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## File Manager Pfun?

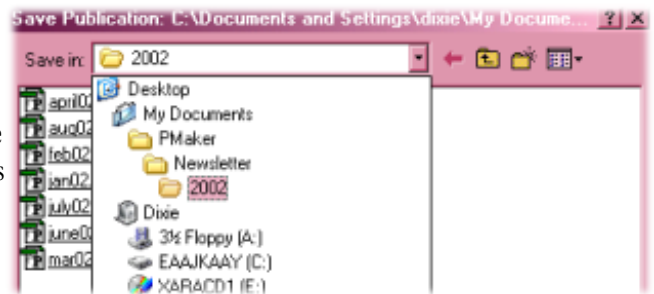
*Practice your  
file management skills  
in the safest place ...  
Your My Documents  
folder is where it's at!*

*Zipping and Un-Zipping  
doesn't have to  
make you crazy.  
WinZip is getting  
easier and easier  
to use.*

*Give your computer  
a memory boost  
with MaxMem.*

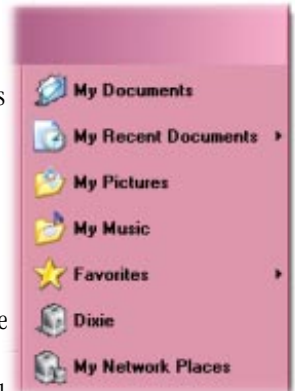
*And...  
Don't let SPAM  
clutter your email.  
Take control  
(and revenge)  
with MailWasher.*

No matter where you are, you can always find the *My Documents* folder. There's a nice little shortcut for it right on the *Desktop*. When you save a file, the *My Documents* folder is usually the first choice in the *Save In* box. If you don't see it, one click on the little down arrow to the right of the *Save In* box will get you there. It is the perfect place to fine tune your file management skills. There are no system files or program files unless you managed to install something there (and that is another story). There is



nothing you can get into trouble with (much). The only things that end up in the *My Documents* folder are files you create yourself. This is about the most nonthreatening environment anyone could ask for, where Windows is concerned. You put stuff in there; you can take stuff outta there. Want to practice your *Deleting* skills? This is the place!

The *My Documents* folder can be found (as a handy dandy little shortcut) on the *Desktop*. Double click to open it, or right click and choose *Explore*. If you have Windows 98 or 2000, you can also find it by clicking *Start*, then at the top of the *Documents* menu. Windows ME and XP has a special place for it to the right (towards the top) when you click the *Start* button. This is not to be confused with *My Recent Documents*, which is nothing more than a list (with shortcuts) of the last several things you had opened. The *My Documents* folder contains the actual files.



It doesn't matter if you choose the shortcut on your desktop, the shortcut in the *Start Menu* area, or the actual *My Documents* folder in the C:/ drive (if you can manage to find it there). They all lead to the same thing...your stuff. Begin by right clicking (once) on *My Documents*. Choose *Explore* so you can see two window panes with folders in the left pane and the contents of whatever you are exploring in the right pane. Click the word *View* at the top of your window and choose *Details*. This will allow the files to be listed in the right window pane straight up and down, as well as in alphabetical order. You will really appreciate this view if you have a long list of files. There should also be a special icon above with a small (downward pointing) arrow to the right. Click this to choose *Details* as an alternative to clicking the word *View*. When you choose to *View* the *Details*, you can glean a lot of information about files in the right window pane. You should be able to see the file names, file sizes, and the dates they were last modified. This is handy if you are browsing for a certain file and aren't sure of the name. You may only know the approximate date it was created. Clicking the title at the top of each column will cause all the files

## File Manager Pfun? ...

Continued from page 1

to be sorted that way. For example, if you were to click where it says *Modified*, all the files would be reorganized by date. Clicking the word *Modified* again will sort

the same files in reverse order. Do the same thing with the *Name* column. Click the word *Name* once, and the files will be lined up alphabetically. Click it again, and they will be lined up in reverse alphabetical order.

Microsoft software uses the *My Documents* folder as a default repository for any documents created, so you may already have a few items there. Double clicking on a file in the right window pane will cause whatever program it was created with to open. If you want to begin a new document, right click in any white (or empty) area in the right pane and choose *New*. Depending on what software you have installed on your computer, you should see lots of choices. If you choose *new text document*, for example, you will see a new file appear with the name *new text document.txt*. The name area will be highlighted so you can type a more suitable name. Make sure you put the proper extension at the end of your file name so your computer will know what to open for it when you double click on the file in the future. Make a note of the file extension while it is highlighted, before you type in the new name. Then all you have to do is give it the same extension it had to begin with. When finished, press the *Enter* key on the keyboard to lock everything in. What you will be left with is a perfectly blank, new document. Double click it and get busy! Go ahead and type in a few lines. When you finish, close your program by going straight to the top! Click the little X at the very top, right corner of the program window. You will be prompted to save any changes at that time. Answer YES, and when the program window closes, guess where you will be? Back to your *My Documents* window! Ready for more?

Practice creating additional folders in the *My Documents* area, so your work can be organized more efficiently. Right click any empty area in the right window pane and choose *New/Folder*. A new folder will appear with the name *New Folder* highlighted. The instant you click anywhere else, the highlighting will disappear and you will be stuck with a brand new folder named "New Folder". Don't worry. Rename it by right clicking on it and choosing *Rename*. This might be a good time to clean up any extra *New Folders* you may have acquired earlier. Another right click choice is *Delete*. Don't be shy about using it here.

After you have a few folders added, move back over to the left window pane and take a look at your *My Documents* folder. If you have any folders in it, you should see a + to the left. Click once on the + and all the folders should drop down below the *My Documents* folder. The + will become a - at this point. Click the - and watch all the folders pull back up again. Isn't this nifty?

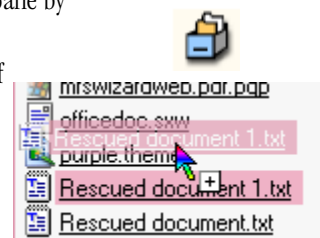
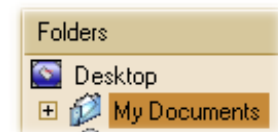
Click once with your left mouse button on any one folder (in the left window pane), and the contents will appear in the right pane. You should see the folder open on the left. Anything you create in the right window pane by right clicking and choosing *New* will be placed in the folder that is opened on the left.

The *My Documents* folder is *the* place to practice dragging and dropping files from one folder to another. If the left mouse button is used to drag a personal file from one folder to another on the same hard drive, the file will be *moved*. Dragging and dropping with the right mouse button will allow other choices. The secret to success is in not letting go of your mouse button until your *target folder* is highlighted. You will know it is highlighted, because it will look different from the other folders. If you accidentally overshoot, just move the mouse back to where you want it to be. The easiest and safest way to tell what a file is going to do is to look at the lower right corner of the file you are dragging before you let go of the mouse button. A plus sign means the file will be copied. An arrow means a shortcut will be created. If you don't see anything, the file will be moved. Once the mouse button is released, the deed is done. If you accidentally *miss* and that file ends up in *Never-Never Land*, don't worry. Immediately click the word *Edit* at the top of the main window and choose *Undo* (or use the CTRL+Z keyboard command). This will put it back, so you can try again.



**Hermits  
have no  
peer pressure.**

**Make friends  
with your  
My Documents  
folder.  
It can be  
one of the  
most patient  
tutors you will  
ever find!**



# Easy Zipping ... Drag and Drop with WinZip!

<http://www.winzip.com>



Do you *cringe* when you check your email and find that someone has sent you a *zipped* file? Have you been deleting them simply because you don't know what to do with them? Files with *.zip* at the end of their names don't have to make you crazy.

*Zipped* files are simply files that have been *compressed*, or shrunk to save space. You might zip a file or folder to shrink it enough to fit on a floppy or send it faster via email. A zip folder can store several files in it. This is a terrific way to *archive* favorite or seldom used files. It can also save you the time of sending separate emails by combining multiple files into one zipped file that is attached to a single email.

Back in the *old* days, a few years ago, unzipping a file was a complicated process. A lot of keyboard commands had to be memorized, and if they weren't correct...well, the results could be interesting.

*WinZip* is probably the best known utility today for compressing and decompressing files and folders. It can be downloaded for free at their website and any other reputable web site that offers shareware on the Internet. Installing *WinZip* is as easy as double clicking on the downloaded installation file (*winzip81.exe*) to begin the installation process.

Once it is installed, you will never have to worry about what to do with a *.zip* file again. *WinZip* does an awful lot, and if you want to spend a little time, you can read all about the extra features and how to use them. If you want to cut straight to the chase and keep things as simple as possible, this article is for you!

Think of a file with a *.zip* extension as a special folder, filled with other files, or one compressed file. Once *WinZip* is installed, all you need to do to open it and see what's inside is double click on it. That's right! It's as easy as that!

When you double click a zipped file, a new window will open and you will see the contents right in front of you. If there are picture files or text files, double click them to view them immediately. Left clicking and dragging a single file to the desktop will cause that file to be decompressed and copied to the desktop.

Right click any zip file, move the mouse down to *WinZip* and choose *Extract to folder ...* (third choice down). This will create a new folder with the same name as your zip file, with contents of that zip file all nice and decompressed in that folder, ready for your bidding.

If you have downloaded a zip file that has installation software inside, you can open the zip folder (double click the *.zip* file), then look for the installation file (usually *setup.exe* or *install.exe*) and double click it to begin the installation process. You never have to "unzip" the entire contents. Just install from within the zip file itself.

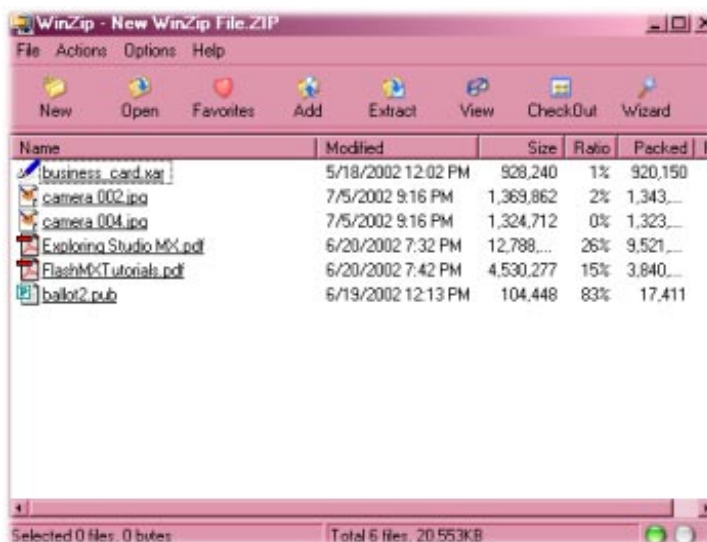
Sending files via email attachments makes much better sense if you zip them up first. Whether you are sending a large file or several small ones, zipping will significantly reduce the time you spend sending those files. It makes a big difference on the receiving end too!

Creating a zip file/folder is almost sinfully easy. Right click any empty area of your desktop and choose *New*. Then choose *WinZip File*. Press the *Enter* key on your keyboard. You should see your new *.zip* file. Open the folder where the files you want to zip are, and while holding down your left mouse button, *drag* and *drop* those little darlings right onto (they will go *into*) your new *.zip* file. Click the *Agree* button (if you are still using the shareware version of *WinZip*, click the *Add* button in the next window that appears, and you are finished. You have just zipped your file (or files). If you want to add additional files, just drag them on over too! It is just like dragging from one folder to another, only the *Zip* folder is *Magic*!

Another way to *zip up* several files at once is to select them (highlight), then right click in the highlighted area and choose

*Winzip*, then *Add to Zip File*. When the next window appears, click the *New* button, give your new zip file a name and specify where you want it. Then click the *Add* button. Now that wasn't too bad... Was it?

OK, so what's  
the speed of  
dark?



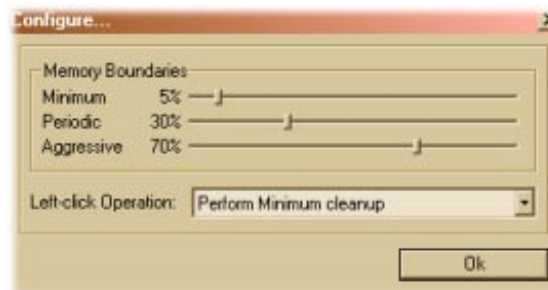
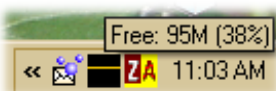
## Tiny Treasures ... MaxMem

<http://www.analogx.com/contents/download/system/maxmem.htm>

Here's another *Tiny Treasure* FREeware from Analog X. They have some of the most useful, easy to install, won't mess up your system stuff you will ever find.

Does your computer always seem to run better when you first turn it on? Do you ever wonder why it seems to become more and more sluggish as the day goes on? Want a little something that can help it be more frisky all day long?

Run it whenever you want a little something to periodically flush your system of memory hogging stuff that doesn't need to be running any more. Sometimes just closing a program isn't enough. This little darlin' seems to be just the thing for those lingering goodies that don't seem to believe you really want to close them.



*MaxMem* is "no muss, no fuss" freeware. It is a quick download (only 214 Kb), easy to install, very intuitive to learn and use, and won't gum up your system while you are using it.

If you have an old dinosaur of a computer that is as slow as molasses in January, don't expect *MaxMem* to make it act like a 2 gig processor with memory out the wazoo. It's not going to happen. But *everyone* should see a noticeable improvement...even the old dinosaurs.

## MailWasher ...

This little program qualifies as a *Gem* (a little larger than a *Tiny Treasure*) in many ways. If you receive a lot of unsolicited junk email (SPAM), this little freeware program is just the thing to take control of it all. It can also help head off virus attachments by allowing you to delete suspicious email right from the server, before it ever reaches your InBox.

Finding it hard to be removed from mailing lists? Getting harassed by someone on your email? Tired of getting junk email from unknown sources? Make them think you no longer exist by bouncing back their email so it looks like your address has closed down.

Let MailWasher check your email first. It will tell you what messages you have waiting on the email server. Check which ones you want to delete or bounce. You will be able to see who the email is from, the subject, and the attachment. You decide if you want to delete the email or keep it. This is a great way to stop viruses or large attachments. When you click the *Process Mail* button, the email you have selected to be deleted or bounced will be taken care of. Then your regular email program will open and you can receive the "good ones" the way you normally do.

You can have MailWasher check as many email accounts as you want. It won't work with web based email like Hotmail and AOL yet, but that should be coming soon. There are lots of ways you can personalize MailWasher. Set it to check mail at different times of the day, even not check it at certain times. It can play a sound when an email arrives, or you can be notified visually.

This little program is so simple to use. And it is FREE! It's not spyware and it won't expire. You will be offered a chance to register MailWasher and pay a price you think it is worth (sort of like a tip), so please contribute something and help support the author and encourage him to keep improving this nifty little tool.

The MailWasher website is a great resource too, with lots of information on how you can use this nifty little tool, in a very easy to understand, straightforward manner.

So .... Take control and get it!

<http://mailwasher.net>

When the PC says, "Insert diskette #2," don't do it immediately. Remove disk #1 first, even if you're sure you can make them both fit in there.





# Mrs. Wizard QuickTips ...



**Hide Desktop Icons ...** With Windows XP, you can have a squeaky clean desktop with the flick of a right mouse button. Right click anywhere on the desktop and choose *Arrange Icons By*. Move the mouse to *Hide Desktop Icons*, or *Show Desktop Icons*, whichever suits your fancy at the moment.

**Clipboard Clutter ...** *Copy and Paste* is a great tool, but can be a real memory hog and cause your computer to be sluggish. To make your computer frisky again (especially if you have copied something really big and don't need it any more), simply copy a single word in a document, and whatever image or object that filled the clipboard spot previously will be pushed out. Highlight something little and press *CTRL+C*.

**Make it easy with the Address Bar ...** When you start browsing the Internet, do you open a browser window first and then type the web address you want to visit? Do it all in one step, right from the Taskbar's *Address Bar*.

If you don't have an *Address Bar*, right click a blank area of the Taskbar and select *Toolbars*. Then move the mouse pointer to the word *Address*. An Address bar will appear on your Taskbar. Left click on it and (while holding down the left mouse button) *drag* it to the top of your computer screen so it will be by itself. If you like (once you have it moved), you can right click on it and choose *Autobhide* so it will appear only when you need it.

No matter how much data you add to your laptop, it will not get heavier.

When you are ready to browse the Web, type a URL (web address or keywords) in the Address bar and click *Go* (or hit the *Enter*

key on your keyboard. Assuming you are already online (if not, you'll be prompted to connect), your browser window will open and take you there.

**System Information ...** Press the *Start* button and select the *Run* command. At the prompt, type *MSINFO32* (doesn't

need to be all caps) and a dialog box will appear with more information about your computer than you will *ever* want to know. Click the little + to the left of each category to see additional categories drop down. Information for whatever is highlighted in the left window pane will appear in the right pane.

Item	Value
OS Name	Microsoft Windows XP Professional
Version	5.1.2600 Build 2600
OS Manufacturer	Microsoft Corporation
System Name	DD3E
System Manufacturer	WinBook
System Model	J1
System Type	X86-based PC
Processor	x86 Family 6 Model 8 Stepping 6 GenuineIntel
BIOS Version/Date	Phoenix Technologies LTD 6.00, 4/4/2001
SMBIOS Version	2.3
Windows Directory	C:\WINDOWS
System Directory	C:\WINDOWS\System32
Boot Device	\Device\HarddiskVolume1
Locale	United States
Hardware Abstraction Layer	Version = "5.1.2600.0 (xpclient.010817-1148)"
User Name	DD3E\dd3e
Time Zone	Central Daylight Time
Total Physical Memory	64.00 MB
Available Physical Memory	58.18 MB

**Magnifier ...** If you need glasses, you might want to check out the *Magnifier* that is tucked away in *Accessories* under *Accessibility*. It acts like a nifty little magnifying glass and enlarges the area your pointer is on. It's a really useful tool for those who need it. A quick way to get to it is to click *Start*, then *Run*, then type in the word *magnify* and hit the *Enter* key on the keyboard.

**Control Key for copying ...** To copy a file without having to worry about accidentally moving it or acquiring an accidental shortcut, press and hold the *CTRL* key while dragging the object to its destination. Windows will automatically assume that you want to copy and do just that. If it is on the same hard drive, the file *will* be moved with a left click and drag, unless you remember to drag with the right mouse button to take advantage of other choices.

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## Editor's Desk

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Download the latest version of Adobe Acrobat Reader for FREE at <http://www.adobe.com>.

You can help support CompuQuickTips by ordering Mrs. Wizard's CD Essentials when you visit <http://mrswizard.com>. Look in the *Special Offer* section. Due to popular demand, the latest version has *ALL* the past newsletter issues (8 years worth), as well as CompuQuickTips (the book). 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!

Sincerely,

*Cindy O'Neal*



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In September ...  
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