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This and That or Things that May Interest You
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Windows 7

Shake

Minimize all windows but one with shake, click and hold down on the title bar and shake to maximize that window and minimize all others. Shake again to restore all.

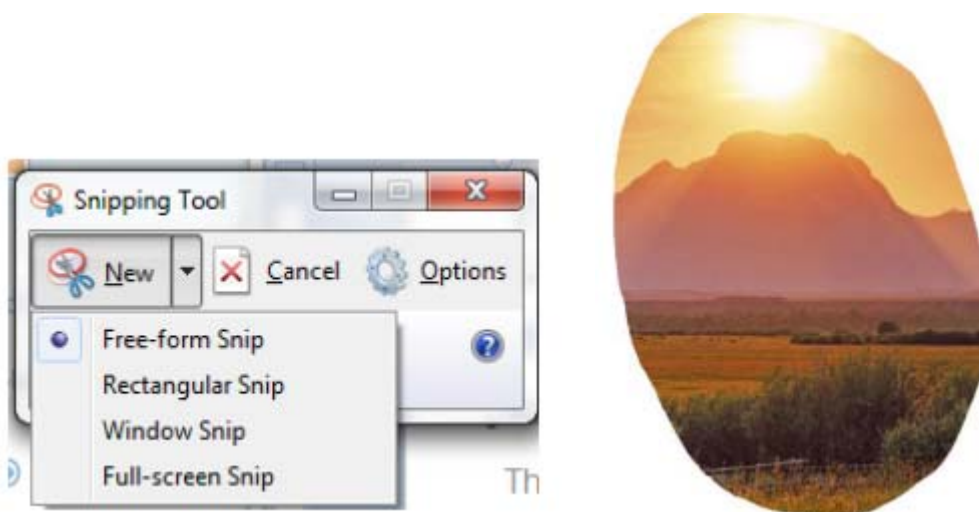
Snap

Snap can display two windows side by side with each filling half of the screen. With one window active press and hold the Windows key while hitting the left or right arrow key. The window snaps to that side. Do the same with the other window but press the other arrow key while holding the Windows key down.

To maximize a window with press and hold down the Windows key while hitting the up arrow key. To restore the window hold the Windows key and hit the down arrow button.

Snipping Tool

The snipping tool has been improved in Windows 7. You can snip a whole window, a rectangular section of the screen, or draw a freehand outline with your mouse or tablet pen. You can save it as a graphic file or annotate with basic drawing tools. And you no longer have the red snipping border.



Windows Mail

Windows Mail can handle a variety of different accounts. So you can set up a single personal email account, or add a work or other personal accounts and even newsgroups. With multiple accounts I like to put each account in a separate folder.

Add a User Account

In Windows Mail click Accounts in the Tools drop down menu. Click the Add button select the type of account to add, click Next, and then follow the instructions inputting the logon and server information for the email account.

Delete a User Account

In Windows Mail click Accounts in the Tools drop down menu. Select the account to remove and then click Remove.

Blocked Email Attachments

To protect your computer from file attachments that are commonly used to spread email viruses Windows Mail blocks certain types of files, like: .exe, .pif, and .scr files. When Windows Mail blocks an attachment, the Information bar displays a message notifying you and listing the attachment that was blocked.

To access blocked attachments close the message with the attachment. Then in the Tools drop down menu select Options. Click the Security tab and clear the Do not allow Attachments to be saved or opened that could potentially be a virus check box. Next reopen the message. Once you access the attachment it is better to repeat the process and block the attachments again.

Junk Mail Folder

Windows Mail's junk email filter is designed to catch obvious spam and move them to the Junk e-mail folder. helps manage your Inbox to keep it free of unwanted email.

Change the Junk Email Protection Level

In the Tools drop down menu click Junk e-mail Options and set the protection level you want:

Move a Message from the Junk Email Folder to the Inbox

Open the Junk email folder and select the message to move to the Inbox. In the toolbar point to Junk email and click Mark as Not Junk in the drop down menu. The message is moved to your Inbox.

Add Sender to the Blocked Senders List

Select a message from the sender to add to the Blocked Senders list. On the toolbar point to Junk email and then click Add Sender to Blocked Senders List. This blocks all future messages from that specific sender.

Add Sender to the Safe Senders List

Select a message from the sender to add to the Safe Senders list. On the toolbar point to Junk email, and then click Add Sender to Safe Senders List. This allows all future messages from that specific sender.

Correct File Associations

If files are opening in the wrong application find one of the files and right click it. Then in Windows Vista, select Open With and then Choose Default Program. From the list of programs select the program to use. Or Browse to add a program to the list. Click to check the Always use the selected program to open this kind of file box and then click OK. In Windows XP, after right clicking the file select Open With. Then find the program to use. or Browse to find another program. Again, check Always use the selected program to open this kind of file and click OK.

Remove Your Phone Number from Searches

Google

Search to find your listing in Google's PhoneBook. Then go to Google's online PhoneBook Name Removal form and enter the information as it appeared in the Google listing.

WhitePages.com

Find your listing on WhitePages.com. and at the bottom of your listing click the small link that for "Is this you? Remove your listing." Confirm the remove request.

Yahoo

Find your listing using Yahoo!'s People Search. Then use the online Remove Phone Listing form and enter your name as it appears in the listing.

Switchboard.com

Find your listing by searching Switchboard. Click the Remove this listing link beside the listing and provide your email address.

Office 2007

Format Painter

The Format Painter is an easy way to copy formatting you want to duplicate on other text. Select the text to copy the format from, click the Format Painter button and then select the text to format. To apply the same formatting to more than one item, select the text with the formatting, double-click Format Painter, and then select each word, phrase, or paragraph you want to apply formatting to. When finished, click the Format Painter again or press ESC. Format Painter is available in most Office programs.

Create a Theme from a Document

Themes are a valuable asset in Word and other Office files. A theme is a combination of theme colors, theme fonts, and theme effects. When you have generated a document with just the perfect formatting you may want to use it again. So save the formatting as a custom theme. With the document open on the Page Layout tab, in the Themes

group, click Themes. At the bottom of the menu, click Save Current Theme. Provide a file name and click save.

Use a Theme from another Document

If you didn't create a theme from a document you can still use it as a theme for a new document. Open the document that you want to apply a different theme to and on the Page Layout tab, in the Themes group, click Themes. At the bottom of the menu, click Browse for Themes. In the Choose Theme or Themed Document dialog box, select the 2007 Office document that contains the theme to apply, and click Open.