



Mrs. Wizard's CompuQuickTips For the Rest of Us

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WOW! 2004!
I hope it will be
a wonderful year
for all of you.

Begin the new year
with a primer on
zooming and resizing.

Keep your computer
in tip top shape
with these simple
cleanup tricks.

And Stay Tuned
for lots of new
tips, tricks, and tutorials
in the 2004 issues of
CompuQuickTips!

Zooming and Resizing

Knowing the difference between *Zooming* and *Resizing* and being perfectly comfortable with each can be one of the most important hurdles in your graphics education. For new computer users, it can also be one of the most difficult concepts to learn, much less understand. What may seem simple to some is a struggle for others, but when the light finally comes on, everything is much easier.

Software applications don't spell out the difference in their help files. They seem to assume we are all born with *PHD's* in *Zooming and Resizing*. Well, Mrs. Wizard is about to shed a little light on this most misunderstood subject!

Zooming can be done in *any* program. It has to do with what you can see on your screen and has nothing to do with the actual *size* of the document or image file. The typical tool used for *zooming* is going to look like a little magnifying glass.



When you *zoom in* on an image or text area, the image will *appear* larger. The actual size has not changed a bit, only your *view* of it. It is exactly like using a magnifying glass to see the details of a rose. You haven't changed the size of the rose. You are simply seeing it (up close and personal) with the aid of a magnification device.

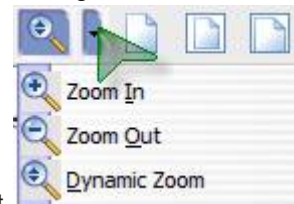
Some programs will let you zoom in and out with the wheel button on your mouse. Internet Explorer has a little known command that uses the wheel. Hold the *CTRL* key down and roll the wheel forward to make the text on any web page appear smaller. Roll the wheel back to increase the size of the text. (Note the same wheel *without* holding down the *CTRL* key will cause the page to scroll up or down.)

PaintShop Pro makes similar use of the wheel on a mouse. When an image is opened, rolling the wheel forward will zoom in, making the image *appear* larger and larger (or smaller) with each turn of the wheel. Press the *Z* key on the keyboard at any time if you want to use the left mouse button to zoom in or out. The left mouse button brings you in closer to the action, and the right mouse button zooms you out.

Version 7 and other earlier versions of *PaintShop Pro* had a very interesting way of letting you know in the Title Bar the *size ratio* of an image. If you looked in the Title Bar and saw *1:1*, you were seeing the image at 100%, or the actual size. *2:1* was 200% of the actual size, and so on. Version 8 is much less confusing because it shows the actual viewing percentage of each image in the Title Bar. If you see 100%, you are seeing the actual size of the image. 120% would be a 20% larger image view.

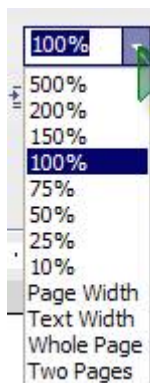


Even the *Acrobat Reader* (our favorite newsletter reader program) has a few extra zooming options in its newest version. Click the little arrow to the right of the *Zoom Tool* button (at the top of the main Acrobat window) to see your choices. The little magnifying glass with the + on it will cause your left mouse button to zoom in (make the view larger) with every left click. The one with the - button will zoom you out on each page. The *Dynamic Zoom* button was a total surprise! I sure don't remember seeing it in older versions. Click it once and the wheel on your mouse



becomes a zoom tool. You certainly need to give that button a try. You will love it! Heavens! I need to spend a little more time actually *playing* with some of these newer programs!

Your favorite word processor even has a *Zoom* option. If you can't read what you are typing, zoom in a bit. Microsoft Word has a little box at the top of the main window with a number and % in it. Click the little arrow to the right to see your zoom options. Notice how you can choose to make the whole page fit the screen, as well as view the document with the page width filling the screen. Look at the percentages. 50% means you will see the document at exactly 1/2 its actual size.



Are you getting the picture? *Zooming* has nothing to do with the actual *size* of the document. Think of it as a fancy magnifying tool only. You can zoom in or out until you are blue, but the *real size* of the image or document will *not* be changed.

So... What in the world do you do if you want to actually change the physical size of an image? **Why, you *Resize it!* Of course!**

Zooming and Resizing

Resizing is an entirely different story. When you *Resize* an image, you have changed its little computer life forever! If you make it bigger, the actual file size will increase. Make it smaller, the file size will decrease. Makes sense huh?

There are different words to look for, depending on the image editor you are using, but they mean the same. In *ThumbsPlus*, open an image by double clicking the thumbnail, then click the word *Transform*, then *Resize*. This will bring up a window where you can enter the size you would like to change to. Pay special attention to the *Aspect Fit* area. Make sure the word *Both* is selected. This way you can change the width or height, and the other will be adjusted proportionally. If you want your resized image to look right, this is great insurance. Use the



percentage choice for a quick proportional resize too.

Scale is another term often used to resize an image. Look for it if you can't find the word *resize* in your favorite image editor. I have a screen capture program called *HyperSnap* that uses the word *Scale* instead of *Resize*. It's the same thing.

In *PaintShop Pro*, changing the size of an image is easy. Click the word *Image*, then *Resize*. Use a percentage and enter the number you want into either the width box or the height box. You can also use exact measurements for the width or height below the percentage area. You only need to fill in one. The other will automatically be adjusted as long as you keep a check in the *Lock aspect ratio* box. This will give you as near perfect proportions as possible. There is nothing rougher than an out of whack image because the height and width is not adjusted proportionally. It is pretty much impossible to get it wrong this way.

Smaller is better ... When you are capturing those "Kodak Moments" with your digital camera, use the settings for the highest quality image. The goal is to end up with the best (highest resolution) image you can get, and work from there. Your finished product will be huge on your computer screen and the file size will be large, but you can always make it smaller by resizing. The quality will be much better,

The essence
of Zen:

Your file was
so big.
It might be
very useful.
But now
it is gone.

and if there are certain areas you want to select or crop out (for a new image) in your photo, you will have plenty to play with.

Making an image *smaller* is a lot easier on the image than trying to make a low resolution (small) image bigger. When you make an image smaller, you are actually compressing all the pixels so they fit in a smaller area. If anything, it will improve the quality of the image. When you try to make the same image larger, you are spreading out the same pixels to fill an empty area. The larger you try to go, the more washed out and grainy it will look. If you need an example, try zooming in on an image. The closer you get, the poorer the quality of your closer view. This is the result you would have if you actually *resized* the image larger.

Keep the original for future use and do a *Save As* to create a copy to play with and resize. A reasonable size to send in an email is about 500 (no more than 600) pixels wide. This will give you an image large enough for your friends to see the main details on their computer screen, but small enough to send (and download) quickly in an email. And you will always have your original in all its radiant glory.

Direct Resizing ... When you use an image in a word processing program or desktop publishing program, you can resize right there, without extra fiddling in separate image editing software. This is handy when using *clipart* or copying and pasting images from the Internet directly into your program.

Highlighting an image isn't the same as highlighting text. You won't see blue highlighting. Look for *handles* around your image to indicate it is *selected*. These *handles* are most important if you want to do anything to an image in a document. When you have it selected (highlighted with handles), move the mouse pointer to any of the *corner* handles until you see a double ended arrow. While holding down the left mouse button, drag toward the center of the image to make it smaller or out and away to make it larger. Remember though, *enlarging* even a clipart image can cause a distorted and grainy look. Let go of the mouse button when finished. Proportional sizing is not automatic here. If you use any of the inside handles (not the corners), your image will be sized quite differently. Be very careful or you will end up with your image looking very odd, too fat or too short. In MS Word, the corner handles seem to be for proportional resizing. With MS Publisher and other desktop publishing programs, this may not be the case. Try holding down the *Shift* key while resizing. That will cause your image to lock so you can drag all sides at once for a better end result. You won't need to guess whether you adjusted the height and width exactly the same. When finished, right click the image to see the various other options available.



Simple Cleanups

Newer computers have huge hard drives, more memory and faster processors. It isn't necessary to scrimp and tweak to squeeze every bit of space to make room for your stuff. Since hard drive space really isn't an issue anymore, why bother?

The short answer is you don't need to worry about space anymore, but too many unnecessary files *will* cause your computer to work harder than it needs to, and *that* sucks system resources you could be using elsewhere.

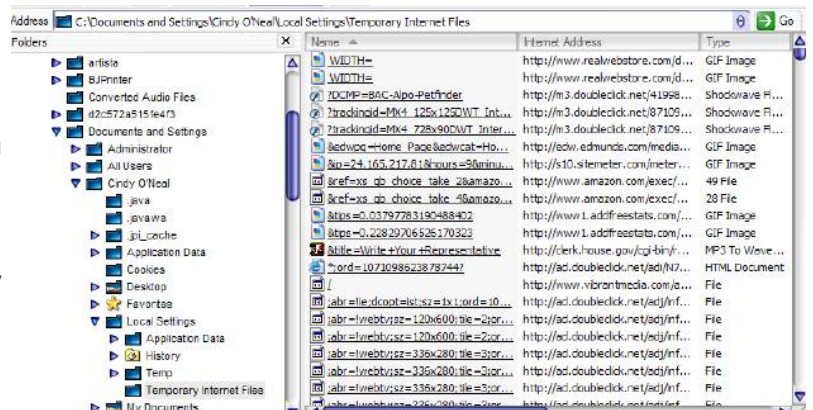
A Windows XP computer can't be cleaned up the way you did in the older Windows days. XP deposits a lot of "mystery files" in some of the oddest places. The entire file structure is different, and it isn't as easy to find that illusive "Temp" folder or other disposable files. Deleting the wrong thing could cause a real mess. You don't want to end up reinstalling your operating system because of simple housecleaning! Here are a few *safe* quickies to add to your arsenal.

Clean from Internet Explorer ... Cookies, History files and Temporary Internet files should be cleaned out from within your Internet Explorer. Click the word *Tools* at the top of the main Internet Explorer window, then click the words *Internet Options*. The *General* tab area is where you can clean all those files safely with just a few mouse clicks.

Disk Cleanup Utility ... Another safe way to delete some of those unnecessary extras is to use the *Disk Cleanup Utility*. Click *Start*, move the mouse up to *All Programs*, then *Accessories*. Find *System Tools* and click *Disk Cleanup*. Put a check mark next to each set of files you want to delete and click the *OK* button. It doesn't get any simpler. This is only a rudimentary cleanup. It does ok on your *Temporary Internet Files*, but doesn't get rid of the cookies, and it only empties the *Temp* folder in the main Windows directory. It does nothing to the temp folder under *Documents and Settings*, where all the good garbage goes anyhow. It is better than nothing though, and certainly safe!

Direct Deleting ... If you are feeling frisky, right click *My Computer* and choose *Explore*. Click the + to

the left of the C drive (in the left windowpane) to cause all the folders on your main hard drive to drop down. Click the + to the left of *Documents and Settings*, browse down until you see your user name and click the + to the left of it. Look for the *Local Settings* folder. The *Temp* folder and the *Temporary Internet Files* folder are the only two folders I feel safe suggesting to anyone wandering around in with the word *Delete* in their mind. Left click (once) on the folder in the



left window pane so the contents appear in the right pane. Left click once in any *white* space in the contents area (right pane). While holding the *CTRL* key down, press the letter *A* once. Only after you see all the files highlight *and* you glance at the left window pane to make double sure the correct folder is open, press the *Delete* key on your keyboard and say, "Ta Ta!"

Files safe to delete ... The contents of the *Temp* folder are certainly safe to delete. There is no need to go through each one to see if you "might" want to keep it. Files can be deposited by Windows in the *Temp* folder for all sorts of reasons. They could be files related to something you are working on or have worked on in the past and Windows didn't clean up after itself when you were finished. When you install software, temporary files are often created during the installation process. Once the installation is completed, they are no longer needed. The *Temp* folder is nothing more than a repository for junk files.

Sometimes, if you try to delete the contents of the *Temp* folder, a message will appear letting you know a certain file (or files) cannot be deleted because it is still in use. This is no problem. Just don't delete those files. To avoid getting that message, click where it says *Date Modified* so your files are sorted by date with the most current at the top. Left click once (and let go of the left mouse button) on the first file that is past the current date, hold the *Shift* key down and scroll to the bottom of the list. Left click once on the last file. All the files, from the first you clicked to the last, should be highlighted. Press the *Delete* key to remove. **If you really screw up and catch yourself quickly enough, you can always use the keyboard command *CTRL+Z* to *UNDO* the last thing you did.**

My Recent Documents ... You can find this folder in the *Documents and Settings* area under your user name, just below the *My Documents* folder. Click this folder in the left window pane so the contents appear in the right pane. There could be hundreds of files in this folder. They are actually *shortcuts* (notice the little shortcut arrow on each) to other files you have opened. You can safely delete all these you want and keep only the shortcuts to documents you want to have easy access to when you click *Start* and go to the *My Recent Documents* area. The fewer files you have here, the better.

When you are finished ... Don't forget to empty the *Recycle Bin*. Nothing is deleted permanently until you do. Right click on it and choose *Empty Recycle Bin*.

**Definition:
Keyboard Plaque**

The disgusting
buildup of dirt
and crud found
on computer
keyboards.

"Are there any
other terminals
I can use?
This one has
a bad case of
keyboard plaque."

Happy New Year!

You can't open the door to 2004 without doing a little reflecting on times past. The world of computers is exciting and opening new doors every day. It certainly changes (and even improves) daily. There is always going to be something new to learn and try.

One of the most interesting things the Internet has been able to do is give us a perspective on history some of us would never be able to experience. Old time radio programs are among my favorites. Sometimes I wonder if I had been born a few years earlier, I would have been able to experience that wonderful way of communicating on a more personal level. It was such an innocent, simple time. The humor was the type that made you think. Thanks to the Internet, I can enjoy it now. You can too, at <http://live365.com>. Depending on your generation, you can relive those yesteryears or treat yourself to a whole new, wonderful experience!

Computers have come a long way. The last 15 years have been amazing! You might laugh at some of those "earlier" models, but they helped get us where we are today. Here are a couple of eye-opening links:
Lots of Pictures here!

<http://www.pattosoft.com.au/jason/Articles/HistoryOfComputers/>

This one will take you back to ancient times!

<http://www.maxmon.com/timeline.htm>

Napster has all but died, but with nice fast connections, you can record anything you can hear and still build your own library of favorites. The September, October, and November newsletters for 2003 addressed several (some even FREE) different ways to *legally* create your own digital library. You can revisit those issues any time by visiting http://compuquicktips.com/2003_archives.htm.

The Wayback Machine ... The best way to determine how far you have come is to see where you have been. This is especially true for me. I have loved computers since 1991, a pretty late start when you think about it, and began my affair with the Internet around 1997. You can actually view the very first pages I created for *mrswizard.com* by going to <http://web.archive.org/collections/web.html>. Just type in *mrswizard.com* and see those first attempts I was so proud of. Some of the images are missing, but you will be able experience the general flavor of those earlier pages. I thought I knew it all!

Read those first newsletters ... You can view previous CompuQuickTips issues from 1999 to the present at <http://compuquicktips.com>. The original pdf files are there for you to search, read and download at your convenience. If you have ever ordered my *CD Essentials*, you have *ALL* the issues, from the very first in 1995 to the latest available when your CD was created.

Looking Forward... Some of my best ideas come from questions I receive from *you*. *Making Rules in Outlook Express* and *Creating Users in XP* are great examples, and will be in the next issue. They were directly inspired by various questions in email and personal training sessions where I helped make computers more personally usable for my clients. Sometimes I will revisit and refine a topic I have written about before. Playing around with the *Registry Cleaner* in *Jv16 Power Tools* and seeing how much nicer *Old Faithful* (our main computer) ran when I gritted my teeth and let it *really* clean house caused me to give some of the other features in that great little utility a second look. You will be reading the nitty gritty details about that in the near future too!

Someone told me in 1995 I should be able to get a few years out of the newsletter before I would run out of things to write about. Boy! Was he ever wrong! I had no idea it would be such an ongoing learning experience and I would always be hungry for more. CompuQuickTips has been (and will continue to be) a great way to chronicle my love for these blasted machines and all the software and tweaking that seems to go with the territory. *YOU* have made this possible for me. And for that I am grateful! Because of you, I learn something new every day. The newest computer users give me an opportunity to see through their eyes so I never forget how daunting it can be. You keep me grounded. Experienced users make me want more and keep me humble. All of *YOU* inspire me to leap out there and try new things.

**To All of YOU, dear readers ...
Thank You and Happy 2004!**



Definition: Dead Tree Edition

The paper version of a publication available in both paper and electronic forms, as in:
"The dead tree edition of the San Francisco Chronicle..."



Webshots



**Definition:
404**

Someone who's clueless. From the World Wide Web message "404, URL Not Found" meaning the document you've tried to access can't be located.

"Don't bother asking him... he's 404."

Webshots is probably one of the easiest ways to jazz up your desktop with fresh backgrounds that will always suit your tastes. Why? Because you choose them yourself and the program does the rest. Webshots has a huge library of really great stuff! Browse the *daily* photos or the full *Gallery*.

I have used *Webshots* for several years and have written about it before. Although I liked it a lot, I had a hard time recommending it for older, slower computers. It is really no longer an issue with newer (less than 3 years old) computers. There are plenty of resources available on newer machines. Running and enjoying *Webshots* is a breeze now. Today's computers have finally caught up with it!

The *Free* version is a little over a 2 Mb download and shouldn't take an unreasonable amount of time with a relatively new computer and nice fast modem connection. Installation is a breeze and there are plenty of options available after you

have it installed to tweak it so it does exactly what you want it to do.

The default installation makes sure it always runs in your *System Tray*, and is very handy. It will blink periodically to remind you of a new daily photo and you can right click it any time to choose other options. Choose *Settings* and click the *Tray* tab to turn it off. If you notice your system resources becoming a little



sluggish or simply tire of seeing that blinking camera, turn it off.

Adding to your collection is as easy as double clicking an image on the *Webshots* web site. Depending on your settings, it will also immediately make the image you download the new wallpaper. This is a great way to give your desktop a whole new look on the fly.

Another nice feature is the *Photo Manager*. This can be accessed with a right click on the *Tray* icon too. Your collection will grow each time you visit the website and double click an image and change your wallpaper. The *Photo Manager* organizes all your images from webshots and has a handy

little link to the *Webshots* website if you feel like browsing for more.

A *Screensaver* is included with the software that shows a nice slideshow of your downloaded *Webshots* images. Set it to go through all your collections, or just your favorites. You can also choose different transition effects between each image while your screensaver is running.

The quality of the images you can download from *Webshots* is amazing. The *FREE* version is fine for most. It doesn't contain any *spyware* or *adware*, and won't gum up your computer. You can download up to 5 new images a day and store up to 240 of your own photos for others to view and download.

For those of you who want *more*, you can purchase full *membership access* from \$19.98 (6 months) to \$45.36 (2 years). This will allow you to store up to 3,000 of your own photos on the *Webshots* server, unlimited professional photo downloads, even entire pages of photos with 1 click. Membership also removes the extra advertising and allows access to selected higher quality images. You choose the best option for *you*. Either way, it is a great piece of software and a terrific service!

<http://webshots.com>

Tiny Treasures

Hi Cindy,

First, Happy Holidays from your 'old' friend at Southwest's Macon Cove campus. Haven't talked to you in a while. Hope all is well with you. I'm sending a couple of treasures to you that I've had for some time. I don't believe you have them. First - "MD Folder (Make Directory)...this one gives you a 'new folder' function in the dialog box when right-clicking on a drive or folder in Windows Explorer. Secondly - A freeware graphpaper program from a gentleman in France. This little puppy is great for educators (math, graphing, etc.) It even prints music sheets. All the 'Bubbas' down here in Memphis could print 'targets' with this program. All the author asks for is a postcard in return.

A Christmas Hug,
Jerry Newman

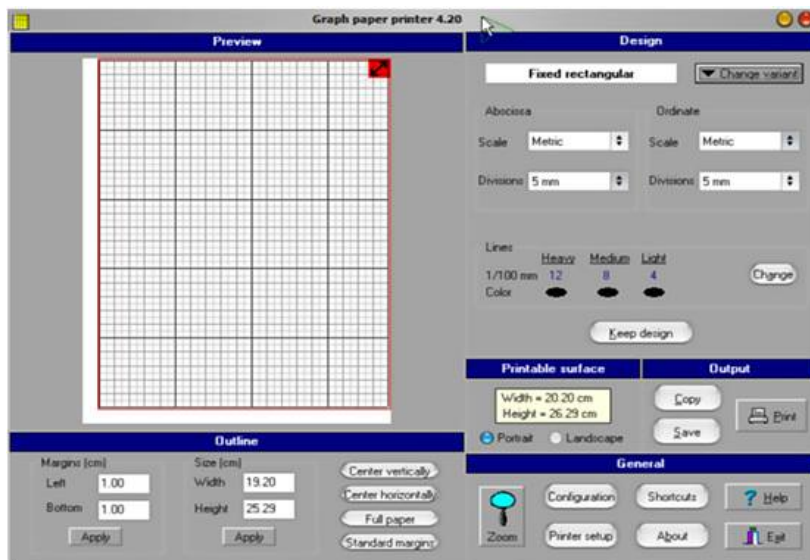
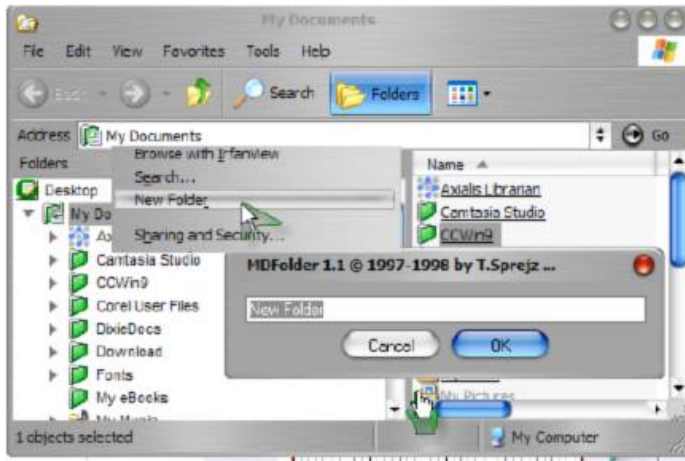


A very *special* Thank You, Jerry!
These two are definitely *Tiny Treasures!* The MD Folder program is so amazingly simple, it makes you wonder why the Windows folks didn't think to include it. It makes perfect sense to right click any folder and see the option to create a new folder right there! I love it!

I did a little research on the Graph Paper Printer program. Seems it comes from a doctor in France. What a small world! It is a wonderfully useful program, very tiny and very *FREE*. I have the file Jerry sent on my server so you can download it from the *Tiny Treasures* link or you can visit Dr. Philippe Marquis's web site and read all about the newest (shareware) version.

Real programmers don't document.

If it was hard to write, it should be hard to understand.





Mrs. Wizard's Quick Tips

Quick Keyboard Tips ...

Windows Key+F... Launch Find tool

Windows Key+M... Minimize all open windows (great one for hiding those "no no's")

Windows Key+R... Launch the Run button. Type in a web address (http://etc, etc) and hit the *Enter* key to instantly open your web browser and go to the site you want.

Windows Key+U... Launch the utility manager (windows 2000 and XP only?). This brings up the *accessibility* utilities window so you can quickly turn one or more on or off.

Alt+Tab (Hold Alt and press Tab key repeatedly)... Task switcher

Alt+F4... Stops the "active" application. This is VERY handy to remember if you ever (accidentally) get one of those web sites that throws unending popup windows at you and you think you need to turn the computer off to make it stop.

XP Older Version Views ... If you have used Windows 98 long enough to be comfortable, upgrading to Windows XP can be very intimidating. It really is as easy to use as older versions. The important changes are "under the hood" to make it so much more stable. It just looks a little different. Actually, a LOT different! To keep from being disoriented so you can get to know XP better, switch to the "Classic View" for a while. Right click the *Start* button and choose *Properties*. When the *Taskbar and Start Menu Properties* window appears, click once in the circle to the left of the words *Classic Start Menu*. Click the *Customize* button to the right to see what other choices are available. When you are satisfied, click *OK* to close the window and view your new settings. You can change it back whenever you are ready.

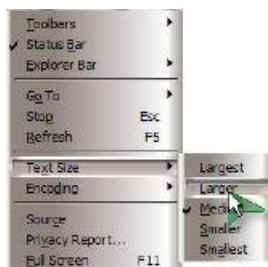
Media Player 6.4 ... Sometimes you just don't need all the bells and whistles of the latest and greatest Windows Media Player. If you are using Windows XP and want simple and fast, the older version is still available. Click *Start* and *Run* and type *mplayer2* in the Run box. Hit the *Enter* key on your computer and you will be up and running immediately.

Open a new Browser Window ... When browsing the Internet with Internet Explorer, clicking links can eventually cause you to lose the site you started with. If you want to keep a firm grip, hold the *Shift* key down when you click that link. It will cause a separate browser window to open and you can surf without losing your place.

Larger Text in Internet Explorer ... You decide the text size. Click the word *View* at the top of the main Internet Explorer

window, then *Text Size*, and choose how you want to view the text on websites you visit.

Note: this only works on actual text. Text that is part of an actual image is not going to be affected.



Setting your computer clock ... Double click on the time at the bottom right of your main computer screen to bring up the clock settings. It is then a matter of clicking in the box you want to change. Click the *OK* button to finalize your settings.



There are three different tabs to check in this window.

It is *not* a good thing if you find yourself continually resetting your computer clock. If you notice a really odd date and time (like the 15th Century), this is not a good thing. If your computer clock won't hold the proper time, you may have a bad battery on your main computer motherboard. These rarely go, but when they do, you need to have it checked out and replaced if necessary.

When your computer clock doesn't keep proper time, all sorts of things are affected, including Outlook. If you depend on it to keep your daily schedule, forget it. *Everything* on your computer that has to do with time will be off.

Display the Full Path ... By default, when viewing a folder or file in Windows Explorer, only the folder or file name will appear in the *Titlebar* and *Address Bar*.

This doesn't tell you anything about *where* the file actually is. Click the word *Tools* at the top of any *Explorer* window, then *Folder Options*.

Under the *View* tab, make sure there is a check mark next to *Display the full path in the address bar* as well as *Display the full path in the title bar*. This will also help you in other programs. You will always be able to look at the title bar of the window and have a better idea where the file you are working on actually is. For example, *c:\documents and settings\trixie\my documents\anything.txt* is in a folder named *my documents* in a folder named *trixie* which is in a folder named *documents and settings* on the main C drive. You will never be lost if you know how to read the *Path*.



Disk Full -
Press F key
to belch.

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Help support CompuQuickTips by ordering Mrs. Wizard's CD Essentials when you visit <http://mrswizard.com>. Look in the Special Offer section for more information and other ways to help. Due to popular demand, the latest version of the CD has ALL the past newsletter issues (since 1995). 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!

If you want ALL the daily quick tips in one place, as well as lots and lots of custom wallpapers for your desktop, think about joining the Happy Dragon Club at the mrswizard.com website. A very small (one time) donation will get you access to a growing number of Members Only goodies.

Sincerely,

Cindy O'Neal



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Mrs. Wizard's Webs 

<http://mrswizard.com>

<http://compuquicktips.com>

In February ...

Make Your Own Rules In Outlook Express
 XP-Different Tastes? Create Users!
 Utilities

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