



Mrs. Wizard's CompuQuickTips For the Rest of Us

Volume 11 # 2 May 2005
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Watermarks ...

MSWord

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Reader questions and contributions help keep me fresh and eager to write and share experiences each month.

Recently I received a few PaintShop Pro picture tubes and frames from a fellow who found my site doing a google search (gotta love that google!). We decided to share them with the rest of the world on mrswizard.com.

YOU dear readers are the first to receive the official announcement.

All you PaintShop Pro lovers need to check out

<http://mrswizard.com/gtips/> for a link to the beginning of what may end up being a terrific collection of PaintShop Pro tubes and frames.

If any of you would like to share and add to the collection, let me know and I will be happy to include your creations too.

Special Thanks to Aught (interesting name, huh?) for inspiring this new area on mrswizard.com!

Watermarks are a great (and relatively simple) way to give a plain document a more professional look. If nothing else, adding a watermark to a document will certainly cause *someone* to ask the question, "How did you do that?"



A watermark is nothing more than an image placed behind your text. The trick is getting it there and placing it where you want. In MSWord, click the word *Insert* at the top of the main window, then *Picture*. You can use clipart, or a scanned image or *WordArt* (really fancy text). Make your choice and insert your image



anywhere into your document. Right click your image and choose *Format Picture* or *Format WordArt*. When the next box appears, click the *Layout* tab and choose to place your image *Behind Text*. Click the *OK* button to return to your document. You should be able to move your picture anywhere around on the page now. When you click it, you should also see the resizing handles. There is also a rotating handle at the top of the image (green circle) to rotate your image. Once you have it positioned and rotated the way you want, right click it and choose *Format* again. This time, click the *Picture* tab. In the *Color* area, click the little down arrow and choose *Washout*. This will give it a faded appearance suitable for watermarks.

Using *WordArt* is a little difficult to fade out properly, but if you use light colors, it should be no problem. Insert the *WordArt* the same way you would insert a picture. When you choose *Format WordArt*, you will see a *Colors and Lines* tab with *Color* and *Transparency* choices. Use these to make your adjustments. Use the *Layout* tab to make sure your *WordArt* goes behind your text. Click the *OK* button and you should be able to move it and rotate it



like any other picture. Make sure you look for the little green rotator handle at the top of your *WordArt* or picture.



Watermarks ... OpenOffice.org

Placing a *watermark* in *OpenOffice.org* is just as easy as it is in the latest version of *Word*. You just need to remember what you want to do with your image. You want to place the image in the *background* of your page and fade it out a bit. You also want to have the freedom to move it anywhere you want, and that is done with the *wrapping* option. You just need to know how to get there.

Here are the instructions for the latest (Version 2) of *OpenOffice.org*. Honestly, the more I use this office suite, the more I love it! Have I mentioned yet, it is *FREE??*

Compose your letter or document normally. Click the word *Insert* at the top of the main window. Click the word *Picture* and *From File*. Navigate to where the picture you want to use is and select it. Click the *Open* button to insert it into your document. Use the little green handles to resize as needed.

Right click on the picture and choose the word *Wrap*, then click the words *In Background*. This will place your image behind the text and allow you to move it anywhere you want on the page.

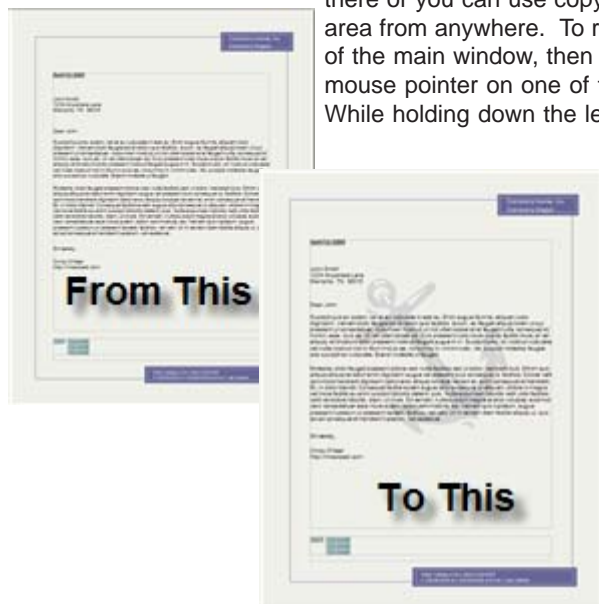


Hit any user to continue.



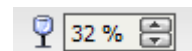
To quickly fade the image and move it to the background, click the image (so the handles show and the *Picture Toolbar* is visible). Click the little down arrow to the right of the box with the word *Default* in it and choose *Watermark*. Your image will immediately be faded and bounced behind the text. All you have to do is position it where you want and resize it if necessary.

If you want total control, complete with rotation, fancy text, transparency, etc. Open a blank *DRAW* document and manipulate your image there. You can open a *DRAW* window at any time (even while you are working on your letter document) by clicking the word *File*, then click the word *New* and *Drawing*. A new window will open with all the graphic tools you need. You can choose *Insert*, *Picture* and go from there or you can use copy and paste to get an image into your drawing area from anywhere.



To rotate your image, click the word *Modify* at the top of the main window, then *Rotate*. The handles will turn red. Position the mouse pointer on one of the corner handles until you see a circled arrow. While holding down the left mouse button, drag the picture until it is rotated the way you want. If you don't like what you've done, you can always use *CTRL+Z* to *Undo* the last thing you did.

There is also a transparency tool available so you can fade your image much more precisely than just using the *Watermark* command from the word processor. *OpenOffice.org* makes it very easy to get to the drawing tools when you need to, and back to your word processing when you are ready.



When you are finished with your image, right click it and choose *Copy*. Go back to your document, click anywhere and choose *Paste*. All you need to do then is right click the image and choose *Wrap* and set it to *Background*.

Downloading ...

Downloading is a term used to describe getting stuff from the Internet to your computer. Web sites and neighborhood gurus make it sound so easy. Just click here and you'll be up and running with that new trial version of the niftiest software on the planet before you know it! It really is that easy, as long as you pay attention to where your little download is going and clean up after yourself when you are finished. Here's a step by step on how to keep your sanity intact while downloading.

File types to download ... There are quite a few different types of files you may want to download. Some places offer pictures (.jpg or .gif) you can save on your computer. MP3 is another file extension you may be interested in downloading. These are music files. Picture and music files are very safe to download. They can't carry viruses and won't run by themselves. You need your own software to view or listen to them.

There may be many files bundled together in a single *zip* file. A file with *.zip* at the end of its name acts like a folder, and if you have *WinZip* or an unzipping utility built into your system (Windows XP), you just need to double click the file (once you have it downloaded) and the contents will be inside. Some software will be zipped so you can download it relatively quickly and receive all the files together in one download.

EXE at the end of a file name is called an *Executable* file, and if you download one of these, all the installation stuff is packed in this single file. You need to pay attention to the file name so you will know what you are dealing with. *EXE* files are the kind your computer will warn you about over and over because these files types can carry viruses and other ugly computer cooties. If you are at a reputable website though, and downloading trial software, this is not an issue. You *do* need to pay attention, but you *don't* need to be paranoid. Websites offering shareware or free trial versions of their software, take all kinds of precautions to make sure what you install is as clean as a whistle.

Find the link to download ... When you are at a web site and see an offer to download a free trial, it means you need to get a special installation file onto your computer. Many times you will see a *Download Now* button that will lead you to a more direct link. In the *SWF N Slide* website, click where it says *Free Demo*. You will be taken to the actual download page where you can choose the right version for your computer. If you are using Windows, click where it says *Site 1* to the right of the version for Windows. If you want a little more information, click the date in the *Release Date* column. There is also a *Learn More* link above the trial version downloads. Take your time browsing the site, gathering all the information you can before you decide to download a trial version of anything.

Click the download link ... Actually clicking the link may not necessarily begin the download process. You may see a page letting you know your download is about to begin. Be

I am a computer,
dumber than any
human and
smarter than any
administrator.



Make your own professional slide show presentations with your favorite digital images in minutes.

[\[Learn More...\]](#)

The trial version will place a watermark in each image and will output a maximum of 10 slides.

Versions	Size	Release Date	Download
SWF'n Slide 1.112 for Macintosh	4.1 MB	3/16/2005	Site 1
SWF'n Slide 1.112 for Windows	3.7 MB	3/16/2005	Site 1

patient. Something is certainly happening. You may see a message to click if the file does not begin downloading automatically. Wait at least a minute or two before you click this link. You may also see (if you are using the latest

If the file does not begin to download automatically, click the link below:
[CLICK HERE TO DOWNLOAD](#)



Internet Explorer) an *Information Bar* appear above the web page. This is an added level of security to give you a chance to think (again) about what you are about to do and keep you from accidentally downloading a malicious file or computer cootie. If you know the file is OK (and shareware or trial versions of recommended software certainly is), click the *Information Bar* once with your left mouse button and choose the word *Download*.

Downloading ...

Another Security Warning ... Yep, another will appear. Windows is simply giving you another opportunity to make sure you know what you are downloading. This is a perfect time to make a note (mentally or write it down) of the actual file name. You will need this information to find the file when you are ready to install your software or open your file. You will also see what kind of file it is, where it is coming from and how big it is.

You have three choices. *Run* means the file will actually be stored in your Temp folder somewhere and actually execute or open when it is finished. Don't use this option if you will need to find this file later, and certainly don't use it if it is over 1 Mb and you are on a modem connection. You could be sitting there for days.

Save is the option to use in most cases. Clicking this button will save the file on your computer, where you tell it to be saved.

Cancel is what you need to click if you are on *Joe's porno heaven* (or a similar web) and didn't really mean to click that button after all.

Saving your file ... The most important part of downloading is saving your file *exactly* where you want and knowing how to find it when the download is complete. Once you click that *Save* button, you need to be in total control of where your file is to go.

Use Your Desktop ... The *Desktop* is the easiest place to find on your computer. It's the main screen you see when everything is closed and no windows are visible. The window you see when you hit the *Save* button has all the information you need to make sure the file goes where you want it to go. The *File Name* box at the bottom tells you what the file name is. Pay attention to this and don't change it. The *Save as Type* box tells you what kind of file it is. You don't need to do anything in this box either.

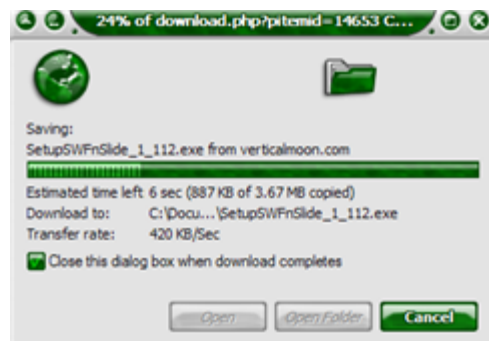
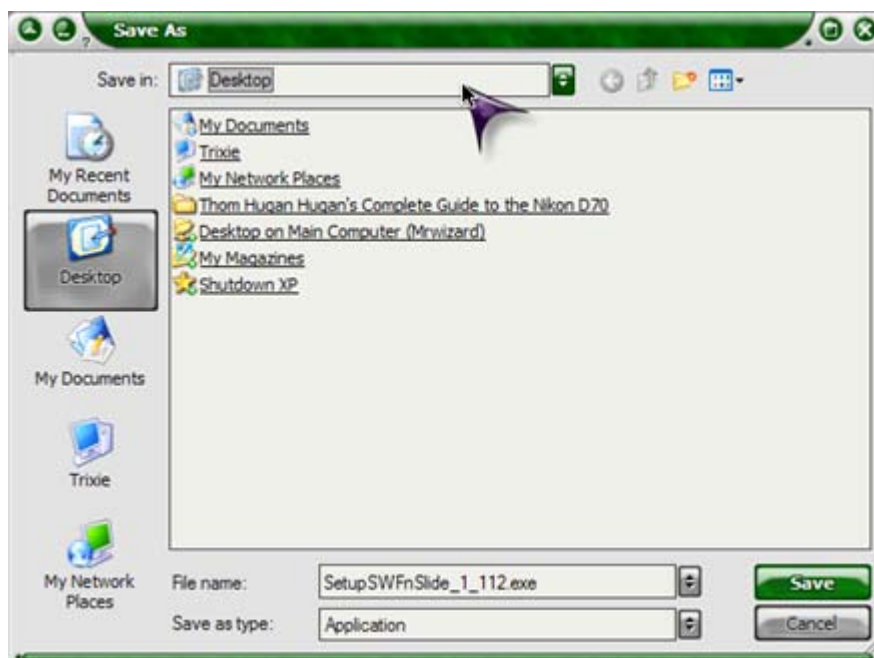
The *Save In* box (at the top) tells you where your file is going to go. This is where you have complete control. If you don't see *Desktop* in the *Save In* box, click the little down arrow to the right of the box and you will see your choices. *Desktop* will always be one of the choices, even if you need to scroll a bit to find it. Click the word *Desktop* so it appears in the *Save In* box. When you are satisfied all is correct, click the *Save* button to begin your download.

Download Progress ... The last window you will see is the *Progress* window. This will let you know the file is on its way and give you an idea of how much time is left. Once it is complete it will be time to find your file. If it is a software download, you need to click it to begin the installation process. It should be very easy to find if you saved it on your *Desktop*. Click the file to begin the installation process. Once your software is installed, close all windows and *DELETE* the installation file. You won't need it any more.

Why save on the Desktop? ... Use your *Desktop* as a temporary holding area. You will never have to hunt for a downloaded file if you use your *Desktop*. It is not a place to keep things permanently, but it is great for files you intend to delete soon (like installation files) and files you aren't sure you want to keep or haven't decided where you want to put yet. Try to keep your *Desktop* as clutter free as possible. If you have downloaded picture (.jpg, .gif, etc.) files and want to move them to a more permanent folder, open the folder (*My Pictures* or any other folder you want to use) and *drag* the files to their permanent home and remove them from the *Desktop*.



I finally made my stupid computer faster, I dropped it out of the window, and it went really fast!



Swf N Slide ...

<http://verticalmoon.com/>



Now this is the neatest set of programs I have found in a long time! You want a neat *FLASH* slide show to share with your friends? Does the word *FLASH* scare the dickens out of you? Well, here is the answer!

I have to confess, the names of these little gems caused my head to turn, but from the first slide show I created, I was impressed and hooked! You don't need to be a *Flash guru* to use *Swf N Slide* and produce very sophisticated *Flash slide shows*. All you need to be able to do is drag your photos from your folder into the *Swf N Slide* window. After that, it is all over but the tweaking, and *that* is fast, easy and fun!

You will end up with slide shows you can share with anyone (most everyone can view Flash files these days). Another advantage to using Flash is the high quality and small file size of the end product.

Swf N Slide is part of a trio of easy and fun to use programs that work very well together. If you try *Swf N Slide*, you will certainly want *Text-Osterone* and *Swf, Lock & Load*.

Swf N Slide is amazingly straightforward to download (only 3.7 Mb), install and use. Everything you need is in three small windows. The main window contains your images. Just open your photo folder and drag and drop them into *Swf N Slide*. You don't need to worry about resizing them or anything else. It is all taken care of under the hood of *Swf N Slide*. Your originals are left intact. You only need to decide how big you want your slide show to be and fill in the blanks under the *General* tab. If you don't understand some of the settings, leave them alone. Your final product will be fine.

Rearrange your photos by dragging them to any position on the list. There is a *Controls* tab in the *Slide Show Properties* window. You don't have to know how they work, just choose the way you want them to look. *Swf N Slide* will do the rest. This is just too easy! There are other tabs in the *Slide Show Properties* window that will help you add sound (music?) and text (complete with special effects) to your movie.

Use the *Slide Properties* window to decide how you want each slide to look or act. The *FX* tab is where you can choose from lots of different transition effects, and add additional effects to each slide. Just click the little down arrow to the right and make your choice.

When you are ready (and whenever you want), test your slide show by clicking the little magnifying glass at the top of the main window. This will cause your file to be converted to a *Flash* file and begin playing. The project can be saved as a separate file so you can return to it any time and add to it or change it at will.

When you are satisfied with your results, click the word *File*, and *Export* to save your final *Flash* slideshow. You can send this file in emails to your friends, or put it up on a website. It's yours and it is a *Flash* movie.

View some of my handiwork and additional notes at http://mrswizard.com/swf_n_slide.html.

Visit the *Swf N Slide* website and download a trial version of this great little program and give it a try. You can purchase it separately, but I have a feeling when you see how neat and easy it is to use, you will certainly want its companion programs, *Text-Osterone* and *Swf, Lock & Load*.



It works!
Now if only I
could remember
what I did!



Photos Forever ...

<http://acoustica.com>



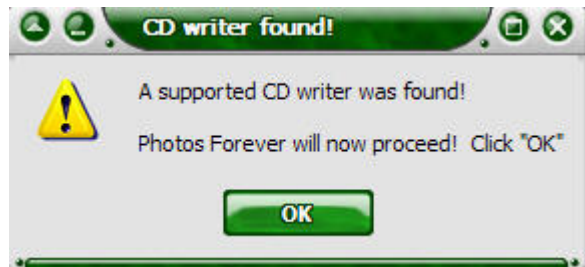
This little program can be one of the most valuable additions to your software arsenal if you are one of the (many) folks who love to take pictures with your digital camera, but aren't sure what happens to them once they make it to your computer. Even if you don't think you need to worry about backing up your stuff, you need to know your digital photos can't be replaced, and most of the software that comes with digital cameras is proprietary (at best) and lame (at worst) when it comes to actually helping you keep up with those precious memories. If your computer goes up in smoke, you are out of luck, unless of course you have been religiously backing up your irreplaceable photos.

That's what *Photos Forever* does. And it does it easily, without making you crazy. The installation file is only a 2 Mb download and you will know immediately during the installation if your CD writer (burner/recordable CD) will work with it. Once that is established, you are only a few clicks away from archiving your precious memories on blank CDs. This is a great way to share your photos with friends and family too!

If you are *File Manager Challenged* and don't know where to begin to look for your photos, you can let it scan your entire computer (All Photos). It may take a while, especially if you have had your computer a long time. You won't believe how many images there are on your computer, tucked away where you would never find them otherwise. The newer digital cameras are good enough to at least store your photos somewhere in your *My Pictures* folder, so you could select *Selected Photos* and choose to let it scan your *My Pictures* folder. You can also choose *Custom Folders* and let it scan only where you want.

The rest is up to you. *Photos Forever* does not alter your photos in any way. It will copy only the photos you personally choose (check in the box next to each one you want) to your blank CD. When it is finished, you can even print a *Photo Key List* to make organizing your collections even easier.

You will find a couple of other neat tricks at the end of your backup process. You can create a photo cd to share and choose to send a trial copy of *Photos Forever* to the CD too. This is a great way to share more than just your photos. There is also a button to *Print CD Labels* that is a direct link to *Acoustica CD Label Maker* (if you have it installed). If you haven't given it a try yet, it makes creating CD labels easier than you can imagine, with lots of background graphics and templates to choose.



Mrs. Wizard's QuickTips ...



Internet Radio ... I love listening to Internet Radio while working on the computer. *Live365.com* has thousands of terrific choices (my particular favorite is *Old Time Radio* shows. They even have their own little player you can download and personalize with your own favorite presets. It's great!

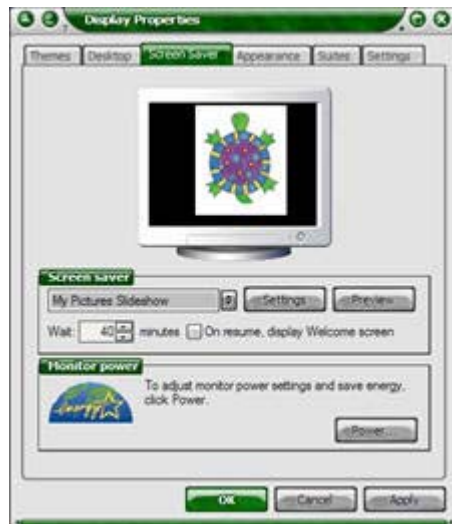


Use Your Own Signature ... That's right! You

can use your own signature on any electronic document you create. This includes email, as well as other documents. All you need is a pen, a blank piece of paper, and a scanner. Sign your name on a blank sheet of paper. Scan it and create a nice little black and white jpg file. Crop it as close to your signature as you possibly can so it won't take up too much room. Save your "signature" to use anywhere you want. I don't think it is legal on official documents because anyone could use it, but it sure looks real!

Silly Sally

Melted fruit snacks found on Keyboard. Delete Nephew? [Y/N]



I wish life had a back button.

Slideshow Screensaver ... If you are using Windows XP, you have at your fingertips the neatest way to make use of your computer's downtime AND share your personal photos at the same time. First, gather the photos you want to use in a special folder. Create the folder in your *My Pictures* folder if you wish, but make sure you know where they are.

Right click on any empty area of the *Desktop* and choose *Properties*. When the *Display Properties* window appears, click the *Screensaver* tab. Click the little arrow to the right of the screensaver choices and choose *My Pictures Slideshow*. Click the *Settings* button to open the options window. Click the *Browse* button and

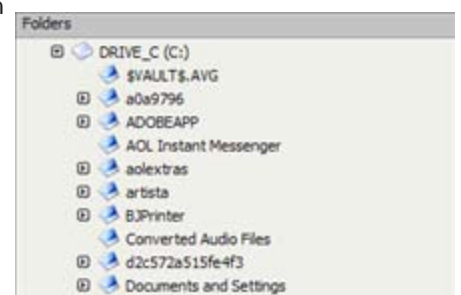


navigate to the folder where your favorite pictures are stashed (you *do* remember where you put them, right?). Choose that folder by clicking it. Click the *OK* button to lock in your choice and return to the *Settings* window. If you wish, check the boxes for transition effects and other settings. Click *OK* when finished.

The next time your screensaver goes off, everyone in the vicinity of your machine will be treated to your favorite photos. You can add photos to your screensaver folder at any time, as well as delete photos you don't want to appear in your slide show any more.

Outlook Express Shortcuts ... Use keyboard shortcuts instead of clicking menu buttons for the things you do most often. The keyboard shortcut to *Reply* to an email you are viewing is *CTRL+R*. To *Forward* an email, press *CTRL+F*. To send a message you have just written, press *CTRL+Enter*.

Watch out for Branches ... When you right click on *My Computer* and choose *Explore*, you are using the *Explorer* view. All of the folders are lined up nice and neat in the left window pane. To the left of each drive or folder that contains other folders, you will see a plus sign (+). Click the plus sign and the other folders will drop down. These are called *Branches*, and the folders are called *Trees*. The plus signs only indicate folders. If there are no folders within, you will see no plus sign. To see the contents of each folder, click it once in the left window pane. The contents will appear in the right pane.



Editor's Desk

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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
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In June ...

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