



# Mrs. Wizard's CompuQuickTips For the Rest of Us

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Editor Cindy L. O'Neal  
(901) 753-6990

## MSWord ... Tips & Tricks

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*MSOffice is great if you have it, but I don't want to neglect the brave souls who downloaded and use OpenOffice.org, a terrific FREE alternative. For the next few months, look for detailed tips and tricks on both, back to back.*

**Invisible Ink in MSWord ...** MSWord has a feature that acts like invisible ink. This is text you can see onscreen, but doesn't appear on paper when you print. This can be pretty useful if you have a document full of comments and notes you wish to share, but print without the personal notes. Here's how to make it happen:

1. Highlight the text you want to hide.
2. At the top of the main window, click the word *Format*, then *Font*. Click the *Font* tab and put a check mark next to the word *Hidden*. You can choose any color for your hidden text in this box too. Click *OK*. You should see your text appear in your document with a dotted underline. The dotted line beneath this text is an indicator to let you know the text is special and will not print with the rest of the document.

3. To hide (or unhide) your text, click the word *Tools* at the top of the main window, then *Options*.

4. Click the *View* tab and uncheck the box next to the words *Hidden text*. When the check mark is there, you can see your hidden text. When it is not, it is invisible.

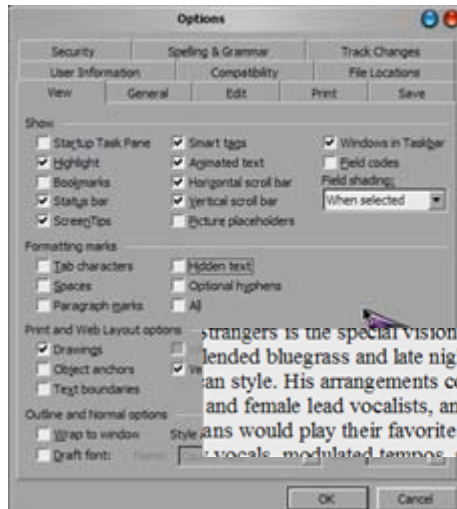


and here is some other text would  
at a jazz club. Smoky vocals,

And this is some extra text. His arrangements  
piano, bass, percussion and female lead vocalists, and  
bluegrass musicians and here is some other text would  
ngs in the wee hours at a jazz club. Smoky vocals,

*Now you see it...*

There are other things you can do from the *View* tab under *Tools* and *Options*. If you have ever been plagued by extra formatting marks in your documents, make sure there is no check next to the word *All*. These marks don't appear when you print, but they sure can be a mystery for some, and unless you know how to get rid of them, they can really cause some miserable head scratching and wondering..



strangers is the special vision of noadier extraordinary Matt  
blended bluegrass and late night jazz to come up with a  
an style. His arrangements combine fiddle, banjo, piano,  
and female lead vocalists, and show how the hottest  
ans would play their favorite songs in the wee hours at a  
vocals, modulated tempo, soulful solos, all transform the

*Now you don't see it!*

**For-Wayfaring-Strangers, eliminate the specific following-body-text.**

*Formatting marks ... Click Tools and Options. Click the View tab and uncheck next to the word All to get rid of them.*

# MSWord ...

**Inserting Special Characters ...** Everyone has had to face this at one time or another. You are right in the middle of a document and need a special *copyright* (©) or *trademark* (™) sign. You draw a big fat blank and waste a lot of time trying to remember how to jump through that special hoop to make it happen on your page.

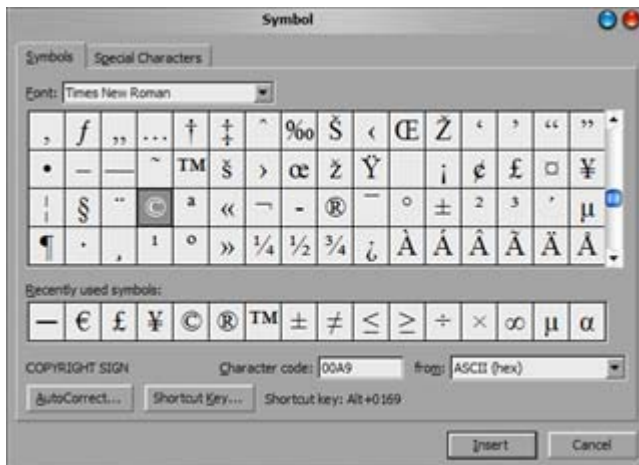
If you can remember the words, "Insert Symbol," It will be all over but the shouting.

1. Make sure your blinking cursor is wherever you want the special character (symbol) to appear.

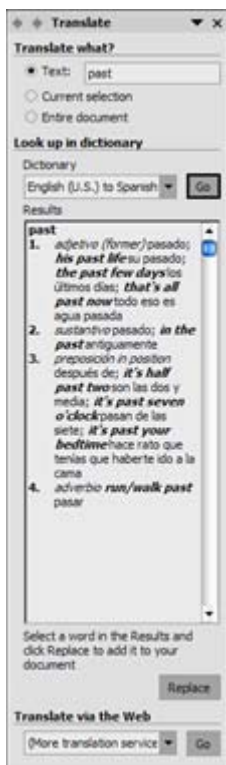
2. Move the mouse pointer to the top of the main MSWord window and click the word *Insert*. A drop down menu will appear. Click the word *Symbol*. A special *Symbols* dialog box will appear with a few dozen characters to choose from.

3. Select the one you want, and click *Insert*.

There are two tabs in the *Symbol* dialog box. The *Symbols* tab has a place to choose which font (character set) you want. When you find the symbol you want to use, click it, then click the *Insert* button to close the box and return to your document. The *Special Characters* tab has a list of commonly used symbols, with keyboard commands to the right of each. If you have a character you want to use a lot (that isn't already listed), click it to select it in this tab, then click the *Auto Correct* button at the bottom to assign a special combination of letters to make it happen. You don't need to remember keyboard commands or create *AutoCorrect* entries. If you are comfortable enough clicking the words *Insert*, *Symbol*, you can just double click the symbol you need and it will instantly be inserted where your blinking cursor is. It's about the easiest thing to do, once you know how!



A paperless office has about as much chance as a paperless bathroom.



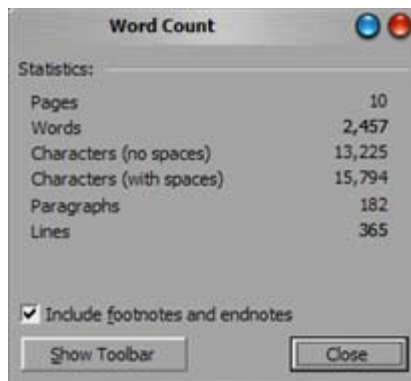
**Turning Word into a Personal Translator ...** You don't need to be a linguist to translate a Word document or phrase into a foreign language or vice versa. It's a little known feature built right into MSWord. Word can translate a word, phrase or an entire document for you with just a couple of mouse clicks.

Highlight what you want to translate. Click the word *Tools* at the top of the main window, then *Language* and *Translate*. Choose how you want to translate, and click the *Go* button to see the resulting translation appear below. If you just want to translate a word, click the button next to the word *Text* and type in your word.

The first time you try this amazing little trick, you may be prompted to install the files needed for this feature to work. Make sure you have your Office installation CD handy.

**Word Count ...** Want to know exactly how many words you have written? How many pages, characters, paragraphs, and lines are in your document? You may not be a writer getting paid by the number of words you write, but it can still be interesting to view the statistics.

Click the word *Tools* at the top of the main Word window. Then click the words *Word Count* and be prepared to be amazed!





# OpenOffice.org ...

paragraph. To add a background to several paragraphs, you will need to highlight them first. If it is just a single paragraph, just click in it, then click the paragraph color button and choose a color. It will automatically color the background of whatever single paragraph the blinking cursor is in.



**Wrapping Text Around Images ...** This is one of the areas *OpenOffice.org* stands out from other word processing programs. Once you bring an image into a document, *OpenOffice.org* becomes more than just a word processor. It harnesses the power of *DRAW* (the graphic editing portion of the *OpenOffice.org* suite), allowing you to do a lot more than just stick a picture into your document.

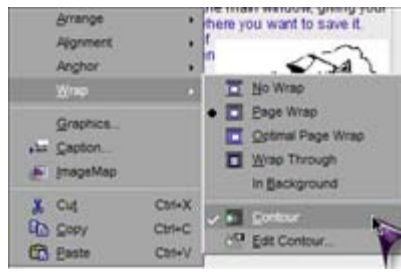
There are a few ways you can insert an image into your document. Click the word *Insert* at the top of the main window, then *Graphics* and the words *From File*. Find the image file you want to use and double click it to place it where the blinking cursor is. You can copy images from other locations (like web pages) and paste them into a document. There is also a *Gallery* button in the toolbar to help you organize the images on your computer so you can browse and drag and drop.



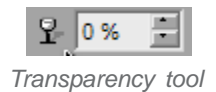
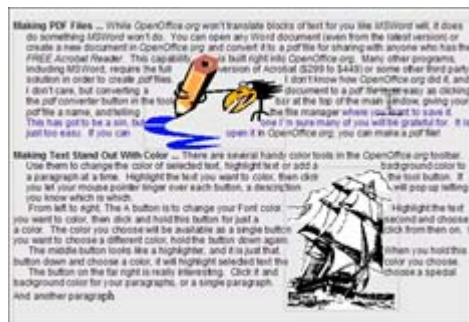
Once your image is in your document, right click on it to see other available options. Click the word *Anchor*, then *To Page*. This will allow you to left click and drag

the image anywhere on the page. You can't do that in your mother's word processor!

*Word Wrapping* causes text to flow around the image. There are several choices available, and they are "right click handy." Right click your image again and click the word *Wrap*. There are lots of choices to experiment with here. *No Wrap* is just that. The image will just sit there, hiding anything it is sitting on. *Page Wrap* will cause any text behind it to wrap around the image rectangle. *Optimal Page Wrap* seems to cause the text to wrap on one side of the image. *Wrap Through in Background* will put your image behind the text. This is great for a quick watermark, especially since there is a *Transparency* tool in the graphic toolbar (it will appear when an image is selected). The *Contour* choice will cause text to wrap tightly around the image itself. The program is smart enough to know where the actual image outlines are (in most cases) and wraps around the image only. This eliminates the background part of the image and you won't have a rectangle shape to your wrap. The better wrapping effects you can get, the less your image will look like a postage stamp just stuck on the page.



A Life? Cool! Where can I download one of those from?



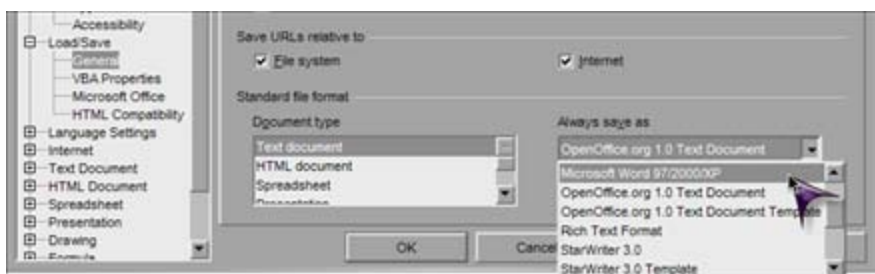
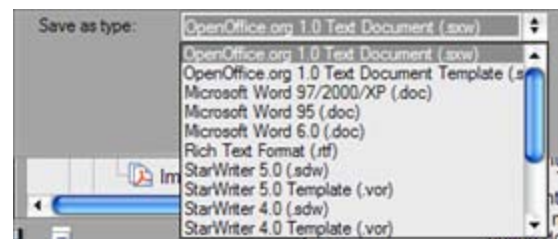
Transparency tool

**Saving Word Documents in OpenOffice.org ...** OpenOffice.org is very compatible with Microsoft Office documents, including spreadsheets and presentations. If your friends or colleagues don't have OpenOffice.org, save your documents in the format they need. It is as easy as clicking the word *File* at the top of the main window and choosing *Save As*. If you take work home with you, writing and editing documents and saving them in the original format is very easy. No one will ever know you didn't use Word!

If you're really sensitive and want to automatically save all your *OpenOffice Writer* documents in Word format, click the word *Tools* at the top

of the main window, then *Options*. Click the little + next to *Load/Save* on the left, then click the word *General*. In the *Standard file format* area, click *Text document* on the left, then choose *Microsoft Word* on the right. Click the *OK* button and all your documents will automatically be saved in Word format.

Or you can leave things as they are and let folks wonder what a .sxd file is. It'll serve em right!



# WindowBlinds ...

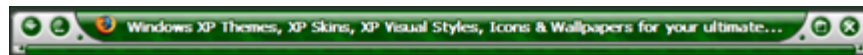


Have you ever noticed, when I use screenshots of various programs and steps to illustrate and instruct, my computer windows don't look exactly like yours? I do use Windows XP Pro, and out of the box it looks just like the XP Home Edition many of you use. The reason my windows are more colorful and not likely to be the same from issue to issue is because I like to *Customize* my desktop, and *WindowBlinds* is my tool of choice.

*WindowBlinds* does much more than just change the way the windows on your computer screen and programs look. It *safely* changes the look and feel of your entire Windows environment. One of my favorite features is the ability to right click any title bar to make the entire window retract. It's sort of like raising window blinds (hence the name). Another right click will cause your window to drop back down. That is just the beginning of the "oo's and aah's" you will notice when you start using them.

You will never be bored with a "Plain Jane" desktop again. There are thousands of *WindowBlinds* themes to download and try for *FREE*. *WindowBlinds* is a free download, and once installed, you can download and use themes until you are blue. You will need to purchase it and register to be able to fully tweak it though.

*WindowBlinds* is really only the beginning. If you are really feeling frisky, love tweaking and want all the bells and whistles, consider purchasing the full *Object Desktop* package. It comes with *WindowBlinds* included, and many additional goodies to help tweak your windows and maintain your system. You will wonder what in the world you ever did without them, and you will certainly never want to see plain Windows ever again!



Blinds Up

A user friendly  
computer first  
requires a  
friendly user.



Blinds Down

<http://stardock.com>

7.58 Mb download

Trial version is FREE for unlimited time. Enhanced version is \$19.95.

Can also be purchased as part of *Object Desktop Suite* (\$49.95).

Works with everything from Win98 to XP.  
for more themes: <http://wincustomize.com>

# Tiny Treasures ... Domain Name Analyzer

<http://www.domainpunch.com/products/dna/>

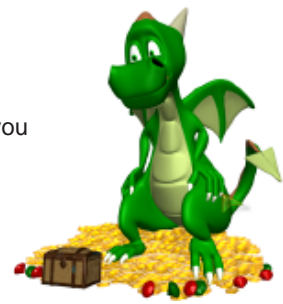
Have you ever wondered who owns some of those websites you visit? Is there more than what you just see on their website? A good *Whois* lookup will tell you everything you need to know about the person who actually *owns* the domain name. A great tool for looking up this information is *Domain Name Analyzer* (DNA).

It is absolutely *FREEWARE* and a quick 668 Kb download. You can download an install file or a plain *.exe* (runs on its own) file, but you must put the *.exe* file in its own folder after you download it.

DNA is a great tool if you are getting

ready to put a website up and need to think of a potential domain name for your product or business to register. Click the word *Names* at the top of the main window, then *Construct Names*. A small window will appear where you can type keywords. Type what you want for your main keyword or idea for your domain name in the top box, then (if you wish) type other keywords in the bottom two boxes. When you are finished, click *OK* and watch it present potential domain names for you.

Click the word *Names*, then *Add names* to add current or potential domain names to look up. The *Domain Names* window will appear. Type the name in the large box to the left and

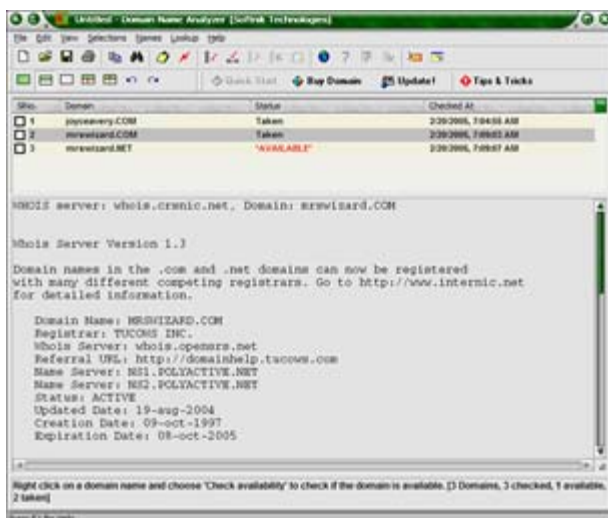


click the *Top Level* extension (*.com*, *.net*, etc) you are interested in researching. Click the *OK* button and you will see your domain names (or potential domain names) in the top of the main window. Right click each name and choose *Check Availability* to begin the search. If there are many, click the word *Selections* at the top of the main window, then *select all*. When it is finished, you will see the *Whois* information (if there is any) in the bottom pane for each domain name. You will know right away what is available and what is not.

If you see a domain name is taken, select it and click the little globe in the top toolbar to visit the website. Another way is to right click the name and choose *Browse Website*. A browser window will



As far as we know, our computer has never had an undetected error.



open and the site should appear if it is a valid site. This can be very valuable if you are considering a similar domain name (like using *.net* or *.org* because the *.com* is already taken). You need to consider what people might see if they accidentally go to the wrong website.

This can be a valuable tool for hosting companies and other businesses who need help researching web domain names. Even a casual Internet user can get a lot of use out of it by looking up existing domain names to find the *whois* information. It sure beats trying to remember what website to go to when you need to find out more about a domain name. This little *Treasure* has it all built in!

# Mrs. Wizard's QuickTips ...



**System Information ...** Want to see a quick rundown on the current state of your computer? *System Information* has the answers. Click the *Start* button, then *All Programs*, then *Accessories*. Move the mouse pointer to *System Tools* and choose *System Information*.

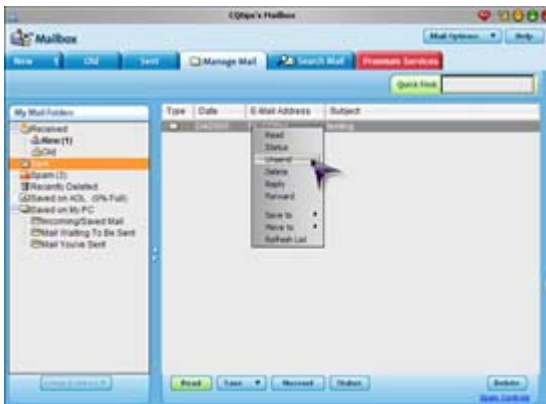


**F1 ...** Still as useful as it was in the old DOS days of computing. Pressing the *F1* key will (in most programs) bring up the *Help* menu for that program. If you press *F1* while just the Windows Desktop is showing, or when a Windows Explorer window is open, the main Windows help screen will appear. You can learn a *lot* from this key.

Bad or missing mouse driver. Spank the Cat? [Y/N]



**Stay Up to Date ...** Many software applications have a direct link to their website in the *Help* area, if not a way to automatically check for updates. This insures you are always working with the latest version of your favorite software. Another easy way to check for the latest and greatest versions is to visit <http://versiontracker.com>. Just type the name of the software you want to check into the search box at the top of the window and hit the *GO* button. You will be presented with a new web page with a direct link to download the latest version. I found out about a new version of IrfanView I wasn't even aware of. Neat!



**Email Second Thoughts AOL ...** Have you ever sent an email and immediately wished you could *unsend* it? To *Unsend* an email in AOL, click once on the *Sent* folder, then right click your email to see your choices. Click *Unsend*. AOL *sort of* lets you unsend an email, as long as you get to it quickly enough and *before* the recipient opens it. When you click *Unsend*, it will disappear from the person's inbox. They will never see it. Once it is opened by the person you sent it to though, it is history.

**Email Second Thoughts Outlook and Outlook Express ...** Outlook and Outlook Express both offer a way to *not send* your messages as soon as you hit the *Send* button. Your messages will sit in your *Outbox* until the next time you hit the *Send/Receive* button.

To set it up in Outlook, click the word *Tools*, then *Options*, and the *Mail Setup* tab. Uncheck where it says *Send*

*messages immediately when connected*. You're not quite finished though. Click the *Send/Receive* button directly to the right and uncheck everything that has to do with sending or receiving. This will give you total control over when your email is actually sent.

If you don't want Outlook Express to automatically send your email, click the word *Tools*, then *Options*. Click the *Send* tab and uncheck where it says *Send messages immediately*. You might want to click the *General* tab too, and uncheck where it says *Check for messages every ? minutes*. This will keep sending and receiving totally in your control. Whenever you want to do an email run, just click the *Send/Receive* button at the top of the main email window.



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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](http://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](mailto:mrswizard@mrswizard.com)  
[mwswizard@midsouth.rr.com](mailto:mwswizard@midsouth.rr.com)

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

In April ...

More on MSWord and OpenOffice.org  
 Letters & Envelopes  
 Watermarks

*mrswizard.com*

Your Personal Computer Tutor



Cindy O'Neal  
 1565 Wood Farms Drive  
 Cordova, TN 38016  
 901-753-6990 901-753-6039 (fax)  
[mrswizard@mrswizard.com](mailto:mrswizard@mrswizard.com)

Mrs. Wizard's Web Design Team

*orwebnow.com*