

SOME TRICKS FOR MAKING YOUR "WINDOWS.." COMPUTER EASIER TO USE

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SUMMARY

Here are some simple tricks for making your "Windows.." computer easier to use:

TOPICS

- Unhide file extensions
- Pre-pend year-month-day to file and folder names
- Etcetera..

UNHIDE FILE EXTENSIONS

**PRE-PEND
YEAR-MONTH-DAY
TO FILE AND
FOLDER NAMES**

CIRCLE TRICK FOR
CHECKING THE
ASPECT RATIO OF
YOUR MONITOR
SCREEN

COPY-PASTE
OR CUT-PASTE
TO THE RIGHT PANE OF
THE "WINDOWS
EXPLORER" OR "FILE
EXPLORER"
(INSTEAD OF THE LEFT
PANE)

**DRAG DOWN OR UP
BEFORE COPY-PASTE
OR CUT-PASTE TO
AVOID
INADVERTENTLY
PUTTING INTO
FOLDERS**

USE THE PASTE
BUTTON TO AVOID
COPY-PASTE OR
CUT-PASTE INTO
FOLDERS

TEXT FILE AS
INTERMEDIATE STEP
TO STRIP OUT
FORMATTING

RIGHT-CLICK--RENAME

OR

F2

AND THEN COPY

**TO COPY THE NAME
OF A FILE INSTEAD OF
THE FILE**

netplwiz

OR

control userpasswords2
TO MAKE "WINDOWS.."
AUTOMATICALLY LOG
YOU IN WHEN YOU
POWER UP YOUR
COMPUTER

USE netplwiz or control
userpasswords2..

○ See

<http://www.howtogeek.com/howto/windows-vista/make-windows-vista-log-on-automatically/>

SOMETIMES YOU HAVE TO
UNEXPAND AN
EXTERNAL HARD DRIVE
OR A THUMB DRIVE
BEFORE YOU CAN USE
THE "SAFELY REMOVE
HARDWARE.." ICON

USE WINDOWS'
"PREVIEW" FOR
FASTER PREVIEWS
RELATIVE TO THIRD
PARTY PROGRAMS

USE
Ctrl+Shift+Esc
or Ctr+Alt+Delete
AND THE "TASK
MANAGER" TO AVOID
MOUSING OVER OR
CLICKING ON
HAZARDOUS URLs

WHEN SENDING
DOCUMENT FILES TO
OTHER COMPUTER
USERS, IT IS BEST TO
USE THE .doc, .xls, and
.ppt FILE FORMATS

WHEN SENDING DOCUMENT FILES..

- To make the free "LibreOffice" program default to saving in .doc, .xls, and .ppt formats, see http://aztcs.org/meeting_notes/winhardsig/LibreOffice/LibreOffice-default-to-doc_xls_ppt.pdf

PRINTABLE PAPER RULERS

PRINTABLE PAPER RULERS

- Some useful printable paper rulers can be found at http://www.vendian.org/mncharity/dir3/paper_rulers
- In order to print an accurate ruler, you have to select the "Actual Size" radio button in the "Print" dialog box **BEFORE** clicking on the "Print" button.

**WHEN IN DOUBT, USE
THE RIGHT MOUSE
BUTTON TO CLICK ON
SOMETHING**

Ctrl +

AND

Ctrl -

**TO ENLARGE AND
REDUCE THE TEXT IN
MOST WEB PAGES**

When you wish to save an entire Web page for future viewing off line, save in several file formats. Then decide which format worked best. Many Web pages will block the saving of themselves in one or more file formats.

If something on a Web pages is too small, copy it into a DOC, a DOCX, or an RTF document. They you can resize it as follows:

If it is text, highlight or select it, then change the font size.

If it is a photo or image, highlight or select it, then drag the lower right corner to increase the size of the photo or image.

Two Kinds of Internet Shortcuts in
"Internet Explorer 9, 10, 11"--
.URL "Internet Shortcut" Files
and .WEBSITE "Pinned Site
Shortcuts"