

Hints and Tips

by Todd Michael Lewis

We want your tips and hints! Send them to: **Softdisk, 606 Common St., Shreveport LA 71101-3432**, FAX to **(318) 221-8870**, or E-mail to **sdwletters@softdisk.com**

Changing Your System Sounds

One of the great improvements Microsoft added to Windows 95 is the ability to personalize your system with sounds. Many of the events in Windows 95 (such as system startup or popping up a dialog) can be tied to sound files in the WAV format. To preview and change these sounds, click on the Start button, select Settings and then double-click on Control Panel. When the Control Panel window pops up, double-click on Sounds.

To change or preview a sound tied to an event, highlight one of the entries under Events. If a sound is already tied to this event, you can preview it. If you want to change it, click Browse and select another WAV file on your system.

A Shifty Maneuver

Windows Explorer provides a powerful dual-pane way to navigate directories and view files (even allowing you to view hidden files). Normally, double-clicking on a folder opens a window showing the folder's contents in a single pane with no directory tree. To view the folder in double-pane mode, first click on it to highlight it. Now hold down the Shift key and double-click on the folder. This will open the folder in a dual-pane Explorer window. This is very handy for folders containing several levels of subfolders and prevents your desktop from becoming cluttered with window after window as you navigate.

I Want It All

In a folder, you may want to select everything. Easy, just hold down the Ctrl key and hit A. Now everything in the folder will become selected.

Selecting Multiple Items

Sometimes you may want to select multiple items in a window. Holding down the Ctrl key, you can left click on all the items you want selected. As you click on each item, it will become selected as long as the Ctrl key is held down. You can also deselect items in the same manner.

TIP: If you want to select every item but a few items, use the Ctrl-A tip above to select everything. Now hold down the Ctrl key and click on the items you want to deselect. Voila! You've selected everything but a few items. Another way to accomplish this is the hold down the Ctrl key and select the items you **don't** want selected. Go to Edit in the windows file menu and select Invert Selection, and you'll get the same result!

Finding Files Fast

If you want to search for a file and know what folder it is in, a quick way to find it is to use Explorer's Find function. Select the folder in Explorer, then choose Find/Files or Folders from the Tools menu. Click on the Advanced tab and type in the string of text you're looking for, then click on the Find Now button. Find will search only the current folder.

Whoops!

Have you ever deleted or moved a file by accident? No problem. Selecting Undo from Explorer's Edit menu will move it back or undelete it.

Bypassing the CD's Autorun Feature

Windows 95 has a powerful feature that allows CD's to automatically run a program when they are inserted into the drive. Sometimes, though, you may just want to insert the CD without the program running. To prevent this, hold down the Shift key while you insert the CD.

Long Filenames in DOS

What I love about Windows 95 is the ability to accurately describe files and folders with filenames longer than 8 characters. In a DOS box though, you may find it hard to navigate directories. For example, if a folder name is "This Is A Test", when you type "CD This Is A Test", DOS tries to change to the directory "This". To get around this, put your directory name in double quotes like so: CD "This Is A Test". Now you'll actually change to the directory you want.