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System Tools...



Mrs. Wizard is going to be extra busy this month preparing for a seminar she will be conducting on "Creating Web Pages" scheduled for February 24 in Memphis. It shouldn't make any difference in the delivery of your March issue, but don't panic if it isn't exactly on time.

Enjoy the goodies this month and be sure to remember your sweetheart this Valentine's Day!

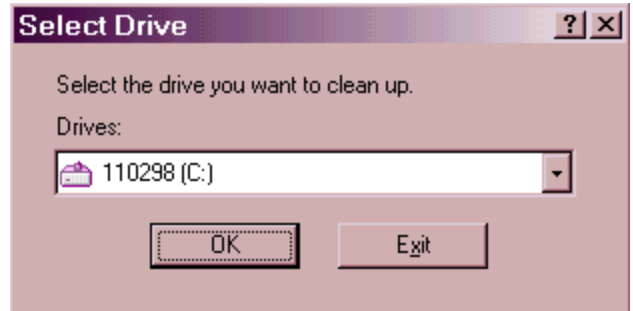


Disk Cleanup

There is nothing like a nice lean file system as far as your computer is concerned. Keeping your computer clutter to a minimum by removing unnecessary files is probably as important as regular maintenance with ScanDisk and DeFrag. The fewer files your computer has to process, the faster it will be able to give you what you *really* want.

Disk Cleanup is just what you need for cleaning out those every day clogger-uppers. You can find it by clicking *Start, Programs, Accessories, and System Tools*. Click *Disk Cleanup* to begin.

The first window you see will be where you select the drive you want to clean up. Your main hard drive (where all the good stuff will be in most instances) is going to be your C drive. If you have additional hard drives on your computer (and you know who you are), choose them by clicking the downward pointing arrow to the right of the current (usually C) drive selected and click on the name of the one you want to clean up. Click the *OK* button and you will be on your way to more choices.



The next window (see page 2) is where you will decide which files to clean up. Everything under the *Disk Cleanup* tab is perfectly safe to have cleaned. If you click each one, you will see a short description of the files to be deleted and why they are safe to delete. To select an item for *Cleanup*, click in the little box to the left so you see a check mark. When you are ready to do the deed, click the *OK* button. A new window will appear asking if this is *really* what you want to do. Of course you do, so click the *Yes* button. That's all there is to it!

Under the *Settings* tab you will find a box to check so that *Disk Cleanup* will run automatically if your hard drive runs low on disk space. If you have a computer that is less than 2 years old, this should not really be an issue because you probably have a huge hard drive compared to older computers.

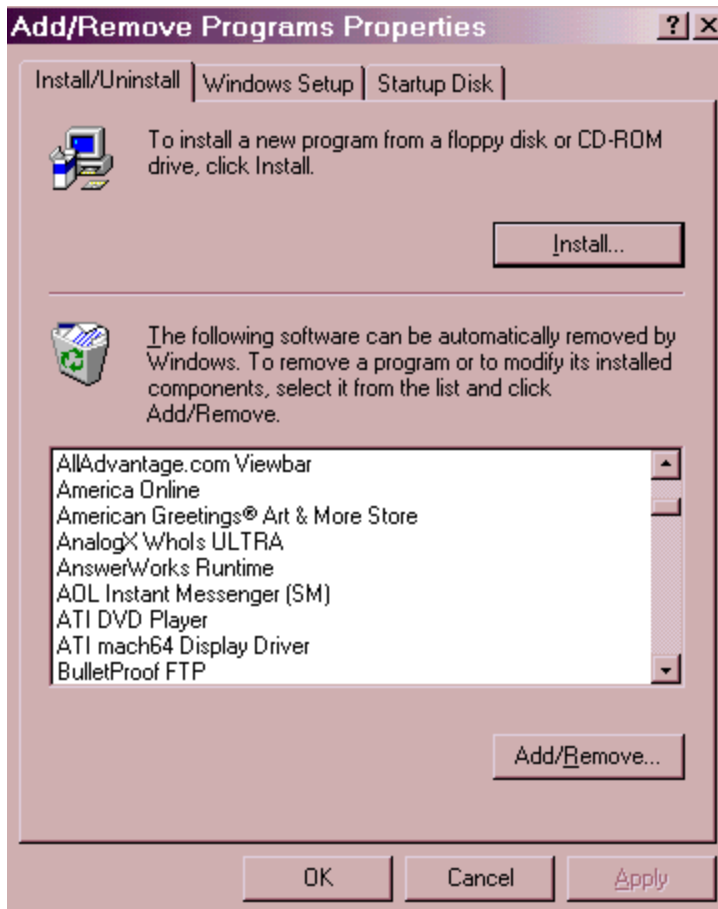
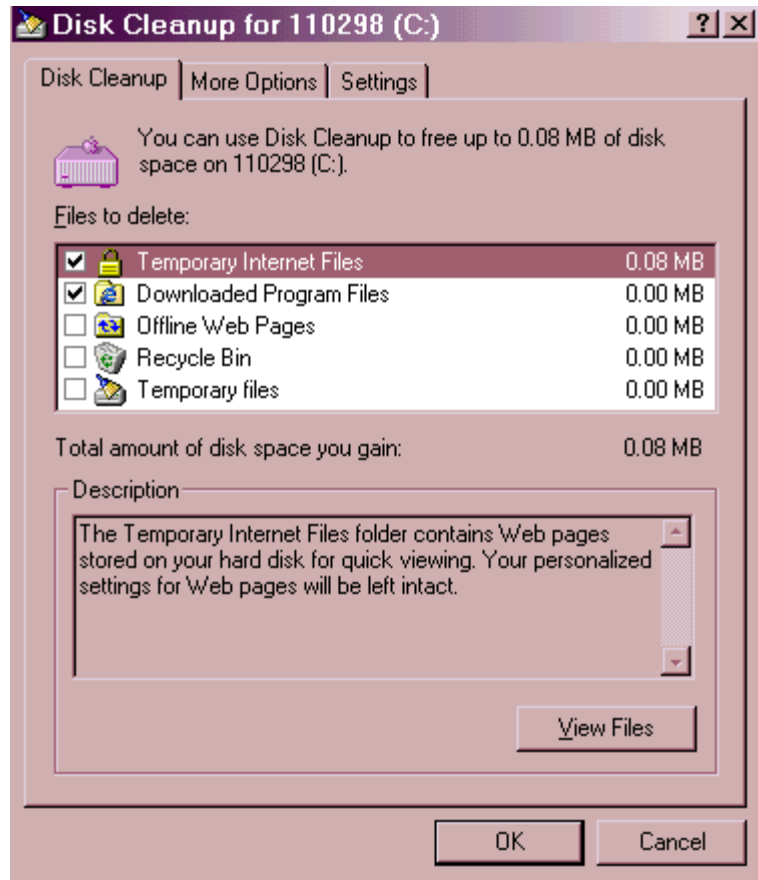
How to tell how much hard drive space you have left ... It's pretty easy to tell how big your hard drive is and just as easy to see how much you have left. Right click on your *My Computer* icon and choose *Explore*. You should see a new window with 2 windowpanes. Look in the left pane and right click (once) on your C:/ drive. Choose *Properties* and a new window will appear with all your vital statistics in the form of a nice little pie chart.



Disk Cleanup... Continued from page 1

Under the *More Options* tab, you will find two buttons that are nothing more than handy shortcuts to the *Add/Remove Programs* area of the *Control Panel*. Leave *Windows components* alone. Take a look if you want to, but chances are there won't be anything you would want to delete. The only thing I would consider frivolous is *Desktop Themes*. If you are that short on hard drive space, it is time to consider a new (larger) hard drive or a new computer. With most computers, cleaning up the hard drive is more for making things run better and faster, not so much for saving a few Meg here and there.

The *Installed Programs* area under the *More Options* tab is a great place to remove actual program software files you are no longer using or need. You would be surprised at the amount of fluff is installed on your computer (right from the factory) that you have probably never even used. This is where you can do some serious cleaning. Removing actual programs is not quite as safe as removing the simpler unnecessary files under the *Disk Cleanup* tab, but it is much safer removing programs from the *Add/Remove Programs* panel than trying to just delete folders on your



own. When you use the *Add/Remove Programs* utility, the odds are much better that the software will be cleanly uninstalled, and you won't have any nasty Windows messages haunting you the next time you start your computer.

There is only one rule you need to consider when cleaning out files, folders, and removing old software from your computer. It is probably the only rule you will ever hear from Mrs. Wizard.

**If you didn't make it,
or don't know what it does,
DON'T DELETE IT!**

Other than that ...
Have fun!



GeekCheck:
You wake up in the middle of the night to go to the bathroom and have to stop to check for new e-mail before going back to bed.

Winzip...



If you ever expect to do more on the Internet than just read web pages, you have got to make friends with a Zip utility. There will be all sorts of opportunities to download pictures, information files, and entire programs. To make downloading sets of files, like program and program installation files, *Winzip* is often used to *Zip* them all up into one nice little package. This way you only have one file to download. Everything you need is tucked neatly inside it. While they are at it, the files in a *Zip* file are compressed so downloading time can be cut in half or more.

Getting at the contents of a *Zip* file is as simple as double clicking on it. If you are using the shareware version of *WinZip* and you haven't registered it, you will need to respond to the obligatory agreement and nag screen before accessing your stuff, but you will still get there. Once you have your *zipped* file open, think of it more in terms of being a folder, rather than a single file. A folder can hold many files, and a *zipped* folder can make the same files occupy even less hard drive space.

Using WinZip to secure your files ...

A *zipped* folder can be the perfect key to securing certain files and folders without having to lock up the entire computer. Chances are the average person poking around in someone's computer isn't going to think to look for sensitive files all zipped up. They will surely suffer a major setback if they get far enough to check out a zip file and discover that it is *password protected*! That's right! Right click where you want your *Zip* folder to go and choose *New, WinZip File*. Give it a name (don't forget to add *.zip* for the file extension) and start dragging and dropping the files you want to store right on top of it. It's just like dropping files into a folder, only this one is special. When you drop them in, you will see a new window appear with lots of choices. Click the arrow to the right of the *Action* box to see your choices. Choose *Add*, *Freshen*, *Move*, or *Update* existing files in the zip folder. If you choose *Move*, the original files will be moved to the zip folder. *Copy* and the original files will still be where they were in the first place.

The magic button in this window is the *Password* button. Click it once, type in a password, click OK, then type your password again to

confirm, then click OK again and you are ready to take the final step. Click the top right button in that main window to finish the job. It might say *Move*, or *Add*, depending on what your Action choice is.

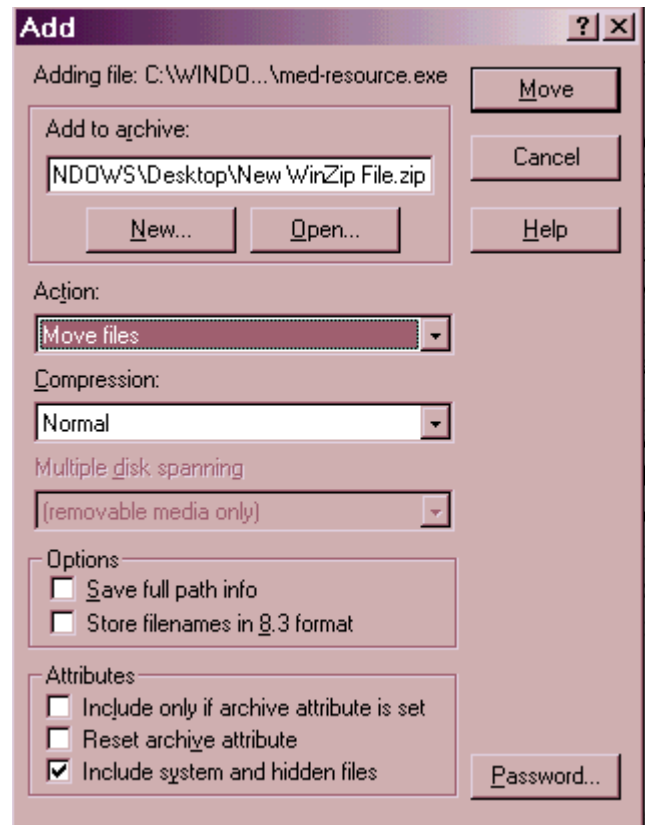
Use your *WinZip* file/folder just like any other folder. Double click on it to open, then double click the files within to open and edit them. Password protected files will have a little + to the far right of the file name. When you are finished, close them, save your changes, and close the winzip folder window.

Now that unfinished novel, or twisted humor joke collection will be safe from prying eyes! Aren't computers wunnerful?



GeekCheck:

You enjoy going to a computer store to ask the salesman a question to see if you can stump them. Frequently you do.



Tiny Treasures...

Breakanoid



A quiet game (no sound), but quite addictive. And it's FREE! This little goodie qualifies as a *Tiny Treasure* in many ways. There is nothing to install, just download and unzip the file into its own folder, double click the .exe file to start it. If you have Winzip installed, you can right click on the darn thing and choose *Extract to folder.../desktop/bkwin* and go for it! Then you can delete the zipped file and get ready for lots of fun.

This is a terrific little “sneaker” game for someone in an office who might not want to let everyone within a 10 mile radius know that they are doing something other than *work*. This is not a suggestion, mind you...just one teensy weensy thought among the few that Mrs. Wizard gets every now and then.

The zip file is only 47.5 Kb, a very quick download and so easy to figure out! Within 5 minutes, even the greenest computer user should be having a ball. The only thing you have to do is double click on the .exe file and use your arrow keys to move the little fellow to the right or left and “bounce” the ball back up towards the squares. There's even a *Help* area for those who simply must read the instructions!

The best part is that you can go to <http://www.arcadevillage.com/> and find lots more where that one came from!



GeekCheck:

You know that the term geek is not a four letter word but a six-figure income.

Internet Fun! ...



Mrs. Wizard talks about file *extensions* all the time in her newsletters because it is important to be comfortable with them, especially if you want to have a clue about what software created the file and what your computer will need to open them. Here is a website dedicated to just that! The mystery ends here!

<http://www.extsearch.com>

Blue Mountain is still hanging in there as one of the best places to send email greeting cards. Check out what they have in store for Valentine's Day!

<http://www.bluemountain.com/>

E-Greetings.com is a great place for electronic greetings too! Get yours TODAY! These are too cute for words!

<http://www.egreetings.com/go/candyheart>





Mrs. Wizard

QuickTips...

♥ **GeekCheck:**
When people ask you what kind of computer you have, you run down a checklist of every feature.

Password Protect your PC? Want to protect your computer from prying eyes when you need to walk away for a bit? If you don't need *full* protection, you can still have a little protection by using the password capabilities of many screensavers that are included with your Windows in the *Screensaver* area. You will be able to tell which ones will allow you to set a password because there will be a special password button you can check to activate it. Now any kid can hack this type of password protection by simply turning the computer off and restarting Windows, so don't think for a moment this is the answer to all your security needs. It will definitely stop the casual browser and snooper though. If you need something a little more robust, pick up PCLockUP for FREE on Mrs. Wizard's Web in the *Tiny Treasures* area.

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Looking for graphics? Use www.google.com to search. When you get to google.com, look for a search box you can type in. Type **image:valentines** to find pictures of valentines, or replace the word *valentines* with anything else you are looking for. The search word will be somewhere in the graphics. You are doing a specific search for graphics. The results will be links to pages containing graphics with your search word somewhere in the file names of the graphics on those pages.

♥
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Show that Desktop ... With so many fast computers running in homes these days, it is easy to see how we can all be spoiled rotten. We don't really need to think about how many programs are running at once any more. Most of us have machines that can handle it. This is where the *Show Desktop* icon in your *Win 98 Quick Launch Toolbar* can come in handy. Say you have several programs open at once, windows are all over the place, covering your desktop and you need to take a quick peek at the contents of your *My Documents* folder. You don't have to try to remember the keyboard command to minimize all windows, or painstakingly minimize them one by one. Just move your mouse pointer to the bottom left of your task bar and wave it over each icon until you see the one that says *Show Desktop*. Click it once with your left mouse button and everything will be instantly hidden. Do what you need to do, then click the *Show Desktop* button again to get right back to what you were doing before. It just doesn't get any better than that!

Select text with your keyboard ... Sometimes when the mouse doesn't want to cooperate, your keyboard can be your best friend for helping you select text for copying and pasting. Here are a few special goodies you can try:

Shift+Ctrl+Home selects to the beginning of the document (from wherever the blinking cursor is).

Shift+Ctrl+UpArrow selects a paragraph (at a time) up.

Shift+Ctrl+DownArrow selects a paragraph down.

Shift+Ctrl+End selects to the end of the document (from wherever the blinking cursor is).

Drag and Drop OOPS ... Have you ever started dragging a file from one place to another only to discover that you grabbed the wrong file? If you think quickly, you probably dragged it back to its original location in order to cancel the drag and drop operation. This does work, but there is a quicker way to cancel. Just press the *ESC* key (while you still have the left mouse button held down) on your keyboard for immediate cancellation gratification!

And when you actually do make a BOO BOO... You dragged and dropped that file. You actually completed the dastardly deed, only to realize that you dropped it in the wrong place! What's worse is that, due to a temporary lapse of memory (hey, it happens to the best of us), you don't have a clue where that file actually ended up. All you know is that it isn't where it should be. No problemo kiddo! *Ctrl+Z* will undo most boo boo's just fine. Don't get too comfortable with *Ctrl+Z* though. In most instances, it will only undo the very last thing you did. If you can catch your mistake right away, you should be fine.

Use F2 to Rename ... The next time you need to rename a file, folder or shortcut, don't waste your time and energy right-clicking the file and selecting *Rename*. Just click the file or shortcut once to select it, then press the F2 key at the top left of your keyboard. You will see the file or shortcut name become highlighted with a blinking cursor, ready for you to type the new name. Go for it!

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Sincerely,

Cindy O'Neal



Mrs. Wizard's Web
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Hosted by **Internet Solutions**
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Wallflowers**

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