



In This Issue...

| | |
|---|---|
| Instant Messaging | 1 |
| Editing Graphics with PaintShop Pro | 3 |
| Tiny Treasures .. IrfanView | 4 |
| Mrs. Wizard Quick Tips | 5 |

Instant Messaging ...

Crank up your Instant Message program this month and say "Hi!" to old Mrs. Wizard. I'm looking forward to hearing from you!

And... Learn about some of the special tools you can use in PaintShop Pro that can make editing your photos so much easier.

Be sure to check mrswizard.com for the latest updates and a convenient new way to subscribe right on the front page!

Instant Messaging has been around for a while, allowing computer users to communicate with their fingers with other on-line aficionados all over the planet, instantly and in real time. About the only skill required is speedy typing, and that can come with a little practice.

It can be a royal dilemma trying to decide which Instant Message service you want to use. If you use AOL's Instant Messenger, you had better make sure all your "Buddies" are using it too. Chances are, there will be some who are using a different service. Yahoo has an Instant Message program, as well as MSN, CompuServe, ICQ and others. You get the picture. Each one likes to start up when your Windows starts up, and when you connect to the Internet it can become a real mess. *Trillian* has taken this particular bull by the horns and made old Mrs. Wizard a happy camper again.

You can use Trillian with AOL Instant Messenger, ICQ, MSN Messenger, and Yahoo Messenger. It also has support for IRC, so you IRC fans can give that part a try and let me know how you fare. I don't know enough about IRC to even be semi dangerous, so I just leave that area alone.

Instead of running all those Instant Message programs, just run Trillian. The first time, it will import your Buddy Lists and contact lists from all the services listed above. You only need to enter your user information for each service once. After that, just sit back and enjoy!



All the same privacy features are available for each service. You can add buddies and contacts, block and delete. To "talk" to one of your buddies, just double click their name and a small separate window will appear, with the conversation at the top and the place for you to type at the bottom.

Move your mouse pointer over the little buttons at the top left of the chat window and a popup will appear letting you know what they are. The little camera on the far left is for *Direct Connect* and is handy for sending (small) pictures right into the Instant Message window. When *Direct Connect* is turned on you can right click in the typing area and choose *Insert* and insert a picture, right into the message window. You definitely want to keep these small.

The little folder button to the right of the camera is for sending files. When you are messaging with someone, click this to send a file instantly and directly. A small file manager window will

Instant Messaging ...

Continued from page 1

To Contact Mrs. Wizard:
AIM Screenname: **CMrswizard**

appear. Find the file you want to send, click it once so it is highlighted, then click the *Open* button at the bottom left. This will cause a special message to be sent to your Instant Message partner asking them if it is OK for you to send a file. Once they approve, the file will be sent directly to them.. This is a great way to share favorite files and pictures. Just make sure you know where your files are before you begin this little exercise. It is no fun fumbling around, looking for something. No fun at all!

Logging is automatic and easy to access. Every little conversation is stored unless you specify otherwise in the *Preferences* area under *Message History*. When you are chatting with someone, click the Message History (next to the last on the right at the top of the chat window) button and NotePad will open and everything you two have discussed will be organized nice and neat, including dates and times. Right click on anyone's

name on your list and choose *Show Log* to see all your past conversations. It doesn't matter if they are on-line or not. If you have a memory problem or a need for documenting certain things, this ought to make your heart go pitty pat.

Right click any chat window and choose *Attach*. Create a special *Container* to hold all your chat windows. This can go a long way towards keeping your desktop neat and tidy, especially if you find yourself chatting simultaneously with lots of friends. Special sounds will let you know when someone has typed a message, and their screen name will light up and blink at the bottom of the container window. Click their name and their window will pop to the front for you to respond.

If handling 4 Instant Messenger services at once and enough preferences to tweak and tune to keep you busier than a male dog in a field of fire hydrants, here are a few other things you can do with it.

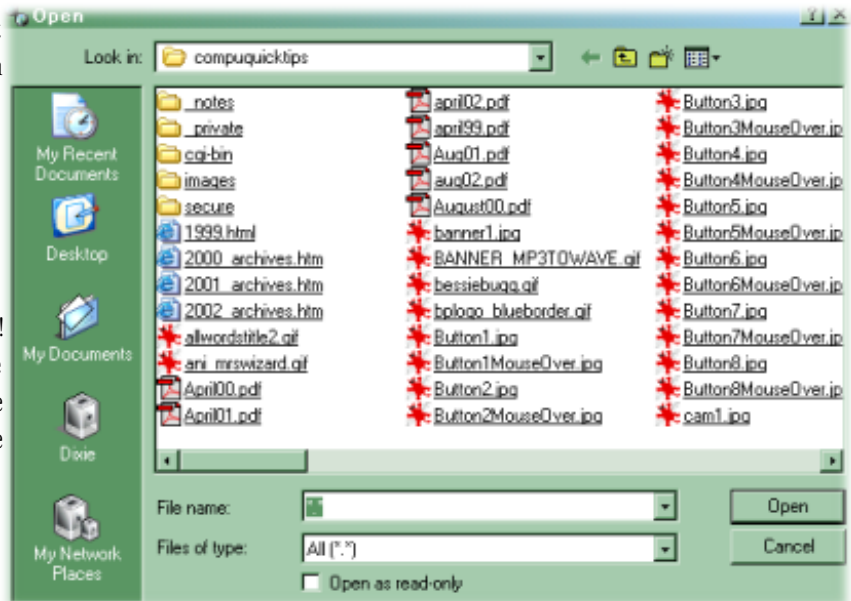
Multiple screen names ... If you have more than one AOL screen name (or any of the other services), you can receive Instant Messages on all of them at the same time.

E-Mail ... There are handy little pictures representing each messaging service at the bottom of the main Trillian window. If you have email on any of these services waiting, you will receive a little audio signal and a little envelope will appear over the picture. Click the picture once and a browser window will open and (for most services) your user id and password will connect you to your email. What a way to keep up!

Emoticons ... You want happy faces? Just click and pick! There are also built in *Emotisounds*. Type LOL and hit the *Enter* key on the keyboard and listen to your keyboard giggle.

No Built-in ads ... They do ask for a donation, but it isn't a requirement. If you do enjoy it and use it, I would certainly recommend showing them you care with a few dollars. It will make you feel good.

And Speaking of Donations ... Please visit mrswizard.com and check out the information on my brand new "Members Only" area. For a small one-time donation you can have access to my entire collection of daily tips (added to frequently) AND let me know you really appreciate the work I do for you. I will be adding other goodies to the Happy Dragon area as I think of them. Think of it as a *special* place for *special* people!



**If LIFE
could be
like a computer**

...
**To get even
with the
neighbors,
turn up the
sound blaster.**



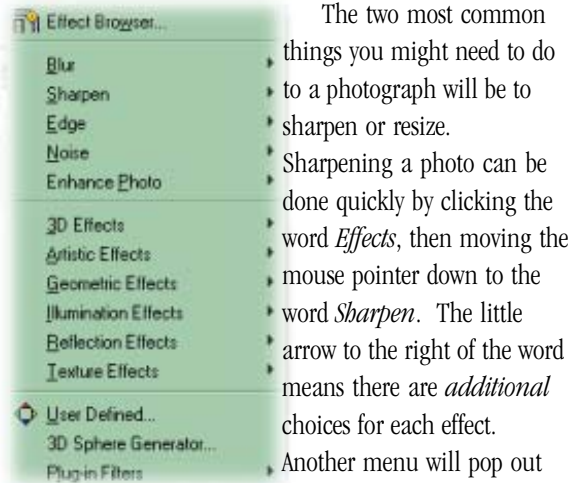
<http://www.trillian.cc>



Editing Graphics ... with PaintShop Pro

<http://jasc.com> Download the latest version and give it a try. Purchase it only if you like it.

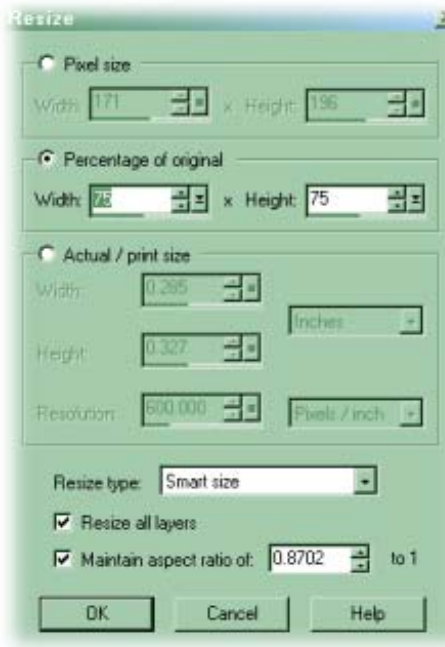
When you need more than a simple graphic editor, and you don't want to spend several hundred dollars for something you may need an engineering degree to use, PaintShop Pro from JASC is available to save the day.



If LIFE could be like a computer

...
If you need a break from life, click "suspend."

The two most common things you might need to do to a photograph will be to sharpen or resize. Sharpening a photo can be done quickly by clicking the word *Effects*, then moving the mouse pointer down to the word *Sharpen*. The little arrow to the right of the word means there are *additional* choices for each effect. Another menu will pop out



and you can make your choice from there. *Resizing* is just as easy. Click the word *Image* (at the top of the main screen) and choose *Resize*. When the *Resize* window appears, choose the way you want and click the *OK* button. To avoid distortion, make sure to keep a check in the box next to the words *Maintain aspect ratio*. If you don't like the results, you can always *Undo* the last thing you did by pressing *CTRL+Z*.

Cut to the chase with your scanning software by opening PaintShop Pro first. Click the words *File*, *Import*, *Twain* and *Acquire*. Your basic scanning software will open. Click the

Preview button to do a prescan, then outline only what you want and hit the final *Scan* button. When it is finished, you will have your photo in PaintShop Pro, where you can do the most with it. If your scanning software doesn't close by itself, you can close it at that time.

Layers are a great way to combine bits and pieces of one photo or graphic into a final work of art. You can create a great *Collage* this way and use it for a very special background graphic on your computer.

Start with a new blank graphic about 800 pixels wide

and 600 pixels tall. Open other graphics and photos separately. These are what you will be taking from. You can easily move windows around the PaintShop area by dragging them by their individual title bars. Move your mouse pointer across the top buttons and let it linger over each one so they can tell you what they are for. Make sure the *Tool* palette, *Tool Options* and *Layers* palettes are visible and floating on your screen. It is very important to be able to see these extra palettes. Each tool you choose has its own special palette with extra options and tweaking choices. Make your special adjustments after you select each tool, but *before* you actually use it.



Hold your mouse over each tool in the Toolbar to see what each is for. The *Selection Tool* is used to outline areas of a graphic. There are three different kinds. The little dotted rectangle is for simple outlining, the one that looks like a lasso is for freehand outlining, and the magic wand is ... well you simply *MUST* give that one a whirl! Once you have the tool you want selected, use your left mouse button and drag around the area you want to outline. When you let go of the mouse button, you should see the outline moving (sort of like marching ants). If you aren't satisfied with the area you selected, and want to start over, right click once in the area and the dotted lines will disappear for you to begin again.

Once something is selected, it becomes an *Object* and you can do all sorts of things with it. Press *CTRL+C* to copy it to the clipboard. Press *CTRL+V* will paste just the area you copied as a new graphic. If you want to do more, click any other open graphic (so it is the active window), then click the word *Edit* at the top of the main window and move the mouse pointer to the word *Paste*. Choose to paste as a new image, layer, selection or transparent selection.

More on Layers in the next issue!

Tiny Treasures ... A NEW IrfanView

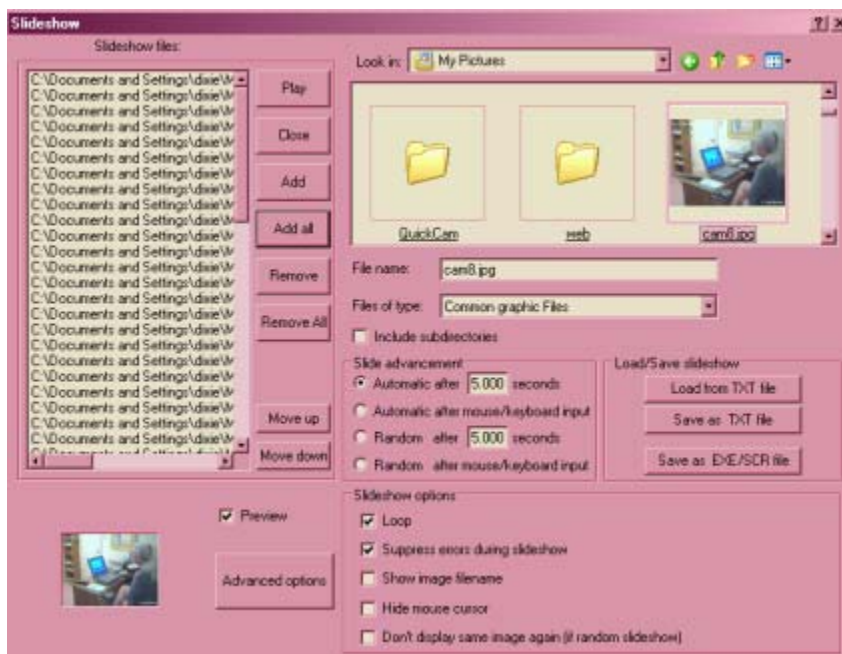
This is the only *Tiny Treasure* to make the list twice. The reason is because the newest version has added a feature that deserves special attention. IrfanView is one of my favorite *Tiny Treasures*, and this new version is definitely a must have download.

In the newest version 3.75 (available in the *Tiny Treasures* area of mrswizard.com), the Slideshow feature has an additional twist. You can now save your favorite photos and other graphics as a separate stand-alone Screensaver (.scr file) to use on your own computer and share with your friends. Just put the resulting .scr file in your Windows folder and it will be available as a screensaver choice with the rest of your screensavers. Neat huh? Make as many screensavers as you like. Share them with your friends. It is a terrific way to showcase photo collections and other special and favorite graphics. Don't worry about your pocketbook either, because IrfanView is FREEWARE.

Thumbnails are a great way to browse through your picture collections. Instead of looking for a particular file name or folder, you can see a small *Thumbnail view* of any graphic file. IrfanView makes this really easy. Just open the program and press the letter T on your keyboard to open the Thumbnail browser. Use the left window pane to find the folder with your goodies. Any folder highlighted in the left pane will have its contents appear in the right pane. Click the word *Options* at the top of the Thumbnail window, then *Set Thumbnail Options*. Choose the size Thumbnails you want to view here.

To view any picture (full size), double click the thumbnail and it will open in a separate IrfanView window. Be sure to check under the words *Image* and *Options* for quick editing choices. Since IrfanView is such a small program, and doesn't need a lot of system resources to run, it is great for quick viewing and simple editing. If you just need to quickly resize a graphic or a little sharpening, IrfanView is perfect. Click the word *File*, then *Acquire* and watch IrfanView replace that tacky, bloated, confusing graphic software that came with your scanner. Save your file in any graphic format you want. You can even convert existing files to other formats by clicking the word *File*, then *Save As*, then choose the format you want. IrfanView will convert during the saving process.

IrfanView will help you **keep it simple!** Isn't that the way good software *should* be?



If LIFE
could be
like a computer

...
To get your
daily exercise,
just click on
"run!"





Mrs. Wizard

QuickTips ...



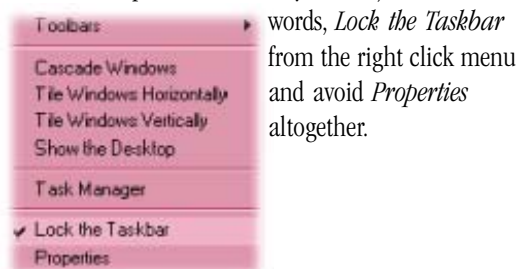
Easy way to change a file association ... Windows 95/98:

Hold down the *Shift* key while right clicking on a file, and choose *Open With*. If you would like to make this permanent, make sure you place a check mark in the box next to *Always use the selected program to open this kind of file*.

Windows XP: Right click any file (no need to use the *Shift* key) and choose *Open With*. Or you can right click any file, choose *Properties*, then click *Change* (under the *General* tab).

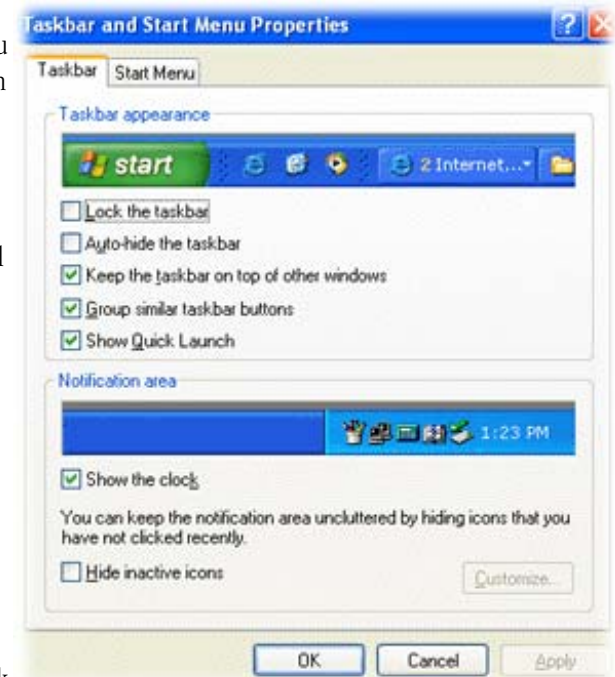
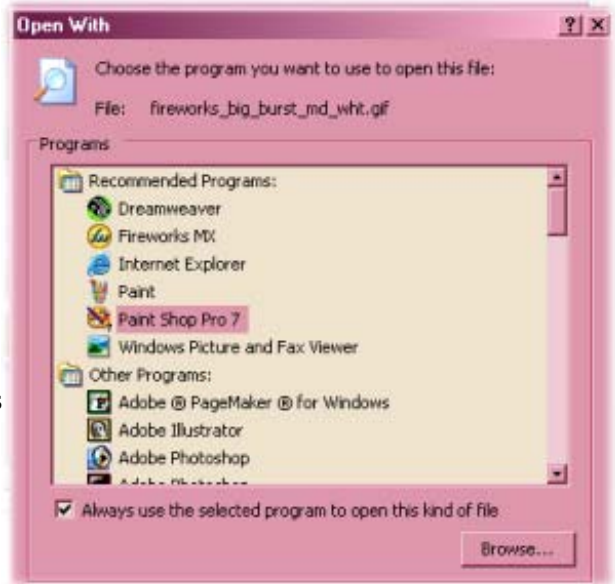
F1 for Help ... Pressing the F1 key will (in most situations) bring up *help*, either detailed instructions or a brief description of some control you are trying to click. It is always there for you, no matter what you are doing in Windows. Hit the F1 key at the top left of your keyboard (just to the right of the ESC key) and *HELP* will be on the way! It's a great way to pick up new skills.

Lock that Taskbar ... No need to worry about *accidentally* moving that *Taskbar* any more. If you are using Windows XP, you can *glue* that little darlin in place. Right click on any empty area of the Taskbar and choose *Properties*. Under the *Taskbar* tab, place a check mark in the box to the left of the words *Lock the Taskbar*. Click the *OK* button to let Windows know you are serious and the *Taskbar* will be as good as stuck. If all you want to do is lock the Taskbar, and you aren't interested in seeing any of the other options available, you can just click the



Right Click and Go Back ... You know you can go back one page at a time by clicking the *Back* button on your web browser. Try your *Right Mouse Button* on that same *Back* button after you have been browsing awhile. You will see a drop-down list of sites you have been to. Just click the one you want to return to and go for it!

Cootie Catcher Update ... Even after you have installed the latest and greatest Anti Virus program, you need to be sure to update it on a regular basis. Think about it. Virus inventors are *always* looking for ways to improve their product and create new goodies that can wreak havoc on our machines and minds. If your Cootie Catcher hasn't been updated in 3 months or more, you might as well not be protected at all!



If LIFE could be like a computer ... You could press CTRL+ALT+Delete and start all over!

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!

Sincerely,

Cindy O'Neal



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

The O'Neal Solution
 E-Mail Addresses

America OnLine
 CQTips@aol.com

CompuServe
 cmrswizard@cs.com

mrswizard@mrswizard.com
 mswizard@midsouth.rr.com

In October ...

PaintShop Pro ... Using Layers

How to Navigate the Web (A Rookie's Guide)



**Your Personal
 Computer Tutor**

Cindy L. O'Neal
 1565 Wood Farms Drive
 Cordova, TN 38016

(901) 753-6990
 mrswizard@mrswizard.com
 Consulting and Instruction