TECHNICAL GEEKERY TIPS

Microsoft Word

Do you have text in Word that you seem to do over and over again? Well, a very easy feature to figure out in Word (any version up to 2003 and [possibly] beyond) can help you out.

To use this feature, go to Tools>Macro>Record New Macro. Name it if you want, then click Keyboard to assign your macro a keyboard shortcut. Type a keystroke into the box. If it is assigned already, Word tells you. Press Backspace and try again. When you are happy with your keyboard shortcut, press OK. Click Assign, then Close. Your mouse cursor will have a tape icon next to it and a small box marked Macro Recording will appear. Type the text you want inserted. When you're done, click the square on the little Macro Recording box. You can now press the keystroke to type your text.

Internet Explorer Version 7

If you've been following, you'll know that the little four squares icon to the left of your tabs opens a thumbnail window. But what if you know what tab you want but can't find it? Click the little down arrow next to the four squares. A drop-down list of your tabs will appear.

Firefox

If you're a Firefox user, you might often get annoyed with its slow loading time. Much of the time, you just want to have a browser load fast and you plan on closing it right away.

Anyone out there remember Netscape? Well, there's a new incarnation of that, now completely open-source. It's called SeaMonkey. Download it at http://www.seamonkey-project.org. You can still use Firefox, and it's a small, fast browser. A feature that's not immediately obvious is that it does support tabs. To show the tab bar, press Ctrl-T.

Windows

Ctrl-Alt-Delete is a well-known keystroke. But it can be annoying that it takes both hands. You can technically use Ctrl-Alt-Delete with one hand if you twist your hand in a very awkward way. But a much easier way is to press Ctrl-Shift-Esc. Hold Ctrl-Shift with your thumb and index finger, then push Esc with your middle finger. Although it takes a while to relearn it, doing things this way tends to be easier, especially if you have your hand on the mouse.

Networking/Internet

Ever wonder if you're *really* disconnected from the internet or your connection/cache/etc is just screwed up? Well, there's an easy way to find out.

Go to Start>Run (or press Windows-R) and type `cmd /k ping www.google.com`. If you don't get messages starting with Reply From, then you aren't connected.

If this command seems too hard to remember, follow this link and download my program. Open the zip file and run the program inside. Thereafter you can choose Start >Run and type `interneton` to run this command.

Announcements

Well, short enough? But seriously, there may be some programs you would love to have tips for. Send me an email at soren.bjornstad@gmail.com and tell me what program you want included. Sorry, but there are no guarantees that it will be.

Thank you for your support. If you want to unsubscribe, email me at the above address.