

Escape from the Mousetrap

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Shortcut keys for Windows 95/98

Advanced use of Windows 95/98

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KnowWare

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With best wishes, Michael Maardt, **KnowWare**

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Why I wrote this booklet

During the summer of 1997 I realised that there were some keyboard shortcuts which really speeded up using **Explorer**. I very quickly discovered even more keys and key-combinations which meant that I was able to use the keyboard for over 90% of my routine work, both **Explorer** and in other programs.

Microsoft and other software developers are, unfortunately, so mouse obsessed that it has to be used for some operations. Hopefully there are operating systems and programs on the way which can be used satisfactorily with the keyboard alone.

I know that more and more people are suffering health problems from using the mouse too much – hopefully this booklet can help you avoid these sort of problems.

My message:

You can do nearly everything in Windows95 just using **Explorer** and the keyboard.

Windows98

I have yet to use Windows98, but from reports from others, everything described in this booklet also works with Windows98.

About myself

For the last few years I have worked full time in front of a computer. When using new programs I try to be aware of myself and my reactions to the way the program works.

I often sit in front of the screen for many hours at a time, so I try to protect my health as much as I can. For this reason I have invested in a large screen (21”) and a good graphic card. My computer time is roughly divided up as follows: 70% Word 7, 5% file management with **Explorer**, 10% Paint Shop Pro, 5% Excel 7 and 10% with other programs: e-mail, WWW etc.

I usually have 3-5 programs open simultaneously. The more programs are open, the longer it takes to find the right one when I want to shift. When I realise that I haven’t used a program for a while, I close it so the others are faster to switch to using **Alt+Tab**. I *never* shift between programs by clicking on the task bar.

Down to business

We have all tried those thick, boring computer books, with an average of one useful tip every ten pages. I believe in short, concrete, practical information. In other words, no mucking about here. No complicated, sleep inducing padding, just useful information.

You will find that things are only mentioned here once, even if they are very important points. So be alert while reading. You might find that you have to read some sentences several times before you realise exactly what they are about. This has the advantage that this booklet is small. I am sure that I could have written a 300 page book with loads of examples, many exercises, large and pretty screen shots, lots of white space and loads of information which no-one would ever really use, and could have sold it for £20 per copy, but I am of the “small is beautiful” school, and have neither the time or need to go into such a project.

My message is short: Forget the mouse; give the keyboard a chance. Your body and muscles will thank you for it. Just remember two things:

1. practice makes perfect
2. things take time (including learning new habits!)

and finally, a little request: Please let me know what you think of this booklet. Write or e-mail me with the three things you thought were most useful. This booklet will gradually be published throughout the world, so help me improve it with every re-print.

Thanking you in advance

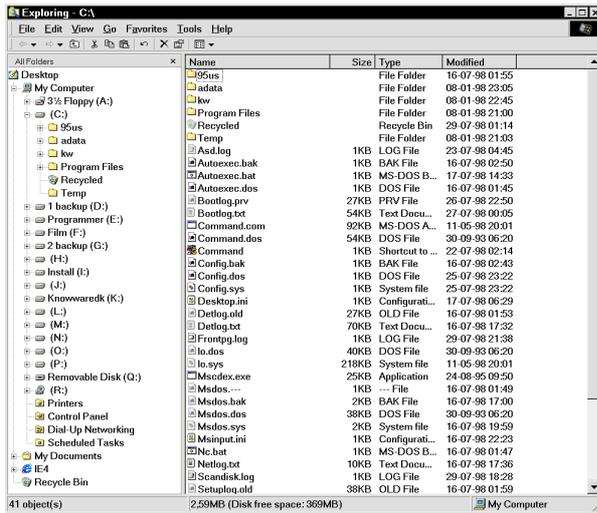
I wish you a good read with lots of enjoyment and less strain from using the shortcut keys.

Michael Maardt, Dec. 1997

Windows 95

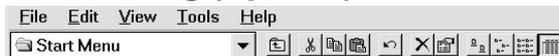
I assume that you have been using **My Computer**. If you have been frustrated at the lack of a left hand pane showing the folder hierarchy (directory tree) in this program, then Microsoft have produced just what you have been missing. But it is not immediately to hand on the desktop. This program with two panes is called **Explorer**.

- Go [Start, Programs, Windows-Explorer](#).
- Maximise **Explorer's** window.



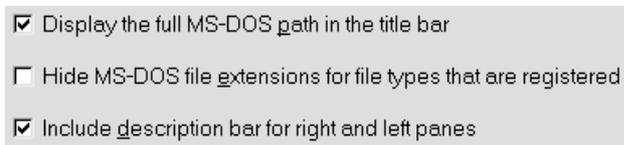
Explorer

Customising (Options)



If the upper part of your **Explorer** looks like the picture above, then the toolbar should be hidden. It is only useful for mouse users, and is removed using [Alt, View, Toolbar](#). (keys: **Alt, V, T**) At the moment it does not matter how folders and files are shown in the **Explorer's** right-hand pane. Choose what you feel comfortable with.

Press [Alt, View, Options](#) and select as shown here.



From now on we will be working (99%) *without using the mouse!* By default **Explorer** opens at **C:\WINDOW\START MENU**. **Explorer** displays two panes. The *right-hand* pane is **My Computer**, while the *left-hand* pane shows a tree structure displaying

all objects except the lowest level possible: files. So **Explorer** runs **My Computer** (as a component of **Explorer**) in the right-hand pane. You can work in either the left-hand or right-hand pane, but not in both simultaneously, and what you do in one pane will be *mirrored* in the other. It is just like a mother and child relationship. To move between the two panes, just press the **Tab** button.

In a moment I will show you what is possible (without the mouse!), but very influenced by the way I prefer to work.

Objects

Before we go any further, there are some terms which need to be defined.

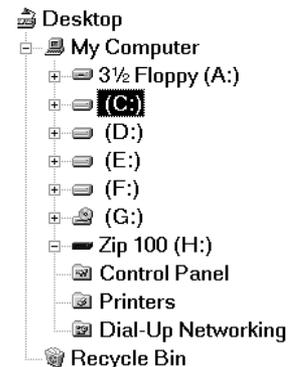
Throughout Windows95, Microsoft talk about *objects*. There is nothing mystical about this term, it is just a word for the different parts or elements which a computer and its programs consists of.

Win95 is made up of many different types of objects, which belong in different levels. The **Explorer** program is there to show and manage all these objects.

The different types of objects can be described as a hierarchy. The picture shows the hierarchy on my PC, which is built up entirely logically, with one exception, where Microsoft have "cheated" in an attempt to make things easier for beginners. The only difference on your machine is that maybe you only have one hard disk, which will be (C:).

Explorer displays the different levels in the left pane (see window). Physically, your PC consists of a screen, a keyboard and a CPU unit (the big grey box!), of which the following components are relevant to this discussion: one or more diskette drives, one or more hard disks each containing one or more drives, perhaps a CD-ROM drive, probably a printer, maybe a modem, and other physical parts (mouse etc.). If your PC is attached to a network, then you will have one further icon, called **NETWORK NEIGHBORHOOD**.

My Computer is the top level, above all these physical components. The **RECYCLE BIN** is on the same level as **My Computer**, because the recycle bin is *common* for all (hard) disk drives. Unfortu-



nately the logic falls down a bit here, because the Recycle bin cannot be used for the diskette drives.

Let us just go through a list of the most relevant objects in a descending level order, starting at the top: **DESKTOP** – **My Computer** – Drives – Folders – Files – Shortcut files.

Navigation

Start with **Tab** – a folder will be selected in the *left-hand pane*. This section is only going to be concerned with **Navigating** in the *left-hand pane*.

To open a folder, most people try clicking on the little plus sign to the left (if they can hit it!), or double-click on either the yellow folder symbol or the folder name. Each of these will open the **START MENU** folder if you use them directly after opening **Explorer**. If you are not already there, find and select **C:\WINDOWS\START MENU**.

I assume that you have installed several different programs, so the **START MENU** folder contains further folders. If you have not installed anything except Windows95, then you will have to find a folder with a small + to the left and use that to experiment with.

Now comes the most important tip in this entire booklet. Most people have probably tried the **up arrow** and **down arrow**, but how many have considered that the **left arrow** and **right arrow** might also do something? And they do, they actually perform some of the most useful functions in **Explorer**. So try playing with *all four* arrow buttons for a few minutes and see if you can understand what it is they do. Keep a sharp eye on the small plus and minus signs to the left of the folders while you play. Don't read any further before you have experimented for a few minutes!

Right arrow logic

The **right arrow** has two ways of functioning:

- A folder with a small + on the left: the right arrow expands the folder *without* moving the selecting. The small plus changes to a small minus.
- A folder with a small - on the left: the right arrow moves the selecting down to the first sub-folder (**down arrow** does the same).

Left arrow logic

No matter how many folders there are on a level, the left arrow will always jump first to the parent folder, and then a second press will collapse the folder tree.

So the left arrow is a highly efficient tool as it always jumps to a *higher* level and then closes the lower level 'after itself'. Very practical as after you have moved up to another folder, you do not need to see the contents of the folders you have just left.

If you want to move towards the parent folder, but keep the folder tree open, then use **Backspace**. After a little while you will get into the habit of using a mixture of **Backspace** and the **left arrow** to do exactly what you want.

Keep pressing the **left arrow** until all that you can see is the Desktop.

I assume that you know where you are within the folder system, you are in the



START MENU system, which contains a load of folders containing shortcut files.

The menu system you start with the Start button is a *graphic representation* of the **START MENU'S** folders; just these folders and the shortcuts they contain, no more! Now you have understood the different levels of drives, folders, files (including shortcuts), as soon as you learn to move folders and files, then you can organise your Start button so it is precisely as you want it.

Résumé

- The left-hand pane displays all objects except files.
- The right-hand pane shows all objects except for the **Desktop**

When you think about it, this is highly logical. All elements within Windows95 are objects. **Explorer** displays all objects in two panes with one difference in level between the left and right hand pane: The left-hand pane starts at the highest level: **Desktop**. The right-hand pane displays the *contents of the object selected in the left-hand pane*. So the lowest level in the hierarchy (an object file, or just a file, if you will) can only be displayed in the right-hand pane, which however cannot display the highest level in the hierarchy, the **Desktop**.

- The left-hand pane: This is where you move around.
- The right-hand pane: This is where you manage your folders and files!

More navigation

If you want to find out more, here are some more keys. I assume that you will try them out for yourself!

Tip

When you use [up arrow](#) or [down arrow](#) and let a folder containing many files remain selected for too long **Explorer** starts working to update the view. The hour-glass appears. Hurry up and move further, maybe by holding an arrow key down until you arrive at a folder which does not contain so many files.

The same trick can be used when the A: drive is selected. If you are not fast enough you have to wait for ages before being told that the drive is not accessible. The first time this happens use the arrow keys to move between the two buttons, [Right arrow](#) to the right hand button (to Cancel) and [space](#) (same effect as [Enter](#)) to get away. But next time remember to move the selecting a little bit faster over (A:)

Speed search

The same letter key slowly repeated

You can quickly find any object using a single key press. If you press a letter ([P](#) for example) several times, and not too quickly, the selecting will jump from one object to another whose name begins with this initial letter (in the left-hand pane and *only* among open – expanded – folders). Note that this does not work for drive letters (A:, C:, etc.), but does work for drives if you have *labelled* them (but see [Space](#) below).

Type yourself home

If you press different letters, like [win](#), one after another reasonably quickly, **Explorer** tries to find the first object starting with these letters (in the left-hand pane *only* among open – expanded – folders). Very efficient.

Unfortunately you cannot immediately see on which drive the object is placed, you will have to wait for the *right-hand pane* to be updated, showing the complete path above the pane. But you can always navigate in only one drive at a time, i.e. with the other drive folder trees contracted.

NB! You can speed search ALL objects, including the **DESKTOP**, **MY COMPUTER**, **PRINTERS**, **CONTROL PANEL**, **RECYCLE BIN**, the different drives if you have labelled them, etc. etc. All you have to do is

spell your way to them – could it be any easier? A shame that Microsoft forgot to tell anyone about it!

Note: You will have to experiment until you find the difference in typing speed necessary for **Explorer** to be able to differentiate between the two types of speed-search.

Space (left-hand pane only)

If you have *not* labelled your drives, then the [Space](#) bar will jump from one to another no matter how many folders are expanded. This is the reason I suggested *removing* the top toolbar. There is no reason to choose drives using the toolbar when [Space](#) does it far faster. Strangely enough this does not work for diskette and other removable (Jazz, Zip etc.) drives, but does work for CD-ROMS with an unlabelled disk in. (This is probably because removable drives are automatically labelled – 3½ Floppy, etc. – by Windows95, you will have to use speed search to get to them).

Backspace

Try moving around, but just in the left-hand pane. Expand some folders using [right arrow](#) until you finally end up far down in the hierarchy. Now, instead of using [left arrow](#) use [Backspace](#). This moves towards the parent folder with every press (moving both selecting and focus – what is displayed in the right-hand pane), but does not contract the folders, which is practical when you want to return to the same folders. You do not need to expand them again when they remain unfolded.

The [Left arrow](#) jumps up one level each time, but before jumping to the next parent folder it uses a second press to contract the folders it was in. [Backspace](#) has not time to be so considerate. It leaves its children open and unprotected and just rushes to get home.

Home, End, PgUp, PgDn

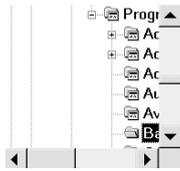
These keys move *both* selecting and focus.

Ctrl+Home/End/PgUp/PgDn

Only move the focus, not the selecting. Use the [down](#) or [up arrow](#) to quickly return to the selecting, which may not be visible any longer.

Moving horizontally

If you dive a long way down into the folder hierarchy, it may be that you can no longer see the name of the folder you are in as it is covered by the right-hand pane.



Ctrl+right arrow and **Ctrl+left arrow** move the contents of the window into view.

If you still cannot see all you want to, then you will have to get hold of the mouse and drag the centre line to the right to increase the area of the left-hand pane.

Moving vertically

If you have so many folders open that you cannot see them all in the left-hand pane (the vertical scrollbar appears) you can do one of two things.

1. Move up and down using the **up arrow** or **down arrow**, but this also moves the selection, forcing **Explorer** to try and update the right-hand pane. If you want to move the selection, then this is OK.
2. On the other hand, if all you want to do is look (i.e. move the focus) *without* moving the selection, then use **Ctrl** together with the **up arrow** or **down arrow**.

This is smart when moving or copying: You have prepared a file or folder for copying or moving and are now looking for the destination folder. As soon as you see the folder on screen, speed-search to it! You avoid having to moving the selection (by using the arrow keys) over the folder, and wasting time while **Explorer** updates the right-hand pane.

Multiplication symbol (asterisk) – left-hand pane only

Read this paragraph before pressing the key!!

Remember: Use the **right arrow** and **Space**, when you see a dialog box informing you that the diskette or CD-ROM drive is empty.

The **asterisk** on the numerical keyboard (over the number 9). This does something which can take a little time, so be prepared. It *expands an entire branch*. A branch contains *all the contents of an object*, including *all the contents of any sub-folders*. Start with something small!

1. Select a folder containing some, but not too many, sub-folders. Press the **asterisk**.

2. Try selecting your C: drive and pressing the **asterisk**.
3. If you have several drives and want to: Select the **DESKTOP** (highest level). Now press the **asterisk** – everything happens!
Every folder on every drive will be expanded!
The asterisk is sometimes called the star, and when it behaves like this, it is easy to see why!
After doing this you can do a speed-search and find one particular folder among several thousand.

A disadvantage

As I mentioned before, there is one small disadvantage here, though this depends on what you want to do. Even though the **left arrow** contracts the folder tree, **Explorer** remembers which folder was last open. So the last folder you saw on screen will be the one you get next time you expand the folder tree.

1. Select any map 'deep' in the hierarchy, i.e. a long way out to the right.
2. Use **Backspace** to return to the parent folder.
3. Contract it using the **left arrow**.
4. Expand the branch again using **right arrow**.
You will be presented with as many open folders as you left. That is just the way it works, but you can after 3. press **F5**. Explorer updates and now only expand one level.

Advice when navigating

You should not navigate, move up and down the hierarchy, in the right-hand pane of **Explorer**. You can do it by pressing **Enter** when a folder is selected, which opens it, or by using **Backspace**, which opens the parent folder, but I do not advise it. Navigate only in the left-hand pane.

Give the keyboard a chance. It is hard to break ingrained habits, but make the effort to get used to using speed-search. I usually move around using a mixture of speed-search and left and right arrow. It has become as natural as touch typing.
Remember: practice makes perfect.

If you use a little time and attention for week or so, you will not only save time in the long run, but also your muscles.

Choosing and selecting

Every time the selecting moves to a new object in the left-hand pane, **Explorer** tries to show what it *contains* in the right-hand pane. As soon as you allow the selecting to remain stationary for a second or two, the status line displays:

- the number of objects
- their total size
- the free space on the drive

1. Move the selecting to the left-hand pane using **Tab**.
2. Select a new object (drive or folder).
3. Press **Tab** several times.

The selecting moves between the current folder in the left-hand pane and a dotted selecting of the first object in the right-hand pane. Notice that the status line shows the same information. So from the start you are told about the current object – the object in the left-hand pane.

4. Use **Tab** to move to the right-hand pane.
5. Use **Space**, **right arrow** or **left arrow** to select the current object (in the right-hand pane).

Now the status line tells you something new. If you are sitting in front of the screen, use a little time to experiment with this. It is important that you understand the difference between the right and left-hand panes.

Important:

The *right-hand* pane is **My Computer**. **Explorer** contains **My Computer**.

Every time you select another folder and then use **Tab** to move to the right-hand pane, you only end up with the dotted selecting. You have to use a key to select it properly. My normal way of working is as follows:

- Find the folder in the left-hand pane
- **Tab** to the right-hand pane, then use **down arrow** or speed-search (!) to select a file.

It is not difficult to select a single object, but what about several? We must consider two things here:

- 1) How are the files displayed?

This is set using the **Alt, View** menu (one of four possibilities: 1. Large icons, 2. Small icons, 3. List or 4. Details). I have chosen **Details**, showing the file's **Name**, **Size**, **Type** and when it was last **Modified**.

- 2) How are the files and folders sorted?

Which criteria are used for sorting?, again there are four possibilities: **Name**, **Size**, **Type** and **Modified**.

Contents of 'C:\kw\eksempel'			
Name	Size	Type	Modified
15.tif	8KB	TIF File	02-08-97 12:41
16.tif	51KB	TIF File	02-08-97 12:41
17.tif	26KB	TIF File	02-08-97 12:41
F1000-49.zip	172KB	ZIP	10-05-97 15:13
F1050-99.zip	312KB	ZIP	10-05-97 15:14
F2003.xls	20KB	Excel	09-06-97 13:59
F2004.xls	20KB	Excel	12-06-97 09:29
mousetrap.doc	115KB	Word	02-08-97 23:34

Sorting

Files can be sorted using one of the criteria displayed by clicking as shown on the picture above. To do the same with the keyboard, choose **Alt, View, Arrange Icons** and choose the criteria you want to use. However, Microsoft have deserted keyboard users on one point: a second click in the same place, *reverses* the sort order. As far as I know this cannot be done using the keyboard.

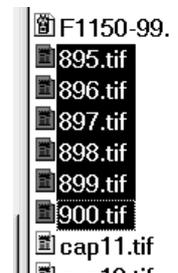
Move the mouse over the black dividing line between two columns and double-click. The column to the left is adjusted to show all the text.

Selecting several files

Now it is not difficult to select several files.

First use the mouse to choose your sort criteria (name, size, type or date), in either ascending or descending order.

- Select the first file
- Hold **Shift** down, locking the selecting on that file
- Up arrow or down arrow as many times as is necessary to select the files you want
- Release all keys
- An arrow key or **Space** removes the selecting



That was not so difficult, but what if I had not wanted to select **896.BMP** and **898.BMP** in the example above? A mouse user would hold **Ctrl** down and click on **896.BMP** followed by **898.BMP** to remove the selecting on these two files. It is easier and you are less likely to make mistakes using the keyboard, and you can use one of two different methods:



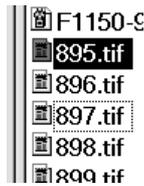
Select several files, but not all

- After selecting every desired file, release all the keys (**Ctrl+A** selects all files).
- Hold **Ctrl** down and press the up arrow several times.
- A dotted selecting moves from file to file.
- Press **Ctrl+Space**, which removes the selecting from the selected file.
- Release all keys.



Selecting single scattered files

- Hold **Ctrl** down when you are on the first file
- up arrow and down arrow to choose each individual file. You will see a dotted selecting move up and down.
- Press **Ctrl+Space** on every file you want to select.
- Release all keys



Reverse selecting

A variant of the method above: You want to select nearly all files in a folder. Select those which should *not* be selected, then choose **Alt, Edit, Invert selection**. All non-selected files are now selected, and vice-versa.

The last word on selecting

Everything I have written above about files is also applicable to folders, but only in the right-hand pane. This is due to the following important rule: You can only select *several* objects in the *right-hand* pane.

Managing objects

I have deliberately not headed this section “Managing files”. It is important to understand that all the elements **Explorer** displays are objects. I am well aware that we work mainly with files, but drives, system folders, ‘ordinary folders’ and files (including shortcuts) are all objects. I want to hypnotise you into remembering that every *object* has *properties*. Let us take a look at something we all do regularly: delete, copy, move and rename objects; usually files.

Delete

You can delete the following objects: files, folders, (both in the left and right-hand panes), but not system folders, drives or objects at a level above these. Luckily! After selecting one or more objects, press **Delete**. What happens now depends on the options chosen for the Recycle bin.

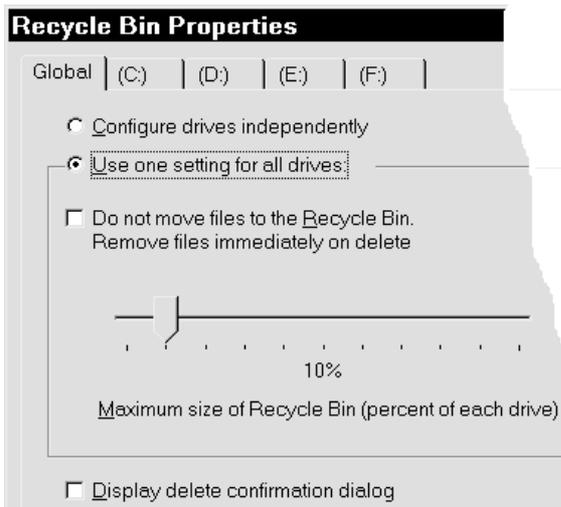
Recycle bin

W95 introduced a very useful facility – at long last. We have all deleted files, and later wished we hadn’t. Mac users have had a trash can on their desktop for years. And finally Windows 95 users have one too.

The Recycle bin is what is called a system folder. Let us take a look at its properties. Most people will activate the Recycle bin via its icon on the Desktop, but we will not. **Explorer** shows it as one of the last objects in the left-hand pane. Press **End** and you will be close to it, if you do not actually land on it.

Select the **Recycle Bin** and press **Alt+Enter** (the keyboard shortcut for an object’s properties). A dialog box will now be displayed where you can choose different options.

- If you have several drives, you can either choose the same settings for each drive (very practical), or configure each drive separately.
- whether a file should be sent to the Recycle bin when deleted (so you can get it back if you change your mind). Recommended. So this check box should be inactive, without a tick in it.
- the maximum amount (in percentage) of a drive or hard disk which may be given to the Recycle bin.
- if you should be asked to confirm the action every time you delete a file (irritating if you have chosen to send deleted files to the Recycle bin). Not recommended.



If you have chosen the settings as I suggest, then a file is instantaneously sent to the Recycle bin the second you press **Delete**. If you want it back, press **Ctrl+Z**.

If you are 100% certain that you will never need a file again, press **Shift+Del** and the file is not sent to the Recycle bin, but actually deleted from the hard disk (no way back!).

Deleting files in the Recycle bin

1. You can look through the files in the right-hand pane. This will show you what you have deleted since you last emptied the Recycle bin. If you want to, **Tab** to the right-hand pane and go through the files before deleting them. Select them you are sure you want to delete. If you want to delete them all: **Ctrl+A** and press **Del**.
2. W95 insists on giving you a last warning. Choose **Yes**, and your files are deleted, gone forever.

Getting files back from the Recycle bin

1. You can see where the file came from under 'Original Location'. **Shift+F10**, choose **Restore**, and the file is sent back to the location it was deleted from.

What happens when the Recycle bin is full and you delete a file?

You have specified a percentage of one or more drives to be used for the recycle bin. At some stage the recycle bin is full. What does Windows95 do with the next file you delete?

Answer: This file is put into the recycle bin, and the 'oldest' file in the recycle bin is permanently deleted, without you being informed!

It is an important fact to bear in mind. So if you still want to be able to retrieve files you deleted a long time ago you should do two things:

- 1) Specify so high a percentage that the recycle bin never fills up, and 2) empty in regularly.

If you, like me, are always 99% certain that you will not need to retrieve a file you delete, do not like using space on your hard-disk for the recycle bin and it annoys you having to empty it regularly, then specify a percentage figure of between 1% and 5% for your recycle bin. You might think that setting it to 0% would solve this problem, but doing this just makes Win95 ask you for a confirmation every time you delete a file.

Specifying a low percentage does not use so much hard disk space, but you can still correct a mistake (if you are fast enough) and you do not have to confirm every deletion. And more importantly, the recycle bin empties itself continuously.

Renaming

1. **Explorer** can only rename folders or files.
2. You can only rename one object at a time (one of **Explorer's** few limitations).
3. Select the object (folder or file) and press **F2** to edit the name.
The name is surrounded by a solid frame, but remains selected. Use the **left arrow** and **right arrow** to move the selector to keep the existing name, then edit it to the name you want. If you change your mind, **Esc** will bring you back to the original name, as long as you have not pressed **Enter** in the meantime. The new name is first accepted when you use **Enter**.

Moving

Microsoft borrowed the 'cut and paste' concept from other programs, word-processors in particular, and applied it to the moving procedure for files and folders, the idea being this:

1. first the object is 'cut out' and placed in temporary storage
2. the cursor is then moved to where the object should be inserted, and it is pasted in.

The beginner's problem in a word processor is understandable. Cutting something out from the text means that it disappears from the screen, "Help, where has it gone?"

Many people find this method even harder to accept when it is applied to files, or even entire folders. They want to be able to see two places: 'From' and 'to', so they open two windows containing **My Computer** and drag the file from one to the other.

In fact: the object is *not* cut out and inserted!

1. Select the file you want to move in the right-hand pane of **Explorer**. For example a file called **C:\WEST\INVITATION.DOC**
2. **Ctrl+X** *prepares* it for moving.
Nothing has actually happened to the file! **Explorer** remembers the path to the file (in the clipboard) and shows this by fading out the file's icon. Try selecting another file and pressing **Ctrl+X**. The first file is now back as it was, and the current file becomes the candidate for moving.
Esc undoes 'operation moving'.
3. **Tab** to the *left-hand pane* and navigate until you find the folder you want to move the file to, for example:
C:\EAST

4. You can see the contents of the folder in the right-hand pane.
If you change your mind now, then all you need do is *not* press **Ctrl+V**.
5. If it is the correct folder, then press **Ctrl+V**.
It is only now that the file is really moved. **Explorer** (w95) changes the file's path to **C:\EAST**. Physically the file is actually still in precisely the same place on the hard disk. So you do not hear any noise from your hard disk, even though you may have moved a large file. If you change your mind *after* **Ctrl+V**, then press **Ctrl+Z**.

You can see from this description that the file *is not* sent to any sort of temporary store. Calling the operation 'cut and paste' and using the menu point **Cut** is simply wrong! This is the reason that so many people are afraid of moving files and folders using this method. Microsoft (and various authors) deserve to be criticised: Tell the truth!

Copy

First select the object you want to copy. **Ctrl+C** *prepares* it for copying. Now select the folder you want to copy it to in the *left-hand pane*. Press **Ctrl+V**. It is only now that it is copied to the new folder. What happens is the same as that described above under **Moving**.

Advice on managing objects

Ctrl+X is used to prepare for moving, and **Ctrl+C** for preparing to copy. Find and select the 'target object' (usually a folder) in the *left-hand pane*. In the right-hand pane you will see what it contains.

This is the way you learn to be aware of the difference between the left and right-hand panes. When the left-hand pane displays an object, the right-hand pane shows what this object contains.

Creating an object

Up to now we have only talked about objects which already exist. But how do you create an object yourself? Dropping down the hierarchy, the first object a user can create is a drive. This is outside the scope of this booklet - you will have to read a book about FDISK.

The next level is a folder.

Creating a folder

- 1 Select (C:) in the left-hand pane
- 2 **Alt, File** – the first menu point **New** is already selected
- 3 Press **Enter** – the menu drops down with the menu point **Folder** already selected.
- 4 Press **Enter**
A new folder appears at the bottom of the *right-hand* pane. This folder is created one level lower than the object you started at (C:), in other words: it is contained in object C: so it appears in the right-hand pane. The folder is named **NEW FOLDER** (logically enough). White letters and selected in black.
- 5 Type the number '1', and the name **NEW FOLDER** is deleted immediately, to be replaced by 1. Press **Enter** to accept the new name.
One of **Explorer's** weaknesses is that it does not automatically update its windows. For this you must use **F5**, press this and both windows are updated, sorted correctly.

It is important to understand the logic in this operation. You have selected an object in the left-hand pane. You create a new folder for that object. The new folder is displayed in the *right-hand* pane, because it is *contained within* the selected object.

At first I found it hard to come to grips with all the various folders and their relationship to each other when I copied or moved entire folders and their contents.

An object's properties

Let us return to objects and quickly revise their different levels: **DESKTOP** – **My Computer** – Drive – Folder – File – Shortcut

One of the messages of this book is: You can get to all objects and preferences via **Explorer**. Let us take a look at these different objects' properties using **Explorer**. You can always press **Alt+Enter** to see an object's properties.

Folders

Size:	52.1MB (54.676.432 bytes)
Contains:	957 Files, 62 Folders

Find a folder which contains many sub-folders. Press **Alt+Enter**. The number of folders and files it contains, together with their total size, will be displayed. Practical when you need to know how many Megabytes a folder contains (when you are tidying up, zipping or backing up).

Drives

Select a drive and press **Alt+Enter**. A useful pie chart is displayed showing the drive's total capacity, the space used, and the space still free. You can label (name) the drive (useful for speed-search) and **Ctrl+Tab** will bring you to three programs which you can use to test (I recommend this is done regularly), backup or optimise it. The last procedure is called defragmentation.

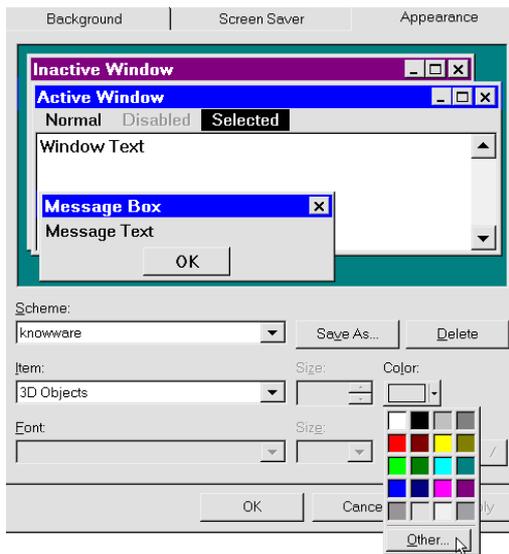
My Computer

Select **My Computer** in the left-hand pane. The right-hand pane displays details of *all* drives: capacity and free space. Press **Alt+Enter** (identical **Control Panel, System**).

Desktop

Press **Home** and you land on the **DESKTOP**. I will not describe **Settings**, where you specify your screen resolution, as this is outside the scope of this booklet, but it is important that you use the highest possible screen resolution which gives a sharp picture. Another important point related to screen resolution is: what colours do you have on your screen?, or rather: have you just let Microsoft decide for you? You can set nearly all the different elements yourself, giving them exactly the colour you want.

Press **Alt+Enter**. Use **Ctrl+Tab** to tab to **Appearance**.



I recommend that you use some minutes trying out different colour schemes. It is important that the colours and character sizes suit you. The best thing with this dialog box is the button on the right: **Apply**. Every time you have changed one of the many variables and choose **Apply**, the different values are activated, meaning that they are visible everywhere. Open **Explorer** and, for example, **Word**. You can see immediately if a particular option suits you.

I have used many hours testing the different settings, not just to protect my eyes, but also to find settings which give the easiest to read pictures for these booklets.

The upper part of the dialog box shows the different elements displayed in Windows: an inactive window, an active window, a dialog box and the background. With the exception of the background, every element is composed of further elements, each of which can have its own colour, font and possibly font size. Click on an element in the example win-

dow and notice that the **Item** field displays its name, and various values are shown under Size, Color, Font, Font size and Font colour, and some elements also allow you to choose between Bold and Italic styles. There are more than enough to choose from.

So you can alter many elements. When you have a scheme which you like, you can save the entire thing as a colour scheme, to which you can give a name. Microsoft have come up with a number of different colour schemes, which you can check out by using the down arrow in the **Scheme** field. Most of them are unusable.

My suggestion: Start by choosing **Save As** and writing your own name as a colour scheme.

Click the **OK** button, click **Color**, click **Other** and enter 224 for all the values, Red, Green and Blue. This gives a lighter raster colour, which stands out in many places in Windows, you can see where by choosing **Apply**.

Red:	224
Green:	224
Blue:	224

Notice the element named **Icon**. You cannot choose this by clicking, but have to get to it from the list of picture elements. **Size** decides an icon's size on the desktop, in **Explorer** and **My Computer**. Important; the font and its size decides what is used in **Explorer**, **My Computer** and other similar programs. Use a little time to find the font and size which suit you best. Try Arial, FixedSys, Ms_Sans_Serif and System as fonts, then try their different sizes.

Click on **Scrollbar** and try making them larger. If you use the mouse for scrolling they will be easier to grab hold of right out at the edges of the screen.

It is important what you choose. You will be staring at it for many hours, so choose something you like, and try changing it every third month just for variety. Large characters are easier to read, but you cannot see so many folders or files at a time, so you will have to compromise. Experiment and, as I said, spend a little time pkying around, it will pay off.

A very important key!

You should be sitting at the computer with a Windows program running while you read this! The **Alt** key has a very important function in all Windows programs, but at first glance it is difficult to see what it does. Pressing the **Alt** key appears to do nothing – or very little, anyway. But three little things do occur: the text selector disappears, the mouse selector changes to an arrow and the status line shows a message.

Try these exercises out, so you understand what is going on.

Press the **Alt** key (I use the thumb on my left hand) and release it. This key-press means that the roll down menus are ready to use.

Use the right arrow key to move between the menus, and press the down arrow to drop down the menu you want. Press one of the underlined letters in the menu, which will carry out the function, or display a dialog box. Instead of using a letter key, you can also use the up or down arrow keys to reach the menu point, and then press **Enter**.

To repeat: Press and release the **Alt** key. Press the down arrow key, then the right arrow key.

An alternative method: Press and release the **Alt** key, then one of the underlined letters from the menu bar, like **F** which will drop down the File menu.

Feel the difference between holding the **Alt** key down while you press **F**, and pressing and releasing the **Alt** key before pressing **F**. The latter is much easier, especially if you have a macro attached to the **Alt+F** key combination when the only way to display the menu is to use this latter method.

Being able to touch-type is a distinct advantage if you use these methods. You keep watching the screen when you display the menu, and simply type your way to the underlined letters.

To close the menus and return to the program, press the **Esc** key until the text selector reappears.

Starting programs with a single key press

When I used Windows 3.11 I got used to starting programs I used all the time with **Ctrl+Alt+a** letter. **Ctrl+Alt+W** started Word, **Ctrl+Alt+E** started Excel etc. etc. After installing several programs in Windows95 it appeared that I had to go via the **Start button** (henceforth just called **Start**) and various menus to find a program. This irritated me and took too long. I open and close programs several dozen times a day, so I wanted to find out the fastest way of starting my most used programs. The programs that I only use a couple of times a week should also be quick to get to, but with them it was OK if I had to press a few keys first.

If you are a complete beginner, then this might feel a little advanced, but try it anyway. Let us assume that you want to start your favourite program using the key combination named above: **Ctrl+Alt** + a letter. You have to know where the program has been installed. A program is normally started using a file with an **EXE** extension. There are usually several files with an **EXE** extension in the same folder, so you will probably have to experiment a little.

Programs on the Start Menu

When you have found the 'exe' file, press **Shift+F10** and choose **Create Shortcut**. You have now created a *shortcut* to your **EXE** file – to your program. A shortcut is a little file which points to another file. Shortcut files are created in the same folder as the 'exe' file.

Windows stores the shortcuts which appear on **Start** and in the entire menu system in a folder called **Start Menu**. This folder is in your **WINDOWS** folder and is called **STARTMENU**, i.e..

C:\WINDOWS\STARTMENU.

Move your newly created shortcut file to **\STARTMENU**. Press **Ctrl+Esc** to see your new start menu. What does your list look like now when you press **Start**?

You should have an extra menu point above the ones you are used to seeing. A thin line separates the upper part from the lower part. Those in the upper part are those you have created yourself. If you make several they will be sorted alphabetically. The picture shows the bottom part of my start menu. I have over 20 menu points on my start menu, giving me instant access to all these programs.



Now you should be able to start this program by activating its menu point. Try it, then close the program. Let us take a look at what is happening behind the scenes.

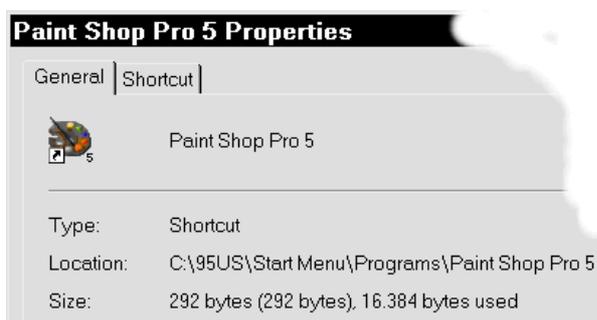
The entire menu system, which you can move around in, consists of identical elements: shortcut files which are placed in a hierarchical folder system. In theory they could have been put in one folder, but that would have been just as confusing as if you had placed all your files on your hard disk in one single folder.

Maybe you have always moved around all these menus and their different points using the mouse. Try starting with **Ctrl+Esc** and using the arrow keys to move around from menu to menu and from point to point. Remember to use the **right** and **left arrow**, as well as the **Up** and **Down arrows**.

Properties of a shortcut file

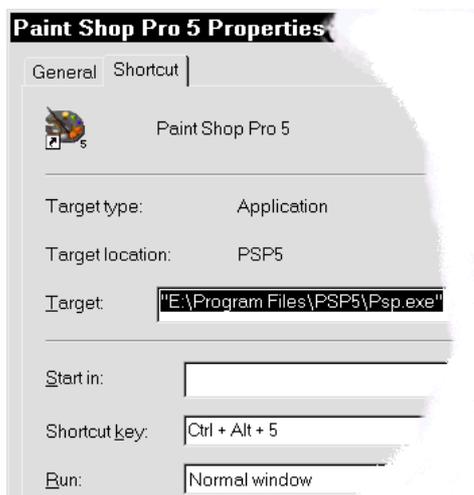
Let us take a closer look at a shortcut file (you can recognise one by its icon which has a little arrow at the bottom left). I have selected one of my shortcut files and pressed **Alt+Enter**. The picture shows only the top left hand corner of the dialog box.

The dialog box contains two sheets, accessed by clicking on the tabs. One sheet just displays some general information, which is not so relevant in this case, but we can see that the file is of the type 'shortcut', and we can see how big it is (it is very small!). Windows 95 shows this, Windows 98 is smarter, starts with the next picture.



You want to get hold of the other tab: *shortcut*. Don't touch that mouse! Use **Ctrl+Tab** to move between the sheets in the dialog box, not just here, but everywhere in Windows.

And in most Windows programs **Ctrl+Tab** is also used to move between open windows (normally files)!



Here **Type** shows us that the shortcut file points at another file, of the type **Program** (a file with an **.EXE** extension). The **Target** field shows where the shortcut points to. To be able to work some pro-

grams need to know where various other files are located, this can be entered in the **Start in** field.

Use **Tab** to move between the fields. When you come to a field containing several options, as in the picture above where it says **Normal window**, use the **down arrow** and **up arrow** to move between the options. Pressing **Tab** chooses the point you selected with the arrow keys.

Now we come to the point we were looking for: the **Shortcut key** field. The default is 'none', because the shortcut has not been associated with a key – yet! Press the letter you want to be your quickstart for this program. Just pause for a moment and think if any other programs use the combination. I have tried giving a *keyboard shortcut* I have already used here to a function in Word 7, but it simply would not work. The options defined in many of the property fields in this dialog box have top priority in Windows. Here I choose P. And the field contains **Ctrl+Alt+P**.

Tab a field further and use the **up arrow** and **down arrow** to see the different options available for opening a program. A **Normal Window** does not cover your entire screen, as a maximised one does.

When you have finished defining these properties, choose **Apply**, followed by **OK**. At first I thought it was a little strange that there were two buttons with apparently identical functions, but there is a difference in many dialog boxes. **Apply** activates your choices immediately, **OK** confirms the choices made and closes the dialog box. This is obvious when you define screen colours and so on.

During my first few months using Windows95 I went through his procedure over and over again; deleted old shortcuts, created new ones, altered their names etc. etc. so they would appear in the order I wanted on **Start**. I have no more than 6-7 programs which can be started using **Ctrl+Alt+** a letter. That is as many as I can remember. I start other important programs via shortcuts which I have placed on **Start**.

Tip: If your keyboard has an **AltGr** key (just to the right of the **Space** bar), this can be used instead of **Ctrl+Alt**.

Most installation programs create several shortcut files in the menu system, dropping down from **C:\WINDOWS\STARTMENU**. You can make copies of these shortcut files, or move them to more convenient locations in the menu system.

Finding and displaying folders and files

It happens that sometimes you forget where you have saved a file. Microsoft have come up with a fine search program. I am impressed. It is more than just a search program. Used creatively **Find** can be used for many things. To show you what it is capable of, here is a list of some the questions which **Find** can answer:

- Find and show all files/folders containing the word 'now' in their names.
- Find and show all files/folders containing the word 'rain' or 'sunshine'
- Find all Word documents, on all drives, which have a name containing the word 'trust'.
- Show all files on **C:** and sort them by name, date, size, etc.
- Find all **.TXT** files containing the text string 'silence'

The search results can then be sorted in 10 different ways, and it is all done very fast. I have 5.000 files on a drive, which can be sorted in one order or another in a couple of seconds.

The **Find** program is free-standing and can be started from several places:

- From the Start button
- In **Explorer** by pressing **F3**.
- **Ctrl+Esc**, **Esc** (shifts focus to **START**) and **F3**. Try it!



The illustration shows **Find** started from **Explorer**. It has begun in **C:\kw**, because this was the current folder when I pressed **F3**. If **Find** is started from outside **Explorer** it usually begins in **C:\WINDOWS**.

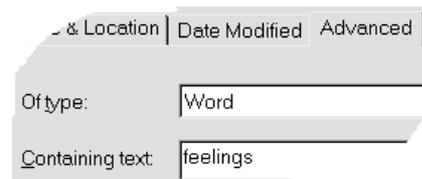
Type one of more letters (without spaces) in the **Name** field, like "**now**". All files and folders whose name *contains* these letters (in this order) will be found. If you type "**now never always**" **Find** looks for files and folders whose names contain *either* "now" or "never" or "always".

If the **Name** field is left blank, all files and folders are 'searched for', and then displayed.

Search in several drives simultaneously by writing **C;; E;; G:** (for example).

If you have 50.000 folders and files spread over several drives, you can speed-search all your files!! You can sort in 10 different ways and display the results in a ways **Explorer** cannot. Very efficient for moving, copying, looking for duplicate files etc. Try it yourself!

Use **Ctrl+Tab** to move to a new tab, where other search criteria can be entered or chosen. One of the most useful is to search for files containing a certain text. You can usually remember a word which you wrote in the document you are looking for. In the illustration I am looking for a Word document which contains the text 'feelings'.



Take look at the options on the **Date modified** tab, which are self explanatory.

Filer, **Save search** lets you save a search for later use.

This creates a file on your **DESKTOP**.

Starting Explorer where you want to

How do I get **Explorer** to start at the same place every time, so I don't have to navigate so much to find the files I use the most? By default, **Explorer** starts in `C:\WINDOWS\START MENU` with its sub-folders displayed, because the **EXPLORER.EXE** program is located in `C:\WINDOWS`. Now you are going to do something a little odd, which is to use the **Explorer** program to find **EXPLORER.EXE** and create a shortcut to itself.

Now you ask: Why can't we just alter the properties for `WINDOWS\EXPLORER.EXE` and tell it where to start? A sensible question, and I think it would have been better if we could have done that, but Microsoft do not allow it. Look at the [Properties](#) sheet for the file. This option is not available.

- Select `C:\WINDOWS\EXPLORER.EXE`
- Press **Shift+F10** and choose **Create Shortcut**
- Change the name of the shortcut to **XPLORER** (optional – see below)
- Move it to `C:\WINDOWS\STARTMENU`
- Select it and press **Alt+Enter**



The **Target** field must contain certain parameters. Part of the syntax looks like this:

```
Explorer [/e] [ ,/root,object ]
```

There are other possible parameters. Any number of parameters may be specified. If there are no parameters, **Explorer** starts in its default directory, as though it was started from the **START** default menu. If more than one parameter is specified, then there should be a comma *before* the next parameter.

```
/e
```

Explorer opens in its default position, i.e. the left-hand pane shows `C:\WINDOWS\START MENU`. Without the `/e`, then **My Computer** opens (illustrating that **My Computer** is a mini-version of **Explorer**).

```
/e ,/root,
```

The `/root,object` parameter specifies which object should be shown as the root; the highest level. Note that a comma is necessary after root, because an object is expected to be specified here as the

root. The default object is **DESKTOP**, meaning: if no parameter or object is given (as `/root,`) then **DESKTOP** is assumed. So the line shown above is irrelevant in practice, but included for the sake of completeness.

```
/e ,/root,c:\
```

here root or the **highest** level is `C:\` – if all you want to see is the contents of drive **C**:

```
/e ,/root, ,c:\kw
```

```
/e ,c:\kw
```

These two lines produce the same result. I use the latter as I am usually working here (with the publishers files).

I have chosen a keyboard shortcut of **X**, so that **Ctrl+Alt+X** starts **Explorer** in `C:\kw`

If you often find yourself working in two or more places, then all you need to do is create several shortcut files, maybe giving them names which are appropriate for the files or tasks they refer to. This will save you the time and trouble of navigating to them every time you want to find some files. You do not even have to go through the entire procedure above to create another shortcut file. Just make a copy of the one you already have, give it a new name and alter the **Target** field in **Properties**, finally giving it another key combination as a shortcut key.

Assuming that you have created just one shortcut file, you can start **Explorer** in one of two ways:

- **Ctrl+Alt+X** (some keyboards **AltGr+X**) – possibly after rebooting Windows95 (Choose **Restart the computer** and hold **Shift** down while you choose **OK**).
- **Ctrl+Esc, X** – assuming that no other shortcut files in `C:\WINDOWS\STARTMENU` have **X** as the first letter of their file name (this is why I suggested renaming the shortcut to **Xplorer**).

Remember that the key combination **Ctrl+Alt+X** is *tied* or *attached* to the shortcut file. The Start menu and its sub-menus show the shortcut files which are in `...STARTMENU` and its sub-folders.

The advantage of placing **XPLORER** on the first level of the Start Menu is that it is easy to start **Explorer** twice. I have often heard people criticising Windows95's file management system, and hence **Explorer** because it cannot show the contents of two folders. Said in another way: you cannot look at two different places simultaneously. Actually, you can:

- Close all programs
- start **Explorer** using **Ctrl+Alt+X**
- start a second example of **EXPLORER** using **Ctrl+Esc, X**
- Press **Ctrl+Esc, Tab, Shift+F10** (or: right-click the task bar) and choose **Tile Horizontally**

But what if you do not want to fill the first level of your Start Menu with this menu point, but do want to keep **Ctrl+Alt+X**. Deleting the shortcut file ...**STARTMENU****XPLORER** does not work, as **Ctrl+Alt+X** disappears with it. The solution is to move the shortcut file to another folder in...**STARTMENU**\ or its sub-folders.

Shortcut files must be within this menu system for Windows95 to react to their keyboard combinations. The deeper the level, the longer the reaction time when you press **Ctrl+Alt+letter**. If you move a shortcut file within ...**START MENU** you will often need to restart Windows before it works.

A cheat

Press **Home** and you land on the **DESKTOP**. I have already mentioned that Microsoft have cheated a little to make the system easier to understand. The Desktop is the highest level, higher than the physical hard disk. But things can only be saved on the hard disk, so how can **DESKTOP** be at a higher level than the hard disk? Microsoft have created the **C:\WINDOWS\DESKTOP** folder, and this is actually where the objects *which you have created* and can be seen on the Desktop (i.e. on screen) are stored. System objects such as **My Computer**, the **Recycle bin** and an **Internet** icon are write protected and are hidden deeper within Windows95, so they do not appear within **C:\WINDOWS\DESKTOP**.

When it appears that you have saved something on your Desktop, you have actually saved it in **C:\WINDOWS\DESKTOP**. The trick is that this folder and the Desktop are mirror images of each other (apart from the system objects). Try the following:

- Open **Explorer** and alter its size so you can see part of the **Desktop**
- Select the **C:\WINDOWS\DESKTOP** folder in **Explorer**'s left-hand pane. Keep an eye on the contents in the right-hand pane.
- Press **Home** to select the **Desktop** in the left-hand pane.
- Create a folder on your **Desktop** by using **File, Enter, Enter**

The folder is now visible both on the **Desktop** and in **Explorer**'s right-hand pane.

Look at the contents of **C:\WINDOWS\DESKTOP**. Your new folder also appears here.

Press **End** and the folder also appears here. So it is mirrored in 3 places!

Something special

(advanced) I mentioned earlier 'focus on the Start button', and you might have wondered what exactly I was talking about. First try this, and I will explain later.

- **Ctrl+Esc** (Start menu starts with focus on **START**)
- **Esc** (Start menu disappears, but focus remains on **START** – take a close look at the Start button)

Hold on tight: Press **Shift+F10** either immediately (displays the Start button's object menu), or after pressing **Tab** *once* (focus on the task bar) or after pressing **Tab** *twice* (Desktop object menu) or after pressing **Tab** *three* times (returns to focus on **START**)

This is a little tricky. The **DESKTOP** contains two sub-elements within itself: The **START BUTTON** and the **TASK BAR**, 3 elements in all. And you have just learned that **Tab** switches around between these three special objects (I call them objects as they all have an object menu). It just goes to show that you can do things with the keyboard which probably very few have realised were possible. If you have many programs running full screen you can minimise them all using the key sequence **Ctrl+Esc, Alt+M**. You can even do things on the **DESKTOP** without seeing it!

Open files quickly using Explorer

Let us return to the subject of selecting objects using **Explorer**. What are the occasions I want to select something?

After I became skilled at navigating within **Explorer** I quickly found a way of saving time. Normally I opened Word and then looked for a file using the **Open** dialog box, or via the **File** menu, which displays the last few saved files at the bottom (not, as Microsoft mistakenly says, the last few opened files).

We know Windows95's rather badly designed **Open** dialog box. Firstly, the highest level object is not selected, the cursor is in the **File name** field. A keyboard user has to press **Shift+Tab** followed by **Space** to select the top object. But a positive thing with the **Open** dialog box – it contains **My Computer**. You can manage files from it: Rename, copy etc., and even speed-search. But why not do all these things where it is easiest: in **Explorer**.

Another (and worse) criticism: why is the size of the open dialog box fixed? Why can't I drag it to be bigger so I can see more objects in its pane? I can't do anything in the background window anyway, so why do I need to see any of it? I do not open more than 5% of my files using this stupid method.

After finding out how to use **Explorer** efficiently, I started opening all my files in **Explorer**. But it took me nearly two years to learn this method. Now all I do is look for files in **Explorer** and press **Enter**.

Let us say that I want to open a document in Word. If Word is already running, the document simply opens. If it is not running, then Word opens, immediately followed by the document. I just keep **Explorer** running continuously, and press **Enter** on the files I want to work with.

Managing folders

The more one does, the more programs one installs. There is a continual increase in the number of folders and files, and before everything gets so complicated that it is impossible to find or remember where files are it is a good idea to plan ahead. Sit down, preferably away from the computer, and think about how you have organised your folders.

- Where have you let installation programs install your programs, or where have you chosen to install them?

- Where have you saved the files you have created yourself? Word processing documents, spreadsheets etc.?

Backup

I have all KnowWare's files in a folder called **C:\kw** and make backup copies to a second physical hard disk (I also take backups to 100 MB Zip diskettes). On three occasions over the last ten years I have had a hard disk fail – a total mechanical breakdown. When something like that happens the first you know about it is when a horrible sound comes from the disk. It is immediately obvious that you are close to a catastrophe, or that it has already happened.

After learning from experience I press **Ctrl+S** every other minute. I would strongly recommend having two physical hard disks. It is of no help if you take backups to a second drive if this drive is placed on the same physical hard disk.

BATCH files for backups

```
xcopy c:\adata g:\adata /S /D /R
xcopy c:\"Frontpage Webs"
      g:\"Frontpage Webs" /S /D /R
```

/S include sub-folders

/D only files altered since last backup.

/R overwrites read only files (i.e. copies these also).

These two line **BATCH** files copy **C:\ADATA** and **C:\FRONTPAGE WEBS** to identical folders on drive **G:** (my second physical hard disk). I use it 5-10 times every day.

Even though the **BATCH** files specify **xcopy**, they actually call **xcopy32.exe**, which is Windows95's version of **xcopy**. **xcopy32** has no problem with long folder and file names, even if they include spaces.

- Create the file with a text program like Notepad and save it in your **BATCH** folder – remember to change the extension to **.BAT**.
- Create a shortcut to the file and put it on your start menu.
- **Alt+Enter**, **Program** tab and check the 'Close on exit' point

Recently opened documents

The start menu includes a **Documents** menu, which can be activated using **Ctrl+Esc, D**. After getting into the habit I find I use this menu regularly. Microsoft have decided that only the last 15 opened files will be remembered by this menu. As there are 26 letters in the alphabet the chances of hitting the right file with a single letter (after the initial key combination) are reasonably high.

Maybe you also use this point for opening files you have worked with recently. As we now know, this entire menu system is just a large hierarchy of shortcut files. The **Documents** menu is simply a copy of the contents of the **C:\WINDOWS\RECENT** folder, which contains shortcuts to the last used files. Windows95 creates these shortcuts as needed. If you do not want others to be able to see what you have been working on, then create this **BATCH** file (** works fine).

```
DEL c:\windows\recent\**
```

Files: regular destinations

The **C:\WINDOWS\SEND TO** folder contains shortcuts which then appear on the **Send To** menu point in the object menu. I have shortcuts to Notepad and my E-mail program here. This lets me edit a file with **Notepad** no matter what extension a file may have.

Select a file; **Shift+F10, Send To** sends a file to a certain program.

Restart Windows

Ctrl+Esc, up arrow, Enter, down arrow, Hold Shift and press Enter. It is not half as difficult as it looks when you are used to it!

Shutting down the computer

Ctrl+Esc, u, Enter – so easy you can do it with your eyes shut!

All roads lead to... the operating system!

(advanced) Windows95 offers a multitude of routes to an object: **Explorer, My Computer** and the **Open** and **Save as** dialog boxes. All four reflect what the others do. Both **Explorer** and the two dialog boxes contain **My Computer!** **Explorer** can contact the Desktop and the Recycle bin, unlike **My Computer**, as it is on the same level as the Recycle bin, just under the Desktop.

Here is an example, if you are curious:

In Word 7 or another similar 32-bit program: **Ctrl+O, Shift+Tab**, select a file, **Ctrl+X, Ctrl+Esc, Esc, Tab, Tab, Ctrl+V** – look at the desktop and undo the last action using **Ctrl+Z**. Try to understand what has happened...

WARNING, WARNING!

(advanced) The following is **ONLY** for experienced users who understand how to edit values in a database. Remember to back-up **USER.DAT** and **SYSTEM.DAT** before doing anything. I had actually decided not to mention editing the registry in this booklet, but continually having to press **F5** to update **Explorer's** windows is really irritating. I am not going to tell you which program you should use to edit this value, but if you know the program I am talking about, then you are probably competent enough to make the alteration.

```
HKEY_LOCAL_MACHINE\System\
CurrentControlSet, Control, UpdateMode=00
```

ZipMagic

Why we have compression programs

If you already use a compression program like WinZip or PKZip you can skip this section. Compression programs were developed for many reasons, but if my memory serves me right they were first invented in tandem with the use of BBS's and modems. Crudely it could be said that BBS's were a sort of very primitive form of Internet. An individual or company with a large computer and hard disk put a lot of useful files on it (mainly shareware) so you could ring in to the computer using a modem and retrieve the files you wanted.

In those days modems were very slow, and it could take a long time to download files to your own computer, meaning that the telephone company earned a lot of money. Another reason was that - in those 'historic' times - hard disks cost much more than they do today.

Simply put, some programmers came up with the idea of reducing one or more files into a packed (compressed) file. Several methods were invented, using different programs and hence different extensions (zip, lha/lzh, arc etc.). Without doubt the program PKZip was the most widely used, and so the .zip extension became the most used.

The advantages of a packed file

If you can pack a file so *it actually fills less space* it has many advantages. If you have ten files which use 4MB of space, and can pack them into one file which only, let us say, fills 1 MB, you not only save space on your hard disk, but also money on your telephone bill if you want to send or retrieve the file.

In the first instance you cannot use a packed file for more than storing several files which would normally (i.e. in their usual form) take up more space. Files 'inside' one of these packed files are called 'packed', 'compressed' or 'zipped' (these terms are used interchangeably in this text).

It is a little like going on holiday. Your clothes take up less space in the suitcase than they did in the wardrobe, but you can only get to them when the suitcase is opened (this is the best example I can find ☺).

When you want to use the files in the packed file you have to unpack them (files are in unpacked form), and then you will need a *compressing* and *decompressing* program, or a *zip* program.

Compression programs are very much used these days as we are always downloading files from the Internet, which is always too slow! Most of us in the world (outside the USA) have to pay for telephone use by the minute, no matter whether we surf, talk or download files. So compression programs are very relevant.

Windows compression programs

When Windows was first introduced and became popular, WinZip quickly became the most popular compression program. It was the selectet leader for many years, and probably still is.

I have never liked all the dialog boxes WinZip uses, so for a long time after the release of Win95 I carried on using the compression and decompression utility built into Norton Commander.

It was only when I really began to use Windows Explorer and then tried ZipMagic (ZM) that I really got enthusiastic about a Windows' compression program.

How I use ZipMagic

I have never seen a program before which integrates itself into an operating system as closely as ZipMagic does



After installation you will have a new icon on your Taskbar, as shown in the illustration here.



The first of these icons shows that ZM is active, the other that ZM is inactive (I will return to the terms [active/inactive](#)). Right clicking the icon displays a shortcut menu for activating and deactivating the program..

Before we go any further I just want to point out the most important thing about having ZM active - it turns all zip files into folders!

This demands a little more explanation. Let us start with some uncompressed files, in the situation where you create a compressed file yourself.

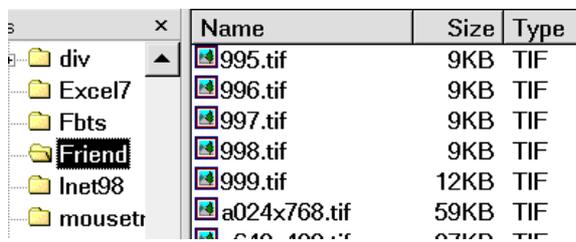
I know that most people first meet ZIP files when they are sent one or download one from another system. No matter, let's start by looking at creating a ZIP file, in this case using ZM. This description of ZM is primarily written for those who do not know the program, so it is very detailed and includes a lot of pictures to help you understand if fully without having to install the program.

Packing one or more files into a ZIP file

I usually pack all the files in a folder together, and then delete the files afterwards. What is left is a single ZIP file in a folder. I find this the easiest way to organise things. To be more concrete: As a publisher I work primarily with different booklets in different languages. I have a folder called **C:\KW** which contains sub-folders for each language, each of which contains sub-folders for different booklets. As an example, the file **FRIEND.ZIP** is in the folder **C:\KW\ENG\FRIEND**

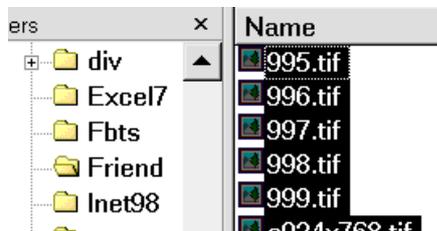
This is how I work: A booklet usually consists of a Word file, a Corel Draw file (the cover) and between 100 and 400 graphic files in TIF or BMP format.

In my daily work – I use Windows Explorer exclusively – ZM is inactive. But when I am finished with a booklet (typically just before it is sent to the printer) I pack all the files together as here:

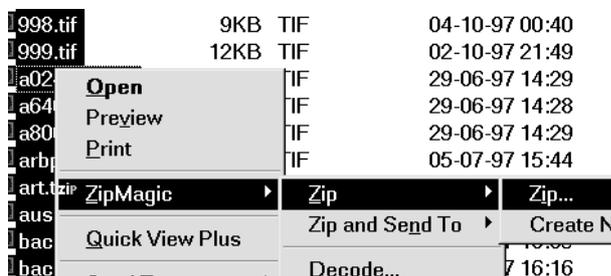


First I go to the folder.

Then I press **Ctrl+A** (select All) to select all the files.



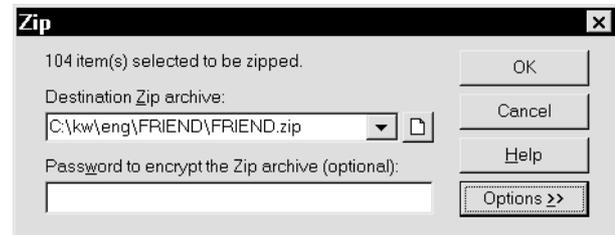
If I am sitting and typing normally, using the keyboard, I press **Shift+F10**, or I right click with the mouse. No matter which, an object menu is displayed.



If I am using the mouse all I need to do is keep moving the mouse to the right, opening up more and more sub-menus, until finally I click on **Zip...**

(still using the right mouse button). If I am using the keyboard, then it is enough to use **Z, Enter, Enter, Enter**

In both cases this dialog box is displayed:

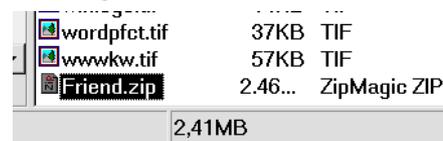


As you can see, ZM is clever enough to suggest that it creates a ZIP file with the same name as the folder, *and placed in* the folder. Smart. And it is also smart that the cursor is ready to alter the file name (use the **left arrow** for this).

I have deliberately not shown the **Options** dialog box, but that lets you specify various properties including whether ZM should delete the files after compression or keep them. I prefer to keep them. I press **Enter** or click on **OK**, and ZM starts packing all the files together to produce the compressed file **FRIEND.ZIP**.



When this process is finished all the files are still selected, and the new file **FRIEND.ZIP** is at the bottom. So I press the **End** key which has the effect of selecting **FRIEND.ZIP**.



Depending on which version of Windows you are running, and a certain entry in the **Registry** (windows registry database) the file size is likely to be shown as 0 Kb, because Explorer's window has yet to be updated. If Windows has not frozen you can just trust that everything is all right and continue.

Now if I were to press **F5** to update the pane, **Explorer** sorts the files and the zipped file is no longer last. If you want to check that **FRIEND.ZIP** is bigger than 0 this is what you will have to do, press **F5** and then find the file (easiest by pressing the letters **FR** quickly after each other).

So I do not press **F5** now, but instead I press **Alt**, (**Edit**), **arrow up** to choose **Invert selection** meaning that all the files except **FRIEND.ZIP** are now selected.

This key combination can seem a little difficult at first. I use it a lot, so I would recommend that you use it.

Now all the files which have been compressed are selected.



As you can see in this illustration, the size of the file is (partially) shown, which is because I run under Windows98, which updates Explorer better than Windows95.

I delete the files using **Delete** and all that remains is **FRIEND.ZIP**

Name	Size	Type
FRIEND.zip	2.46...	ZipMag

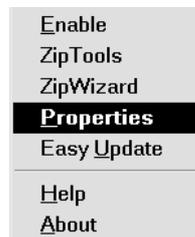
One of the previous pictures illustrated how the object menu for a file contained some ZM menu points. You can choose yourself which menu points should be shown on the object menu, so let us take a closer look at this feature.

How do Explorer and ZM work together?

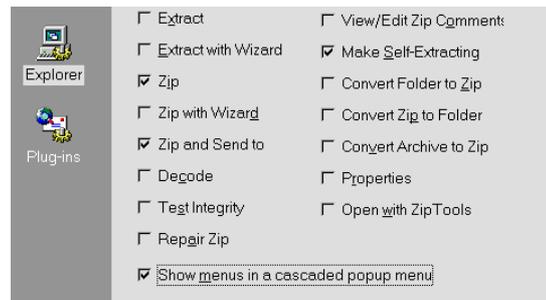
Right click the ZM icon on the Taskbar

Choose **Properties**

Choose the **Explorer icon** on the left to be able to configure the way you want ZM to work with Explorer.



You can choose whether or not ZM should appear at all on a context menu, but as I illustrated it is very practical that it does. My configuration looks like this:



I have checked the options I want to appear on the object menu, and so that there is only one ZipMagic menu point visible I have checked the point at the bottom of the dialog box: **Show menus in a cascaded popup menu**.

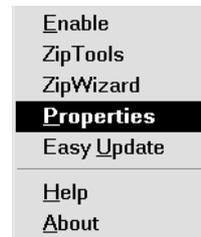
When you are used to using the program (and it can do a lot) you can always try activating the different options, one at a time, to see which ones you want to use.

As you can see, I have not checked the **Extract** option. I will show you later how I extract (decompress/unpack) a zip file.

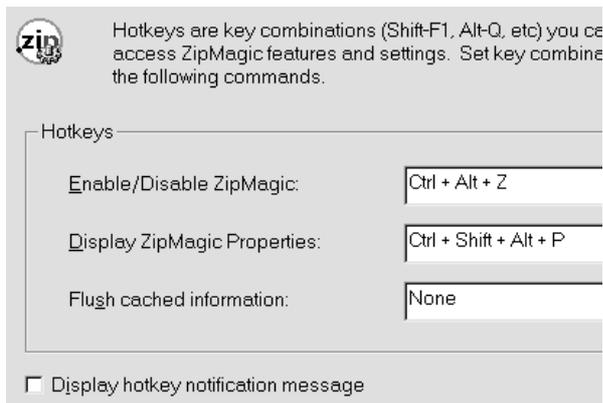
HotKey: Active or inactive

Now we come to the really clever thing with this program. I have already shown you how you pack several files together to be a ZIP file. Before looking at how we extract files, let us look at how you access files which are inside a packed file. The thing is, it is usually not necessary to uncompress the files to be able to work with them!

The real secret with this program is that it can be both active and inactive. This is so important that I will say it once again: *what gives ZipMagic its real strength and makes it so useful is that you can turn it on and off while working.*



Let us specify a hot key so we can 'toggle' this function. Right click the ZM icon on the Taskbar and choose **Properties**



I have chosen the combination **Ctrl+Alt+Z**, as I can reach it easily with my left hand, and also because **Z** stands for Zip so it is easy to remember. I have also used **Ctrl+Alt+Shift+P** to access Properties quickly (but there are many choices: **Ctrl** and/or **Alt** and/or **Shift** together with any other key). But be careful not to use the same combination as any shortcuts in your other programs.

Let's return to the ZIP file **FRIEND.ZIP**.

It looks like this in Explorer (with **Details** shown):



Now I press my hot keys **Ctrl+Alt+Z**. When ZM is active (enabled) the ZIP file magically turns into a folder:

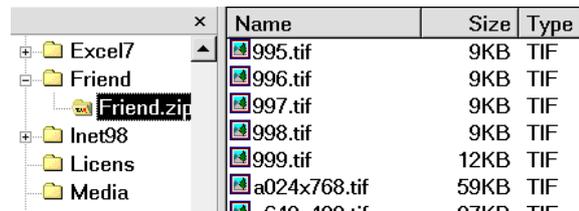


The left pane now shows a plus sign (+) to the left of the folder, showing that the folder contains a ZIP file, which I can also see in the right pane. The ZIP file is now converted to a folder (**Type** now shows it as a **File Folder**).

To open the ZIP file (which – with ZM active – is now a folder just like all other files) all I need do is press the **right arrow**. The **FRIEND** folder displays its sub-folders, and as it contains the folder **FRIEND.ZIP** it is displayed as here:



I press the **right arrow** and this selects – still in the left pane – the folder (in reality the ZIP file).



the contents of which are now shown in the right pane.

This is very important, but it can be a little difficult to understand when you first start, so we will just go through it again in a shortened form:

In Explorer, with **View** set to **Details**, your file looks like this:



I press my hot keys **Ctrl+Alt+Z**.

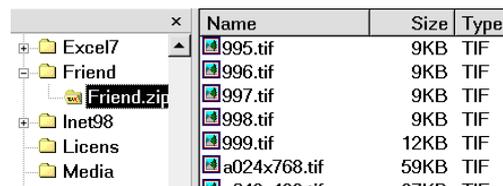


The ZIP file is converted to a folder.

I press the **right arrow**. The **FRIEND** folder displays its sub-folders, and **FRIEND.ZIP** is shown in both the left and right pane:



I press **right arrow** and select the ZIP file...



the contents of which are displayed in the right pane.

The magic is not that the contents are shown, *but that now it is as though they are all uncompressed files!* I can work with them without realising they are compressed – open them in programs, edit and save them, and everything works as it should.

I can press **Tab** to move to the right pane – find, for example, a Word document, press **Enter** to open it

in Word, work on it and then save it. While the document is being saved, ZM acts as an intermediary and compresses it again (ZM *must* be active while this is happening, if not it will not work). If [Display compression/uncompression animation](#) is switched on in [Properties](#) (in the first dialog box displayed after choosing properties) a small ZM icon is shown in the upper left hand corner of your screen while ZM is converting your file.

The Word document is updated but is still within the ZIP file. When I am finished working with this ZIP file (folder) I press my hotkey combination [Ctrl+Alt+Z](#) and everything is as it was.



What is so clever is that I do not have to unpack the compressed ZIP file to access and work on the files it contains!

The program is very much like WinZip with many dialog boxes, Wizards and so on and also comes with an expanded version of Explorer with an extra window containing a viewer, but that is outside the scope of this text. This program used to be called Archive Manager but is now called ZipTools. I rarely use it.

Packing and unpacking

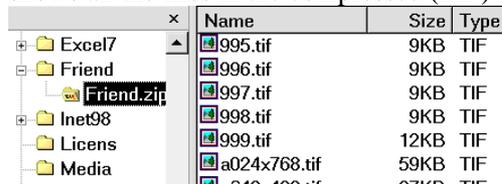
I want to show you how I compress and uncompress files. It can be done in many different ways, either by using the built in dialog box or Wizards, or using ZipTools, but *I do not use any of these*.

We should just take a closer look at an earlier picture – after activating ZM with the hotkey.



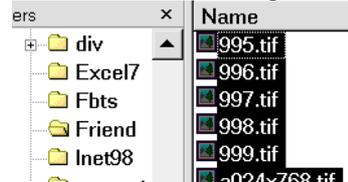
Remember that very important key?

1. Press [right arrow](#) twice and the right pane shows all the files in the compressed (ZIP) file.



Now we will unpack (decompress) all the files in the same folder.

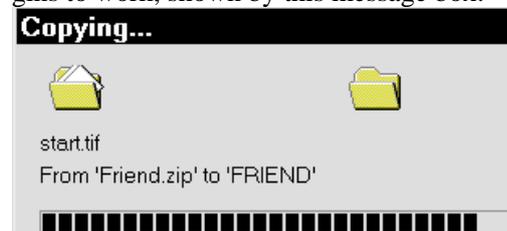
2. Select all the files using [Ctrl+A](#)



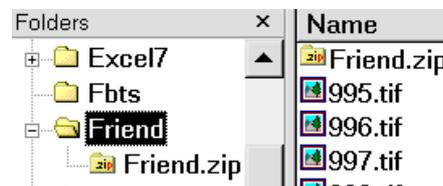
3. Press [Ctrl+C](#) to prepare to copy the files.
4. Press [Tab](#) to move to the left pane, and then press the [left](#) or [up arrow](#) to move the selecting to the [FRIEND](#) folder.



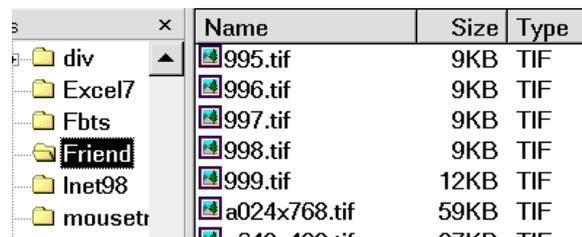
5. Press [Ctrl+V](#) to paste the files in. ZM now begins to work, shown by this message box:



and now all the files are unpacked.



6. I press my [Ctrl+Alt+Z](#) hotkey and return to 'normal', where ZM is inactive.



The packed file still exists as a normal ZIP file in the folder.

Name	Size	T
formtbar.tif	4KB	T
Friend.zip	2.469KB	Z
friendpceng.CDR	299KB	C

This is precisely what you want to do when you get a program installation file in a zipped format, downloaded from the Internet, for example. One of the files will almost certainly be called **SETUP.EXE** which is started to install the program. When the installation process – which puts all the program's vital files in where they should be – is finished, then all the uncompressed file can be deleted. You keep the ZIP file which can be unpacked again if you want to reinstall the program, add some of the components you skipped over with your first installation, install it on another PC or pass it on to a friend. I save all my installation files from the Internet in compressed form and a special folder I have called **INSTALL**. Of course, I download them as packed files. When I want to install the program I...

1. Unpack the files in the same folder and keep the ZIP file...
2. install the program...
3. and delete all the files and still have the ZIP file.

And now to work...

What you have read up to now may feel just like something you can read in a manual or a book, but as we all know, what we work with every day is always unique and special for us. We all do things very individually, and we must be rather creative to discover the best way to use our computer programs.

We all try to keep some sort of order with what we do, but it does not always work. Some time or another we have all ended up with copies of folders in different places, ZIP files and uncompressed files in the same folder with the consequent difficulty of finding out which is the newest.

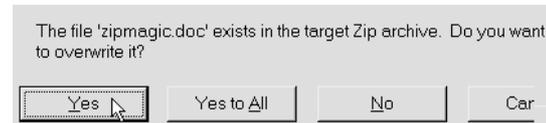
Practical examples

Dragging a file onto a ZIP file

I unpack a ZIP file containing 300 graphic files and a Word file, and keep the original, large, ZIP file. I have to unpack all the graphic files as they appear in my Word file as links. If I only unpacked the Word file, I would not be able to see the illustrations. Now I edit the Word file and save it. Instead of packing it and unpacking it all the time I sort the files in date

order in Explorer, and my Word file is the only file that is newer than the ZIP file.

I cannot be bothered to compress all the files once again. All I need is to update the Word file in the ZIP file, and ZM can manage that in a really smart way. All I need to do is drag the Word file over the ZIP file. ZM realises that the Word file is already contained in the ZIP file, and asks me if I want to update the ZIP file:



to which I answer 'Yes'. My ZIP file is updated and I delete all the rest. But you must be a little careful here, because ZM (unlike Explorer) does *not* check the two files dates, so you could overwrite a newer file with an older one.

The smartest thing with this method is when I have already packed 10 files in a ZIP file to send to someone else, and then discover that I have forgotten an 11th file! All I do is drag this last file over the ZIP file which automatically swallows a copy of this 11th file.

Have I remembered all the files in my ZIP file?

I am often in the position where I am not sure if I have included all of my original files in a ZIP file when I want to delete them all. This really shows up one of Explorer's weakest points. It cannot compare the contents of two folders as Norton Commander and other programs are able to.

If I want to check, I activate ZM, then swap backwards and forwards between the folder and the ZIP file in Explorer's left pane, keeping an eye on the status line to see the number of files and their total size. The folder always contains at least one more file than the ZIP file – the ZIP file itself, which is counted as a file in the right pane – and if the total size is identical, then I am reasonably sure that all the files have been included. For even more security I sort in descending date order and see if the ZIP file is placed at the top, and so is the newest.

Explorer is good, but still leaves something to be desired. So if I need to compare several folders, I use Norton Commander for Windows!

Enough about ZipMagic

ZipMagic is shareware, and can be found at:

<http://www.mijenix.com>

Why didn't they tell me...?

As I discovered these keyboard shortcuts in **Explorer** I got a real, though welcome, surprise. I hope that this booklet can teach you some new habits for use in front of the screen, giving you fewer physical problems.

After trying these keys for a few minutes I was convinced. No more mouse when working with folders and files. Now you have experimented I hope that you are sitting there thinking "I have had problems for months clicking and double-clicking and dragging with some key or another (**Shift** or **Ctrl**) held down. This is so much easier and relaxed. Why hasn't anyone told me about it before?"

A possible answer

My theory is this. When Microsoft worked on Windows95 they were trying, more than anything else, to make a copy of the Macintosh, which is even more mouse dominated.

Microsoft have tried to make an operating system for idiots (and this idea that computer users are idiots is also the philosophy of certain publishers).

Microsoft's ergonomic mouse and keyboard are nothing but window dressing (pun intended).

Incidentally, the double-click has been more or less removed from Windows 98, as too many people were double-clicking on WWW links, which crashed their browser! If Microsoft were really interested in our health, they would have:

- not concentrated on the mouse alone
- spent just as much time telling us how to use the keyboard
- made sure that *all* functions could be carried out using the keyboard

Apparently the various departments within Microsoft have problems communicating with each other. I would guess that the department responsible for programming the keyboard shortcuts was demoted so much that they thought to themselves "Now we are going to come up with something really good. We will show them that Windows95 can be used from the keyboard". I would like to thank all the programmers who were responsible for the keyboard shortcuts I have mentioned here. It is just a shame that your boss is not interested in telling the rest of the world what a great job you did.

Microsoft seem to assume that their users are stupid, and have placed **My Computer** on the Desktop. Reading between the lines they are saying "Now

you can't help but see it", and at the same time they have done their best to 'hide' **Explorer**. I have my own theory about when software developers will be happy: the day that publishers can no longer sell computer manuals. That should be every software producer's aim!

Keyboard advantages

- Do you recognise the situation when you want to double-click, but are not quick enough and Windows is sure that you want to rename a file or folder!
- Your arms stay resting on your desk. You do not need to move your hands very much. This is much more relaxing, letting you concentrate far more on the work you are doing, instead of on using the mouse.
- The keyboard lets you move the cursor far more precisely. You know where it is going to land the next time you press a key, so you can prepare yourself mentally for the next action. For example, you know exactly what is going to happen when you press **Enter** when a file is selected.
- Using the mouse forces you to; control its rather random movements on the screen; concentrate on hitting the correct object on the screen; and finally speculate over what will happen when you click or double-click – you have to wait for this result before you can continue with your actions. All this is a strain, harmful and unnatural for our mental processes which are a mixture of intellectual thoughts, intuition, creativity, feelings etc. This mental process consists of two parts: one is result orientated, working towards something, and the other is more analytical, controlling the processes necessary for achieving your aim, in this case, the mouse. The more time and energy you are forced to spend analysing, the less time there is for creating!
- You can learn to touch-type so you do not have to look at either the keyboard or the screen. You cannot use the mouse unless you watch the screen – carefully!

And when you must use a mouse...

I use a Microsoft mouse with a scroll wheel which can double-click automatically (very useful) and also be used to scroll in certain programs. I can recommend it, or a similar mouse which can scroll using a wheel and double-click using a centre button or wheel.

Can you think like a program?

I want to take a quick look at a problem which most computer people do not even see as a problem. Let us look at a normal working situation in front of the screen step by step.

When someone is using Windows95, a typical working sequence looks like this. I will have to describe it using rather computer/philosophical language (but that is how programmers think). Windows95 and **Explorer** are designed from concepts which have grown out of such abstract considerations. I believe that it will help you if you know how programmers think. Computers and programmers often find it impossible to function like 'people' do, so sometimes we have to alter our behaviour so we think in the same way as they do.

I will now make some assumptions about how we think when we do something using **Explorer**.

We usually think...

1. I want to do something with a file
2. where is the file?
3. how do I get to the file?
4. how do I do what I want to do with it?

Then we...

1. navigate (find the folder)
2. select the object (folder or file)
3. do something (delete, copy, move, activate – start the program – define properties or something else)
4. maybe finish our action with the file (paste it somewhere else, etc.)

Notice the order these points are in. Computer programmers force us to translate language to *actions* by using a program. The essential part with this is that the object (noun) and the action (verb) have to change places. This is the basic problem when learning about computers and programs. And it points to an even bigger problem within the entire computer industry. *Computer people*, and especially programmers, have got used to THINKING like *computer programs*. They have no problems in swapping the object and the action. It has become natural for them that the object comes before the action.

People normally think in terms of actions (verbs: delete, copy, start a program, write a letter etc. etc.) and so find it difficult to understand why they have

to do something special in a program so it can understand what the *action* is all about. Most people think, "I just want to delete that letter to Smith. I wrote it yesterday, but I am never going to read it again. I cannot be bothered to see it every time I want to open another letter."

Programmers love putting the object first, followed by the action. Windows95 was launched with a huge fanfare in the computer world as an 'object oriented system'. So now we are adrift in a sea of objects, and confusion among users. Objects have properties and we have to explore them to find the actions (verbs) which are hidden among these properties. A fine example is trying to set up an Internet connection. You end up with masses of objects (icons) all over the place, and it is nearly impossible to discover where you should start, but you have probably tried it yourself and know just how it feels.

You want to do something or other in a program, but have no idea how to get hold of the object which can execute precisely the action you want to carry out. The programmers have put the action with the object, which in their way of thinking is the most logical thing to do. But often the way they think has very little to do with the way we think, and then we have problems.

Have you ever seen a program with a menu called **Delete**, containing the sub-menu points: **Folder**, **File**, **Letter** etc. No, menus are a confusion of objects/nouns (File, Tools, Table, Window, Help) and actions/verbs (Edit, View, Insert). This example is taken from Word 7. Nobody should be surprised that programs are difficult to work out. One could just wish that Microsoft and other developers were at least consistent!

Keyboard shortcuts

Windows

Ctrl+Esc, Alt+M	minimise all windows
Ctrl+Esc, U, Enter	(phonetically good, try saying it) Close Windows

Explorer

F2	edit
Tab	jumps between left and right panes
left arrow	left-hand pane: go to the mother folder, then collapse the folder tree
right arrow	show sub-folders
*	expand an entire branch (left-hand pane)
space	jump to the next drive (left-hand pane)
F5	update window
Ctrl+X	prepare for moving (undo with Esc)
Ctrl+C	prepare for copying (undo with Esc)
Ctrl+V	paste in from clipboard (undo with Ctrl+Z)
Shift+F10	object or context menu
Shift+Del	delete, do not send to Recycle bin (no way back!)
Ctrl+A	Select all
Ctrl+Space	toggles selecting on and off on a single object (right-hand pane)
Alt+Enter	properties of an object
Ctrl+Z	undo the last operation. Windows remembers the last 10 operations (delete, move or paste in a folder, file or shortcut).
Ctrl+ big Plus	When right pane shows details, all columns are customized. Undocumented

Dialog box

Ctrl+Tab	move to next tab/sheet
Tab	next field
Shift+Tab	previous field
Alt+underlined letter	choose a button, or activate/deactivate a field

Windows program

Ctrl+Tab (F6)	move between open documents
Alt	activate the menu line, then use arrow keys and letters to activate menu points.
Alt+F6	move between active windows – for example in Word when the search dialog box is active

Internet Explorer

Ctrl+Tab	move between the address field and the current link
Tab	first time: address field, then: next link
Shift+Tab	previous link
Enter	on selected link: go to
End	bottom of page
Backspace	previous page
Shift+Backspace	next page
Ctrl+R (=button Reload/Refresh)	update

Escape from the mousetrap

Learn to use shortcut keys in Windows 95/98

- they are quicker, easier and healthier.

Windows 95	4	Starting programs with a single key press..	15
Explorer	4	Programs on the Start Menu	15
Customising (Options)	4	Properties of a shortcut file	16
Objects	4	Finding and displaying folders and files	17
Navigation	5	Starting Explorer where you want to	17
Right arrow logic	5	A cheat.....	19
Left arrow logic	5	Something special	19
Résumé	5	Open files quickly using Explorer	19
More navigation	5	Managing folders.....	20
Tip	6	Backup.....	20
Speed search	6	Recently opened documents	21
Space (left-hand pane only)	6	Files: regular destinations	21
Backspace	6	Restart Windows.....	21
Home, End, PgUp, PgDn	6	All roads lead to... the operating system!..	21
Ctrl+Home/End/PgUp/PgDn	6	ZipMagic	22
Multiplication symbol (asterisk) – left-hand pane only	7	Why we have compression programs	22
Advice when navigating	7	The advantages of a packed file.....	22
Choosing and selecting	8	Windows compression programs.....	22
Managing objects	9	How I use ZipMagic	22
Delete	9	Packing one or more files into a ZIP file ...	23
Recycle bin	9	How do Explorer and ZM work together?	24
Renaming	11	HotKey: Active or inactive	24
Moving	11	Packing and unpacking	26
Copy	11	And now to work...	27
Advice on managing objects	11	Practical examples	27
Creating an object	12	Dragging a file onto a ZIP file.....	27
Creating a folder	12	Have I remembered all the files in my ZIP file?	27
An object's properties	12	Why didn't they tell me...?	28
Folders	12	A possible answer	28
Drives	12	Keyboard advantages.....	28
My Computer	12	And when you must use a mouse.....	28
Desktop	12	Can you think like a program?	29
A very important key!	13	Keyboard shortcuts	30

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