



Mrs. Wizard's CompuQuickTips

For the Rest of Us

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*You won't be hearing
any more nasty remarks
about Netscape from old
Mrs. Wizard.*

*Their newest offering
has made her a FAN again!*

*Learn a neat text trick
in PaintShop Pro.
Make your text CURVE!*

*Outlook Express can be one
difficult bugger to backup ...
unless you have the right tool!*

AND ...

*You don't need to spend a
fortune for a great Office Suite.*

*You just need a fast
connection and some spare
time to download and install
OpenOffice.*

Netscape 7...

The latest browser offering from *Netscape* is a sweet one! The more I use it, the more I appreciate all the hard work and attention to detail and usability that has gone into it. It used to be (a few versions back) the browser I downloaded and installed faithfully only because I needed it to check freshly designed web pages. It was not uncommon for a website to look great with Internet Explorer, but really crappy on Netscape. Unless it was designed for Netscape specifically, the only thing you could count on was a viewing problem.

Well times have changed and *Netscape* has found a home on the computers in the Mrs. Wizard household! I'm actually using it *willingly* and *happily* now. Since time doesn't need to be spent tweaking web pages so "those poor *Netscape* users" can see them, I can concentrate more on all the neat little goodies the newest version of *Netscape* has to offer. And it has a *LOT!*

Tabbed Browsing ... *Netscape 7* lets you have multiple pages open at once, with tabs at the top to indicate each page. Take advantage of *Tabbed Browsing*. Click the word *Edit*, then *Preferences*. In the *Preferences* window, click *Navigator* and choose *Tabbed Browsing*. Make sure you also check *Load links in the background*.

No more opening a new window so you don't lose your place. You could be very quickly spoiled with the ability to have 4 or 5 sites open at once, without having to have as many separate windows opened. Just click the tab you want to see. Go to any other tabbed website by clicking its tab. Nice touch! And it doesn't seem to be a huge drain on system resources. Each tab acts like a separate web browser. To open a new (blank) tab, right click any existing tab and choose *New Tab*. With the blank tab selected, type the web address in the area at the top. Hit the *Enter* key on your keyboard and a new page will open for you. Sweet, Sweet, Sweet!

Group Home Pages ... Start your day with four related pages rather than one. When you have a group of page tabs you like, click the word *Edit*, then *Preferences*, and *Navigator*. Then click the button labeled *Use Current Group* in the Home Page area. This really comes in handy if you have more than one favorite news source or other resource.

Group Favorites ... You can add groups of favorites just as easily. Right click any tab and choose *Bookmark This Group of Tabs*. It's just that easy. Instead of browsing through your favorites one link at a time, go for an entire group of related favorites!

Each tab acts like a separate browser window,

without sucking all the resources separate browser windows would. Life is good. Then *Netscape* gets better!

If you end up with a lot of groups, be sure to right click any tab (*before* opening a new group) and choose *Close Other Tabs* to keep your tab area from becoming too crowded or confusing.



Netscape 7 ... *Continued from page 1*

Bookmark Manager ... Click the word *Bookmarks*, then *Manage Bookmarks* to easily reach your *Bookmark Manager*. Drag and drop favorites from one group to another. Right click any bookmark, folder or group and choose *Properties*. Add any additional information you wish. If you end up with a huge bookmark collection, the added information can help if you are using the *Search* tool. This is a good habit to cultivate in the early stages, *before* your list becomes unmanageable.

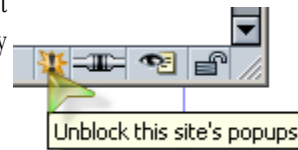
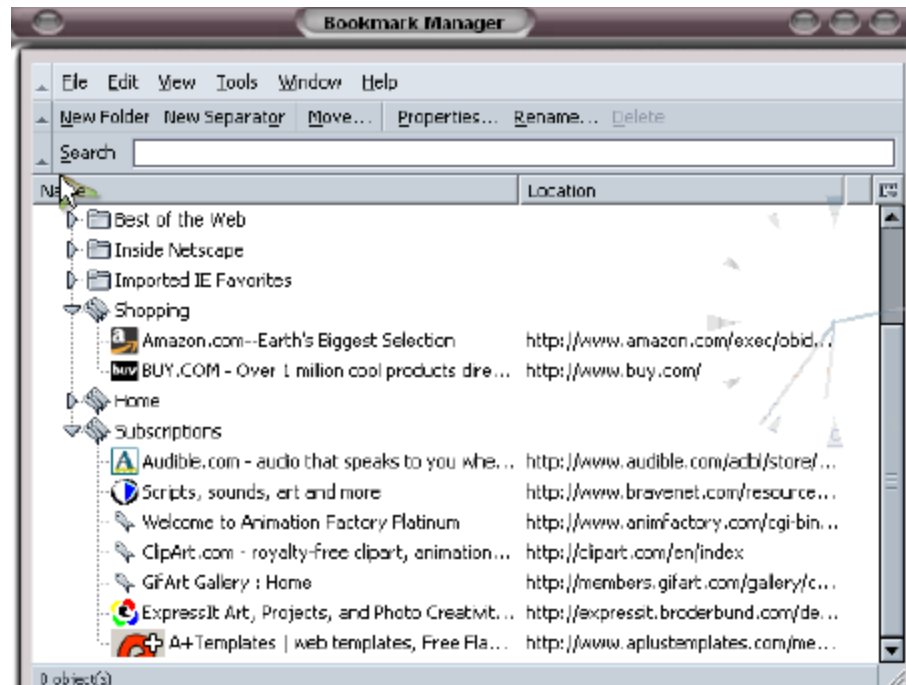
Built-in Pop-up Control ... Click the word *Edit*, then *Preferences*. Click *Privacy & Security* and *Popup Window Controls*. Place a check mark in the box next to *Block unrequested popup windows*. So you won't miss anything, you can choose to have a sound play every time a popup has been blocked. You certainly want to place a check in the box next to *Display an icon in the Navigator status bar* in case blocking a certain popup causes problems. Some windows need to be allowed.

They are not all ads. For example, on <http://mrswizard.com>, I use popup windows so you won't get lost exploring certain areas of the website. When you close a tutorial or other information window, it is easier to get your bearings. There are no advertising popups on my site, so definitely make sure you don't have mrswizard popups blocked. You could be missing something really good! If you are having difficulties on any website and want to allow popups, click the little image at the bottom right of the main Netscape window to unlock that site's popups.

Password Manager ... This is just as neat as the password manager in Internet Explorer, with an additional little twist; the passwords are easy to get to and manage. When you go to a site that requires a password to enter, a box will appear asking if you want Netscape to store the password for you. If you choose *Yes*, the next time you visit the site, your password will be remembered. You can also choose to *Never* remember a password. This will insure the password will *not* be saved. You will need to provide your user name and password every time you visit that particular site. At any time, you can click the word *Tools* at the top of the main window, then *Password Manager* and *Manage Stored Passwords* to view all the websites you have passwords for that are being managed by Netscape. The actual passwords aren't visible, but the websites and user names are. To remove one, just click it once (so it is highlighted) and click the *Remove* button. Choice can be a good thing. Obviously you would not want to use stored passwords on any computer in a public place, or an office where others might have easy access to your computer.

Cookie Cruncher ... Click the word *Edit*, then *Preferences*. Under *Privacy and Security*, click *Cookies*. You will love all the options here. Click the *Managed Stored Cookies* button and delete any that don't pertain to sites you visit. Leave cookies for specific sites. I don't mind PayPal using a cookie to keep track of the last time I visited, or amazon.com for personal preferences. If you recognize the domain name for the cookie, it should be fine to keep. Obvious snoopers (like doubleclick.net) can be removed. The final kicker is to place a check in the box next to the words, "Don't allow sites that set removed cookies to set future cookies." Hehehe... They won't be bothering you any more!

Download it for FREE ... This will be a hefty download (about 30 Mb) but there is an option to order a CD if you have a slow connection or don't feel like a long download wait. <http://channels.netscape.com/ns/browsers/default.jsp>



Best
file compression
around:
"DEL *.*"
=
00% compression.

Curving Text in PaintShop Pro 8...

Placing text anywhere in an image is as easy as clicking the *Text Tool* button. Choose the type size and color you want to use, type your text and hit the *Enter* key on the keyboard.

Curving text is not quite as simple, but once you master the basics, your only limit will be your imagination.

Curving Text around a Shape ...

Begin with a new blank image.

Click once on the *Shape* tool button. Select the shape you want to use. Draw the shape on your blank image. A *Vector* layer will automatically be created and you should see your shape with handle around it.

Click once on the *Text* tool button. Click somewhere above the shape you created. The type dialog box will appear. Type the text you want to use and click the *Apply* button. You should see the text above the shape. Here's where it gets *fun!*

Look for the *Layer Pallet* on the right of the main window. You should see the layer created when you drew the shape. It may have a + to the left of the layer name. Click the + to allow both the shape object and the text object to drop down. Left click either object in the layer pallet. Then, while holding down the *Shift* key, *Right Click* the other object. Choose *Fit Text to Path*.

To remove the line from the shape, so the text appears to be alone, double click the shape in the *Layer Pallet*. A new dialog box will appear. Uncheck next to the word *Visible*.

Curving Text around an Image ...

Use the *Freehand Pen* tool to create lines for text around images.

Open the image you want to curve text around.

Create a new *Vector Layer*. Click the word *Layers* at the top of the main screen, then *New Vector Layer*.

Click once on the *Text Tool*. Make sure *Create as Vector* is selected. Choose the color you want to use.

Type your text and click *Apply*.

Click the *Pen* tool. In the settings Toolbar (at the top of the main window), choose *Create as Vector*, and *Freehand* (under *Segment Type*). If you let the mouse pointer linger over each button, the name of that button will appear.

Draw your line a little below the text.

Click the + to the left to see the two new objects on your layer pallet. You should see your text indicated and another that says *New Shape*. The words *New Shape* indicate the freehand line you drew. It has all the privileges and properties of any other shape. Treat it the same way you would a rectangle or circle.

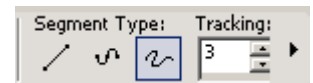
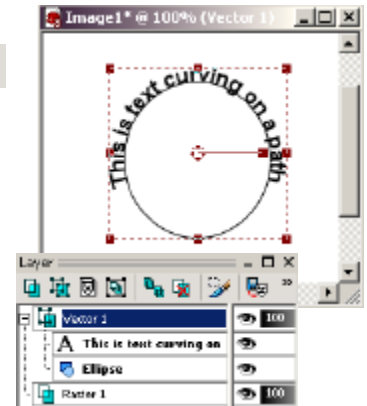
Click once on the words *New Shape*.

While holding down the *Shift* key, right click on the text below in the layers pallet. Choose *Fit text to path*.

To remove the line, double click the words *New Shape*. In the next dialog box that appears, uncheck next to the word *Visible*.

Note on Layers ... The *Layer Pallet* is the key tool in creating curved text. Double click any layer to bring up the *Properties* window for that layer. PaintShop Pro will automatically give each layer a name, but as your images grow more detailed, and as your skills grow, name each layer yourself. It will be a lot easier to navigate in the long run.

**Upgrade:
Take old
bugs out,
put new ones in.**



Tiny Treasures ... ABF Outlook Express Backup

Outlook Express is one of the most widely used email programs available. That's probably because it comes *FREE* with Internet Explorer, and since Internet Explorer is on just about any computer with Windows ... Well you know the rest of the story.

It is very easy to grow attached and dependent on Outlook Express. You create all sorts of folders to stay organized, save all those *very special* emails and contact addresses. You may have created separate *Identities* for other family members. Everyone can log on to their own password protected email space without having to sift through everyone else's email. If you really get into the program, after a while it will be hard to use anything else. Your entire online life is wrapped up in Outlook Express. That's fine, until your *Computer Crashes!*

Outlook Express doesn't store all that information in just one file. There are lots of files ... *all over your computer!* If they are not backed up properly, restoring

can be difficult, if not impossible.

With just a few clicks, ABF Outlook Express Backup can end all that email anxiety. It saves all your settings, including your contacts and folders, in one nice neat little (some are bigger than others) file. You can backup to a CD, another folder, anywhere you want. AND if the unmentionable ever happens to you, the worst that could happen would be you would need to reinstall ABF Outlook Express Backup. Then just restore from your backup file and all will be well again! It is really that easy!

The installation file is only 954 Kb, so it is a nice quick download. It is *shareware* and costs \$29.95 to register it, but you can download it and give it a whirl for 30 days for FREE. It works great on my machine and \$29.95 is a small price to pay for peace of mind.

Read more about it and download it here:
<http://abf-soft.com/outlook-express-backup.shtml>

Gems ... OpenOffice.org

You don't have to be content with just the viewer for Microsoft Word or PowerPoint or Excel. With this suite of office tools, you can create your own presentations or documents and save them so someone with PowerPoint or Word can open them seamlessly. They never need to know you created it with something that didn't cost any more than a download.

OpenOffice has everything you need, all in one nice, neat and FREE (did I say *FREE??*) package.

WRITER ... is more than just a word processor. Use it to do everything from simple documents to newsletters, brochures and even books. You can even create and publish web pages!

CALC ... A full featured spreadsheet, complete with built-in charting tools for 2D and 3D charts. Don't have Excel? NO PROBLEM!

IMPRESS ... A very good presentation program. You can even open PowerPoint presentation files with it, as well as create your own. The entire OpenOffice suite is compatible with Microsoft Office.

DRAW ... A nifty little drawing program. Produce everything from simple diagrams to dynamic 3D illustrations and special effects.

61 Mb (for the latest version) is a very large chunk of time if you have a modem connection and a blink if you have a high speed cable or DSL hookup. However you

connect, this is a *very* worthy download.

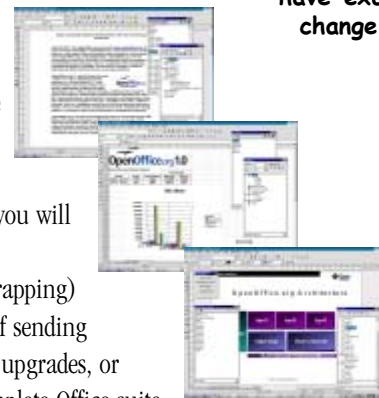
The programs take a little getting used to. Everything looks very basic and you will need to spend some time poking around the *help* area to learn about more advanced features. You will be very pleasantly surprised at how quickly you will be able to produce basic documents (complete with graphics and text wrapping) and presentations. If you are tired of sending Microsoft your money every year for upgrades, or haven't been able to afford their complete Office suite of programs, this can be a wonderful, *LEGAL* and *FREE* alternative.

If you have a fast Internet connection and a CD burner, do your friends a favor and copy the installation file onto a blank CD for sharing. It is perfectly OK and even encouraged on the website.

The newest version to date of OpenOffice.org is 1.1rc. One of the neatest features (in addition to being able to open *any* Microsoft Office document) is the ability to export to a *pdf* file. That's right folks! If you can create or open the document in OpenOffice.org, you can make a pdf file without having to purchase anything extra!

<http://openoffice.org>

**Madness
takes its toll.
Please
have exact
change.**





Mrs. Wizard

QuickTips ...



Hotmail too full? ... You can have nothing in your Inbox and still have your storage allowance full because Hotmail counts your pile of *Sent Mail*. It stores it even when you are using Outlook Express to pick up your Hotmail email. You might need to go in there periodically and thin out a lot of that stuff.

Thanks Lisa for this great tip!

Window Off the Edge ... If your window has crept up so high you can't get to the title bar to drag it to a more reasonable place, here is an easy remedy. Right click any blank area of the *Taskbar* (at the bottom of your main screen) and choose *Tile Windows Horizontally*, *Tile Windows Vertically*, or *Cascade Windows*. It doesn't matter which. The title bar of every window you have opened will appear on the screen.

Open With ... Instead of just clicking a file to open it with the default program, try right clicking it instead. If you are using XP or ME, you should see a choice (*Open With*) of other programs you may prefer at that time. You can also use this little technique to change the default program by clicking *Choose Program*, then finding the one you want on the list. Click in the check box to *Always use this program to open files of this type*.

Shorten the Information Bubbles ... When you put your cursor over the items in your *Quick Launch Bar* (the little area to the right of the *Start* button), a little bubble will pop up over each to tell you what they are. Some of the descriptions can be quite lengthy and irritating. You can change (and shorten) the messages this way:

1. Right click on the button you want to change and choose *Properties*.
2. In the next window that appears, click the *Shortcut* tab.
3. Delete everything in the *Comment* box. If you wish, you can replace it with something more appropriate for *you*.

Disable Automatic Updates ... It sounds like a great idea, Windows sensing whenever you are on the Internet, goes out and checks for the latest updates to keep your computer running clean and smooth. When your system finds something new, it automatically downloads it for you and pops a message up letting you know something needs to be installed. Aside from disrupting your Internet experience by monopolizing your connection, it doesn't give much of a choice in the matter. You need to make a special effort to check for updates regularly and control what you want and what you don't.

To disable Automatic Updates, right click *My Computer* and choose *Properties*. Select *Automatic Updates*. Clear the box that says *Keep my computer up to date*. Click *OK*.

Make sure you spend a little quality time at least every two weeks reviewing any *Critical Updates* that may be available. Any other updates are optional. The *Critical Updates* are necessities unless you have a very good reason not to install them. They can go a long way towards keeping your system healthy and secure. <http://windowsupdate.microsoft.com>.

More on Windows Updates ... The Windows Update site isn't just for critical and security updates. Use it to download the latest Internet Explorer or Windows Media Player. They are *FREE*, so why not have the latest and greatest? After you have scanned to see what updates are available, be sure to check out the *Recommended Updates* (just below *Critical*). If you are using an older browser or media player, this is where you will see the latest versions available for your computer.

Dragging and Dropping XP Style ... It used to be (before XP) that left clicking and dragging and dropping *any* .exe file would cause a *shortcut* to be created. Any other file would automatically be *moved*. If you dragged and dropped any .exe file to another drive, the file would automatically be *copied*, with the original left in its original location. Are you confused yet?

With XP, as long as the file is not named *setup.exe* or *install.exe*, left clicking and dragging will cause the file to be *moved* to the new location. *Setup.exe* and *install.exe* files will still have shortcuts created instead. This is to protect us from accidentally moving something we shouldn't, like a file that may actually run a program. Are you *really confused* now??

If you really want to *move* a file (or group of files) from one spot to another, it is still best to use your *RIGHT* mouse button to drag. The old *right mouse drag* is still the same for XP. When you let go of the mouse button, choices will appear. You can choose to *move*, *copy*, or *create shortcut*.

Bottom line? Use that right mouse button and save your brain cells from a confusion overload! The right mouse button gives you more than *choices*. It gives you total *Control*.

Tech Support:
If it ain't broke,
we'll break it.

Editor's Desk

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This FREE 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 email 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 visiting Mrs. Wizard's Web listed below. You will receive a full-color, information-packed subscription delivered straight to your email each month as an Adobe Acrobat PDF file.

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 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 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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<http://compuquicktips.com>

In September ...
Windows Media Player and Your CD Burner
More Great Backup Tools



Your Personal
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