

Windows Software Shortcuts & Tips

April 2009 Newsletter:

Being able to see what you are working on is one key to being comfortable with your computer. Whether it's a permanent or temporary sight condition, here are some ways to increase font and icon sizes to make things easier on your eyes.

Windows Vista – Font Sizes

Start / Control Panel / Appearance and Personalization / Personalization. Click Adjust Font Size (DPI) – by changing the dots per inch (dpi), you increase or decrease the size of the text.

Windows Vista -Icon Sizes

This will affect the icons on your desktop and taskbar. Minimize all programs. Right click the desktop, choose View and select from large, medium, or small icons.

To change the icons on your Quick Launch Toolbar (just to the right of the START button) – be sure the taskbar is unlocked (see Taskbar tip on next page), right click the Quick Launch toolbar, choose View, and choose Large or Small icons.

In an open Window

If the icons in an open window are too small, or you'd prefer them to a textual list, use the View menu or View icon drop down to switch your display from textual to icon and back. If there is no option for sizes of icons, use the CTRL and mouse wheel to increase or decrease the display size.

Select a Long List

Holding down the CTRL key while using your mouse to select items works well for selecting multiple items, however, if you want to select a long list, fewer clicks are better! Select the first item in your list, then hold down the SHIFT key while selecting the last item in your list. All the items between your two bookends will be selected and subject to your next command!

Website Shortcuts

If you have a website you visit often, there are several ways to make accessing it easier. A Desktop Shortcut - If it's already in your favorites, drag and drop the icon from the favorites drop down menu to your desktop. If you want to keep it in both places, open the Favorites menu, right click the site name, and select Create Shortcut, then drag and drop the new shortcut to your desktop.

Taskbar – you can also put an Address Bar in your taskbar to access a site and launch your browser at the same time. Right click the taskbar, select Toolbars, then click Address.

Windows Software Shortcuts & Tips

Windows Taskbar

Most of us use the taskbar as a single row across the bottom of the screen. It is way more flexible than that! As long as your taskbar is not locked (right click the task bar and be sure Lock the Taskbar is unchecked), it can be moved to any edge of your monitor.

Simply click and drag!

If the height of the taskbar needs adjusting, move your mouse to the edge of the taskbar until it switches from a pointer arrow to a two-headed arrow. Now a click and drag will expand or contract the height/width of your taskbar.

October 2008 Newsletter:

Windows VISTA

If your recycle basket disappears from the desktop, there's an easy way to get it back:

- Right click the desktop
- Choose Personalize
- Click Change Desktop Icons
- Check Recycle Bin
- Click OK

If you're using a right click to empty the Recycle Basket, be careful of the new DELETE option in the pop-up menu – it deletes the whole basket from the desktop rather than emptying the contents.

June 2008 Newsletter:

Windows VISTA

Service Pack 1 is out!

Sidebar – The sidebar with it's gadgets is cute and possibly useful, but it's your choice if it displays or not.

- Open Control Panel
- Choose Appearance & Personalization
- Launch Windows Sidebar Properties
- Check/Uncheck Start Sidebar when Windows starts
- Click OK

February 2008 Newsletter:

Windows XP

Icon Titles – if your icons have more dots in their labels than letters, it's time to widen them!

1. Right click a blank space on the desktop and choose *Properties*.
2. Click the *Appearance* tab
3. Click the *Advanced* button
4. Select *Icon Spacing* in the Items list.
5. Increase the spacing – try 43.
6. Click OK, OK.

Windows Software Shortcuts & Tips

February 2006 Newsletter:

You can turn off the auto run feature for a CD or DVD drive in Control Panel. Select the system icon, click the device tab and pen the CD or DVD drive. Right click the name of the drive you want to alter and select Properties. Click the settings tab and uncheck the Auto Insert Notification.

April 2004 Newsletter:

Manage your Recycle Bin: Just like the one you keep in the kitchen or garage, your computer recycle bin needs to be emptied on a routine basis. The quickest way to empty it is to right click on the desktop icon for the Recycle Bin and choose Empty Recycle Bin. To retrieve something from the Recycle Bin, open it, select the file, and choose Restore.

Your monitor attracts dust and dirt. Clean it with a lint-free cloth lightly sprayed with a mild ammonia solution—spraying the cloth, not the monitor!

A traditional mouse also needs cleaning—open it on the bottom and clean out the lint and dirt. An optical mouse just needs to be wiped to remove dirt accumulated on the bottom. Turn your keyboard upside down and blow the dust out from between the keys with canned air

Practice Safe Upgrading:

- Run Windows Error Checking
- Run a full antivirus scan
- Defrag your hard drive
- Back up everything
- Create a startup disk

Enable Windows System Restore

What's the difference between upgrade and update? Upgrade is to take your current software and replace it with a newer release of the software. Update is to keep your current software up to date with changes from the manufacturer. Upgrading can be expensive, but provides you with new features within the software. Updating is often free—downloading patches from the manufacturer's web site. How do you decide whether to update or upgrade? Here are some questions to use as guidelines:

Does the software do all I need it to? Does the software do all I want it to? Will my other software/hardware work with the upgrade? Is the cost worth the increase in features (upgrade, time, other changes)? Will I use the new features?

A few answers of "no" should lead you to an update. A few "yes" answers means you will probably be better with an upgrade.

Windows Software Shortcuts & Tips

Internet Extras:

If you are a fan of the right-click and 'send to' option for moving files, you might find that your preferred destination is not on the 'send to' list. To add a favorite destination to your 'send to' list, create a shortcut to that destination on the desktop, then navigate via My Computer or Windows Explorer to the Windows/SendTo folder, now drag your shortcut from the desktop into this folder. (You may want to remove the words 'shortcut to' in the process.) Your preferred destination should now appear in your list when you right-click and choose 'send to'.

September 2003 Newsletter:

In 98 or better, don't forget the show desktop button on the Quick Launch toolbar – click it once to see your desktop, click it again to restore your open windows.

Use your mouse wheel to zoom in or out on your display – Hold down Ctrl and move the scroll wheel.

For version XP but may work in older versions as well:

Have a microphone? Why not send sounds with your e-mails? Start – Programs – Accessories – Entertainment – Sound Recorder – these steps will open a program for recording that works like a tape recorder and then saves a .WAV file that can be attached to your e-mail.

Finding files is a little more cumbersome in XP. Next time you search for something, when Rover appears, click Change Preferences; click Change Files and Folders Search Behavior. Check the button marked Advanced, click OK. Next time you open Search, it will work more like it did in older versions of Windows.

February 2003 Newsletter:

If you're troubleshooting issues with your system, it might be best to boot in Safe Mode. While this is known to happen automatically when things go wrong, you can also force it by holding down the CTRL key as Windows loads. Safe Mode uses the 640x480 resolution and loads faster because it does not include any drivers, which also means you are limited to what you can do in Safe Mode – run your diagnostics and reboot.

September 2002 Newsletter:

Do you have a scroll wheel on your mouse? You can use it as a browsing tool – hold down the CTRL key while turning the wheel and it will magnify or shrink the size of the text on the Web, in Word, or in Excel.

Windows Software Shortcuts & Tips

May 2002 Newsletter:

Have you ever started dragging a file from one location to another and then discovered that you grabbed the wrong file? Here's a quick way to cancel a drag-and-drop operation - simply press [Esc]. When you do, the operation is immediately cancelled.

Have you ever sent a group of documents to the printer and then realized you don't need one of them printed? If you want to save some paper (and some trees in the process), you can cancel a print job from your printer queue, which is the list of everything printing or waiting to be printed. Look by the clock in the lower right corner of the monitor and double click the printer icon to open the queue. Right-click on the document whose printing you'd like to cancel and choose Cancel Printing.

If you have your computer positioned in a location that makes it difficult to easily access your CD-ROM drive's eject button, there's no sense contorting your body each time you want to switch CDs. You can use the Eject command - open My Computer and then right-click on the CD-ROM drive icon, and select the Eject command from the shortcut menu. Your CD should now eject without a problem

Internet Extras:

For those of you who are left-handed, here are some Common User Access (CUA) commands that provide keyboard shortcuts on the right side of the keyboard:

Shift+Delete = Cut

(in windows this deletes and item without sending it to the recycle bin)

Ctrl+Insert = Copy

Shift+Insrt = Paste

Alt+Backspace = Undo

If you want to refresh your Documents menu (available from the Start Menu), open the Start Menu and choose Settings / Taskbar and Start Menu. With the resulting dialog box, select the Start Menu Programs or Advanced (depending on your version of Windows) tab and check the Clear button.

February 2002 Newsletter:

When you print something, a printer icon will appear on the system tray toolbar (near the clock). If you double click on that icon, you can manage your print queue—check status, pause or cancel printing.

Use the mouse icon in the Control Panel to change the speed of your double click, add pointer trails to your mouse, or switch the buttons for a left-handed computer user.

Check back for Quarterly Updates of Shortcuts & Tips for WINDOWS

Windows Software Shortcuts & Tips

September 2001:

To quickly access the Find Files dialog box, click in an open part of the taskbar and hit the F3 key at the top of the keyboard.

If you want a keyboard method for accessing the traditional 'right-click shortcut menus', try the key combination Shift+F10, then use the arrows to select the option you need and the enter key to execute your selection.

May 2001

Enlarge your scroll bars—open your display properties and click the appearance tab, select scrollbar from the Item drop down list and increase or decrease the size to the right, Click OK when set where you want it.

February 2001

Use Alt+Spacebar+N to minimize a window without the mouse
Modify the choices on the Send To menu by adding a shortcut to your storage folders in the Windows\Send To folder

Use the Show Desktop icon on the Quick Launch Toolbar to quickly access the desktop when you have an application window maximized but the taskbar visible.

Add application or file shortcuts to our toolbar by simply dragging and dropping anywhere on the toolbar. Drag them off the toolbar to remove them.

September 2000 Newsletter:

Use the show desktop icon on the quick launch toolbar rather than minimizing your window when you need to get to something on the desktop

Be sure your screen saver password is less than 15 characters. At 15 or more, the system doesn't recognize that you have a password

Internet Extras:

Using Shift/F10 as a key combination is the same as a right click of the mouse

To enlarge your scrollbar, use the Appearance tab in Display Properties

Putting the mouse pointer over a blank spot on the taskbar and hitting F3 will generate the Find dialog box

Windows Software Shortcuts & Tips

Double click the title bar of a window to maximize it

Use the asterisk on the keypad to expand all the folders within a Windows Explorer display

Use the Alt-Spacebar-N key combination to minimize a window

Use the Alt-spacebar-C or Alt-F4 key combination to close a window

April 2000 Newsletter:

You can maximize an application window by double clicking on the title bar.

October 1999 Newsletter:

Your Windows 98 Startup Disk is a key to repairing damage if your hard disk should crash. Be sure you know where to find it in an emergency.