



# Mrs. Wizard's CompuQuickTips

*For the Rest of Us*

## Templates ...

*Microsoft Publisher* has loads of templates to help get you started and feed your imagination. Nothing is ever etched in stone. It is up to *you* to make it *yours* in the end. Templates are available to give you a boost with everything from labels to greeting cards.

### *In This Issue...*

<i>Templates</i> .....	1
<i>XP Toolbar Heaven</i> .....	3
<i>Tiny Treasures .. Mousotron</i> .....	4
<i>Mrs. Wizard Quick Tips</i> .....	5

The first thing you see when you open *Ms Publisher* is a whole catalog of templates. You can't miss them. Just click your pick on the left and scroll through all the possibilities on the right. Choose something as close as possible to what you want to accomplish and go for it!



Remember, *anything* can be changed once you begin working on it.

### **Do it yourself labels ...**

You don't need to settle for freebie (usually with your spouse's name) labels that come in the mail, or run out to your friendly neighborhood printer to create return labels just the way you want. You could, but what if you change your mind a week later? You won't be stuck with thousands of labels you feel obligated to use if you crank out your own. Buy a package of blanks and print a page at a time. If you change your mind, change your label. Yours will be unique, and *your* personality will shine through.

Begin by clicking the word *Labels* in the catalog list to the left. Then choose the size you want to use. *Avery* is the most common brand and can be purchased at just about any office supply store. The number of the label you choose should correspond with the template. Double click the label template you want to use.

You should see an information wizard open. Click *OK* and you will have an opportunity to fill in your personal information. Fill this out once and save yourself a little typing for future publications. You can always click *Cancel* and fill in the blanks yourself.

If you want to continue with the wizard, click the *Next* button on the left. There isn't much left for the wizard to help with at this point, except perhaps a color scheme. Click *Finish* to continue on your own. Click the words *Hide Wizard* to get it out of the way and give yourself more working room.

You should see a set of two basic text boxes. The top text box is a little larger and darker. The bottom text box is for the actual address. Replace the text with what you want. Be creative. This is where you make it your own. You can change the font, size, and color to anything you want. Move the text boxes to the right by clicking on each so the handles appear. Then move the mouse until you see the *moving truck*. Hold the left mouse button down and drag each text box to the right. Make a little room for a picture to the left of your text.

*Continued on page 2*



*Learn how Templates can make working with MS Publisher a BREEZE!*

*Clean up your Desktop by creating your very own Personal Toolbar.*

*AND... have a terrific Valentine's Day!*



## Templates ...

Continued from page 1

**Design Basics ...** Keep your design as simple as possible. A tiny return address label is not the place for complicated graphics or overly ornate text. If you think it is too much, it probably is!

**Insert your picture ...** For something as small as a return address label, try to find a graphic that is nice and sharp, with as little detail as possible. Don't bother with .jpg or .gif files (typically found on the web). By the time you make them small enough to fit your label, you may be a bit disappointed with the results. Look for .wmf files. These are much better for resizing and still retaining quality and sharpness. Click the *Picture Frame* tool if you have a graphic you know you want to use. Use the *ClipArt Gallery* tool if you would like to browse the thousands of pretty decent clipart available on your *Publisher* CD. Once you click either tool, your mouse will change to crosshairs. "Draw" your picture box where you want it.

After your rectangle or square is drawn, either a mini file manager will open (if you have chosen *Picture frame*) for you to pick your image, or the *Clip Gallery* will appear for you to peruse. If you use the *Clip Gallery*, click the one you want, then click the top button that magically appears to insert the image into your graphic box.

*Nudge* graphic boxes or text boxes with a little more keyboard control by holding down the *ALT* key and using the arrows on your keyboard to position them exactly where you want.

To *Resize* an image without worrying about distorting the thing, put your mouse pointer on any corner handle (you should see the mouse pointer become a *resize* pointer) and hold the *CTRL* key while you resize it. This will take all the guesswork out of resizing your image. There is nothing uglier than an obviously distorted graphic in an otherwise well designed publication.

**Printing your masterpiece ...** To print one full page of labels, place your label sheet in the printer tray. Click the word *File* (at the top of the main window), then *Print*. Click *OK* and get ready to impress your friends and neighbors with your creativity!

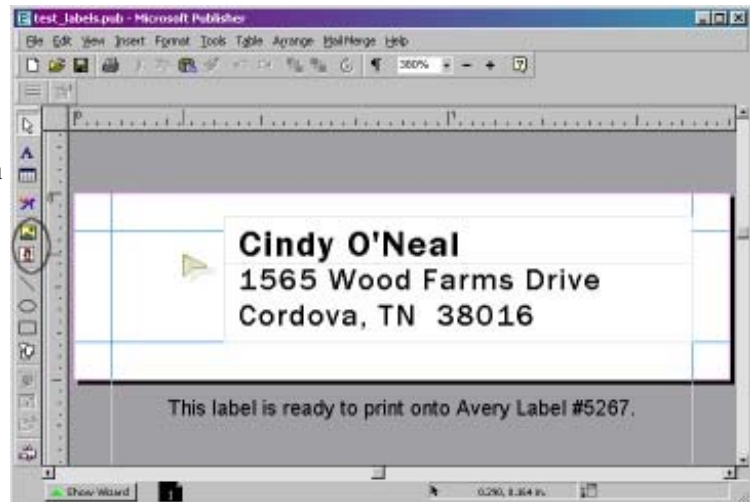


You can create your own blank templates for any label. Just measure the margins on a blank sheet of Avery labels, adjust your columns and margins in the layout guides area and go for it!

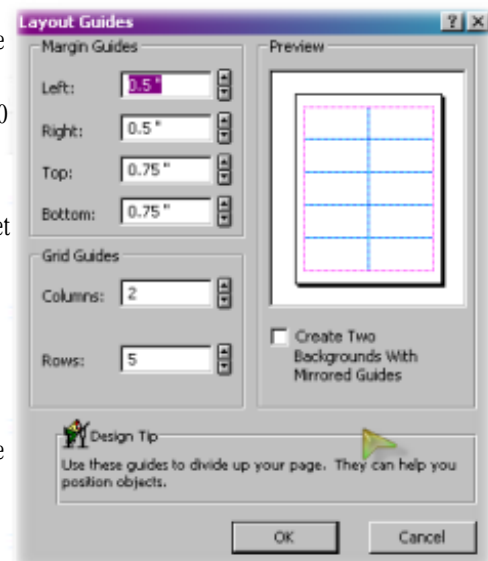
The template for business cards is ok in Publisher, but you can only see or work with one business card at a time. What if you want a couple of different versions on the same page? What if you just like seeing the entire page? Create your own template for a perfect page of 10 business cards.

Begin with a blank 8 1/2 by 11 inch page. Click the word *Arrange* at the top of the Publisher window, then click the words *Layout Guides*. In the next window that appears, set the left and right margin guides at 1/2 inch. The top and bottom margins should be 3/4 inch. In the *Grid Guides* area, set it at 2 columns and 5 rows. Click *OK* and you will have all you need to create a page of business cards. Save your blank page layout. Each time you use it, click the word *File*, then *Save As* and give your new card page a new name. This way you will always have a blank to work with.

You only need to do one card section. When finished, use your mouse to select the whole thing. Click the word *Arrange*, and *Group Objects*. This will keep your text and picture boxes from losing their positions and make it much easier for you to copy the group, then paste it into each other blank card area.



**Stack Error:  
Lost on  
a cluttered  
desk...**



# XP Toolbar Heaven ...

Windows XP likes to keep your desktop nice and neat. It's a great feature. You are encouraged to personalize it with personal photos and other graphics (wallpaper). Before you know it, your computer will have a personality that will closely match your own tastes and preferences.

I never did like to see PC screens (desktops) cluttered with shortcuts. Since Windows 98, I have been teaching (and preaching) tidy desktops. Windows XP is no exception. Your XP desktop may begin with a pristine look, but it can become a crowded mess in no time at all if you aren't careful.

Windows XP has a little spot just over the *Start* button that automatically "remembers" the programs you use the most, so you don't need to hunt for them in the *Programs* area. It only shows the most recently used programs though. What if you have a favorite list of programs you want to have access to all the time? Make yourself a nifty new *Toolbar*! *NOTE*: This also works with Windows 98 and ME.

Right click *My Documents* and choose *Explore*. Create a new folder (if you don't already have one) for personal files and/or favorite shortcuts. Once the folder is created, left click on it and (while holding down the left mouse button) *drag* it to the right or left edge of your main computer screen. When you let go of the mouse your *Toolbar* will appear. It is just that easy! You can close the *My Documents* folder now.

There are all sorts of things you can do with this *Toolbar*. Since it is a shortcut to an actual folder on your hard drive, the possibilities are practically endless. If it has other folders in it, you can right click on them and choose *Explore*. You can drag other folders to it. You can right click at the top (under its name) or on any empty part of it and change the way it looks.

Personally, I LOVE my *Toolbar*, especially when it is hidden with the *Autobhide* option. When I want it, I just wave my mouse pointer over to the side of the screen where it resides, and it snaps to attention.

Make your new *Toolbar* wider by positioning the mouse pointer on the edge (just like the *Taskbar*) until you see a double ended arrow. Then *drag* the *Toolbar* out to the width you want. If you choose *Show Text* or *Show Title* when you right click any empty area of your *Toolbar*, you might need it a bit wider.

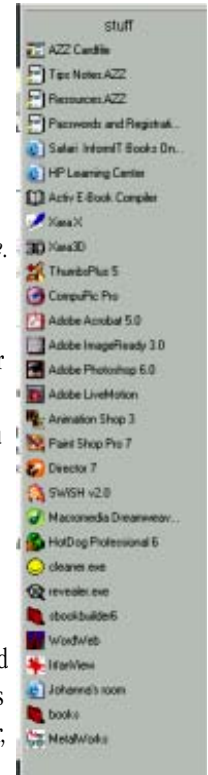
To add your favorite goodies to your new *Toolbar*, browse through the *All Programs* area above the *Start*

button. Right click any program shortcut you want and (while holding down the right mouse button) *drag* it to an empty area of the *Desktop*. When you let go of the mouse, be sure to choose *Copy Here*. Then right click and *drag* that new desktop shortcut to your new *Toolbar* and choose *Move Here*. For some reason, you can *not* just drag a shortcut straight to a *Toolbar*. You *must* stop off on the *Desktop* first. This should not be a problem as long as you remember to *Copy* to the *Desktop* and *Move* to the *Toolbar*.

Store shortcuts to frequently used documents for *very* quick access. As you can see on my personal *Toolbar*, I have shortcuts to my three most used AZZ files as well as a few web shortcuts. You aren't restricted to shortcuts from your *All Programs* area. You can even have actual files (not shortcuts) in this *Toolbar*. It is, after all, a shortcut to an actual folder located in your *My Documents* folder.

*Remember*: Shortcuts are disposable, you can always make a new one. Actual files are not. Delete a real file and it is *gone*. If you decide to store *real* files in your *Toolbar*, make sure you *really* want to delete them first. Any time you want to get rid of your *Toolbar*, right click it and choose *Close Toolbar*. Your folder will still be in place if you ever want to drag it to the edge of your screen again.

Have a ball with your own dedicated *Toolbar*. Conserve those precious brain cells trying to decide which is absolutely necessary for the *Desktop* or *Quick Launch* *Toolbar* (bottom left of your *Taskbar*). Instead of cluttering your *Desktop* with all the things you feel you absolutely *must* have fingertip access to, take them to your *Toolbar*. They will be just as handy and definitely more discreet.



**Serious error.  
All shortcuts  
have  
disappeared.  
Screen.  
Mind.  
Both are blank.**



# Tiny Treasures ... Mousotron

This thing will feed your need for fun and maybe garner a little sympathy at the same time. Do you feel like you are working your fingers to the bone and aren't nearly as appreciated as you should be? Well, measure your mouse mileage and document your travails!

**Mousotron** keeps track of how much you move or click your mouse. It also measures the number of keystrokes.

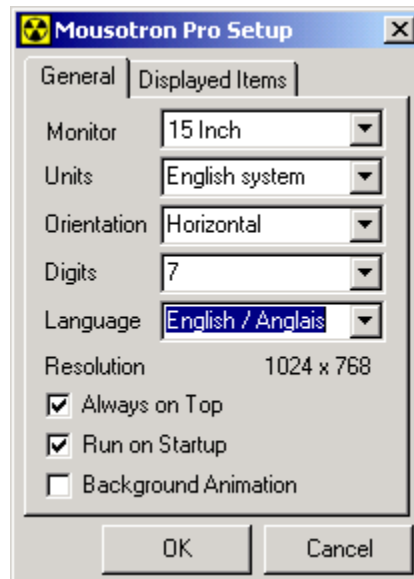
Weighing in at a nice slim 630 Kb, this certainly qualifies as a *Tiny Treasure*. The fact that it is *Freeware* and from the same folks who created *X-Fonte* only adds to its value as a nice piece of work. It will work on Windows 98 through XP with no noticeable resource drain. Setting it up and fiddling with the controls is very intuitive. Even a beginner should be comfortable with this little goodie. And heck! It's just plain FUN!

#### Features:

- View distance in Metric system or English system
- Animated background (turn on/off option)
- Support for all monitor sizes
- Stay-on-Top option
- Runs on startup
- Saves distance history
- Easy Setup
- No extra DLL's required
- Uninstall option
- Display number of keystrokes
- Display number of mouseclicks (left, right, middle and double)
- Configurable display options

The only thing I might have added is wheel tracking. I probably put as much mileage scrolling up and down pages as I do actually moving Mr. Mouse around.

<http://users.pandora.be/eclipse/>



Having been  
erased,  
The document  
you're seeking  
Must now be  
retyped.



**Don't Forget your Valentine!**

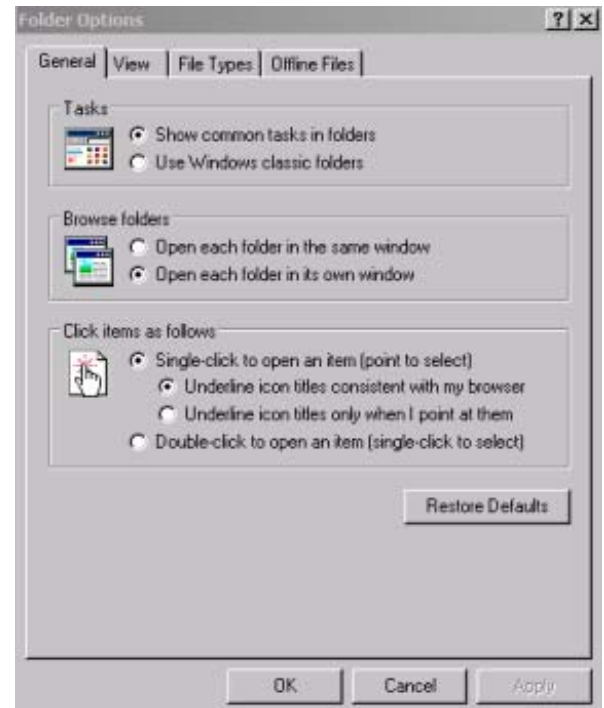


# Mrs. Wizard

# QuickTips ...



**Ditch the Double Click ...** Tired of wondering when to double click or having your double clicks fail? Set your Windows XP computer so single clicking will be all you need. Right click *My Computer* and choose *Explore*. When the next window opens, click the word *Tools* (at the top), then click the words *Folder Options*. Under the *General* tab (in the *Click items as follows* section), click the little circle to the left of the words *Single click to open an item*. You can also choose to have clickable items underlined (like web links) so they will be more easily distinguished. Notice the *Restore Defaults* button at the bottom right? If you ever want things back the way they were, just return to this area and hit that button.



**Yesterday it worked.  
Today it is not working.  
Windows is like that.**

**Lock the Taskbar ...** It's no fun looking for your *Taskbar*, especially if you are used to seeing it at the bottom of your screen. If you can't that sucker to hold still or it seems to want to change or move every time someone else uses your computer, you can lock it down with a simple right click. Right click anywhere in the Taskbar area and click *Lock the Taskbar*. Do it again when you want to unlock it.



**See the Sounds! ...** Windows has a bunch of sounds that accompany various actions. If you have hearing problems, they won't be much good to you. Windows XP, ME and 98 can help. Go to the *Control Panel* (in Windows XP, click *Start*, then *Control Panel*). Click the *Accessibility Options*. You will find two special goodies under the *Sound* tab. *SoundSentry* will make Windows generate visual warnings when your system makes a sound. You can set it to cause the caption bar to flash, or the active window or desktop. *ShowSounds* will cause your programs to display actual captions for the speech and sounds they make. Neat huh?

**Internet Explorer Keyboard Shortcut ...** Holding down the *Shift* key when you click a link will do the same thing as right clicking a link and choosing *Open in a New Window*. This is a great (fast) way to go off the beaten path without losing your original place.

**Autohide and Fill the Screen ...** Some web pages deserve a full screen and your full attention. Use the *F11* (Internet Explorer 6) key to cause your toolbars to autohide and the web page you are viewing to fill the screen. To get your toolbar back and return to normal, press *F11* again.

**Choose which Desktop Icons you want to display ...** You can clean shortcuts from your desktop until you are blue, but the ones without the little shortcut arrows are

tricky little *system files*. Windows XP lets you hide these little jewels pretty easily. To hide *My Computer*, *My Network Places*, *Internet Explorer*, and *My Documents* on your Desktop, right click any empty area (on the Desktop) and choose *Properties*. Click the *Desktop* tab. At the bottom of the *Desktop* tab area, click where it says *Customize Desktop*. Now you can select (or not) what you want to have access to on your Desktop. Even if you choose to have none of these appear, you can still get to them by clicking *Start*.

Heck! That's where they should have been all along! Now you should be able to see that beautiful wallpaper!

**Lock the keyboard ...** If you have little people (kids) or small animals around, you have probably had experience with *keyboard gremlins*. You know the ones. They mess with your keyboard the minute you turn your back and can cause all kinds of interesting problems. Well now you can get that cup of coffee and return to your computer with none of your work lost or rearranged. Just press the *Windows Key* and the *L* key to lock your keyboard. The sign in window will appear and your little *keyboard gremlins* can have a ball! No one can bother your stuff unless they have the login password. When you return, simply log in again and your work will be right where you left it, nice and tidy and ready for your tender touch.

**All rights reserved.** Unless otherwise indicated, articles may be reprinted in nonprofit publications without express permission, subject to the following conditions. Full acknowledgment must be given to The O'Neal Solution and the author. The article must be reproduced in its entirety, without editorial changes, deletions or additions. The information contained in this newsletter is believed to be correct and accurate. The O'Neal Solution however, cannot and will not assume responsibility for the consequences or errors contained in articles or misapplication of any information provided. The opinions expressed in these articles are those of the author. Any information used from these articles is at the user's own risk. Articles in this newsletter may contain trademarks of various companies. Any proprietary right those companies have in those names is hereby acknowledged.

## Editor's Desk

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](http://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*



### Contact Mrs. Wizard

America OnLine: [CQTips@aol.com](mailto:CQTips@aol.com)  
 CompuServe: [cmrswizard@cs.com](mailto:cmrswizard@cs.com)  
[mrswizard@mrswizard.com](mailto:mrswizard@mrswizard.com)  
[mrswizard@midsouth.rr.com](mailto:mrswizard@midsouth.rr.com)

**Mrs. Wizard's Webs**  
<http://mrswizard.com>  
<http://compuquicktips.com>

In March ...  
 Making Web Pages  
 Graphic Tricks



Your Personal  
 Computer Tutor

**Cindy L. O'Neal**

1565 Wood Farms Drive  
 Cordova, TN 38016

**(901) 753-6990**

[mrswizard@mrswizard.com](mailto:mrswizard@mrswizard.com)  
 Consulting | Instruction | Web Design