



BUG-BYTES

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ARE YOU MISSING SOMETHING GOOD?

COOL KEYS ARE BEACONING TO YOU

Discover the following keys that can make computing much easier for you.

I will cover the Home, End, Esc., Windows Logo, Menu, Page Up, Page Down, Insert, and Alt-Tab keys

If you seldom use any of the keys mentioned above, you are probably working too hard. They are preprogrammed shortcut keys to common computer tasks. I'll demonstrate what each key does.

H HOME

Pressing the Home key positions your cursor at the beginning of whatever line you are in. For instance, if the cursor was positioned at the end of the previous sentence after the words "line you are in" then pressing the Home key would cause the cursor to jump to just before the word "beginning" in that line. Using the home key beats positioning the cursor precisely at the beginning of a line with the mouse.

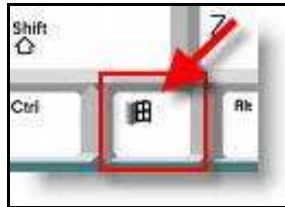
M END

Press the End key to go to the end of the line where your cursor is placed. You can alternate between the front and the end of a selected line with the Home and End keys. Try it. You'll like it.

E Esc

Think of the escape key as your "Oops" or "Undo" key. Each time you press it, it backs up one or more steps. If

you make a mistake, or change your mind about something, it is a means to undo the last command. For instance, maybe I wanted to delete a sentence from this paragraph. I could block the paragraph with the mouse cursor and press the delete key. If I decided I didn't like the results, I would press the Esc key to undo the delete. Try this trick in a blank document. Type some text, delete it, and then press the Esc key (or Ctrl-Z).



..... WINKEY

The Windows Logo key, or Winkey, is usually located between the Ctrl and Alt keys on the lower left corner of your keyboard. It preprogrammed to handle some popular shortcuts.

Press the Window Logo key once and you get the start menu. Press the Windows Logo key in combination with the following letters or keys to get the listed results.

- Windows Logo+R = Run
- Windows Logo+D = Minimizes all open windows
- Shift+Windows Logo+D = Undo minimized windows
- Windows Logo+E = Explorer
- Windows Logo+ F = Find or Search depending on your operating system version.
- Windows Logo+F1 = Help
- Windows Logo+Pause = Properties

The above key combinations demonstrate that there are different ways to accomplish common tasks. Perhaps it will be worth your while to memorize some of the key combinations.

(Continued on next page)



..... Menu

Normally, the Windows Menu key is located between the Alt and Control keys on the right side of your keyboard.

It offers a quick way to open context sensitive menus when you are in an application, such as your word processor. This saves you from having to take your hands off your keyboard to right-click to bring up available menu choices.

For instance, this is what I saw while working in WordPerfect on this text when I pressed the Menu key.



What you will see depends on the application that is open at the moment. Try it. See if it helps you and saves you time.

UY

..... PAGE UP AND PAGE DOWN

The page up and page down keys are used to scroll up or down in documents. The page keys differ from the up or down arrow keys in that they scroll for a longer distance.

The scroll distance for a mouse scroll wheel is determined by the Mouse dialog in Control Panel, Mouse. Typically it three or four lines at a time, but can be set to move in the direction of the mouse wheel in page increments. **If you don't have a mouse with a scroll wheel, the page up and page down keys will make navigating in documents much easier for you.**

In very short documents, the page keys have no effect.

Try the page keys in a multiple page document.



..... Insert

When typing, computers add text in either *overtyping mode* or *insert mode*. In overtyping mode, what you type replaces the text where the cursor is placed. In insert mode, the current text you type inserts the new text by pushing the text behind the cursor out of the way. You toggle between the two modes by pressing the Insert key.

When using Microsoft Word, the abbreviation OVR shows in the status bar at the bottom of your screen and that box is blank in Insert mode. In WordPerfect, the word Typeover appears in the status bar and disappears when Insert mode (the normal mode) is engaged.

If your text is being gobbled up like Pac Man™, then you accidentally turned on Over Write or Typeover mode depending on your word processor.

AT

..... ALT AND TAB

Quickly, press the alt and then the tab key to switch between the last two open programs. This key combination is know as a task switcher. For example, let's say that the last two program you had open were Microsoft Word and Internet Explorer, or Internet Explorer and Outlook Express. Pressing the alt-tab combination enables you to switch back and forth between the last two open programs.

NAVIGATE YOUR MOUSE YOUR WAY

FINE TUNE YOUR MOUSE.

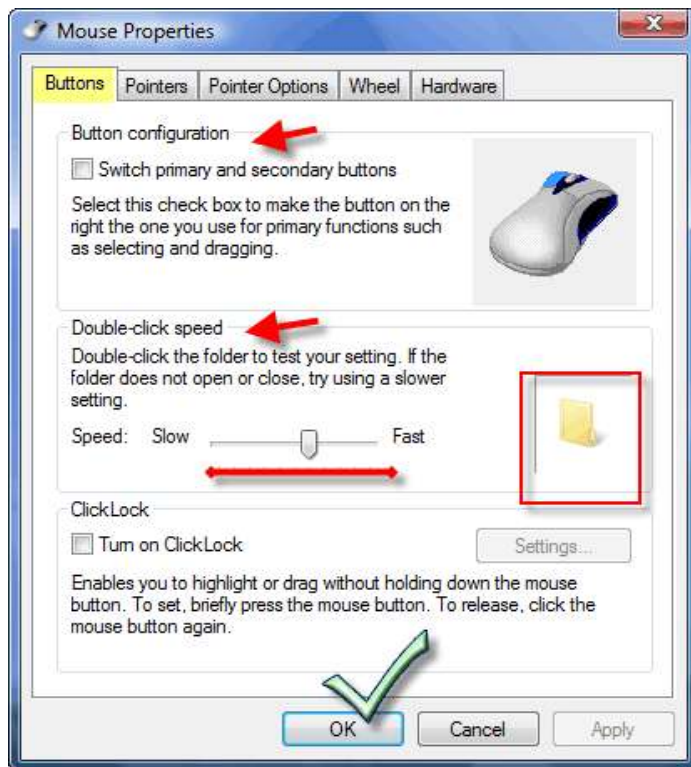
F

Your mouse's default settings work well for most people. However, you may find that a little tweaking of those settings does wonders for you. For instance, some users use very slow and deliberate motions to double-click their mouse while others use lightening quick clicks.

As many of you have discovered, it is hard to use the mouse on another user's computer. That may be because you are use to the settings for your mouse.

To optimize the settings for your mouse click on Start, Control Panel, Mouse. Then review the settings. I'll look at each of the major settings in the following screen shots. The screen shots were captured in Vista with SnagIt by TechSmith. If you are using Windows XP, the mouse dialog will look a little different, but the concepts and screens are very similar.

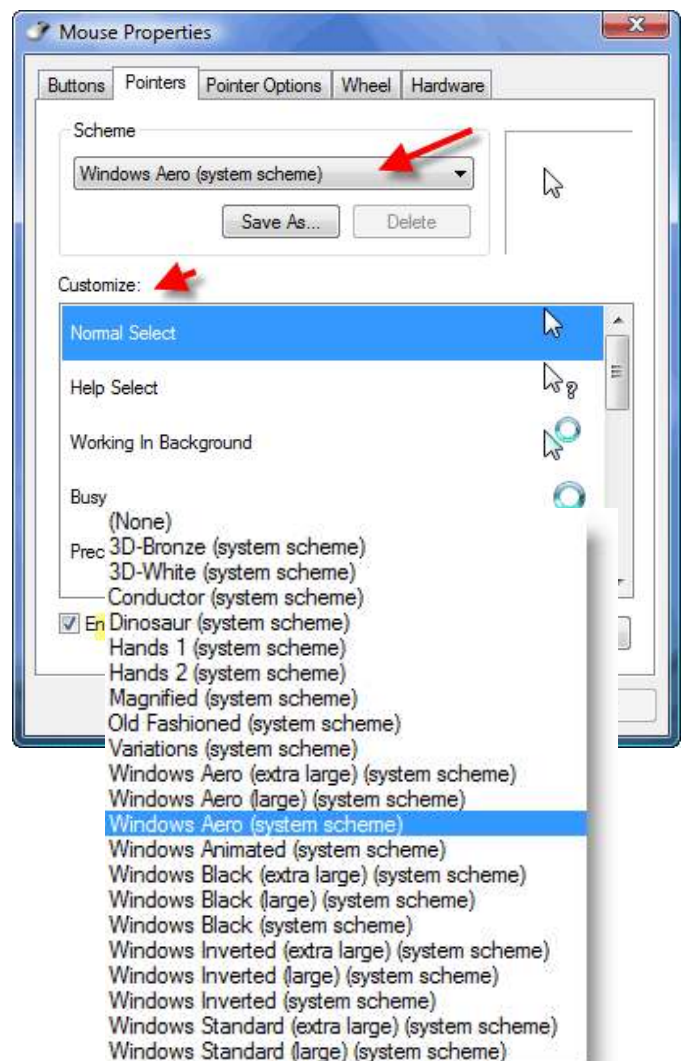
BUTTONS: Switch the primary and secondary buttons if you are left-handed. That's the first option.



Click on the folder shown in the red box to test your double-click speed. Move the slider to the left to find the speed that works best for you. This assumes that you are the primary user of your computer.

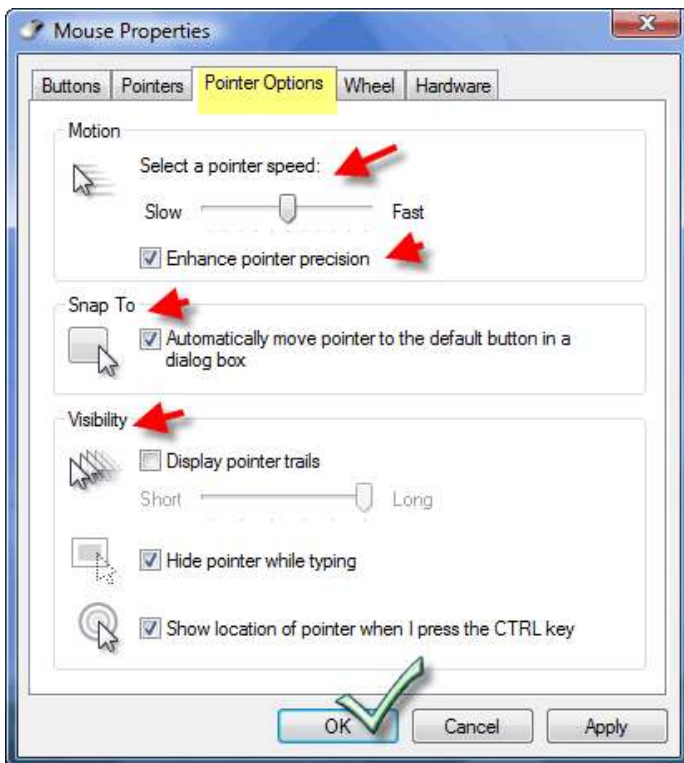
Decide if you want click lock turned on or off. Click lock is designed for those who want to use only one click to block text or to drag text or graphics. Try that option on a sentence in a blank document and see whether it is something you want. You can go back to turn the feature on or off. Note that you have to click a second time to turn off the current highlight.

POINTERS: This is where you get to pick the appearance of your cursor. Change it if you like or leave it alone. The choice is yours. Click on the Scheme box to view the options.

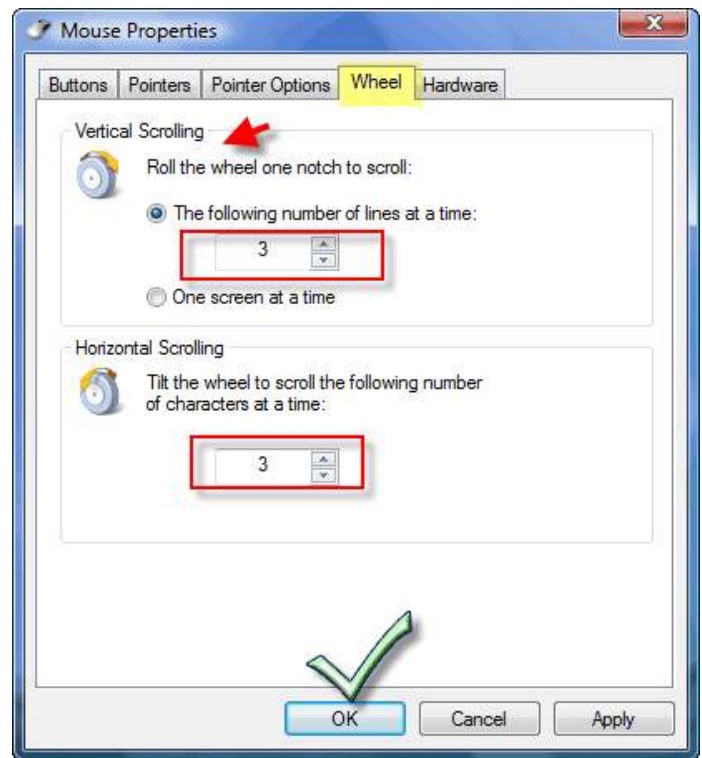


POINTER OPTIONS: Select your preferred pointer speed, enhanced pointer precision (if your mouse dialog offers that option, whether you want the cursor to automatically snap to dialog boxes when you hover over them, and whether you want to use viability options. Some people like mouse trails (multiple faded images that indicate where your mouse has been) while others dislike that feature. If you can't locate your mouse cursor from time to time you may want to turn on the *Show location* option when you press your CTRL key.

If the Show Location option is turned on then a colored bar shows up at the current location of your cursor. However, you need to click on that location to actually switch the cursor to the indicated location. See the screen shot immediately below this paragraph.



The screen shot below shows that this particular mouse is set to scroll by three lines at a time. There is an option under



the first red box to scroll by the number of screens (pages) at a time. The first option adjust vertical scrolling. The second adjusts horizontal scrolling by character for the Microsoft Wireless Intellimouse 2.0. When you press the scroll wheel sideways, it can move the cursor in the direction your push (right or left) that number of characters. It is an extra feature of that particular mouse.

Your mouse will probably have a different set of options, but the concepts are the same. Changes as many or as few options as you want. Then click the OK button to make those changes. Remember, you can always come back to do or to change the settings to reflect your personal preferences.



SCROLL WHEEL: Use the Wheel dialog to fine tune how many lines or pages you scroll with each push of the scroll wheel.

Battery tester



If you have a wireless mouse and keyboard, now would be a good time to check the batteries, if they use batteries. Some wireless mice use rechargeable batteries, so you don't have to change those.

LINK TO YOUR FAVORITE WEB PAGES

JUMP RIGHT TO YOUR FAVORITE WEB PAGES

Did you know that you can use a special toolbar, called "links," to jump right to your favorite web pages?

Use either of the following methods, or both of them.

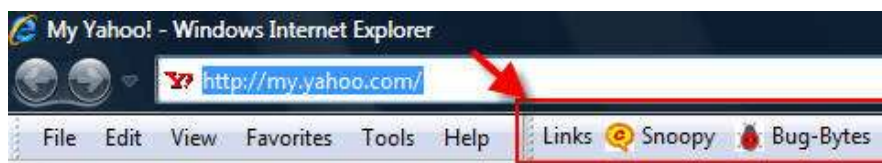
OPEN THE LINK TOOLBAR

Right-click on the taskbar at the bottom of your screen. Unlock the taskbar if it is locked. Click on Toolbars and then select Links. The word Links appears with two caret characters (>>) to the right of the word. Click on the double carets to display the current list (if any) of your links.

Click on the word "Customize" for a list of options and how to add and delete links. Adding a link is as easy as opening Internet Explorer, going to your favorite web site and dragging the icon in the left corner of the location field link to the double carets beside the work Links on your taskbar.

ALTERNATIVE METHOD

Open Internet Explorer. Click on View. Unlock the toolbars if they are locked. Click on Toolbars and select Links. Drag the divider to the right of the word Links to where you want to see them. See the screen shot. Only a small bar of the toolbar is shown.



For example, to add Computerbugs to your Links bar, type www.computerbugs.cc in the location field in Internet Explorer. Click on the ladybug icon and drag it to you're the area to the right of the word Links. A vertical bar will show where the icon will be placed. You can drag to reposition the icon once you place it on the links toolbar. To add Bug-Bytes, type www.computerbugs.cc/news.htm. Drag it to the links bar. It is just that easy.

Notice that any links you add in IE are automatically shown in a the Link list on the taskbar at the bottom of your screen, if you have enabled the Links toolbar there.

TO SIMPLIFY LINK TITLES

Some titles take up far too much room on the links toolbar. Simplify the titles.

Right-click on a Link title and select Rename. Abbreviate the titles.

If you have too many titles, double carets will show at the right of the links bar. The overflow titles will appear there. They will also show in the Link list on your Taskbar.

ADVANTAGE OF THE LINK TOOLBAR ON TASKBAR.

You can open any link directly from "Link" on the taskbar. Click or right-click on the double carets to open the list. Select the page you want to see. The page will automatically open Internet Explorer for you with that page open in IE.

This is a quick and easy method to open your favorite web pages.

Do you do online banking? If so, you can quickly check on your account to see what checks have cleared and your current balance. Just add the link to the Link toolbar.

Are you a stock watcher? Again a link is an easy way to follow your investments.

Most users will find that this method provides quicker results than burying their links in the Favorites folder.

Merry Christmas and a Happy New Year!

