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America OnLine

Advanced Tips & Tricks

*If you are using AOL
as your ticket to
the Internet, this issue
is for you!
Mrs. Wizard
has been an AOL user
for years!*

And...

*If you have a new computer,
you probably have
Windows ME
as your operating system.
Learn more about it
in the Quick Tips section.*

Use a Common Personal Filing Cabinet ... Version 6 of AOL will now let you have 7 screen names. If you are using more than one screen name, you probably have things in your Favorites and Mail areas you would love to be able to access from other screen names. The way to do it is to create a Personal Filing Cabinet that you can access from any screen name.

Here's how to create it.

- Right click on *My Computer* and choose *Explore*.
- In the left windowpane, click the + to the left of your C:/ drive so all the folders drop down.
- Look for your America OnLine folder (the version you are using now) and click the + to the left of that. You should see more folders drop down below.
- Scroll down until you see the *Organize* folder. Click on it once so the contents appear in the right pane. You need to see all file details and file extensions for this little operation, so if you see large icons and no file extensions, click the word *View* and choose *Details*. Then click the *Word View* or *Tools* (Windows ME), then *Folder Options*. In the next window that appears, click the *View* tab and make sure there is NOT a check in the box labeled *Hide file extensions for known file types*. This will insure that you can see all file extensions. Click OK to lock in your changes. You should be back to your file manager view with the files in the *Organize* folder lined up nice and neat in the right windowpane.
- In the right windowpane, you should see several files. Some of these files will have the same names as your screen names, with no file extensions. These are your *Personal Filing Cabinet Files* for each screen name. Neat huh? Do NOT touch the other files. Right click on the one you use the most, and while holding down the right mouse button, *drag* it to your *My Documents* folder. You may need to use the middle scroll bar so your *My Documents* folder is visible in the left windowpane. When you drag the file to your *My Documents* folder, you should see it highlight. Let go of the right mouse button and choose *Copy Here*. This way you will have a nice little copy of your PFC to play with, and the original will be left intact.
- Now you can scroll down to the *My Documents* folder and click on it (left pane) so the contents appear in the right pane. Look for your screen name file and right click on it and choose *Rename*. Give it an entirely new name if you wish, but (and this is important) add *.pfc* to the end of the file name. I have one named *common.pfc* to indicate it is a pfc file that has information common to all my screen names.

How to use it:

- Open AOL normally and sign on. Use any screen name you wish.
- Click the word *File*, then *Open*. You should see a new window appear for finding files. Double click your *My Documents* folder and find your *.pfc* file. Click it so it is highlighted, then click the *Open* button. You should see your PFC file open in a new window. You can drag anything from any other Personal Filing Cabinet on any other screen name to a corresponding folder in your *common.pfc* file. This includes emails, favorite places and newsgroup messages.

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Advanced AOL Continued from page 1

Wondering about your Address book and Buddy List?

With AOL version 6, your address book and Buddy List is actually online. This allows you to have it handy even if you sign on as a guest on someone else's computer.

Address Book ... Your AOL address book can't really be transferred from one screen name to another, but you can send yourself all the addresses from one screen name address book to another screen name using *Copy and Paste*.

➤ Begin a new email from the screen name with the address book you want to share with another.

➤ Click the *Add Address* button so the address book appears.

➤ Double click each name you want to send to the other screen name. They should all appear in the *To* box separated by a comma. Do NOT hit the *Send* button yet.

➤ Highlight the entire contents of the *To* box.

➤ Press CTRL+X (hold down the CTRL key and, while holding it down, press the X key only once). This should delete the contents of the *To* box and place them on your clipboard. This will also prevent you from sending all your friends an unintended email.

➤ Click once in the main message area so you see a blinking cursor.

➤ Press CTRL+V to paste your email list.

➤ Fill in the screen name you want to send your email list to in the *To* box.

➤ Fill in a Subject and hit the *Send* button when ready.

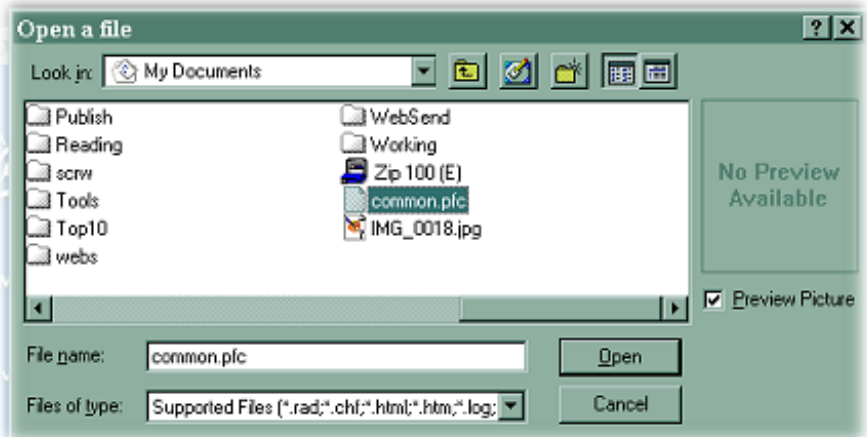
➤ Log off that screen name and log on with the screen name you just sent your goodies to.

➤ Open the email you just sent yourself.

➤ In the main message area, highlight the email addresses (including the commas).

➤ Click the *Add Address* button and sit back while your Address Book is updated! You won't have to worry about mistyping someone's email address. You may want to go into your new address book, click each address, then click the *Edit* button and update any other personal information.

This is a great way to share (and back up) your address book (or selected portions) with other family members and friends.



E-mail controls... When junk email has your mailbox out of control, block everyone except the people you want to receive email from. Click in the little white box at the top of your AOL window where it says, "Type Keywords or Web Addresses Here" and type in *Mail Controls*. This will take you to the mail control area where you can allow certain domains or specific email addresses. There will be several different configurations to choose from. If you go for full blocking except for select email addresses or domains, make sure you have your email list handy so you don't forget anyone. This is particularly useful if you have young children with their own screen names. You can set up their email so they can only receive from people you approve.

Sometimes you just need to create a new screen name. If the corrupted screen name is your master screen name, you can't just delete it. It is tied to your account. Here's how you can get a little more mileage out of it.

➤ Create your new screen name.

➤ From your old screen name, send a mass email to all your friends letting them know you are *retiring* that screen name. Give them your new email address.

➤ Put the *big whammy* mail controls on the old screen name. Don't let it receive anything unless you specifically request it.

➤ Send an email from your old screen name to your new screen name with the contents of your address book. Use the previous tip to do this.

➤ Relax and enjoy your new (uncluttered by garbage) screen name.

**A computer ...
no wonder I
couldn't change
the channel!**

Advanced AOL

E-mail Replies ... Highlight relevant text *before* you hit *Reply* or *Forward* so it will appear in your return message. You will notice that the text you highlighted is time stamped with the person who sent the original email noted.

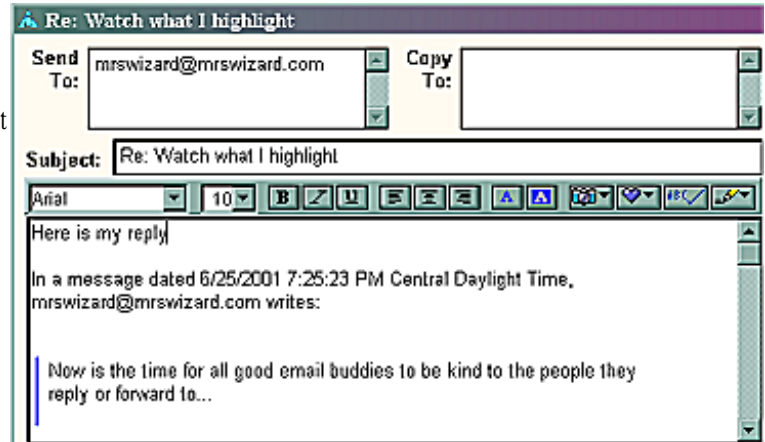
Click to the left of the beginning of this new text so you see a blinking cursor. Hit the *Enter* key a couple of times to move your pasted text down a bit. Then use the Up arrow to move the blinker to the top of the main message area. This is where you should begin typing your response message. It makes it so much easier for people to quickly see your message, as well as the actual text you are referring to in your answer or forward. Your message will be the first thing they see.

There is no need to forward a gazillion email addresses (from previous forwards) or all the header information from the original email. Highlighting just what you want to refer to before forwarding or replying will keep the email shorter so the person on the receiving end will be more likely to actually read your reply or forward. There is nothing more annoying than scrolling through a 6 foot long email to see what the person who is replying or forwarding has to say. What do *you* do with email like that? Huh?

Turn off those annoying POP UP Ads ... You know the ones that fill your screen when you first start AOL and won't let you do anything else until you close them? I expect some serious *Thank You emails* for this one!

- Click the *Settings* button at the top of the main AOL screen.
- Click *Preferences*
- In the next window that appears, click where it says *Marketing*.
- Click the little *Pop Up* button on the right.
- Click *Continue*.
- Place a check where it says *No*.
- Click *OK*, then click *OK* again.
- Click *Cancel* to close the main marketing box.

A clean room is a sure sign of a broken computer.



Share sites with email ... The next time you find something really interesting that you would like to share with one of your AOL friends, check to see if the AOL *Favorite Places* heart is at the top right of the window. If it is, click it and choose *Insert in Mail*. A new email window will appear with the link nicely placed in the main message area. All you need to do is fill in their email address and hit the *Send Now* button. This will only work properly if you are sending to another AOL user.

Greetings Extras ... The next time you begin a new email, click the *Greetings* button to the right and see what goodies are available. Everything from animated greeting sound effects, and even pictures are at your fingertips to help inspire and liven up your email. Send only to other AOL email addresses. No one else will be able to see a thing. See? You didn't realize you were in such an exclusive club did you?



Keyword BPS ... If you really value your time online and want to make the most out of AOL, visit the *PowerTools* area. You will find a fabulous collection of tools that were designed to enhance every AOL feature. You will have new *powers* added to your Instant Messages, Buddy List, Chats and EMail. You won't find these features on your regular AOL software. *PowerTools* takes AOL to a whole new level of fun! There is plenty to read in the BPS area before you decide to download it and give it a try. *PowerTools* is shareware, and you can download a fully functional copy to try for the first 20 days. That ought to convince you that it is a must have.

Tiny Treasures ...

QuickInfo <http://www.contactplus.com/products/freestuff/index.htm>

QuickInfo is a nice quick little utility that helps you look up things like world time zones as they relate to where you are. Just choose the time zone you are in and you will be able to look up any other place on the planet and see what time it is there. It is also a great tool for quickly checking an area code to see where it is. This isn't a fancy program, but if you need the information it can provide quickly and painlessly, it could prove to be an indispensable tool.

It won't clog up your system. Installation is a breeze, and at only 480 Kb, it certainly qualifies as a Tiny Treasure. Download it by clicking the little shamrock next to its description in the Tiny Treasures area of Mrs. Wizard's Web, or visit their website and see what other goodies they have for you.



*A computer has
an IQ of zero.
The operator's IQ
is questionable.*

Favorite Places ...



You need a picture? This site will help you find it!
<http://www.diggit.com/>



A great way to pick up POP3 email from any computer! There is nothing to sign up for. Just use it and enjoy the convenience of being able to receive your email from any computer that is connected to the Internet. All you need is your email address and the password. No one needs to know you aren't answering your email from your very own computer. When someone receives your email, it will show that it came from your email account.

<http://www.e-mailanywhere.com>



Cut to the chase and search all the major search engines at once!
<http://ixquick.com>



Mrs. Wizard QuickTips ...

Windows ME

Windows ME is the version after Windows 98. If you have a new computer, chances are it probably came with Windows ME. It is a terrific operating system, and like its predecessors, is better than the one before. It looks very similar to Windows 98, but has a tendency to be much more stable. You may never see a *Blue Screen of Death* again! There are still going to be the occasional lockups, and you will need to do a rude shutdown (turn the power off), but *no* operating system is perfect.

Here are a few observations and tips to help you get more out of your new computer using Windows ME...

Being a computer means never having to say you're sorry.

Windows ME Restore ... Windows ME has a restore utility that works almost like magic. You will find *System Restore* by clicking *Start, Program Files, Accessories*, and looking in *System Tools*. A few system gurus have complained that it takes a lot of hard drive space on the system. Mrs. Wizard disagrees. Her new laptop (Dixie) came with Windows ME installed and with a 20 Gb hard drive, that little extra space taken up by *System Restore* is worth its weight in gold. Most new computers have hard drives that are much bigger than their older predecessors anyhow. Drive space is not an issue any more, at least for the time being.

The System Restore utility can roll back your PC to a time when it was performing better, without causing you to have to reinstall Windows, or lose any personal files. This is particularly valuable if you install some software application that makes your computer sluggish, or generally doesn't get along with anything else you have installed. Another instance where it would be nice to go back in time would be if you start having frequent lockups, slowdowns, and your computer just isn't working right. You can't put your finger on what could be causing the problem, but you know something is definitely wrong. Just run *System Restore* and choose a day in the past (usually a week or so ought to do) when you know your computer was running fine. Click a few buttons and your computer will be as good as it was that day!

I can't imagine anyone complaining about that...can you?

Changing File Views ... Windows ME looks like Windows 98, but some things are actually more like Windows 2000. You can still right click on *My Computer* and choose *Explore*, and you can still click the folders in the left windowpane and see the contents in the right pane, but if you want to see the file *details* or change the way you see file names so you can see the file *extensions* at the end of the file names, you are going to need to go to a different place.

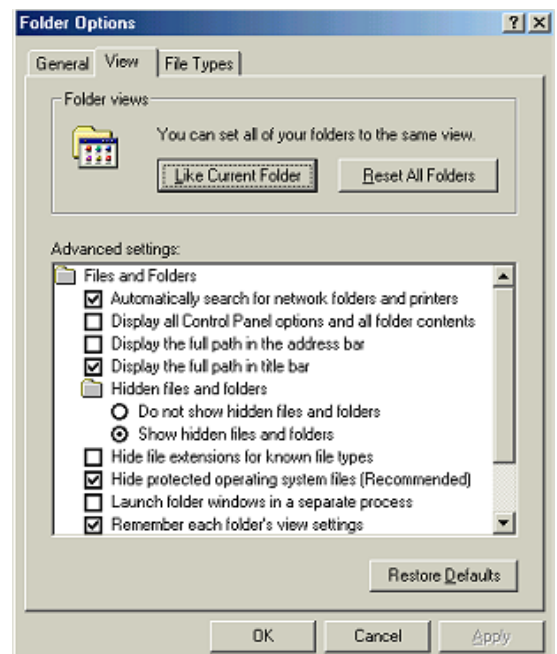
You will find *Folder Options* under *Tools* in Windows ME, rather than *View* (Windows 95-98). When you click *Folder Options*, you should notice a few extra choices that are not available in Windows 98. Click the *View* tab and:

Make sure there is *NOT* a check next to *Hide file extensions for known file types*. With unpleasant cooties being sent out regularly, attached to email messages, you must be able to see the extensions at the end of the file names. This will help you determine what kind of file it really is.

Make sure there *IS* a check next to *Display the full path in the title bar*.

If you are really brave, you can remove the check next to *Hide protected operating system files*.

Click *OK*, and you are finished!



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Sincerely,

Cindy O'Neal



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