



Mrs. Wizard's CompuQuickTips

For the Rest of Us

Volume 8 # 10 January 2003
Editor Cindy L. O'Neal
(901) 753-6990

In This Issue...

<i>Privacy and the Internet</i>	1
<i>Organizing with AZZ Cardfile</i>	3
<i>Tiny Treasures .. Proxomitron</i>	4
<i>Mrs. Wizard Quick Tips</i>	5



Happy 2003!
Here's wishing you all the best!
I hope you enjoy
this month's offerings.

Learn a few privacy tips
so you won't be as likely
to be hung out to dry
on the Internet.

And...
Tips and Tricks
you can use
with AZZ CardFile

Privacy and the Internet ...

Don't confuse *Privacy* with *Security*. There are lots of programs to help keep you secure on the Internet by preventing and blocking viruses (antivirus software) and locking out hackers and snoopers (firewall software). They help a lot, but you would be surprised how much information is actually deposited on your computer by normal, day-to-day Internet surfing and email reading. Heck, just using a computer leaves a pretty good stamp of what you have been up to at any given time. This can be a good thing or not. It all depends on how closely you want to guard your *privacy*.

Temporary Internet Files ... Since a picture is worth a thousand words, crank up IrfanView or any other Thumbnail image viewer. If you have Windows XP you can click the word *View* and *Thumbnails* when you find the folder you want to investigate (if you don't use IrfanView or another image viewer). If you decide to use IrfanView, press the T key once you have it opened to view thumbnails. You will see your folders in the left window pane. Any folder clicked in the left pane will have the graphic contents appear in the right pane as little thumbnails.

Click the + to the left of the C drive so all the folders drop down below. There are a few places to look for Temporary Internet files. The first is in the Windows directory. Click the + to the left of it and scroll till you find the Temporary Internet Files directory. In the left window pane, click the folder once and the contents will appear in the right pane, at least anything that can be construed as an image will appear. This could be an eye opener, especially if more than one person uses the computer. Every picture on every website you have visited will appear. If you haven't cleaned out the Temporary Internet files in a while, it could be *really* interesting. You can tell a lot about someone by the websites he or she visits.

Another place to look might be the *Documents and Settings* folder on the C drive. If you have Windows NT or XP, you may not even have a Windows directory. It may be a WINNT directory instead. The *Documents and Settings* directory is where all the good stuff is stashed. If there is more than one user on the computer, each will be listed with their own Temporary Internet Files folder.

The newest versions of Internet Explorer will deposit several subfolders in the Temporary Internet Files folder. It can be very confusing and impossible to keep up with. Just know that all your moves are being very well documented, with picture files, cookies, and actual web addresses in all these folders. One way to clean it out is right from your Internet Explorer. Click the word *Tools*, then *Internet Options*. Then click the *Delete Files* button in the Temporary Internet Files section under the *General* tab. Click the *OK* button and what files are in there will be dumped. If you would like to have this done automatically, click the *Advanced* tab. Under *Security*, check *Empty Temporary Internet Files folder when browser is closed*.

Cover Your Tracks ... The newer versions of Internet Explorer have pretty good cookie blocking built right in. The next time you are surfing with Internet Explorer, at the top of the main window, click *Tools*, *Internet Options* and *Privacy*. You should see all sorts of settings available, ranging from blocking all cookies (not recommended) to accepting all of them (not recommended either). To see your

Privacy and the Internet ...

cookies (sit down first), click the *General* tab instead of the *Privacy* tab. Click *Settings* and *View Files*. This is where you can see who the cookies are from and delete any you don't want. Cookies can be a great way to store personal preferences for certain websites, like passwords and user names or shopping preferences. You may not want to share this information. Some websites need you to accept their cookies so you can log in properly. These are fine, but make sure *these* are the *only* ones you give permission. The others are just snoopers.

Delete Individual History Pages ... No sense throwing out the baby with the bath water. Sometimes it can be handy to use your browser's *History* to find places you have visited and can't quite remember. If there are some you would rather forget, click the *History* button on the Internet Explorer toolbar to open the *History* Window frame. Delete individual sites or dates by right clicking on them and choosing *Delete*.

Check it out before you download and install ... While fast Internet connections make downloading new goodies a breeze, don't just assume everything out there is the latest and greatest. Visit <http://www.spychecker.com> to educate yourself more about spyware and adware. It features a database of almost a thousand software titles that are known to be obnoxious. Look it up for yourself before you install or download something that will scour your computer for private information. It may be acceptable to use a program for free if you don't mind looking at a little advertising, but if that advertising is a front for snooping around your system and tracking your browsing habits, it is going too far. There may be no telling what else it could be tracking.

Another great program (FREE) to install and update regularly is Ad-Aware. You can read all about it and download it at <http://www.lavasoft.nu/>. It is perfect for ferreting out little spyware and adware goodies you may have already installed.

E-Mail Privacy ... There is no such thing. Anyone with access to your computer, and a minimum number of brain cells for basic human existence can have a ball with your email. If you delete your email, but don't empty the *deleted items* folder (if you have one), it is still accessible. Even on AOL, recently deleted email can be recovered, at least for a short time. If you don't mind sharing your correspondence, don't worry about it. Anything sensitive or important that needs to be saved should *not* be saved with the rest of your email. Use something like AZZ CardFile to save individual emails. Organize it any way you want. You can password

Continued from page 1

protect any CardFile *file* for additional security.

When you save (for documentation purposes) any email, it helps to have the original time and date stamp. The easiest way to have all this information available for a quick copy and paste is to hit the *Reply* button. Highlight all you want to use (including the original time/date and who it is from) and use CTRL+C to copy the information to the clipboard. Open AZZ Cardfile, create a new card, and give it a good descriptive name. Click once in the empty card area so you see a blinking cursor and press CTRL+V to paste your email information. That's it! If your email program ever bites the dust, your most important missives will be safe and sound, in a separate program. Delete the original email from your email program. You certainly won't need it in your email program any more.

Your *Privacy* (and protecting it) is entirely up to *YOU!*

You can pick up AZZ at:

<http://www2.omnitel.net/zdramys/azzcardfile/>

For the totally paranoid!

<http://www.webroot.com/>

I found *Window Washer* while watching *Tech TV* the day after Christmas. It was amazing how thorough a job it did. I thought I had my hard drive pretty spiffy and secure, but it still managed to get rid of 86 Mb more!

Download and try it out for free. Register it if you like it for \$29. The first time I used this, I realized it was going to be a regular part of my routine from now on. It cleaned out things I hadn't even thought of. Whew!



**Three things are certain:
Death, taxes
and lost data.
Guess which has occurred.**

Organizing with AZZ CardFile ...

There are plenty of reasons CardFile is one of my favorite *Tiny Treasures*. Download it from the *Tiny Treasures* area of the *mrswizard.com* website if you would like to give it a try too. There is also a link to the AZZ website if you would like to read even more.

Here are a few tips and observations to help you get started:

It's about as simple as it can possibly be. Each card file can hold an unlimited number of cards. The cards are lined up on the left, in alphabetical order. Click a card name and the contents appear in the right windowpane.

Card contents can be anything from a list of favorite websites, or websites pertaining to a particular subject you may be researching. It might be a favorite email response you might want to recycle. Just open the cardfile, click the card, highlight the text, copy and paste into an email. Instead of saving umpteenth gillion email messages, copy just the "good stuff" and paste it into a card in an AZZ file. Use the little date stamp button any time you want to insert the current time and date for further documentation.

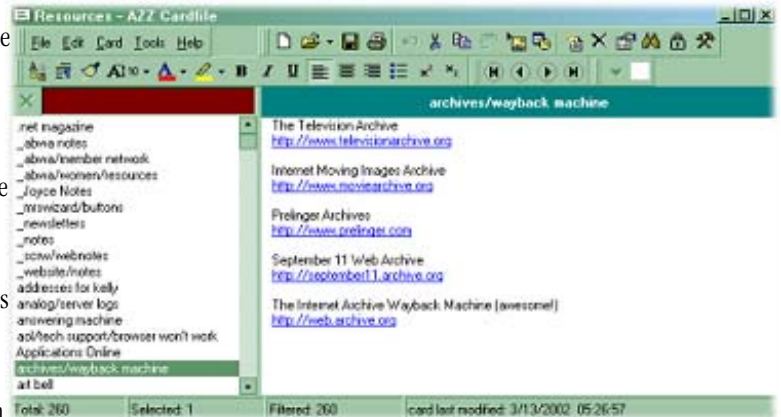
When you type a full hyperlink (<http://wherever.com>) it will automatically make it active (blue and underlined) so (if you are connected to the Internet) you can just click it and your browser will open to that particular site.

It's a great way to organize just about anything, from large email lists to recipes. If it needs to be organized, AZZ can help.

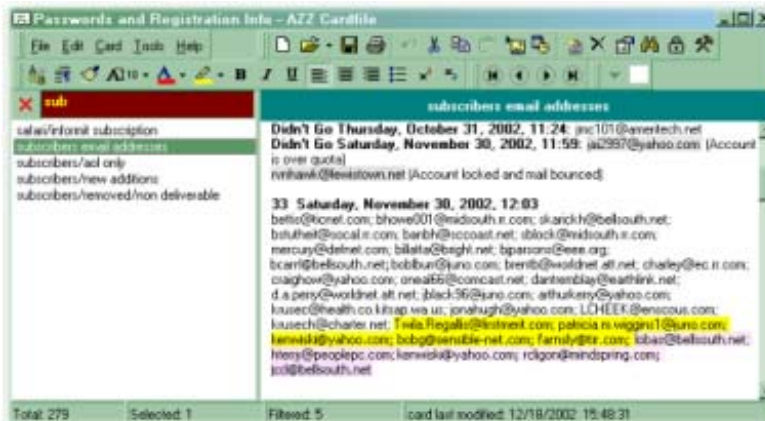
I don't use a list server for my email lists. I want to keep my newsletter as personal and unique as possible. There can

be challenges doing it this way. I can't just send them all at once. Most ISPs won't let you send more than 50 at a time because it looks like SPAM as far as they are concerned. I also don't know which computer I may be sending from any given month. I like the versatility AZZ gives me. Once the list is organized, I can use it from any computer on the network, or carry it with me on my laptop. The email addresses are organized in relatively small blocks with a ; and a space between each one. This way I can copy and paste each block at a time and send them using any email program I like. AOL likes a , between each email address and parentheses () around each list for BCC, so I keep my AOL list on a different card for the same copy and paste access. When an email comes back as undeliverable for one reason or another, it is relatively simple to find the email, remove it from the list and make a notation why (in case someone wants to know why they didn't receive their newsletter).

You can password protect any card file you wish. Click the word *File*, then *Protect*. Passwords are case sensitive and cannot be longer than 80 characters. To make your password more secure, use upper and lower case letters, mix a few numbers or other odd characters in for good measure. Avoid using any word that could be found in a dictionary. And whatever you do, don't forget your password. Once it is set, you will NOT be able to open the file without it. The only file I have password protected is my *Passwords and Registration Info* file. If I purchase a new software title, the registration info is entered right away. If it is sensitive information I don't want to share (credit cards, passwords, email lists, software registrations), this is where it goes. It has really come in handy when I need to reinstall something and need the serial number or registration key. My password cardfile has evolved into an indispensable tool that is used every day.



**First snow,
then silence.
This
thousand-dollar
screen dies
So beautifully.**



Tiny Treasures ... Proxomitron

<http://www.proxomitron.org>

If you want a Swiss Army Knife Popup Stopper/web filter, this little goodie is for you! It's almost too good. This program is not for the faint of heart. Before you can really use it, you must set up your browser to work with it. Detailed instructions are on the website. I had to practice with the Internet Explorer settings a few times so I could change it back and forth comfortably. During the testing phase I wanted to turn it off and found the settings had to be put back the way they were in Internet Explorer for it to work again. Now I am finding that I am leaving Proxomitron on longer and longer. Playing with the various filters is definitely a challenge. If you aren't careful (or don't know what you are doing) it can prevent proper viewing of some sites. It is a great learning experience when you realize how intrusive some sites can be. This little program lets you control how much you want to let in. It sure has made visiting some graphic sites that use unending popup windows and advertising more palatable. I have a tendency to avoid those sites, probably missing out on a lot of goodies because I don't want to wade through all the popups and pop unders and all the other muck. Did I mention it is absolutely FREE?

I still don't have a clue about half (actually more than half) the filters and blockers available in this program, but it is sure going to be fun playing with it and learning ... and learning ... and learning. This is not an "install it and forget it" program. This is for serious tweekers.

You can choose between two types of files to download. Either is small enough to fit on a floppy. The .exe file has an installer built in. Just double click it and it will put the folder and files where they need to go. The .zip file is easy too. Just unzip the files and place them in a Proxomitron folder. Place the folder where you want it and double click the .exe file. It copies no files to any folders outside its own, makes no changes to your system registry and modifies no .ini files. Even if you decide to move the folder it will still work fine. To uninstall, just delete the folder containing the Proxomitron program.

Have fun blocking, tweaking and filtering!

Thank you KiwiNessie for suggesting this little jewel!
<http://kiwinessie.net>



**Program aborting:
Close all that
you have
worked on.
You ask far
too much.**

Microsoft Browser Treasures ...

<http://www.microsoft.com/windows/ie/previous/webaccess/default.asp>



Ruthe Smith sent this link to several nifty little addons for your Internet Explorer. All of these are certainly in the *Tiny Treasure* category and are very quick downloads.

She particularly likes (and I do too!) the *Toolbar Wallpaper*. It is about halfway down the page. Just click the link and follow the directions to install. Once installed, choose *Toolbar Wallpaper* from the *Tools* menu and pick your wallpaper. It is just that easy!

This little program will give you extra choices without slowing you down. If you find it is not to your liking, the *Uninstall* option is conveniently located in the *Add/Remove Programs* area of the *Control Panel*.

NOTE: The information on the web page does specify these tools are for Internet Explorer 5. I installed the *Toolbar Wallpaper* on Internet Explorer 6 on an XP machine and had no problems whatsoever. You should be really careful about installing any of the others if you have Internet Explorer 6. Make sure you read all the information on the web pages pertaining to each little tool. Decide if you really want to give any of them a whirl and be prepared to uninstall them if they don't work properly.





Mrs. Wizard

QuickTips ...



Chaos reigns
within.
Reflect, repent,
and reboot.
Order shall
return.

How much RAM? ... Want to see how much RAM (memory) you have on your computer? You never know when a geek will ask. In Windows 98 and ME, click *Start*, *Settings* and *Control Panel*. Double Click the *System* icon. This will open the *System Properties* window. Under the *General* tab, you will find the amount of RAM.

Windows XP users, click *Start*, then *Control Panel*. When your *Control Panel* opens, click the words *Switch to classic view* toward the top left of the Control Panel Window. This way you won't have any problems finding the *System* icon.

Keyboard Quickie ... While holding down the Windows key (has the cute little Windows logo on it), press the *Pause/Break* key. This will bypass all the stuff in the previous tip and immediately open the *System Properties* window for you to peruse.

No Back and Forward Buttons ... To give yourself a little more web room and less toolbar room in Internet Explorer, get rid of the *Standard Buttons* toolbar. Right click in any toolbar area of your Internet Explorer and click where it says *Standard Buttons* so the check mark will be removed.



To navigate without the back and forward buttons, use the mouse or the keyboard. On the keyboard press the *Alt* key and (while holding it down) use the left and right arrow keys to move back and forth between pages you have viewed. If you have a wheel mouse, hold the *Shift* key down and turn the wheel forward or back.

Outlook Express treating you like a BABY? ... If you can't receive or open attachments, click the word *Tools*, then *Options* at the top of the main Outlook Express window. Click the *Security* tab and make sure there is *not* a check next to the words *Do not allow attachments to be saved or opened that could potentially be a virus*.

If you don't have a decent virus protection program, or can't remember when the last time you updated it, you certainly want to leave this option checked. If you do have protection (AVG antivirus can be had for FREE at <http://www.grisoft.com>), keeping this checked can be a bit of an overkill, and it doesn't protect you from malicious scripts embedded in html email. All it does is keep you from deciding which files you receive or if they are legitimate or not. This setting blocks everything

and is a pain in the tail when someone is trying to send you something you really need.

XP Home Edition or Pro? ... If you are purchasing a new computer and can choose between XP Home Edition or XP Professional Edition, here are some things to think about:

Remote Desktop allows you to access your desktop from another location. It is built into *XP Pro*.

Networking is a breeze with *XP Pro*. You just connect your laptop or desktop computer to a network and you're on. No hair pulling or trying to understand odd settings and numbers. It's all built into *XP Pro*.

There are more options for backing up and restoring things. The *System Restore* option is great!

XP Pro has file encryption built into the system. You can encrypt files and folders for extra protection from thieves or hackers, and limit access to certain files, programs and other resources.

Last Modified ... Find out when any web page was last updated or modified by clicking once in the Address Bar of Internet Explorer. Type (or copy and paste) **javascript:alert(document.lastModified)** and a dialog box will open displaying the date and time of that page's last update. Neat huh?

Winkey+M will clear your desktop instantly by minimizing everything that is opened and showing. You need to go to the taskbar at the bottom of your main screen and click each application again to open one at a time.

Winkey+D will also clear your desktop but pressing Winkey+D again will cause everything to reappear. This could be handy when "prying eyes" are near.

Winkey+R will open the *Run* command. This is really handy if you know a web address you want to visit. Just type it into the box, hit the *Enter* key and your browser will open automatically. Of course you need to be connected first.

XP Shortcut List ... Want to see all the latest and greatest keyboard shortcuts for XP? Press *Winkey+R* to open the *Run* command and type *C:\windows\help\keyshort.chm*. Press the *Enter* key on your keyboard and have a ball! Quick and convenient huh?

Learn something new every day ...

Want to learn more about your computer? Make the Daily Tip at mrswizard.com a habit. It won't hurt and you will be surprised how your skills will improve!



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>.

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



Contact Mrs. Wizard

America OnLine: CQTips@aol.com
 CompuServe: cmrswizard@cs.com
mrswizard@mrswizard.com
mwizard@midsouth.rr.com

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

In February ...
 Templates



Your Personal
 Computer Tutor

Cindy L. O'Neal

1565 Wood Farms Drive
 Cordova, TN 38016

(901) 753-6990

mrswizard@mrswizard.com
 Consulting | Instruction | Web Design