

Tips and Tricks

Auto hide taskbar

Right click the taskbar in a blank spot, choose properties, click taskbar tab, and put a tick in the autohide box, then click apply. Your taskbar will appear again when you move the mouse pointer to the bottom of your screen. Reverse the process to undo it if you do not like it.

Close Preview pane in Outlook Express

To close the preview pane, go to View, Layout. Untick show preview pane. Emails will then open in their own window helping to protect your computer from viruses.

Avoid corrupting photo's when loading from camera to computer

Use a card reader and not the camera settings. Do not have other programs running at the same time. Check photos in the viewer when loaded not just as a thumbnail. Thumbnails can look perfectly fine even when the photo is corrupted. These thumbnails cannot be printed as a thumbnail photo. When removing the card from the computer go through the safe to remove icon on the taskbar.

[Click here for further information.](#)

Frozen windows

Often the use of Windows results in a program freezing or hanging, and the usual recommendation is to press escape, if that does not work, Ctrl+Alt+Delete.

Vista users will say that this brings up another screen that gives the option to go to the Task Manager. So lets be different, press Ctrl+Shift+Esc and the Task Manager opens. The frozen program will be highlighted or labled, Not Responding. Click End Task and it will hopefully close. Sometimes this does not work and your computer will not respond, if so restart your computer.

Make a personalized screensaver

Right click desktop, left click Properties, left click Screensaver, scroll to select 3D Text, left click Settings, select Custom text, highlight what is in the custom text box, type in your name, choose Rotation type, choose Reflection, choose Show Spectacular Highlites, OK apply, OK wait for screensaver to start.

How to convert a Works File in Word

Open Word

1. On the File menu, click Open.

2. In the Files of type list, click Works 6.0 & 7.0.

Select the file to convert, click Open. It will open as a Word Document.

Create your drawing here

When using the drawing toolbar, in Microsoft office 2003 or an earlier version, when you select to put on a shape for example: a rectangle, "Create your drawing here" will pop up on screen and interrupt your work, to remove this do as follows. Go to Tools – Options – General and untick "Automatically create drawing canvas here when inserting Autoshapes". This feature does not happen in Office 2007.

Saved Files in Folders are blue

They are compressed files that became compressed when you did a cleanup and had "compress old files" ticked. If you want to uncompress the files right click on them and go to properties and untick where appropriate. You can also do a Ctrl A and uncompress a group at once and it may take some time.

Copy a picture

Hold down the control key and click and drag on the picture to create a copy, to make a mirror image hold the side of the picture and flip to the left or right.

Personal privacy

If you are a committee member listed on a website and also a user of Skype, and do not want your contact details on the web for everyone to see, make sure the privacy section of Skype is set to your requirements including to untick where it says, allow my online status to be shown on the web. Then go into the browser, Tools, Add-ons, then either Disable or Uninstall the Skype add-on. If you do not do this, the Skype icon will be next to your name on the website with all your contact details.

Disclib catalogues your files

This is a small free file to download, and can be used for printing covers for Cd's and DVD's. with all the contents. Disclib.

Want to make a PDF file but don't know how to?

PrimoPDF is a program to do just that. Create your document in Word, then save it. After installing the program, drag & drop or copy and paste the word file you saved, onto the icon for the PrimoPDF program on your desktop, it will open with Adobe Reader when you have done that. You will then have two files, a word document and a PDF one. If you need to make any changes to the file at some time, you can do so, then repeat the process.

RealPlayer

If you see a video in Utube or have a link in an email of a video you would like to have on your computer, download RealPlayer. When you have installed the program and go to watch a video, it will show at the top of the video while you are watching it a link that says "Download video", left click on it and it will download into the RealPlayer download folder.

You can also download other videos or music through the program.

Internet Explorer

Have you noticed that the latest browser does not have the file menu up the top? If you want to use it hold down the "alt" key on the keyboard. If you want it to stay there, right click on an area and left click "Menu bar"

Is your computer slow or freezing? Then you need to do this.

My Windows 7 laptop was going so slow I could not do anything with it, I really needed to keep it going. What can you do when after booting up the laptop would freeze, even the task manager would freeze. I don't have that problem anymore after doing the following:

Control Panel. System and Maintenance. Power Options. Change Plan settings. (for the current plan you are using). Change Advanced Power Settings. +Processor Power +Maximum Processor State.

Your computer will run like new again and it won't cost anything.