

NIGEL'S TIPS AND TRIX FOR "ZOOMIES"

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Explore Explore Explore – go into all the menu systems to each last opening and see what's there; unless you want to save a change, retreat from your last opening by clicking on either **cancel**, **no** or **X**

Make use of your program's **Help**, it has all the answers

Even better is to make use of **Google** to search your problems, someone is sure to have had the same problem as you and maybe they have found the solution

Use the **Computer Club website**, it has a tips and tricks section

DiscData is a great program to determine what space is utilised for each program and its files; my version is freeware and I have put a copy of its setup program in Computer 10XP in the Learning Studio, in the Student configuration under DriveD\Personal\Nigel

Use your **DeskTop** as a desk top, many examples through this document.

Learn the Right Click

This is a very powerful tool and puts most important menu commands at your mouse's fingertips; try a **right click** on the **Desktop** and change some of the appearances

Right Click and Drag is particularly useful for copying and moving files, much safer than the **Click (left) and Drag** method since a menu opens up at its destination asking whether to copy or move the file; the old **Click and Drag**, frankly I never knew whether it was going to move or copy the file.

Try creating **Shortcuts to a File or Folder** - rightclick on the file or folder and drag it to the location you want the short cut, release the right click, then click on the shortcut command

You want to open **WORD** or other programs? Best to right click on the desktop, go to **New** then click on the **WORD** logo and a new **WORD** file will appear on the **DeskTop** waiting to be named – you are forced to give it a name, then open it up and work on it, each time you save it will already have its correct name; when finished move it (see **Right Click and Drag** above) to the folder where you want to save it – this is much easier than manoeuvring through the save process within the program itself.

Trick – sometimes you have to type in a **long password**, eg the West Van Library bar code. and because the password is hidden you are often not sure whether you have typed it correctly; my trick, right click on the DeskTop, **open a notepad file**, type in the

bar code, check it for correctness, highlight it, click copy then paste it into your Account Page Bar Code entry at the Library, then afterwards delete the notepad file. Or if the long password is used frequently, eg the Library, create a library folder in your Favorites, inside create a short-cut to the catalogue page at the Library **and** create a note pad file in the folder with a file name of your bar code; each time you go to your account, all you need do is highlight this bar code and copy, click on the Library shortcut then paste your bar code.

How many folders do you want to open at one time? Windows default is usually to “open each folder in its own window” – I find this a nuisance since if you close off the window you are back to the desktop (you can use the “up” arrow but I always forget). My system gives the best of both worlds – in any open window go to tools\options and at “Browse Folders” click on “Open each folder in its own window”. Now each window in the path you have gone through will show and you can close off windows individually; BUT you can also close off **all** windows by holding down the **shift key** and closing the outermost window.

Sometimes you want to **make a copy of your screen**? Strike the “**PrintScreen**” key, minimize the screen window, open **Paint**, go to **edit**, click on **paste** and **voilà** there is a picture of your screen shot!

Do you find that you accidentally put the **Caps Lock Key** on when typing, then suddenly find you have been typing the last few lines in upper case? In Windows XP **Help** there are instructions for this key to make a sound when put on or off which alerts you to the potential problem; here it is verbatim:

. When ToggleKeys is turned on, your computer will provide sound cues when the locking keys (CAPS LOCK, NUM LOCK, or SCROLL LOCK) are pressed. A high sound plays when the keys are switched on and a low sound plays when they are switched off.

1. Open Accessibility Options.
2. On the **Keyboard** tab, under **ToggleKeys**, select the **Use ToggleKeys** check box.

To turn off **ToggleKeys**, clear the **Use ToggleKeys** check box.

Notes

- To open Accessibility Options, click **Start**, click **Control Panel**, and then double-click **Accessibility Options**.
- To use the keyboard shortcut which allows you to turn ToggleKeys on and off by pressing the NUM LOCK key for five seconds, on the **Keyboard** tab, under **ToggleKeys**, click **Settings**.
- If the **Use shortcut** check box in the **Settings for ToggleKeys** dialog box is selected, you can turn ToggleKeys on or off by holding down the NUM LOCK key for five seconds.

Shaky Hand? – I find it best to use the menu and/or icon system with the mouse. If you have difficulty with the mouse (**remember hold on to it tight on the pad like a real mouse, with the heel of your hand**), practice Solitaire and FreeCell a lot. If this doesn't help, you could learn the equivalent **keyboard strokes** for these menu or icon commands (the keyboard strokes are shown opposite its command in the menus). But we are all seniors and we know how difficult it is to remember things and it would be better persevering with using the mouse. The following trick might make life easier for you

Highlighting Files and Text

Highlighting with the mouse can be tricky - right? Especially when the text goes beyond the screen

An easier way is to place the **cursor** at the start or end of the section to be highlighted, hold down **Shift** then use the **cursor arrows** to precisely cover the desired highlighted area, then proceed with your proposed action. To **select random files**, hold down **control** and **left click** each file desired, then perform action.

Individual File Back-Up – when you are changing a file, it is a good idea to make a back-up copy of the original in case there is a foul-up. This is commonly done by making a new copy of the file, but giving it another name. For me the easiest is to make a new folder called **originals** within the directory I am working in, and save a copy of the original file in this folder – the file is therefore self explanatory rather than having to remember what you had renamed the original to!

Toolbar Icons in Applications (for example Word)

View\toolbars\customize\commands\select category\left click and drag icon to tool bar\let go and left click close

File Association can be a fiddle – don't know what program to open a file with? Hold down the **shift key** and, back to my favourite, **right click**, go to "**open with**", choose program and if the program you are looking for is not there, click **browse** and go looking for the **.exe** file of the program you are looking for. If you are sure you have the right program, click on "**Always use the selected program to open this kind of file**"

Internet Explorer Tips

Organize your **favorites** properly, for example create a shortcut on the DeskTop for a **favorite favorite** which is not your home page, eg the Weather Forecast – create your Weather Forecast favorite inside Internet Explorer, exit Internet Explorer then find your **Favorite folder** (inside your own name folder inside the Documents and Settings folder), locate the new Weather Forecast entry, **right click drag** it to the DeskTop and click Shortcut.

Over time you collect many favorites, and often the more often used are lower down the list, so rename them with a prefix **O_**, do a sort with a right click on the favorites menu and they will now appear at the top of the list

Create a **shortcut to the Favorites folder** on the desktop then you can go directly to a favorite without opening up Internet Explorer into your Home Page, this is sometimes a more convenient route.

Outlook Express Tips

Want to **file a message outside of Outlook Express**? Open the Inbox, click on the message you want and drag it out onto you desktop, then drag it to where you want to save it

Want to **file a message attachment outside of Outlook Express**? Right click on the attachment, click save-as, and save it to the location you want to file it

If you are involved in messaging with various groups of people, consider creating a separate **“Identity”** for each group, complete with its own address book. Open Outlook Express in its in-box, click on file then click on identities then add an identity; you will have to go through the connection wizard process for each identity but you can get the ISP parameters from your main identity.

Want to copy an e-mail address from your Main Identity address book to a new Identity? – open the Address Book, click on the e-mail you wish to copy and drag it to the desktop; then switch to your new Identity, open its Address Book and drag the e-mail address from the desktop and drop it onto the new Identity’s Contacts folder; when complete, delete the e-mail address on the desktop.

Partition your Hard Drive – in these days of huge hard drives, have at least two partitions on your hard drive, with your OS (Operating System, eg Windows) in the **C** partition; this means if you have to do a clean re-install of Windows, you should not

lose everything (I did but that's another story); better still have at least two hard drives with all your valuable data on the second drive

Three Finger Salute (TFS)

When your computer hangs and all else fails, try **alt\control\delete**; if that fails shut down and wait for the long re-boot! The **TFS** is also useful for closing off running programs that you don't want – but I use the program **EndItAll**, available on the club computer

Ideas for Exploring

My Computer

1. rightclick on the icon

properties\devicemanager\leftclick on devices (a yellow question mark indicates a problem)

properties\performance - explore buttons!

2. open the icon\rightclick drive(s) icon and explore properties

Any Open Window

Click View and explore arrange icons

types of icons

list

details

toolbar

Tools\Folder Options set up how you want your folders and files to appear

Control Panel

Open and explore the different icons

File properties rightclick\properties

Find Function

start\find\find-folder\enter file name or part-name (can use **wild card**)

Wild Card (*)

*.doc - any file that has the specified extension, eg *doc*

win.* - any file whose name you can specify eg *win*, but can have any extension

TaskBar

start\settings\taskbar - explore!

Windows Explorer

start\programs\Windows Explorer - explore files hierarchy!

Accessories

start\programs\accessories - explore!

start\programs\accessories\system tools\ Resource monitor System information System Monitor ScanDisk Defragmentation

End