advisor

Tips & Tricks

Better browsing

Want to speed up your browser or view every site according to your own settings…? Here are more than 60 ways to brush up your browsing skills and optimise your e-mail client

Tips & Tricks

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Tips & Tricks

INTERNET EXPLORER 3.0

Many at one time

Certain Web pages, either because they are heavy on graphics or because of the heavy Net traffic, take long to download. To make the best use of your waiting time, hold down the [Shift] key when you click on a hyperlink. This will open the page in a new window (you could also simply press [Ctrl] + [N]). You can open multiple windows and keep them minimised. By the time you get to the third or the fourth page, the first one would have been completely downloaded.

Frame a new wallpaper

While browsing, if an image catches your fancy and you want to save it as a wallpaper, right-click on the image and, in the context-menu that appears, select Set As Wallpaper.

Added protection

To make Microsoft Internet Explorer 3.0 or 3.01 for Windows 95 or NT 4.0 as inaccessible as a fortress, download the fix from the Microsoft site www.microsoft.com/ie/security/update.htm. If you are running Explorer 2.0, you will need to update to Internet Explorer 3.01 before applying the fix.

Bypass the password

When you create a password that blocks the entry to any violent or adult site, you create a RATINGS.POL file. In case someone has figured out the password and you need to change it, create a new RATINGS.POL file. Rename the RATINGS.POL file in the C:\Windows\System folder, to RATINGS.OLD. Note that the RATINGS.POL file is a hidden file—you must be able to see hidden files to view the RATINGS.POL file. To do this, click View > Options from My Computer or Windows Explorer, click Show All Files and then click OK.

Next, start Internet Explorer and click View > Options. Click on the Security tab, and then on the Settings button in the Content Advisor area. Type in the Supervisor password and click OK. Select the Ratings option that suits your needs. Restart Internet Explorer for the changes to take effect.

You can also do the same by attempting a few minor changes to your registry. First delete the old password. Click Start and choose Run. Type RegEdit and click OK.


Select the ratings option of your choice

Click on the little [+] sign to the left of H_KEY_LOCAL_MACHINE. Continue to navigate down by clicking on this plus sign, through SOFTWARE, Microsoft, Windows, CurrentVersion, and Policies. Click on the Ratings folder. In the right pane of the RegEdit window, click on the Key icon and press Delete. Exit RegEdit.

You have just deleted your original Content Advisor password. Restart the computer and run Internet Explorer 3.0 again. Choose View > Internet Options, click on the Content tab, and click Disable. When asked for a password, don't enter anything, just click OK. This will disable Content Advisor, since there is no password any longer. You can enable it again later.

Keep the cache clean

Cache directories in Web browsers enable you to get to some sites faster
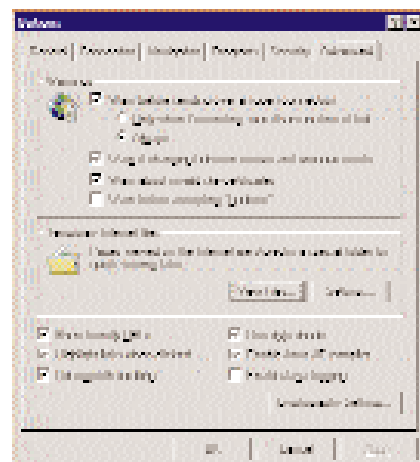
Create more disk space by clearing the cache

by storing the entire HTML page. While this saves precious online time, it helps to clear the cache, especially if you are short of disk space.

Both Internet Explorer and Netscape Navigator feature a one-click method of cache-cleaning.

In Netscape Navigator, select Options > Network Options, click the Cache tab. Click on the Clear disk cache now button to empty the cache.

In Internet Explorer, select View > Options, then click on the Advanced tab. Click the Settings button under Temporary Internet files, and then click the Empty folder button.

For uninterrupted browsing

Windows 95 users who experience irritating lockups or crashes while surfing the Net can download a patch from: www.microsoft.com/windows/software/krnlupd.htm. This upgrade for the Windows 95 Winsock stack fixes a memory-leak problem.

Create your Web shortcuts

To create a new shortcut, open Notepad and type [InternetShortcut] on the first line, then type the URL= followed by the Web site address on the second line. Save the file with a .URL extension. Be sure to save it in the Favorites folder in your browser.
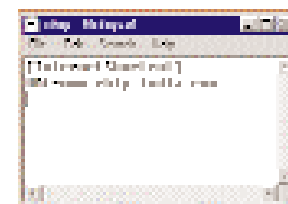
Jump directly to the site

Organise Favorites the Win 95 way

To open your Favorites list as a normal Windows 95 folder, hold down the [Shift] key while selecting Favorites > Organize Favorites. Or just navigate to C:\Windows > Favorites using Windows Explorer.

IE3 as a file opener

Drag and drop Microsoft Office documents (Word, Excel or PowerPoint) into the IE3 window to view them without having to launch the application. If Word, Excel or PowerPoint are already

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installed on your system, the editing features of those applications will also be enabled.
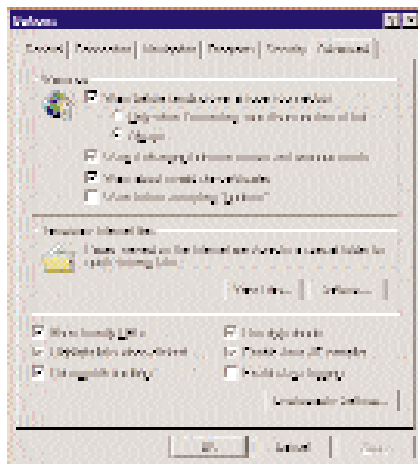
Speed up the browser
You can opt to view pages without the multimedia elements. Go to the View menu, select Options and under the General tab, clear the checkmarks for Show Pictures etc.

You can also accelerate Java applets by turning 'on' the JIT compiler. Select View > Options again and click on the Advanced tab. Now Enable the Java JIT Compiler.

Disable the checkbox for graphics

INTERNET EXPLORER 4
Who done it?
Select Help > About Internet Explorer. In the dialog box that pops up, hold down the [Ctrl] and [Shift] keys, left-click on the Internet Explorer logo and then drag it to the left. With the keys still down, move the IE logo over the text 'Microsoft IE

Drag the IE logo over the text to know the members of the IE team

4.0'. This will give way to an Unlock button, clicking which will reveals a list of the creators of Internet Explorer 4.0, as well as a few 'internal' jokes.

Those who do not follow the steps faithfully will have an earth shaking experience—the globe icon on the interface will rumble.

Sneak preview
The Thumbnail view gives you a preview of the graphics files and Web pages without having to open them. To enable thumbnail views for individual folders, right-click on the folder and select Properties. Check the Enable Thumbnail View option and press OK. Now, upon opening the folder, you will notice the new Thumbnails entry in the View menu.

Trespassers will be… denied access
If you wish to monitor (or restrict) the Internet sites visited by your children or employees, go to View > Internet Options, choose the Content tab, and click Enable. You will be prompted for a password, after entering which you can set the limits.
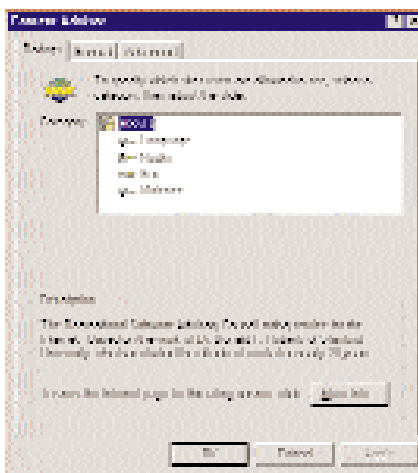
Disable the categories to restrict access

Import Netscape bookmarks
If you toggle between IE4 and Netscape Navigator and often need to use Netscape bookmarks in IE4, you don't have to import the entire Netscape bookmark file. You can instead set your IE4 home page to your Netscape bookmark.htm file (C:\Program Files\Netscape\Users\yourname\bookmark.htm, for example).

Choose Internet Options from the

View menu and, in the Address field of the Home Page panel, enter the full path to your bookmark.htm file. If you don't want to replace your current home page but you want to open an IE4 session with the Netscape bookmark file, choose Run from the Start menu and enter the full path to bookmark.htm in the Run dialog box.

Taking folders to task(bar)
To have immediate access to the contents of My Computer folder on an Active Desktop enabled system, drag the My Computer folder to the right side of the screen. The folder will now dock there and display contents in a bar. You could also dock the folder to any other edge of the screen, only, avoid the bottom edge as then it would interfere with the Taskbar.

Alternatively you can right-click on the taskbar. Select Toolbars > New Toolbar; and choose the folder you want easy access to. A bar with shortcuts to the contents of that folder would appear in the taskbar. You can drag this to any edge of the screen.

Recover the Show Desktop
If you have accidentally deleted the Show Desktop shortcut from your taskbar's Quick Launch toolbar, here is how you can to restore it:

Under C:\WINDOWS > Application Data > Microsoft > Internet Explorer > Quick Launch, create a new text file with the following contents:
[Shell]
Command=IconFile=explorer.exe,3
[Taskbar] Command=ToggleDesktop

Save the file as ShowDesktop.SCF. This will put the shortcut back on your Quick Launch toolbar.

Home, by choice
You can tame IE 4.0 to show you the Web page of your choice as the default home page by selecting Find/On the Internet from the Start menu. Then run the Registry Editor and go to the HKEY_CURRENT_USER\Software\Microsoft\Internet Explorer\Main key. Double-click SearchPage and in the Value Data box, enter the URL of the search engine/Web page you want. TweakUI, which comes along with Windows 98 or can be downloaded for Windows 95, can also do this trick.
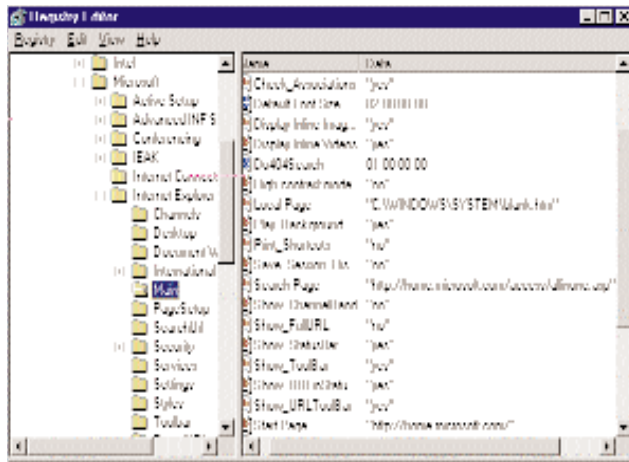
Edit the registry key and specify the 'Home Page'

Unleash Active Desktop
Active Desktop was developed primarily to allow you access to utilities like online weather reports, stock reports and others on your desktop.

You can make your choice of utilities at www.microsoft.com/ie/ie40/gallery/?/ie /ie40/gallery/gal_main.htm.

You can also get there by right-clicking your desktop. Choose Active Desktop > Customize my Desktop. When the Display Properties dialog box opens, click the Web tab. Click New, and when the New Active Desktop Item dialog box opens, click Yes to open Microsoft Internet Explorer and navigate to the Active Desktop Web page. Select one Active Desktop item and install it.

Freeze Web pages on your Desktop
For a 'Web page-look alike' desktop, right-click and choose Active Desktop > Customize my Desktop. When the Display Properties dialog box opens, click the Web tab. Click New. This will open a dialog box asking if you want to download some files. Click No.

When the New Active Desktop Item dialog box opens, click Browse, locate the file you want to place on the desktop and double-click it. It can be an animated GIF file, a Web page or anything else. Back at the New Active Desktop Item dialog box, click OK. This will take you back to the Display Properties dialog box. Click OK and close the dialog box.

### Shortcut to yesterday
To see the drop-down list of addresses of sites (or folders) you have recently visited, press [F4]. The Address drop-down menu expands; click on any entry to jump to that particular site.

For Full Screen viewing
The new 'Fullscreen' button on the Internet Explorer 4.0 toolbar lets you see more of a Web site without IE's standard interface blocking the Web content. You can also view Windows Explorer in 'Fullscreen' mode with IE4—just press [F11].

Cash in on the cache
Cache facilitates browsing by keeping a track of the sites frequently visited by you. You can increase the cache size by selecting View > Internet Options and clicking on Settings and moving the slider to the right. To prevent updates to pages in the Temporary Internet Files folder, click on Never. So the browser always loads the page it has in stored in Cache instead of downloading a new one.
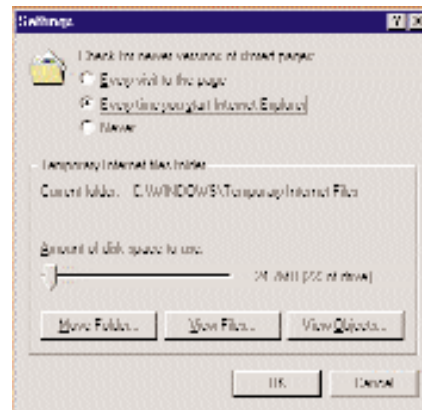
Specify the size of cache memory

Learn of changes through e-mail
You can make IE4 inform you of the updates to your favourite sites. Just right-click the subscribed site in your Favorites list and select Properties from the pop-up menu. Click the Receiving tab, and check Send an e-mail message to the following address. Click the Change Address button, supply your e-mail and server address.

NETSCAPE NAVIGATOR 3.0
To know more about...
To have the information about your browser setup, type About: in the location window. You can get a record of the Web sites visited by typing About:Global, or About: and any URL, and you will see vital statistics about that site.

Entering About:document in the Location box, will give you access to a page that contains information about the page you have loaded currently.

To find out if your plug-ins have been installed properly you can either choose Help > About Plug-ins, or enter About:Plug-ins. This will provide you with a list of all the plug-ins that are recognised by your copy of Navigator, including the file name and location of the plug-ins on your computer etc.
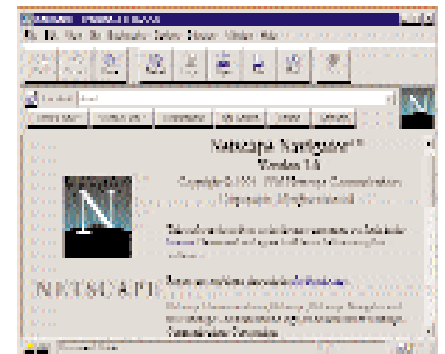
Additional details about Netscape


Know about the installed plug-ins

Quality or speed?
While browsing, what is your concern—speed or picture quality? If you favour speed over quality, Substitute rather than Dither under Options > General Preferences > Images. The browser will then use its native palette and force a close match for every image.

If your graphics are set to true colour or high colour, you can use Substitute

without much loss of image quality.

Change Default Homepage

To change the default home page, go to the Options menu and select General Preferences, then type home page of your choice.
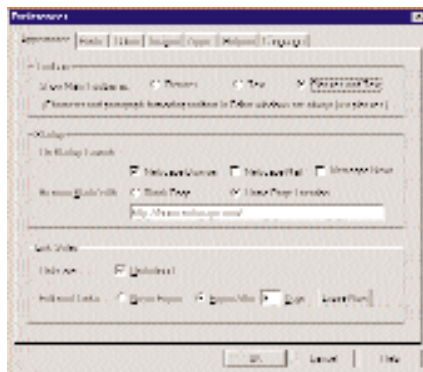
Specify the home page of your choice

Default Home page

To convert a bookmark page to your default home page:

Open your bookmark page ([Ctrl]+[B]) and copy its location, or use Explorer and right-click on the BOOKMARK.HTM file to bring up its Properties. Within Navigator, open Options > General Preferences > Appearance, and paste the address in the Browser Starts With window, then check the Home Page Location button.

Lost your bookmark?

Press [Ctrl]+[B] from within Navigator and use the Find command to search for specific text strings.

NETSCAPE COMMUNICATOR

Two's company

If two people want to browse the same site at the same time over a proxy server, they should click on Collaborative Browsing > Start Browsing. Once Navigator launches on both systems, click on Sync Browsers to see the same pages and if you want one party to take the lead, deselect Control the Browsers. Either party can cancel by clicking Stop Browsing.

Numbered references

A discussion thread in a Communicator discussion group refers to the preceding messages by reference headers. The numeral 1 refers to the original message,

the numeral 2 the second message, and so on. Just click the numeral to go to the referred message directly (as long as it has not expired).

Browse offline

The Offline category, under Edit > Preferences in Communicator allows you to establish the network connection when you launch your browser. Click Offline, and the dialog box that opens on the right offers three options. Choose Online Work Mode if you are on a network that might be connected to the Internet (Eg: if you have a proxy server).

Choose Offline Work Mode if you are connected by a modem, or if you want to decide when to make the network connection. If you select this, Communicator does not initiate your network connection when it is launched. Finally, choose the Ask Me button if you want to be prompted each time you start up. If you are working offline and want to go online, select File > Go Online and follow the prompts that appear.

Begin where you left off

To make your Communicator open on the page you last visited, select Edit > Preferences, click Last page visited in the Navigator Starts With section. Click OK to close the box and save your settings.

Look out for the meteor shower

To know if the downloading has been completed, keep your eye on the Netscape icon in the menu toolbar. When you access a Web page—either by clicking a link or by entering the URL in the Go To box—a shower of shooting stars begins in the Netscape icon. The shower stops when downloading is complete.

Fire a user

Deleting a user profile is just as simple as creating one. Open the Utilities folder from the Netscape Communicator folder, then click the User Profile Manager. Select the profile you want to delete and click Delete. However, though the profile is deleted, the files (bookmarks etc) remain. You will have to delete those from the directory.

No to Java

If you are paranoid about Java applets

threatening your computer's security or wasting online time, train your Communicator browser to avoid them. To do this, select Edit > Preferences, and choose Advanced from the menu tree. Just uncheck the option Enable Java, and click OK. No Java applet will play on your system now.

Mera wala cream

Communicator allows you to change the look of the Web sites. Under Edit > Preferences, select Appearance > Colors. In the Colors option box, deselect the Use Windows Colors option.

To change the background or text colours, click the colour button beside each option (the default is grey), which opens the Color dialog box. Select a standard colour from the palette, and click OK. If you want these colours to appear every time, check the Always Use My Colors, Overriding Document option. Click OK to save your colour choices and close the Preferences box.

First things first

If you prefer checking your e-mail before you browse, configure Communicator to start with Messenger. Start Communicator and select Edit > Preferences. Click Appearance from the Category list and select Messenger Mailbox in the On Start-up Launch section. If you want to get rights to your favourite newsgroup discussions, start with Collabra Discussions. To open with the browser, select Navigator. Deselect the items you don't want to see when the browser opens. Click OK to close the box and save your settings, which take effect the next time you start Communicator.

Take your pick

The Communicator toolbar buttons include both text and icons by default. You have the option to turn 'off' one. To set the toolbar style, select Edit > Preferences > Appearance. Select either Pictures Only or Text Only from the Show Toolbar As Section and click OK. Changes take place immediately.

Brief History

Communicator's History list tracks your browsing. By default, the browser clears the History list after nine days. If you are an active surfer you might want to set this number much lower say, to one or two

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days. Select Edit > Preferences. Click Navigator. In the History section, enter the number of days in the Pages in History Expire After field and click OK.

Acknowledge my message
To ensure that a message has reached its destination, include a return receipt in your mail. After you compose your message, click the Message Sending Options tab in the Addressing Area toolbar, then check the Return Receipt option. Now you will receive a confirming e-mail message if (and when) it gets to its destination.

Up & down FTP
Downloading files from FTP servers via Navigator is nothing new, but Communicator allows you to upload files as well. The syntax for FTP is ftp://user:password@site.com/directory/. If you leave out just the password but do put in the username, you will be prompted for a password. This lets you bookmark the site so that no one else will have access to it. If you leave out the username and password, you can use the standard anonymous FTP login: ftp://site.com/. While connected to an FTP URL, you can drag and drop files from your desktop to the Navigator window to upload them to the server.

JVM at Navigator startup
Sure, Java applets enhance the Web sites, but they also increase the download time. By default Netscape Communicator 4 does not load the Java Virtual Machine (JVM). This means that Navigator waits until you load a Java-enabled page before calling this virtual machine. To load the Java VM as you launch Communicator run the following command
C:\Program Files\Netscape\Communicator\Program\netscape.exe -start_java.
Go to Start > Run to load Communicator. If you usually double-click a desktop shortcut to load Communicator, you can right-click the shortcut, choose Properties, click the Shortcut tab, and replace the entry in the Target field with a slightly modified version of this command:
C:\Program Files\Netscape\Communicator\Program\netscape.exe -start_java.
If you normally load Communicator from the Start menu, modify the Communicator shortcut in the programs list.

OUTLOOK EXPRESS
Back-up your e-mail
If you receive official mail in the form of e-mail, it is a good idea to back up the correspondence.
Open Windows Explorer and go to Windows > ApplicationData >Microsoft > Outlook Express > Mail. In the Mail folder you will find a group of *.mbx files (if that path does not lead to these files, run Find from the Start menu to search for *.mbx files). If you are only interested in what is in the Inbox, copy Inbox.mbx to a floppy disk. If you want to be really safe, copy all the files in the Mail folder to a floppy. You will probably want to retain your Address Book too. You will find that in the Windows > ApplicationData > Microsoft > Address Book. Copy the file(s) to a floppy.

E-mail from the Desktop
If you have installed the Active Desktop from Microsoft Internet Explorer 4, you can send e-mail directly from your Start menu.
To set it up, right-click Start and choose Explore. Create a new folder and name it Send e-mail to. Open the new folder and right-click on the right pane of Windows Explorer. Choose New > Shortcut. The Create Shortcut dialog box will open. Type in mailto:email-address (for "email-address," substitute the e-mail address of the recipient) and click Next. When you are prompted to add a name, type in the name of the recipient. Repeat the procedure to add more names. From now on, when you want to send mail, just click Start, choose Send e-mail to, and select the recipient name.

Signing off (your mail)
To append a signature to your Outlook Express e-mail messages or newsgroup postings, run Outlook Express and choose Tools > Stationery. When the dialog box opens, click the Mail tab. Now click Signature. Type in the 'conclusion'—Your name or company name, contact information, disclaimers or quotes, etc.
To add this signature to every outgoing mail, select Add this signature to all outgoing messages and click OK. In the Stationery dialog box, click Apply and OK.
If you decide to use the signature on a few selected messages, click the body of the message and then choose Insert > Signature. The signature that you entered


Contents of your signature

will appear in the message.
This works the same way for newsgroups. Choose Tools > Stationery again. This time, click the News tab and then click Signature. Follow the procedure described above to add a signature to your newsgroup postings.

Virtual visiting card
Like including your signature, you could also add your business card to your e-mail message.
Choose Tools > Stationery and click Mail. Now click Signature. In the Personal Business Card area of the Stationery dialog box, click New. Select Business and fill in the details required. When you have entered all the information that you want to make public, select Attach card to all outgoing messages. To attach the business card on selected messages, go to the Stationery dialog box, click Apply and then OK. Now click Compose Message. Choose Insert >
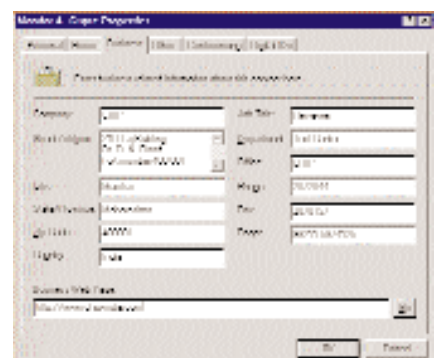
Additional details in your visiting card

Business Card.
Of course, you can use both a business card and a signature together. But the business card shows up as an attachment and most users have a mortal fear of attachments and might delete the mail.

Multiple mail accounts

Select Tools > Accounts from the Outlook Express main menu. Click the Add button, and then select Mail to create a new mail account. A Wizard steps you through the process of creating the new account. When the Wizard finishes, click Close. To check mail in any or all of your accounts, select Tools > Send and Receive from the Outlook Express menu, and choose either All Accounts or an individual account name.

Inbox Assistant

To manage or selectively sort your mail, select Tools > Inbox Assistant from the main Outlook Express menu. Then click Add to create a new sort rule. Set up your sorting rules, click Apply To, and select your inbox.

Send the whole page

Click the mail button in the IE4 browser and you will find an option called Send Page. This option transfers the entire HTML page and the source code of the page to the recipient. The recipients with e-mail clients will be able to view HTML files without having to connect to the Web.
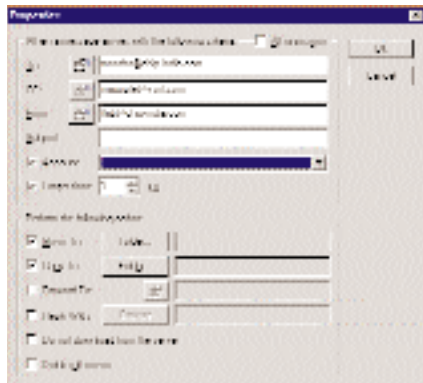

Send the entire HTML page as e-mail

Outlook 97

Want more 'Easter Eggs'?

To see the Outlook Easter Egg, create a contact named Ren Hoek. Select this contact, then click on Help > About Microsoft Outlook. While holding down [Ctrl]+[Alt]+[Shift] click on the OK button.

This will bring up a list of credits. Clicking on the Want more? Click here text will take you to a Web page that gives more information about the developers.
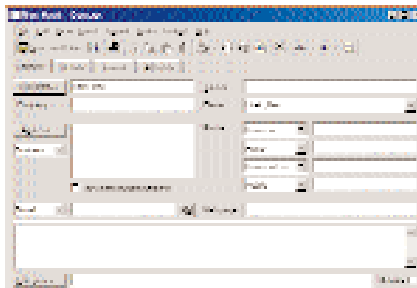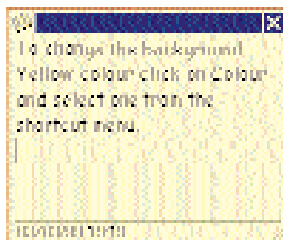

Ren Hoek spills the beans about the Outlook development team

Change the colour of notes

If the yellow colour of Outlook notes is starting to bug you, change it by clicking on the Note icon at the upper-left corner. Click on Color and select one from the shortcut menu.

Right-click on the Note icon and change to the colour of your choice

Power to Outlook

To create Outlook tasks directly from the Microsoft PowerPoint presentation graphics program, use the Reviewing toolbar. You can also export a list of tasks from the Meeting Minder to Outlook by opening a slide show in slide view, then clicking Meeting Minder on the Tools menu. During a presentation, right-click and add tasks to the Action Item box. When you are done, click Export. From the dialog box that appears, you can post the tasks directly to the Outlook task list.

A clean start

To change the time/date range in your Calendar, open an existing event or appointment and click on the drop-down
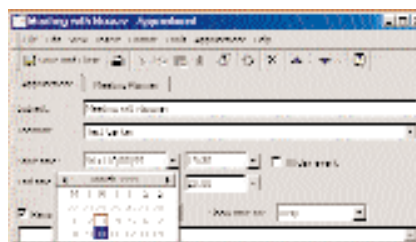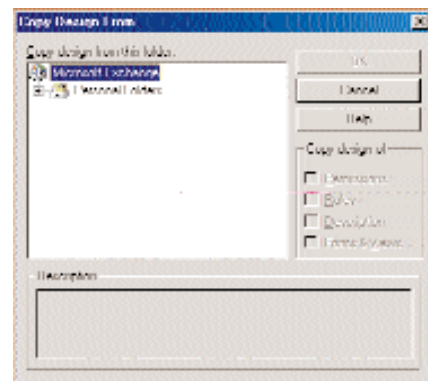

Customise the date / time option in Outlook

list for Start Date. Outlook will automatically update the start/end date values and preserve the new dates for future use.

Duplicating folder views

To copy views from one folder to another, select File > Folder > Copy Folder Design. Using this you can copy Views, Forms and Rules.


Copy from one folder to another of your choice

Archive aging items

Outlook automatically archives the contents of certain folders, such as Calendar (past 6 months), Tasks (6 months), Journal (6 months), Sent Items (2 months) and Deleted Items (2 months).

To change these time periods, right-click on the folder and select Properties. Click on the AutoArchive tab and change the options.
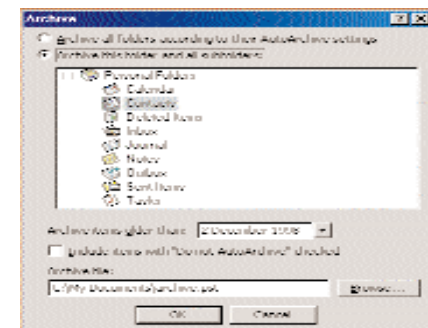
Archive the not-so-frequently required folder

Message Preview

To see the first few words of any incoming messages before opening them, select Columns from the View menu, choose Item Text from the list on the left, and click on the Add button and then on OK. This

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will give you as much of the first line of the message as can fit in the space allocated.

To preview the first two lines of an e-mail message in the index itself, click on the AutoPreview button in the Inbox folder, and the first two lines of all unread messages will appear under the header.

More than one

If you use both the Calendar and the Inbox frequently, you may want to have them in separate windows. To accomplish this, first open one folder, then right-click the other. From the context menu that comes up, select Open in New Window. Use the [Alt]+[Tab] key or the taskbar to switch between them.

Directory assistance

You can print a personal phone directory from the Outlook contact list by clicking on Contacts on the Outlook bar. Select File > Print > Phone Directory Style. You can also print a phone list or address book insert for your planner. Select File > Page Setup to experiment with print styles and paper sizes.

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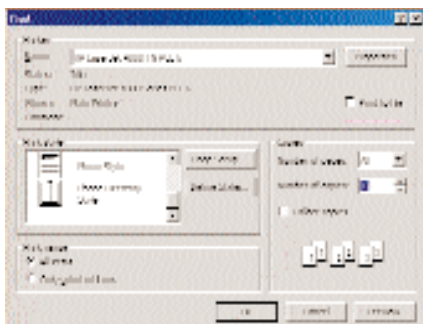
Select the phone directory to print an address or phone list

Hot date

To quickly navigate to a particular date, press [CTRL]+[G] to summon the Go To Date dialog. In the Date field, enter a date or a common-language instruction, such as "first Tuesday in January."


Specify the date you want to directly go to

Easy e-mail editing

You can use Word 97's editing tools–spell

check, grammar and formatting–for your e-mail messages in Outlook. Select Tools > Options > E-mail from, and check the box that says Use Microsoft Word as the e-mail editor.

Calendar views

To change the Calendar view use[Alt+1] to display a day, [Alt+2] to display two days, and so on. Hold down the [Alt] key and press [-] to view a week, while [Alt] combined with [+] displays the entire month.
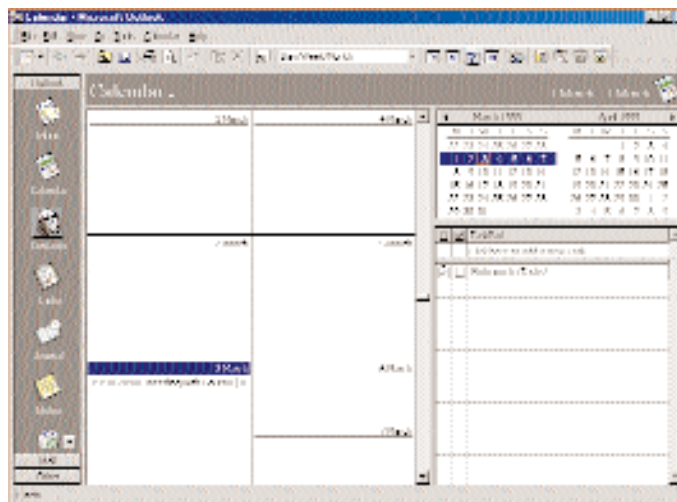
Specify if you want to view a week or a month

Netscape Messenger

Coloured messages

To add background texture or colour to your messages, select Format > Page Colors > Properties, and choose the desired effects.

Erased forever

If you don't want a personal message hanging around, press Shift > Delete to instantly delete it without first sending it to the Trash folder.

Get your messages

If you are using someone else's PC to send messages, to have copies of these messages when you return to your PC, select Edit > Preferences > Messages and check Self in the "Automatically send a copy of outgoing messages to..." area. Copies of sent messages would be delivered to your inbox.

Eudora 3.0

Easy Upgrade

Upgrading from Eudora Light to Eudora

Pro is child's play. You can keep your settings, mailboxes, address books and nicknames as long as you install Eudora Pro into the same directory in which you have Eudora Light. The Eudora Pro installation program by default installs the program to C:\Eudora. However, if Eudora Light is installed somewhere else, you will have to locate the Eudora Light directory using the Browse option.

Customise & Filter

An e-mail client with Filters. Eudora helps you to organise your mail using the filter menu from Tools > Filters. These filters can assist you in performing a wide range of tasks, including auto printing, forwarding or replying to messages, or build sound functions in to alert messages. Since the filters are customisable, you can treat specific messages differently.

Space management

Eudora has an intelligent space manager. It lets you know and check the size of the messages stored in your In, Out and Trash mailboxes which occupy memory. Indicators in the lower left corner of each mailbox tell you the number of messages in the box, the total amount of space required by those messages and the amount of space in the mailbox created when you delete messages. You can then routinely clean up the mailboxes at once by selecting Special > Compact Mailboxes.

Your door on the taskbar

Let Eudora run minimised as a tiny icon on your taskbar. This way you can work and also check your mail status. To configure Eudora this way, create a desktop shortcut to EUDORA.EXE. Right click on the shortcut and select Properties from the Context menu. Click on the Shortcut tab and select Minimised from the drop-down menu in the Run field. That's it.