



Mrs. Wizard's CompuQuickTips For the Rest of Us

OpenOffice ... Presentations

In This Issue...

OpenOffice Presentations	1
Gems ... A Brand New Mailwasher	3
Napster is Back!	4
Fighting Spyware and Adware	5
Tiny Treasure .. Pixie	6
Tiny Treasure .. Movie Snapshot	6
Mrs. Wizard Quick Tips	7

Learn to make your own presentations without PowerPoint!

Read about the brand new version of Mailwasher, one of Mrs. Wizard's absolute favorites!

Lots of goodies in this issue!
Enjoy!

If you are tired of receiving *PowerPoint* presentation files from well meaning friends you can't open (because you don't have *PowerPoint*), this is for you. Yes, you can download the viewer from *Microsoft* for free, but viewing is all you will be able to do. Another obstacle can be the version of *MSOffice* you are using. If you have an older software, it can be impossible to open files created on newer versions unless the person creating the file saves it in your older format.

If you want to create your own or edit an existing presentation you need to invest several hundred dollars in the latest version of *MSOffice*... Or you can download and use *OpenOffice.org* for *FREE!* It does great presentations that can be saved in *PowerPoint* format so your friends (who have *PowerPoint* rather than *OpenOffice.org*) will have no problem viewing them. Use *OpenOffice.org* to edit or view existing presentations.

There are plenty of websites where you can download *PowerPoint* templates. A simple *google* search for *PowerPoint* templates will bring up thousands so there is no need to reinvent the wheel if you don't have any experience putting a presentation together. Let the template do the work for you. Just open the template with *OpenOffice.org*, fill in the blanks and make it your own.

To Begin ... Click the *Start* button and move the mouse pointer to the *OpenOffice.org* folder. Choose *Presentation*. The *AutoPilot* will open with choices of an *Empty presentation*, *From Template*, or *Open existing presentation*. There are only two templates available with *OpenOffice.org*, and they are pretty plain. If you want to use a downloaded template, choose *Open existing presentation*, navigate to your downloaded template and choose it from there. An *Empty template* is a good way to get your feet wet while you learn to use the program. Click the *Next* button and choose *Screen* for the output medium. Click *Next* again to see *slide transition* choices. Choose *No*

Effect and *Default* for the presentation type. You can always change later. Click the *Create* button. The next window you will see is the *Modify Slide* window with several styles to click and choose. Click *OK* and you will be looking at your first blank slide. If you aren't editing an existing presentation template, it will look pretty plain. No problem!

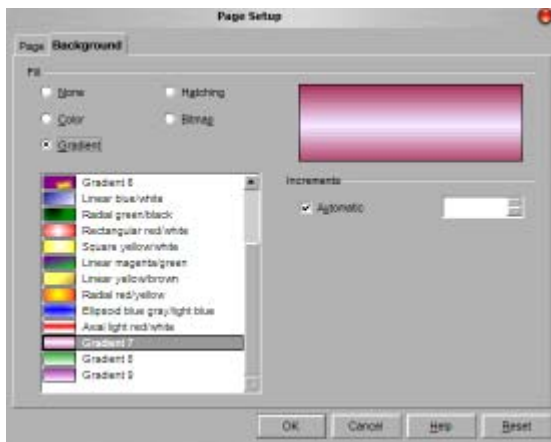
Add a nice background ... Click the word *Format* (at the top of the main window) and *Page*. In the next window that appears, click the *Background* tab. There are several different types of backgrounds you can use. Choose *Bitmap* if you have a background you know you want to use. To have your image appear as a choice, you need to *import* it. Click the word *Format* and *Area*. Click the *Bitmaps* tab. Click the *Import* button and navigate to where your background image is. Click the image you want to use, then click the *OK* button to add it to the list of



OpenOffice.org Presentations ...

choices. When you are ready to use the background, click the word *Format* and *Page* to see it listed under the *Background* tab. I know it seems a bit around the bend, but it works fine once you get the hang of it.

Another way to create a snazzy background is to use a *Gradient*. Click the word *Format*, choose *Page*, click the *Background* tab and click the little circle to the left of *Gradient*. There are several choices available.



Click the one you want, then click the *OK* button. A small box will pop up asking if you want these background settings for all pages. Click *Yes* for consistency. You can go wild playing with colors and make many new gradients to add to the list. Click *Format* and *Area*. Then click the *Gradients* tab. You will find all kinds of gradient choices, unlimited color choices, and lots of other little tweakers to play with. Click the *Add* button, give your new gradient a name, tweak to your heart's content, then click the *Modify* button to verify your changes and click *OK* to lock them in. Your only limit is your imagination.

Adding Content ... To add text, click the *Text* button in the toolbar to the left. If you hold the button down, you will see three different types of text boxes. The first one is plain text. Click it, then click anywhere on your presentation slide and begin typing. A text box

will grow as needed. You choose the text size. The middle one is *Fit Text to Frame*. Click this and move the mouse to the slide area and *draw* (left click and drag) a text box any size you want. The text will be sized automatically to fit the box. The third will create a *callout* text box with an adjustable line you can point anywhere you want.

Click the *Gallery* button to add images (clipart) by dragging and dropping right onto the slide. To add your own folders of images to the mix, click the *New Theme* button on the left. Click the *Files* tab and the *Find Files* button. Click to open the folder you want to use and click *OK*. You will see your images listed in the file box. Click the *Add All* button to add them all. Click *OK* and you will have your new theme listed.

Right click it any time to change the name to suit. If you have a collection of animated images with transparent backgrounds, you will have a ball! The *Gallery* is a great tool, but if you are uncomfortable with it, you can open any image folder normally and drag your images right into your presentation. It's all about *choices*.

Rearrange text boxes and images by clicking on the edge and dragging to a new position. Put the mouse pointer on any handle to resize. A crosshair means *move or reposition*. Double ended arrow means *resize*.

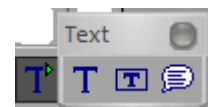
Adding Pages ... Once you have the first page completed, the rest will follow quite easily. The same background will be on all new slides. All you need to do is choose the layout for each. Click the word *Insert* at the top of the main window, then *Slide*. Choose which *AutoLayout* you want to use. Give the new slide a name and click *OK*. You will see your new slide appear with a nice little tab at the bottom of the window. Each slide has its own tab and can be renamed by right clicking on the tab and choosing *Rename Slide*.

Slide Settings and Transitions ... This is where poking around can be the most fun. Click each slide tab so it is active. Then click the words *Slide Show* at the top of the main window. *Slide Show Settings* is where you can set the time between each slide and automate the process if you wish. *Slide Transition* is where you can choose special effects for each slide change. *Animation* and *Effects* are additional tools for spicing up text and images. If you *really* find yourself becoming a presentation aficionado, the *Interaction* options ought to keep you busy a while!

Preview and Saving Your Work ... Press the *F9* key any time during the creation process to see your slide show in all its glory. The *ESC* key will return you to your presentation editor. Save your files in *OpenOffice.org* format or the latest *PowerPoint* format. You can even export those files to *.PDF* format. I still can't believe it is *FREE!*

Have Fun With Presentations ... Whatever you do, have fun! The best way to learn something new is to stick your neck out and do a little *Exploring*. Download *OpenOffice.org* and give your brain some exercise! Great software for *FREE!*

Redneck
Computer Term
Online -
Where to stay when
taking the sobriety
test.



A Brand New Mailwasher ...



SPAM is no fun. It's a pain in the tail and a major waste of time. If you have an email address posted on the Internet, you are on *SPAM* lists. If you have ever received a *forwarded email* from a friend who didn't take the time to remove all the previously forwarded email addresses, you will eventually make it to a *SPAM* list. If you forward email and are too lazy to copy and paste only the good part into a new email and send to all your friends via BCC (so no email addresses are shared with the public), *YOU* are contributing to *SPAM*.

SPAM is really the least of your worries. Mixed with all that junk email are viruses and various *web cooties*. You need the ability to *screen* your email *before* it every gets near your email inbox.

It's no secret I've been using Mailwasher happily for a long time. It has been the most effective tool for screening email and getting rid of the garbage before it ever makes it to my email program. That is the beauty of *Mailwasher*. It allows you a peek at your email while it is still on the server. You can "preview" each email in a plain text window and when you choose to *delete*, it is deleted from the server. *Mailwasher* checks for new email every 15 minutes (set it to what you want). Outlook Express, PocoMail and Incredimail are set up to do manual email checks only. That is, they don't automatically do a send/receive the moment they are opened, only when the send/receive button is pushed.

I've been making hubby use it on his computer too. Gads! That man will click *anything* and insists on continuing to use *Outlook Express* with the preview window wide open. Since he got used to running his email through Mailwasher first, we have totally eliminated viruses and html email web cooties on his computer.

The Mailwasher folks contacted me a few weeks ago to let me know of a new version about to be launched with even *more* tools to help combat *SPAM*. It was great being able to give the new features a try right away.

MailWasher Pro 4.0 is simply the best made better! Now there are built in intelligent filters that actually *learn* to distinguish good email from *spam* and a live global community network (FirstAlert) that allows users to report spam to a huge database so every other user can benefit. *Mailwasher* will learn from *you* as well as our global *FirstAlert* friends.

You will also notice *Spamcop* (<http://spamcop.net>) has been integrated into the *Mailwasher Spam Tools* for an additional *spammer whammy*. With a few clicks of the mouse, you can report *SPAM* to *Spamcop*, *FirstAlert*, blacklist it in the future and delete it. The only thing I can think of that might make *Mailwasher* better would be if it could crank out a personal engraved invitation to the next *spammer hanging*. I want to see their pain! (Oops! Didn't mean to go on a rant!)

Bottom Line? If you are already using *Mailwasher*, make sure you have the latest version. It is great! If you haven't tried it yet, what are you waiting for?

Visit the *Mailwasher* website and read more ... <http://entier.ecosm.com/link/?ibppu>

PS... The link above is a special link that will let the Mailwasher folks know you are referred by me. If

you use the above link to check out Mailwasher and decide to purchase, let me know and I will make sure you have a FREE lifetime membership in the *Members Only* area of Mrs. Wizard's webs (The *Happy Dragon Club*).

Redneck
Computer Term
Hardcopy -
Picture looked at
when selecting
tattoos.

The screenshot shows the MailWasher Pro 4.0 interface. The main window displays a list of emails with columns for Delete, Bounce, Backlist, Learning, Report, SpamCop, Status, Size, From, Subject, Sent, and Account. The list includes various emails, some marked as 'Probably Spam'. A preview window is open at the bottom, showing a 'Computerworld Morning Update' from April 19, 2004. The preview text includes: 'In this issue: * Preparing for the Worst * Q&A: Cisco Exec Explains Pricing Strategy, Product Stability * Mars Rovers Get Long-distance OS Updates * HP Announces Four-way Option System'. A 'Quick reply' button is visible in the preview window.

Napster is Back! ... Music lovers REJOICE!

One of the best *legal* ways to download music is *Napster*. For \$10 a month, you can listen to most anything and everything you could possibly want in the *Napster* radio area. As an *oldies but goodies* fan, this is all I really need. You can download most everything (for your personal use) and if you want to burn it to a CD or send it to a compatible player, you can purchase for 99¢ per song.

When I say you can download, I mean just that. Crank up the *Napster* radio to the station you want, right click any song and one of your choices will be to download. This way you can listen to your songs again and again if you are connected or not. If you use a laptop, take your music wherever you go. You can also legally have your *Napster* account on up to 3 computers, so if you are a multiple computer household, *Napster* can go from room to room with you.

When you download a song from *Napster*, it is specially encoded, so you won't be able to send it to a CD or play it with anything but Windows Media Player. If you pay the 99¢ for it, it is yours. Burn it to a CD or play it on your favorite MP3 player. Build your own personal CDs with just the songs *YOU* like to hear. Mix things up to suit *YOUR* tastes. Do it all without ticking off the "song police!"

I have been very happy listening to what I want. One of my favorite features is the ability to highlight three or four songs, then right click and choose *Build Radio Station*. In just a few mouse clicks I had hours of songs with the same flavor as the ones I selected.

The search box is pretty self explanatory. Type in the name of an artist or a song and hit the *Search* button. You will be amazed at what you can find. It is like surfing the Internet. One search can lead to more and more searches as your memory is jogged by this or that song. Don't expect to be able to walk away quickly or easily from the computer once you begin, especially if you are taking a trip down memory lane!

<http://napster.com>



Redneck
Computer Term
Byte -
What yer pit bull
dun to cusin Abner.

Sneak Preview ... Acoustica Mixcraft

Acoustica has a new program out. *Mixcraft* takes MP3 Audio Mixer to a whole new level! It's a multitrack audio mixer with all sorts of extra effects to work with (Reverb, Delay/Echo, EQ, and more). Use it to record your own music (you just need to hook up a microphone) or remix existing music and sounds for your own personal CDs. Uh... Did I mention it has a great *recorder* built in? If you can hear it on your computer, you can *record* it. Sing along with your favorite tunes and save the result as an mp3 file. Then you can crank up your speakers and *really* annoy your neighbors! Who said computers aren't any fun??? I just downloaded and installed it a few days ago and want to play with it a bit before I write a full tutorial on it. Look for more on Acoustica's new *Mixcraft* in next month's issue.

In the meantime, check it out for yourself at <http://acoustica.com>.



Fighting Spyware & Adware ...

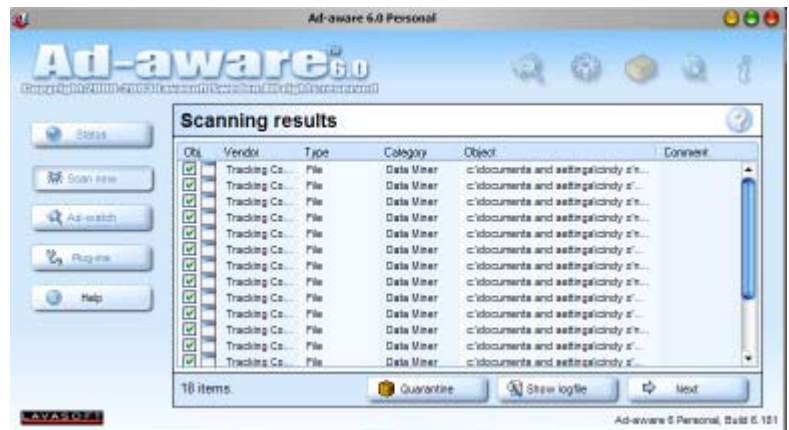
Special thanks to Brian Whitta, one of my dear readers who reminded me how important and effective these two little programs could be!

You may think you are in the *low risk* category when it comes to surfing the Internet. Heck, you don't visit porn sites, you keep your cootie catcher up to date (religiously) and you use a nice *firewall* (like ZoneAlarm) to keep the net snoopers out of your computer and programs from surfing the Internet behind your back. What you don't know won't hurt you, right? **WRONG!**

Along with cooties and hackers, you need to worry about spyware and ad-ware. These can range all the way from simple tracking cookies to actual programs that report (to the mother ship I suppose) the types of places you like to visit on the Internet and sometimes even the software you use on your computer. Not a pretty picture huh? So how does crap like this end up on your computer? Surfing the Internet, honey! With *html* (web page style) email, you can pick up these pesky little critters by simply looking at your email while you are connected to the Internet!

I hate to sound like a nervous Nellie here, but there are two little programs that have been my favorites for a long time. Why two? Simply because they are *both* great. Whenever I think about it, I run one or the other just to see what they will find. Then I hold my nose and let them clean my computer house! They always come up with something to clean up and just browsing the list can be an education in itself. Don't believe me? Run one of these goodies on your computer and see what you come up with. It doesn't matter how nit picky you are about web sites you visit. Spyware and ad-ware can be lurking anywhere, just waiting for you to open the door! Many nifty little games and software people like to download (heck! they're *FREE*, aren't they?) are loaded with spyware or adware garbage. It is up to you to decide if the tradeoff is worth it. The problem is, many of these nifty little freebies and shareware applications don't give you a choice.

Ad-aware ... This is a very easy program to use. Installation is a breeze, and updating options are the first things you see, so there is no excuse to always have the latest version and updated files. Click the *Start* button to scan your hard drive for spyware and ad-ware. It has a nifty little plugin (free) for XP users that will disable that pesky Windows Messenger from appearing when you open Outlook Express. Just turning off the auto-start feature of Windows Messenger isn't enough. It will continue to plague whenever Outlook Express is in use. Ad-aware takes care of it.



It will continue to plague whenever Outlook Express is in use. Ad-aware takes care of it.

Lavasoft Ad-aware
<http://www.lavasoft.de/>

Redneck
 Computer Term
 Terminal -
 Time to call da
 undertaker.

Spybot - Search & Destroy ...

This little program can be scary to use, but it is very effective. There are two different ways to look at it and run it. I personally like the *Advanced Mode* because all the options are visible. It also has updating options very handy so you can always make sure you have the latest and greatest before you run it. There are many extra tools advanced tweakers will certainly appreciate. Don't let it scare you if you are relatively new. The searching out and cleaning spyware and ad-ware is very straightforward. You can always *unselect* anything that makes you nervous.



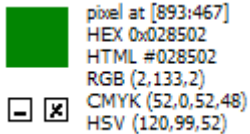
Spybot - Search & Destroy
<http://www.safer-networking.org/index.php?page=home>

Tiny Treasures ...

Pixie ... Color By Numbers

<http://www.nattyware.com/pixie.html>

Just a 62 Kb download, and freeware to boot, but if you need to know the *exact color* of something, this can be one of the most valuable tools in your graphics arsenal. Installation is simply a matter of



downloading the *zip* file, opening it up, and clicking the *exe* file to install. To use it, just click the *Start* button, go to the *Nattyware* folder, click *Pixie* and *Run Pixie*. A little box will open on your main screen. You can drag and move the box anywhere on your screen. Everywhere you move your mouse pointer, the *exact color* will appear on the *Pixie* box along with the *exact code* for the *exact color*.



This tool really comes in handy for me when I am designing a web theme in Photoshop and need to match a color for a client. I usually go to a web site that has the colors they want and get the *RGB* or *HTML* color code from *Pixie* when I hold my mouse pointer over the area with the color in question. Then (back in *Photoshop*) I can enter the *exact* (no guessing) color in the color picker and everybody is happy!

You don't have to be a web designer or graphic artist to find this a useful tool. Use *Pixie* to pick out a color from a wallpaper image. Then use that exact color for the background color on the desktop. It seems like such a nit picky thing, but color coordination can make all the difference in your mood for the day.

To change your desktop color, right click any empty area and choose *Properties*. Click the *Desktop* tab. Click the *Color* box (bottom right), then the *Other* button. This will bring up the color selection box. Type in the RGB numbers from *Pixie* (when you hold your mouse pointer over the color you want) into the Red, Green, Blue boxes in the color selection box. Click *OK* and *OK* again and you are done!

MovieSnapshot

Das Programm ist Freeware pretty much says it all. The *readme.txt* file is in German and doubles as the help file. You don't really need it though. The web page where you can read about *MovieSnapshot* is in English and tells you all you need to know (and you don't need to know much).

What this little program does is let you drag video files (.avi) into the program window and play them. Browse a video file one frame at a time and *SAVE* any of the frames as a single .jpg file. Now that might not sound like much to some, but to those of you with digital cameras it can be fun to capture your small videos, one frame at a time. You can do this with any video file.

To use *MovieSnapshot*, drag any video file right onto the *MovieSnapshot* window. This will open the video. Use the buttons at the bottom of the window to play, stop, pause, etc. When you find a frame you want to save, hit the *Save* button (looks like a small floppy disk) at the bottom right of the main window. Give your file a name and decide where you want to save it. Hit the *Save* button and play the video again if you want to glean other images from it. It really is that simple.

Just 221 Kb, no installation necessary. Unzip the downloaded file to a folder, click the .exe file to run the program.

This is soooooo neat! God! I LOVE being Mrs. Wizard and getting to find and test all this neat stuff!



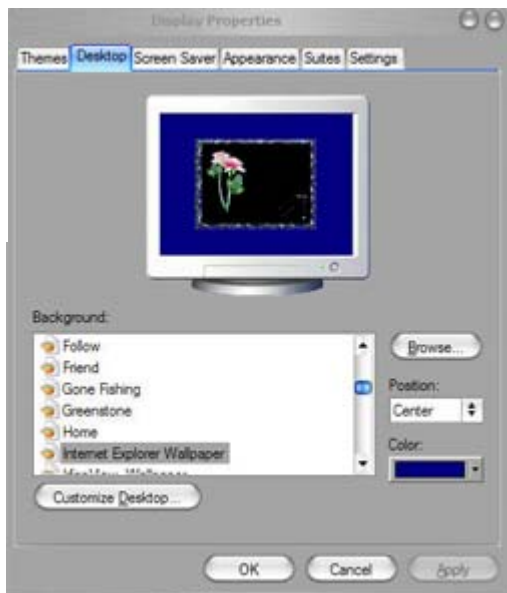
Redneck
 Computer Term
 Bar code -
 Them's the fight'n
 rules down da local
 tavern.

<http://www.cd2html.de/moviesnapshot.en.html>

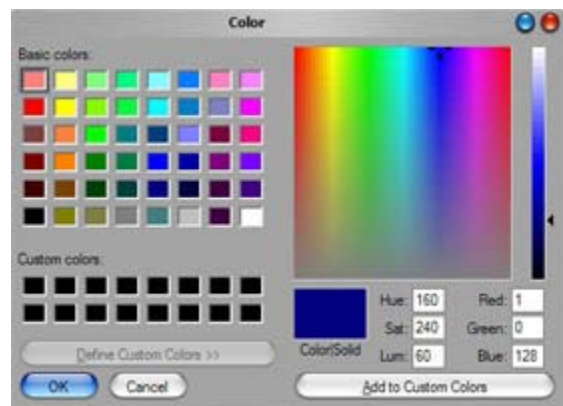
Mrs. Wizard's QuickTips ...



Change Desktop Color ... If you center your Desktop Wallpaper image, sometimes it can add to the overall effect if you change the Desktop background color too. Here's how to do it.



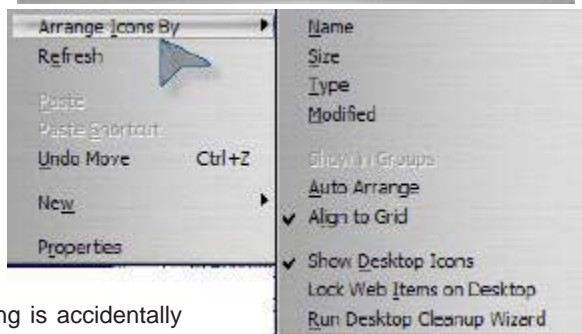
Right click any empty area on the *Desktop* and choose *Properties*. The *Display Properties* dialog box will appear. Click the *Desktop* tab. Next, click the little downward pointing arrow next to the current background color. You should see a color box appear. Click the *Other* button. Choose any color by left clicking and dragging the mouse pointer around the



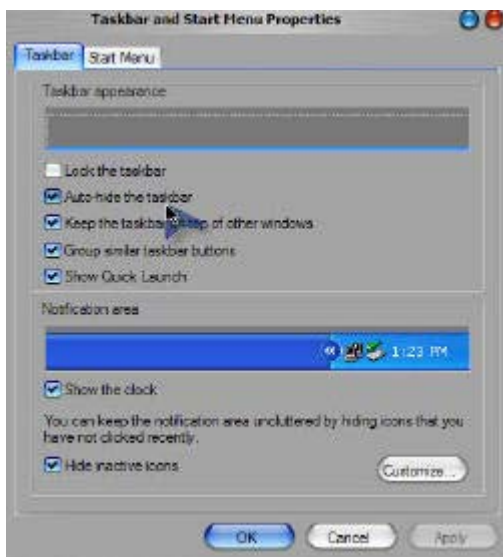
Redneck Computer Term Backup -
What you do when you sight a skunk in the woods.

color palette. When you have what you want, click *OK* and you are done!

Icon Arranging ... Windows XP likes to automatically arrange your icons. To arrange them to suit your personal preferences, turn off *Auto Arrange*. Right click any empty area of the *Desktop* and move your mouse pointer to the words *Arrange Icons By*. Make sure there is *not* a check next to the words *Auto Arrange*.



My personal preference is to have the *Recycle Bin* in the lower right corner of the *Desktop*, away from any other desktop icons. This prevents those *OOPS Deletions* when something is accidentally dragged and dropped into the *Recycle Bin*.



Auto Hide the Taskbar ... Depending on your work style, the *taskbar* can sometimes be something you would rather not see. You might want to consider hiding it so it stays out of sight until you want it.

To hide the *taskbar*, right click any empty area on your *taskbar* and choose *Properties*. Click once in the box to the left of the words *Auto Hide the Taskbar*. Click *OK* and you are done! Now it will stay out of sight until you hover the mouse pointer over the *taskbar* area. Then it will pop up and you can work with it as usual.

Member Access ... Want to have access to the complete archive of Daily Tips? For a small one time donation of \$25 you can have access to my special *Member Area* as well as the latest *CD Essentials*. The CD contains *all* the past issues of CompuQuickTips (all the way back to 1991) as well as a current copy of *mrswizard.com*, and a few other goodies besides! The member area and cd are my way of saying *Thank YOU* for helping support my efforts and *mrswizard.com*. Learn how at <http://mrswizard.com/info.html>.

Editor's Desk

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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 quick 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
<http://mrswizard.com>
<http://compuquicktips.com>

In June ...

Word Processing
 Histograms
 Audio Mixing with Mixcraft

mrswizard.com

Your Personal Computer Tutor



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