TECHNICAL GEEKERY TIPS

Microsoft Word
Use the Work menu

Do you use the documents at the bottom of the File menu to get to recently edited documents? Many of you will know that it sometimes doesn't go back far enough. Although you can increase the number of documents that are stored there, there is a better way. You can easily create a menu that shows the documents *you* choose to put on it. These steps are pretty simple, but follow along carefully or you might accidentally change something that would not be as simple to change back. (One time I accidentally deleted the menu item that allows you to change menu items.)

To create the Work menu, choose Tools>Customize and click the Commands tab. On the left side, scroll all the way down and click Built-in Menus. Scroll down on the right to Work and drag it next to Help on the menu bar (see Screenshot 1). Close the Customize dialog box.

From now on, you can choose Work>Add to Work menu to add a document you have open. To open one of the documents on the list, simply click its name.

Removing documents from the list is not quite as easy. Don't lose this file if you use this tip, because you might need to refer to it in order to delete an item. (If you do, I posted it on the Technical Geekery website as well.) To begin, push Ctrl-Alt-Hyphen. You cannot use the one on the numeric keypad; it has to be the one near the Backspace key. **STOP.** Do NOT click anywhere except where directed because this technique can delete *any* menu item, not just one on the Work menu. Your mouse pointer will have become a big black hyphen. Now choose Work and click the document you wish to remove. If your mouse pointer disappears, it's because you moused outside of the Word window.

If you accidentally delete the Add to Work Menu item, shoot me an email at soren.bjornstad@gmail.com. I hope it won't happen to anyone, and I don't want to try it myself unless it's necessary.

Internet Explorer Version 7

Have you noticed the little box next to the Address bar that says Google (or Yahoo or Ask or Joe Bob's Evil Flying Pig Finderer Discoverer Searchery Thingy Search, depending on who paid your computer manufacturer) in it? You can type in this box to search that place. For people who like keyboard shortcuts, you can use Ctrl-E. (No, I don't know why *E* stands for "Search.") Changing the provider is easy too, at least if you want to switch it to a common provider. Click the little black arrow next to the magnifying glass icon that sits in the Search box and choose your preferred provider.

Firefox

Do you notice those little lines in your Bookmarks list that look so fancy and professional? Intended to divide different sets of bookmarks, these don't seem very easy to make. However, it's surprisingly easy. Simply right-click the entry below where you want the separator and choose Add Separator.

Windows

Vista Report

Last month there was a report on what changed in Vista. Several months ago there was a report advising you not to buy Vista by itself because it wasn't worth it. I still completely agree with this. I finally came up with a simple set of rules.

- If Windows XP is still working just fine, there's certainly no reason to buy Vista.
- Unless you can't live without one of the following features, you're better off staying with your old computer:
  - Instant search in the Start menu
  - Better backup and data recovery features
  - Better sort in Windows Explorer
- If you aren't a business, go with Vista Home Premium. Geeky types might be tempted to buy Ultimate, but it isn't worth another hundred dollars.
- DON'T buy Vista Home Basic unless it's not for your main computer. You'll regret it for a long time.

Prize coming…

One free email address, yourname@thetechnicalgeekery.com being given away! All you need to do is find the formatting difference between two parts of this document. They may even look the same…

And no, it isn't bullets, bold, italics, underline, tabs, etc. First person to send an email to me with the correct answer wins the address and configuration. It can be set to automatically forward to another email account, too.

Announcements

What program do you not see on here that you use? Come on, you know there are some. If I get the same program from at least two customers and I know something about it, I will include it on the next newsletter.

Do you have any friends who you think would like this newsletter? Have them send me an email at soren.bjornstad@gmail.com and ask to be added to my mailing list. If you wish to unsubscribe, you can click the link in my email.

Screenshot