



Learn

presents

The Best
Tips

Secrets

Shortcuts

Windows
Millennium
Edition

Bringing Technology Home

Jon Misiewicz



Hi and Thank you for downloading our **FREE** ebook, get ready to take Windows Me to a New level with CSLearn.com's ebook. "**The Best Tips, Secrets and Shortcuts**" for Windows Me. With the success of our interactive CD-ROM Windows 98 training, we decided to put together an ebook of the New Windows Me operating system. This ebook is for **Beginners, Advanced and Expert**. We take a Tip and take it to a new level. Our goal is to take you step by step and show you what you can do with Windows Me. You will save time by learning new way in getting around Windows. We want you to say to yourself " **I didn't know you could do that**". We take pride in teaching you new way to use Windows. With over **400 Tips** in the full version of our ebook, this **FREE** version has **48 tips** for you to try. Our ebook will be available in three different ebook formats. Come to our Web site www.cslearn.com and download the FULL version of our ebook. Once again thank you from all of us at CSLearn.com.

Windows 98 users:

Great news for ALL Windows 98 users, you will be able to use 98% of all the 400 Tips in our ebook. So if and when you upgrade to Windows Me you will be right at home.

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Tips Secrets and Shortcuts

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Chapter 1 Layout

Getting Started

Click on the tip and go directly to that tip.

Compressed Folder / Using the
Compressed Folder

Disk Cleanup

Line up your Icons / Disk Tools

Make Tool bars from your Folders /
Moving and Resizing the Taskbar

New Games for all of us

Save as

Set the System Time / Maintenance
Wizard

Show all files / Show File Extensions

Windows Millennium Preview Windows
98 / Cab file on your hard drive

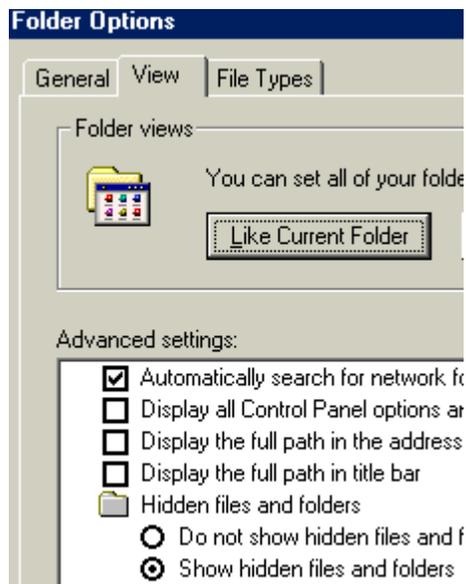
Windows Preview

Your Startup Folder

Show All files

By default, Windows Me does not show **hidden** or **system** files. It also does not show file types that are registered with the system.

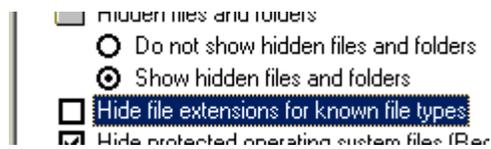
1. To see all of your files:
2. Open **Windows Explorer** from the menu options. Click on **Tools and Folder Options** from the **View** Menu.
3. Click on the **View** tab. Go to the **Hidden Files and folders** and choose **Show all files**. Then press **Apply**.
4. Now you will be able to see all of your files.



Show File Extensions

By default, Windows Me does not show file extensions, but it's always a good idea to have this option turned on.

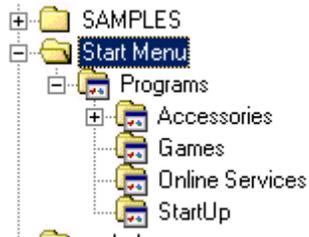
1. To see your file extensions for **all** files:
2. Open **Windows Explorer** from the menu options. Click on **Tools and Folder Options** from the **View** Menu. Click on the **View** tab.
3. Make sure that the check box for **Hide file extensions for known file types** is unchecked.



Your Startup folder

Your computer might automatically start programs when you first start your computer. Some programs automatically are placed in the Startup folder or you can place any program or task that you would like to start in this folder.

1. Click **Start, Programs, StartUp** and see what programs or tasks are in this folder. You may have some or none depending on who set up your computer.
2. There are several ways that you can add and delete programs or tasks from this folder.
3. **Right mouse** click on the **Start button**. Select **Open**. Double click on the folder **Programs**. Then **double click** on **StartUp**.
4. Now add or delete any program or task and the next time you start your computer the program or task will start or not start.
5. Another way to get to this folder is to open the **Windows Explorer**. Right mouse click on the **Start button**. Select **Explore**, the Windows Explorer starts. Locate the folder **Windows** and double click this folder. Find the folder **Start Menu** and double click this folder.
6. Now click on the folder **Startup** and add or delete any program or task in this folder.



Chapter 2 Layout

Control Panel

Click on the tip and go directly to that tip.

Add remove / Adding or Changing
Your Sounds

Mouse me / Change your mouse pointer
Click Me Part 1 / Click Me Part 2

Power Setting / Internet Setting

Regional setting / **Printout hard drive
list**

Setting your power scheme / Using
Scanners and Cameras

**What does my font look like? / Spice up
title bar**

Windows Password / Network Password

Windows Update

Internet Settings

The quickest way to get to your Internet settings.

1. Create a **shortcut**.
2. In the command line type in **c:\windows\system\inetctl.cpl**. This will take you to the main screen of the Internet settings. The Internet setting has 5 other tabs.
3. Right mouse click on the shortcut and select properties. After **\inetctl.cpl** press the space bar and type in a comma and then the number of the tab you would like to go to.
4. **,1** will get you to the Security settings.
5. **,2** will get you to the Content settings.
6. **,3** will get you to the Connections settings.
7. **,4** will get you to the Programs settings.
8. **,5** will get you to the Advanced settings.

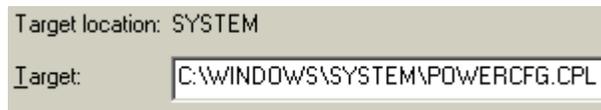
Target location: SYSTEM

Target: C:\WINDOWS\SYSTEM\INETCPL.CPL ,5

Power Setting

A quick way to get to your power settings.

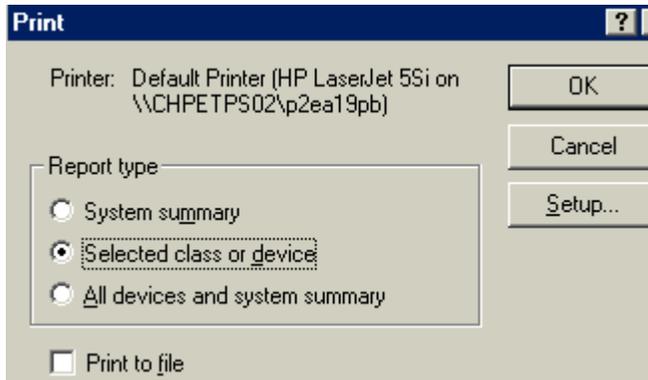
1. Create a **shortcut**.
2. In the command line type in **c:\windows\system\powercfg.cpl**. This will take you to the main screen of the power settings. The power setting has one other tab.
3. Right mouse click on the shortcut and select properties. After **\powercfg.cpl** in the target line, press the space bar and type in a comma and then the number 2 (**,2**). Click on ok and then double click on the shortcut and you will go directly to that tab in the power settings.



Print Out a Hardware List

If you ever need a print out of your hardware:

1. **Right mouse click on My Computer.** Select **Properties** and click on the **tab device manager** and click on a piece of hardware.
2. **Click on** the option print. A menu will come up and you can pick the report that you want: **System summary, Selected class or device, or All devices and system summary.**



Setting your Power Scheme

You can set your monitor and hard drive to power down.

1. Go to the **Control Panel** and click on the **Power Option icon**.
2. The first pull down tab is for what type of computer you have.
3. The next set of options is for your **monitor** and **hard drive**.
4. **Click once** on the **advanced tab**.
5. You can place an icon on the taskbar (**for laptop**) and you can set a password before your system goes into sleep mode.

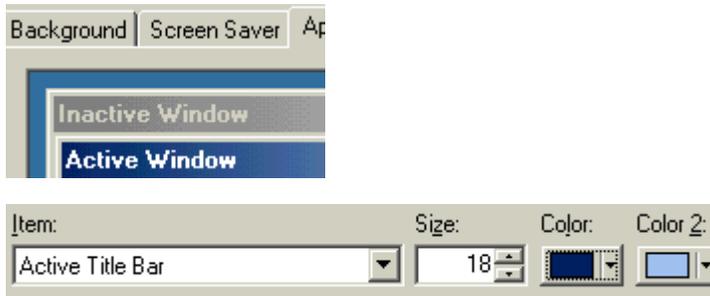
Note: Your monitor and hard drive need to support these options. Check your documentation on both devices.



Spice up Your Title Bar

You can combine two colors to spice up your title bar.

1. **Right mouse click** on the desktop. Select **Properties** and **click** the **Appearance** **tab**.
2. Take your mouse and **click once** in the **active title bar**. Now the item area is active.
3. To the right of the options you have **Color 1** and **Color 2**. Pick two colors and look in the preview window. If you like this color combination, **click on ok** and all of your title bars will have this color combination.



What Does My Font Look Like

If you want to view any font to see what it will look like, just double click the font.

1. Open the **Control Panel**. **Double click** on Fonts.
2. **Double click** on a font that you would like to see. Scroll down the selection and you will see all types of sizes.



Chapter 3 Layout

Desktop

Click on the tip and go directly to that tip.

Add your Support details and a company logo	Looking for icons / I want to see the whole name.doc
Adding the Windows explorer / Auto hide the taskbar	On the Internet and Find people
Adjust your columns / How do you want your programs to open	Open a folder in the windows explorer / No more password prompt
All Four Corners / Arrange Your Icons	Place your Hard drive anywhere / Print screen
Change some of your default icons / Change the location	Quick launch search / Quickly close any program
Change your Active Title bar Font / Give yourself more room	Quickly test / Restart the only way
Change your column order Part 1 and Part 2	Right click me / Run a program from the address bar
Close your folder / Close all your windows	Right click shift f10 / Go to folder quickly
Copying with the right mouse / Putting C: drive on desktop	Set your Folder the way you like it / Shortcut to a specific place
Create multiple shortcuts at once / Create a new file quickly	Start in the Background / Taskman still alive
Creating your own shortcut folder / Drag and drop to start menu	Using numbers in the start menu / Using the run command
Do not forget about scheme and scheme 2	Using the scraps shortcut / Easy access to properties
Expanded Me / Printer on the desktop	Your Taskbar and Start menu options
Find or search shortcut / First letter of folder or file	
Get rid of the shortcut arrows / First letter icons	

Create Multiple Shortcuts at Once

Don't create shortcuts one at a time. Do them all at once.

1. Open the **Windows Explorer**. Find three items that you would like to create a shortcut for. Remember they can be anything.
2. **Select all** of the items, **right mouse click** and drag them to the desktop.
3. **Release your** mouse button. A menu will appear with options.
4. Click **Create Shortcuts Here**.
5. Now all of the items that you selected are shortcuts.



Creating a New File Quickly

You can create a file quickly from wherever you are.

1. From the desktop **right mouse click once** and select **New**. Under Shortcut you have a list of files that you can create. Select one and click on it. The program will start.



Drag and Print

Print your files quickly.

1. Click on **Start, Settings** and **Printers**.
2. Now **drag** your **printer icon** to the desktop. You can then drag documents onto the shortcut and print instantly.
3. You can also put a printer shortcut in your Sendto folder, so printing is always a right click away.



Expanded Me

Now you can cascade most of your settings.

1. Click **Start, Settings**. As you can see, the control panel is just an icon and you need to click on this to display what is in the control panel. Windows lets you expand now on the start menu.
2. Click **Start, Settings, Taskbar and Start menu**. Then click on the **advanced tab**. The list below gives you the option now to expand what's in the folders.
3. Place a **check mark** on control panel and **click on ok**.
4. Click **start, settings**. As you can see, the control panel has an arrow now ("expand") and you can see all of the icons in that folder.
5. You may also expand the following: **Dial-Up Networking, My Documents, My Pictures and Printers**.
6. Click on each option to see if you like this new setting.



Find or Search Shortcut

You can have the find or search function one click away. To create this shortcut it will take two steps.

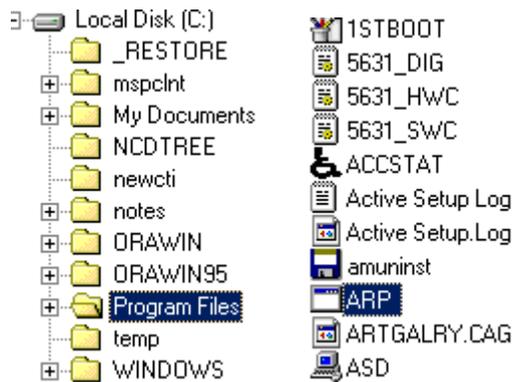
1. Click **Start** and **Search** (for files or folders). You need to search for something so type in ***.doc** and click on **Search**.
2. After the results are displayed go to the menu bar. Click on **File** and **Save Search** and then save it to the desktop. Now your desktop is a shortcut to the find function.



First Letter of a Folder or File

You can easily move around just by using the first letter of a folder or file.

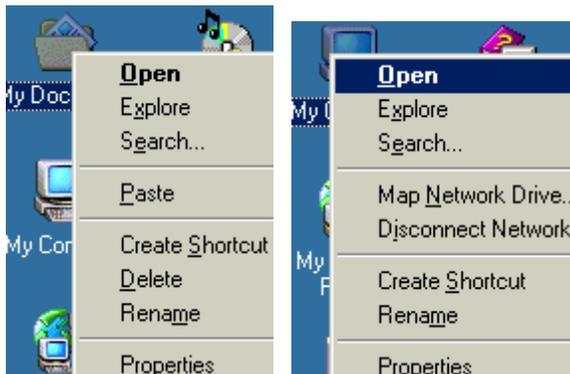
1. **Right mouse click** on the **Start button**. Select **explore** and click once on the **C:** drive and press the **letter P**. Now your selection will go to the first occurrence of a folder that starts with **P**. Press the **letter W** and the directory Windows is selected.
2. Click **once** on the **right hand** side where there is a list of files. **Press a letter** and the first occurrence of a file or folder with that letter will be selected.



Right Click Me

When you right mouse click something the appropriate menu is displayed. So always right click your mouse and a faster option might be displayed for you to use.

1. Let's pick **three icons** to see what menus are displayed.
2. On the desktop **right mouse click My Documents**. The menu has **Open, Explore, Search, Paste, Create Shortcut, Delete, Rename** and **Properties**.
3. **Right mouse click Network Neighborhood** producing **Open, Explore, Search for Computer, Map Network Drive, Disconnect Network Drive, Create Shortcut, Rename** and **Properties**.
4. **Right mouse click** on the desktop producing **Active Desktop, Arrange Icons, Line Up Icons, Refresh, Paste, Paste Shortcut, Undo Rename, New** and **Properties**.
5. As you can see there are different options available when you right mouse click.



Run Programs from the Address Bar

Use the full power of the address bar.

1. **Right mouse click** on the **taskbar**. Select **Toolbars** and click on **Address**.
2. You can type in a **Url** or type in a **filename**.
3. You have to type in the full path name.
4. **Press the enter key** and the program starts.
5. This is just another way to start a program.



Chapter 4 Layout

MS-DOS

Click on the tip and go directly to that tip.

Adding command line Parameters /
Conventional and upper memory

**Expanded the use of the Find / Find out
who is Connected to you**

Copying your screen in MS-DOS /
Display a Directory from the Command
Line

Get Your IP Information / Just the file
listing in MS-DOS

DOS Help / MS-DOS displays more

See more information in MS-DOS /
Trace Me

Erase in MS-DOS / MS-DOS with
quotation marks

Trouble shooting MS-DOS / Using ping

**What are in the cab files / You can
search for a file in MS-DOS**

Expanded the use of the (*) wildcard

You can use wildcards before and after text.

1. Open a **MS-DOS session** and type in the following:
2. **Dir *ab *** and press enter.
3. This will search the folder that you are in for files that have ab in their names. Two files were found, a txt file and a cab file. Use the wildcards anyplace that you want to find what you are looking for.

```
C:\WINDOWS>dir *ab*

Volume in drive C is TR
Volume Serial Number is 1569-19FE
Directory of C:\WINDOWS

RUNHELP  CAB           6,325  04-04-00
OEWABLOG TXT           824  05-07-00
          2 file(s)         7,149 by
          0 dir(s)      1,901,830,144 by
```

Find Out Who Is Connected to You

If you want to know who is connected to you when you are on the Internet:

1. Open a **MS-DOS session**.
2. Type in **Netstat** and **press enter**. You will see a list of who is connected to you. (If no one is, there will be no one in the list.)
3. You can place a time interval on Netstat.
4. For example, type in **Netstat 10**. this means every 10 seconds do this command.

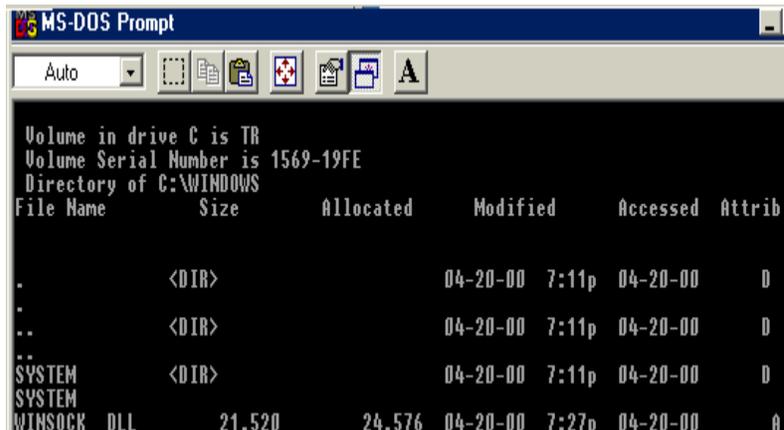
A screenshot of the MS-DOS Prompt window. The title bar reads "MS-DOS Prompt". Below the title bar is a menu bar with "Auto" and a dropdown arrow, and a toolbar with icons for window management. The main area shows a command prompt with the following text:

```
C:\WINDOWS>netstat
Active Connections
Proto Local Address
C:\WINDOWS>netstat 10
```

See More Information in MS-Dos

Take a standard command like DIR and improve it.

1. Open a **MS-DOS session**.
2. Type in **DIR** and **press enter**.
3. Type in **DIR /V** and press enter. **Note:** If there is a lot of information displayed just add **/P** next to the **/V**. This will **pause your screen**.
4. Now you can see everything: **File name, Size, Allocated, Modified, Accessed and Attributes**.



The screenshot shows a Windows-style window titled "MS-DOS Prompt". The window contains the following text:

```
Volume in drive C is TR
Volume Serial Number is 1569-19FE
Directory of C:\WINDOWS
File Name      Size      Allocated   Modified    Accessed    Attrib
.              <DIR>           04-20-00  7:11p    04-20-00    D
..             <DIR>           04-20-00  7:11p    04-20-00    D
SYSTEM        <DIR>           04-20-00  7:11p    04-20-00    D
SYSTEM
WINSOCK.DLL   21,520        24,576    04-20-00  7:27p    04-20-00    A
```

What are In the Cab Files

If you are looking for a specific file or just want to see what is in the cab files, you can list them in a text file.

1. Open a **MS-DOS session** and type in the following:
2. **extract /d /a win_40.cab > \temp\cablist.txt.**
3. win_40.cab, 40 is the cab file number. Replace it with the cab file number that you would like to see.
4. This will extract a list into the directory \temp\ and give it a file name of **cablist.txt.**

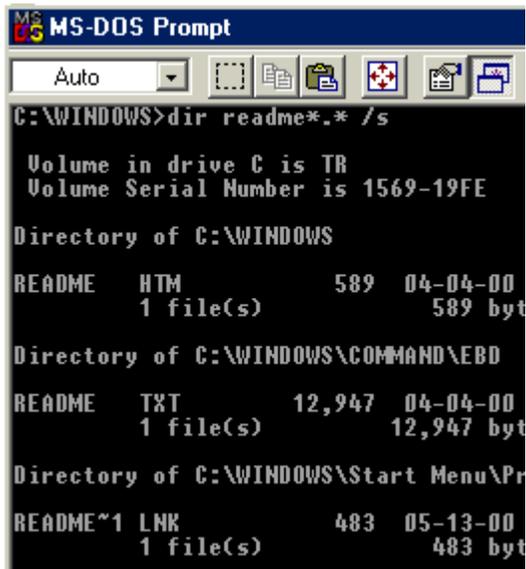
Note: To see a list of commands that you can use with extract, type in **extract /?**

```
C:\>extract /d /a win98_40.cab > \temp\cablist.txt
```

You Can Search for a File in MS-DOS

You can have DOS search for files also.

1. Open a **MS-DOS session** and type in the following:
2. **Dir readme*.* /s** and press the **enter key**.
3. The search will start from your C: drive and search each folder looking for this file. It will continue until the last file and folder is searched.
4. As you can see it found some files with that name in different directories.



```
MS-DOS Prompt
Auto
C:\WINDOWS>dir readme*.* /s

Volume in drive C is TR
Volume Serial Number is 1569-19FE

Directory of C:\WINDOWS

README   HTM           589   04-04-00
          1 file(s)           589 byt

Directory of C:\WINDOWS\COMMAND\EBD

README   TXT       12,947   04-04-00
          1 file(s)       12,947 byt

Directory of C:\WINDOWS\Start Menu\Pr

README~1 LNK           483   05-13-00
          1 file(s)           483 byt
```

Chapter 5 Layout

Fine Tune WinMe

Click on the tip and go directly to that tip.

Add Speaker in the Tray / Bootup quicker

Optimizing Removable Disk Drive

Performance / Printing to a file

Automatic Re-dial / E-mail easy

Programs start automatically / Resizing your dialog box

Change Color Depth without restarting /
Change Icon Spacing On Your Desktop

Refresh Me / Quickmap view

Change the size of Icons on your Desktop /
Change the Color of Your Title Bar

Direct Cable Connection to another computer /
Adjusting your CD quick restart

Change the typical role of your computer /
Change Your Display Quickly

Starting msconfig the quick way / Select your monitor

Changing where you save your documents /
Changing your refresh rate

Take a preview of your Animated cursors /
Turn off you CD-ROM

Deleting Files without moving them to the
Recycle Bin / More help

Viewing Available IRQ / Automatic dialing

Get disconnected frequently / How to speed up
your modem

What is TXT / Using your Charter maps

Hardware Diagnostic Tool / Hold that printing

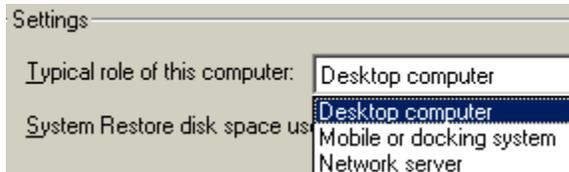
One Click Shut Down or Restart / Where Are
My Documents Going

Open folders in the windows explorer / No
Need to Use Your Mouse

Change the Typical Role of Your computer

Increase the performance of your computer with this little setting.

1. **Right mouse click** on **My computer** and select **Properties**.
2. Click on the **performance tab** and then click on **file system**.
3. In the pull down menu select **network server**. This allocates more ram to your system functions.
4. Click on **ok** and re-boot your computer.



Optimizing Removable Disk Drive Performance

Windows Me gives you the option to use write-behind caching to improve the performance of removable disk drives such as the Iomega ZIP or JAZ drive.

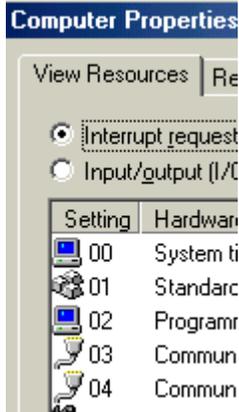
1. Open **System** from **Control Panel**. Select the **Performance** tab. Select **File System** and then select the **Removable Disk** tab.
2. Select the **Enable write-behind caching on all removable disk drives** check box and click **OK**.

Note: If this causes a problem with disk operations, clear the **Enable write-behind caching on all removable disk drives** check box.



Viewing Available IRQs

1. Right Click on **My Computer**. Select **Properties**. Select the **Device Manager** tab. Select **Computer** and click **Properties**.
2. This will show which IRQs are currently in use.
3. *See also **Tools, Hardware Resources**.*



Chapter 6 Layout

Internet Explorer

Click on the tip and go directly to that tip.

Backspace and Shift / Display the Address Bar history

Change your home page quickly / Ask me before you open

Display the context menu for a link / Editing html

Go to a new location / **Hide your shared drives**

Internet Explorer is on top / Reload and stop

Just the main part of a site / Just say no to GO

Open, Reload, Close or Save a Page / Down or Up

Print me now / Playing with Your Favorites

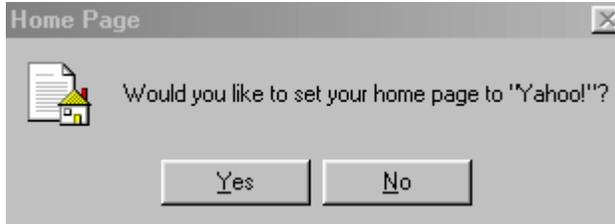
Some Internet related file types

Using your arrow keys to go back and forward

Change Your Home Page Quickly

Changing your home to another web site is one drag away.

1. When you find a website that you want to be your home page:
2. **Click once** and **hold down** the **e** in the address bar and drop it on your home icon. A message will appear asking if you want this to be your home page. Now click on **Yes**.

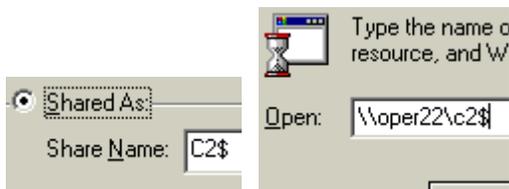


Hide Your Shared Drives

You can hide your shared drives from the Network.

1. After each shared name **place a \$** after the name.
2. Open the **Windows Explorer**. **Right mouse click** on your C: drive.
3. Select **Sharing**. In the Share name place a \$ after the name.
4. This will hide that shared resource. The only way someone can get to it now is if they know the **exact name** and place a \$ after the name.

Note: They need to know your **computer name** and the name you gave your **drive or folder**.



Just the Main Part of a Site

Let the Windows Explorer do the work for you.

1. Open the **Internet explorer**. Type in **cnn** and then **hold down the Ctrl key** and **press enter**. The Internet Explorer will fill in the **reset, prefix** and **suffix**.



Chapter 7 Layout

PFKs

Click on the tip and go directly to that tip.

Address bar Keys

Outlook Express keyboard shortcuts

Cut copy paste / Close all your programs

Placing your focus / Open the System Menu

Display the properties / Display the content menu

Refresh your screen / Quick Access to the Address Bar / Renaming at any time.

Expand collapse that folder / Expand all, collapse all

Shortcut Keys for Windows and Internet Explorer

Jump to a folder or file / Find it now

Shortcut Keys in a Dialog Box

More Shortcut Keys In Windows

Windows and Internet Explorer / Shortcut Keys

Need help just press F1 Key / Move up one

Windows Key shortcuts

Close All Applications Now

A quick way to close all of your applications:

1. Open three or four windows and click on the **X** in the right hand corner. This will close the applications or folder.
2. Now open three or four folders.
3. Hold down the **Alt key** and press the **F4 key**. Now all the applications are closed.
4. Anytime you need to close all of your windows, hold down the **Alt key** and press the **F4 key**.

Cut, Copy, Paste, Undo

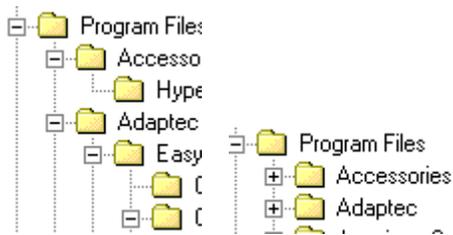
You can cut, copy, paste or Undo in any application.

1. Open **Notepad** and type some text. Highlight the text.
2. Hold down the **Ctrl key** and press the letter **C**. **This copies the texts.**
3. Press the **enter key** a couple of times.
4. Now hold down the **Ctrl key** and press the **letter V**. This pastes the texts.
5. **Highlight** the text.
6. Hold down the **Ctrl key** and press the **letter X**. This will cut the text. Then you can paste the text where you want to.
7. If you want to Undo any of the actions just hold down the **Ctrl key** and press the **letter Z**.

Expand All, Collapse All

The quick way to see all of your folder branches is to use **Alt + *** key.

1. **Note:** This command expands all of your subfolders. Try this out on a folder that only has a couple folders underneath it.
2. Open the Windows Explorer and click on the **C:** drive now and **hold down the Alt key** while pressing the *** key** on the **number pad**.
3. All of your folders and sub folders will expand.
4. To collapse, hold down the **Alt key** and press the **minus key**.



Expand or Collapse that Folder

Instead of double clicking on the + sign you can use your arrow keys.

1. **Click once** on a folder that has folders underneath it.
2. Press the **right arrow** key and just that folder expands.
3. Now press the **left arrow** and that folder collapses.



Chapter 8 Layout

Utilities

Click on the tip and go directly to that tip.

A forgotten utility / Change your calculator into Scientific Calculator System Configuration tool / More option in Scandisk

Go directly to Device Manager / Viewing IRQs Using Dr Watson / Use sysedit

Running Scandisk the long way Using System Information / Viewing your Laptop Battery life

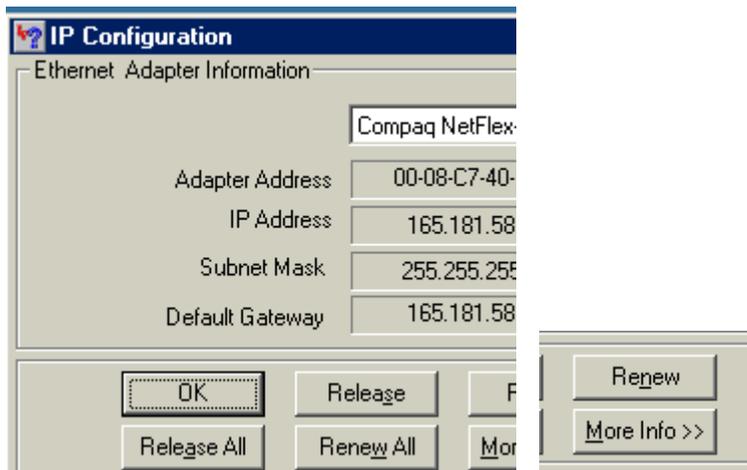
Some handy Tools / Swap file Windows Registry Checker / **What is Windows doing behind that screen**

System Summary / All components

IP configuration, Winipcfg

Winipcfg can be a great utility to use when you need more information about your Network IP.

1. Click **Start, Run**. Type in **winipcfg** and click on **ok**.
2. All of your network settings are displayed if you are on a network.
3. Click on **more info tab** and you will be able to see more information. This can be used to troubleshoot your setting if you are having problems.



Go Directly to Device Manager

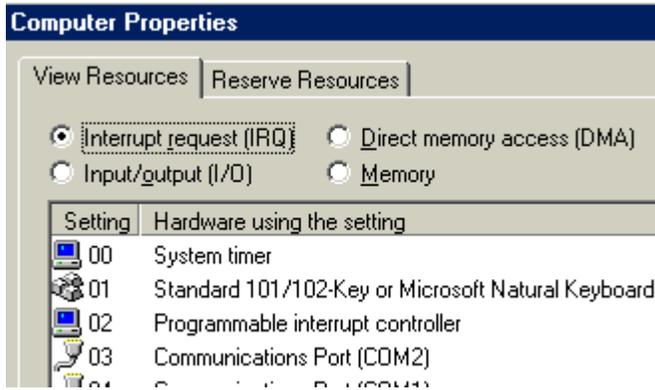
The Device Manager is one of the most useful Windows tools. It lets you see all of the devices attached to your computer, which resources they are using and more. You can access the Device Manager by double clicking on the System icon in Control Panel and selecting the Device Manager tab. It is also accessible by right clicking on **My Computer**, selecting **Properties** and selecting **the Device Manager tab**.

1. Right click the **Start** button. From the context menu select **Explore**.
2. Right click an empty space in the right hand pane and select **New Shortcut** from the context menu.
3. In the field labeled **Command Line** type:
C:\WINDOWS\CONTROL.EXE Sysdm.cpl, System,1
4. Click **Next**. Type **Device Manager** for the name of this shortcut and press **Finish** when you're done.
5. There will now be a shortcut directly to Device Manager placed somewhere on your desktop for easy access.



Viewing IRQs, I/O, DMA and Memory Usage

1. Right Click on **My Computer**. Select **Properties**. Select the **Device Manager** tab. Double Click on **Computer**.
2. Here you can see the IRQs, I/O, DMA and Memory usage of your hardware.



What is Windows doing behind that screen

You can see what Windows is doing when it starts up.

1. When you start your computer you see the **Windows logo**.
2. Press **the Esc key** and you can see what going on behind the screen.
3. You may not see any error, but this is always a place to check.

Chapter 9 Layout

Windows Explorer

Click on the tip and go directly to that tip.

Adjusting your columns / Change the default folder background

Preview your Image files / Right lasso has a choice

Auto eject / Change your security setting fast

Search within a Folder / Right mouse click Copy Move Create

Changing the Sort order in Explorer / Make Your Columns Fit In the Windows Explorer

See all of your columns / See some txt tips

Changing your File Associations / Create a folder fast

Select Items you don't want / Sending files to a Network drive with Send To

Full path in the Title bar or Address bar / Full screen with the Ctrl button

Setting Default Explorer View / One click away from application

Get to the bottom of your folders / I want my windows explorer now

Two windows explorer side by side / Use your Shift key to open the Windows Explorer

I want to see everything / Make your own startup disk

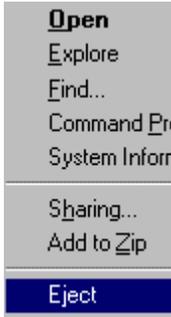
View Folders as Web Page

Make your Send to cascade / Move or copy files

Warning message / What is my File version

Auto-Eject CD's

1. **Right click** on the CD-ROM or DVD icon in Windows Explorer. Select **Eject** from the context menu to eject the CD in the drive or if the drive is open click on the eject option. Now the drive will **close it**.



Change your security setting fast

Sometimes you may need to change your setting fast.

1. When your Internet Explorer is open **double click** on the **World icon** on the **bottom right corner**. This is just a very quick way get your security settings displayed.

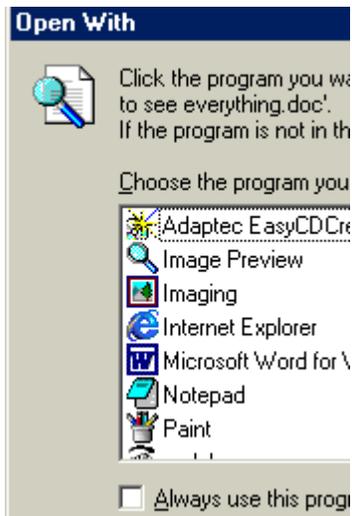


Changing your File Associations

If you want to change how a file opens when you double click on it, change the file associations.

1. **Right mouse click** on a file that you would like to open with another file association.
2. Click on **open with**.
3. Scroll down the list and select the file association that you want this file to use.

Note: If you click on the option to always use this program to open this file all of the file associations will open with that program now. To change it back right mouse click on the file and select Open with and select the associations that you had before.



Create a folder fast

Let your fingers create a folder.

1. When you are in the **Windows Explorer** and need a folder created, **Hold down the Alt key** and **press the letters FWF** on your keyboard.
2. You will see that a new folder is **highlighted** and waiting for you to name this folder.



Two Windows Explorers side by side

Sometimes you will need multiple explorers. Having them side by side will give you a better view.

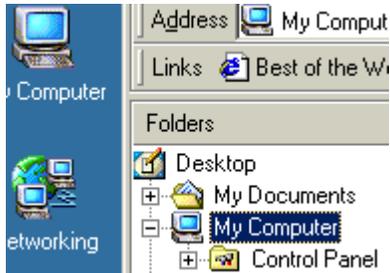
1. **Open two Windows Explorers. No other windows should be open.**
2. **Right mouse click** on the **taskbar** and select **Cascade**. Now you have two Windows Explorers side by side.



Use your Shift key to open the Windows Explorer

When you need to use the Windows Explorer you can hold down the Shift key and double click on a file or icon. The Windows Explorer will open up with that folder highlighted.

1. On the Desktop **hold down the Shift key** and **double click** the **My Computer** icon.
2. The Windows explorer opens with the folder My Computer highlighted.



Chapter 10 Layout

Media Player

Click on the tip and go directly to that tip.

Change your archive setting / Controlling
your media player

**Upgrade me Automatically / Using your
player tools**

Coping quality to my Portable Device /
Setting your Video Performance

What formats can the Media Player play /
Visualization collections

Side bar options / Skin me

What quality would you like / Widows
Media Player Help

Supported Devices / Tweak your settings

Supported Devices

There are and will be many available formats for the New Windows Media Player.

1. You need to be connected to the **Internet** to see all the Devices.
2. Click once on **Tools, Options**. Click on the tab **Portable Devices**.
3. Click on the Update button. You will be taken to the **WindowsMedia.com** Portable Device page. There will be a list of players **available** and **soon to be available**.

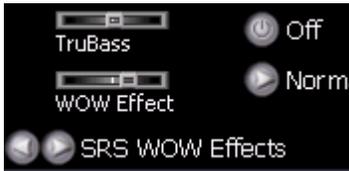
Note: Search for Reviews on all the Devices that are coming out.



Tweak your settings

There are more options when you select a certain setting.

1. Click on **View**. Then in the middle section select from: **SRS WOW Effects**, **Graphic Equalizer** and **Video Settings**.
2. Each of these settings can be tweaked more when they are displayed.



Upgrade me Automatically

Keeps your Media player up to date.

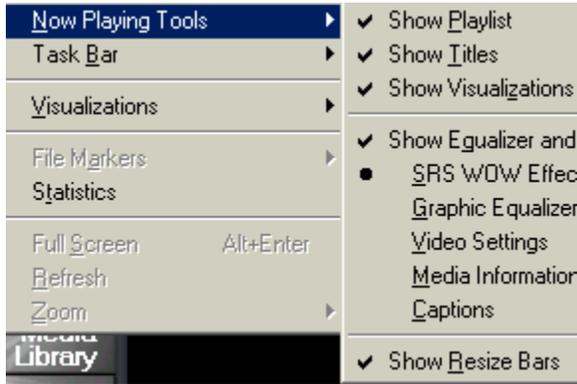
1. Click once on **Tools, Options** in the **Player Tab**.
2. Click on **Once a day, once a Week or once a month**. (You need to be connected to the Internet for the update to work.)
3. The Enable automatic codec download option. **Go to Windowsmedia.com home page for an in-depth description of this.**



Using your playing tools

You can customize your Playing tools to show all settings or pick your own.

1. Click once on **View**. Place your mouse on **Now Playing Tools**.
2. The options with a check mark on them are settings that are currently chosen.
3. Clicking on an option places a check mark **on (off)** depending on whether or not you want to use this option.
4. You can also use the select **Next Option**. This is displayed as **two arrows**. Clicking on them selects the next option.



Chapter 11 Layout

Outlook

Click on the tip and go directly to that tip.

Change your Default font / Change sound mail

Mail subfolder / Send your mail later

Change your option on how your layout is viewed / Compact and back up mail folders

Sending Mail from Internet Explorer / Setting priority to your mail messages

Create and use custom views / Drag and Drop your attachments

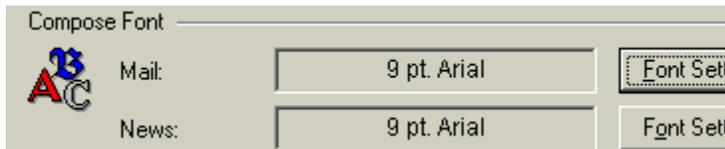
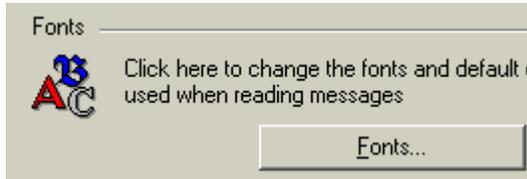
Take control over what you see / Use more than one account

Get your mail and read it offline / Send as HTML

Change your Default and Compose Fonts

You can set your font for reading and composing to anything that you want.

1. Click on **Tools, Options** and then click on the **read tab**.
2. Then click on **Fonts**. Select the **font**.
3. Now, if you want to change the **compose font** when you send regular mail or new group mail click on the compose tab in the **Option menu**.
4. You can change both **mail and news**.



Change your mail sound

When new mail arrives you can easily change this sound to something that you like.

1. Click on the **Start Button**.
2. **Select Setting, Control Panel** and **double click** on **Sounds**.
3. Click once on **New Mail Notification** sound.
4. Now you can pick from the list below or create your own.



Sending Mail from Internet Explorer

Your mail is one click away when you're browsing the Internet.

1. Open the **Internet Explorer**.
2. In the tool bar click on the **mail icon**.
3. You have **5 options** to pick from: **Read mail, New Message, Send a Link, Send Page, Read News**.
4. If you send a page to someone you send the page exactly the way you see it. They are able to view the page in its entirety offline.



Setting priority to your mail messages

Send a message high priority when you need someone to read it A.S.A.P. or select low or normal priority.

1. Open a **New Message**. Click once on the **Priority button** on the toolbar.
2. Now you can select **your Priority**. If you send a message with High Priority an **exclamation point** will appear in the recipients boxes (If they are using Outlook).



Getting Started

This chapter is for you if you just purchased a new computer or are upgrading. If you worked with Windows 95b or Windows 98 first and second additions, you will feel right at home. Microsoft has added some great new features and moved some features around. Some tips may seem easy. We take that tip and raise it to the next level. All of the tips give you a starting point and then you can customize the tip and your system the way you want to. When you are moving around Windows Me, you will notice the focus is on the Internet, Home Networking, Media and Help within Windows Me and from the Internet. With each Chapter we want you to say to yourself, "**I didn't know you could do that.**" There are hundreds and hundreds of *Tips, Shortcuts and Secrets* for the beginner, the intermediate and the advanced. So let's get started...

Control Panel

You may change the appearance and functionality of your computer from the Control Panel. All of the icons represent options for configuring your computer. With these tips you will be able to customize your system the way you always wanted to.

Windows Me starts off by giving you the most commonly used Control Panel item. When you don't see an item that you want, click **View all Control Panel options**. To open one of the advanced items, double click its icon. When you place your mouse over any of the items a short description will be displayed. When you need more help click **Start** and then Help, then type in the item name.

Desktop

The desktop has a new look and feel from all its predecessors. Windows Me presents you with easy access to all your needs right from the Desktop. We believe that Windows Me finally takes us to the next level of computing. Similarly, we also want to make Windows Me a great experience for you by giving you the best *Tips, Secrets and Shortcuts* available in one book.

When you first start Windows Me you will need to click some things once, and some twice. After you start learning more of Windows Me, our tips will show you how you can control Windows Me and make Windows Me your own.

On the desktop you can create shortcuts to your frequently used programs, documents, folders and even printers. The desktop can also be the home of *active* content; such as a stock ticker, news channel or whatever you want.

When you first start Windows Me, the default items on the desktop contain the following features:

Taskbar:

With our *Secrets, Tips and Shortcuts* you will be able to quickly start a program, find a file, get Help or shut down your computer the fastest way possible.

My Documents:

My Documents is your storage location for documents, graphics and other files, including saved Web pages. A new item added to the My Documents folders is the My Pictures folder which you can use to store downloaded pictures from your digital camera or scanner.

My Computer:

Access your hard disk, floppy disk, CD-ROM / DVD drive and mapped network drives. In My Computer you can also access the Control Panel and with one click get to your System Properties.

My Network Place:

Windows Me has taken the hard part out of Networking and put it in one place. You will be able to create your own network in a couple of steps guided by a wizard. There are several Help topics on how to network your computers.

Recycle Bin:

This icon just might be your savior. The Recycle Bin stores files, folders, graphics and Web pages that you have deleted. These items remain in the Recycle Bin until you empty it. If you want to retrieve an item that you have deleted, just go into the Recycle Bin and restore your file.

Internet Explorer

Some improvements to the Internet Explorer will enhance your Web experience. Logon to an ISP and you're on your way to the World. We have put together a group of tips that will have you browsing the Internet like none other.

Connect to the Internet

Connecting to the Internet could not be easier. At the click of a mouse button the wizard will take you step by step to connect you to the Internet quickly and easily.

Setup MSN Internet Access

Another Internet Wizard setup which guides you to connect to MSN (The Microsoft Network).

Online Services

Four different services for you to try out and see which one you like. Just click on the services that you would like to use and try out their FREE offer.

Windows Media Player

Now you can play and copy music CDs, create and organize play lists and find and play streaming media from the Web or a portable music device. Windows Me is taking media playing to the next level for our enjoyment.

Outlook

Use Outlook to communicate with your family and friends and interact with Internet newsgroups.

MS-DOS

Yes, MS-DOS is still alive and all of your old MS-DOS stuff should work fine. You will notice a faster bootup time and shutdown. The one thing that is missing is boot into DOS mode. You will need a bootup disk (floppy) for this. All of your games should work fine. In the MS-DOS chapter you will learn the Best of the Best MS-DOS *Tips, Secrets and Shortcuts*. Believe it or not there are still some things that MS-DOS can do quite well.

Fine Tune WinMe

This chapter was put together so that you can keep Windows Me running at peak performance. When you start to learn more about Windows Me you will appreciate all of these Fine Tuning Tips. Windows Me gives you some new tools to use and we show you how to take full advantage of them.

Internet Explorer

The Internet is a big part of our lives now and Windows Me is providing us with the tools to take us to a new level of exploring. The new release of Internet Explorer has some very nice improvements and we show you how to take the Internet Explorer and make it your own. With all of our *Tips, Secrets and Shortcuts* we make the Internet Explorer easy to use and have you browsing like a pro.

PFKs

Our goal here is to make working with Windows Me and all of its functions an easier by using all of Windows Me PFKs and Shortcut keys. You will be amazed what you can do from the keyboard. We show you the tips that will shorten the time it takes to perform something in Windows Me. Once you become familiar with these tips your fingers will never leave the keyboard again.

Utilities

Windows Me has put together some great utilities that you can perform on your system to make Windows Me run at its peak. Windows Me added some new utilities to better enhance and troubleshoot your system. We will show you how to use these Utilities to their fullest extent.

Media Player

In this chapter you will learn about the New Media Player and see how to use all of the functions. The Media Player has seven features in a single application: CD player, audio and video player, media jukebox, media guide, Internet radio, portable device music file transfer, and an audio CD burner. Microsoft has a web site dedicated to the Media Player www.windowsmedia.com. Now you can go to one place and enjoy all your media.

Windows Explorer

The Windows Explorer is very powerful. It can show you your entire system and network in one window; through it you are able to browse the Web, move, copy and paste. You will be able to get instant access to your files or folders in one click of the mouse. The *Tips, Secrets and Shortcuts* we provided for the Windows Explorer take computing to a new level. Get ready to practically never leave the Windows Explorer.

Outlook

In this chapter you will learn how to use Outlook to its fullest. Learn how to read your mail offline, customize you fonts, and take control of what you see and more. If you are looking for PFKs tips for Outlook they are in the PFKs Chapter. Make sure you take a look at these tips.

How to use this PDF book

Chapter layout is designed for you to quickly link to a chapter. Anytime you place your mouse over a link the pointer (hand) turns into a pointed finger. Then click on the chapter you would like to go to, now that chapter's layout will be displayed. Place your mouse on any of the tips and go directly to that tip. The chapter layout has all of the Tips in that chapter. After you read a tip at the bottom of the page there are two links: **Next Tip** and **Chapter Layout**. You can click on the Next Tip and to go right to the next tip in that chapter or go back to that Chapter Layout and pick another tip. CSlearn wants you to have quick access to a tip with one click. When you are reading a tip just follow the instruction. At the end of the tip you will see a picture or pictures of what you should see during or after the tip is performed. Try the tip and read it again. You will start to understand the layout of this book by reading and doing. Our main goal after every chapter is for you to say to yourself, "**I didn't know you could do that.**" Then our job will be completed. Enjoy and get ready to take Windows Me to the next level.