

Windows Tips

Windows is a lot like all of the new gear you buy today. There are a bunch of cool things you can do, that you probably have no idea are available to you. We get tech support calls each and every day from customers struggling with Windows 98SE, XP, SE, 2K, and Vista for even the simplest tasks. Here are a few cool tricks you can do with Windows that may help speed you on your way. Keep in mind that these tricks and more are displayed in our DVD Getting Comfortable With Your PC. With the DVD, we wanted to create an hour of stuff that everyone can use without clogging up your brain with an overload of useless stuff.

Cutting and Pasting- All windows programs make use of Control-C- which copies anything you've highlighted to the cut buffer and Control-V which pastes anything in the cut buffer wherever you've put the cursor. You can also highlight something and use your right mouse button to accomplish the same tasks. This can save you a bunch of time as opposed to going to the Edit Menu and clicking on what you want. Try it. It's fun.

Drag and Drop- Did you know that you can drop any Wave audio file on top of the Diamond Cut icons and the program will launch with that wave file loaded up and ready to go? Also, if Diamond Cut is the only audio editor on your system and your wave files have little Diamond Cut icons, you can just double click on them and the program will launch automatically.

Getting Around Windows Quickly (Alt-Tab)- If you've got several programs launched at the same time and you want to quickly browse through them, just click on Alt-Tab and all active programs will be displayed...continue holding down the Alt key and click the tab key to cycle through all other programs.

Want to take a screen shot of something your working on to print?- To capture everything you're seeing on the screen, just hit the Print Screen button (PRT SCR) If you want to only print the active window of a particular program, just click on Alt-Print Screen. Both of these commands just copy those screens into the cut buffer of Windows, you can then paste them into any word or picture processing program.

That's just a few of the rudimentary features that are available in most versions of Windows. Hope we touched on at least one that you didn't know that will save you time in the future.

Also, don't forget to check out Getting Comfortable With Your PC for dozens more.

<http://www.tracertek.com/khxc/index.php?app=ccp0&ns=prodshow&ref=dvdcomfy>