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## Fonts Fonts Fonts!

Take a quick crash course  
on FONTS in this issue.

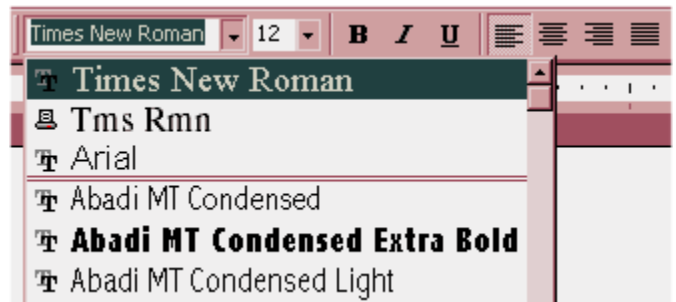
Use it,  
don't abuse it!  
Your Recycle Bin

And ...  
Read all about  
this month's  
Tiny Treasure.  
You're going to  
LOVE it!  
Download it  
and see for yourself.

Aren't they lovely?? You can do so much with them! They help you express yourself! You can make them **BOLD!** Put them in *italics!* Every font (or typeface) has its own personality that makes it more or less suited for a particular type of document or publication. Classic, modern, friendly, sassy, delicate, serious...the possibilities are endless. You only have to decide the feeling you want to convey, select the typestyle that is appropriate for that feeling, and then go for it!!

Your computer came with a few fonts already installed. These are the typestyles you see on everything you read on your computer main screens and window titles. They are called *system fonts* and are fine for what they are intended. You have a few more that came with your printer, and some extras with your word processor. There may even have been a few more sneaked into your system from other software you have installed. If you want more choices (and who doesn't?), you can purchase extra typestyles, just as you would purchase a new software application, or you can download some beautiful ones to add to your collection right from the Internet.

**Using your favorite fonts...** It doesn't matter what word processor you use. Anywhere you find yourself typing, you are using some font or another. If you don't do anything special, you will end up using what is known as the *default* font or typestyle. Does *Times New Roman* ring a bell? This is the font that most word processors are set up to use automatically, unless you specify a different one.



You can change the fonts in any document any time you wish. Click the little down arrow to the right of the current font name at the top of your word processor window. You should see a drop down list of the fonts you have installed. Use the up and down arrows to the right of that list to scroll through until you find the one you want to use. Click the font name once with your left mouse button and you will be all set to type! Where that blinking cursor was when you made your choice will determine where the new font will appear when you type. If you want the entire document to use the new font, make sure you choose it at the very beginning of your document.

To change the default font, so every new document will use something more suited to your taste, you may need to do a little hunting. In MS Word, you can change the default font by clicking the word *Format*, then *Font* at the top of the main window area. You will see a new window appear where you can choose a new typestyle. You can even choose what size you want to use by clicking the arrow to the right of the *Size* box. When you are satisfied with your choice, click the *Default* button at the lower left of the window. A new box will appear asking if you want

Continued from page 1

to change the *NORMAL TEMPLATE*. Click YES and you will be all set!

Setting a new default font for MS Works is very similar. Click the *Format* button and choose your new font and font size. The *Default* button is there and the wording is a little different, but you should have no problem recognizing it.

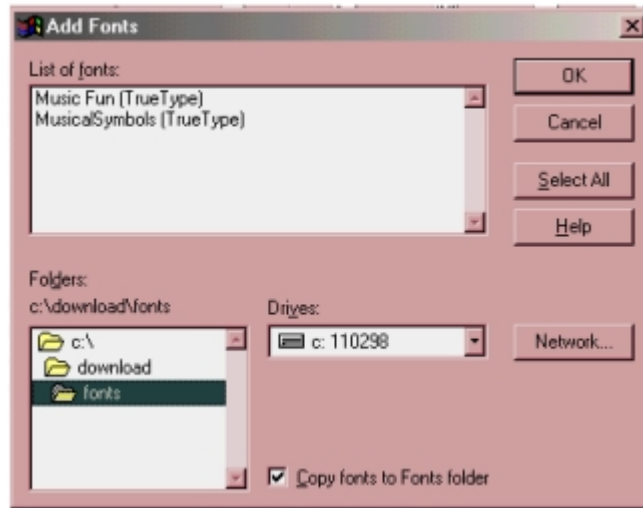
**Viewing the contents of your Fonts folder...** Another way to browse through your fonts is to go straight to the source. Click *Start/Settings/Control Panel* to open the *Control Panel* window. Double click on the Fonts folder. You should see it open, with all the font names currently installed appearing as icons. If you have quite a few, you may want to click the word *View*, then *Details*, to see them listed straight up and down, in alphabetical order. Browse through the font file names and double click on the fonts you want to see “up close and personal.” A new window will open showing what that font actually looks like.

This is where you need to be if you would like to thin out (delete) unwanted fonts or add new ones.

**How to install new fonts...** Click the word *File* at the top of the main fonts window, then *Install New Font*. When the *Add Fonts* box appears, use the little folder window at the bottom left to navigate to where your new fonts are. When the fonts you want to install appear in the top box, click *Select All*, then OK to add the fonts. If you only want one or two, just click the ones you want to highlight them before clicking the OK button. Click the Close button, and you are ready to seriously express yourself! If you really want to cut to the chase, you can also install new fonts by simply dragging them into the fonts folder. Do what you are most comfortable with.

**How to remove fonts...** Removing fonts is as easy as going to the Control Panel, opening the Fonts folder, then right clicking on each font you want to delete and choosing *Delete*. If you are just trying to thin out a few to conserve disk space, be careful here. If you accidentally remove a system font, it could get messy.

**Different uses for different typestyles...** According to Ruthe, our resident *Font Guru*, different typestyles can affect the brain in different ways. For large bodies of text, she recommends using Serif typestyles. They can be distinguished by little “feet” on the ends of the font letters. They help to keep the letters from running together when you are reading and are very easy on the eyes. Use a Sans Serif (or non-Serif) font when you want to make bold statements, or want your text to stand out. An example of a Serif typestyle is Times New Roman. Comic Sans is a great



example of a Sans Serif typestyle.

**Special Characters...** Fonts are good for other things too. Click *Start*, then *Run*, and type *charmap* in the next box that appears. The little utility that will open is called your *Character Map*. It is quite useful for viewing special characters in your fonts. Every font has its own special set of *characters*. A good example of *characters* are the #, \$, %, ^, &, \*, ( and ). If you click on each character with your left mouse button in Character Map, you will be able to see it a little better. Double click on the ones you want to use, then click *Copy* to copy them to your clipboard for pasting in a document. You need to explore your fonts here. You won't believe the graphics you will find! To make them bigger, treat them like a regular font and increase the font size. Neat huh?

**Where to find new fonts...** The Internet is a good place to start, when you are looking for a special font. Two great resources are [www.fontpool.com](http://www.fontpool.com) and [www.fontfile.com](http://www.fontfile.com). Browse to your heart's content, and download all you want. Make sure you download them in a special folder you will be sure to find when you are ready to install them. The best download destination for everything is your *Desktop*. After your downloading session is over and you have closed your browser window, your fonts will be right in front of you. You won't have to go hunting, or do a search for file names you probably won't remember anyhow. Once you have what you want installed, you can delete the original downloaded file. You won't need it any more.

This is what Comic Sans looks like. Notice there are no little hooks or “feet” on these letters.

Arial is another great example of a Sans Serif font.

Look at the “feet” or hooks on the letters in

**Times  
New  
Roman**



Have fun!

<http://www.fontpool.com>

<http://www.fontfile.com>



# Proper Care and Feeding of Your Recycle Bin...



*If you didn't make it, or you don't know what it is, don't delete it!* If you want to be sure you don't have any nasty accidents, you might want to make this your motto. It's no fun trying to put something back when it is too late.

Windows 95 and 98 gives you not one, but *two* opportunities to reconsider when you want to get rid of a file. The first time you delete, a message will ask you if you are sure you want to send that little item to the *Recycle Bin*. Click OK and it is gone, almost. The second (and last) chance you have to change your mind is when you actually empty the *Recycle Bin*. This message will let you know that you are about to *permanently delete* the contents of your *Recycle Bin*.

The *Recycle Bin* was designed with the *computer klutz* in mind. Once it is emptied however, there is no turning back without special software and special skills. It's gone!

There are plenty of things that are perfectly safe to delete. Any file you create, you can delete without any worry that your system will be affected. Heck, you brought it into the world. You can take it out! Where have you heard that before?

*Shortcut files* are disposable. These are the little icons on your main computer screen that have little *shortcut* arrows on them. They are nothing more than shortcuts to the real thing. Most of the time you can click *Start*, *Programs*, and see the same things in your Programs area. Why bother cluttering up your desktop when, with a few well placed clicks of your mouse, you can still get where you need to be? The only things that need to be on your *Desktop* (main computer screen) are the system icons (no arrows on them) and any shortcuts you truly want handy because you use them every day.

Deleting is usually as simple as clicking on it, then hitting the *Delete* key on your keyboard. You can also right click and choose *Delete*. Or you can click something, then click the word *File* or *Edit* at the top of a window, and look for the word *Delete* there. There are lots of ways to get rid of things with Windows.

Any actual files that are deleted will usually end up in your *Recycle Bin*. You can even left click and (while holding down the left mouse button) *drag* errant files directly to it. This is probably the best reason for keeping

your bin well away from any other shortcuts on your desktop. The bottom right corner is a good place. If you keep it there, you will be less likely to accidentally delete something you really want by dragging and dropping in the wrong place. They will be gone, but not quite forgotten by your computer until you actually *empty* the *Recycle Bin*. You can get them out any time you want by double clicking on the *Recycle Bin*. Select (by clicking once) the file you accidentally deleted. Then click the word *File* at the top of the *Recycle Bin* window, then *Restore*. It's just too easy! Or is it??

When was the last time you emptied (right click and choose *Empty Recycle Bin*) that trash bin on your computer? If you don't remember, or didn't know how, you could have a problem if you ever need to recover one of those, "*Oh My God! I didn't mean to DELETE it!*" files. The odds of your remembering a file name in a pressure situation are slim to none. Wading through what could be thousands of previously trashed files over a period of Lord knows how long isn't going to make it any easier. If you are comfortable deleting things, you had better be comfortable taking out the trash. There will come a day when you need to change your mind. Make it easy on yourself.

The easiest way to empty the *Recycle Bin* is to click on it once with the right mouse button and choose *Empty Recycle Bin*. Do it daily. After all, it isn't the place to store files you think you might need later. It's a trash bin! It's up to you to use it regularly and responsibly.

*Never leave diskettes in the disk drive, as data can leak out of the disk and corrode the inner mechanics of the drive. Diskettes should be rolled up and stored in pencil holders.*



# Tiny Treasures...



Mrs. Wizard is in LOVE with this particular *Tiny Treasure*! IrfanView passed every *Tiny Treasure* test with flying colors. It is fast and easy to download (just 525 Kb), easy to install (just double click on the downloaded file), easy to use, useful, and *fun*! It won't crash or bog down your system like the two wannabe treasures she tested before she decided on this for you this month. Needless to say, you won't be seeing them on her website to download.

**IrfanView** is a terrific little graphic viewer. It will open just about any graphic known to computers and can really come in handy when your well meaning friends send you their latest vacation snapshots. If you have a scanner, you can use IrfanView as the first and last stop for scanning and saving your favorite photos. Save your photos as .jpg files for easy sending via email (get back at your friends).

The neatest trick this little gem does is allow you to choose any graphic file you want for your *wallpaper*! You don't have to open each image to see what it is. A handy little thumbnail view will appear at the bottom of the viewer window each time you click an image file once. Double click any image in IrfanView to view it full sized, click *Options*, then choose *Set as Wallpaper*. You can center your picture on the screen, tile it, or choose the previous wallpaper you were using. If all you use it for is wallpaper changing, it will be more than worth the few minutes it takes to download it.

If you have a special graphics folder full of favorites, you will appreciate the *Slideshow* feature. Click the little *Slideshow* button to the right of the open file folder. Click the directory (folder) where your graphics are stored and choose the ones you want to display. There are lots of other settings you can fiddle with in this window. Have a ball! You can't hurt a thing. When you have things just the way you want, click the *Play* button and enjoy your handiwork!

You can spend hours exploring this little program and all it will do for you. Learn a little about the author who made it possible by clicking *Help* at the top of the window or visiting his website. You will find that he is an Austrian programmer with an interesting sense of humor. He lets you know right away that this software is *FREE* to enjoy and share for personal use. Drop him an email and let him know you appreciate his fine work!

You can download *IrfanView* from his website, or the *Tiny Treasures* area of mrswizard.com.

*If your diskette is full and you need more storage space, remove the disk from the drive and shake vigorously for 2 minutes. This will pack the data enough (Data Compression) to allow for more storage. Be sure to cover all the openings with scotch tape to prevent loss data.*

## Enjoy!

Visit Irfan's Website

<http://softwarecenter.net/irfanview/english.htm>



# Mrs. Wizard

# QuickTips...

*Periodically  
spray diskettes  
with insecticide  
to prevent  
system bugs  
from spreading.*

**Use ALT+ESC ...** Here's an easy way to jump from one window to the next when you have several programs open at once. Hold down the ALT key as you press the ESC key continuously. Each time you press the ESC key (top left on your keyboard), another open window will take its place on top of the other windows. When what you want appears, let go.

**Use End Task to recover from Lockups ...** If you use Windows 95 or 98, your system is bound to lockup. It's a fact of computer life. Sometimes ending the current task can solve the problem. If your mouse is frozen, press CTRL+ALT+DELETE (the old 3 finger salute) to open the *Close Program* box. Sometimes you will see right away what is causing the problem. You will see "not responding" in parentheses to the right of the offending program. If it isn't already highlighted, click it once to select it. Then click the *End Task* button at the bottom of the window. After a few seconds you should see an *End Task* box appear, explaining that the program is not responding (like you didn't already know that). Click *End Task* again, and if you have been good that day, Windows will close just that program and you can go about your business.

**If pressing CTRL+ALT+DELETE does absolutely nothing ...** It's time to hit the main power switch and restart your computer.

**Booting to Safe Mode ...** Sometimes you just have to do it. When Windows won't start properly, you may need to start your computer in *Safe Mode* in order to get bare bones Windows up so you can track the main problem down. Here's how you can force Windows to start in Safe Mode. Win98 – press the CTRL key during startup. Win95 – press the F8 key during startup. This needs to be done while you can still see the black screen. If you wait until you see the Windows logo, it's too late. Why *Uncle Bill* made the command different for Windows 98, I'll never know. You would think they would have consulted me first!

**Internet Explorer Address Bar ...** To quickly highlight the contents of the address bar, press ALT+D. Immediately type the new web address you want to visit ([www.mrswizard.com](http://www.mrswizard.com)). There's no need to type http:// any more. Hit the ENTER key and off you go!

**Tiled or Centered Wallpaper ...** Tiled means it repeats until the entire desktop is covered. Centered is better for larger pictures, like a favorite photo.

**Snatch that background ...** Like the background on a particular website? Want to snatch it for your computer wallpaper? This works with Internet Explorer, as well as Netscape Communicator. Right click in the background area (away from any pictures or text) and choose *Set as Wallpaper*. If your previous background was centered, and you want to tile your new background, right click on any empty desktop area and choose *Properties*. You will see the *Background* tab on top. Click the little down arrow to the right of the *Display* box (bottom right) and choose *Tile*. Your new background will stay until you choose something else.

**Quick Copy ...** Need to make a quick copy of something on your computer screen? Press the PrintScreen key, then open WordPad (in Accessories) and click *Edit* and *Paste*. Then print it. If it is a really wide shot, you might want to click *File* and *Page Setup* in WordPad and change the paper orientation to *Landscape* before you paste the screen.

**Quick! Backup that File ...** Make sure you save everything in your *My Documents* folder so it is easy to find. When you want to make a quick copy of a file, open the *My Documents* folder, right click on your file, and choose *Send To 3 1/2 inch floppy*. Make sure you have a floppy in the hole first. Those disks ain't just for coasters!

**Quickly Close a Window ...** Use the Title Bar. Right click anywhere in the title bar area of a window (the solid area at the top) and choose *Close*. Another way to quickly close a program is to double click on the icon at the far left in the title bar.

**Right Click and Customize ...** Right click on your Desktop and choose *Properties*. Click the *Appearance* tab. Left click once in the area where it says *Windows Text*. You should see "Window" in the Item box. Look to the right for the color. Click the little down arrow to the right and choose any other color. Keep a light color in this area because you will have to be able to read text over it. Click OK when you are finished and check your handiwork the next time you open a word processor. Who said Windows had to be BORING??

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## Editor's Desk

This 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 e-mail 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 all I can. You can subscribe to the electronic version of CompuQuickTips by sending a check for \$10 to The O'Neal Solution, 1565 Wood Farms Drive, Cordova, TN 38018. Enclose a short note with your subscription request, or simply write the word "subscription" in the memo section of your check. Don't forget to include the e-mail address you would like it delivered to. You will receive a 12-month full-color, information-packed subscription delivered straight to your e-mail each month as an Adobe Acrobat PDF file. You can download the latest version of Adobe Acrobat Reader for FREE at <http://www.adobe.com>.

You can order Mrs. Wizard's CD Essentials by visiting [mrswizard.com](http://mrswizard.com). Look in the *Special Offer* section. It has 2 years of CompuQuickTips Newsletter, as well as CompuQuickTips (the book). Acrobat Reader is on the CD for you to install with one click of your mouse, as well as lots of other Mrs. Wizard's favorite graphic shareware. This is a terrific learning tool! Just pop in the CD and have fun!



Sincerely,

Cindy O'Neal  
CompuQuickTips Web Page  
<http://mrswizard.com>

Hosted by **Internet Solutions**  
<http://www.internetsolutions.com>  
901/767-5023

**In October...**

**Do You Need a Firewall?  
Pre-Holiday DressUp Drill**

**The O'Neal Solution  
E-Mail Addresses**

America OnLine  
[CQTips@aol.com](mailto:CQTips@aol.com)

JUNO  
[onealsolution@juno.com](mailto:onealsolution@juno.com)

CompuServe  
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