

CompuQuickTips



The For the Rest of Us
O'neal
Solution

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The Quick Launch Toolbar



*Learn what the
Quick Launch Toolbar
can do for you as well as
how you can make
your very own Toolbar.
Now there is a very good
alternative to that
Office Toolbar.*

*The tragic events
of September 11th
make any computer
problems seem trivial.
With security in mind,
learn what to look out for.
There are
entirely too many
halloweenies out there!*

*Tired of the same old
boring icons?
EIcons is what
Mrs. Wizard uses!*

The Quick Launch Toolbar, located at the bottom left of your main Taskbar (just to the right of the Start button) isn't there just for looks. It is a handy way to access your most frequently used programs and eliminate those extra shortcuts from your Desktop. Letting your mouse button linger (without clicking) over each button will cause a small popup description to appear. This is a great way for you to "shake hands and get acquainted."

Power users have recognized for some time that a Desktop cluttered with shortcuts is a confusing Desktop. It is much more efficient to single click one of the Quick Launch buttons, rather than wade through the Desktop looking for that favorite program, then double clicking on the shortcut. They have long since deleted those extra shortcuts and depend on the Quick Launch Toolbar for quick access to their most used programs.

You have probably already noticed a few little goodies sitting there for you to click. If you use AOL, a little button was ensconced in the QuickLaunch Toolbar when it was installed. Of course a shortcut was also placed on the Desktop and that is what most people use, ignoring the convenience of a single click at the bottom of the screen. Look around your desktop for shortcuts that are also represented in your QuickLaunch Toolbar. If you want to see more of your Desktop wallpaper, delete the shortcut from the Desktop and use the QuickLaunch button for the same program instead.

Other shortcuts you will usually see in the Quick Launch Toolbar are the *Internet Explorer* and *Show Desktop* buttons. You should also see the Internet Explorer "big E" on the Desktop. Don't delete it. It doesn't have a shortcut arrow on it and you could have a mess on your hands if you do. The *Show Desktop* button could quickly become one of your favorites once you see what it can do. The next time you have several programs running and you want to find a file (like maybe in your *My Documents* folder), click the little *Show Desktop* button once (instead of minimizing or dragging those open windows around). You will instantly be presented with a nice squeaky clean desktop. Do what you need to do, then click it again, and your previous windows will reappear as though they never left. What a way to quickly hide evidence of a hot game of *Solitaire* in progress!

If you somehow *accidentally delete* the *Show Desktop* button, it can be put back by clicking *Start*, then *Find* and searching for a file named *Show Desktop.scf*. You may not see the entire file name, but it should be in the C:\windows\system folder. Right click on it and choose *Properties* to make sure it is the correct file name. Another clue will be that the icon will look just like the one you deleted. Once you find it, right click on it and drag it to your *Desktop*. When you release the button, choose *Create Shortcut Here*. Close the search box. Right click on your new shortcut and choose *Rename*. Take out the words *Shortcut to*, so the name is simply *Show Desktop*. You are just about finished. Right click on this shortcut (newly renamed) and, while holding down the right mouse button, *drag* it to your *Quick Launch Toolbar*. Upon arrival, let go of the right mouse button and choose *Move Here*. Open a couple of program windows just for giggles and

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Quick Launch Toolbar

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test your newly resurrected *Show Desktop* button. Is this a great *cover your tail* move or what??

Lately, old Mrs. Wizard has received several emails and phone calls from folks who have managed to *lose* their Quick Launch Toolbar. It isn't difficult to retrieve. Right click on any empty area of the Taskbar and choose *Toolbars*. Make sure there is a check next to *Quick Launch*.

You will quickly discover the Quick Launch Toolbar isn't the biggest thing in the world. You can't put everything there, but you can use it for quick access to your most

special applications. Be very selective. You can always get to the Taskbar area (and your Quick Launch Toolbar), no matter what you are doing. You can add special favorites by right clicking and dragging any shortcut directly to the Quick Launch Toolbar. When you let go of the right mouse button, choose *Copy Here*. It's that simple!

What if you have a lot of favorite shortcuts? Gosh! What if you have so many you can hardly see your Desktop?? Ewwwwwww!



How many developers does it take to change a light bulb? The light bulb works fine on the system in my office . . .

Make Your Own Toolbar

Any folder can become a new Toolbar. For shortcut storage, you can't beat a personal toolbar. Create your own by right clicking on the *My Documents* folder and choosing *Explore*. Right click in any empty area in the right windowpane and choose *New, Folder*. Give your new toolbox folder a name you will recognize. Close the *My Documents* window.

Right click on any empty area of the Taskbar, move the mouse pointer to the word *Toolbars*, then click the words *New Toolbar*. In the next window that appears, scroll until you find the *My Documents* folder, then click the + to the left of it so all the folders within will drop down. Find the folder you created and click on it so it is highlighted. You should see the folder name appear in the little box at the top. Click OK and you are all set.

You will see your new Toolbar added to your Taskbar. There is no need to leave it there. Put it on the left or right side of your Desktop instead, and let it have more room to breathe and hold stuff! Look for a little vertical line to the left of the name of your new Toolbar. Hold your mouse pointer over this line until you see it become a double-ended arrow. While holding down the left mouse button, *drag* the toolbar all the way to the left or right of your main computer screen. When you let go of the mouse, you should see it straight up and down, ready for you to tweak, customize, and begin adding your little goodies to it.

To make it wider, so you can read the shortcut and folder names better, position the tip of the mouse pointer on the edge until you see the double-ended arrows. Hold down the left mouse button and drag your new Toolbar until it is wide enough for you.

You don't want the thing sticking out all the time? Make

it retractable by right clicking any empty area on it and choosing *Auto-Hide*. It's that easy! Any time you want to get to it, just move the mouse pointer to the edge of your screen and it will snap to your bidding.

This is the perfect replacement for the Office Toolbar. Since it is part of your Windows system, it is not likely to cause your computer to crash or lock up. It is simple to create and use, won't suck system resources, and you can do so much with it. Little or no precious desktop real estate is used and it can hold a lot!

Right click and drag all those extra shortcuts from your desktop right onto your personal Toolbar. When you let go of the mouse button, choose *Move Here*. If you just left click and drag to the personal Toolbar, you will still be left with the shortcut on your desktop.

Your only limit to your new personal Toolbar is your imagination. Use it just like any other folder. Create folders on your desktop, then right click and drag to move them to your Toolbar. Use it to store favorite web shortcuts for really quick access. Use it to keep your desktop clear enough to see your wallpaper. You didn't know you had wallpaper? Well you do now!





Halloweenies ...

It would be nice if I could write about fun things for Halloween this year, but *Halloweenies* seems to have become an annual affair. There are bums out there who live to mess up your computer one way or another, and *Halloweenies* is here to help you ferret them out and protect yourself with a few extra tips and tricks.

Common sense approach to virus protection ...

Ultimate protection is in *your* hands. It doesn't matter if you have the newest, hottest virus scanning software on the market, if you don't keep it updated it might as well not be installed at all. If you have made keeping your virus software up to date your mission in life, old Mrs. Wizard is proud of you! Here are a few additional measures you can take to prevent those cooties from sneaking past your favorite virus software.

Turn off the preview pane in Outlook or Outlook Express by clicking *View/Preview Pane* (Outlook) or *View/Layout* and making sure there is not a check next to *Show Preview Pane* (Outlook Express) to prevent any background scripts from running in any html email. Outlook and Outlook Express can read email that is sent in *html* format. This email acts just like any web page, and while you may not be likely to accidentally stumble on a website that has intrusive java or visual basic scripts running in the background, you *are* likely to click on an email subject. Even if you are disciplined and delete all email that is from someone you don't know or expect, some can manage to filter through.

The problem with keeping the preview pane opened is that if you want to delete an email, you have to select it. When you select it, the message opens automatically below, in all its radiant html glory. One advantage to *not* having the preview pane open when you do a send/receive is that the likelihood of mail-borne virus are reduced. Another is that you can delete junk or strange email before anything is actually opened or damage can be done. This will prevent any scripts from running or cookies being sent from a spammer's site. If you want to view a new message you will need to double-click it to open it. You can always turn the preview pane back on after your mail has been received and what you want to delete has been taken care of. This will give you the best of both worlds and an extra measure of safety in today's big bad world.

**How many tech writers does it take to change a light bulb?
None.
"The user can work it out."**



Virus Hoaxes and Myths. How to tell if it is the Real Thing ... About the time you think you have seen it all, another well meaning friend forwards what is usually a variation of a common email theme. Don't open any email with whatever in the subject line. Just *looking* at it will wipe out your hard drive, cause your spouse or significant other to break out in a rash, and generally cause havoc with your world. Delete it immediately and seek spiritual guidance from the neighborhood guru (after you have done not less than 10 Hail Marys buck naked under a full moon).

Wake up! Any time you see that an email has been forwarded umpteen gazillion times, be wary. Chances are it is a hoax or myth. The fact that it has been forwarded and may contain a few well known companies (like Norton, McAfee, or Microsoft) in the main message (if you can find it) just means all those people before you were duped too. They could also have just been too lazy to check it out and had a trigger happy forwarding finger. Don't let this happen to you!

The next time you receive one of these little goodies, your homework assignment is to check it out. Put these handy dandy little websites into your Favorite Places or bookmark them for quick and easy access in the future. You will be glad you did!

Hoax Encyclopedia

<http://antivirus.about.com/library/blenhoax.htm>

In the Wild Threats

<http://antivirus.about.com/cs/inthewild/>

Vmyths.com

<http://vmyths.com>

Urban Legends and Folklore

<http://urbanlegends.tqn.com/>

Tiny Treasures ... ENDitALL



Over the years, if I could have gotten a programmer to build me the perfect utility, it would have been ENDitALL. Old Mrs. Wizard has been looking for something like this for some time now, and could hardly wait to try it out. It eliminates the need to give your computer the "three finger salute" (ctrl+alt+delete) umpteen times to close everything except Explorer and Systray before installing new software or when you need to free as many resources as possible. When you are finished, restart your computer and all will be as before.

You *do* know that you should shut down as many running applications as possible before installing new software don't you? It can sure save a lot of potential problems when you do. Many lockups and general glitches are caused by poor installations, usually because something was running during the installation that shouldn't have been.

How many times have you tried to run your Disk Defragmenter, only to have it quit because something was

running in the background, gumming up the works?

This little one trick pony is definitely a keeper! It is a quick 423 Kb download. Just double click the installation



file and let it do its work. When finished, you will have a tool in your Programs you will use a lot! Best of all, it is FREEWARE! The answer to this maven's prayer!

Read all about it and download it at:

<http://home.ptd.net/~don5408/toolbox/enditall/>

Elcons ...

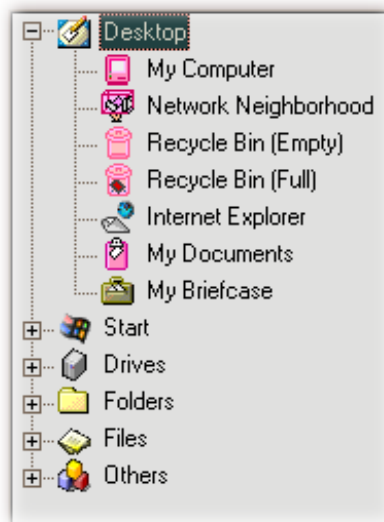


Want to make your computer more fun? My favorite Italian programmer, Giovanni La Sala has the answer! Are you sick of those plain old vanilla icons? Then you need to download and install *Elcons*. Now, you may not prefer the hot pink ladie's icons, but there are plenty of others to choose from. Use a different icon theme each day!

Shareware is when you get to try out software so you can make up your mind whether or not you like it, or if it is useful to you *before* you actually purchase it. *Elcons* is shareware. Give it a try, and if you like having a tool that lets you change your mind as often as you change your underwear, help contribute to the global economy, pay the \$19 and register it.

<http://www.deepgls.com/eicons/> is where you need to go to download this little gem. The 2.5 Mb installation file is not an unreasonable size to download. It is easy to install and use, easy on system resources, and there are lots of interesting themes to download at Giovanni's website.

*How many
Macintosh engineers
does it take to screw
in a light bulb?
None - it has to be
done by a local
authorized dealer.*





Mrs. Wizard QuickTips ...

Special thanks to Jerry Newman ... for finding <http://camtech2000.net/Newsletters/Newsletter091701.htm>.

This page has some pretty interesting freeware, shareware and potential Tiny Treasures (as soon as I check them out) available, as well as a great way to liven up your desktop with a patriotic American theme. Click the flag at the bottom of the page to go to a page full of alternatives for your windows startup screen, as well as wallpaper sets. There's even a neat little startup screen changer available. Download the free trial and give it a try.

Toolbar or Taskbar ... The *Taskbar* is that thing at the bottom of your main Windows screen. It holds the *Start* button, the *System Tray*, *Toolbars* (if you put them there) and a row of buttons that show which programs are open. The row of buttons is actually the *Taskbar* part. You can quickly switch back and forth by clicking each one. *Toolbars* can be in your main *Taskbar*, or anywhere else on your screen, and are much more interactive. The buttons on a *Toolbar*, can be shortcuts, or documents and other files. Click those buttons and something is bound to happen! They are tools after all.

Personal Firewall Protection ... Visit <http://zonelabs.com> and download ZoneAlarm. Its free version is fast, easy to use, and works great! It will protect you from *Halloweenies* when you aren't even aware they are trying to visit. If you spend any time at all on the Internet, with any online service, you need this.

Make any page your Home Page ... You don't have to be satisfied with the default first page you see when you open the Internet Explorer window to surf the Internet. Go straight to your favorite site, click the word

Tools, then *Internet Options*. The contents under the *General* tab should be the first you see. Click the *Use Current* button to

make it your default Home Page. Use the example above to guide you in your choice.

Quickly Close a Program ... Press ALT+F4 and the top window you are working with will *close* immediately, program and all. You will be prompted to save any changes you have made.

Un-Crowd the Taskbar ... If your Taskbar is too crowded, make a little wider by positioning the tip of your mouse pointer on the edge until you see double-ended arrows. Drag while holding down the left mouse button until it is about 1 width taller. Any larger than that and it could prove to be obnoxious.

Mail2Web.com ... Pick up your email from any computer, anywhere in the world. Visit <http://www.mail2web.com> and have a ball. It is FREE, secure, and no registration is required. You just need your email address and password. Replying to email is very easy, as well as creating new email. Sorry AOL users, this won't work for you, but AOL has its own web-based solution for pickiing up your email from any computer. Just go to <http://www.aol.com> from any computer connected to the Internet. Sign in with your screen name and password, and you can collect your email, reply, and send new email.

Protect your file ... Use *Read Only* to keep someone from accidentally making changes to any of your files that are works in progress. Right click on any file, and choose *Properties*. Click in the box next to the words *Read Only*. Click OK and your file will be protected. It can be opened, but not altered without saving it with a different name. Your original will be intact!

<http://compuquicktips.com> ... If you haven't noticed yet, old Mrs. Wizard is weaving a new web!

CompuQuickTips.com is growing and new resources are being added every day. Each one is checked out personally. If you see it on compuquicktips.com, you can bet Mrs. Wizard found it to be of value. And you KNOW how picky she can be! From recreation, to computer learning resources, to past issues of the CompuQuickTips newsletter...be sure to check it out.

Make it faster ... Right click on *My Computer* and choose *Properties*. Click the *Performance* tab, then the *File System* button. In the *Typical role of this computer* area, click the little down arrow and choose *Network server*. also make sure the *Read-ahead optimization* slider is all the way over to *full*. This will only work correctly with Win98 and WinME. It allows the memory on your computer to work much more efficiently, and you should notice a nice little difference in speed and resource availability. Other than that, I have no idea why it works. It just does!



How many operating systems are required to screw in a light bulb?
Just one-
Microsoft is making a special version of Windows for it.



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Editor's Desk

This FREE newsletter is dedicated to taking the mystery out of computers in an entertaining, informative way. If you have any questions or comments, please, drop me a line, give me a call or email me and let me know what you think and would like to see addressed in future issues. I really enjoy hearing from you and am happy to help all I can. You can subscribe to the electronic version of CompuQuickTips by visiting Mrs. Wizard's Web listed below. You will receive a full-color, information-packed subscription delivered straight to your email each month as an Adobe Acrobat PDF file. Download the latest version of Adobe Acrobat Reader for FREE at <http://www.adobe.com>.

You can help support CompuQuickTips by ordering Mrs. Wizard's CD Essentials when you visit <http://mrswizard.com>. Look in the *Special Offer* section. Due to popular demand, the latest version has *ALL* the past newsletter issues (almost 6 years now), as well as CompuQuickTips (the book). Acrobat Reader (the latest version) is on the CD for you to install with one click of your mouse, as well as lots of Mrs. Wizard's favorite graphic shareware programs. This is a terrific learning tool! Just pop in the CD and have fun!

Sincerely,

Cindy O'Neal



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In November ...
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