



Mrs. Wizard's CompuQuickTips

For the Rest of Us

Web Pages with Word ...

You don't need to be a *web guru* to create or use a web. You don't even need a website hosted on a distant server on the Internet. There are lots of other uses for them. Web design skills can be a great asset if you would like to create dynamic presentation documents without using a complicated presentation program. A special *reader* program isn't necessary. Any *html* file (web page) can be opened easily with any web browser, and all computers come with a web *browser* (Internet Explorer, Netscape, etc.). Of course, if you would also like to become a presence on the Internet, a few basic web design skills are a must!

To begin the dive into the mysteries of creating web pages, you need look no further than your favorite word processor. Microsoft Word is a pretty good tool for creating basic web pages, offering word processing tools you are already comfortable with. The key is in the way you put your pages together and how you save your files. Creating a web page with your word processor is *almost* as easy as choosing *Save as Web Page* under the *File* menu instead of saving as a Word Document. There are a few extra things to consider when making the leap from a plain word processing document to a web page. You can view 2 pages created with MS Word by visiting <http://mrswizard.com/wordpage/>. Enjoy!

Background ... You need to forget you are working with a word processor. You can do things on a web page you would never consider on a regular office document. Backgrounds can be used to add to the overall look and feel of the page. You can use colors, patterns, images suitable for tiling and even one large graphic for your page background. Whatever you decide, make sure your type will still be easy to read. Use backgrounds wisely, not just because you can.

To begin your background choices, click *Format*, then *Background*. Choose a color listed or click *More Colors* for an unlimited choice of colors. If you would like to browse a bit, click *Fill Effects*. That's where you can have some serious fun with lots of choices. Choose two different colors for an unusual gradient background. Click the *Texture* tab to see a

few textures available for your background, or hit the *browse* button and choose from your private collection.

The *Pattern* tab is another way to give your page background an unusual look and keep it easy to read. It is easy to experiment with different colors, gradients and patterns. Keep trying until you find exactly what you want. Each time you click *OK*, your background will appear on your page.

Change the background any time during the creation of a web page, even if you

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The next few issues will help you learn a little about creating web pages.

There are quite a few "low to no cost" tools available that can help.

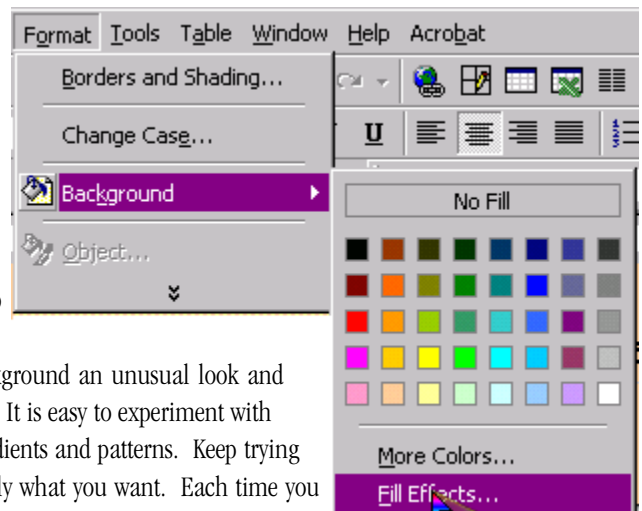
It doesn't need to be a complicated mystery.

And...

Learn how XP can eliminate the anxiety and cursing when you have a crappy software installation.



Have a WONDERFUL Saint Patrick's Day!
Old Mrs. Wizard will be busy turning 54! Ewwwwww!



Web Pages with Word ...

Continued from page 1

already have text and graphics on it.

The *Picture* tab adds another element to your background possibilities. Clipart generally isn't going to be good to use for a background image. When you are using Word, any background image is going to be *tiled* or repeated so it fills the entire screen. If you use a single graphic for your background, make sure it is large enough so it doesn't repeat. And remember. Text needs to be visible on your page, and you may want to add other images to the page itself.

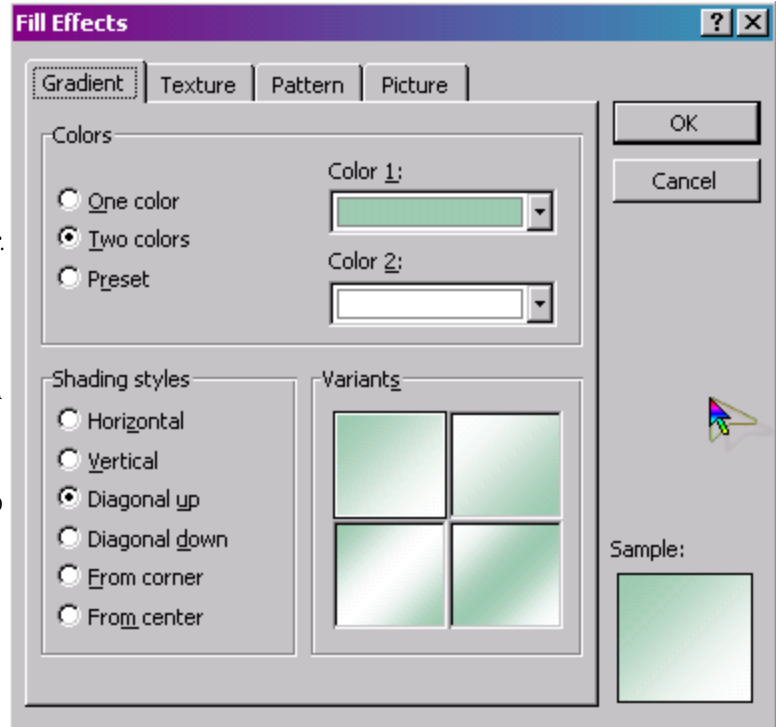
Graphics ... Web pages can come alive with the discreet use of animated graphics. You've seen them on lots of web pages. A great place to browse for unusual and interesting animated *.gif* files is <http://animationfactory.com>. If you can't find something neat here, it isn't available. The two main file types used on web pages are *.gif* and *.jpg* files. These can be seen in any browser and the viewing quality is good, while the file sizes are smaller than other graphic file formats. This is important if you intend to put your pages on the Internet. The length of time it takes a web page to load is directly related to the speed of your visitor's modem. Even though high speed cable and DSL connections are becoming more and more popular, the fact still remains that most people are still using modems. Huge pictures and long waiting for a page to load does not encourage visitors to return any time soon. Keep your pages simple and fast.

To insert a picture on your web page, click the word *Insert*, then *Picture*, then *From File*. If you are using a fancy background, you might want to make sure your image has a transparent background. This will help keep your image from competing with your background.

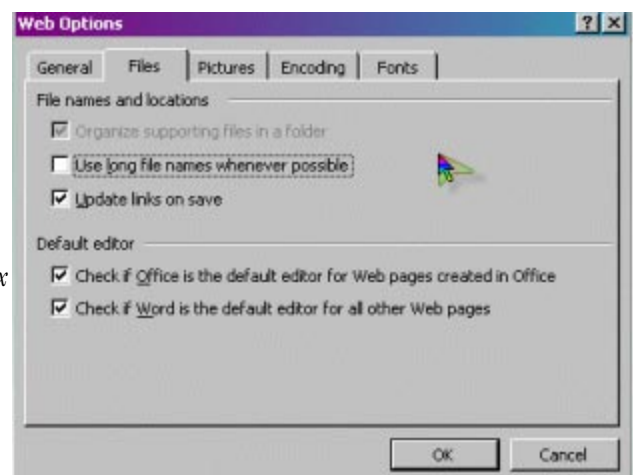
Hyperlinks ... The nuts and bolts of a web page. Hyperlinks allow you to quickly jump from one page to another, or to another website. You can make a hyperlink on a graphic or a bit of text. To make a text hyperlink, highlight the text, then click the little hyperlink button in the Toolbar. It looks like a globe with a chain link on it. If you are linking to a website, make sure you enter the entire URL, (<http://wherever.com>). If you are linking to another page, all you need is the file name. To make a graphic hyperlink, click the image so it is highlighted (you will see the resizing handles). Click the hyperlink button and do the same as a text link.

Saving files ... Housekeeping and organization are very important when you are designing a web. Before you even begin, make sure you have a special folder created for your web. If you ever want to use your pages on anything other than your own computer you need to tell MS Word how you want your files saved. Go to *Tools* and click the word *Options*. Under the *General* tab click the *Web Options* button. *Unselect* "Organize supporting files in a folder" and "Use long file names whenever possible." This will keep you from having to do a *lot* of extra work if you send your files up to a server for general web access. When you name your files, make sure you use short file names, no capital letters, no spaces. What Word will do when you click the word *File*, then *Save as Web Page*, is save any graphics that belong to that page in a folder with the same name as the page file. If you name your first page *index.html*, there will be a folder named *index* in your web folder.

Next Issue: Do a little more with *Composer*, a free web editor included with *Netscape*. You will need to download and install Netscape to use it, but it will not interfere with your Internet Explorer. *Composer* will allow you to create cleaner coded pages, without many of the restrictions in Word.



If quitters never win, and winners never quit, what fool came up with, "Quit while you're ahead"?



Install with Confidence ... System Restore to the Rescue!

Want to install that nifty little shareware program but not too sure what it will do to your system? Afraid it will cause crashes? How about the latest driver update for your video card or modem? What if the new version is full of glitches and sucks?

System Restore is the answer to *this* maiden's prayer! Everything was working great on the old laptop until I noticed on the Windows Update website that a new network driver was available. Heck! All the Critical Updates went through just fine, and I didn't have anything better to do (nursing the flu and couldn't get out much). And surely, since Windows had "scanned" the computer to see which updates were available for my computer, it wouldn't, couldn't possibly give me something *bad*. Could it? You bet it could! My network was working just fine until I installed that blasted driver. I was sharing a lightening fast RoadRunner connection with the main computer and everything was great ... until I installed that blasted driver.

**Mind Like A
Steel Trap -
Rusty And Illegal
In 37 States.**

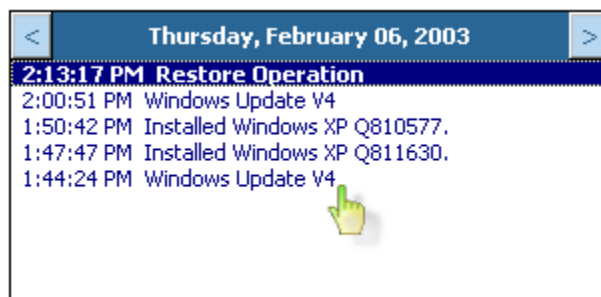
Of course, once the driver finished installing, the computer needed to be restarted. That's when I realized I no longer had an Internet connection. I couldn't even "see" the other computer on the network. Not good when you only know enough about setting up and troubleshooting network connections to be dangerous. It would take me days to do what someone who sets up networks all the time can do in just a few minutes. *System Restore* saved my bacon (again) and taught me a nice little lesson in humility.

Before Windows ME and XP, this could have been a nightmare. In fact, most system problems (lockups, freezing, and blue screens) are caused by corrupted system files. Most corrupted system files are caused by something you have fed your computer (installed). XP and ME have a nifty little utility in the *Accessories* group under *System Tools* called *System Restore*. In less than 5 minutes, you can put your computer system back to the exact state it was in *before* the problem started.

XP is great about checking software during the installation process and letting you know if it spots a possible conflict or incompatibility. It might even suggest you look for a version that is compatible with XP. But this is only good for blatant issues it is aware of. You can't predict consequences for every installation.

System Restore allows you to install anything you want, without having to worry about unknown (and unwelcome) side effects. What Windows doesn't catch for you on the front end, *System Restore* can clean up on the back end.

One of the nicest things about *System Restore* is that it creates a new *Restore Point* every time you install anything new, or make a change to your system. You don't need to do a thing. It just knows. Think of it as "idiot proofing" your computer. If your boo boo is recent, choose a recent restore point. If you need to go back further, click a date on



the calendar. Either way, you win!

restoration point. Read *everything* as you continue to click *Next* and finish the process, so you understand what it is doing. *System Restore* does not uninstall software. It only restores *system files* to the way they were before your restore point. If you go back too far, you may need to reinstall any software that was installed since the restore point you choose. Only go back as far as absolutely necessary. When you install *anything*, pay particular attention to system problem symptoms for at least a few days to make sure all is well. And if it isn't? Well now you know... The *rest of the story*!

the calendar. Either way, you win!

To run *System Restore*, click *Start*, then *Programs*. Move the mouse pointer to *Accessories*, and *System Tools*. Click *System Restore*. In the first window that appears, select the words *Restore my computer to an earlier time*. Click the *Next* button. In the next window, choose your restore option, either a date or

1. On this calendar, click a bold date.

February, 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Tiny Treasures ... IconArt

If you enjoy working with small scale objects, *IconArt* is a great little program. Use it to create your very own *icons* with Microsoft Paint style drawing tools. There isn't much on-board help, but since the program is so simple to use and understand, going through the reference guide (on-line) once or twice should be plenty to get you started. It goes through each tool button, explaining in detail what it will do.

With the installation file weighing in at only 449 Kb (about 1/3 of a floppy disk), you won't spend all day downloading. It's easy to install and uninstall if you find it is not for you. This is a FULL product, no advertising, no time trial.

Importing existing graphics and scaling them down to icon size can be a lot of fun. You will learn quite quickly to look for very simple graphics. Photos don't reduce very well, and graphics with lots of details lose a lot.

Another neat feature is the ability to import directly from the clipboard. Just hit your *PrintScreen* key to take a snapshot of your computer screen. Click the *Import* button and choose *Import From Clipboard*. I managed a nice clip of my favorite rose from the wallpaper calendar for February.

Doodling is encouraged with this little program. Read the reference page on the website. Print it so you have it close at hand and have a ball learning to create your very own *IconArt*!



<http://www.conware.org/products/ia/about.php>

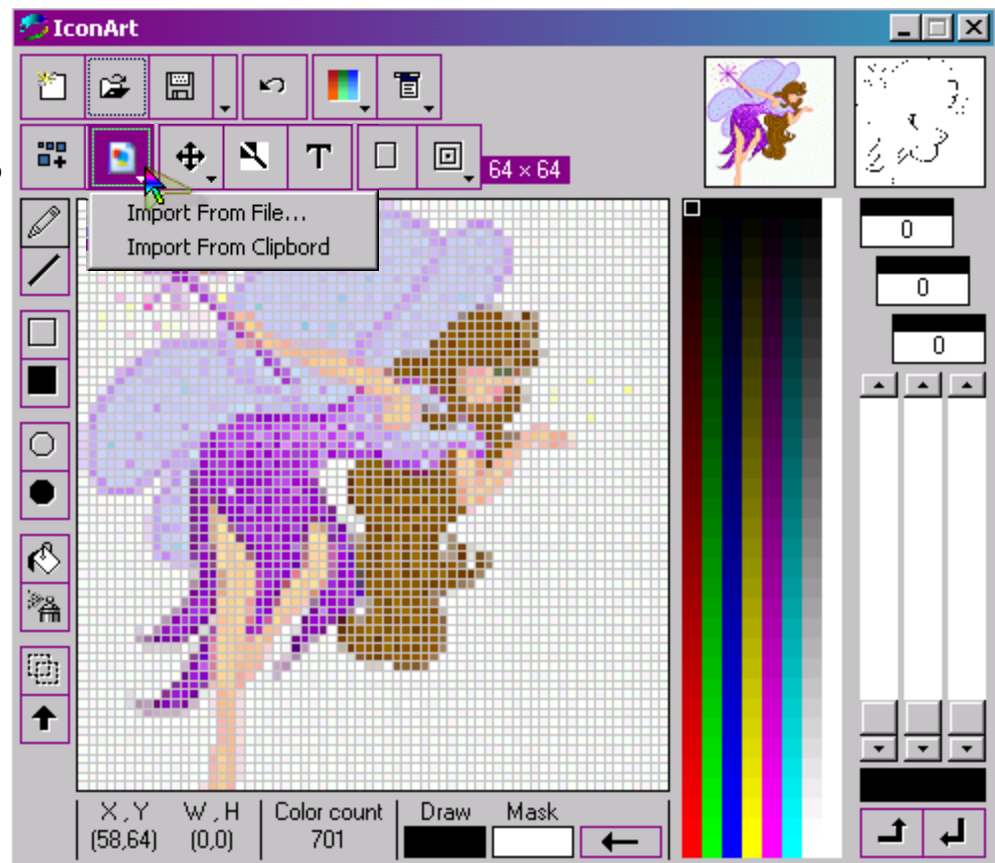
Reference Guide: <http://www.conware.org/support/ia/reference/>

Features:

- Simple layout - Microsoft Paint style drawing tools.
- Detailed color pallet options
- **NEW for v1.2!** AutoUpdate program - includes icon packs
- Multiple colour depth options for different applications
- Icon Assimilator - save multiple icon images in the same *.ico file
- Import images from picture or clipboard
- Capture icons from DLL or Exe files
- **NEW for v1.2!** Assign icons to folders
- Add text
- Move, rotate and flip icons
- **NEW for v1.2!** Scale image between grid sizes
- Full icon transparency
- **NEW for v1.2!** Easy access to reference file
- Multi-size options
- No adverts, no time trial, FULL product.



**Justify my text?
I'm sorry but it
has no excuse.**





Mrs. Wizard QuickTips ...



**C:\BELFRY is
where I keep my
.BAT files.**

Save your Favorites ... In Internet Explorer, click the word *File*, then *Import and Export*. Click *Next*. Select *Export Favorites* and click *Next*. Select *Favorites* and click *Next*. Select *Export to a File or Address*. Click the *Browse* button and choose your *Desktop* or any other place it will be easy for you to find. Click the *Save* button to return to the export window. Click *Next* and *Finish*. To open your bookmark file and view your favorites, just double click it. It will open in a browser window with each favorite as a link to click.

Save your Favorites ... In Netscape, click the word *Bookmarks*, then *Manage Bookmarks*. In the *Bookmarks* window, click *Tools*, *Export*. Select where you want to save your *bookmarks.html* file and click the *Save* button. X out of the *Manage Bookmarks* window and you are finished.

Don't need the whole screen? ... If you want to capture just the current window you are working with, hold the *ALT* key while you press the *PrintScreen* key. It won't look as though anything has happened, but you just captured a "snapshot" of what you have on your screen. Open your favorite graphic program and press *CTRL+V* to paste your snapshot. Voila!



Keyboard Goodies ... MS Word ... *Shift+F3* changes any highlighted area or word to upper or lower case. *ALT+F3* adds the highlighted word or words to the *AutoCorrect* list.

Office Updates ... It's great to keep your Windows updated, especially the *Critical Updates*. But you need to check to make sure you have the latest updates for your other Microsoft products. Keeping your word processing, or spreadsheet software up to date can be just as critical when it comes to avoiding those pesky lockups.

<http://office.microsoft.com/ProductUpdates/default.aspx>

XP Turn off Thumbs.db ... *Thumbs.db* is a file XP creates in folders with movies or pictures so you can view thumbnails of their content without actually opening them. *Thumbs.db* is there so you don't need to reload a thumbnail every time you browse that folder. That is the *good* news. The *bad* news is these little

Thumbs.db files end up all over your computer, and if you do a lot of copying or moving from one folder to another, or to CDs or another computer on a network for backing up, they can get to be a real pain. Actually they are more useless than useful and are pretty easy to get rid of permanently, without sacrificing your little thumbnail views in your folders.

1. Go to *Run* in the Start menu.
2. Type **gpedit.msc**
3. Click *OK* and the *Group Policy* will open
4. Go to *User Configuration/Administrative Template/Windows Components/Windows Explorer*
5. Scroll down to the bottom of the list of things in the right window pane. Double click where it says *Turn off caching of thumbnail pictures*.
6. Click *Enable*, then *Apply*, then *OK*. And now you won't need to delete those pesky little *Thumbs.db* files any more!

XP Group Policy Editor ... Click *Start*, then *Run* and type **gpedit.msc** and hit the *Enter* key on your keyboard. WOW! A place to tweak that is almost as dangerous as the dreaded *Registry*! It allows system administrators to modify the settings to a lot of Windows features. A good rule to follow in this area is to steer clear if you're not sure.

XP Change your Folder Icons ... A wonderful enhancement to XP is the ability to easily change folder icons. Now you can coordinate special folders with icons to better reflect their contents. Here's how:

1. Right click the folder you want to change and choose *Properties*.
2. Click the *Icon* tab and select a new icon for your folder. You can click the *Change Icon* button and browse your system *DLL's* for other exciting choices.

Filling out forms ... If you are filling out a form on-line, you don't need to point and click in each box to fill in your information. Use the *Tab* key to move between boxes. *Tab* will move you forward. *Shift+Tab* will move your cursor backwards. You can also use this same technique with most other Windows dialogue boxes.

Reading the name on the Taskbar ... Sometimes, the name of a program running in Windows is too long for the Taskbar's button. Hold your mouse cursor over the button for a few seconds and the entire name will be displayed. The file name currently opened with the program will usually be displayed with the full name.

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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 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 April ...

Creating Web Pages with Netscape Composer
 FTP'ing Your Files



Your Personal
 Computer Tutor

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