.com</p> <p>Wes & Robin Crystal Wolf Creek Gifts & Trading Co. http://wolfcreekgifts.com</p> <p>Steve Clack The Free Agent Path http://www.theprofittrain.com/agent.html</p>
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Please do visit and communicate with these sponsors – they would love to help you! 😊

THANK YOU GIFTS

Free Toolbar

Recently a great friend of mine, Nick West of ACF, created a handy toolbar for my one advertising co-op <http://www.mywizardads.com>

I've downloaded it, check it with Norton Anti-Virus 2004, installed it, and use it – all safely.

It does come with an uninstall to easily remove it at any time (once installed go to START, PROGRAMS, MYWIZARDADS TOOLBAR and arrowing over you'll see the uninstall feature).

So I'd love to give you a copy of it!

Download it here:

<http://www.mywizardads.com/toolbar.htm>

Try it out, you may use and distribute it freely. It even comes with a built in popup blocker, language translation tool, and more!

Buy 1 Get 1 Free Ezine Group Advertising

When you're ready to advertise your next program, product or service I'd love for you to think, "My Wizard Ads!"

And to help that idea along a bit further, I'd like to offer you a special COUPON deal.

Go to <http://www.mywizardads.com/sitemap> and click on the My Wizard Ads Ezine Classified advertising link. Purchase any ONE group and, once you've made your payment and are redirected to the form, choose a SECOND GROUP on the form – absolutely free!

BUT... You must enter the following COUPON CODE in order for me to know that you've read this book and are taking me up on my offer.

In the correct **COUPON field**, enter **BASICS123**

This is a one-time only "usable" coupon ☺

That's it! It's a great savings and an exceptional way to advertise.

YOUR TURN 😊

Well that about covers it for now, but I'd like to take the opportunity to ask you was there something I missed?

Is there something "basic" that you'd like to know, but you didn't find in this report?

If so, I'd love to hear from you – and there just might be another follow up free report – and another and another – based on my hearing from you.

If you'd like to suggest something, or just have comments and/or feedback, please write to me at:

<mailto:mywizard@mywizardads.com?subject=Just the Basics Feedback>

(Subject Line of your email – Just The Basics Feedback)

(This way I'll see it quickly.)

The above account does run through SpamArrest to cut back on some of the junk we all receive – so you might look for the message that SpamArrest will kick back to you to "identify" yourself 😊

If not, as long as you use the subject line above, I'll see it as I download my email.

So...

Thanks for reading and I truly hope this report helps you in your daily "grind!"

All the best to you & yours,

Theresa Cahill