

## Hints and Tips

by Matthew A. Hudson

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**

### Using a different font in Explorer

Right click on the desktop and choose Properties, Move to the Appearance tab, from the Item drop down list select Icon (did I hear you say this was OBVIOUS?), Select a font of your choice.

### Long file name etiquette

Just how long can long file names be? The allowable length for a file name is 255 characters with the allowable length for a folder name being 260 characters. However, a full path name is restricted to 260 characters also. As a result it is advisable to restrict the length of the folder name as well as the file name to 50 - 70 characters.

### File type freedom

Explorer now shows you the type of a file. Some applications choose file type names that are difficult to remember. Once you sort your files by their type, that can make it harder for you to find the files you are looking for. You can change the file type descriptions to anything you like! From the Explorer menu choose View...Options...File Types. Select the file type you want to edit and press Edit. You can then change the description. Keep in mind that if you make it a rather short description, such as "BMP Image," the type column will take less space, giving you more room for the display of long file names.

### Rapid restart

If you want to quickly restart Windows 95 from the Shut Down Windows dialog box, select the Restart the computer radio button and hold down the [Shift] key while you click Yes. When you do, Windows 95 will restart without rebooting the computer.

### Rapid Exploring

To quickly open Explorer right click on the Start button. Choose Explore.

### Keyboard Shortcuts

Explorer's first toolbar button moves you up one level in the folder structure. The keyboard equivalent is backspace.

The keyboard shortcut for renaming a file is F2.

### The incredible growing Taskbar

Frequently, users find their taskbar to have doubled in size. The size of the taskbar is adjustable! You can grab the edge of the taskbar with your mouse (the pointer will then change to a double arrow pointer) and then drag the taskbar to the size desired.

### Moving the Taskbar

You can dock the Taskbar on any side of the screen: top, left, right, bottom. To move the Taskbar, find a spot on the Taskbar background to point to. Hold down the left mouse button and drag the Taskbar to the desired position.

### **May we have the desktop please...**

The keystrokes that will give the desktop focus are Ctrl-Esc, Alt-M, where Ctrl-Esc is the keystroke for accessing the Start menu.