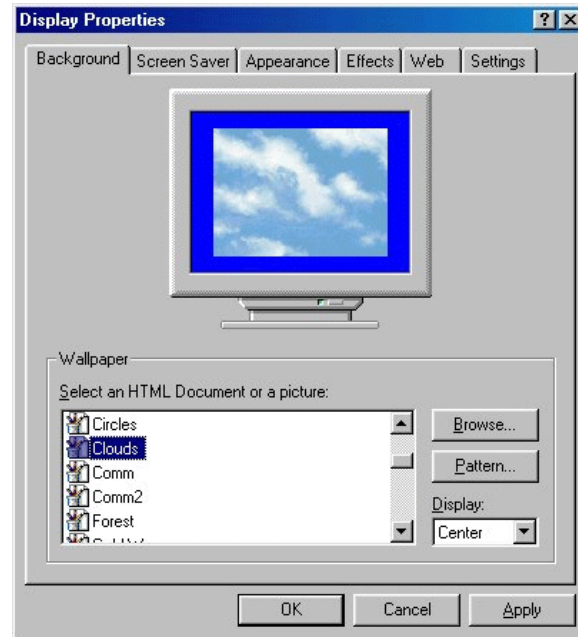


### Change Desktop Wallpaper

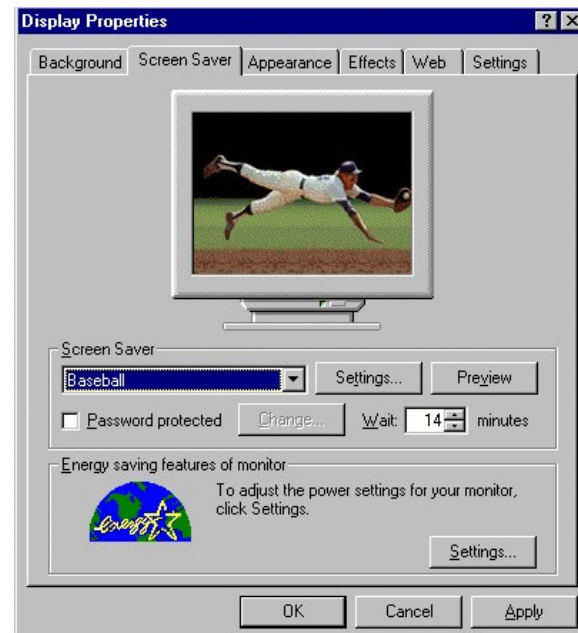
Wallpaper is the picture or pattern you see on the Windows desktop behind your icons. To change your desktop wallpaper, right-click on the desktop (not on an icon), and choose Properties from the menu that appears. On the Background tab, make your selection and preview it in the little monitor. You can choose whether your selection looks better centered, tiled, or stretched by selecting one of those choices in the drop down box labeled Display. If the graphic you want is not shown as a choice, click the Browse button to find it.



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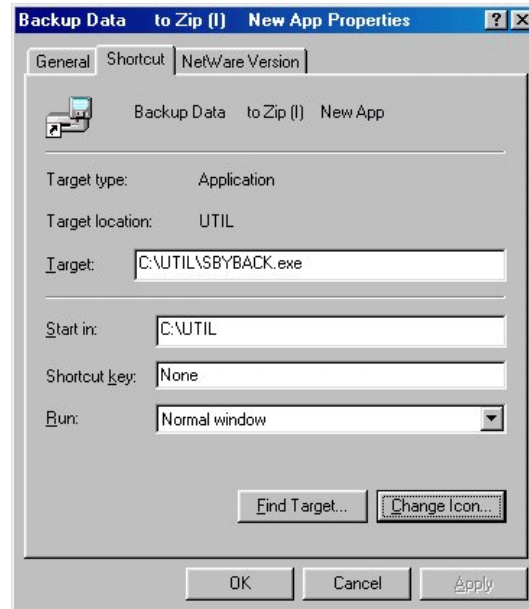
### Change Screen Saver

The screen saver is the program that displays pictures, patterns or movies when your computer is idle. To change your screen saver, right-click on the desktop (not on an icon), and choose Properties from the menu that appears. On the Screen Saver tab, make your selection, a thumbnail preview shows in the little monitor and you can see it in full action by clicking the Preview button. You can choose how long in minutes the computer has to sit idle before your selected screen saver will appear. Some screen savers have additional options that can be set by clicking the Settings button.



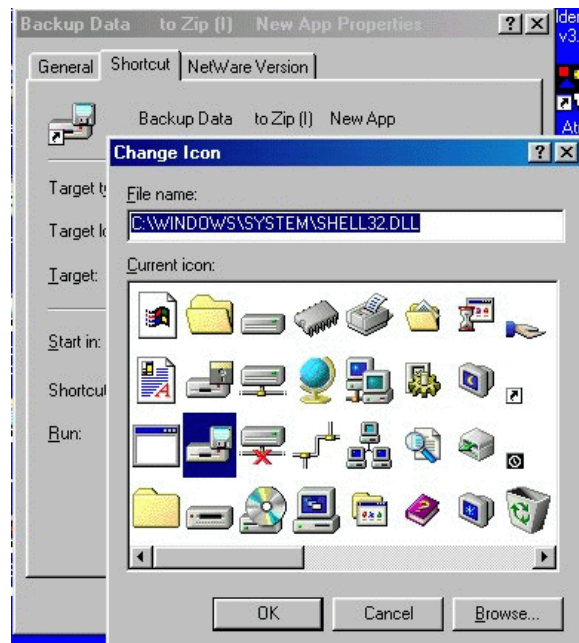
### Changing Icons for Shortcuts

To customize the look of a program's shortcut by changing the icon right-click on the on the shortcut you wish to change, and choose Properties from the menu that appears. On the Shortcut tab click the Change Icon button, delete the file name entry (so it's blank) and hit enter. This will cause Windows to provide the default icons found in `windows\system32\shell32.dll`. Select the icon you wish to use and click OK to return to the Shortcut tab. Click OK to complete the process.



### More Icons to Choose From When Creating Shortcuts

In the previous tip, we showed how you could customize the look of a program's shortcut by changing the icon. If you don't like the selection of icons that you see in `windows\system32\shell32.dll`, the place where Windows looks for icons by default, you can try looking in `windows\system32\moricons.dll`. If you're looking for something in particular you can click the Browse button in the Shortcuts tab to choose another file in your computer. Another place to look is in other executable files (any file with a .exe extension). Sometimes those files will have several icons to choose from. If you're NT/2000/XP replace "windows\system32" with "winnt\system32."



## The Startup Folder

In the Start menu, there is a folder called "Startup." Any program or document shortcut in this folder will automatically run every time the computer is started or a user logs in. If there is an application (for example email), that you always use right after logging into your computer, you may be able to save yourself some time by putting a shortcut to it in the startup folder, so that it's ready to use right away.

The Startup folder location varies based on which version of Windows is installed. (this assumes windows is installed in the default directory on the c: drive)

### Windows 95/98/ME:

"C:\Windows\Start Menu\Programs\Startup\"

### Windows NT:

"C:\WinNT\Profiles\All Users\Start Menu\Programs\Startup\"  
(“All Users” can be replaced with a specific users name)

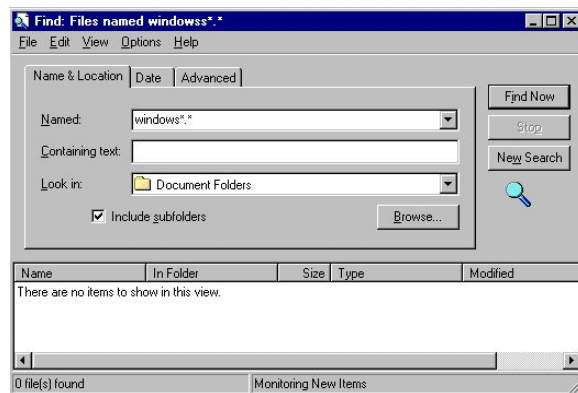
### Windows 2000/XP:

"C:\Documents and Settings\All Users\Start Menu\Programs\Startup\"  
(“All Users” can be replaced with a specific users name)

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## Finding Files from the Start Menu

Looking for that file you just saved or one you saved months ago, Windows can help. From the Start menu, click Find, then click Files or Folders for the Find dialog box. Next enter a file name or partial file name, select the drive and folder, and click find. All matches will appear in the bottom part of the Find dialog box.



To search across multiple drives and directories, type in the locations to search, separate with a semicolon (;)

For example, to search from the root of C: and the root of D:, you would enter C:;D:\ as your look in location.

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### Deleting Files Without Sending Them to the Recycle Bin

When you delete files they are not really deleted, they are moved to the Recycling Bin to be restored if needed. For added security you can Delete files without moving them to the Recycle Bin by right-clicking on the file (or files) to be deleted, when the menu appears hold down the Shift key and click Delete with the Mouse.

**WARNING:** The deleted file(s) can not be restored without special software.

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### Copying Files Without Opening Two Windows

As most of you may know, you can copy files by opening two Explorer sessions or windows in My Computer, and drag and dropping files from one to the other.

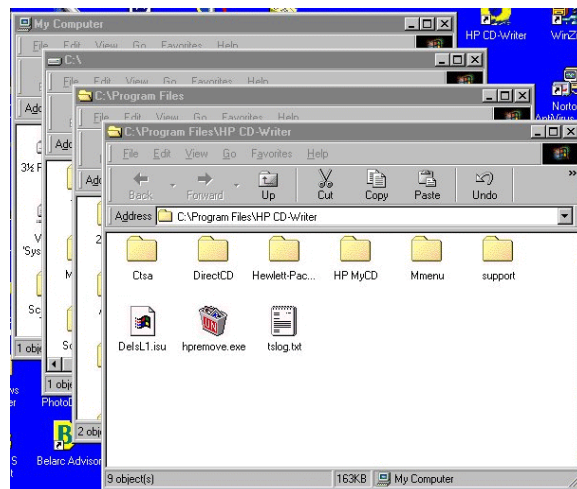
Another way to copy files without needing to open a second Explorer session or window is to:

1. Highlight the file(s) you want to copy
2. Right-click on the highlighted file(s)
3. Select Copy
4. In Explorer (or the open window), move to the target directory
5. Right-click on the background of the open window or Explorer Session
6. Select Paste (the files will now be copied)

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### Closing Nested Folders

If you have several nested folders (folders within folders) and want to close them all, hold the Shift key while closing the last folder. This will close all previous ones as well.



### Grabbing Screen Shots

If you need to get a screen shot (pictures) like the ones in this document, and you do not have a screen capture program, try the following:

Use the Print Screen key. This copies a bitmap of the full screen into the Windows clipboard. Start a graphics editor and paste it in.

Alt + Print Screen will capture only the active window

Paint is the graphics program included with Windows. To start Paint goto:  
start menu -> programs -> accessories -> paint

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### Zoom In & Out with a Wheel Mouse

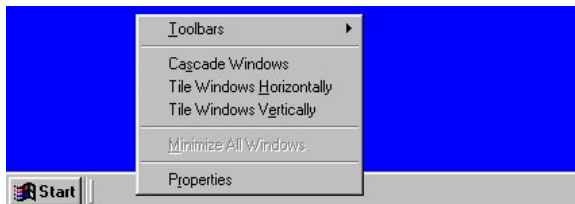
If you are using a mouse with a scrolling wheel you can easily zoom in and out to see more or less of your documents. While holding down the Control Key [Ctrl], roll the wheel. One direction zooms in making things larger and the other direction zooms out making things smaller. This does not change the font size, just the screen size.

**NOTE:** Some programs don't support the wheel mouse or all wheel functions.

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### Removing Personalized Menus

When the menus only show what Microsoft wants and the things you used last, Microsoft calls it "personalized menus", while most of us call it "annoying." To have your menus show all your options:



- 1.) Right-click on the Task Bar
- 2.) Select Properties from the menu
- 3.) Uncheck Use Personalized Menus
- 4.) Click [OK] button

### View Your TCP/IP Configuration

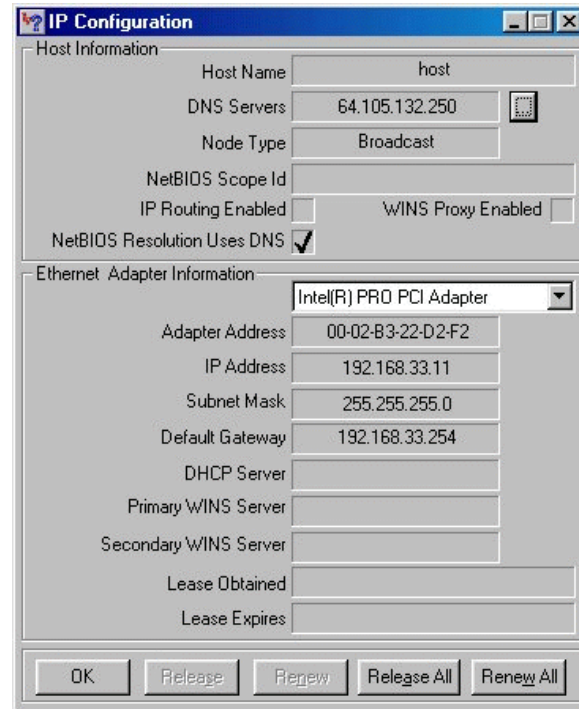
In order to troubleshoot networking and internet problems you may need to see your current TCP/IP configuration, Microsoft has included a program with Windows which gives you details of your setup. From the Start menu, click Run, type WINIPCFG and hit Enter.

For Window NT and 2000 type CMD in the Run dialog to get a Command Prompt Window. At the Command Prompt:

Type ipconfig

To see all the options type:  
ipconfig /?

Or to just display everything  
type: ipconfig /all



To save the information enter ipconfig /all >ip.txt

Then find the ip.txt file in Explorer and double-click to open.

**NOTE:** WINIPCFG for XP works with Windows 2000 and can be downloaded from Microsoft at:

<http://www.microsoft.com/windows2000/techinfo/reskit/tools/existing/wntipcfg-o.asp>

### **Why Does Word Underline Email & Web Addresses?**

Normally when you enter an URL (web address) or E-Mail Address in Word , it turns into a hyperlink ([underlined](#)). To turn off this feature:

- 1.) Go to Tools -> AutoCorrect -> AutoFormat As You Type
- 2.) Uncheck Internet and network paths with hyperlinks

**NOTE:** This will not change previously entered links or e-mail addresses.

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### **Selecting Columns in Word**

If you've ever wanted to copy one column of information in MS Word, you know Word wants to highlight lines or paragraphs, and not the column you want.

To make Word do what you want, select a column across lines or blocks, just hold down the Alt key while you select your text with the mouse.

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### **Reduce File Size and Increase Security of MS Word Documents**

Choose Tools > Options... > Save tab > Uncheck Allow Fast Saves

This makes Word rewrite the entire document file from memory each time it is saved. Saving takes slightly longer, but your files can be drastically smaller (especially if you made a lot of formatting changes).

File size is reduced and security is increased because the things you changed are actually removed from the document and not just hidden from view.

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### **Quickly Change Font Size in Office**

This is really useful if you're not sure what size font you want. To quickly change the font size in your Office applications (Word, Front Page, Publisher or PowerPoint) highlight the text you want to change, hold down the Ctrl & Shift keys, and press > to increase the size and < to decrease the size.

**WARNING:** Do not use this in Excel, these keys are reserved for data fill.

### **Changing the Number of Days Outlook's Calendar Displays**

To change the number of days shown when Outlook's Calendar program is in Day View, hold the Alt key and the number key for the days you want to see.

Example: [Alt]+[4] would show 4 days.

[Alt]+[M] shows one Month

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### **Changing the Internet Explorer Start Page**

The start page is the first page you see when you open Internet Explorer. To change your start page:

- 1.) In IE, Go to the web page you want
- 2.) Select Tools > Internet Options
- 3.) In the Home page section, simply click the Use Current button

**NOTE:** You can also just type in the web address in the space provided without first going to that page.

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### **How to Open a New Web Page without Losing the Original Page in IE**

To open a link in a new window, hold down the Shift key and click with the mouse on the link. A new IE window opens with the new web page.

To do the same thing with one hand, right click on the link and select "Open in New Window"

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### **How to Open a New Web Page without Losing the Original Page in Netscape**

To open a link in a new window, right click on the link and select "Open in New Window"

Unlike IE, holding down the Shift key and clicking the link with the mouse will automatically save the link without first opening the page or file.

