

Computer Tips Directory

"Everything you ever wanted to know about your computer....but didn't know to ask!"

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Changing Your Desktop Icons

If you ever get bored with the same old icons sitting on your desktop, there is a solution. Many of the programs on your desktop offer lots of different icons.

First, right click on the icon you'd like to change. Select PROPERTIES. Then, click on the "Change Icon" button under the "Shortcut" tab. Select the icon you prefer and click OK.

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Add Frequently Used Programs To Your QuickLaunch Bar

In Windows 98, you have a handy tool bar called the "QuickLaunch Bar." It allows you to start up a program with just one click without having to go to your desktop or using your START button.

The QuickLaunch Bar is located directly to the right of your START button. If you've never customized it, you probably have icons for Microsoft Internet Explorer, and Outlook Express, and a button that takes you directly to your desktop, among others.

It's easy to customize your QuickLaunch Bar. To remove an icon, simply right click on it and choose DELETE. Don't worry, you're not removing the program from your computer. Just from your QuickLaunch Bar.

To add an icon, simply left click on the icon on your desktop (If the program you want isn't on your desktop, you can find out how to put it there [here](#)). Without lifting your mouse finger, drag it to your QuickLaunch Bar. Once there, lift your mouse finger and the icon will appear. (This technique is called "Drag and Drop" and is outlined [here](#).)

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Windows Clipboard

This should really be under the heading of "Copy And Paste." Copying and pasting is merely a way of moving something from one place to another. The most common thing moved around with this technique is text.

You have a program on your computer that you can't see. It's called a "Clipboard." It is there for one purpose only; to hold the text (or graphic, or whatever else you're moving) as long as you need.

The catch is, the clipboard will only hold that text until another block of text is placed on it. It only holds one clipping at a time.

Let's say you've typed out a letter to your mother in your Windows Notepad. Now, you're ready to move it to your e-mail program to send it. To do this, you need to first "Copy" it to your clipboard.

To copy the text, place your mouse at the beginning of the text you want to copy. Hold down your left mouse button and drag the cursor to the end of the text. Lift up your finger. The entire text will be highlighted.

To save it to your clipboard, or "Copy" it, you can do one of two things. You can go to the top of your screen and click EDIT | COPY. **Or** you can hold down CTRL + C on your keyboard.

Now, although it seems like nothing happened, it did. The highlighted text has been placed on your Windows Clipboard. Don't believe me? You can view it. Click on START | PROGRAMS | ACCESSORIES | SYSTEM TOOLS | CLIPBOARD VIEWER. See?

Now, to put the text into your e-mail program, or wherever else you want to move it to, you need to "Paste" it. Go to wherever you want to paste the text in. Click your mouse where you want the text to start. To paste the text, you can do one of two things. You can click on EDIT | PASTE or you can hit CTRL + V on your keyboard.

While this sounds very confusing, it's really not. Once you've done it once or twice, you'll be a pro.

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Bypass Your Recycle Bin

Most of us know that when we delete a file, we're not really deleting it, but sending it to our Recycle Bin. There, the file will sit until we [empty the Recycle Bin](#), or [restore](#) the file to it's original location.

If you are **sure** that you want this file gone, and don't want it hanging around your Recycle Bin, hold down the SHIFT button on your keyboard while deleting it.

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Hide Your Taskbar

Your "Taskbar" is the tool bar at the very bottom of your screen. It's where all of your open programs and applications reside.

To hide it, find an empty space on the Taskbar and right click your mouse. Select PROPERTIES. Under the "Taskbar Options" tab, check the box next to "Auto Hide." Click OK.

Now, to view your Taskbar, move your mouse down to the bottom of your screen. Your Taskbar will appear.

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Expand Your Taskbar

If you have too many programs open, your Taskbar can get pretty crowded. If you need more room, carefully hold your mouse over the top of the Taskbar until the cursor changes shapes. It will become a line with an arrow at both ends.

Once you've got the arrows, drag your Taskbar up as far as you need to.

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Move Your Taskbar

Your Taskbar does **not** have to be at the bottom of your screen. You can move it anywhere you like.

Hold your mouse over the Taskbar. While holding the left button down, drag it to the top or the left or right.

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Using FIND

Ever forget where you placed a file? Use your FIND utility. Click on START | FIND | FILES OR FOLDERS. Type in the name of your file and search.

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View All Open Programs At Once

If you'd like to view each and every open program at the same time, you can.

Find an empty space on your Taskbar and right click. Choose either "Tile Windows Vertically" or "Tile Windows Horizontally."

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Add A Program To Your START Menu

If you want to add a program that is on your desktop to your START menu, just [drag and drop](#).

Hold your mouse over the program icon, left click. While holding the mouse button down, drag it and drop it onto your START button.

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Add A Program To Your Desktop

Sometimes going through that START menu can be a chore. It can be easier to add a shortcut to a frequently used program to your Desktop.

To accomplish this, navigate to the desired program by clicking on START | PROGRAMS | DESIRED PROGRAM.

Once there, right click on the name of the program. Choose SEND TO | DESKTOP (Create Shortcut).

An icon will be added to your desktop.

By the way, this technique will also work with other things as well. Documents or Favorites, for instance. Don't be afraid to experiment.

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Restore A Deleted File

If you've deleted something that you wish you hadn't, it may not be too late to get it back.

As long as you haven't [emptied your Recycle Bin](#) you can restore it to where it once was.

On your desktop, double click on your Recycle Bin icon. Find the file you want and click on it once to highlight it. Then, at the top of the screen, click FILE | RESTORE. The file will disappear right before your eyes.

However, if you go back to where you deleted it from, you'll find it, safe and sound.

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Customize Your Windows Explorer

Most of us know that we can change the look of our computer by going into our Control Panel and double clicking on "Display." From there we can change colors, fonts, backgrounds, screen savers, etc.

What most people **don't know** is that they can also customize that dreary Windows Explorer program. It can get tiresome looking at that boring white background and those dull yellow folders.

If this sounds familiar, try this. Open up your Windows Explorer. On the right hand side, click on an empty space in any folder. In the menu that pops up, click "Customize This Folder."

Check the box next to "Choose A Background Picture" and click NEXT. From here you can choose from many different backgrounds, or pick one that you have stashed on your computer somewhere. You can also change the color of the text.

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Checking The Properties On A File

Ever find yourself with a question about what's going on inside of a file or program? You can see by checking out it's "Properties."

There are two ways to go about this. First, you can right click on the file and select PROPERTIES from the menu. Second, you can hold down your ALT key on your keyboard while doubling clicking the file.

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Moving Between Open Programs

If you're busy, and need to look at another program, it's not always fastest to reach for the mouse.

You can keep your hands on the keyboard by hitting your ALT + TAB keys. This will move you between open programs. To go backward, hit SHIFT + ALT + TAB.

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Windows Calculator

You may not know it, but you don't have to use your mouse to use your Windows Calculator. You can use the number pad on your keyboard for most of the buttons.

Try it. Open your Windows Calculator by clicking on START | PROGRAMS | ACCESSORIES | CALCULATOR.

Numbers are numbers, the + button is +, the - button is - and the Enter key is =. To access the x (multiply) function, hit your * key. To access the Backspace function, use your left arrow key.

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Your "Start" Button

The very name on the Start button makes it pretty easy for most people to learn how to use it. But, did you know that you can accomplish a few tasks quickly by **right clicking** on the Start

button? Try it.

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Empty Your Recycle Bin

Every once in a while it's necessary to clean up extra files that are just taking up space. Emptying your recycle bin is one way.

Open up your Recycle Bin. Click on FILE | EMPTY RECYCLE BIN.

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Print Screen

It's a common myth that your Print Scrn (Print Screen) key is there only for decoration. Not true.

To capture a copy of your entire screen, hold down your Ctrl + Print Scrn keys. To capture a copy of **only** the open window, hold down the Alt + Print Scrn keys. The picture is now on your [Windows Clipboard](#). You can paste it into any program that will allow you to view a picture.

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Drag And Drop

The "Drag And Drop" technique is just an easy, quick way to move a file from one place to another.

Find the file you want to move, click on it with your mouse.

While holding the mouse key down, drag the file to where you want to move it to and let the mouse button up, or "drop" it.

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Another Way To Your C Drive

Here's another way to view the contents of your C drive.

On your keyboard, hit WINDOWS KEY + R. (If you don't have a Windows key, click on START | RUN.) In the text area type a backslash, (\), and hit enter.

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Searching Files Internally

You remember the [FIND](#) utility allows you to search for files on your computer. Well, it also allows you to search the inside of your files to search for text.

This option was "hidden" in Windows 95 but is visible in Windows 98. Just click on FIND | FILES OR FOLDERS. In the text area labeled "Containing Text" type the text you're looking for.

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Bring Back The Welcome Tips

Remember back when you first installed Windows? Remember the "Welcome" menu that came up with a short tip every time you booted?

Do you also remember when deselected the box that showed the window every time you started Windows? You may want the box back, but how?

Open your Windows folder from Windows Explorer. Find a program called WELCOME.EXE (it may show up just with the name WELCOME) and double click on it.

You will once again see the welcome screen in full glory. You can even select it to show itself every time you run Windows.

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Shrink The START Menu Icons

Right click on your taskbar and choose PROPERTIES. Check the box next to "Show Small Icons."

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Create a Control Panel Toolbar

If you need constant access to your Control Panel, having it on your START menu may not be enough.

You can have the Control Panel items right on your taskbar. Right click on the taskbar. Click on TOOLBARS | NEW TOOLBAR. Scroll down and select "Control Panel." Click "OK." To get rid of your new toolbar, simply right click on your taskbar and choose TOOLBARS | CONTROL PANEL.

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Large Taskbar Icons

You can make the icons on your taskbar larger by right clicking on the taskbar. Choose VIEW | LARGE.

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Restart Your System Without Rebooting

To restart Windows without restarting your whole system, hold down your **left** SHIFT key and keep it pressed throughout this process.

Click START | SHUT DOWN. Choose "Restart." Click "OK." You may now release the SHIFT key.

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Stop Running ScanDisk

Normally, when Windows is shut down incorrectly, the next time it boots up, ScanDisk automatically runs.

You can disable this (**not recommended!**), by clicking START | PROGRAMS | ACCESSORIES | SYSTEM TOOLS | SYSTEM INFORMATION. On the window that appears, click the "Tools" menu, selecting "System Configuration Utility." Choose the "General" tab and then click the "Advanced" button. Check "Disable ScanDisk after bad shutdown."

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Shortcut To Shutdown

You can create a shortcut on your desktop to shutdown your computer.

Right Click any blank part of your desktop and choose NEW | SHORTCUT. In the command line type "C:\WINDOWS\RUNDLL.EXE user.exe,exitwindows" without the quotes.

Click NEXT and name your shortcut. Click FINISH.

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Quick Access To The FIND Utility

Need to find a file using Windows [FIND Utility?](#) Just click an empty spot on your desktop and hit the F3 button on your keyboard.

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Select Multiple Items At Once

If you're in a list, whether it be on a web page, in your Windows Explorer, etc., you can select (highlight) multiple items at once.

Hold down the ALT key on your keyboard while clicking on the items.

If you want to select many items, click on the first item, and while holding down the SHIFT key on your keyboard, click the last item.

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Check Today's Date

To see the date, simply hold your mouse cursor over the time in your system tray for a second. It will pop right up.

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Switching Between Open Windows

If you have multiple windows open, you can switch between them quickly by hitting ALT + ESC on your keyboard.

Incidentally, you can switch between screens within **one** program by hitting CTRL + TAB on your keyboard.

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Remove The Speaker Icon

If you need a bit more room on your taskbar, you can remove the speaker icon from your system tray.

Click on START | SETTINGS | CONTROL PANEL. Double click on MULTIMEDIA.

Under the AUDIO tab, un-check the box next to "Show Volume Control On Taskbar."

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Watch As Your Computer Boots Up

In computer language, "Boot Up" simply means start up. You can watch what happens during the boot up process by pressing the Escape key on your keyboard, "Esc," just as the Microsoft Windows logo comes up.

You'll see a lot of text scrolling by. To stop the text so you can see it more closely, hit your Pause key. To continue scrolling, hit any key on your keyboard.

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Keyboard Repeat Rate

When you hit the Backspace key on your keyboard and hold it down, the cursor just continues to move until you let go of the key.

If the cursor is moving too slow, or too fast, you can change the rate. Open your Control Panel and double click on Keyboard. Under the "Speed" tab you can increase or decrease the repeat rate.

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Check Your System Resources

Do you ever get a message telling you that your system resources are low and that you should quit some programs? Annoying, isn't it?

Anyway, you can keep tabs on just how much of your resources you're using by going to your desktop, right clicking on My Computer and choosing PROPERTIES.

Under the Performance tab you can view the percentage of resources you're using. If your available resources are below 40% you might want to open less programs at start up. To learn how to do that, view our [start up](#) tip.

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View Your Hard Drive Space

To see how much hard drive space you've used, and more importantly, how much you have left, Windows offers you a handy pie graph.

Open up your My Computer program. Right click on [C:]. Click PROPERTIES.

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Keyboard Shortcuts

Did you know that technically your mouse is a luxury? If for some reason you find yourself without a mouse, don't panic. Visit this page to learn the necessary keyboard shortcuts.

<http://www.quickersurfing.com/keyboard.html>

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Disable CD Autoplay

When you insert a CD into your CD ROM, and you don't want the CD to automatically start up, hold the SHIFT key down while inserting. Make sure to hold the SHIFT key down until the drive light goes out.

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Caps Lock Alarm

Ever accidentally hit the Caps Lock button? And then start typing? Frustrating, right?

There's an alarm that you can set that will go off each time you hit the Caps Lock key, the Scroll Lock key, and the Num Lock (Number Lock) key.

Click START | SETTINGS | MY COMPUTER. Double click ACCESSIBILITY OPTIONS. Under the "Keyboard" tab, check the Use Toggle Keys button. Click APPLY.

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Change Your Start Up Programs

You can pick and choose what starts up when you boot up your computer.

Click on START | RUN. In the text area, type "MSCONFIG" without the quotes. Click OK.

Click on the Startup tab. A word of warning, however. If you don't know what a program is and it's checked, leave it checked. Only turn on and off those programs that you are familiar with.

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An Alternate Way To Right Click

If for some reason you can't right click with your mouse, but you need the menu, just hit SHIFT + F10 on your keyboard.

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Printing Page Backgrounds

By default, when you print a webpage from Internet Explorer, the background will not be printed.

If you **want** to print the backgrounds, open up Internet Explorer. Click on TOOLS | INTERNET OPTIONS. Click the "Advanced" tab. Scroll down to "Printing" and check "Print background colors and images." Click OK.

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Use Your Keyboard As A Mouse

If you're having problems with your mouse, you can use your keyboard in its place.

Click on START | SETTINGS | CONTROL PANEL. Double click on "Accessibility Options." (If you don't see Accessibility Options in your Control Panel, go to Add/Remove Programs and install the option). Click the "Mouse" tab. Check "Use Mouse Keys," modify the settings as you like, and you can now use the keyboard to control your mouse cursor.

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Printing Within Frames

If you find yourself on a web page with frames, and you only want to print the content of **one** frame, you can.

Right click within the chosen frame and choose PRINT.

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Make A Microphone

You don't have to buy an expensive microphone for your computer. You can use any walkman-type headphones with a microphone. Plug them in to the microphone jack on your computer and talk into the speaker on the headphones.

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ScanDisk

ScanDisk checks your hard drive for errors and fixes them for you. You must use ScanDisk before [Disk Defragmenter](#) because Disk Defragmenter won't work if there are errors.

To use ScanDisk:

Disable your screen saver.

Double click on My Computer on your desktop.

Right click the drive that you want to perform ScanDisk on.

Select Properties.

Click on the Tools tab.

Under Error-checking status, click on the "Check Now" button.

In the next dialog box you will check the Standard or the Thorough test. The Standard option is much faster, but it checks only the files and the folders on the hard disk. The Thorough option does the same, but it also checks the drive itself for unusable or damaged areas.

Click on "Automatically Fix Errors" if you want ScanDisk to repair any errors it finds.
Click OK.

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Disk Defragmenter

Disk Defragmenter, as the name implies, defragments your disks. Your disks get fragmented when you add and delete files. Information that should be grouped together eventually gets split up.

When you defragment your disk, all of this information gets grouped back together. This speeds up your computer. You should run [ScanDisk](#) before using Disk Defragmenter.

To run Disk Defragmenter:

Disable your screen saver.

Double click on My Computer on your desktop.

Right click the drive that you wish to defragment.

Click on Properties.

Click on the Tools tab.

In the Defragmentation status box, click on the "Defragment now" button.

You may get a window telling you that your drive is fragmented only a certain percent, and that you do not need to defragment it at that time.

Defragmenting takes quite a while. You can still use your computer, but Disk Defragmenter works much more efficiently if you leave it alone.

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Opening A Program With Keystrokes

Did you know you can assign certain keystrokes to open a program? This way you won't have to stop what you're doing and double click on it with your mouse.

Right click on the chosen program on your desktop and select PROPERTIES. Click on the Shortcut Tab. In the text box labeled SHORTCUT KEY, type your chosen letter. Ctrl + Alt will automatically be added. Click OK. Now hit CTRL + ALT + letter.

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Shrink Your Toolbar Size

Is your toolbar taking up too much room? Customize it! You can shrink the size of the buttons, and if you know what each button does, you can remove the text labels underneath the buttons.

Click on the "View" menu, choose "Toolbars", and then select "Customize". On the "Customize Toolbar" dialog box that follows, you can add or remove icons (buttons) to and from the toolbar, shrink the size of the icons, and change how text is displayed near the icons, if at all.

When you are done modifying the toolbar, press "Close" to exit this dialog box.

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Delete Your Temporary Files

Unfortunately, many Windows files leave unnecessary files in the TEMP directory from time to time.

These files may be unneeded data files, files that the program has simply "forgotten" about, or files created and not deleted due to a program's abnormal termination.

You can free up some room on your hard drive by visiting the WINDOWS\TEMP directory in your Windows Explorer and delete the files there.

Be Careful! Definitely **DO NOT** delete files that were created today, or yesterday... files created several weeks ago are usually safe to delete. If you are not sure which files to delete then do not worry about using this "trick" unless your drive space gets too low.

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Make A Mistake? Undo It!

Don't worry if you've just deleted a file by accident, or erased an entire block of text. To get it back, just click on EDIT | UNDO at the top of your screen.

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Save Hard Drive Space

Do you frequently forget to remove files from the Recycle Bin? If so, you're keeping a lot of junk on your computer and it's using up valuable hard drive space. You can force the Recycle Bin to only use a small percentage of your hard drive. On your desktop, right-click on the Recycle Bin and choose PROPERTIES. A scroll bar appears on the multi-tabbed dialog box which follows. Adjust it.

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QuickView Utility

Do you know about the Quick View utility? It's an excellent feature of Windows that allows you to view many kinds of files without actually opening them up.

To use it, just right-click on a file and select "Quick View." Is "Quick View" not present, even for things such as Notepad text files? Maybe you did not install it. To remedy this situation, click on the "Start" button, choosing "Settings." On the window that appears, double-click "Add/Remove Programs." On the multi-tabbed dialog box that appears, click the "Windows Setup" tab. Double-click "Accessories." Now, check "Quick View" if it isn't already. Keep clicking OK until all of the windows that you open close down. You may need to insert the original Windows disk if prompted.

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Quick Minimize & Maximize

To quickly minimize any open window, double click on its "Title Bar." Double click again to maximize.

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Remove Your Speaker Icon

To save a little room, you can remove the speaker icon that resides in your system tray on the bottom right corner of your screen.

Click on START | SETTINGS | CONTROL PANEL. Double-click MULTIMEDIA. Click on PROPERTIES. the box next to "Show volume control on the taskbar" so it is unchecked. Click "OK."

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Windows 98 Extras

After you install Windows 98, don't just toss the CD aside. Browse the disk for some interesting programs you may want to use.

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Windows Update

In the past, we were responsible for finding out what kinds of updates were available for our software. Windows 98 solves this problem with the "Windows Update Wizard." To activate the wizard, click START | UPDATE WIZARD. The wizard will present you with updates as they become available.

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Free Resource Kit

The Windows 98 Resource Kit contains some useful info on using Windows 98 systems. To read the Free Resource Kit, just navigate on your Windows 98 CD under tools\reskit\help\rkbook.exe.

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Extra Toolbars

You can have instant access to all of your hard drives, floppy drives, and other media devices on your taskbar. Right click on your taskbar. Choose TOOLBARS | NEW TOOLBAR. On the dialog box that follows, select "My Computer," or any other folder and click OK.

To remove the new toolbar, right click on the taskbar again. Hold your mouse over TOOLBARS and click on the new toolbar you just created to un-check it.

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See How Long Windows Has Been Running

Click on START | PROGRAMS | ACCESSORIES | SYSTEM TOOLS | SYSTEM INFORMATION. In the window that pops up, look at "Uptime" on the right side. You'll see many days, hours, minutes, and seconds Windows has been running since your last restart.

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Double-Click to Close a Window

To close a window quick, double-click the window's icon in the title bar.

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Downloading

Lots of people, new to computers, have a hard time understanding the downloading procedure. They don't realize that downloading is only half of the process.

Downloading is simply moving a copy of a file to your computer from another. Often, however, once the file is downloaded, it has to be installed on your computer.

When you click on a link to download, say, a piece of software, a dialog box pops up, first, showing you the name of the file and the destination of the file. Be sure to remember where the program is going, your C drive, your desktop, etc.

Once the file is finished downloading, navigate to it through your Windows Explorer and double click on it. Then, follow the instructions you're given to install it.

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Automatic Dial-Up

You can set your Internet Explorer browser to automatically connect to your ISP without prompting you. To do this:

Double click MY COMPUTER on your desktop.

Double click the DIAL UP folder.

Open the CONNECTIONS menu.

Click SETTINGS.

Select "Don't Prompt to Use Dial-Up Networking."

Click OK.

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Ending A Task

If for some reason, usually due to a lock-up, you can't shut a program down in the normal way, try this.

Press CTRL + ALT + DEL. (This will not reboot your computer!). The "Close Program" dialog box will pop up. You can then select the task you want to end. If the program has locked up on you, look for programs that state "Not Responding."

If you want to restart your computer, press CTRL + ALT + DEL two times.

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Renaming An Item

You can quickly rename any icon on your desktop by using the F2 command.

Select the item you want to rename by clicking on it once.

Press F2.

Type in the new name.

Press ENTER.

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Text Search

If you don't have the time to read an entire document, whether it be a text document or a web page, you can search for the text you're looking for.

Each program is a little different, but most of them have a "FIND" feature. For instance, in Windows Notepad click on SEARCH | FIND. In Microsoft Internet Explorer, click on EDIT | FIND.

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Changing Default E-Mail And Newsreader

To change Internet Explorer's default Mail and News readers:

Open up Internet Explorer.
Click TOOLS | INTERNET OPTIONS.
Click the Programs tab.

From here you can change your default settings.

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Explorer Bar

In Microsoft Internet Explorer, you have the benefit of the "Explorer Bar." The Explorer Bar makes some tasks easier for you.

For instance, if you need to have your Favorites handy, click on VIEW | EXPLORER BAR | FAVORITES. Your bookmarks will all pop up on the left side of your screen.

If you need to see your History files, click on VIEW | EXPLORER BAR | HISTORY. (Your History files show you which pages you've been to in the past few days. If you need to find a page, but can't remember where it was, search your History files.)

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View Your IP Address

First, what **is** an IP address? The technical definition goes something like this: "An IP (Internet Protocol) address is a 32-binary digit number that identifies each sender or receiver of information that is sent across the Internet. When you request an HTML page or send e-mail, the Internet Protocol part of TCP/IP includes your IP address in the information."

To find out what your IP address is, click on START | RUN. Type in "WINIPCFG" without the quotes.

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View The Source Of A Web Page

Ever wondered what a web page looks like underneath all the colors and pictures? Well, wonder no more.

Next time you're on a web page go to the top of your screen and click on VIEW | SOURCE.

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Easy Access Dictionary Button

Have you ever been reading something on the web and come to a word that you don't know the meaning of?

Dictionary.Com offers an easy access button that sits right on the tool bar in your browser. Once the button is installed, all you need to do is highlight the mystery word and click the button. You'll be taken right to the definition of the word. [Click here to get the button.](#)

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Filling Out Online Forms

When you're filling out a form on a web page, it can get a bit tedious typing in your name, then grabbing for the mouse to get to the next text field.

There is an easier way to get from one text field to the next. Just hit the TAB key on your keyboard. To move **back** through the spaces, hit SHIFT + TAB.

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Send An E-Mail From Your Desktop

If you have an e-mail address that you frequently send e-mail to, you can create a shortcut on your desktop for it.

Find an empty space on your desktop and right click your mouse. Click NEW | SHORTCUT. In the "Command Line," type mailto:name@domain.com, substituting name@domain.com for the actual e-mail address. Click NEXT and name the shortcut. Click FINISH.

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Favicons

If you have a web page and encourage visitors to bookmark it, you'll be interested in this tip.

There is a way to actually draw attention to your web page among the numerous bookmarks most

people have. Create a "Favicon." A Favicon is a small graphic that will appear next to your listing.

To actually explain the process here would take up entirely too much room. But, there is an article written that tells you exactly how to do it. [Click here to have "What The Heck Is A Favicon?" e-mailed to you immediately.](#)

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When Was This Page Last Updated?

If you want to find out when the last time any web page was updated, enter this code into the address bar in your browser, while on the page in question:

```
javascript:alert(document.lastModified)
```

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Where Is The Info Going?

Curious about where information is traveling on the Internet between your site and others? Are you finding a break in Internet connectivity between your computer and certain sites? Open a DOS prompt by clicking START | PROGRAMS | MS-DOS PROMPT. Type in TRACERT, a space, and then the name of a specific domain.

Press ENTER and you will see the hops - where information travels - between your computer and the specific domain. You will get to see all of the intermediate domains as well as how long it is taking for information to travel.

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Full Screen Mode

If you'd like to give more of your browser screen area to web browsing, you can force Internet Explorer to use a full screen mode. Click VIEW | FULL SCREEN or press the F11 key on your keyboard. Press F11 again to turn the full screen mode off.

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Viewing History Files

Need to get back to a web page but can't remember the URL? Or, want to see where others have been surfing on your computer? View your History Files.

At the top of your browser, click the HISTORY button.

In Netscape, click on COMMUNICATOR | HISTORY.

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Erasing History Files

Here's how you can erase your History files in both Internet Explorer and Netscape:

MSIE:

TOOLS | INTERNET OPTIONS | CLEAR HISTORY

Netscape:

EDIT | PREFERENCES | NAVIGATOR | CLEAR HISTORY

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Finding Missing Web Sites (404 Error)

You've probably gone to a web site that has delivered an error message saying, "Error 404, Object Not Found."

There is a trick that will help you locate the missing file. Let's say you attempt to go to this URL: <http://www.website.com/page/missing/web.html>. You receive an error message saying the web site cannot be found.

Try this: go back to the root of the website to try and locate the page that you're looking for. For example, attempt to go to <http://www.website.com>. You may be able to find a link for your page from there.

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Access A Web Page From The START Menu

You can access a website by using the RUN feature from the START menu.

Click START | RUN.

In the text field, type the URL of the web site you wish to go to.

Then, click OK and your default browser will load the site.

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Less Typing

When you manually type in the URL of the website you want to visit, there is no need to type "http://" before the URL. Just start typing at the "www." Both Netscape and Internet Explorer will automatically add the "http://."

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Shortcut To A Web Page

You can make a shortcut to a frequently visited web page on your desktop.

Go the page on the web. Once it's loaded, right click on it, and choose CREATE SHORTCUT. A shortcut will be created on your desktop.

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Create Custom Shortcuts With Notepad

You can create your own custom shortcuts to Internet sites using Notepad. Open Notepad by clicking START | PROGRAMS | ACCESSORIES | NOTEPAD.

Type these lines in the Notepad document: [InternetShortcut] URL=<http://www.yoursite.com>

Be sure to change the URL in the example to your desired URL.

Save the file name it with a .URL extension. For instance, "mypage.url."

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Change Your Home Page

When you first open up your browser, a page loads up automatically. This is your "Home Page."

To change your home page, do this:

In Internet Explorer: Click TOOLS | INTERNET OPTIONS.

Under HOME PAGE, you can type in the URL you want, or you can go to the page first, and click the USE CURRENT button.

In Netscape:

Click EDIT | PREFERENCES | NAVIGATOR. Follow the instructions from above.

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Viewing A Picture In 'No Graphics' Mode

Many people with slower Internet connections will surf with their graphics turned off so that pages will load faster.

If you're surfing with your graphics turned off, but you find yourself wondering about a certain picture, you **can** view it.

Right click on the placeholder icon (blue, red, and green box), that is located where the picture should be. Click SHOW PICTURE.

Incidentally, if you **do** have a slow Internet connection, there are other options besides paying the high price of cable access or DSL. [Click here](#) for info.

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Follow A Link While Staying On The Current Page

While browsing a page, you may wish to view a link, but not lose the page you're currently on.

You can do this by right clicking on the link and choosing OPEN LINK IN NEW WINDOW.

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Bookmark A Page Without Actually Visiting

You can add a link to a page to your bookmarks without actually visiting the page first.

In Internet Explorer:

Right click on the link and choose ADD TO FAVORITES.

In Netscape:

Right click the link and choose ADD BOOKMARK.

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Rename A Favorite

You can rename a favorite, or bookmark, so that it makes more sense to you next time you look at it.

In Internet Explorer:

Click FAVORITES | ORGANIZE FAVORITES | RENAME. In Netscape:

Click BOOKMARKS | EDIT BOOKMARKS.

Right click on the bookmark you want to rename and choose PROPERTIES.

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How Many Days In History File?

You can set the number of days that each web page is saved in your History file.

In Internet Explorer:

Click TOOLS | INTERNET OPTIONS.

Under HISTORY, set the number of days.

In Netscape: Click COMMUNICATOR | HISTORY.

Click EDIT | PREFERENCES | NAVIGATOR.

Under HISTORY, set the number of days.

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Fun Things Your Computer Can Do

This page is a bit different from the others. Here you'll find quite a few tricks that the software and web site developers added to their product. These types of tricks are commonly called "Easter Eggs" and can be a lot of fun.

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Volcano Names

Right-click an empty area of your desktop and choose PROPERTIES. Under the SCREENSAVER tab scroll down to the "3D Text" screensaver.

Highlight it by clicking on it, and click the "Settings" button.

In the DISPLAY - TEXT field type in "volcano" without the quotes. Click OK.

Click the PREVIEW button and a list of volcano names will appear in 3d.

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Earthquake Browser

If you don't live in California, this site will give you an earthquake experience that comes pretty close:

<http://www.builder.com/Authoring/StupidThree/ss01.html>

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MSIE 4.0 Shakes The World

This cool trick only works in versions of Microsoft Internet Explorer. Follow these instructions carefully:

In the browser click on HELP | ABOUT INTERNET EXPLORER.

Hold down the CTRL key on your keyboard and click the IE logo in the upper right corner.

While holding the CTRL key down, drag the logo over the globe and then to the right, so that it hits the "Microsoft Internet Explorer 4.0" text.

If you do it right, the text will fly off the right side of the dialog, revealing a button labeled "Unlock".

Drop the logo you've been dragging around and click the Unlock button.

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Folder Trick In Windows 95

Right click on your desktop. Choose NEW | FOLDER.

Name the folder "and now, the moment you've all been waiting for" without the quotes.

Right click on the same folder and choose RENAME. Rename it to "we proudly present for your viewing pleasure" without the quotes.

Right click the same folder again and choose RENAME. Rename it to "The Microsoft Windows 95 Product Team!" without the quotes.

Make sure that you enter the names EXACTLY as they are written above. Also, make sure there are no spaces at the end of the folder name also.

Open the folder and enjoy!

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Excel 7 Trick

Open a New Excel spreadsheet.

Down arrow until you reach cell number 95.

Select the entire row by clicking the mouse on the 95 on the left side.

Tab to column B.

Select HELP | ABOUT MICROSOFT EXCEL.

While holding down CTRL + SHIFT on your keyboard, click on "Tech Support."

A window should come up that you can move around in.

Use the arrow keys for left, right, forward, backward.

C and D are down and up.

Turn towards the wall away from the stairs and type EXCELKFA.

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For AOL Users Only

Go To Keyword and type in the following cartoon characters backwards.

igoy = Yogi (the picnic basket stealing bear)

ooboob = BooBoo (Yogis sidekick)

yggahs = Shaggy (ScoobyDoo)

eisoj = Josie (Josie and the Pussycats)

tnamota = Atom Ant (crime fighter)

tacpot = Top Cat (crime fighter)

onid = Dino (Flintstones)

oozag = The Great Gazoo (Flintstones)

ortsa = Astro (Jetsons)

ijdoh = Hodji (Johnny Quest)

This trick doesn't work on **all** versions of AOL.

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AOL Animated Swimming

In the keyword box type in "aol://1391:43-52114" without the quotes and enjoy the fun swimming display!

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Microsoft Word Bug

Open a new Word document and type = rand (200,99) and press enter. Wait 3 seconds...

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Access 2000 Crashing 8 Ball

1: Open Access as usual.

2: Create a blank Access database & name it whatever.

3: In database click on Macros.

4: Click on new.

5: Hit space bar & click close.

6: Save changes as "Magic Eight Ball".

7: Click and drag the resulting macro to the tool bar.

8: Magic eight ball should appear.

as with MS Access 97, though the Magic eight ball doesn't work, Access crashes.

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AOL Smile Sound

In the keyword box, type "smile4u" without the quotes. Then, click on the smiley face for the sound!

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Internet Explorer 5.5 Developer Credits

In Internet Explorer 5.5 click on HELP | ABOUT. After the window pops up containing the info, Hold down your left CTRL + SHIFT + ALT. Then, click on acknowledgements...

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Netscape Fish Cam

See the fish tank in the Netscape offices. While you've got Netscape open, hit CTRL + ALT + F on your keyboard. You'll be taken right to the fishcam.

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Netscape Mozilla Monster

Read about Mozilla. In Netscape type in "about:mozilla" without the quotes. Hit ENTER.

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Is Jeeves Stupid?

Go to <http://www.ask.com> and type "Is Jeeves stupid?" without the quotes. Read the first answer returned.

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Blue Light Special

Go to <http://www.bluelight.com> and enter "all your base" without the quotes in the search box. Click GO.

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Dancing Mice

Go to <http://www.clickey.com> and conduct a search for "we love clickey" without the quotes.

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MaxManager Frog

Visit <http://www.maxmanager.com> and Click on "I love Frogs" in the top right hand corner.

Then, click on the photo of the frog with the crown on.

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MaxManager Frog's Eye

Visit <http://www.maxmanager.com>. Click on the link that states "Learn More."

On the next page there will be a frog in the top left of your screen. Click on his left (your right) eye.

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MaxManager Hidden Game

The good people at MaxManager have hidden a game on their site. Go to their home page at <http://www.maxmanager.com>. Make sure the URL in the address bar is **not** highlighted.

To find the game, just hit SHIFT + ~ (the key just above your TAB key) on your keyboard.

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MTV

Visit <http://www.mtv.com/cgi/> to view what appears to be a message to would-be hackers.

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ODSLinux Kaboom

Visit <http://www.odslinux.com> and choose your screen resolution.

Enter as a guest.

The site starts as a linux desktop. You can then enter a url to go to the real thing.

5. Type "http://www.microsoft.com" (without the quotes) into the url field in the taskbar, and click GO.

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NetClinic Hidden Pages

Visit <http://www.networkclinic.com/jokes> and click on the image of the joker man. Roll over the image with your mouse without clicking.

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Norton Utilities Movies

Put your Norton Utilities CD-ROM into the drive and navigate to the folder named "Media." The easter eggs are in two AVI files named Egg1.avi & Egg2.avi Double click on them and watch!

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Windows 98 Mystery Taskbar Option

First, click on START | SETTINGS | TASKBAR & START SETTINGS.

Notice in the box that pops up that there are just two tabs; TASKBAR OPTIONS and START MENU PROGRAMS.

Next, while holding down the CTRL key on your keyboard, click on START | SETTINGS | TASKBAR & START SETTINGS again. How many tabs are there now?

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Freeze Windows 98

To freeze your computer (why?), click on START | RUN. In the text area type "C:\con\con" without the quotes.

To unfreeze, hit CTRL + ALT + DELETE.

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Addiction Pinball Secret Viewpoint

Start one of these tables in the Addiction Pinball game: Rally Fever or Worms.

Play a game until you lose and type your initials into the high score screen.

Using the flippers, type in the initials T17

Now in these 2 games (Rally Fever and Worms) you have a new viewpoint to play with by pressing the number 6 key for the view.

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Photoshop 5+ Burp Box

In Photoshop, hold down CTRL + ALT buttons on your keyboard. Click the HELP option and on About Photoshop. Now, type the word "burp" (without the quotes) on your keyboard.

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Change Selection Menu

Find an empty space on your desktop and right click. Choose NEW | SHORTCUT. Click the CANCEL button and immediately repeat twice. Notice the menu.

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