Forwarding Email ...

The simplest thing to do when you receive a particularly great email and you're dying to share it with everyone in your *Address Book* is to hit that *Forward* button. It's right at the top of every email program on the planet with the word *Forward* written in nice big letters. You can't miss it. It *BEGS* you to click it.

Even the most inexperienced email users know how to use the *Forward* button. Unfortunately, it is also a valuable tool for *spammers*. They *LOVE* it when you use the *Forward* button, and count on you to keep them happy by forwarding to all your friends in your Address Book so they can glean all those nice verified email addresses and create nice neat *SPAM* lists. Heck, there's a lot of money to be made selling *SPAM* lists. We will never see a dime of it, but the *spammers* will.

Another interesting (and not so good) side effect of forwarding email is the very real possibility your recipients will not even see the good stuff you are forwarding. Images may not appear in your forwarded email, and in many email programs, forwarded emails appear as extra attachments. The people you send to will only see a paper clip or another attachment symbol. If the email has already been forwarded multiple times, they might open that attachment email, only to find another attachment they must open to get to the good stuff. If someone has to drill through several attachments like this, chances are they will either be confused and give up, or run out of patience and give up. Because there are so many different email programs out there, your forwarded email may not be seen the way you expect it to be seen, and most people will never tell you what a pain in the patoot your forwarded emails are. They will quickly learn to just hit the *delete* button and save the time and frustration.

If you *must* forward those email goodies, here are a few tips to make forwarding easier on you *and* your email recipients and tough for spammers.

Make sure you can see the message you are forwarding in your main message area. Once you hit the *Forward* button, you should have a new email open, with your forwarded information in the main message area. Click once at the top of the main message area and type any message you want to add to your forwarded message. You may need to click to the left of the existing stuff (so you see a blinking cursor) and hit the *Enter* key a few times to make room for your additional message.

Send only the good stuff ... If the message you are reading (and want to forward) has been forwarded already (sometimes lots of times), you won't see the actual message. You will only see what looks like a blank email. The *real* message is actually an attached file with *.eml* at the end of the file name. You might even see a couple of other "junk" attachments. These are usually insignificant text files and serve more to confuse than anything else. You can disregard these and chalk them up to *email clutter*. Double click the *.eml* file and another email will open. You *still* may not see the actual message. Instead, you might just see another attachment. Some email programs do this when messages are forwarded, and it makes for a lot of confusion when someone has to drill through several paper clips (attachments) before they get to the good stuff. If you have to open several attachments to get to the meat of an email you would like to forward, don't forward it again. Instead, begin a new email and copy and paste the information you want to share (once you finally find it) into a new email. If you do this, the odds will be much better your

*Foster Braun
was kind enough
to invite old Mrs. Wizard
to be a guest on
WJR's Internet Advisor Show
Saturday, May 14th.
For a limited time
I have the MP3
recording available on
mrswizard.com.
Enjoy!*

*Forwarding email
doesn't need to
be a curse.
Learn to do it PROPERLY!
Your email buddies
will appreciate
your effort.*

*And...
Don't let installing
software make you crazy!
This issue will help a lot!*

Forwarding Email ...

friends will be able to see what you are wanting to share. Think of it this way. If you had to do ten *Hail Marys under a full moon* just to get to the good part of an email, anyone you forward it to will have to go through the same scenario, and many of your recipients don't have the time, patience or skill to be put through something like that.

Clean up your main message area. Highlight and delete ALL other email addresses in the main message area. The only thing showing should be the message part you want to send. This will end the chain of email addresses forwarded with each email. If you would like to add a personal message, click at the top of the main message area and add your own words.

Some email programs (like Incredimail, Outlook Express and Outlook) will have *extra* attachments showing when you view a message you are about to forward. Click each one of these attachments and *Delete* them. You don't want anything attached to your email that isn't absolutely necessary, and believe me, these little "Clingons" are not necessary. If they are not valid attachments and are confusing to you, imagine how confusing they will be to future readers when they are continually forwarded.

Use BCC ... It stands for *Blind Carbon Copy*. People in the BCC list will only be able to see themselves and whoever you put in the *TO* list. All the other email addresses will be hidden. It is a very effective, easy way to make sure email addresses are protected from *spammers*.

Outlook Express and Incredimail users, click the *TO* button and put YOURSELF in the *TO* box. This way your email will be less likely to be tossed out as potential *spam*. As you click each other email address, click the BCC button to the right instead of the TO: or CC: buttons. This will cause only your email address to appear in the TO: box. All the other email addresses will appear in the BCC box. When you are finished, click the *OK* button at the bottom of your selection box to return to your email. You will see your list of email addresses listed next to *BCC*.

Complete your email normally, make sure something is in the *Subject* box (I hate receiving email with no subject). Give your email a final check and hit the *Send* button. When all your friends see your email, they will see only *their* email address and yours. If they decide to hit the *Forward* button, they won't be able to accidentally share any additional email addresses from your email.

AOL users have a *BCC* button in their address book too. Use it. It may look a little different, but it does exactly the same thing. When you want to send an email to many people, click each name in the address book, and click *BCC* instead of *CC*. This will put the email addresses in the *Copy To* box with a (parenthesis) around each email address. AOL BCC works the same way as any other email program. It just looks a little different in the *TO* box. The people who receive your email will see only themselves in the *To* part of their email. It is also a good idea for AOL users to put themselves in the main *Send To* box to avoid being flagged as spam.

QuickTip for AOL'ers ... If you can't break the habit of just putting everyone in the *TO* box or hitting the *CC* button, you can fix it quickly by putting the entire contents of the *Send TO* or the *Copy TO* box in parentheses. Use the *CC* button to list everyone in the *Send to* box. Then click to the left of the first name listed. Put the left parenthesis (to the left of the first email address and the right parenthesis) to the right of the last email address. This will enclose all the recipients and designate the entire contents of the *Send To* box or the *Copy To* box as *Blind Carbon Copy*.

Try it. You'll LOVE it!
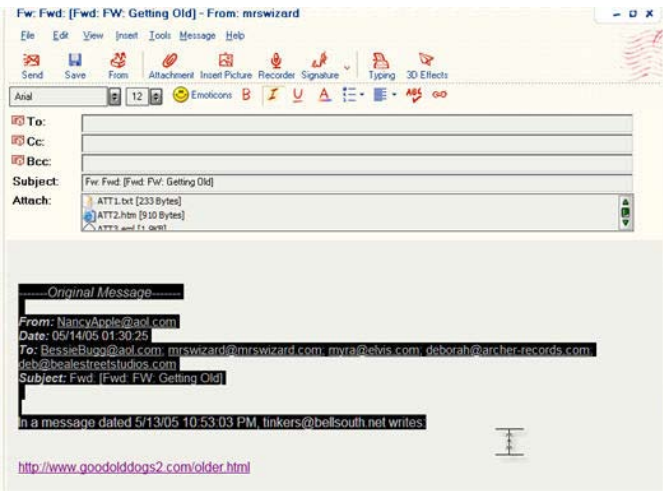
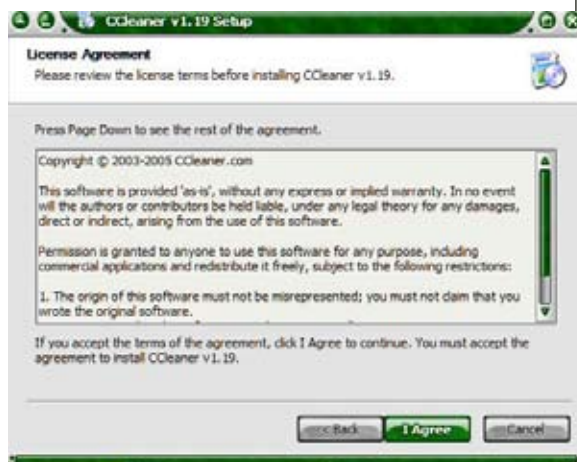*Any given program will expand to fill available memory and hard drive space.*

Installing Software ...

There are only two things you need to remember when installing new software. *Pay attention* and *clean up after yourself*. Let these become second nature and you will never be caught wondering, "What the hell happened here?!?" *YOU* will be the master of your computer's destiny, not that blasted machine.

Pay Attention ... It all begins the moment you insert the installation CD or double click the installation file you just downloaded. The first window you see will welcome you to the *Installation Routine* for your new software or update. The more experience you have installing software applications, the more you will realize how much these installation routines have in common. They aren't all alike though. If you install one thing, don't think for a minute you will ever see the same installation routine again. Each software seems to have its own special thing that sets it apart. It may be some little choice you need to make, or a box you need to check. It could be anything, and if you get it wrong, you may as well uninstall your software and begin again. The key is to keep your eyes open and *read, read, read* each window you see before you progress to the next one.

One of the first windows you will see is a *Welcome* window. Be sure to *read* every word. As your experience grows, you will notice most programs recommend you close all other applications before installing. Windows XP is much friendlier in this regard than previous operating systems. It isn't necessary to give your computer the old *Three Finger Salute (CTRL+ALT+Delete)* and choose *End Task* on everything but Explorer and Systray any more. You *DO* want to close any obviously open programs, especially if you are running an older version of a program you are installing. Some installation programs fill your entire screen too, so it may be necessary to move your mouse pointer to the middle of the *Taskbar* at the bottom of your main screen. Any programs you have running will have buttons there. Click each button to cause the window to move to the front and X out of the program to close.

Always *AGREE* to the license agreement. I can assure you, the software won't install if you don't. Some installations won't even advance after you hit the *I Agree* button or place a check in the *Agree* box. You may need to do a token scroll through the license agreement so the installation program thinks you have actually read it. This doesn't mean the information is any more or less important. They want to make sure you have seen it.

Pay special attention to where your software is being installed. There is no need to argue with your computer in most instances. There will usually be a *Browse* button for people who want to install in a different place, but unless you are running out of hard drive space on your C (main) drive, it really is best to let your software install to the default location. Most new software will install itself in the *Program Files* folder on the main hard drive. It will create its own special folder there, and will install (probably) a few subfolders too. Just look at it and make a mental note of where it is. If you ever need to browse through your *Program Files* folder, you will be more comfortable seeing folders that make sense to you. Some installation folders reflect the software's company name. If you see it during the installation process it will be easier to recognize if you ever need to find your software in the *Program Files* folder. This window will also (usually) tell you how much space is needed to install your new software, as well as how much hard drive space you have on your machine. This is always good to know!
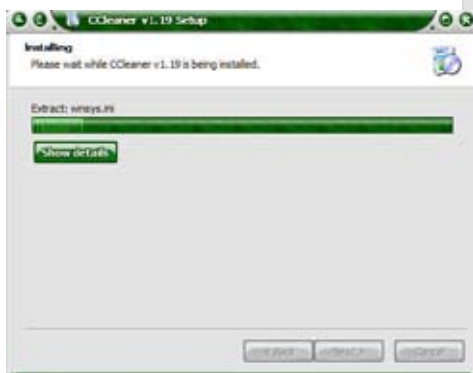
Installing Software ...

Look for additional installation options. This is where you can sometimes avoid having extra icons show up on your desktop. You may or may not want certain options added to the *Context Menu* (right click options). This is a great opportunity to make choices you are comfortable with. Not all installation programs will give you options like these, but if you ever see them, you will be more in control. Remember to *take your time* when installing software. Don't be too quick to click that *Next* button.
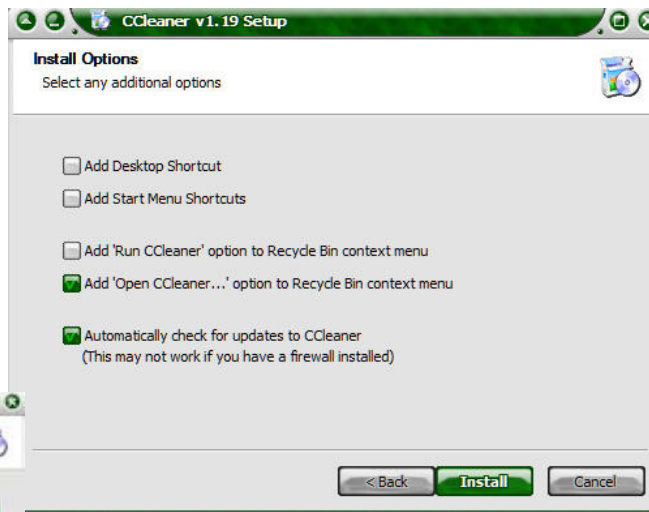
A procrastinator's work is never done.

The *Progress Window* is one of the last windows you will see when you install software. By the time you see this, you are committed. Just sit back and relax.

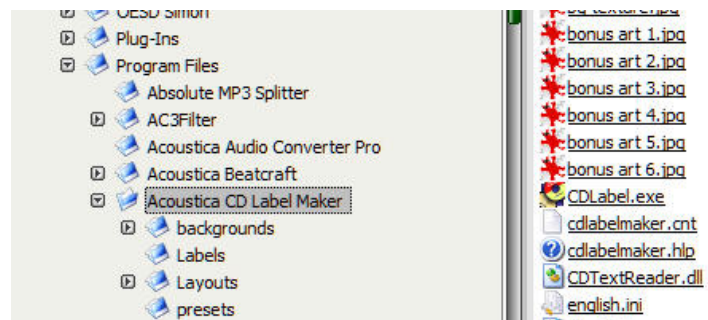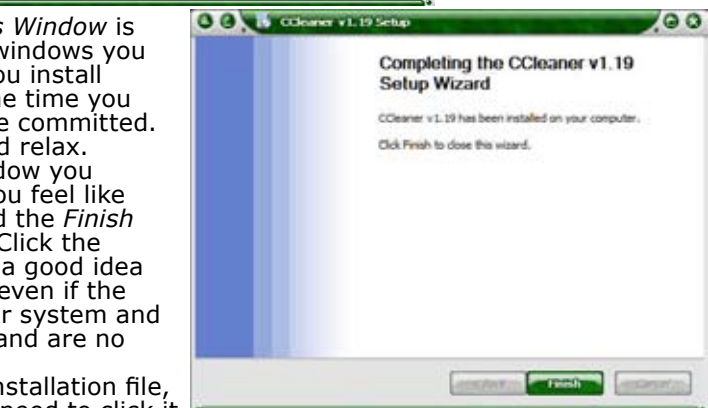The last window you see will make you feel like you just crossed the *Finish Line* in a race. Click the *Finish* button and you are *almost* Finished. It is always a good idea to restart your computer after installing new software, even if the installation program doesn't tell you. It will refresh your system and clean up any temporary files that may have been used and are no longer needed.

Clean Up After Yourself ... If you download your installation file, make sure you know *exactly* where you put it. You will need to click it to begin the installation process. The *Desktop* is the best place for these *disposable files*. Once you have your new software installed, you no longer need it. Right click on it and choose *Delete.* Make sure you right click on your *Recycle Bin* and empty it too.

If you installed your new software from a CD, there won't be anything obvious to clean up. During many installations, temporary files are created and not deleted properly until you restart your computer, so it is always a good idea to restart your computer to refresh your system and allow it to clean up after itself. Right after an installation, you may notice an extra shortcut or two on your Desktop. These are a way for the program to feel important and can be safely deleted. You can always use the *Start* button and *All Programs* to find the same icon for your software.

Installing and Uninstalling goes hand in hand. Sometimes you know immediately when software isn't right. It is best to *Uninstall* as soon as possible to avoid problems. If you need to *Reinstall* something, it is good to *uninstall* first, so you can be sure your new installation will be fresh, clean, and not compromised by possible corrupted old program files.

Know where your stuff is ... The *Program Files* folder isn't where you would go to *uninstall* programs, but it helps to check it if you *uninstall* a program using the *Control Panel Add/Remove Programs* utility. Sometimes when you uninstall something, files are left behind and the program folder will still show up. You may need to delete the folder and remaining files by hand. It is another reason for "knowing where your stuff is" at all times. The time to check the *Program Files* folder is after you uninstall something and have restarted your computer. The easiest way to find the *Programs Files* folder is to click the *Start* button, move your mouse pointer up to *My Computer* and right click on it. Choose *Explore.* You should see two window panes. Left click the + to the left of the C drive in the left pane so all the folders drop down. Scroll down until you see *Program Files* in the left pane and click the + sign next to it (left pane still). You will see all the folders drop down. Any folder you click in the left window pane will cause the contents to appear in the right window pane.

Genie Backup Manager ...

http://www.genie-soft.com

If you are like many of us, totally dependent on your email program, you have probably worried at one time or another what you might lose if your system crashed. You'd lose your address book, your contact list with all those email addresses you have accumulated over the years and every email you have saved. If you have organized all your emails into folders, you would lose that too. Not a pretty picture huh? Backing up email and email programs can be a nightmare. You feel as though you need to be a brain surgeon to find all the files you need to make a proper backup, and Outlook and Outlook Express like to hide critical files in the darndest places on your computer. Unless you *really* know what you are doing, and where things are, a perfect backup by hand is next to impossible.

Anyone who has been reading CompuQuickTips for any length of time knows Mrs. Wizard's "backup speech." You can replace software, even your computer. You *cannot* replace your personal files. When they're gone, they're gone!

Anything not nailed down is a cat toy.

The newest version of *Genie Backup Manager* is even better than before. It takes away all the guesswork, and will seamlessly backup some of the most difficult things to back up by hand. It will handle quite a few email programs, like Outlook Express, Outlook, even Incredimail. You won't have to worry about losing your address book, folders, even your old emails and account information. You won't waste a single brain cell. They are all perfectly safe with *Genie Backup Manager*.

The best backups are *away* from your computer. Send your files to a removable hard drive or recordable CD. If you have a huge hard drive, you can send them to a special folder (in 2 gig increments), then copy the backup files to a recordable DVD. Or you can send your backup directly to a recordable CD or DVD. I LOVE recordable DVD's! The hardest thing for you will be to choose where to send your backup.

My personal favorite backup scenario with *Genie Backup Manager* is still the *Mirrored Backup*. The first time you run it, all the files and folders you have selected are sent to your special backup place. After that, each backup job simply compares the files, replaces any that have changed, and deletes any that are not with the originals any more. Only files that have been changed or deleted are affected. This is a great time saver for those of us who like to backup frequently. My little updates take minutes instead of hours and I don't need to keep track of files I change or delete. *Genie Backup Manager* does it all for me.

I still don't recommend attempting to back up entire systems, mainly because restoring is usually a miserable experience. I was very impressed with *Genie Backup Manager* options to back up really hard to replace things like the *Registry, Internet Explorer Favorites and settings, Windows Address Books,* and even your *Desktop* and *Fonts.* I don't know about you, but it would take me weeks to get my *Fonts* folder back to normal if my hard drive crashed.

Genie Backup Manager certainly qualifies as a GEM. It is very easy to download and install. It is easy enough for a beginner to use, but major geeks will appreciate the more detailed and powerful features also available in the software.

There is a Pro version available for $69.95 as well as a Home Edition ($49.95) which is suitable for most users. To learn more and decide which is best for you, be sure to visit the *Genie-Soft* web site.
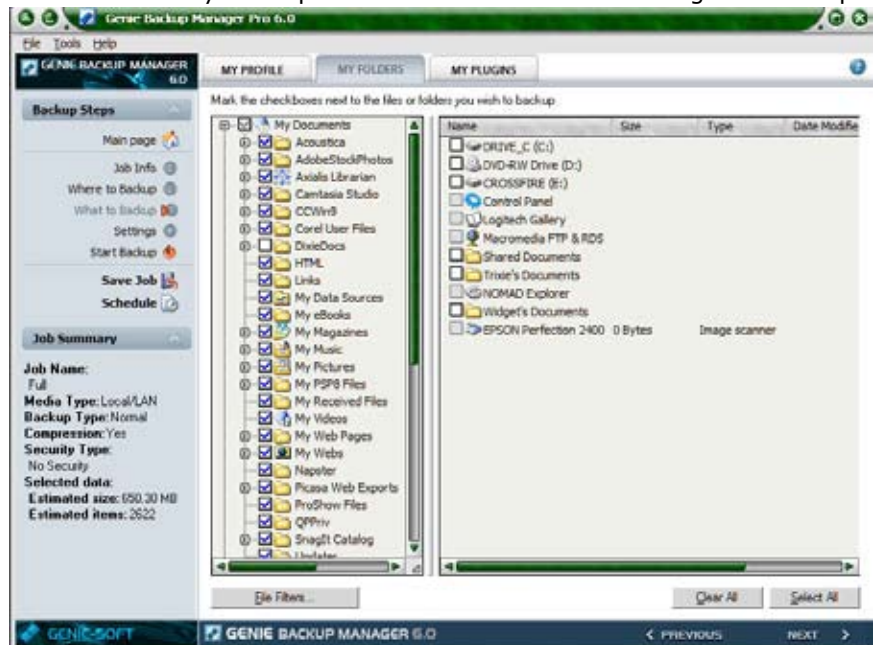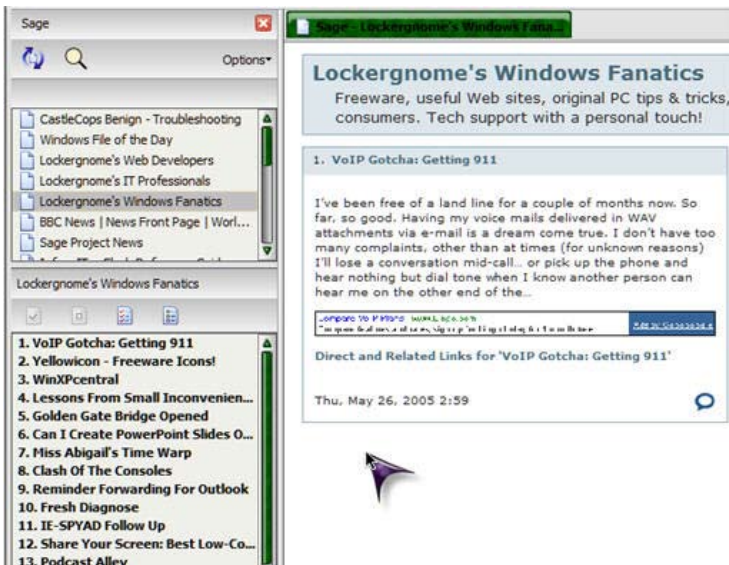
Tiny Treasures ...   Firefox Goodies

If you have adopted *Firefox* as your browser of choice, you *know* what a great tool it can be. Well, there are goodies called *extensions* you can download and install (quite easily) that can make it even more indispensable. *AND* they are *FREE!* To add extensions and see what is available, click the word *Tools* at the top of the main *Firefox* window. Then click the word *Extensions*. A separate window will appear showing any extensions you have already installed. Click the words *Get more Extensions* at the bottom right of this window to check out what is available. Here are a couple of my favorites.
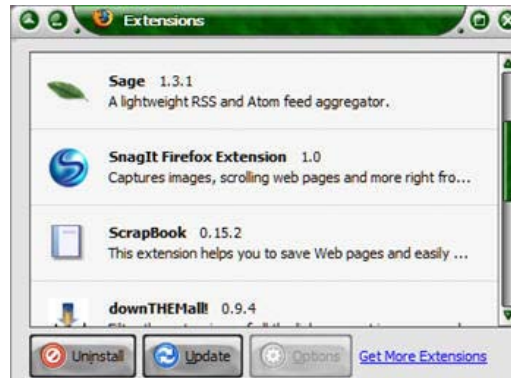
Scrapbook ... I have never seen anything this easy to use or this good on Internet Explorer. In fact, *Scrapbook* is the add-on that caused me to take the final leap to Firefox and relegate Internet Explorer to the "only when I must" status.

If you have ever done research and saved a bookmark only to find it missing or changed when you needed it, this is a *must have*. *Scrapbook* is much better than simply saving pages. It keeps your saved pages organized and always at your fingertips. Saving a page is as easy as dragging the little icon to the left of the URL in the address bar to your scrapbook to the left of the web page you are viewing. Give your saved page any name you want, create folders to organize even more, and move scrapbook pages around to suit yourself. Since these files (graphics and all) are saved on your computer, you never need to worry about changing or lost pages. You can remove your scrapbook by X'ing out of the sidebar window and put it back with a single click of the *Scrapbook* icon or by clicking *Tools* and *Scrapbook.*

He who smiles
in a crisis
has found
someone
to blame.

Sage ... If you have ever wondered about *RSS feeds*, this little *FREE* add-on to *Firefox* is just what you need to view Blogs and other syndicated web logs. It integrates a very good *RSS Reader* right into your *Firefox* browser. It is very easy to use and understand. If you are new to RSS feeds, it is a great way to learn more and experiment. I can't believe people are charging for RSS readers when this one works perfectly well and is *FREE*!

Sage can also be quickly turned off and on (it works as a sidebar) with a single mouse click. Try it. You'll LOVE it!

Special Note ... If you don't already have *Firefox*, be sure to visit the website. Download it, install it and give it a whirl!

http://www.mozilla.org/products/firefox/

Mrs. Wizard's QuickTips ...

The Taskbar ... You will find it at the bottom of your main screen. The Window buttons in the middle show everything you have open at any given time. If you have your Windows filling the screen and want to quickly go to another window (already open but not showing), click the corresponding button in the middle of the *Taskbar*. It will cause that window to be the *active* window and any others will fall behind.

Quick Launch toolbar   Window buttons   Notification area
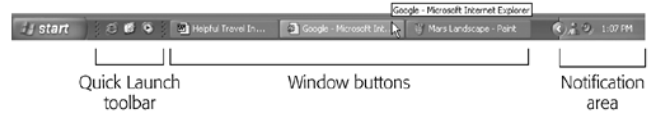
Scrolling with the wheel ... The mouse wheel is handy for reading large word processor documents or web pages that don't fit on your computer screen. To use it, move the mouse pointer over the text you want to scroll and gently spin the wheel up or down. When you spin the wheel up, the text scrolls up. When you spin the wheel down, the text scrolls down.

   If you push the mouse wheel down once, the mouse pointer turns into a special scroll icon that shows black up and down arrows. When this appears, you can make the text scroll up or down by just moving your mouse up or down. The farther you move the mouse pointer toward the actual scroll icon, the slower your text will scroll. To return to regular scrolling, click the wheel button again.

Background Wallpaper ... If you store any .bmp, .jpg or .gif files in the *My Pictures* folder, those filenames will appear in the *Background* list box in the *Display Properties* dialog as potential wallpaper choices. So if you don't like browsing for wallpaper, put your pictures in the *My Pictures* folder.

Old Software and XP ... The question came from a friend who had a CD with software that had worked fine on his old Windows 98 computer. It was a relatively simple package, a reference CD with Bible information. He couldn't contact the manufacturer to see if there was a newer version because they were no longer around. He wanted to know if it was all right to install it on his new XP computer. I told him to go for it. Windows XP won't let you install software it doesn't like. It will either work or it won't, and in most cases, your older software will work just fine. The only thing I wouldn't recommend trying to recycle on an XP machine is old MS Office Applications. They should work OK, but the older they are, the more likely you are to have problems. Let's face it. Microsoft's newest versions were made specifically to take advantage of all XP has to offer.

Calculator ... If you ever need a calculator and don't feel like rummaging around, there is always one at your fingertips. There are two ways to bring it up. You can click the *Start* button, move the mouse pointer to *All Programs*, *Accessories* and click the *Calculator* icon. Or you can click the *Start* button, move the mouse pointer to *run* and simply type *Calc* in the dialog box. Hit the *Enter* key and the Calculator will appear. You can switch from *Standard* to *Scientific* calculator view by clicking the word *View* at the top of the calculator window, then *Scientific* or *Standard.* Whichever you choose, the calculator will remember and show that view each time you use it.

To See your Screensaver NOW ...

1. Right click any empty area on your Desktop.

2. Choose *Properties*.

3. Click the *Screensaver* tab.

4. Click the *Preview* button (don't touch your mouse after you hit the *Preview* button or it will stop).

5. Click the *Cancel* button when you are finished.

There were computers in Biblical times. Eve had an Apple.

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. You can receive e-mail notification when this electronic version of CompuQuickTips is ready each month by visiting Mrs. Wizard's Web listed below. You will be able to receive it as a pdf file in your browser or save it on your desktop. Download the latest version of Adobe Acrobat Reader for *FREE* at http://www.adobe.com.

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

mrswizard@mrswizard.com

Mrs. Wizard's Webs
http://mrswizard.com
http://compuquicktips.com

In July ...

Getting Started with Firefox
Radio on the Internet