http://suratiundhiyu.wordpress.com/

COMPILE BY VIPUL DESAI

COMPUTER TIPS -1

HOW TO DOWNLOAD VIDEO EASILY FROM U TUBE 004

Which services can I disable in Windows? 004

Find Downloads in Firefox 007

IE Menu Bar 007

Is there any way to clear the formatting of copied text? 008

More General MS Office Shortcuts 009

Task Manager by mouse 011

What the F-key F1 through F8 012

Windows 7 Remote Media Streaming 013

Please explain what the Last Known Good Configuration is. 018

Number comes automatic as you hit enter..to cancell it 019

GOOGLE ANYLITICAL.....EARN FROM YOUR WEBSITE 019

How to get at a program's folder 023

What is an MP4? 025

Inserting an extra row: 025

WINDOWS-7'S TIPS: 028

Some helpful keyboard shortcuts! 029

Highlight Text 031

http://suratiundhiyu.wordpress.com/

Go forward or back a page 032

FIND PATH OF A FILE 032

Shut down two or three open programs quickly 034

HOW TO FIND FILE SIZE/DATE 034

Some helpful keyboard shortcuts! 036

Screen Goes Black? 036

HOME KEY 037

SELECT MORE THAN ONE WINDOW 037

HIDDEN FILES 038

How do I determine if I have a 32 bit or 64 bit operating system? 039

Toggle Keys 040

Scroll Lock Key 040

A Quicker Scroll 041

Vista Key Alarms 041

Other Key Alarms 042

FilterKeys 042

Keyboard Bumps 043

Tab the Space 043

I like to use the arrow keys on my keyboard to move my cursor, but it runs really slow sometimes. Is there any way I can speed it up? 044

Paste Won't Work 044

What does the "End" Key do? 045

http://suratiundhiyu.wordpress.com/

Keyboard Speed 045

On Screen Keyboard 046

What's the difference between WordPad and Notepad? 047

Slide Master or Handout Master 048

Computer gets really slow in windows explorer, restarting can help? 049

Do a lot of work with lists in MS Word, Outlook or PowerPoint? 054

What is "Safe mode"? 055

BASIC TERMS OF COMPUTER, LIKE REBOOT, BROWSER ETC 055

What's GB stand for? 058

Photoshop's Selection Tool 059

Computer keeps talking to me! How do I make it stop? 066

What is an HTML Document? 068

Google Buzz Tips 069

Move your system tray icons 070

What's the difference between a text-editor and a word processor? 071

Fix Your Page Border Dilemma 072

Use Gmail as an extra drive 073

Outlook Express Outbox Problem 078

Search by Date in Windows XP 079

Fine-Tune your Word Printing Choices 082

Force Video with Text Mode 084

http://suratiundhiyu.wordpress.com/

Special Alt Characters 085

Advice on Opening Attachments 085

Secure Passwords 086

Keyboard Font Size Shortcuts 087

Make Gmail Faster 088

Make Mine Plain Text 089

BULLET-Promotion/Demotion 090

Shut-Down Restart Windows Explorer 091

Missing Show Desktop Icon in Windows XP 093

Select an Entire Table in MS Word 094

How to Empty My Recent Documents 095

Firefox Program Associations 096

Change your Pointer 097

Import Mail and Contacts to Gmail 098

Personalized Brush/your email on pictures 100

Time Shown on Received E-mails 102

http://suratiundhiyu.wordpress.com/

HOW TO DOWNLOAD VIDEO EASILY FROM U TUBE

This is a real quick and easy one for all our YouTube users out there. Say you really like a video - I mean, like it enough to want to download it. What do you do?

Bookmark it and come back every time you want to see it?

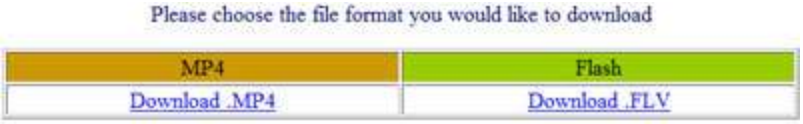
Bor-ring!

How about this:

While on YouTube, navigate to a video you want to download to your computer and up in the address bar of your browser, **replace the "Y" in YouTube with a number 3 and hit enter.**

Look at this picture for an example:

You'll be taken to the 3ouTube site where you'll have the choice of downloading in MP4 or FLV formats!



Time to fill up that hard-drive!

For another, easier way to download from YouTube, tries adding OK in the subject line, e.g. www.OKyoutube.com

==========

Q: Which services can I disable in Windows?

First, you will want to have a restore point already created, so I will wait here while you do that, in case you haven't already done so.

Done? Okay, great, let's get going on disabling some of the services on your computer so you can save some disk space and allow your computer to run a little bit smoother.

First, click **Start**, **Control Panel**. Now, choose the **Administrative Tools** link (XP users will have to click on "Performance and Maintenance" first, then "Administrative Tools", Windows Vista and 7 users need only type "**Administrative Tools**" into their search bar). Once there, click on **Services** and a list of all the services installed on your computer will come up. You can maximize the window, so you can see the status of each service.

The first column contains the complete description of the service. Run your mouse pointer over the words so you can see the whole description written out. The next column is the status of each service. If it says "Started," that means that particular service is presently running. Next, you see the Startup Type, which tells you if the service starts automatically when you boot up your computer or if it has to be done manually. Some services may also be disabled. The next column is just telling you how you logged on for each service, whether it be through your local system or by a network service.

http://suratundhiyu.wordpress.com/

Name	Description	Status	Startup Type	Log On As
Alerter	Notifies sel...		Disabled	Local Service
AOL Connectivity S...		Started	Automatic	Local System
Application Layer G...	Provides s...	Started	Manual	Local Service
Application Manage...	Provides s...		Manual	Local System
ASP.NET State Serv...	Provides s...		Manual	Network S...
Ati HotKey Poller		Started	Automatic	Local System
ATI Smart			Automatic	Local System
Automatic Updates	Enables th...	Started	Automatic	Local System
Background Intelig...	Transfers ...		Manual	Local System
CheckUPS II Advan...			Manual	Local System
CheckUPS II Data S...			Manual	Local System
ClipBook	Enables Cli...		Disabled	Local System
COM+ Event System	Supports S...	Started	Manual	Local System
COM+ System Appli...	Manages t...		Manual	Local System
Computer Browser	Maintains a...	Started	Automatic	Local System
Crypkey License		Started	Automatic	Local System
Cryptographic Servi...	Provides th...	Started	Automatic	Local System
DCOM Server Proce...	Provides la...	Started	Automatic	Local System
DHCP Client	Manages n...	Started	Automatic	Local System
Distributed Link Tra...	Maintains l...	Started	Automatic	Local System
Distributed Transac...	Coordinate...		Manual	Network S...
DNS Client	Resolves a...	Started	Automatic	Network S...
Error Reporting Ser...	Allows erro...	Started	Automatic	Local System
Event Log	Enables ev...	Started	Automatic	Local System
Fast User Switching...	Provides m...	Started	Manual	Local System
Fax	Enables yo...		Manual	Local System
Help and Support	Enables He...	Started	Automatic	Local System
HTTP SSL	This servic...		Manual	Local System
Human Interface D...	Enables ge...		Disabled	Local System
IMAPI CD-Burning C...	Manages C...		Manual	Local System
Indexing Service	Indexes co...		Manual	Local System
IPSEC Services	Manages I...	Started	Automatic	Local System
Logical Disk Manager	Detects an...		Manual	Local System
Logical Disk Manage...	Configures...		Manual	Local System

Now, we're getting to the good part. The following services are ones that can be safely disabled, while still allowing your computer to run normally. Disabling some of these services will help you save some of your disk space, which is always a great thing!

Disabling a service is pretty easy to do, but do it with caution as to make sure you don't hit the wrong thing. Just **highlight** the service you want to turn off and **right click** on it, choosing "Properties". A service sheet will come up for that service and you'll want to look under the general tab. Here, you can choose to stop the service or turn it back on (either automatically or manually). If you have XP, once you highlight the service, blue links will show up off to the left that say Stop or Restart the service. You can click on those to do the same thing as going into the Properties menu.

Okay, here's the list you've been waiting for:

Alerter: Only alerts you of administrative alerts. You don't need them.

Application Management: Processes installation requests for Intellimirror programs. Don't even know what those are? That's why you can disable it.

ClipBook: Allows ClipBook Viewer to store information and then share it with remote computers. You don't really need to do that, do you?

Computer Browser: Works with networks and if you don't have a network, you don't need it.

Distributed Transaction Coordinator: Works with databases, message queues and file systems of networks. Once again, if you don't use a network, you can disable this.

Error Reporting Service: All this does is send a crash report to Microsoft. They don't need to know, do they?

Indexing Service: Indexes files and provides quick access to those files. This is another network use, so you can disable it.

http://suratiundkivu.wordpress.com/

Internet Connection Firewall (ICF): Involves Internet Connection Sharing and is just another network use.

Logical Disk Manager/Logical Disk Manager Administrative: This service deals with adding drives to your system. If you're not going to be doing that, you can disable this one.

Machine Debug Manager: Works with Visual Studio debugging. You probably won't use it.

Messenger: Sends Alerter messages between the clients and servers. Another network service you probably won't need.

Net Logon: Account authentication for network domains. Don't need this one either.

NetMeeting Remote Desktop Sharing.Network DDE DSDM: Allows other authorized users to access your computer through NetMeeting. Once again, if you don't have a network or have no need to allow other users on your computer, you can disable this one.

Remote Desktop Help Session Manager/Remote Access Auto Connection Manager: This one is the same as the above.

Secondary Logon: Enables starting processes under other credentials, which is not necessary.

SSDP Discovery: Locates UPnP devices on a home network. Sound confusing? That's why you can disable it.

TCP/IP NetBIOS Helper: You'll only need this if you use NetBIOS for a local network.

Telnet: Allows remote users to log on to your computer and run programs. I'm sure you don't want other users to be able to telnet into your system, do you? Disable it!

Terminal Services: Gives access to other users to be connected to one basic machine, as well as, desktop displays and other applications. You can shut this one down.

Themes: If you don't use desktop themes, you don't need this one. If you do, keep it going.

Windows Time: Synchronizes all systems on a network time.

Workstation: Same as above.

Whew, that's a lot, huh? Just keep in mind that these are just suggestions and you don't have to turn off some of these services if you don't want to. Especially don't turn them off if you think you're going to be needing them again someday. But, at least going through the list of your services will help you to determine what's running on your computer that may not need to be. You may be surprised at all you can turn off to save you some computer space.

Note: Make sure you do not turn off any services that are not on this list unless you are an advanced user and you are certain that turning them off will not hurt your computer's operation.

http://suratiundhiyu.wordpress.com/

Suggestions !

Turning off indexing services will slow down access to any files residing on external hard drives connected to your computer. (The drives need not be connected to a network.)

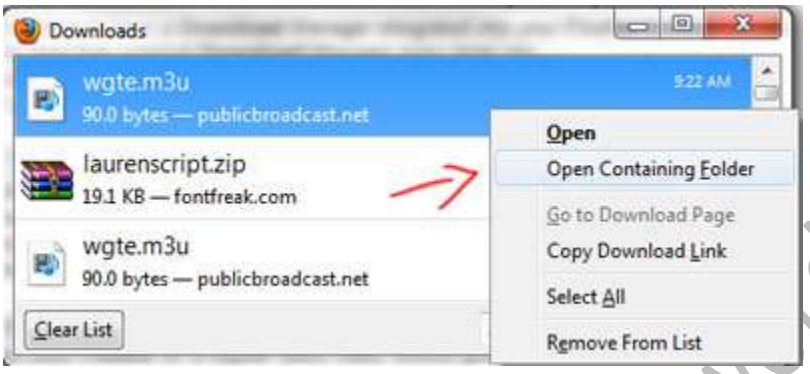
==========

Find Downloads in Firefox

In Mozilla Firefox we have the handy-dandy download screen which displays our recent downloads, but what if you need to find the folder where it downloaded to?

Simple!

In Firefox, just click **Tools>Downloads**, and then **Right-Click** the download in question.



Select "**Open Containing Folder**" and you'll be taken to where your download resides!

==========

IE Menu Bar

Some of Worldstart's tips for Internet Explorer require that you go to the menu bar "file...etc" up at the top, but what if you open up IE and there's no Menu Bar to be found?

Here's a simple fix. Open Internet Explorer and **right-click** on a blank area up at the top. The resulting menu should have a bunch of options (favorites, status bar, command bar, etc.). Just make sure "**Menu Bar**" has a check mark next to it and you're all set!

http://ratiundhiyu.wordpress.com/

I just use the ALT key and it shows long enough to use it and is gone again.

==========

Q: Is there any way to clear the formatting of copied text?

There sure is! Have you ever copied a hunk of text that was overly-formatted? You know, italic, underlined, and written in some really strange looking font that's next to impossible to read?

Like this:

Hi,

This **text** is overly **formatted!**

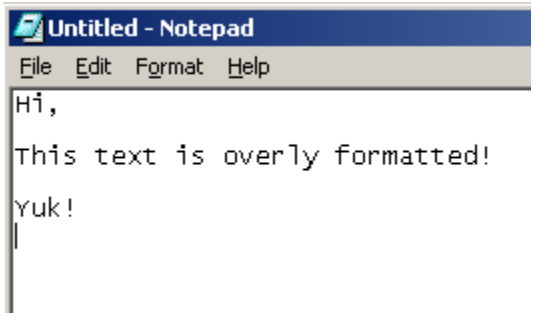
Yuk!

When you paste it into your word processor, chances are that it retains all those properties. Now, you could go and try to re-format the text back into something normal, but that can sometimes prove problematic.

A better way is to copy the text into Notepad and let it remove the formatting automatically. After you paste the text in, all you're left with is plain text than can be pasted into any word processing application.

Here is that text pasted into Windows Notepad:

http://dhiyu.wordpress.com/



Suggestions !

In MS word, this can also be done using "Edit-->Paste special-->unformatted text".

==========

More General MS Office Shortcuts

Ctrl + Shift + > : Increases the selected text's font size to the next one on the font size list (except in Excel).
Ctrl + Shift + < : Decreases the selected text's font size to the previous one on the font size list (except in Excel).
Ctrl +] : Increases the selected text's font size by 1 point (except in Excel).
Ctrl + [: Decreases the selected text's font size by 1 point (except in Excel).

Word:

Ctrl + Shift + Spacebar : Inserts a "nonbreaking" space... a space between words that will not allow Word to separate the words with text wrapping.
Ctrl + Shift + Hyphen : Inserts a "nonbreaking" hyphen... a hyphen between words that will not allow Word to separate the words with text wrapping.
Ctrl + T : Formats paragraph with a hanging indent. (Repeat to increase the indent size.)
Ctrl + Shift + T : Removes paragraph hanging indent formatting. (Repeat to completely remove the indent if indented more than one tab stop.)

Excel:

Shift + F11 : Inserts a new worksheet into the current workbook.
Alt + Shift + F1 : Inserts a new worksheet into the current workbook. (Yep - they both work. Pick the one you can remember the easiest!)
Ctrl + Shift + * : Selects the range of cells the selected cell is in, as defined by empty cells around the data.

http://suratindhiyu.wordpress.com/

Outlook:

Ctrl + Shift + H : Deletes the word to the right of the cursor.
Ctrl + F : Forwards the selected message.
Ctrl + Alt + F : Forwards the selected message as an attachment.
Ctrl + R : Replies to the selected message.
Ctrl + Shift + R : Replies to All for the selected message.
Ctrl + Enter : Sends an open and addressed message.

Office 2007 SmartArt:

Shift + Right Arrow : Increases the size of the selected shape(s) horizontally.
Shift + Left Arrow : Decreases the size of the selected shape(s) horizontally.
Shift + Up Arrow : Increases the size of the selected shape(s) vertically.
Shift + Down Arrow : Decreases the size of the selected shape(s) vertically.

Ctrl + any of the above combinations : Increases or decreases the size of the selected shape(s) in smaller increments.

Suggestions !

There is a CTRL shortcut for every letter in Word 2003:

CTRL + A: selects all

+ B: toggle bold.

+ C: Copy

+ D: brings up advanced formatting

+ E: center text

+ F: Find a certain text string

+ G: Go to a line or page.

+ H: Replace one string with another

+ I: toggle italics.

+ J: justify current paragraph

+ K: insert hyperlink

+ L: left align

http://suratiundhiyu.wordpress.com/

+ M: indents the entire paragraph

+ N: new document

+ O: open + P: print

+ Q: Removes double spacing and indents

+ R: right align

+ S: save

+ T: indents a line

+ U: toggle underline.

+ V: paste + W : quit

+ X: cut

+ Y: repeats last action; or redoes last undo.

+ Z: undoes last action. And then there are a few others:

+ 0: toggle double spaced on top

+ = (equals): toggle subscript

+ + (plus): toggle superscript

+ [, > : increase size +],

<: decrease size

+ F2: toggle print preview

+ F9: insert bookmark Hope these come in handy! They sure do for me.

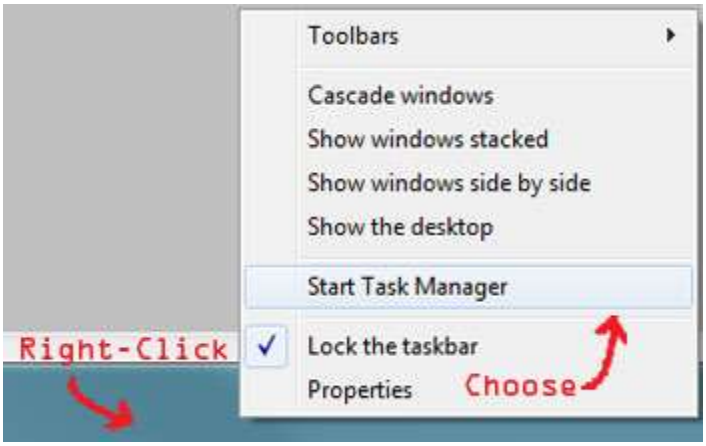
http://suratiundhiyu.wordpress.com/

==========

Task Manager by mouse

What's the quickest way to the Task Manager?

All about speed, eh? Well, the quickest and easiest way to get to your Windows Task Manager is simply to **right-click** an empty area of your Task Bar and choose "**Start Task Manager**".



Ta-da! An instant view of what your system is doing!

Suggestions!

You can also use the Ctrl+Alt+Del or Ctrl+Shift+Esc key sequences.

==========

COMPUTER TIPS:

What the F-key F1 Through F4

See that line of keys ranging from F1 to F12 at the top of your keyboard? Wonder what all of 'em do? Yeah, so do I, and that's why today we're going to take a trip down funky f-key lane to discover the fun of **Function Keys**!

Function keys have many, many uses, some of which are specific to the program that's running at the time. They're mainly used as shortcuts or in conjunction with the CTRL, ALT, and Shift keys, which I'll get more into in another article.

For now, here are the basics of function keys F1 – F4.

F1- Typically pressing this brings up the **help file** for the program you're currently in. To test this, go ahead and left click on a blank area of your desktop, then press F1. The help file should spring to life, offering it's bounty of knowledge!

http://suratiundhiyu.wordpress.com/

F2 – This F-key is used to **rename** stuff. Click on a file or folder and strike the F2 key; you'll be able to rename it with ease! This is a good one to know if you're zipping through a bunch of files you're archiving and you have a specific naming convention in mind. Click the file, press F2 and rename it! - wash, rinse, repeat!

F3 – Used to bring up the **search function** in Windows, but varies for other programs. Great for Internet Explorer and Firefox users who want to find a specific word or phrase on a web page with ease!

F4 – In Internet Explorer the F4 key opens the **address bar**. Even though I said I wouldn't be mentioning any extra key commands until later, I must mention that pressing ALT + F4 will close any active program. Careful with this one! :)

What the F-key? F5 through F8

In part 2 of "What the F-key?" we'll be covering **Function Keys** F5 through F8. Some useful ideas here for function keys, folks! Just to recap let's discuss what F-keys are used for:

Function keys have many, many uses, some of which are specific to the program that's running at the time. They're mainly used as shortcuts or in conjunction with the CTRL, ALT, and Shift keys, which I'll cover in a later article.

Continuing on, here are the basics of function keys F5 – F8.

F5 – **Refresh** key. Use this key to reload a web page or refresh your desktop. This is a good one for both the Internet (good for Ebay bid battles) and apparent computer freezes which you can read about here.

F6 – Cycles the cursor from field to field in the active program. In MS Word you can use this F-key to go to the next pane or frame.

F7 – This F-key is **program-specific**. Experiment in different programs to see what it can do, but remember to save your work first!

F8 – This key is used to boot Windows in **Safe Mode**. Read about Safe Mode here. (http://www.worldstart.com/tips/tips.php/1249)

==========

Windows 7 Remote Media Streaming

Windows 7 Home Networking and Media are brought together by Media Streaming. You can make use of this feature to enable your PC to act as a centralized hub for media sharing. You can share media with other PCs and devices on your home network with streaming and even stream this information over Internet. You can enjoy music, pictures and videos on your network connected PCs or media devices without concern for media formats, transports or protocols. We have our Windows 7 Homegroup feature that enables the setup of Remote Media Streaming even easier which works by default.

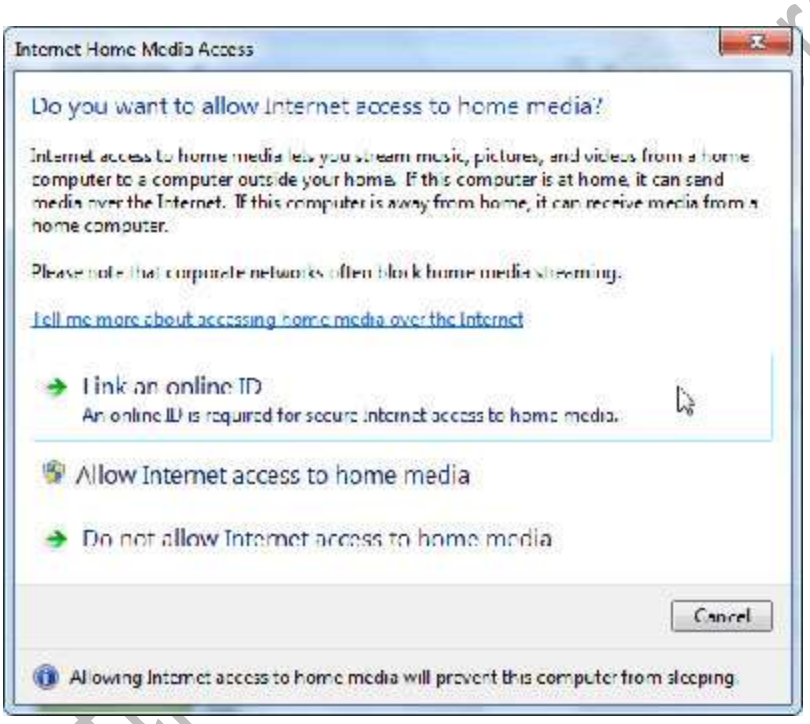
Configuring Remote Media Streaming:

Configuring Remote Media Streaming is same for both the remote and local computer. We have to follow the below mentioned steps:

1.Start Windows Media Player 12 and click Stream>Allow Internet access to home media.

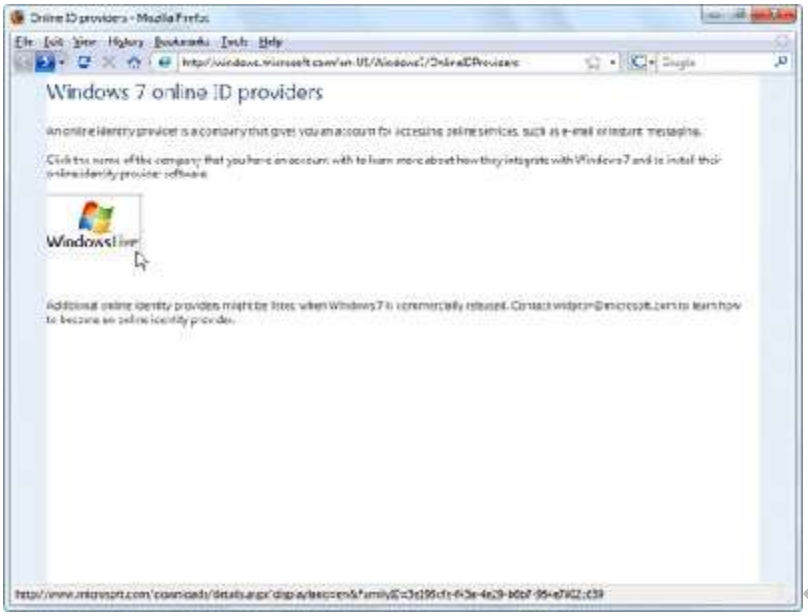
http://suratundhiyu.wordpress.com/

2. Next you have to link an online ID to your windows account. The Internet Media Sharing feature integrated with an online ID provider such as Windows Live ID enables users to access their media located on a home Windows 7 computer remotely over the Internet on any other Windows computer.



3. If an online ID is not linked to your Windows account you have to download the Windows Live Provider. Click Add an online ID provider. The webpage links to a web browser where you can select an online ID provider plug-in to use with Windows 7.

rdpress.com/

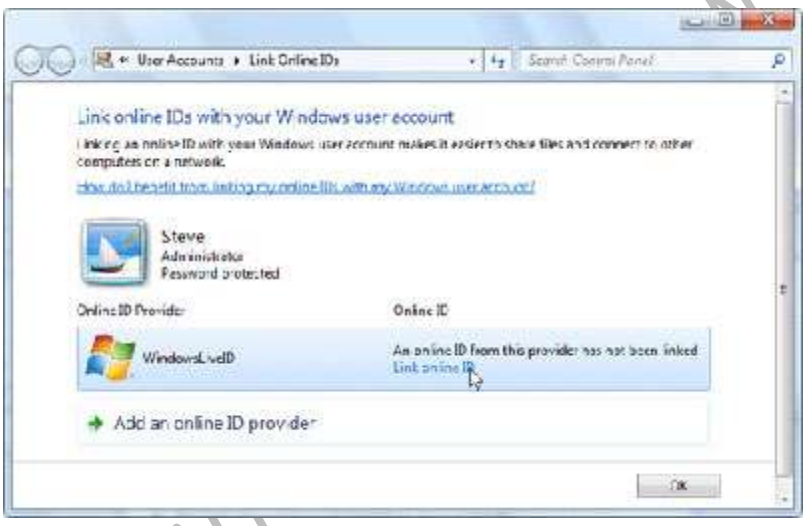


You can select the plug-in you want to use.

Download the plug-in and close the browser.

http...ordpress.com/

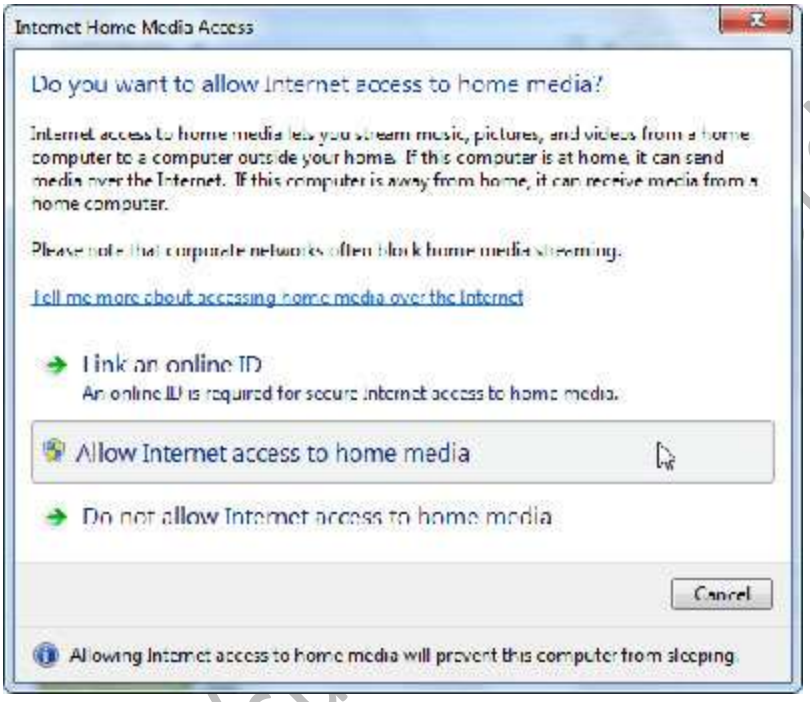
Install the same and you will see the Windows Live ID listed as an online ID provider. Click Link online ID to set up your Windows live ID.



Type your Windlows Live ID credentials and then sign in.

http://wordpress.com/

You can then switch back to Windows Media Player and click **Allow Internet access to home media**. You will see the confirmation screen as below after an UAC prompt.



Repeat the above steps on your other Windows 7 Computer. When both the computers are configured, restart Windows Media Player 12 on each computer and you can see the shared media show up under other libraries.

http://su dpress.com/

Q: Please explain what the Last Known Good Configuration is. I do not quite understand it.

The **Last Known Good Configuration** is basically a copy of a computer's hardware configuration and its driver settings. It is taken from the system's registry readings when a computer has a good, clean boot up. This copy is made for whenever a computer fails to boot up successfully. When that happens, the system's operating system is able to pull up the good copy and perform a successful startup.

The Last Known Good Configuration feature is available for any Windows operating system from NT on. Also, if your computer does happen to have some problems during its boot up, Windows will detect that and it will actually add the copy of your last successful boot to your startup menu. That way, you can go and access it from that point and start your boot up correctly again.

This feature is mostly helpful after new drivers or devices are installed on your system. If either of those had an error while the install was in process, you can still go back and get a clean boot. One more thing: Every time your computer boots up correctly, the Last Known Good Configuration record is replaced with the newest one. That way, you have the most recent successful boot for your computer to start with. Let's say that you just installed a new driver on your system. It seems like the installation was done right, but for some reason, your computer will not start up like it usually does. Well, this is exactly where the Last Known Good Configuration comes in handy.

To start your computer using the Last Known Good Configuration that your computer has on record, simply start up your computer and hit the **F8** key on your keyboard as it's booting.The **Windows Advanced Options** menu should appear and you can use your keyboard's arrow keys to scroll down to the "**Last Known Good Configuration (your most recent settings that worked)**" option. Once you've got it highlighted, press **Enter**.

Your computer will then boot up successfully and you'll be able to look into what caused the problem in the first place. Now, keep in mind that the Last Known Good Configuration feature does not automatically fix the problems you were having. It will only get your computer started so you can troubleshoot the rest of the problem on your own. Either way, it's an easy way to combat your computer startup troubles. You can't complain about that, now can you?!

http://kurajundhiyi.wordpress.com/

Get Out of That List Quickly==Number comes automatic as you hit enter..to cancell it

If you're like me, you don't really mind the automatic numbering and bulleting MS Word does with lists.

You know, when Word realizes you're creating a list and it helps you along with the same continued formatting.

But, after working with many different people, I have found that some folks just don't seem to know how to get out of the list. That is, they aren't sure how to put an end to the numbering that takes place every time they hit the Enter key.

There are many ways, but the way I like the best (and doesn't require my hands to leave the keyboard) is to use the **Backspace** key.

Yep, that's right. One quick stab at the **Backspace** key removes the number and another will remove the tab indent that occurred when the numbering started.

Once you've got the numbering stopped, you're free to use the Enter key as usual.

No more numbers. Well, that is, no more numbers until Word catches you making another lis

---

GOOGLE ANYLITICAL.....EARN FROM YOUR WEBSITE

So you've created a website. Well Done! Now, maximize profits by turning page views into profits. By using Google Analytics, you can do just that. Read on to know more about Google Analytics and how to sign up for it.

Google has many products that enable you to make more money from your website. Some of these products are AdWords, AdSense, and Website Optimizer. Google Analytics allows you to use these products to increase your revenue. Even if you don't use these Google offerings, Google Analytics still has quite a bit to offer. For example, it helps you target your marketing efforts. You might be wondering how much it costs…well…Google Analytics is absolutely FREE!!!

Before we show you how to sign-up for this tool, have a look at its features.

Calculate the Advertising Return-On-Investment (ROI):
This is particularly useful because many times the marketing strategy may involve several changes, such as change in website usability and using rich media. By using Google Analytics, you can compute the cost to benefit ratio and calculate the ROI.

Track the Cross Channel and Multimedia Tracking:
With Google Analytics, you can compare website usage metrics with industry averages. The tracking facility is also useful as it help you track video and social networking applications.

http://suratundhiyu.wordpress.com/

Data Visualization:
Google Analytics presents data, such as trends and patterns, in an easy-to-read graphical manner.

Report Customization:
This is a wonderful feature that helps you create reports and dashboards that are specific to your business scenario.

There are a number of more sophisticated features, which you can learn about later. Now, let's see how to sign up for Google Analytics.

Sign-up for Google Analytics

To sign-up for Google Analytics, complete the following steps:

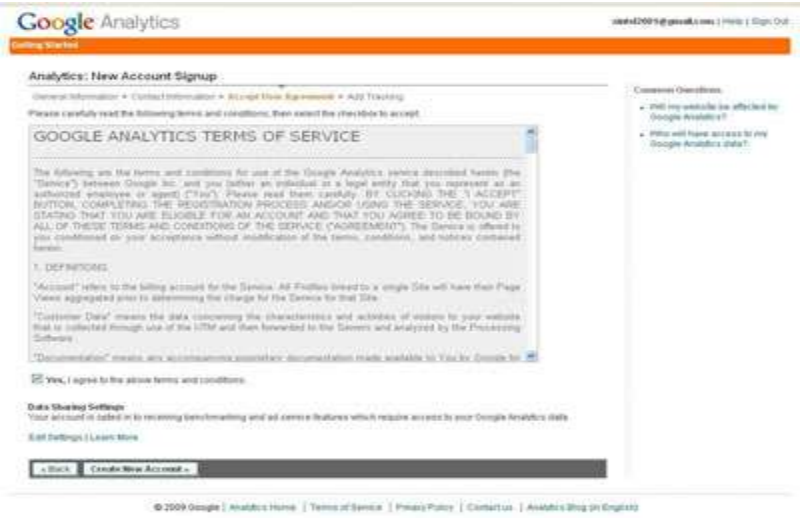
1) Go to http://www.google.com/analytics/sign_up.html and click the Sign Up button, as shown below.

2) After clicking the Sign Up button, the General Information page appears. In this page, there are four fields:

Website's URL: In this field, specify in the URL of your website.
Account Name: In this field, specify an account name. Any suitable name should do the trick.
Time zone country or territory: In this field, specify your country.
Time zone: In this field, specify the time zone.

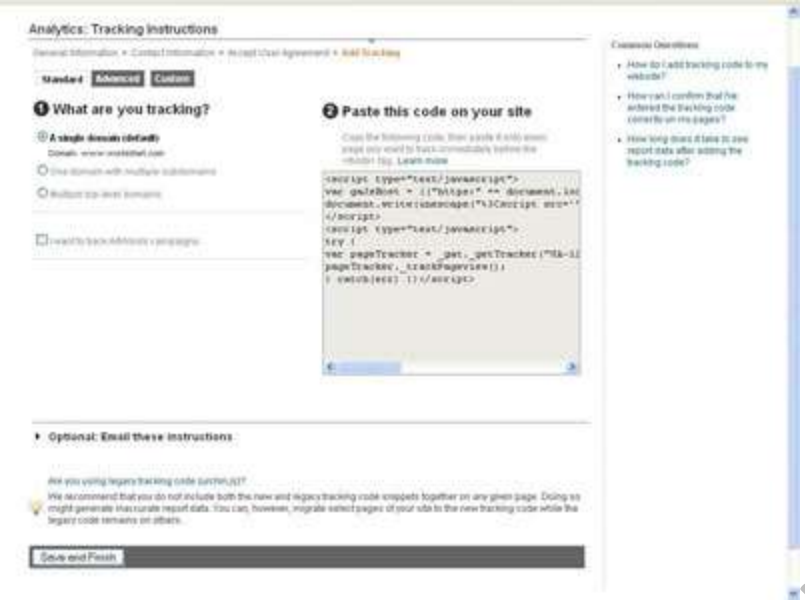
3)Click the **Continue** button to view the Contact Information page, as shown below. In this page, specify your Last Name, First Name, and Country.

4)Click the **Continue** button to view the Accept User Agreement page, as shown below. Read the User Agreement. Select the **Yes, I agree to the above terms and conditions** check box and then click the **Create New Account** button.

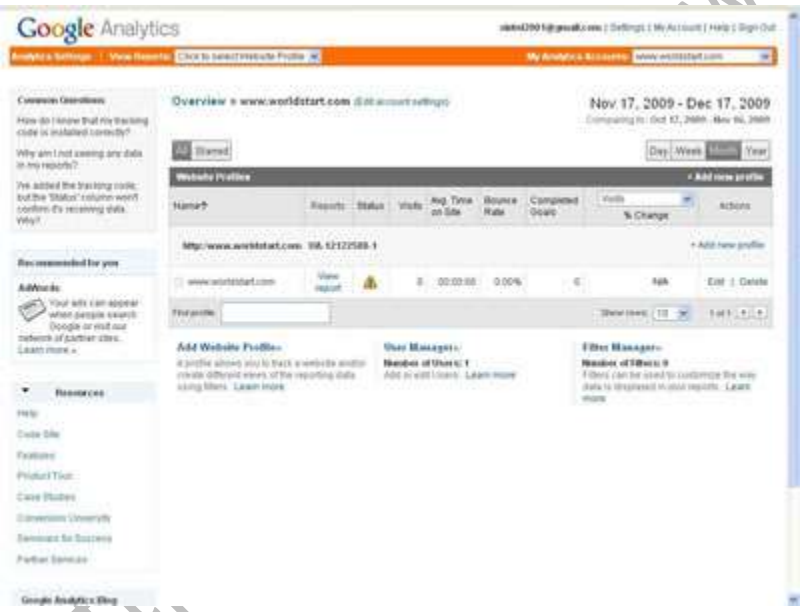


5)The Add Tracking page appears. Leave the default settings. Copy the code to your site and then click the **Save and Finish** button.

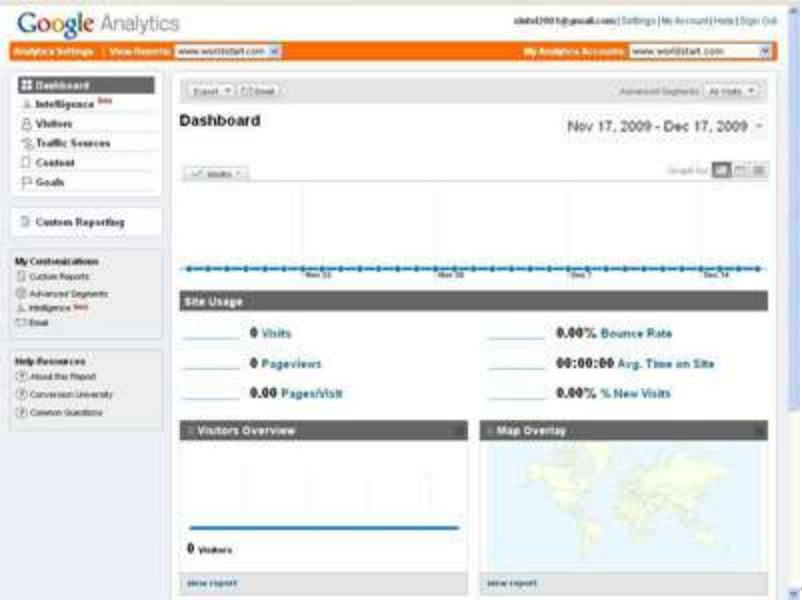
http://suratiunc dpress.com/



6) After you click the **Save and Finish** button, the following page appears. This page is displayed whenever you log into your Google Analytics account. The page contains basic data pertaining to your website.



7) To view detailed reports, click the **View Reports** link. The Dashboard page appears. You can view all sorts of useful information, such as how many users have visited your site and visitor profile.



The great thing about Google Analytics is that it is a relatively simple application to configure. In turn, this frees up your time to focus on revenue generating activities. So, what are you waiting for? Google Analytics is free, so go ahead and sign up.

==========

How to get at a program's folder

Have you ever needed to get at a program's folder? Usually, it involves opening Windows Explorer , then the Program Files folder, then sifting around through all the sub-folders until you find what you're looking for. Heck, even then you sometimes have to sort through more sub-folder before you actually get to where you want to go.

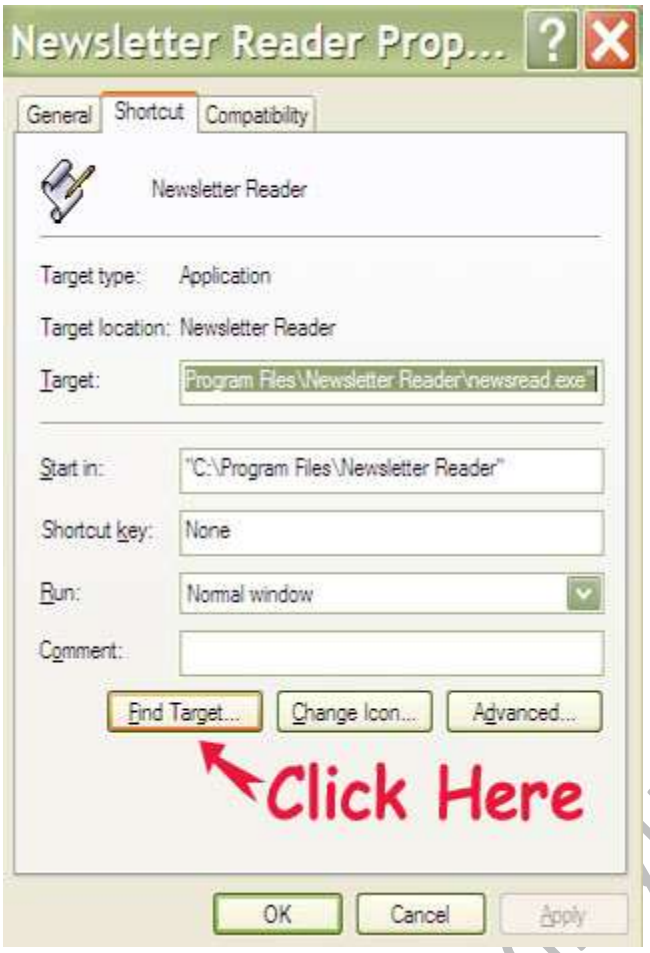
There's gotta be a better way, right?

Yup, there is. After all, this wouldn't be much of a tip if I would have answered "no"!

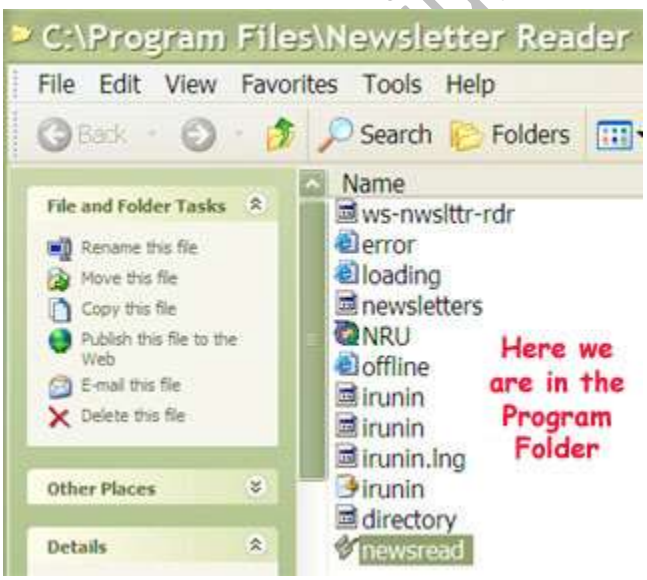
Anyhow, to quickly get to a program's folder, right click the program in question's icon and select "Properties".

Under the Shortcut Tab hit the "**Find Target**" button. If you're using Windows Vista it's called "**Open File Location**".

http://suratiundhiyu.wordpress.com/



Windows will open the folder for you.



Now you can see all the files in the Program Folder, including the main program (.exe file).

==========

Q: What is an MP4?

We all know what an MP3 is, but what about the next slot over – the MP4?

The short answer is that an MP4, otherwise known as mpeg-4, is an invention of the International Organization for Standardization (ISO) and is based off Apple's Quicktime .MOV format. It is a compression method, much like MP3, but is more versatile and geared towards digital video and audio, rather than just audio, as in the MP3's case.

You can go a little deeper, too, to see that MP4s can contain extras like codecs and subtitles built right into the file, and that it's a format which can play in just about any iPod, Playstation, Xbox, Cellphone or other multimedia capable device. It's also allows for streaming over the Internet.

Pretty versatile, I'd say!

==========

Inserting an extra row:

I found that when we **highlighted the entire row by clicking in the left margin** and then copied the paste, it would result in **an extra row being inserted** into the document. (The click in the left margin selects everything about the row, seen and unseen, not just the cell's contents).

Pasting into already existing cells*:*

However, if we **clicked in the left cell and used the mouse to drag the highlight** across the row, we would select only the cells and their contents for the copy. When we pasted from this type of copy, **the cells simply filled with the data**, without creating a new row.

Mystery solved!

==========

If you've ever tried to grab a screen shot of a video playing in your Windows Media Player, you've probably run across the same problem that affects many users: you don't get a frame of video at all; you only get a black square when you paste what you thought you captured into your photo software.

There are commercial software packages available that will allow you to get the frame of video you're looking for, but there are a couple of easy hacks in Media Player that will accomplish the same thing, at no cost at all. Why spend money on software when a couple of tweaks to your settings will accomplish your objective for nothing?

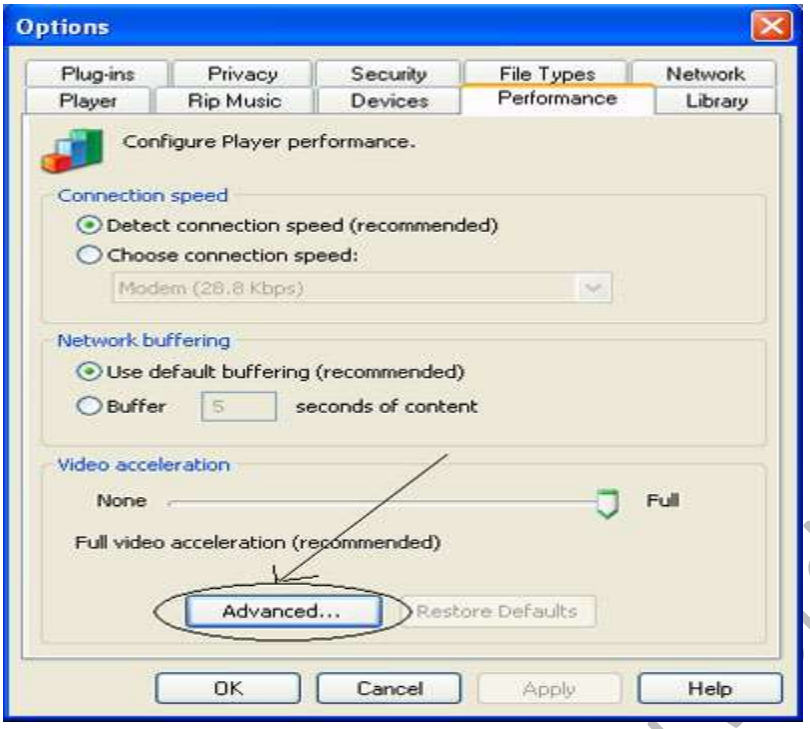
There are actually a couple of different ways to do this: I'll explain both. You can choose either one.

Option 1: Overlays

Inside Windows Media Player, click **Tools** and then **Options**.

http://suratiumthiyu.wordpress.com/

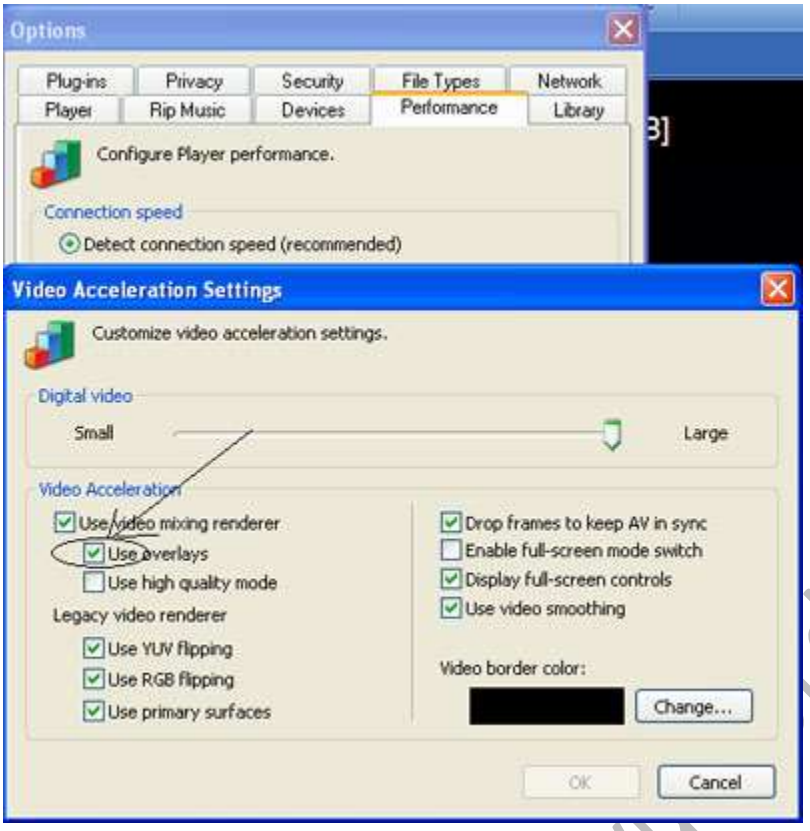
Choose the "**performance**" tab.



Click "**Advanced**" at the bottom of the tab (near "Video Acceleration.")

In this new window that opens up, remove the checkmark next to "**Use Overlays**."

http://suratiundhiyu.wordpress.com/



Done! That's all you have to do.

Pressing the "**print screen**" key (for your entire desktop) or alt-"print screen" (for just the contents of the Media Player window) will now include the video frame you expect to see.

Option 2: Disable Video Acceleration

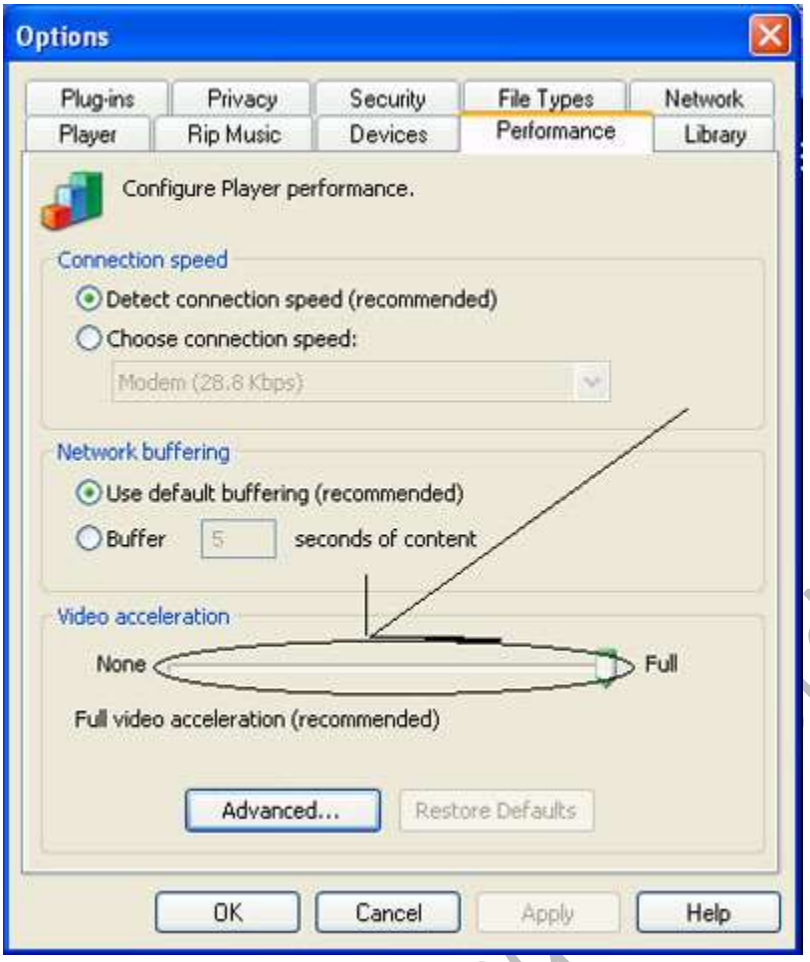
Instead of removing "overlays," the same thing can be accomplished by removing video acceleration.

The steps are very similar to those for removing overlays:

In Windows Media Player, click "**Tools**" and then "**Options**."

==========

http://suratulhiyadpress.com/



Select "**performance**" (tab at the top).

Under "**Video Acceleration**" (bottom) you'll find a slider. It's probably all the way to the right (at "Full.") Slide it all the way to the left (to "none.")

You're done! You can now capture still frames of video from Windows Media Player -- or screen shots of your entire desktop with the video in the player like you expect!

==========

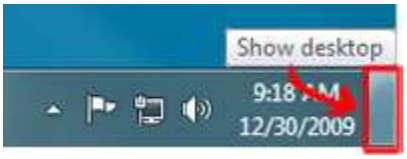
WINDOWS 7'S TIPS:

I've seen all sorts of little tips and tricks on how to get your show desktop icon back in Windows 7, but the truth is that most of them are too complicated to explain here.

And honestly, why do we need a show desktop icon proper when there's already one in the lower right-hand corner of your screen?

See it?

http://suratiunc dpress.com/



If you click it your desktop becomes visible; hold your mouse pointer over it and the open windows on your desktop will fade. It's just like the show desktop icon of the old days, only better!

Here are 11 Windows key (pictured below) shortcuts that will start you off on the right foot with Microsoft's new operating system.

Let's take a look!

Win + Up Arrow – Maximize

Win + Down Arrow – Minimize

Win + Left Arrow – Snap to Left

Win + Right Arrow – Snap to Right (see a pattern here?)

Win + Home – Restore or minimize all other windows

Win + T – Press once to focus the first taskbar entry; press again to cycle through taskbar entries

Win + Space Bar (hold) – Peek at the desktop

Win + G – Bring gadgets forward to the top

Win + any number key (1-9) - Open a program on the taskbar. (The number corresponds to the pinned program's location.)

Win + + (plug sign) - Zoom in

Win + - (minus sign) - Zoom Out

Here I am with more wonderful Windows 7 win key shortcuts! If you missed the first part, click here and check 'em out. If you're just hungry for more, then here they are!

http://suratiundhiyu.wordpress.com/

Part II

Win + Pause - Displays the System Control Panel applet.

Win + E - Opens Windows Explorer with Computer selected.

Win + F - Opens a Search window for finding files or folders.

Win + Ctrl + F -Opens a Search window for finding computers on a network.

Win + L - Locks your computer or switches users.

Win + M - Minimizes all windows.

Win + Shift + M - Restores minimized windows.

Win + P - Chooses a presentation display mode.

Win + R - Opens the Run dialog box.

Win + U - Opens the Ease of Access Center (Utility Manager in XP).

Win + X - Opens the Windows Mobility Center (which isn't installed by default on desktop PCs).

visuratundhiyu.wordpress.com/

I don't know about you, but I love having two monitors! Windows 7 comes with some neat accommodations for double-screened users, too! The next time you're looking to move a window from one monitor to the next consider this handy keyboard shortcut!

Just hold Shift and the Windows Key and press the left or right arrow keys! That will zap the active window from one screen to another fast!

No matter which version of Windows you have, it always seems we become victims of "desktop clutter" as one point or another. Well, Windows 7 has a fun and useful trick you can pull next time you want to focus on just one window. You have to shake it!

Yes, just grab the top of a window with your cursor and shake rapidly back and forth. All open windows (besides the one you just shook) will minimize; giving you a clear view of what you were trying to concentrate on! Want those windows back? Just shake again!

Highlight text?

Are you having trouble when you try to highlight text? You know, when you put your cursor at the point where you want to start highlighting (selecting) the text and drag it across?

Try this, then: put your cursor where you want to start selecting, hold down your **SHIFT** key and use your up / down arrow keys on your keyboard. You'll find when you hold down an arrow that the text scrolls (and highlights) at a much more manageable rate.

Oh, if the section is really big, tap your **Page Up** and **Page Down** keys till you get close to where you need to stop.

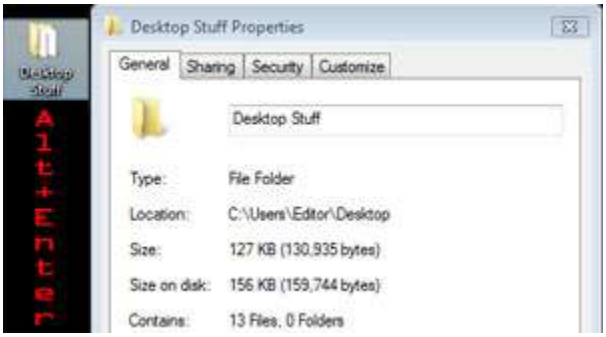
PROPERITIES

Instead of **right-clicking** and going to "**properties**" to get the skinny on a file or folder, try this:

Hit **Alt + Enter** on a highlighted object to see its Properties, like file size, date created or last modified, and what program is associated with the file. You can also just hold the **Alt** key down and **double-**

http://[illegible]dhiyu.wordpress.com/

click the item.



Go forward or back a page

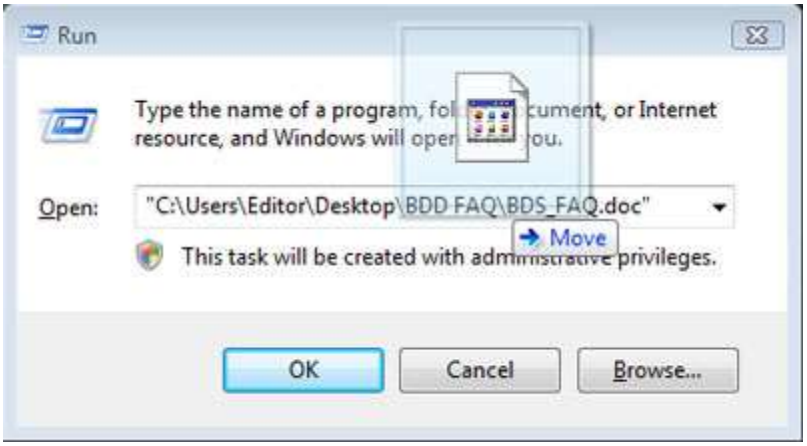
If you have a mouse with a scroll wheel on it, here's a cool trick. Try Holding the **Shift** Key on your keyboard and then spin the mouse wheel. In both Internet Explorer and Mozilla Firefox you'll go forward or back a page depending on which way you spun the wheel! How cool is that?

Give it a try. Open up your browser, follow a few links, and then hold the **Shift** key and spin the wheel!

Have you ever needed to find the path of a file on your hard drive? Click **Start / Run** then drag and drop any file to it and the path of that file will appear.

FIND PATH OF A FILE

http://sur yu.wordpress.com/

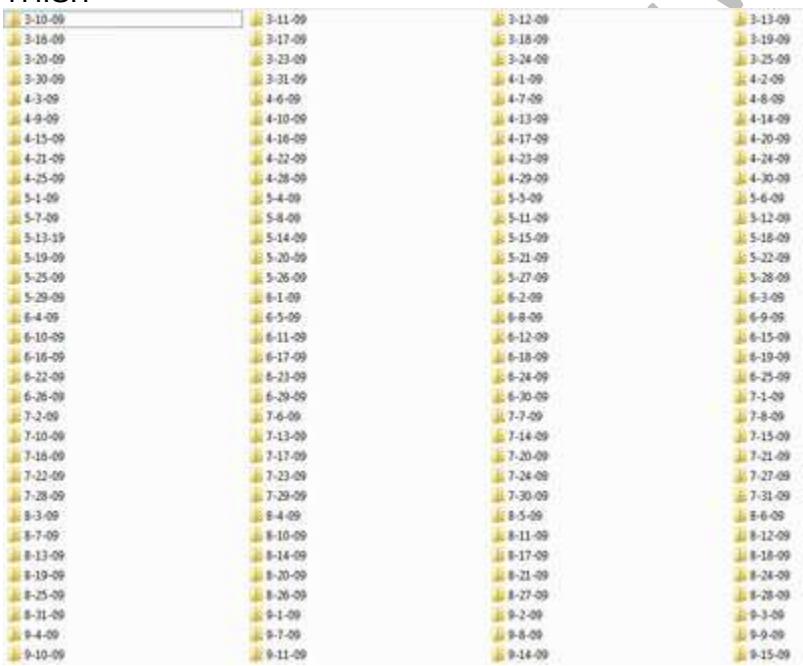


Just drop it over for an instant location! Cool!

To get to the beginning or the end quickly

Do you ever find yourself scrolling through a huge folder? You, know...one that looks like...

THIS!?



Your scroll-wheel finger must be screaming in pain!

Well, if you need to get to the beginning or the end quickly, just press **Ctrl+Home** or**Ctrl+End**. That will jump you back and forth between the first and last file in the folder.

wordpress.com/

Shut down two or three open programs quickly

Need to shut down two or three open programs quickly, but leave the rest running? Hold down the **CTRL** key as you click their buttons on the taskbar. Then, **right-click** (still holding down the CTRL key) one of those depressed buttons and select "**Close**" from the resulting menu. Poof! They're all gone!

Note: There are other functions you can do, too! You can also **minimize**, **maximize**,**restore**, **cascade**, or **tile** these windows using this technique.

HOW TO FIND FILE SIZE/DATE

Need to see the specifics about a file on your computer? Want to know the size, date created or what program the file is associated with? We all know that **right-clicking** and selecting "**Properties**" is the usual method, but did you know there were alternatives, too?

Alt + **Enter** a highlighted object to see its **Properties**. You can also just hold the **Alt** key down and **double-click** the item. There you have it! A few more ways to do the same thing! Isn't being thorough fun?

Have you ever gone back to change a thing or two while typing and instead of moving the text to the right to accommodate the space, the text was overwritten? You probably ended up having to re-type an entire paragraph because of it. You were a victim of the Insert key!

Somehow during the course of your typing, a stray finger accidentally tapped the Insert key. Normally, you can squeeze words between other words with no problem. Tap that Insert key, and you'll overwrite instead of insert. Next time that happens, just tap the Insert key again to get back to normal.

http://suratiundhyu.wordpress.com/

Some helpful keyboard shortcuts!

Main window

CTRL+O or ENTER - Open selected message
CTRL+ENTER or CTRL+Q - Mark as read
TAB - Move between message list, Folders list, and Preview pane
CTRL+W - Go to a newsgroup
Left arrow or + - Expand newsgroup conversation
Right arrow or – - Collapse newsgroup conversation
CTRL+SHIFT+A - Mark all newsgroup messages read
CTRL+SHIFT+M - Download newsgroup messages for offline reading
CTRL+I - Go to Inbox
CTRL+Y - Go to a folder
F5 - Refresh newsgroup messages and headers

Main window and View Message window:

CTRL+M - Send and receive
CTRL+N - Open or post new message
CTRL+SHIFT+B - Open contacts
DELTE or CTRL+D - Delete message
CTRL+R - Reply to message author
CTRL+SHIFT+R or CTRL+G - (newsgroups only) Reply to all
CTRL+F - Forward message
CTRL+SHIFT+F - Find message
CTRL+P - Print message
CTRL+> - Go to next message
CTRL+< - Go to previous message
ALT+ENTER - View selected message's properties
CTRL+U - Go to next unread message
CTRL+SHIFT+U - Go to next unread newsgroup conversation

Message window

ESC - Close message
F3 or CTRL+SHIFT+F - Find text
F7 - Check spelling (when sending)
CTRL+SHIFT+S - Insert signature (when sending)
CTRL+ENTER or ALT+S - Send message or post to newsgroup
CTRL+TAB - Switch among Edit, Source, and Preview tabs in Source Edit view

http://suratiundhiyu.wordpress.com/

Screen Goes Black?

Here's a scenario. You're studiously working on your laptop or desktop, when all of a sudden your screen goes blank. You can swear that the computer is still on, though! What do you do?

It might be a serious video error, or perhaps your display driver decided to go on a coffee break for a bit, but not matter what you press, the video just won't come back up!. Today I'm going to teach you what to do in this situation to force an answer out of your computer. You may never actually need this tip, but for the few that might, it's a lifesaver!

So here's what you do if your screen goes blank. There's a little bit of magic in this technique, so have faith!

Press the **Windows Key + R**. This will bring up the **run command**. Yes, I know, you won't be able to see it if your screen is blank, but trust me, it's still there.

Type "**cmd**", without the quotes. This brings up a **command prompt**.

Now, here's the spell. Hit **Alt + Enter**. This toggles full screen mode; putting your display into what is known as "**text only**" mode. If your display is only experiencing a minor glitch, this should reset your video, allowing you to go back to work. Type "**Exit**" to leave the command prompt, and you're all set!

If it doesn't work, try a couple more times before you go calling your resident guru for help!

HOME KEY

Some websites are cavernous trenches that seem to scroll on for miles. If you've ever been party to a site like this, do you find it a royal pain in that, you-know-what scrolling all the way back up to the top again? Your mouse wheel can only take so much punishment! So, instead of wasting your time digging yourself out of a site, why not just use a quick keystroke and be done with it?

That's right. Just hit the Home **key. It's located above the arrow keys on your keyboard in-between Insert and Page Up. Just hit** Home.

This tip works just about everywhere, so Firefox **and** Internet Explorer **users are covered! What's better is that is works for stuff like** MS Word **too! Write as much as you want browses as much as you want, because you really can go Home again!**

SELECT MORE THAN ONE WINDOW

Often times I find myself with more than my fair share of windows minimized in my taskbar. Sure, it's disorganized, but it becomes even more frustrating when I need to look at two of them at once! Minimize, maximize, adjust the size, etc! It gets really repetitive!

Some people have two monitors for this, streamlining the process, but what about a tip for all the "single-screeners" out there?

Let's learn how to "Ctrl" this situation!

Did you know that you can hold the Ctrl **key and select more than one window at once? What's the benefit? Well hold** Ctrl **and** Left-click **a couple of windows on your taskbar. This should select both of them. Now,** Right-click **and choose either "**Show Windows Stacked**" or "**Show Windows Side by Side**".**

Automatically, your chosen windows should spring up; size adjusted and ready for productivity! Experiment a bit and see if the side by side or stacked method works best for you!

Often times I find myself with more than my fair share of windows minimized in my taskbar. Sure, it's disorganized, but it becomes even more frustrating when I need to look at two of them at once! Minimize, maximize, adjust the size, etc! It gets really repetitive!

Some people have two monitors for this, streamlining the process, but what about a tip for all the "single-screeners" out there?

Let's learn how to "Ctrl" this situation!

http://suratundhiyu.wordpress.com/

Did you know that you can hold the Ctrl **key and select more than one window at once? What's the benefit? Well hold** Ctrl **and** Left-click **a couple of windows on your taskbar. This should select both of them. Now,** Right-click **and choose either "**Show Windows Stacked**" or "**Show Windows Side by Side**".**

Automatically, your chosen windows should spring up; size adjusted and ready for productivity! Experiment a bit and see if the side by side or stacked method works best for you!

Every once in awhile I come across a tip that turns out to be far cooler than I thought it was going to be. Today's tip is a great example of that. If your eyesight isn't quite what it used to be, then here's a trick I'd like you to try. It's called "High Contrast**" mode.**

How do we do this, then?

Press: Left Shift+Left Alt+Print Screen

Got that? A window will pop up, asking you if you'd like to turn this mode on. Go ahead and click "Yes**". Your desktop will undergo a magical transformation. Text will turn white, the background will turn black and you may see things a little clearer than you used to.**

If you don't like it, just repeat the key combination and everything will go back to normal. This tip applies to both XP **and** Vista**. Give it a try!**

Here's a quick shortcut for anyone who's found themselves acting like a telegraph operator on their backspace key. You know what I'm talking about. You've just finished a line of text, it doesn't look right, so you want to delete the whole line. "*Ratta-tatta-ratta-ratta*", and your finger falls off...

There's a better way! Simply put your cursor at the beginning of the line you want to delete and press Shift+End**. This will cause the whole line to be selected, and all you have to do after that is press** delete **or** backspace **to finish the job! The best part is that because your cursor is already at the beginning of the line, all you have to do is type!**

Deletion, simplified!

I'm impatient sometimes, and being the technologically-minded individual I am, I find my patience tried and tired-out everyday working on and around computers. This means that anytime I find even the simplest tip, trick or solution to make computer life easier, I just have to share it with all of you!

So, say you want to open the task manager, but you don't even want the hassle of CTRL+ALT+Delete. What does one do? Simple! Just hit CTRL+Shift+Esc **and bypass the whole thing! This command immediately opens up the task manager with no fuss and no muss! Get straight to the heart of the problem, quick!**

HIDDEN FILES

We've talked about hidden files before, right? Browse to the Control Panel, click folder options, blah, blah, blah. Practically drilled into our head by this point eh? Well, let's put the Windows Vista Search Bar **to work then, shall we?**

http://suratiandhyu.wordpress.com/

If you're switching back and forth between showing hidden files and re-hiding them, then taking a step out of the process should be welcome. So, instead of slogging through menus to get to the Folder Options**, why not just type in "folder" in the Search Bar?**

The very top selection that pops up will be "Folder Options**".**

Why go through the hassle when you can be there now?

~Andrew

Multi-tab browsing in Firefox makes managing multiple web pages a breeze! Remember how Ctrl + T opens a new tab? Well, what about Ctrl+ Page Up and Ctrl+Page Down to switch between those tabs? Want to navigate between tabs even faster? Check these out:

Ctrl+1**: Switch to the first tab**
Ctrl+2**: Switch to the second tab**
Ctrl+3**: Switch to the third tab**
Ctrl+4**: Switch to the fourth tab**
Ctrl+5**: Switch to the fifth tab**
Ctrl+6**: Switch to the sixth tab**
Ctrl+7**: Switch to the seventh tab**
Ctrl+8**: Switch to the eighth tab**
Ctrl+9**: Switch to the LAST tab**

Even if you've got a ridiculous amount of tabs open, Ctrl+9 **will always go to the farthest tab on the right.**

But what about Ctrl+0**? Well, because you can switch the size of the font with** Ctrl+= **or**Ctrl+-**, there needs to be a way to set it all back to defaults, right? That's where Ctrl+0 comes in. Use it to put the text in Firefox back to normal.**

Q: How do I determine if I have a 32 bit or 64 bit operating system?

A:It's good to know what kind of operating system (OS) you have on your computer, that way you'll be able to download the appropriate kinds of drivers and programs that work best with your configuration. So, how about a tip within a tip for this one? Not only are you going to find out which type of operating system you currently have, but I'll even show you a quick way to get there!

For Windows XP users – Hold the**Windows Key**, and then press the **Pause Key**, which is located two keys to the right of the Print Screen key. As if by some form of electronic magic, the system properties window springs to life! I know, I went a little loopy right there, but I just discovered this trick myself, so I'm giddy! This window shows all of the basic info about your computer like how much RAM you have and what-not, but it also can tell you what OS you're running. If it doesn't specifically say **Windows XP x64 Edition**, then you're running a **32 bit** operating system.

Keyboard + Mouse in Vista

One of the accessibility features in Windows Vista is called **Mouse Keys** and it allows you to control your mouse movement with the number pad on your keyboard. By doing so, you can move the mouse pointer a single pixel at a time if you want. I mean, it doesn't get any more precise than that. Let's check it out!

http://suratundhiyu.wordpress.com/

To work with Mouse Keys, go to **Start**,**Control Panel** and click on the **Ease of Access** link.

Next, click on "**Change how your mouse works**."

Then click on "**Set up Mouse Keys**."

Now, you can configure the Mouse Keys to your liking, with the most important setting being "**Turn on Mouse Keys**." Once you've turned on the option, you can toggle Mouse Keys on and off with **Alt + Shift + Num Lock**.

Once it's been activated, you can use the arrows on the number pad to move your mouse. How cool is that?!

Toggle What?

Do you toggle? I mean, do you use togglekeys? Are you not sure what that means or what those are? Well, togglekeys are any keys on your keyboard that has one or more function.

Some examples are the Caps Lock key, the Num Lock key and the Scroll Lock key. The Caps Lock key is a togglekey, because you can either enable it or disable it, depending on if you want to type in all CAPS or not. The Num Lock key can also be turned on or off. If you have it enabled, you can use the number keypad on the far right of your keyboard to type in actual numbers. If you have it turned off, you can't type anything.

Now, those are just a couple examples, so can you find some other togglekeys that you use in your every day computing that you may never have even known about? I'm sure everyone can come up with a few, so go toggle away!

Scroll Lock Key

After mentioning the **Scroll Lock** key in a tip last week, several of you have e-mailed to ask me what that key actually does. That's a very fair question, because even though we sometimes talk about the Scroll Lock key, we've never actually gone over what its function is. And to be honest, I wasn't quite sure what it did either. I guess I've just never really had any use for it. But then I started to do some research on it and I found some pretty interesting information. So, if you'd like to know the mystery behind the Scroll Lock key, read on!

First of all, most keyboards these days have a Scroll Lock key and it can usually be found next to the Print Screen button (PrtScn). All keyboards are different, so you may have a key that simply says "Scroll" or you may have one that reads "ScrLk." The key could also be by itself or it could be shared with another function key, such as Pause or Break. When the Scroll Lock key was first introduced, it was intended to work alongside the arrow keys. For example, when the scroll lock mode was turned on, the arrow keys would scroll down an open window instead of moving the mouse cursor. In other words, the Scroll Lock key is more of a modifier key, just like the Alt and Shift keys. It is also a toggle key, which is explained here.

Now, if you don't use the Scroll Lock key very much, don't feel bad! It's actually very rarely used anymore. Only a select few programs still make use of the scroll lock function, including MS Excel and Lotus Notes. Most of us use the scroll wheel on our mice to navigate through Web pages or we sometimes use a page's scrollbar. With those two options, the Scroll Lock key isn't really necessary and therefore, it has basically become an extinct function. So, there you have it. It may not be the most exciting news, but at least you now know the story behind the Scroll Lock key. Yes!

Let's Refresh

http://aurtiundiyu.wordpress.com/

Today's quick tip may seem a little basic for some of you, but I think a lot of you out there will appreciate this. I get e-mails and even phone calls all the time about such procedures like copy, paste and cut. Since I receive so many requests about those things, I thought it would be a good idea to take a step back and go over them one more time. So, if you ever have trouble doing those little tasks, listen up, because this tip is dedicated to you! We'll go over the basics of copying, pasting, cutting and maybe even a couple others. Here we go!

Let's begin with copying. There are a couple different ways you can copy something on your computer. Both are pretty easy to do, so you'll just have to decide which one you prefer. But, before you can do anything else, you have to figure out what you want to copy. Once you've done that, click your mouse button, hold it down and drag it over what you'd like to copy. It will then be highlighted. You can then either **right click** and choose **Copy** or you can hit **Ctrl + C**on your keyboard. Next up is the paste function. This always comes after the copy, because you have to have something copied so that you can paste it. Go to where you'd like to paste your material (in an e-mail, a Word document, etc.) and click your mouse once. Then you can either **right click** and choose **Paste** or hit **Ctrl + V** on your keyboard. That's all there is to that!

Some of the other commands you all sometimes ask about are cut and undo. I promise both of these functions are rather simple too, so let's go over them right now. If you ever want to cut something out (a portion of text, a picture, etc.) of what you're working on, all you have to do is highlight it and then you can either **right click** and choose **Cut** or hit **Ctrl + X** on your keyboard. That part of your document will then disappear. Now, what if you're working on something and you make a mistake? You probably want to undo it, right? Well, the easiest way to do that is to hit **Ctrl + Z** on your keyboard. That combination will automatically undo what you just did. Cool, huh?! Yep, just a couple mouse clicks or a few taps on your keyboard will take you a long way!

A Quicker Scroll

Have you ever accidentally pushed down on your mouse's scroll wheel like a button? What happened?

Did you see something like this?

Congratulations, you have stumbled onto yet another way to scroll up and down on a web page! Just click your scroll wheel in your favorite web browser and drag your mouse up and down. You'll be able to navigate in a more gestural manner instead of rolling your mouse wheel around! It doesn't work everywhere, but most web browsers support this feature, so give it a try today!

Vista Key Alarms

Ever since we ran the Caps Lock Alarm tip for Windows XP last week, I've had several people ask me how to do it in the new Windows Vista operating system. Those of you who have already upgraded may be left in the dark on a few simple procedures, but on a positive note, I'm here to help. I'm so excited to tell you how to do this, so let's get to it!

In Vista, go to **Start**, **Control Panel** and click on the **Ease of Access** link. This is the same as the Accessibility Options in XP. From there, click on the link that says "**Change how your keyboard works**." Once you're in that window, go down to the middle of the page and checkmark the box that says "**Turn on Toggle Keys**." This will then activate a beeping sound every time you hit the Caps Lock, Num Lock or Scroll Lock keys on your keyboard.

Go ahead and give your keyboard a try. Hit the Caps Lock key and you'll hear a beeping noise. You can then do the same for the Num Lock and Scroll Lock keys. These are keys that we all accidentally hit

http://suratiundhiyu.wordpress.com/

every once in awhile, but with this alarm, you won't have to worry about messing up what you're working on (typing in all caps, for example). This gives you a simple warning and you can then go and undo the key you hit. After that, you can just go on with your day and all will be perfect!

Vista Key Alarms

Ever since we ran the Caps Lock Alarm tip for Windows XP last week, I've had several people ask me how to do it in the new Windows Vista operating system. Those of you who have already upgraded may be left in the dark on a few simple procedures, but on a positive note, I'm here to help. I'm so excited to tell you how to do this, so let's get to it!

In Vista, go to **Start**, **Control Panel** and click on the **Ease of Access** link. This is the same as the Accessibility Options in XP. From there, click on the link that says "**Change how your keyboard works**." Once you're in that window, go down to the middle of the page and checkmark the box that says "**Turn on Toggle Keys**." This will then activate a beeping sound every time you hit the Caps Lock, Num Lock or Scroll Lock keys on your keyboard.

Go ahead and give your keyboard a try. Hit the Caps Lock key and you'll hear a beeping noise. You can then do the same for the Num Lock and Scroll Lock keys. These are keys that we all accidentally hit every once in awhile, but with this alarm, you won't have to worry about messing up what you're working on (typing in all caps, for example). This gives you a simple warning and you can then go and undo the key you hit. After that, you can just go on with your day and all will be perfect!

Other Key Alarms

Ever since we ran the Caps Lock Alarm article at the beginning of the week, everyone has been asking me if there's an alarm option for other keys on the keyboard. You know certain other keys that you accidentally hit all the time, such as the **Num Lock** and **Scroll Lock** keys. Well, it just so happens there is! The instructions are exactly the same for the Caps Lock key, but let me go over it with you again today. Here we go!

First, go to **Start**, **Control Panel** and click on the **Accessibility Options** link. Click**Accessibility Options** once more and then choose the **Keyboard** tab. Under the**ToggleKeys** section, checkmark the box that says "**Use ToggleKeys**" and then click **OK**. That little check then activates the beeping sound and you will hear that every time you hit any of those keys. Once you hear that beep, you'll know one of those keys was hit and you can then go and undo it.

Now, you can have your screen flash at you when one of those keys is hit as well. To do that, go back to the **Accessibility Options** window, but choose the **Sound** tab this time. Check the box next to "**Use SoundSentry**" and choose which way you would like to be warned from the drop down menu. I personally like the "**Flash active window**" option, but choose one that will get your attention the best. Click **OK** when you're done and you'll be all set. Never again will you have to worry about not knowing when those keys are accidentally turned on and that's a big time saver for everyone!

P.S. - I know a lot of you asked me about an alarm for that pesky little **Insert** key, but unfortunately, I have not been able to find a fix for that yet. I'll keep looking though and let you know if I find anything!

FilterKeys

Are you just starting to learn how to type? Or, how about this: Do you ever run into any difficulty when you're typing? For instance, do you ever accidentally hold a key down for too long of a time period and then all the sudden, you end up with a line of the same letter? (You know, something like mmmmmmm, etc). This kind of thing happens all the time, but luckily, there is a way to fix it. Want to know how? If so, read on!

http://curatiundhiyi.wordpress.com/

To change the way Windows handles any repeated keystrokes on your keyboard, you'll need to use the FilterKeys feature. To get there, go to **Start**, **Control Panel** and click on the**Accessibility Options** link. Click **Accessibility Options** again and then go under the**Keyboard** tab. In the middle, you will see the FilterKeys area. Checkmark the box that says "**Use FilterKeys**" to activate it. You can then click on the **Settings** button to add your own preferences to it.

You can either set the FilterKeys to "**Ignore repeated keystrokes**" or you can have it "**Ignore quick keystrokes and slow down the repeat rate**." I personally like the first choice, but choose the one that's going to work the best for you. Click **OK** twice when you're done. Now, I want you to keep in mind that the FilterKeys option may not be good for everyone, but if you're just beginning to type, it will be a good starting point for you. When you're more comfortable with the keyboard, you can then go in and turn it off, if that's what you prefer. It's all about you!

Keyboard Bumps

I would like you all to do something for me right now. Look down at your keyboard and locate the letters of F and J. By any chance, do you notice anything a little different about those two keys? Well, depending on the color of your keyboard, it may be a little hard to see, but those two letters happen to have a little "bump" on them. It's just a little line that goes across the key that sticks up a little like a bump. Why is it there? Allow me to explain!

The two bumps are there to help you position your hands on the keyboard in the correct places without having to look down. All you have to do is feel around for those two bumps and your right and left hands will be in the right spots. I'm sure you already know this, but the correct way is to place your left index finger on the F key and your right index finger on the J key. You then just line up the rest of your fingers on the other keys to begin typing.

So, the little bumps are there just to make sure your hands are in the correct position for the ultimate typing experience! And if you think about it, they can help you to start typing without looking down as well. Just feel around for the right spots and before you know it, you won't have to look at your keyboard at all when you type. All it takes is a little practice and the bumps are there to help you right along. Try it out today!

Tab the Space

Here's a fun little quick tip for you! Do you often sign up for certain things online? You know, anything that requires you to choose a username and password or even fill in some of your personal information (name, address, phone number, etc.?) Well, when you're filling out those forms, do you have to use your mouse to go through most of it? Don't you get tired of going back and forth between your keyboard and your mouse? I know I do!

Well, today, I'm here to show you a trick that will change that forever. All you have to do is use the **Tab** key and the **Spacebar** on your keyboard. When you're filling out a form that asks for your name, address, etc., you can use the Tab key to go from one line to the next. For example, if you're done filling in your name, hit the Tab key and your mouse cursor will automatically go down to the next line, which is probably where your address goes. You can do that throughout the whole form.

Now, do you ever come across something that requires you to checkmark some of those little boxes? For instance, when a form asks you if you're male or female or how about when you're changing the settings in your Web browser or e-mail program. Whenever you have to check a box, just hit the Spacebar. If you want to uncheck a box, hit the Spacebar again. It's that easy. With the Tab and Spacebar keys, you can fly through any form you have to fill out or any settings you have to set. Sounds good to me! How about you? Now, go give it a try!

http://suratiundhiyu.wordpress.com/

Q: I like to use the arrow keys on my keyboard to move my cursor, but it runs really slow sometimes. Is there any way I can speed it up?

Excellent question! A lot of us, including myself, enjoy using our keyboards to move the mouse cursor from sentence to sentence in an e-mail or from paragraph to paragraph in a different document. Either way, that darn cursor just moves way too slow sometimes, doesn't it? Well, here's a fun tip for you on how you can speed things up a little bit. Here we go!

When you are typing on your computer, you usually see a black flashing line that shows you where you are in your typing spot. That black flashing line is called a cursor. It is also called a text cursor or an insertion point.

In order to position the cursor exactly where you want it, it is often easier to use the arrow keys on your keyboard, rather than the mouse.

You can also make the cursor move faster. If you hold an arrow key down (try the left arrow key or the right arrow key first), the cursor will keep moving quickly.

Now, if you hold the **Ctrl** key down on your keyboard and then "punch" the **right arrow key**or the **left arrow key**, the cursor will jump to the next word (or sentence, etc.) instead of the next letter. Each time you hit the arrow key once, with the Ctrl key held down, it will jump to the next space.

If you hold the **Ctrl** key down and then hold down the **right arrow key** or the **left Arrow key**, the cursor will jump quickly from word to word. This is even faster than holding an arrow key down without the Ctrl key.

Give them both a try and add some speed to your life!

Paste Won't Work

We all use the copy and paste method quite often, don't we? I know I use it all the time here in the office. When I'm working on the newsletters and answering e-mails, I would be so lost without the copy and paste function. It would take me twice as long to do any of my work and I can tell you now, that would be the most frustrating thing ever!

So, we all may not want to think about the day when our copy and paste doesn't work, but sometimes it happens. Why? Well, the main reason for it not working has such a simple fix! Half the time, when we're trying to copy something, it doesn't actually get copied. When you highlight the material you want to copy, you right click it and click Copy, right? Well, sometimes that click doesn't go through like you thought it did. Either the mouse slips or you just didn't get a good click. The same thing happens when you're using the keyboard shortcuts (Ctrl + C and Ctrl + V). Your finger either slips off the key or the keyboard just doesn't record what you did.

http://suratiundhiyu.wordpress.com/

When that happens, you go to Paste and you see that it's not an option. You find that it is grayed out. So, what do you do now? Well, you'll have to go back and copy everything again and just start over. That's the only thing you really can do. I know it's a pain, but it happens to all of us at one point or another. Don't fret. Just be happy there's an easy fix for it!

Q: What does the "End" Key do?

The End key can actually do different things, depending on the program you're using it with. Its main use though is to help you get from the top of a page to the bottom quickly. For example, let's say you're browsing the Internet for some FAQs on a specific topic. You find a great Web site that will help you out, but your question is answered clear at the bottom of the page. Do you sit there and scroll all the way to the bottom? Well, you shouldn't! Instead, use the End key.

Hit it once and you'll be whisked away to the bottom of any Web page, any document, any file, etc. Also, if you're working with some shorter text, the End key sometimes takes you the end of a line, which is also helpful and a much faster way of doing things.

The End key is located in the little section of keys to the left of the numberpad on your keyboard. It's right under the Home key and right in between the Delete key and the Page Down key. It can be found on any PC keyboard and on some Macintosh extended keyboards. It really is a great use of a key, so go try it out!

Keyboard Speed

Did you know that you can customize some of your keyboard settings?

In Windows XP, go to **Start>Control Panel**>**Printers and Other Hardware**, then**Keyboard**.
If you're using Vista, go to **Start**, **Control Panel** and look for the **Keyboard** icon and double-click it.

This will put you in the **Keyboard Properties** screen. Under the **Character Repeat** section, you can choose how long, or short, you would like before a character (a letter, etc.) repeats itself when you're holding down a key. Maybe sometimes you're typing along and a double letter somehow shows up. It may have done this because you held onto that one key just a little too long. Well, if that seems to happen to you a lot, you can change the repeat delay to a longer amount of time, so you will have more time to move onto the next letter or word. Just use the arrow slider to move in either direction.

Next, you can check on the repeat rate of your keyboard. If you sometimes hold down a key for soooooooooooooooooooo long, it may take forever for that one letter to repeat itself. You can fix that by moving the arrow slider to the Fast side. Or, if you like it slower, you can move the slide to the Slow side. Once you have it where you would like it, you can test the rate to see how fast, or slow, it will go.

The last thing you can do is play with the cursor blink rate. Depending on how fast you would like your cursor to blink at you when it's standing still, you can have it blink at a fast rate, a medium rate or even no rate at all.

When you've made all your changes, just hit **OK** and they will take effect. Pretty cool, huh?

http://sujatiundhiyu.wordpress.com/

Keyboard Speed

if you use Firefox and you have a scroll wheel mouse, you can do some pretty neat things in your Web browser. If you have used Firefox for awhile, you probably know that you can use tabbed browsing, which means you can create a new tab and then have several Web sites open and ready to view without having so many open links filling up the bottom of your desktop area.

Well, you can use your mouse wheel to close out some of those tabs when you're done browsing in a certain one. Go ahead and click on "**Open a new tab**" icon and go to whichever Web site you would like to visit. Once you're done looking around, just make sure the tab you want to close is selected and just click your mouse wheel. That tab will automatically close and you can go to another site or whatever you'd like to do.

You can also use your mouse wheel with the **Back** and **Forward** buttons. Just click the middle mouse button (the wheel) and away you go.

Here's one more! Try it with the **Home** page icon. Just highlight the icon, click the wheel once and you're instantly taken to your homepage. You can do all of these things with just a quick click on the scroll wheel. Who knew Firefox could be so fun?!

Select It All

Have you ever wanted to highlight a complete document or page all at once instead of dragging your mouse all the way from the bottom to the top of the page just so you can copy and paste it somewhere else? If it is two pages or more, it can get redundant to use your mouse for all of the text. Even then, sometimes your finger slips off the mouse and you have to start all over again.

If you're tired of all that nonsense, you can select all of the text on a page all at one time. All you have to do is select it all!

There are two ways you can do this. One is going to the **Edit** menu in whatever program you're working in (a Web page, MS Word, etc) and choose **Select All**. That will highlight the complete page of text, pictures, etc. Then you can just copy and paste the material wherever you want it. The job will be done much faster than using your mouse!

The other way to select it all is by using **Ctrl + A**. This keyboard shortcut will do the exact same thing. Just click once on the page you want to copy, press Ctrl and A at the same time and poof, it's done!

http://suratiundhiyu.wordpress.com/

On Screen Keyboard

I'm not sure how many of you would like to use this, but I thought it would be a neat little idea to share with you all. Did you know that you can put a keyboard on your computer screen and actually type with it?

If that sounds interesting to you, then follow these directions. Go to **Start**, **Run** and type in "osk" (without the quotes). Click **OK** and a mini keyboard will pop up on your screen. Now, open up the program you

want to write in and start clicking the letters on the keyboard with your mouse. The letters will appear and your typing will be done.

This may not be the quickest way to type, but if you like to use your mouse and you don't exactly like typing on the keyboard, this is perfect for you. Once you have the keyboard on your screen, you can evengo to the **Settings** menu and choose your own font and size. There is also a sound option, so if you like to hear the keys clicking, choose "Use clicking sound." In the **Keyboard** menu, you can also choose the number of keys you would like to have displayed, between 101, 102 and 106.

Isn't that cool? I just used it to type this last sentence. Keep in mind that it might take you a little while to get acquainted with the keys on the on screen keyboard, but it's definitely worth a shot and it's kinda fun. There's also a **Help** menu if you need any further help figuring it all out.

==========

Q: What's the difference between Wordpad and Notepad?

That's an excellent question! They look basically the same, but in certain ways they are very different. The main thing to remember about these programs is that they are both very basic programs and can perform only basic tasks. If you want a lot of bells and whistles, you will probably do better with a full featured word processing program like MS Word.

Notepad and Wordpad are text-editing programs that are built into all Windows operating systems. If you don't have a program like Microsoft Word, you can use one or both of these programs, depending on what type of document you need to write. Notepad does very basic text editing, while Wordpad steps it up a notch and leans towards being a word-processor. Notepad can actually help you build a website by being a basic HTML Editor while Wordpad doesn't have that function. Take a look at some of the differences between Notepad and Wordpad.

#1. Formatting/Page Setup

Notepad is a very basic text editor. You can specify one font and insert tabs for an entire document; you can't format paragraphs differently, either. In addition, the font is not saved with the document; if you look at it on another computer you will see it in whatever font is available.

Wordpad does have a lot of word processing capabilities. You can align paragraphs, change the fonts, and do things like add bullets to your document. Unlike Notepad, when you save your document, all formatting is preserved so that anyone seeing your document will see exactly what you typed.

Both Notepad and Wordpad have basic page setup options: you can add footers and headers, set your margins, and specify whether to print vertically or horizontally.

#2. Graphics.

Notepad has no capabilities to insert graphics. On the other hand, you can insert graphics into Wordpad, as well as edit them.

#3. Text files.

Notepad saves its files as text files, which is a huge positive. Any operating system can read a text file, whereas other operating systems may not be able to read other formats. For instance, UNIX (a non-Windows operating system) can only read Microsoft Word if you use certain programs, and even then it depends on which version you use.

http://sukratundhiyu.wordpress.com/

#4. Web pages.

Here's where Notepad really shines. Many people who use HTML (Hyper Text Markup Language) in their web pages find Notepad useful as an editor. Notepad only supports the most basic formatting, however. If you need special formatting (like changing font) then you need another HTML editor.

To sum this up:

If you want to produce a simple document, or edit a web page then you can use Notepad. If you would like additional formatting options, then you should opt for Word pad.

When you begin a Notepad document, it looks like this:

When you begin a Wordpad document, it looks like this:

To open Notepad, point to **Start, then Programs, then Accessories, and then left-click Notepad**.

To open Wordpad, point to **Start, then Programs, then Accessories, and then left-click Wordpad**.

Both of these programs are small and open quickly and efficiently when opening small files.

==========

Are you an MS PowerPoint user who frequently uses the Slide Master or Handout Master?

What about the Set Up Show dialog box?

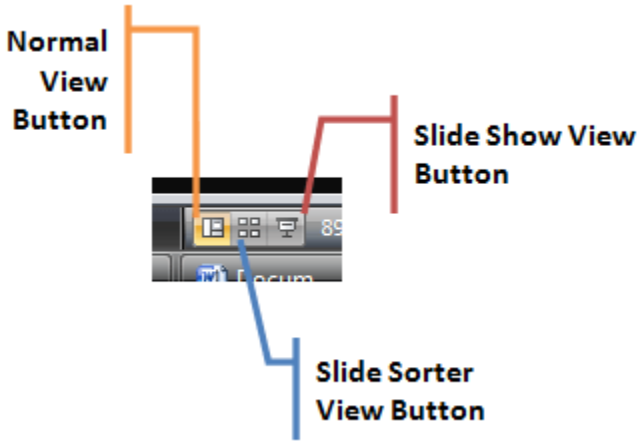
Are you tired of all the menu searching you have to do to get where you need to be?

Some of you may have solved your problem by adding more buttons to your already crowded program window. This method certainly works, but wouldn't it be nice if a faster access to these things already existed?

Well, here's the good news: the quick access you're looking for (without the extra buttons displayed) does exist. That is, if you know where to look.

Are you familiar with your handy dandy little button friends in the bottom left of the program window that quickly switch you between the Normal View, Slide Sorter View and the Slide Show?

http://suratiundhiyu.wordpress.com/



Well, our answer lies here within these three little buttons.

Unknown to many people, these buttons have a dual purpose. Each one, when ***used in conjunction with the Shift key***, will give you a different result.

Shift + Normal View button opens the Slide Master.
Shift + Slide Sorter button opens the Handout Master.
Shift + Slide Show button opens the Set Up Show dialog box.

It brings an instant access to items that otherwise would be accessed through submenus or switching tabs on the Ribbon. It's probably not a huge timesaver, but when you consider how often you access these things, the time can add up.

Who knew the Shift key could have so many uses?!

==========

Q: My computer gets really slow when I'm browsing around large folders, but I hear that shutting down and restarting Windows Explorer can help this. Can you explain?

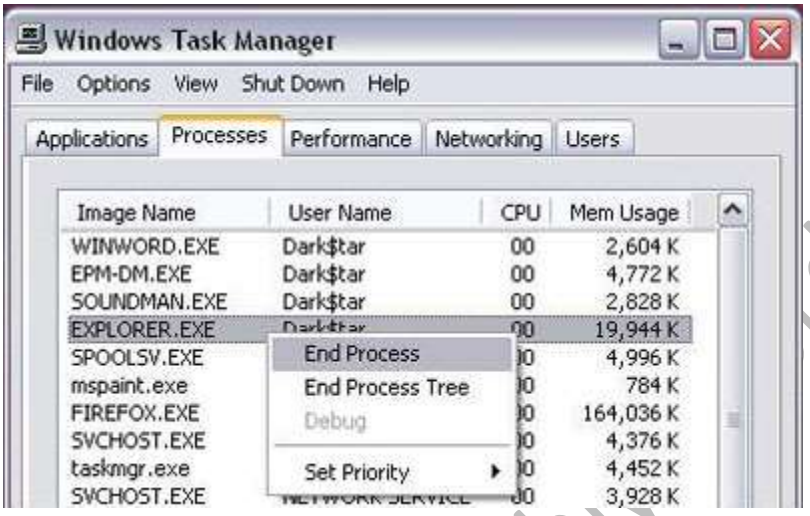
You might already know how to find the Windows Task Manager: the phrase “Control-alt-delete” is probably the first advice you hear if something crashes. But the task manager is also a great way to start programs, restart your computer, and find out if something is slowing your system down.

Sometimes, if you browse very large folders or view folders with corrupted thumbnail pictures, Explorer may get bogged down, and all of your file browsing can suffer a slowdown. What is Explorer? Explorer.exe is the main user interface for Windows – the desktop, folders, and windows that you use to browse – or explore – for files and applications. If Explorer slows down but doesn’t crash, Windows doesn’t know to restart it – and that leaves it up to you.

To stop Explorer, you first open the Task Manager. Press **Control**, **Alt**, and **Delete** on your keyboard simultaneously. Sometimes this is the hardest part of the process – if your keyboard layout is unconventional, you may have to reach!

http://suratundhiyu.wordpress.com/

Once you press Ctrl+Alt+Delete, the Task Manager will appear. By default, the Task Manager stays on top of all other windows so that you don't lose it. There are a few tabs in the Task Manager, but you want to left-click on the tab called **Processes**.



The Processes tab may look confusing, but its purpose is simple: this is where your background programs run. Some of the program names are confusing, but we're only looking for one: **Explorer.exe.**

Once you locate explorer.exe, left-click on it once to highlight it. Then, right-click to bring up the Process menu. Before you take the next step, make sure that you don't have any windows open. Left-click on **End Process**. This will stop Explorer. You might notice your desktop icons disappear – don't worry! That's what Explorer does, so it's time to restart it.

The Task Manager has its own file menu. At the top left of the Task Manager, left-click **File**, and then left-click **New Task**. You will see a dialog box called **Create New Task.**

You can start all sorts of programs from here, just like in the Run menu in the taskbar. To restart explorer, just type explorer into the empty field, and then click **OK**.

Your desktop icons and your taskbar should reappear. Congratulations! You've just stopped and restarted a background program. You can use this to refresh your machine after heavy file browsing, or you can use these functions of the Task Manager to start and stop programs at will.

==========

Have you ever needed to get at a program's folder? Usually, it involves opening Windows Explorer , then the Program Files folder, then sifting around through all the sub-folders until you find what you're looking for. Heck, even then you sometimes have to sort through more sub-folder before you actually get to where you want to go.

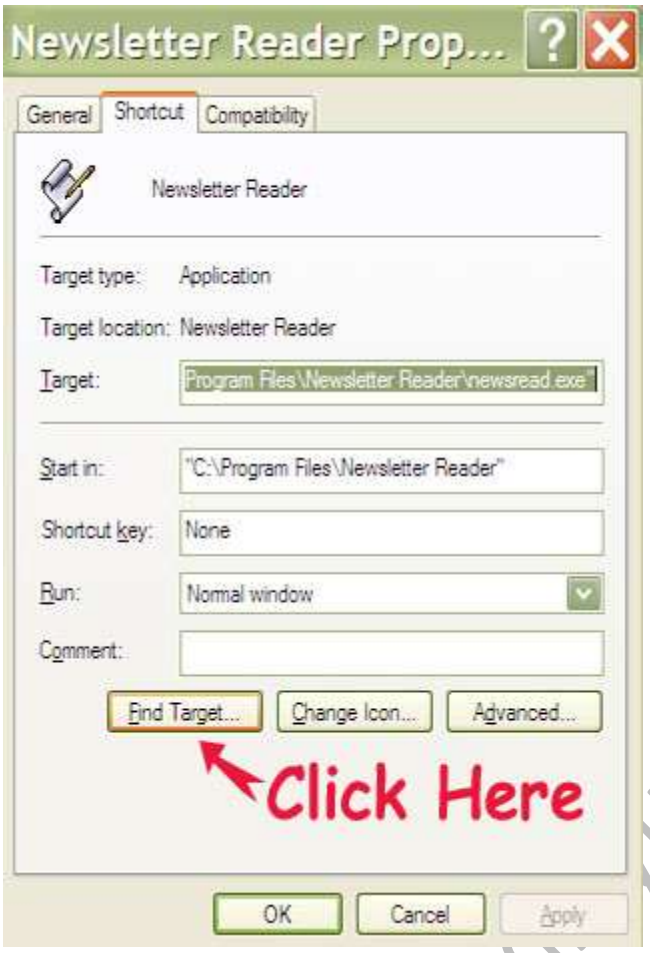
There's gotta be a better way, right?

Yup, there is. After all, this wouldn't be much of a tip if I would have answered "no"!

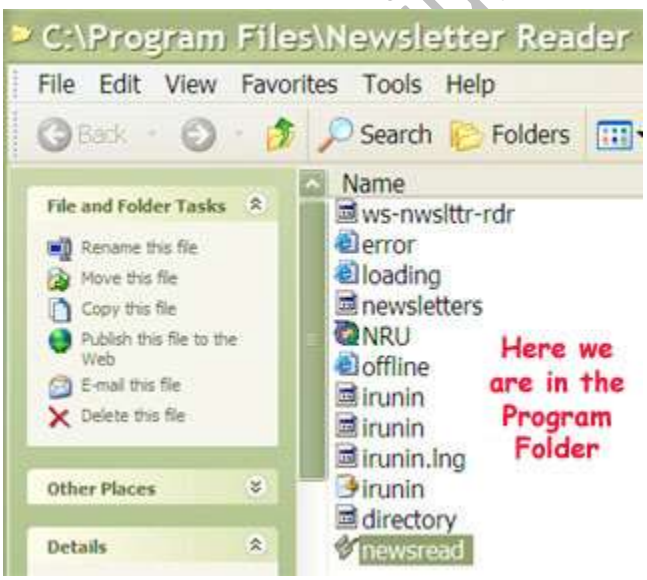
Anyhow, to quickly get to a program's folder, right click the program in question's icon and select "Properties".

Under the Shortcut Tab hit the "**Find Target**" button. If you're using Windows Vista it's called "**Open File Location**".

http://suratundhivu.wordpress.com/



Windows will open the folder for you.



Now you can see all the files in the Program Folder, including the main program (.exe file).

==========

I got a request for this tip from a reader who's just starting their holiday shopping. We like to do a lot of our shopping on the Internet, but did you ever suspect someone going into your browsing history to sneak a peek at the sites you've gone to? What a way to ruin a surprise, right?

Here's what you can do to thwart these sneaky spies of holiday gift giving.

In Internet Explorer 8:

It's called “InPrivate Browsing” and what it does is keep all of your history in one private session that is deleted directly after you're done. Just press **Ctrl+Shift+P** and then shop, browse and scheme all you want! When you're done, your tracks are covered!

In Firefox 3.5:

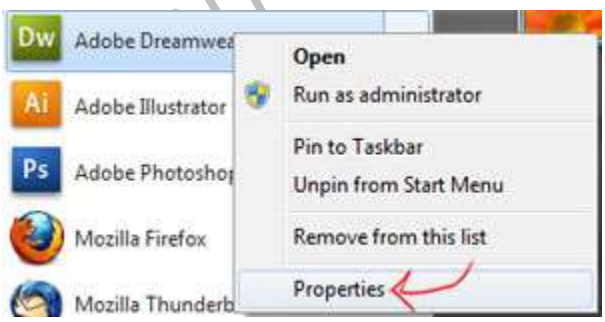
The same key combination (**Ctrl+Shift+P**) works exactly the same in Firefox 3.5, too! The added cool part about Firefox's private method is that when you're done all the tabs you had open when you went private are restored!

There you go! Two similar methods for Internet anonymity for two different browsers! Cloak and Dagger lives on via the Internet!

==========

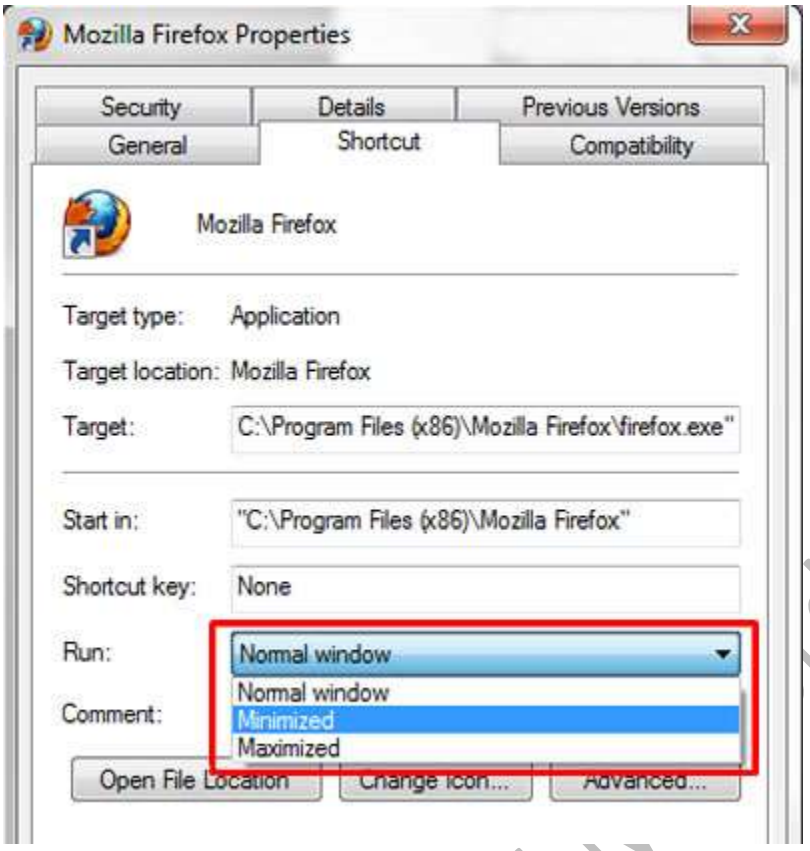
Are you into privacy? Did our tip on private browsing make you smile? Well, here's another tip for all of you secrecy fans out there, because today we're going to learn how to start a program minimized!

It's super easy. Just find the executable for the program in question and **right-click** on it.



Select “**Properties**”. Make sure you're on the **Shortcut** tabs and next to the run field use the drop-down box to select “**Minimized**”.

//suratiundhiyu.wordpress.com/



Hit **OK**, and you're done! Now whenever you launch that program it will start in a minimized window!

==========

Do a lot of work with lists in MS Word, Outlook or PowerPoint?

I'm quite positive that you already know that you can start a numbered list by simply typing "1." or "1)" then hit the tab or space key. Word takes over from there and you're on your way.

But, what about the times when you need a bulleted list?

While the toolbar is where we always think to go it can be a bit of a pain, especially if you're one of those people who can type fast enough that using the mouse feels like dead weight on your hand.

So the question becomes… can we start a bulleted list without the toolbar?

The answer is yes - as you already knew since I mentioned it - but the catch would be that you're only going to get plain old bullets. If you're looking for something fancier then it's off to the land of the mouse and toolbar.

Next time you need to start a bulleted list don't take your hand off that keyboard, instead type *** spacebar** (*** tab** works too).

That's it. One character and you've got the bullets you need without the mouse you don't need.

Q: What is "Safe mode"?

Safe mode is a Windows maintenance mode where only the bare minimum of drivers are loaded. You don't have access to CD ROMs, printers, or other non-essential devices.

It's helpful to use this mode when you are having problems with your PC. For example, maybe you just installed an awesome new video card, but in all the excitement loaded the wrong driver for it. This in turn caused your video display under windows to be non-existant. If you go into Safe mode, you can fix it.

I also use it to help find problems with programs. If I get lots of "illegal operation" messages, I try running the program in safe mode to see if the program itself is the problem. If the program runs fine in safe mode, I can assume I have another program or driver that's interfering with the program's operation and causing the error. (Note that not all software runs in Safe mode - especially more robust programs, but it's still worth a shot).

To get to Safe mode, press the **F8** key when Windows starts to boot. You have to do this **BEFORE** you see the first "Windows" screen. I start tapping away at mine when as soon as I get by the BIOS startup screen or the manufacturer's splash screen. Experiment and you'll get it.

==========

BASIC TERMS OF COMPUTER, LIKE REBOOT, BROWSER ETC

Until I explained it to her, my mother did not know what a browser is. The woman has been on the computer for years, yet when I said, ‘Close out your browser” the other day, she asked (a bit testily, I might add), “Is that the place where I get my mail?”

Okay, maybe some of us know a little more than that – and maybe not. There are a lot of us that don’t know some of the most basic of computer terms, and would rather die than admit it at the risk of being embarrassed. I mean, everybody knows this stuff, don’t they?

http://suratiundhwu.wordpress.com/

Nope.

Below is a list to help familiarize you with basic terms that you may have heard “everybody” use and had no idea what they meant.

Here we go:

Boot: To start up your computer. If your computer is already on, reboot means to restart it.

Browser: Ask my mom. Seriously, though, a browser is a program that you use to “browse” or “surf” the web. If you sit down at your computer and you get on the internet, you are using a browser. You cannot visit anything on the internet without a browser. Some examples of current browsers are Internet Explorer, Firefox, Opera, Google Chrome, and the latest, Avant.

Desktop: Like the top of your desk, the desktop on your computer is the part of the screen that contains folders, icons, etc. It’s kind of a file system. There can be folders, icons, documents, and you can arrange them any way you like, or even toss them out, since there is a Recycle Bin (which is called a garbage can in my office).. You can see a picture of my desktop below; I cleaned it up just for you!

Download: When you download something, you are transferring data from another computer to your computer, usually over the internet. You are going to receive the data. On the other hand, if you want to upload something, you are going to give something from your computer to someone else’s.

Font: A font is the style and size of lettering. For instance, if you want to compose a letter that looks like it has been written in calligraphy, you might want to use a font like Monotype Corsiva, instead of the one I have been using here, which is called Arial. There is a huge selection of fonts that you can download for free off of the internet.

Hard Drive: Simply put, a hard drive is where all of your files, pictures, videos, programs, etc. are stored. There are different sizes of hard drives, depending on how much stuff you want to have on your computer. For example, if you are a video editor, you need a very large hard drive (videos can be very big files). If you only use your computer for the internet and to do your taxes, you don’t need a very big hard drive. When you hear about people “losing their hard drive” it means that they have lost all of the data that was stored on their computer.

Hardware: Hardware is all of the *physical* stuff of your computer, like your mouse, your keyboard, your monitor, your printer, your stereo speakers, etc. **Software**, on the other hand, runs as the non-tangible

http://surat dpress.com/

part of a computer. Your anti-virus program is software. Data, files, images, and videos are all examples of software. You need both software and hardware for a computer and its parts to run.

Icon: An icon on your computer screen is a very small image that represents an object or program that you have on your computer. Some examples of icons:

This icon represents Internet Explorer.

This icon represents Windows Media Player.

This icon represents Microsoft Word.

Link: When you click on http://www.worldstart.com, you have clicked on a link.
A link is the address of wherever you want to go. Sometimes the link can be to a file, an image, or a video as well as a website.

Operating System or O/S: "What operating system are you running?" The first time I was asked this many years ago I felt like an idiot having to ask the tech what that meant. Simply put, an operating system (or O/S) is the main program (software) that manages the hardware and software of the computer which allows you to use it. Current operating systems include Windows 95, Windows 98, Windows XP, Linux, Windows Vista, and the new Windows 7.

PC: Your computer! This stands for personal computer.

Reboot: This means to *restart* your computer. Often programs will ask you to reboot after you install them (Windows Updates is a good example of this). To boot a computer means to start it the first time.

Search Engine: Sometimes when you ask someone about something particular they will tell you to "Google" it. What they are telling you is to go look it up on a search engine (in this case, it's Google). A search engine is a program that searches for documents with information based on the criteria it is given and returns the results. For instance, if I wanted to know why my HP printer all of a sudden quit and has a red blinking light, I could go to a search engine and type in "Printer stopped red blinking light HP" and the search engine will return pages of documents where I could go to see how to rectify my problem.

There are many search engines you can use, such as Yahoo, AskJeeves, or Altavista. If you want a list of

http://suratiundhiyu.wordpress.com/

search engines, you can go “Google” one!

Upload: When you going to upload something, you are going to transfer it from your computer to someone else’s, usually over the internet. You are going to *give* it to someone else. When you download something, you are transferring it from their computer to yours; you are *receiving* it.

So there you have it; a list of defined basic computer terms. Now when it seems like “everybody” knows this stuff, you can rest assured that you really do.

==========

My computer has a 200 GB hard drive. What’s GB stand for? What’s a MB? How much data can my computer hard drive hold?

If I asked you how many ounces are in a cup, you would be able to say that there are eight ounces in a cup and that would be it. And it should be that way for your hard drive question, right?

In a perfect world. We’re talking about computers, remember?

Let’s start with a list of prefixes:

kilo = meaning 1,000. (one thousand)
mega = meaning 1,000,000. (one million)
giga = meaning 1,000,000,000 (one billion)
tera = meaning 1,000,000,000,000 (one trillion)

So in answer to your question: GB is short for Gigabyte. MB is short for Megabyte. With a 200 Gigabyte (GB) hard drive, you have 200 billion bytes of data storage. If you had a 200 Megabyte hard drive, you have 200 million bytes of data storage.

Except that you don’t. You actually have more. (Huh?) Here’s how and why.

A byte (which stands for "BinarY digiT Eight.") is a way to measure data storage. The first computers could only send 8 bits of data at a time, so it was natural to start writing code in sets of 8. Eight bits of data then became known as a byte. (By the way, a bit is represented with a lowercase "b," whereas a byte is represented with an uppercase "b" (B). So Kb is kilobits, and KB is kilobytes.)

Computer data is measured using the Binary Code System (counted by factors of two: 1, 2, 4, 8, 16, 32, 64, etc), but the prefixes are based on the metric system! Hard drive manufacturers decided it would be easier to just go according to the way the metric system is supposed to work and – rather than give the exact amount of data storage – decided to round the numbers off, hence 1,024 bytes became 1,000 bytes.

Here’s the low end of the data measuring scale:

1 bit = a 1 or 0 (b)
4 bits = 1 nybble (which is ½ of a byte, meaning that two nybbles equal one byte (well, it depends on what you’re byting)
8 bits = 1 byte (B)

http://suratiundhiyu.wordpress.com/

(Note that the very lowest measurement of data storage that a computer can recognize is a bit.)

And here's how the scale progresses:

Name	Abbr.	Metric Value	Binary Value
Kilobyte	KB	1,000 bytes	1,024 bytes
Megabyte	MB	1,000,000 bytes	1,048,576 bytes
Gigabyte	GB	1,000,000,000 bytes	1,073,741,824 bytes
Terabyte	TB	1,000,000,000,000 bytes	1,099,511,627,776 bytes

And more:

Name	Abbr.	Binary Value
Petabyte	PB	1,024 Terabytes
Exabyte	EB	1,024 Petabytes
Zettabyte	ZB	1,024 Exabytes (one billion terabytes!)
Yottabyte	YB	1,024 Zettabytes (one quadrillion zettabytes!)

A couple of FYI's:
All of the hard drives in the world combined do not add up to even one Zettabyte.
No computer in the world has yet to achieve a yottabyte of data storage.

So really - how much data can your 200GB hard drive hold?

==========

Photoshop's Selection Tool

The selection tool (Rectangular Marquee) is one of the most important tools in Adobe Photoshop. However, most people don't realize that it can be used for much more than drawing a rectangle, square or a circle. In this article, we will review some new techniques that you can use with this tool.

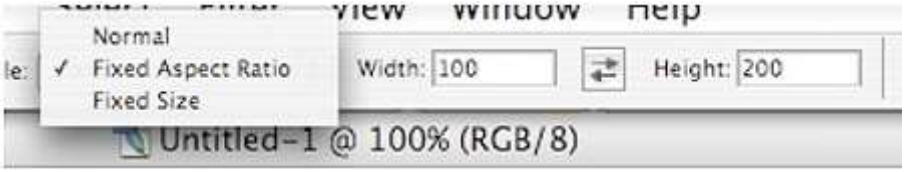
Now, most of you probably already know how to use this tool. You click on any area in the canvas, you drag your mouse and the desirable shape is formed. But, if you notice, there's bar at the top that gives you a few more options. Those options are Normal, Fixed Aspect Ratio and Fixed Size.

The Normal option is the one we use the most. It lets you draw any shape of any size and proportion, whereas the Fixed Aspect Ratio option is more precise. You can enter the ratio you want in the width and height fields, which will enable the selection to be in the ratio proportionate to the values you specified. Say for example, you specified the width to be 100 and the height to be 200. Now, whatever shape you drag it to will always be proportionate to this value, like 100,200 or 200,400, etc. You will not be able to draw, say a 500,500.

The fixed size option is even more specific. You specify the value in the width and the height field and click on the canvas. From there, you will see a selection of the exact same size that you specified. For

http://suratiundhiyu.wordpress.com/

instance, if you specified the width as 400 and the height as 500, the selection you'll get after clicking will be exactly 400,500. You can't modify that.



The selection tool can also be used in conjunction with the Alt and Shift keys to get even more options. The general rule is that the Alt key is used for subtraction and the Shift key for addition. Let's see some examples that will help you understand this a little better.

Say you want to draw an L shape. Go ahead and draw a vertical rectangle. Now, press **Shift** and you will see a little plus sign next to the selection tool. While you keep holding down the Shift key, draw a horizontal rectangle adjacent to the vertical one and bingo, you have an L shape.

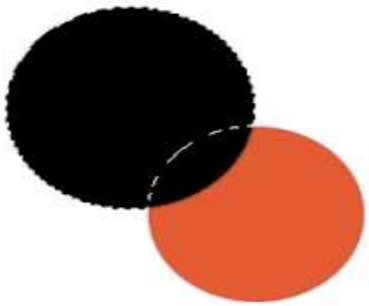
Similarly, say you want to make a rectangular D shape. Go ahead and make a regular rectangle, but without holding down any keys. Now, with the selection tool selected, press **Alt** and you will see a little minus sign next to the crosshair. With the Alt key still held down, make a smaller rectangle inside the one you drew earlier and voila, you have a D shape.

Selecting the appropriate button on the top left corner can also do the addition and subtraction.

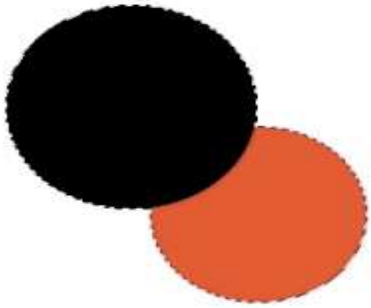
This cool trick can also be used on layers, especially overlapping layers. To select everything on a layer, go to the layer's palette and hit **Ctrl + a Left Click** on the layer. The whole layer will then be selected.

Now, if there's a second layer under it and you want to subtract the overlapping portion of that second layer, just press **Ctrl + Alt** and left click that second layer. The part of the second layer that was under your original layer is now subtracted from the selection.

http://suratiundhiyu.wordpress.com/



So, what if you want to add that second layer to the original selection? Yep, you guessed it. Press and hold down **Ctrl + Shift** and left click that layer. You will then see both the layers being selected.



With the first layer selected and using **Ctrl + Click**, what if you use **Ctrl + Alt + Shift + Left Click** the second layer? Go ahead and try it, you will be surprised!

There's one more thing that I find very handy. It's the ability to inverse a selection on a layer. If you select an object on a layer or the whole layer itself and press **Ctrl + Shift + I**, it will invert the selection. Try it out. It can come in very handy in a lot of situations.

The last thing I'd like to talk about is the **Select** menu, which is right on top on the menu bar. This menu has a few very handy options that I'd like to bring to everyone's attention. Look under the **Select**, **Modify** menu and you will see four options. I'll explain them one by one.

courtiundhvu.wordpress.com/

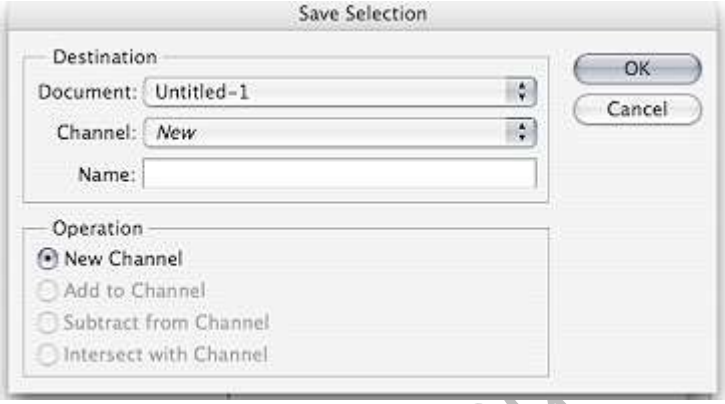
Border: This one is rather self-explanatory. It lets you draw a border around your selection.

Smooth: This function smoothes (rounds up) the corner of your selection, based on the radius value that you enter. Try different values to see what kind of different effects it gives you.

Expand: With this function, you expand the boundary of your selection that is proportional to the value you specified. Think concentric circles.

Contract: This one is the exact opposite of expand. This contracts the selection by the amount of the value you specified. Simple enough, right?

There's one more option in the Select menu and that is **Select**, **Feather**. This one is a bit tough to explain. You have to do it to understand it. So, go ahead and mess around with this a bit. You will find yourself using this a lot if you like these kinds of effects. Also, remember that if you have made a complex selection and would like to use it for another document, you should save it. Go to **Select**, **Save Selection** to save it and similarly, go to **Select**, **Load Selection** to load it up.



So, there you have it. You didn't think you could do so much with just a little selection tool, did you? Well, now that you know the tricks, what are you waiting for? Fire up your Photoshop and put that "Do Not Disturb" sign on the door. Have fun!

==========

The selection tool (Rectangular Marquee) is one of the most important tools in Adobe Photoshop. However, most people don't realize that it can be used for much more than drawing a rectangle, square or a circle. In this article, we will review some new techniques that you can use with this tool.

Now, most of you probably already know how to use this tool. You click on any area in the canvas, you drag your mouse and the desirable shape is formed. But, if you notice, there's bar at the top that gives you a few more options. Those options are Normal, Fixed Aspect Ratio and Fixed Size.

The Normal option is the one we use the most. It lets you draw any shape of any size and proportion, whereas the Fixed Aspect Ratio option is more precise. You can enter the ratio you want in the width and height fields, which will enable the selection to be in the ratio proportionate to the values you specified. Say for example, you specified the width to be 100 and the height to be 200. Now, whatever shape you drag it to will always be proportionate to this value, like 100,200 or 200,400, etc. You will not be able to draw, say a 500,500.

http://suratinu.wordpress.com/

The fixed size option is even more specific. You specify the value in the width and the height field and click on the canvas. From there, you will see a selection of the exact same size that you specified. For instance, if you specified the width as 400 and the height as 500, the selection you'll get after clicking will be exactly 400,500. You can't modify that.

The selection tool can also be used in conjunction with the Alt and Shift keys to get even more options. The general rule is that the Alt key is used for subtraction and the Shift key for addition. Let's see some examples that will help you understand this a little better.

Say you want to draw an L shape. Go ahead and draw a vertical rectangle. Now, press **Shift** and you will see a little plus sign next to the selection tool. While you keep holding down the Shift key, draw a horizontal rectangle adjacent to the vertical one and bingo, you have an L shape.

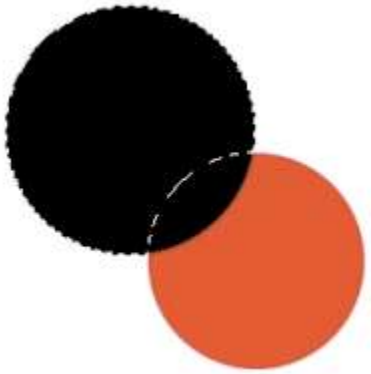
Similarly, say you want to make a rectangular D shape. Go ahead and make a regular rectangle, but without holding down any keys. Now, with the selection tool selected, press **Alt** and you will see a little minus sign next to the crosshair. With the Alt key still held down, make a smaller rectangle inside the one you drew earlier and voila, you have a D shape.

Selecting the appropriate button on the top left corner can also do the addition and subtraction.

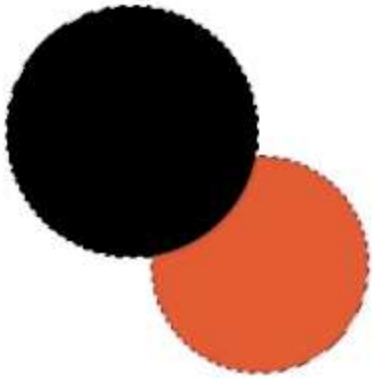
This cool trick can also be used on layers, especially overlapping layers. To select everything on a layer, go to the layer's palette and hit **Ctrl + a Left Click** on the layer. The whole layer will then be selected.

Now, if there's a second layer under it and you want to subtract the overlapping portion of that second layer, just press **Ctrl + Alt** and left click that second layer. The part of the second layer that was under your original layer is now subtracted from the selection.

http://suratiundhiyu.wordpress.com/



So, what if you want to add that second layer to the original selection? Yep, you guessed it. Press and hold down **Ctrl + Shift** and left click that layer. You will then see both the layers being selected.



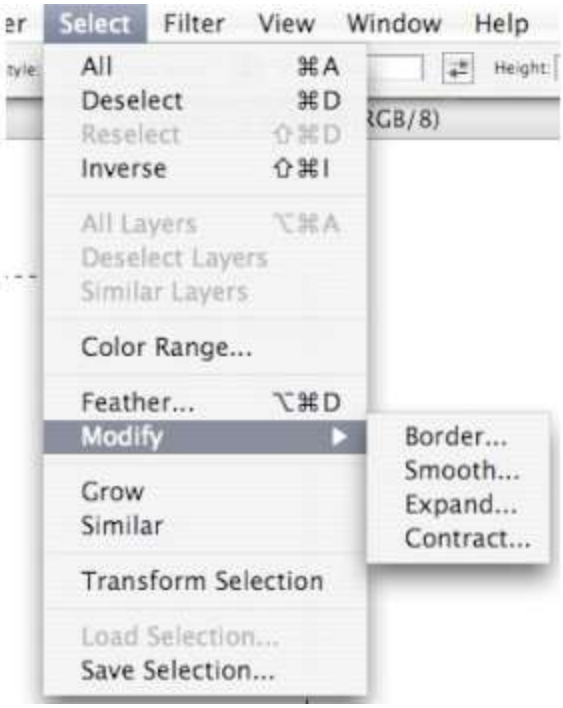
With the first layer selected and using **Ctrl + Click**, what if you use **Ctrl + Alt + Shift + Left Click** the second layer? Go ahead and try it, you will be surprised!

There's one more thing that I find very handy. It's the ability to inverse a selection on a layer. If you select an object on a layer or the whole layer itself and press **Ctrl + Shift + I**, it will invert the selection. Try it out. It can come in very handy in a lot of situations.

The last thing I'd like to talk about is the **Select** menu, which is right on top on the menu bar. This menu has a few very handy options that I'd like to bring to everyone's attention. Look under the **Select**, **Modify** menu and you will see four options. I'll explain them one by one.

==========

http://suratundhiyu.wordpress.com/



Border: This one is rather self-explanatory. It lets you draw a border around your selection.

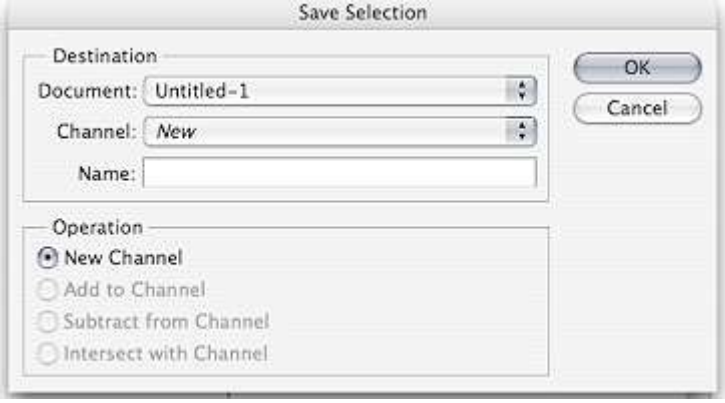
Smooth: This function smoothes (rounds up) the corner of your selection, based on the radius value that you enter. Try different values to see what kind of different effects it gives you.

Expand: With this function, you expand the boundary of your selection that is proportional to the value you specified. Think concentric circles.

Contract: This one is the exact opposite of expand. This contracts the selection by the amount of the value you specified. Simple enough, right?

There's one more option in the Select menu and that is **Select**, **Feather**. This one is a bit tough to explain. You have to do it to understand it. So, go ahead and mess around with this a bit. You will find yourself using this a lot if you like these kinds of effects. Also, remember that if you have made a complex selection and would like to use it for another document, you should save it. Go to **Select**, **Save Selection** to save it and similarly, go to **Select**, **Load Selection** to load it up.

http://suratindhiyu.wordpress.com/



So, there you have it. You didn't think you could do so much with just a little selection tool, did you? Well, now that you know the tricks, what are you waiting for? Fire up your Photoshop and put that "Do Not Disturb" sign on the door. Have fun!

tiundhiyu.wordpress.com/

I've heard that Windows 7 was advanced and all, but my computer keeps talking to me! How do I make it stop?

Sounds like you're dealing with Microsoft Narrator, which is part of Window's accessibility options. For one reason or another it got turned on and set to execute when you start your computer, but thankfully there's an easy way to turn it off.

Just click **Start**, and in the **Search Box** type "**Narrator**", minus the quotes. A selection should appear at the top of the list. Click on it and you'll be taken to the narrator control panel.

It looks like this:

Click the "**Control whether Narrator starts when I log on**"link at the bottom of the dialog box.

In the next window un-check the box that says "**Turn on Narrator**" and click **OK**.

Ahh, blissful silence, but should you want to turn Narrator back on, just follow the same steps and re-check the box!

==========

So, tell me, how much spam do you get in a day? I know that if it weren't for my spam filter, I would have over 50 spam messages in my Inbox everyday. The amount of spam you get depends on a lot of things. Of course, you will get more spam if you sign up for untrusted newsletters, post your e-mail address on Web sites or if you respond to spam messages sent to you. You can lower the amount of spam you get by avoiding those things, but a new study has shown that there is another way to limit the amount of spam you receive.

It seems as if e-mail addresses that start with letters toward the beginning of the alphabet get more spam. On the other hand, e-mail addresses that start with letters later in the alphabet get less spam. That happens because many spammers send their messages out in alphabetical order. If your e-mail address starts with a letter that comes later in the alphabet, you may not get as many spam messages, because your e-mail provider probably blocked the spammer by the time they got to you.

That's just something to think about the next time you create a new e-mail address. Maybe tacking a "z" onto the beginning of your address will help ease the pain of spam.

Until next time, stay safe out there, my friends!

==========

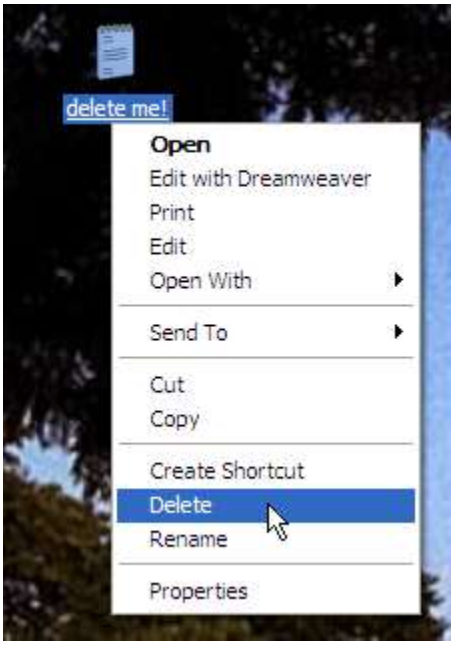
Every now and then you need to *really* delete a file. Right now.

Well, most people delete the thing, then go to the recycle bin and remove it from there. It works, but there's a better way.

Next time you're 100% sure, without a doubt, for certain, that you want to delete a file, hold your **Shift** key down while you delete. The file will be deleted—skipping the Recycle Bin completely.

Here I am, right-clicking and deleting a file that was just begging for it. You can't tell, but I'm holding down my Shift key so it bypasses my recycle bin and vanishes into the digital abyss at the center of cyberspace...

http://suratiundhiyu.wordpress.com/

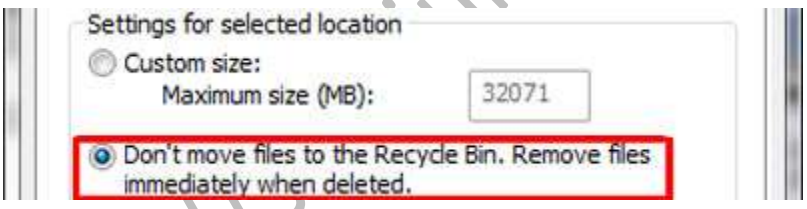


Who knew you could wield such power with such a simple key?

Sure, you can hold the **Shift** key when you delete a file to skip the recycle bin just like this tip shows, but what if you're really, *really* sure when you delete stuff?

Follow me, Windows 7 users!

Just **right-click** on your recycle bin and select **Properties**. In the resulting window you'll see an option that says: "**Don't move files to the Recycle Bin. Remove files immediately when deleted.**" If you think you're ready to handle the option for permanent deletion, then select it and press **OK**.



Now whenever you delete something it's gone for good!

Be careful with this one!

==========

What is an HTML Document?

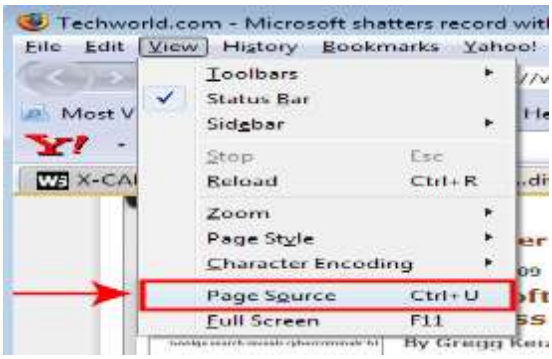
The short answer is - it's a web page. You see, web pages are nothing more than another type of document. In fact, they're really nothing more than a page of text instructions that your web browser reads.So what exactly is this HTML?

http://s...indhiyu.wordpress.com/

HTML is short for **Hyper Text Markup Language** . It's the programming language of web pages (technically, HTML is not a programming language, but it's the best way to explain it).

HTML gives your web browser instructions on how to display the HTML document (web page) you're accessing.

If you would like to take a peek at this HTML stuff, open Internet Explorer or Firefox and head to your favorite site. From the **view** menu, select **Page Source** or **View Source** (depending on your browser and version).



==========

Google Buzz Tips

If you are still uncertain on whether to use Google Buzz or not, I have compiled some Tips and Tricks on using and integrating Buzz with your other social networking sites.

1.Turn off Google buzz

First off, if you are a Gmail user who has no interest in using Google Buzz, Google has made it easy for you to turn Google Buzz off right on the bottom of your Gmail account page. At the bottom of the web page click the link that says "turn off Buzz" and Google Buzz will be removed from your Gmail account.

2.Remove Buzz messages from Your Gmail Inbox

Buzz automatically adds new Buzz messages to your inbox, along with all the other email subscriptions hitting your inbox daily - which is one of the chief complaints about Google Buzz.

First, at the top of the screen, right next to the search box, click the link titled "create a filter". Second, the filter tool contains a text box identifiable by "has words" where you would enter the word "buzz". Third, you will receive a warning when you click "Next Step" saying that the filter search you started will not work because it needs more information, but I have tested that theory and found that it does work for Buzz messages, so you can click OK. Fourth, make sure the box next to "Skip the Inbox" is checked and click on the "Create Filter" link.

http://surotiundhiyu.wordpress.com/

3.You Can Tweet and Buzz

Why wouldn't your Twitter friends want to have your Buzz links, too? Google Reader is already connected via Twitterfeed for you to send things to your Twitter account, but that's not the only way to share. The Shared Items section on Google Reader allows you to grab the Atom feed link and past it directly into Twitterfeed. Once you press the "go" button, Twitter can then sync the two accounts together.

4.Using text markup language in Google Buzz

As long as you are using simple text markup language, Google Buzz will be able to recognize it. So, you can Buzz with style as you highlight words that you want to stand out in italics, bold, or strikethrough font options. How you use it:

The keystroke code for making text bold is surrounding the word or phrase with an asterisk.

word = **word**

Underscores surrounding the text tells Buzz that the word(s) should be italicized.

word = *word*

If you want to strike out the text, then putting dashes at either end is the command used by Buzz.

-word- = word(strikethrough)

==========

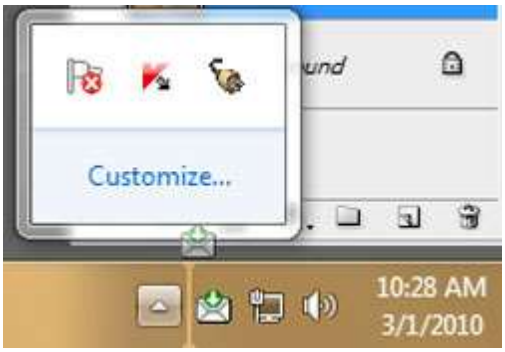
Move your system tray icons

It's nice that Windows 7 keeps all of your system tray icons hidden under that little arrow next to your clock, but what if there's a program in there you want to keep an eye on?

You can't be going over there and clicking that arrow every time you want to look, now, can you? Sounds like a waste of time to me, but thankfully Windows 7 is also forgiving in that it lets you move your system tray icons back down onto your Task bar individually!

Simply click the little arrow to expand the System Tray box, grab the icon of the program you want to move onto the task bar and drag it down there!

http://suratiundhiyu.wordpress.com/



Now you can keep tabs on the important stuff!

==========

What's the difference between a text-editor and a word processor?

At first glance, it would seem like they are both the same. They both edit text, but a word processor does it more extensively than a text editor. Let's go into a little detail and see what we come up with.

Text editors do just that; they edit plain, basic text files. You can do basic editing tasks such as cut, copy and paste. You can also undo/redo the last thing you typed. If you want to type up some notes, use a text editor. Whichever font you use in the document stays throughout the document; you cannot change fonts within the document. When you type, your typing just keeps going and going; if you want to add another line, you manually have to hit the enter key when you want to go to the next line. You can also edit HTML (**H**yper **T**ext **M**arkup **L**anguage) files with a text editor. In other words, you can actually build a web site with a text editor. A good example of a basic text editor is Notepad, which comes as a part of the software bundled into the Windows operating system.

Word processors edit text, too, but that's not their only function. In a word processor, you can change the formatting in your document, using things like italic and bold fonts. You can draw and insert tables. An automatic spell and grammar check is available. A lot of word processors have "wizards" that will guide you through the creation of a business letter or a resume. You have a thesaurus available if you feel the word you're using isn't the right one for the sentence it's in. Some word processors even have "Themes" available; these are pre-formatted templates to use for your documents. Some word processors now can create and edit HTML. One popular word processor is Microsoft Word (which does not come with Windows and must be purchased separately).

So where does this leave us? I finally figured it out.

When you type a document in a text editor, if you transfer that text into a word processing document, the plain text will insert special characters into the document. Any formatting that is done in a text editor does not remain when copied over to a word processing document.

In addition, you have to be careful when you save the file that was copied into the word processing document. If you save it as a text (.txt) file, then you risk having special characters inserted and making your word processing document unreadable.
Another thing that makes them different is that word processors have the capabilities to alter features such as font and tables, where as text editors do not.

http://suratiunthiy.wordpress.com/

So there you have it. Whew! It took me long enough!

==========

Fix Your Page Border Dilemma

Ever try to print a page border on an MS Word document, only to find out the bottom is missing?

What did you do?

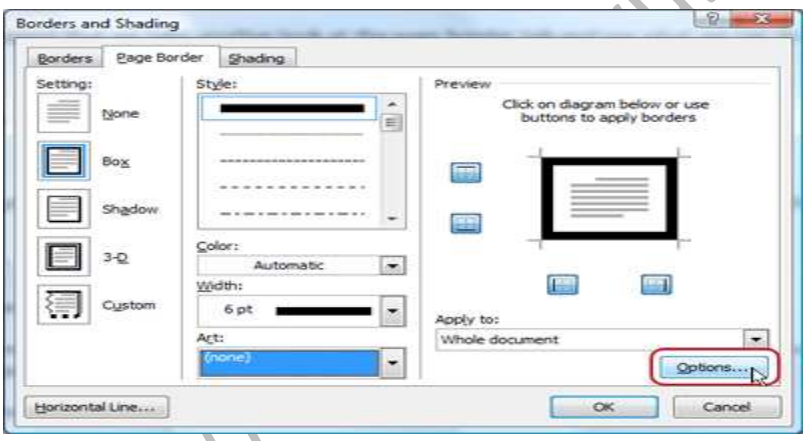
Probably everything you could think of, right? You know, choosing a narrow border, changing margins and so on.

Did it work?

Probably not. So, what did you do then? Remove the border completely?

Let's hope not!

I'd like to suggest that we take another look at the page border tab and see what we can do. After you've made your choices, don't click OK. Instead, take a closer look at what's available.

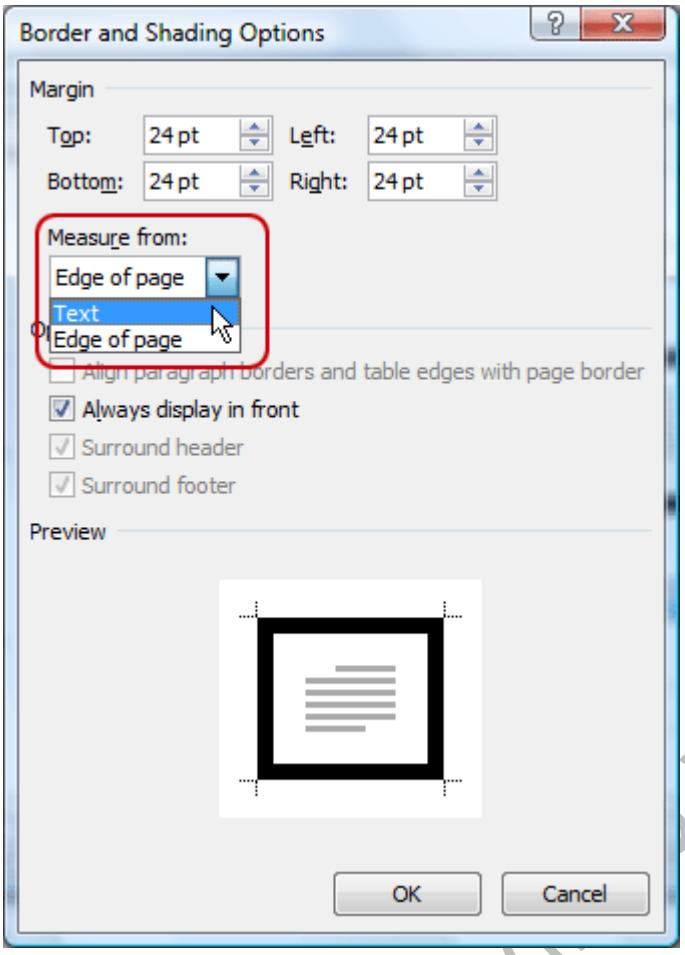


Have you ever noticed the **Options** button on the right side?

Click it.

When the Options dialogue window opens, you're looking for the "**Measure from:**" field in the top section.

http://...wordpress.com/



Use the down arrow to select **Text**.

The margin numbers in the fields above will then change. They represent the amount of space from the text area of the page to the page border.

You'll need to experiment with those settings to see what you like best.

Click **OK** to exit the options.

Click **OK** again to exit the page borders.

Once you're back in your document, you can see the borders you've set and you should find that with the page border pulled in closer to the text, your printing dilemma is gone!

http://suraiundi.wordpress.com/

==========

Use Gmail as an extra drive

Ever needed some online space to store files before sending them as email attachments? Maybe you need a way to store your presentations, pictures, documents or even your video collection online?

Online storage services require that you subscribe to a data plan. In addition, they don't offer a secure connection or a decent amount of storage space unless you pay a monthly fee.

If you already use Gmail, you know it's one of the best email service providers in the world. Gmail offers powerful spam protection, enhanced security and more than 7 GB (and growing) of free online storage space for emails.

However, emails require only a small amount of space for storage, leaving the rest of the space unused. So, why not use Gmail's free space to store other files besides emails?

Gmail Drive is a free shell extension that allows you to do just that. Gmail Drive creates a new system partition in My Computer and integrates the space offered by Google into Windows Explorer. It allows you to use the online space as if it were just another hard drive attached to your computer. You can transfer files by drag & drop or copy/paste from your PC directly into your Gmail Inbox. And, it works with any version of Windows!

As great as Gmail Drive is, it does have some limitations. Gmail itself imposes most of these limitations.

Gmail has a limit of 25 MB per file. To counteract this, Gmail Drive will automatically split bigger files into smaller pieces.

While normal Windows operations such as creating new folders and copy/paste work well, Gmail Drive does not assign an actual drive letter (such as C :) to the drive it creates in My Computer. This prevents its use by some older Windows applications and all DOS programs.

In addition, because of limitations inside Gmail, file names are limited to 40 characters.

The first step towards enjoying your new storage space is to have a Gmail account. To sign up for a Gmail account, visit https://www.google.com and click on **Gmail** above the Google search bar.

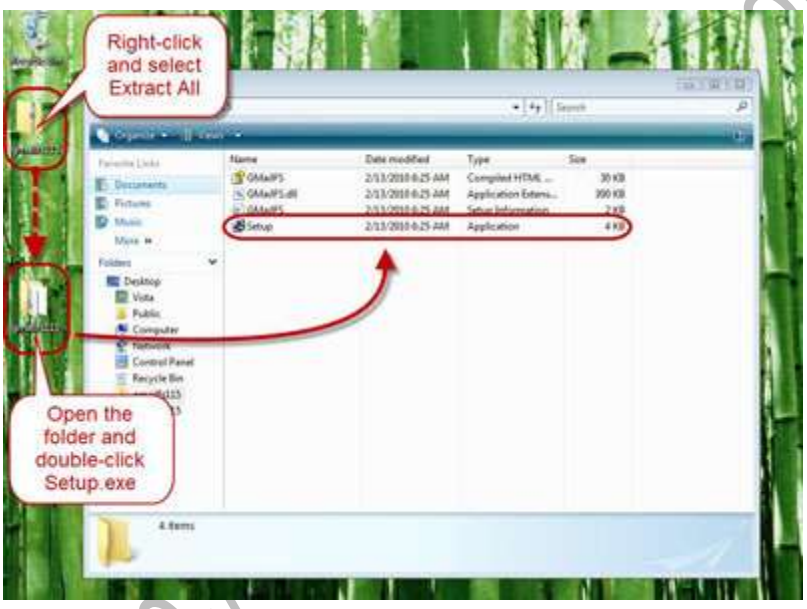
Then, click on **Create an account**, and fill in the form with your information.

If you already have a Gmail account, you can skip this step.

The next step is to install Gmail Drive.

http://suratiumdhiyu.wordpress.com/

Begin by pointing your browser to http://www.viksoe.dk/code/gmail.htm, scroll down to the bottom of the page and click on one of the two download links. Then save the file to your desktop for easy access.



Next, open **gmailfs115.zip** with your favorite file archiver (I recommend 7-zip since it's free) or right-click the file and choose "**Extract All**" from the menu.

After you've unpacked the zip file, go to the gmailfs115 folder and double-click **Setup.exe.**

If you get an **Open File – Security Warning**, click on **Run** to give Windows permission to start the installation.

After the installation program finishes making changes to your computer, close the help window.

If you go to **My Computer** ("**Computer"** for Windows Vista and 7) you will see a new drive in the **Other**

category.

Double-click the **GMail Drive** to open the login window. Then, in the **Username** field input your Gmail id (ex: johndoe21) and in the password field input the password you chose for your Gmail account.

Check the **Auto Login** box to make sure that next time you double-click the drive you'll be logged in automatically.

Before you click **OK** to connect to Gmail, click the **More** button to reveal some advanced options.

First, make sure the "**Preserve Filenames**" option is checked.

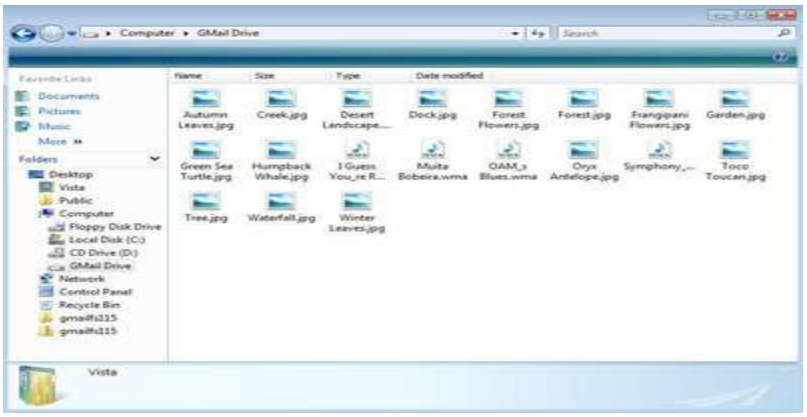
Second and this is ***very important***, check the **Use Secure HTTP** option. This will make the connection between your computer and Gmail secure.

Lastly, check the **Use Draft Folder** option. This will send files to your draft folder instead of cluttering your inbox.

The other option, **Use Proxy Authentication** is only useful if you connect to the internet using a proxy server.

Now that you've checked all the important options, click **OK** to connect to Gmail.

http://suratundriyu.wordpress.com/



Then you can drag & drop or copy/paste any files to Gmail Drive, and it will send them as email attachments to your Gmail Drafts folder.

The speed at which you can copy files to and from Gmail Drive will depend on the speed of your internet connection.

==========

No, I'm not going to make you crepes, or anything, but I will show you how to reveal some different wallpapers and themes that are hidden within Windows 7.

As it turns out, during the installation process of Windows 7 it asks you some questions about time zone and currency format to identify what part of the world you live in. As such, the selection of wallpapers will reflect your location, and since most of us live in the US that means pictures of rolling fields and lighthouses. But what about the other English-speaking countries like Australia, Great Britain, etc? Aren't they included, too?

They are, and here's how you get them!

Just copy and paste this line into your **Search Box** (located under the Start menu)

C:\Windows\Globalization\MCT

http://suratiu.wordpress.com/

Press **Enter** and an Explorer window with a list of folders should pop up; each a different country.

Name	Date modified
MCT-AU	7/14/2009 3:50 AM
MCT-CA	7/14/2009 3:50 AM
MCT-GB	7/14/2009 3:51 AM
MCT-US	7/14/2009 3:51 AM
MCT-ZA	7/14/2009 3:52 AM

Choose one and **double-click** on it to open. From here open the "**Theme**" folder and **double-click** the file inside. This will create a shortcut in the **Personalization** section under your Control Panel. Repeat these steps with each country until you have an international selection!

==========

Outlook Express Outbox Problem

I use Outlook Express and even though my Outbox appears empty, it keeps trying to send a message. What's going on?

Isn't that the worst?! I mean, you know you have sent all of your messages out, but Outlook Express still insists that you haven't. How rude! Well, there are a couple of things you can check before you go off and switch e-mail programs.

The first thing you'll want to check is your Outbox folder. Go in there and click on the **View** menu and choose **Current View**. Once there, make sure the "**Show All Messages**" choice is selected. This ensures that you're able to see all of the messages that are contained in your Outbox folder. If you then see an e-mail message appear, you can send it off normally or even delete it if you want.

The next thing you can check is within the Outbox folder itself. Go to **File**, **Folder**, **Compact**. If nothing happens, your folder is probably okay and you don't need to worry about it any longer. If you happen to get an error message, the Outbox.dbx file may be damaged. There are a couple of causes for this.

One could actually be an antivirus program that scans outgoing e-mail. Unknown to some, the e-mail scan isn't really necessary to protect your computer, especially if you have a regular antivirus program running as well. Go ahead and disable any e-mail scans to prevent any other e-mail files from being damaged in the future.

If you did have a damaged Outbox file, the next thing you'll want to do is repair it (obviously!) To do this, you need to know where your store folder is for your e-mails. If you're not sure where it is, go to **Tools**, **Options** and click on the **Maintenance** tab. Toward the bottom is the **Store Folder** button. Click on that and a box will pop up telling you where your store folder is located on your computer. It will give you a drive letter. Write that down if you think you'll forget. You can also change the location at this point if you want to do that.

Once you have that, close Outlook Express and open up your store folder. Find the file titled "**Outbox.dbx**" in there and delete it. When you open Outlook Express again, a new Outbox folder will automatically be created, so you can continue to use it just like normal.

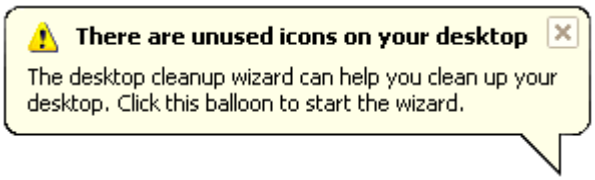
Most times, the problem lies within an unsent message, but it's good to know what to do if that isn't the

http://suratiundiyu.wordpress.com/

case!

==========

Windows XP users are accustomed to having the balloon pop up that says" There are unused icons on your desktop", right? But what if I like my desktop the way it is and don't want to be bothered with these messages anymore?



In that case, I bear good news, everyone! You can turn it off!

Here's how:

Right click on the desktop and choose "**Properties**". In the next window click the desktop tab at the top and then the "**Customize Desktop**" button.

Under the "**General**" tab you'll see Desktop Cleanup towards the bottom of the window. Just **uncheck** the "Run Desktop Cleanup Wizard every 60 days" selection and click **OK**. No fuss, no muss, and your Windows XP experience just got a little less annoying!

==========

Search by Date in Windows XP

Yesterday I was working on a video project that I have edited (renamed) a lot in the last few days and I can't find them all. How can I look for these files?

I know what you mean. I save every graphics project I am working on more than once, just in case of any mishaps. Sometimes I rename it, sometimes I don't. Sometimes I alternate between two programs when I am working on a project and need to consolidate them. With all of this in mind, here's an easy tip that has saved me a lot of times, and will probably help you, too.

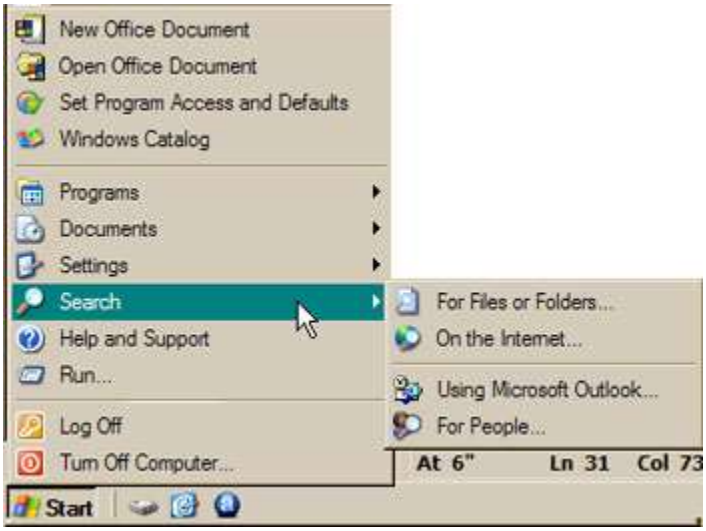
Let's start by finding where we go to being a search.

One easy way is to point to Start, right-click, and left-click on "Search" and your search window will pop up. If you would like to go this route, then you can skip ahead to the **SEARCH OPTIONS** part of the article.

If you want to use the search box located in your Start up menu, here's how:

In WinXP, there are two different types of Start menus. The first is the "Classic" way; it is like the Start menu from previous versions of Windows.

http://suratiundhiyu.wordpress.com/



As you can see, after pointing to the Start button, you can just take your cursor straight up and there's the Search button. When you hover over it, a new menu appears to the right. Since you are going to be looking for files on your computer, you will be left-clicking on For *Files or Folders…*

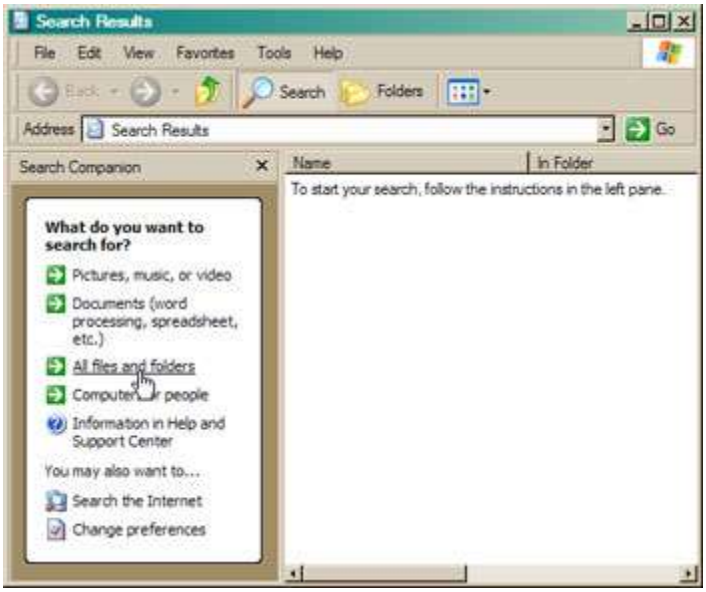
The other type of Start Menu is a little different than the Classic. When you point to Start, the menu pops up with two columns. On the right side, all the way down, you will see that I have pointed to Search.

The other type of Start menu looks like this:

SEARCH OPTIONS

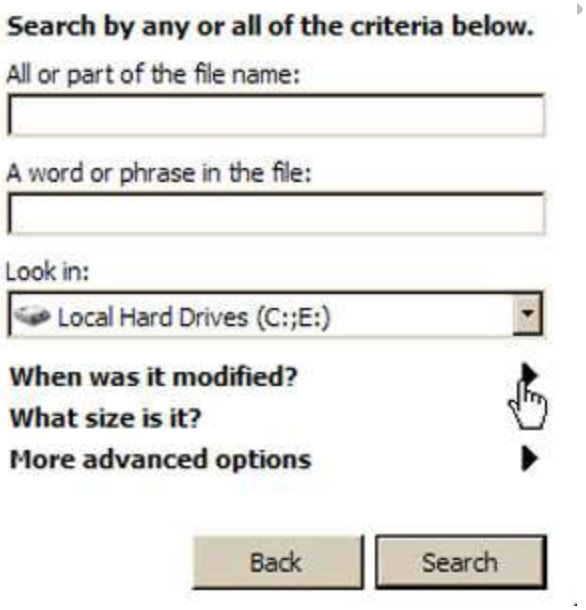
dhiyu.wordpress.com/

The Search window that pops up when you begin your search is the same, no matter where you choose to search from.

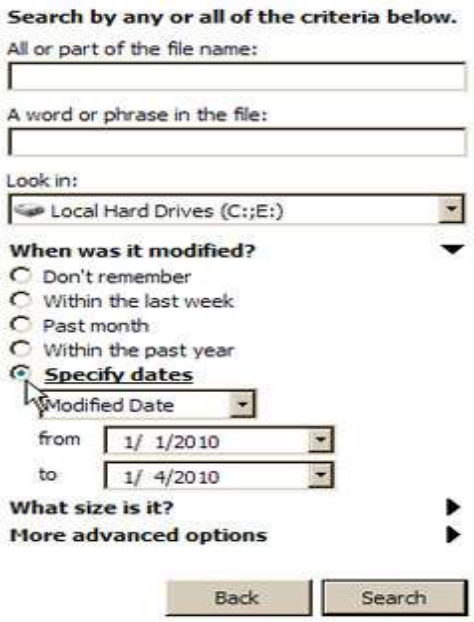


You are now going to point to All files and folders and left-click. It may seem like you should click on Pictures, music, or video, but remember you are editing a video *file*, not a true video.

After you click on *All files and folders*, this window will pop up:



As you can see, there are a few options to choose from when you begin a search. In this case, we would like to know where any video file you have been working on in the past few days is located. Thus my cursor is pointing to When was it modified? After you click on this, you will get a window that looks like this:



Here you have more options. Since you are looking for files you have edited in the past few days, you want to choose the option Specify dates.

In the from field I have entered 1/1/2010.

In the to field I have entered 1/4/2010.

Since you don't know what your file is called, just click on Search. Do not enter anything in the Search box. The Search window will pull up everything you have done from 1/1/2010 to 1/4/2010. Just look for the type of video file you have been working on. Not only will you get everything you have accessed during those days, you get the location and when it was modified. In this case the video files that you edited and can't remember the names of will all come up. In fact, you can change the dates to look for some you did not just a few days ago, but a few months ago.

The downside to this is that it will pull up everything you have done, not just your video projects. In this case, do all of the things listed in this article, but instead of just hitting the search button, type in the extension of the files you are looking for. When looking for a Word doc, for example, you type in *.doc. In your case, you would use the extension that is used for your specific video editing program.

So go look for those video files! You'll find them – and maybe other things you forgot about, too!

http://siratulhiyu.wordpress.com/

==========

Fine-Tune your Word Printing Choices

So, you're in need of a hard copy from an MS Word file, but you don't need the entire file.

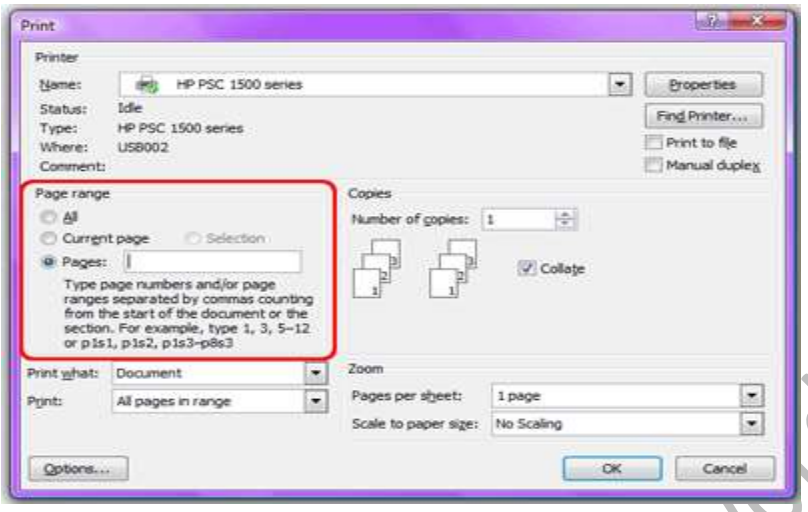
Maybe you just need a page or maybe even just a section or two.

If that is all you need, why are you printing the entire document?

Good question and unfortunately, there's no good answer.

So, let's explore a few ways you can get Word to print only what you need.

To begin, you'll need to go to the Print dialog box (**File menu / Office Button**, **Print** choice or **Ctrl + P**).



In the **Page Range section**, you'll find a few choices.

By default, the All choice will be selected, but you could change it to Current page, which will print only the page where the cursor is currently located. You also could choose the Selection option, which prints whatever text was highlighted before you went to the Print window.

Below that, you'll find the **Pages** option. This is where all the printing flexibility comes in.

In this field, you can enter a combination of information to get Word to print exactly what you want, with nothing more and nothing less.

To print whole pages, you can request them by page number.

2 will print only page two of the document.

2, 5 will print only pages two and five of the document.

3-8 will print only pages three through eight of the document.

3, 4-7 will print only pages three and four through seven.

Okay, so you get the idea with whole pages, but here's a quick bonus.

By entering page numbers in reverse order, such as 7-2, you will get Word to print them in reverse order.

Why reverse order?

Well, if Word prints the last page first, it will be at the bottom of the pile when you take the stack off the printer. That means no more shuffling pages to get them into the correct order!

http://suratiundhyu.wordpress.com/

(You could also set the reverse order option through your Printer's Properties window).

Now, moving on to **printing sections**. (To do this, you have to work with a document that's been broken into sections by inserting section breaks).

To denote the printing of just a section, **use the letter "s," followed by the section number**.

For example, if you wanted to print section two of the document, you would enter "s2" in the Pages field.

You can use the comma to separate non-consecutive sections and the hyphen to print a range of sections.

Need to mix the page numbers with the sections?

No problem!

Use the letter "p," followed by the page number and then "s," followed by the section number.

For example, "p2s3" means print page two in section three.

This too can be combined with the comma and hyphen to print both consecutive and non-consecutive parts of the document.

Now, go on and get creative and take control of your printed pages!

==========

Force Video With Text Mode

Here's a scenario. You're studiously working on your laptop or desktop, when all of a sudden your screen goes blank. You can swear that the computer is still on, though! What do you do?

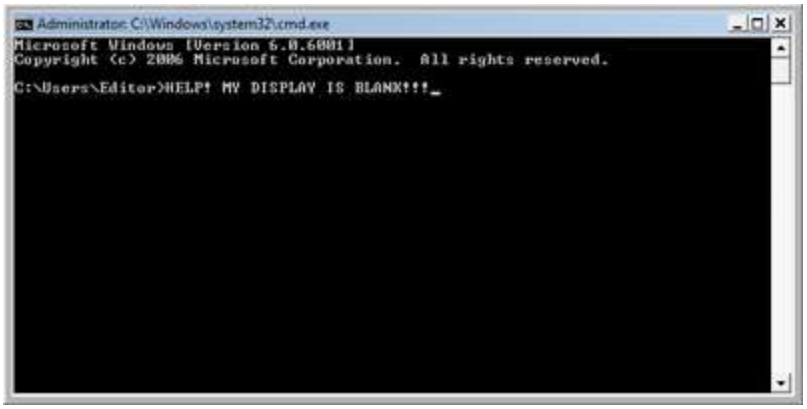
It might be a serious video error, or perhaps your display driver decided to go on a coffee break for a bit, but not matter what you press, the video just won't come back up!. Today I'm going to teach you what to do in this situation to force an answer out of your computer. You may never actually need this tip, but for the few that might, it's a lifesaver!

So here's what you do if your screen goes blank. There's a little bit of magic in this technique, so have faith!

Press the **Windows Key + R**. This will bring up the **run command**. Yes, I know, you won't be able to see it if your screen is blank, but trust me, it's still there.

Type "**cmd**", without the quotes. This brings up a **command prompt**.

http://suratiundhiyu.wordpress.com/



Now, here's the spell. Hit **Alt + Enter**. This toggles full screen mode; putting your display into what is known as "**text only**" mode. If your display is only experiencing a minor glitch, this should reset your video, allowing you to go back to work. Type "**Exit**" to leave the command prompt, and you're all set!

If it doesn't work, try a couple more times before you go calling your resident guru for help!

==========

Special Alt Characters

It drives me crazy trying to remember the ALT keyboard codes to make special characters. I tend to run into a problem with it while I'm gaming online or social networking, because people tend to use special characters to claim a username or handle that is already taken with normal characters.

Well, I no longer have to hunt for the codes to make those characters anymore, because I've found this site! It contains a large listing of the different characters you can make with your keyboard by using the ALT key and a code

You'll find everything from music notes, smiley faces, and hearts to different letters, and arrows! You can view the listing in html and you can view it just as an image.

This is a handy site to have bookmarked, check it out today!

http://www.tedmontgomery.com/tutorial/altchrc.html

==========

Advice on Opening Attachments

I got an attachment but I can't seem to open it. How do I know which program to use? What if I don't have the program needed?

First off—before you open any attachment, make sure you know who sent it. Even if you do know the sender, if you aren't expecting it, you might want to send a quick note to your friend and make sure they

http://suratiundhiyu.wordpress.com/

really sent it—especially **.pps** files since they can contain viruses. Also, do not open any attachments with **.exe** , **.scr** or **.pif** file extensions.

Nothing worse than getting a file from a friend and you don't have the right program to open it. Here are some common file extensions and the programs needed to open:

.doc - Microsoft Word
.pps - MS PowerPoint
.xls - MS Excel worksheet
.wpd - Corel WordPerfect
.pdf - Adobe Acrobat
.jpg - JPEG graphic file
.zip - Zip (compressed) file
.sit - Stuffit (compressed) file
.scr - Windows Screen Saver (DO NOT OPEN)
.pif - Program Information File (DO NOT OPEN)

The good news is that most software developers offer freeware viewers that will allow you to see, but not alter, content.

.doc - Microsoft Word Viewer

.pps - PowerPoint Viewer

.xls - Excel Spreadsheet Viewer

.wpd - Wordperfect
Corel no longer offers a viewer, but there is a third-party application called "Lightning" that includes a Wordperfect viewer.

.pdf - Acrobat Reader

.jpg - You can view these in your web browser or most imaging software.

.scr - USE CAUTION if you receive a screen saver via email. They can contain worms or viruses.

.pif - DO NOT OPEN! This is most likely a virus. Clicking it will run a program or code that can mess up your computer.

As for compressed files (.zip & .sit), I recommend 7 Zip, because it's free.

There are also freeware/shareware programs for opening .zip files such as WinZip . In addition, with Windows XP you can save any zipped file to your desktop or a folder and access the files without unzipping (just click it like any other folder—drag items out to run them).

So, next time you get an attached file in your email but don't have the program to open it, just grab a viewer.

http://suratiundhiyu.wordpress.com/

==========

Secure Passwords

So many programs and Web sites require me to have complex passwords. I feel like I have to write them down to remember them, but that doesn't seem safe either. Is there any way to make a complex password I won't forget?

That is a great question! It does seem like password requirements get more and more difficult to meet as the need for better security continues to climb in the computer world. Most Web sites these days require you to have a password with at least eight characters, while one of those characters must be a number or a symbol and there must be at least one capital letter. Gee whiz!

Although there are a lot of requirements to meet, I am going to add a few more suggestions for you. In order for a password to be truly secure, there should be no words of any kind in the password. It shouldn't simply be a word with a number at the end and you shouldn't just capitalize the first letter of the password. If you do, your password could be cracked within seconds!

So, you ask, “How in the world can I come up with a password I can remember with all of these requirements?” Well, there is a very good way to do this! It will allow you to come up with a password that is easy to remember and you can even write down a hint, without giving the password away on paper. Are you interested?

Then here's how to do it!

First, come up with a word. It can be something like a pet's name, a city or anything else you want to use. For my example, I will use my hometown of Toledo.

Second, find some characters you can use to replace some of the letters. I will replace “o” with “0” and “l” with “1.” So, now I have T01ed0.

Third, since Toledo is only six characters, I will need to add some more characters. I will add "AB." This makes my password T01ed0AB.

Now, this is a secure password, but it may be kind of hard to remember. So, to help you remember your password, you can write down a hint. The hint will be just enough to jog your memory, but not enough to give the password away. For the hint, write something you will remember the word by, plus the extra characters and the replacement characters.

Here's how I would write my hint for T01ed0AB: City 01AB

That way, you know the password is the name of a city, the replacement characters are 0 and 1 and the extra characters are AB. That should be enough to remind you of your password, but not enough for someone else to guess what it is. Cool, huh?!

Until next time, stay safe out there, my friends!

http://suratindhiyu.wordpress.com/

==========

Keyboard Font Size Shortcuts

Keyboard Font Size Shortcuts

Over the years I've run into a couple of different keyboard shortcuts for changing font size and I thought it might be of interest to my readers who love a good keyboard shortcut.

To be exact, I have two different sets of key combinations for increasing and decreasing font size.

This first set will increase or decrease font by the increments listed in the font size list on the toolbar.

- **Ctrl + Shift + >** which will increase font to the next size in the drop-down list.
- **Ctrl + Shift + <** which will decrease font to the previous size in the drop-down list..

Another set of key combinations will increase or decrease font size one point at a time.

- **Ctrl + [** will decrease font size by one point.
- **Ctrl +]** will increase font size by one point.

This is one of those things that can be used by carefully pressing the keys one increment at a time or you could just "go crazy" and hold the keys down letting the font size rapidly change until your desired size.

Also, I should mention that you can use this to set font size before you start typing or on text you've already typed and highlighted.

Combine this with keyboard highlighting (using the **shift** key with directional keys like the arrows) and you've got some quick and easy mouse-less font sizing right at your fingertips.

==========

Make Gmail Faster

Make Gmail Faster

Is your Gmail running slow? You love it, but at the same time, you hate it when it takes ages to load up your Inbox. Or maybe it keeps getting stuck at the loading screen and sometimes gives you an error message. Gmail is no doubt an excellent service from Google, however, for people with a slow connection, it isn't such a fabulous feature, as all the Java scripts that Google has embedded in Gmail slows it down quite a bit. Sometimes it feels like it takes forever to open up. Hence, today I am going to discuss a few tips to make Gmail a bit faster than normal and what to do if it gets stuck before it loads.

Let's start with your Gmail settings.

Gmail, by default, shows 50 conversations on a single page. To make your Gmail load faster, you can set the number of conversations (e-mails) to the lowest number possible, which is 25. The fewer the conversations displayed, the faster it will open up. To do this, click on the **Settings** link and you will see the option under the **General** tab.

Gmail has a feature called Web Clips under the Settings link as well. Web Clips displays news headlines

http://surahundhiyu.wordpress.com/

from different Web sites right on top of your Inbox. To make Gmail faster, you can disable them too. By doing this, Gmail doesn't have to go fetch headlines from another Web site and feed it back into your Inbox, which cuts down on some of that extra loading time. To do this, again go to **Settings** and simply uncheck the box that says, "**Show my Web Clips above the Inbox**," which is located under the **Web Clips** tab.

To load up Gmail really quick, try using a different URL. Instead of using the common www.gmail.com, use the direct secure URL of https://mail.google.com. Bookmark this address in your Favorites list so that you don't forget it. This direct link works much faster than the other.

If you don't mind getting rid of the swanky cool look of Gmail in return for making it faster, you can also use the HTML link to open your Inbox. Again, instead of using www.gmail.com, use https://mail.google.com/mail/h. You will be surprised at how lightening fast this method can be. This is also useful for people who experience browser crashes when trying to access Gmail in the normal mode or for people whose Gmail gets stuck at the loading stage. The trick is to access Gmail using the above link in the HTML mode and if you want to go back to the regular mode at another time, you can switch back once you have logged in via the HTML mode.

Also, if you like your Gmail even easier to use without all the decoration and the Google ads, use the Gmail mobile version, which you can access by going here. This link also loads up in a jiffy, however, the interface is down to the bare minimum, without all of the bells and whistles. But, if you can handle that, you'll speed up your Gmail quite a bit.

Every time you log into Gmail, it performs a browser check to figure out what kind of a browser you are using and how Gmail should adapt to it. You can bypass this browser check by using the link http://mail.google.com/gmail?nocheckbrowser to access your e-mail. This not only lessens the time that Gmail takes to open, but it also provides a way for people who are using non-supported browsers to use Gmail. For instance, if you're using an older browser like Internet Explorer 5, it is not supported by Gmail.

Lastly, something that all of us should do regularly is clearing up the browser cache, the cookies and the temporary Internet files. For people who browse a lot, these things can grow in numbers rather quickly. Depending on how much you browse everyday, do remember to clear your cache, Internet files and cookies for all the browsers that you use. This will not only speed up your Gmail, but your Internet surfing experience as a whole as well. Also, not to forget, it frees up valuable hard disk space. These seem like just a handful of simple things to do, but I assure you the performance enhancements you'll see will be more than you ever expected!

http://sauratundhiyi.wordpress.com/

Make Mine Plain Text, Thank You!

Is there any way to clear the formatting of copied text?

There sure is! Have you ever copied a hunk of text that was overly-formatted? You know, italic, underlined, and written in some really strange looking font that's next to impossible to read?

Like this:

Hi,

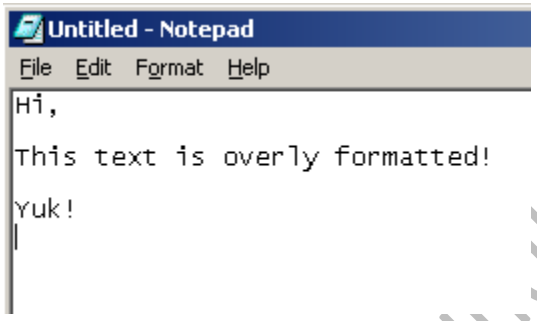
This **text** is overly **formatted!**

Yuk!

When you paste it into your word processor, chances are that it retains all those properties. Now, you could go and try to re-format the text back into something normal, but that can sometimes prove problematic.

A better way is to copy the text into Notepad and let it remove the formatting automatically. After you paste the text in, all you're left with is plain text than can be pasted into any word processing application.

Here is that text pasted into Windows Notepad:



==========

BULLET-Promotion/Demotion

Do you use a lot of bulleted lists in MS PowerPoint? I bet if you're a big PowerPoint user, they are a part of your daily life, right?

I'd even bet that somewhere along the way, you've had a list where individual items had sub-points below them.

For those sub-points, we need to indent them further than the main list and usually, the bullet style changes as well. (This is called a demotion).

Also, I'm sure you've figured out that you use the Increase Indent button to make the demotion and the Decrease Indent button to move the item back toward the left (called a promotion).

http://suratiur.uniyu.wordpress.com/

But what if you prefer to use the keyboard?

Is there an easy way for you to accomplish a promotion or demotion without all the mouse work?

Of course! It's all just a matter of the correct keys.

The first step is to move your cursor to the very left of the first line of the item. (The Home key works for this and maybe an up arrow, if the item is longer than one line).

To demote the item (move it right), hit the **Tab key**. To promote the item (move it left), use **Shift + Tab**.

With either of these movements, you'll find that PowerPoint automatically changes the bullet associated with the item.

There you have it. List promotions and demotions without a single mouse click to be heard!

==========

Shut-Down Restart Windows Explorer

My computer gets really slow when I'm browsing around large folders, but I hear that shutting down and restarting Windows Explorer can help this. Can you explain?

You might already know how to find the Windows Task Manager: the phrase “Control-alt-delete” is probably the first advice you hear if something crashes. But the task manager is also a great way to start programs, restart your computer, and find out if something is slowing your system down.

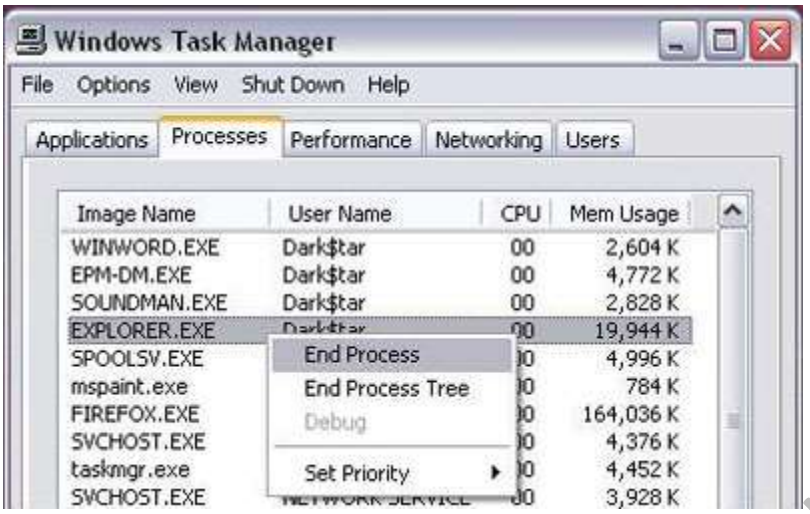
Sometimes, if you browse very large folders or view folders with corrupted thumbnail pictures, Explorer may get bogged down, and all of your file browsing can suffer a slowdown. What is Explorer? Explorer.exe is the main user interface for Windows – the desktop, folders, and windows that you use to browse – or explore – for files and applications. If Explorer slows down but doesn’t crash, Windows doesn’t know to restart it – and that leaves it up to you.

To stop Explorer, you first open the Task Manager. Press **Control**, **Alt**, and **Delete** on your keyboard simultaneously. Sometimes this is the hardest part of the process – if your keyboard layout is unconventional, you may have to reach!

Once you press Ctrl+Alt+Delete, the Task Manager will appear. By default, the Task Manager stays on

http://suratundhiyu.wordpress.com/

top of all other windows so that you don't lose it. There are a few tabs in the Task Manager, but you want to left-click on the tab called **Processes**.



The Processes tab may look confusing, but its purpose is simple: this is where your background programs run. Some of the program names are confusing, but we're only looking for one: **Explorer.exe.**

Once you locate explorer.exe, left-click on it once to highlight it. Then, right-click to bring up the Process menu. Before you take the next step, make sure that you don't have any windows open. Left-click on **End Process**. This will stop Explorer. You might notice your desktop icons disappear – don't worry! That's what Explorer does, so it's time to restart it.

The Task Manager has its own file menu. At the top left of the Task Manager, left-click **File**, and then left-click **New Task**. You will see a dialog box called **Create New Task.**

http://surajivu.wordpress.com/

You can start all sorts of programs from here, just like in the Run menu in the taskbar. To restart explorer, just type explorer into the empty field, and then click **OK**.

Your desktop icons and your taskbar should reappear. Congratulations! You've just stopped and restarted a background program. You can use this to refresh your machine after heavy file browsing, or you can use these functions of the Task Manager to start and stop programs at will.

==========

Missing Show Desktop Icon in Windows XP

In Windows XP, my "Show Desktop" icon down in the taskbar disappeared. How do I get it back?

I get questions on this all the time. it even happened to someone here at WorldStart HQ. "Show Desktop" is not a normal program and you can't just make a shortcut or reactivate it in a normal way.

What you'll need to do is create a file in Notepad and save it to where Show Desktop should be.

Go to **Start/Run** and type in "notepad" (without the quotes) then type in these lines:

```
[Shell]
Command=2
IconFile=explorer.exe,3
[Taskbar]
Command=ToggleDesktop
```

Next, save the file with the name "Show Desktop.scf" in the folder

C:\Documents and Settings*username*\Application Data\ Microsoft\Internet Explorer\ Quick Launch

Your actual user account name goes where it says "*username*".

The Show Desktop icon should reappear next to your Start button and you can close out Notepad.

http://suratiundhiyu.wordpress.com/

P.S. Of course you could use **Win Key+D** to close all windows and take you to your desktop.
==========

Select an Entire Table in MS Word

Working with a table in MS Word?

Finding out you need to select the entire table to oh, let's say, change the font or format the borders or whatever? The list could go on and on.

What do you do?

Do you select the first cell, hold the mouse button down and drag, hoping not to miss anything by releasing the mouse button too early or accidentally highlighting the lines below the table?

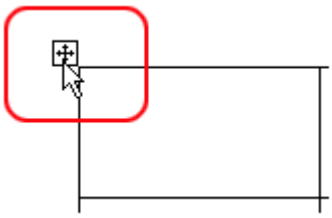
Or, maybe you like the Shift key technique. You know, where you select the first cell, hold down the Shift key and then select the last cell. That's not a bad plan, unless the last cell is pages and pages away and you've got to scroll to get there.

Looking for a better selection process?

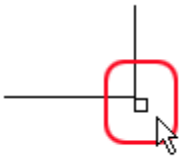
Well, here are a couple of quick and easy selection processes for MS Word tables.

To select the entire table, you could:

Click on the **move handle** of the table (found in the upper left corner).



Click on the **resize handle** of the table (found in the bottom right corner).



And... in ***older versions of Word*** I found that I could use **Alt key + double-click** on the table. (Using Word 2007? Sorry but all I seemed able to accomplish was to open the Research task pane and have the

http://tiundhiyu.wordpress.com/

cursor jump between left & center justified.)

Any way you choose, it beats the old drag and scroll methods!

==========

How to Empty My Recent Documents

In Windows XP, is there a way to empty "My Recent Documents" or to just get rid of it ?

"My Recent Documents" holds the last 15 items that you opened. You can delete individual items in the usual manner (Right-click then choose "Delete"), but the number stays at fifteen. That's because the contents are in a hidden file called "Recent" that is stored in your user profile. With Windows XP you have a few options:

You can clear this list by right-clicking the Start button, choosing "Properties", then clicking "Customize". Now click the "Advanced" tab and click "Clear List". Zap! The files are gone. While you're there, you can also remove "My Recent Documents" from the Start menu—just clear the checkbox for "List My Most Recently Opened Documents"

And there you have it!

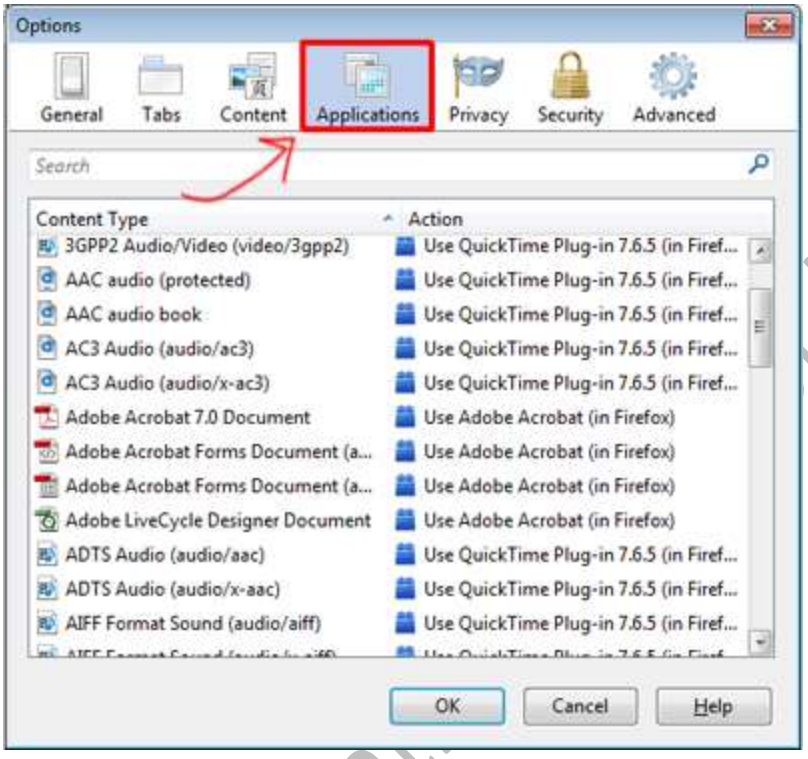
==========

u.wordpress.com/

Firefox Program Associations

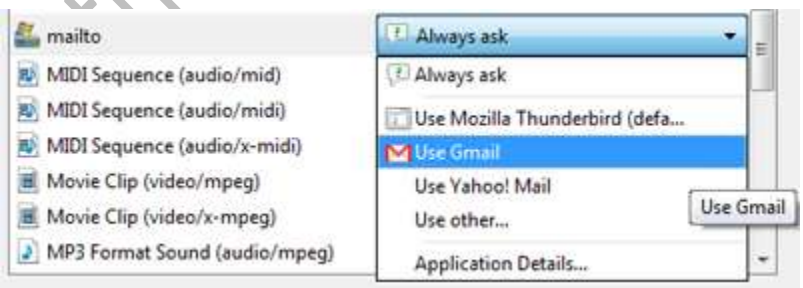
Don't you just hate it when you click on something on the Internet and the link opens a program you hardly ever use instead of the program you'd like to use? Well, Firefox users, rejoice, because today I'm going to show you how to change that and just about anything else the Internet throws at you!

In Firefox 3.5 and above click **Tools>Options** and make sure you're on the "**Applications**" tab.



From here, all you need to do is scroll down to the type of file you want to associate and use the drop-down menu to select what program you want Firefox to use by default.

For example, I use Gmail for my E-mail client, so I want to make sure that anytime I click an e-mail link on the Internet that it uses Gmail by default. So scroll down to "**mailto**" and use the drop-down box to select Gmail. It's that easy! You can even set it so that Firefox will ask you each time, if you'd rather have a choice!



==========

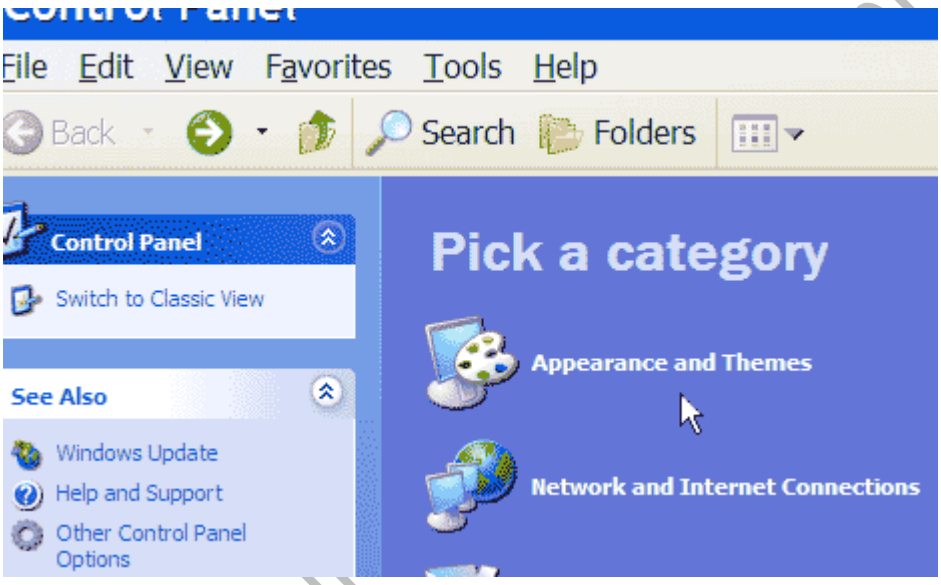
Change your Pointer

In Windows XP I've seen pointers that turn into cute little dinosaurs, musical instruments- all sorts of things. How do you do that?

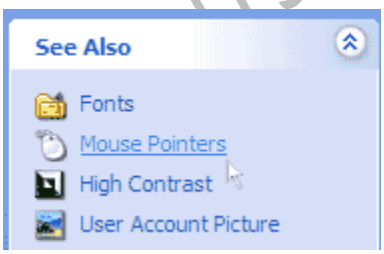
It's really not hard at all. Plus it's a fun way to make waiting for things to load more bearable.

In Win XP, you'll first go to the Start menu, then the Control Panel .

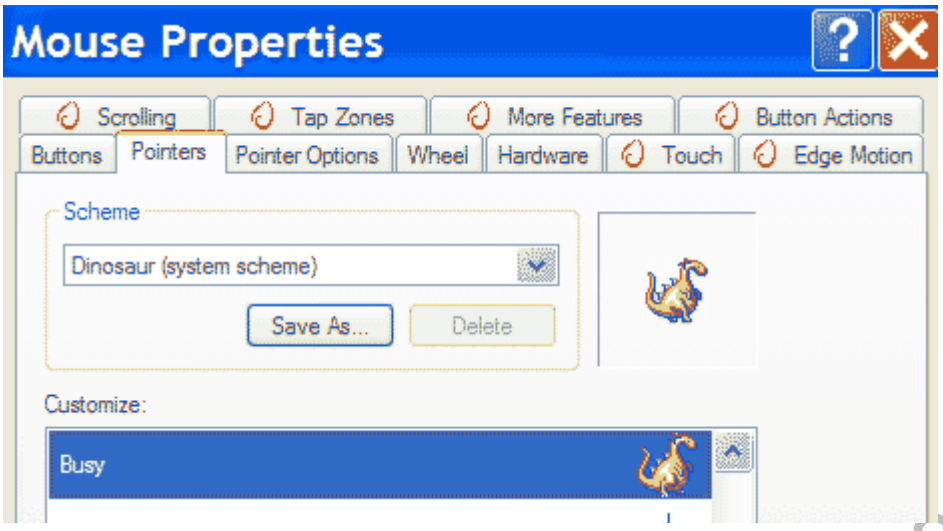
Click on Appearance and Themes under "**Pick a Category**".



Next, click on **Mouse Pointers** . (This option is under "See Also").



Now you'll be in the Mouse Properties window. Click on the tab called Pointers . At the top you'll see options under Scheme ; click on the drop-down arrow to look at the different ones available. Once you click on a Scheme, you can see a preview of what the pointer will look like by clicking under Customize .



Once you decide on a Scheme, click OK and Voila! You've customized your mouse pointer!

While Windows Vista and 7 users don't have all the fun pointers, they can get to the same place by pressing **Start** and typing "**Pointers**" in the Search Bar. Then just select "**Change how the mouse pointer looks**".

==========

Import Mail and Contacts to Gmail

If you use Yahoo, Hotmail, AOL or any other free email provider, you've probably considered switching to Gmail for its superior spam filter or its integration with other Google services, like Google Docs.

Even if you have your own domain or company email address, you should consider using an extra Gmail account. Free email providers, like Gmail, are indispensable when you sign up on different sites and make your email address public. They protect your private email address from needless spam.

Furthermore, if one account were to succumb to the endless onslaught of spam, you can always create a new email account or switch to another email provider.

To help you make the transition as smooth as possible, Gmail offers a quick and easy way to import all previous mail and contacts from any email provider. Of course, you can also transfer and redirect emails from other Gmail accounts.

Gmail's import option is compatible with any email provider using POP3. This means that any emails and contacts from Yahoo, Hotmail or AOL can be safely transferred to your new Gmail account.

Here's how to import emails and contacts from any email provider to Gmail.

http://surajundhiyu.wordpress.com/

First, login to your Gmail account.

Then, click on the **Settings** button located on the top right corner of the window, next to the **Sign out** button.

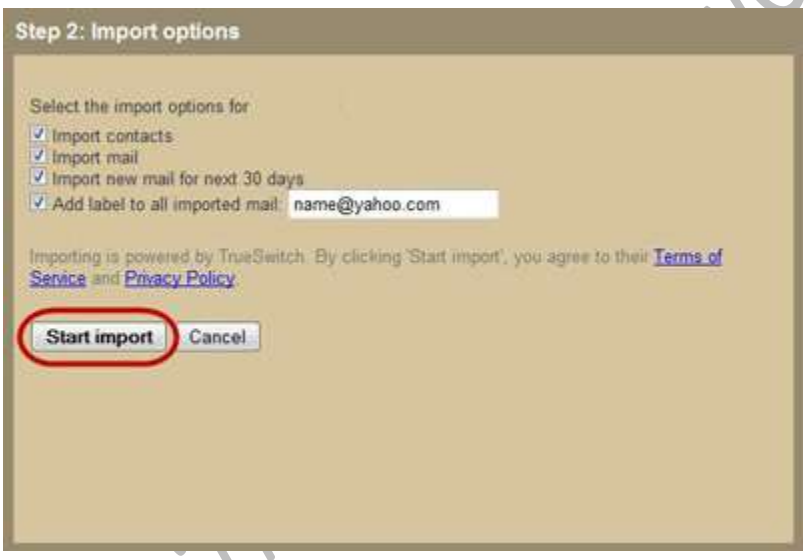
In the **Settings** window, click on the **Accounts and Import** tab.

Under the **Import mail and contacts** section, click on the **Import mail and contacts** button.

Type in your old email address (ex: name@yahoo.com) and click the **Continue** button.

Now, input the password you chose for your old email address and click on **Continue**.

In the next step, Gmail allows you to choose what to import to your new email address.



All the option boxes are checked by default. However, if you only want to import your contacts, uncheck the **Import mail** box.

If you don't want to redirect new emails from your old address to Gmail, uncheck the **Import new mail for next 30 day**s box. Moreover, if you're switching to Gmail because your email address is blocked with spam, it might be a good idea not to redirect any new emails since you'll also redirect the spam.

In addition, you may want to label redirected emails with your old email address or give them a more suggestive name.

After configuring your import options, click on **Start import**.

http://wordpress.com/

Finally, click the **OK** button to finish the import process.

The import process will take place in the background, so you can use your Gmail account normally, and it will continue, even if you log out of Gmail and close your browser.

If you don't see any imported email or contacts right away, be patient, as the process may take up to 2 days to complete.

You can always check the status of your import by clicking on **Settings** and then on the **Accounts and Import** tab.

If, for some reason, you want to stop the import process, follow the above instructions to reach **Import mail and contacts**, click the **stop** button on the right and confirm by clicking **OK**.

==========

Personalized Brush/your email on pictures

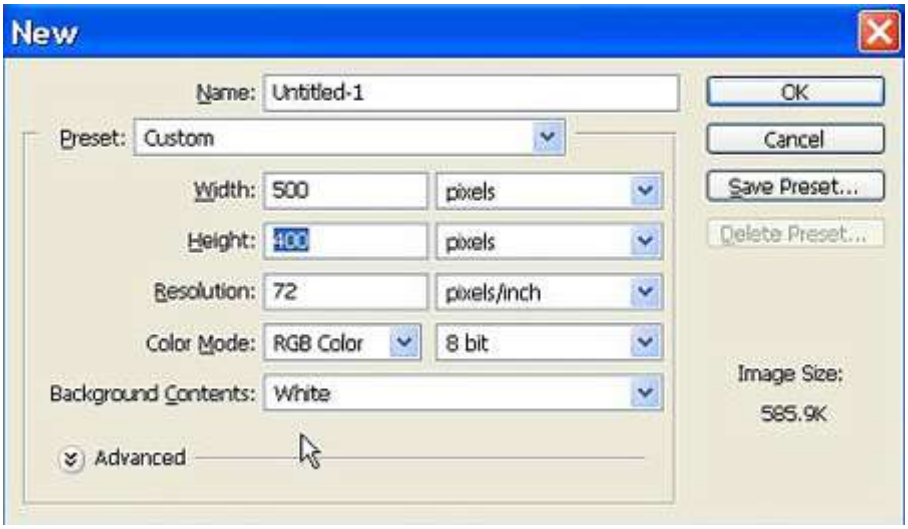
Wouldn't it be great if you could put your personalized stamp on all of the images that you take?

It would be nice especially if you are an avid photographer and share your images online using a service like Flickr. After all the hard work you do while taking those lovely images, you surely don't want someone else to post those images on their Web site without giving you any credit.

To make sure that doesn't happen, you could of course open every image in Photoshop and write some text on it to let everyone know that the images belong to you. However, there is something that is a little more convenient. Today we're going to learn how to create your very own personalized brush, so from now on, all you have to do to put your stamp on your images is click the brush once. Interested? I thought you might. Let's get started!

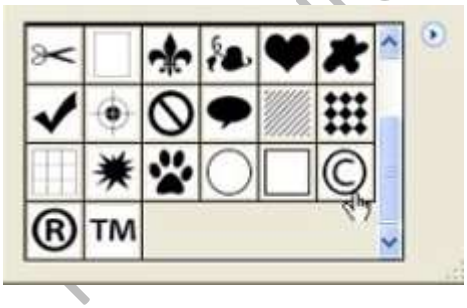
First off, we need to create a new document. The size of the document doesn't really matter, as the brush can be resized when you use it.

http://suratiundhiyu.wordpress.com/



Now, add a new layer to the document and select the **Custom Shape** tool.

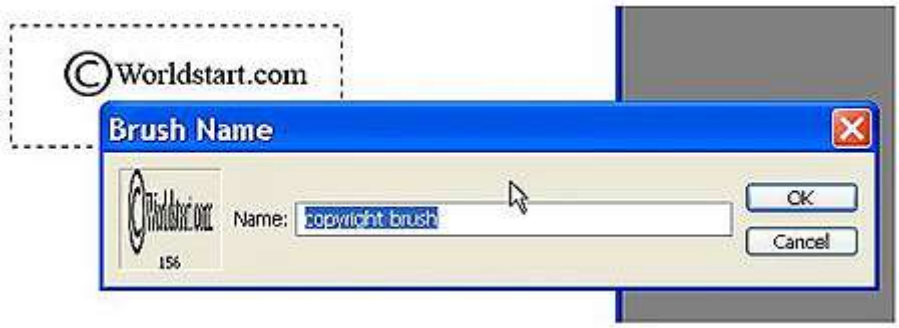
On the toolbar that appears on top, you will see an option which says "Shape." Click on it and select the copyright symbol.



Next, press **D** on the keyboard so that the default color becomes black for all text and symbols.
On the new layer, drag and size the copyright symbol according to how you want it to appear. Once you have done this, you can enter the text that you want to include along with your copyright symbol using the type tool. Align the two layers together (depending on how you want them to appear) and merge them. To merge the layers, press **Shift + Ctrl + E**. Everything should then be on the same layer.

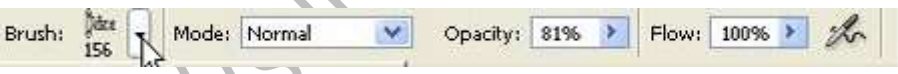
ramundhiyu.wordpress.com/

Now, use the rectangular marquee to select the text and the symbol. Then go to **Edit**, **Define Brush Preset**. As the dialog box pops up, enter the name for your brush.



Ta da! You've got your own brush! Now, let's use it. Open any image that you want to personalize. In that image, create a new layer on which you want the personalized text to appear. Choose the brush tool and select the copyright brush from the brush picker. All you have to do now is click where you want the symbol and the text to appear.

Remember that while using this customized brush, the standard brushing rules still apply. You can increase or decrease the size of the brush, as well as, control the brush opacity to give the desired effect.



That's it! This is all it takes to create your own personalized brush. Now, every time you take an image or color correct it in Photoshop, it will just take one more second to stamp it with your own name.

==========

Time Shown on Received E-mails

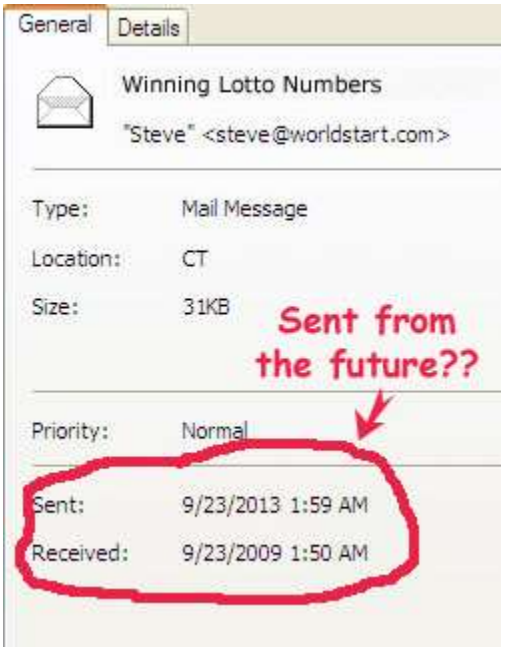
Recently the time shown on my received e-mail runs three hours ahead. Other times I get email from days or years ahead. Are these emails really coming from the future?

It would be nice if when someone told you, "I need that information yesterday!" you could email it to them

http://sirattu.mlyu.wordpress.com/

and have it show up yesterday. But, alas, this is not the case. This "email from the future" can happen if your ISP's clock is off.

Since the time stamp gets put there by your e-mail server, if the time on that server is off, your e-mail received time will reflect this.



Your best bet is to contact your ISP and ask them about it. They can either give you an explanation for the time problem (i.e. you live in LA but the server is in New York) or get it fixed for you.

Recently I've seen junk mail come from a year ahead or from way in the past before Al Gore invented the internet. This puts the junk mail at the top of your inbox whether you have it sorted ascending or descending by date. That's some kinda trick they do on their bulk servers.

==========

http://suratiordhivu.wordpress.com/