

SECRETS OF WINDOWS ACCESSORIES

TIME WAS WHEN AN OPERATING SYSTEM CAME IN ONE PACKAGE AND APPLICATION software came in another. The line between the two was absolute. DOS handled drives, ports, screens, and basic housekeeping; applications took care of everything else. That line is now breaking down. Today, it is common for operating systems, including DR DOS and the most recent release of MS-DOS, to come with small but useful applications built right into them. Windows is a leader in this trend.

Upon setup, Windows presents you with a clock, a calculator, a perfectly competent word processor, a simple but solid communications program, a drawing package, and more. None of these programs is as dazzling as the big commercial programs developed for Windows, but they're free!

Many Windows users are curiously reluctant to dig into these so-called applets. Part of this is habit: DOS didn't do it, and applications are not operating systems. And part of this is a natural desire to push toward the ultimate in features and performance, which is, after all, one of the major attractions of Windows.

Still, overlooking these small applications is a mistake. If you're like most Windows users, for example, you'll find Terminal, Windows' built-in communications package, to be quite adequate for your communications needs. It does the job-dialing the phone, handling uploads and downloads-and otherwise stays out of the way. And it doesn't take precious disk space away from more important applications, as more fully featured Windows communications packages do.

Make the best use of Windows' applets by following the advice in this chapter, which includes

Tips for using the Windows Clock

Information on how to get the most out of Write, Windows' built-in word processor

Secrets about the Windows Calculator, including a variety of financial calculations that rival spreadsheet capabilities

Strategies for using Calendar

Details on how to take advantage of Cardfile, Windows' utility for managing name, address, and phone number information

Tips for using Notepad, including step-by-step instructions on building an activities log

Pointers for Paintbrush, Windows' drawing and painting package

Advice on how to navigate Terminal, Windows' telecommunications program

Secrets for making the most of the Macro Recorder

Strategies for using the Character Map

A few nuggets of information on how to win at Windows Solitaire

All of these useful features are found in the Accessories group window, shown in Figure 6.1. Don't jump past this chapter to get on to the "real" applications. Take a look. There's gold in them thar' applets!

Getting the Time of Day from the Windows Clock

The presence of a clock in Windows may seem mundane, until you think about all the different valuable uses for knowledge of the time. Through this mini-application, Windows can become your timepiece in several different forms.

A Timely Icon

Here's a way that you can always see what time it is when you're working in a Windows application. From the Program Manager, open the Accessories group window and then double-click on the Clock icon. Click on Settings, then on Digital, and then select Minimize from the Control menu to reduce the clock display. (To get to the Clock's Control menu, click once on the box in the upper-left corner of the Clock window.) Or click on the Minimize icon in the Clock's upper-right corner to achieve the same result. This places a relatively small, easy-to-read digital clock icon at the bottom of your screen, as shown in Figure 6.2.

Easier Clock-Watching

You can use your mouse to drag the clock icon anywhere you like, but it will only be visible from another application if the application is not maximized to fill the entire screen or you have chosen the Always On Top option (Windows 3.1 only). To access this option, open the Clock, access the Clock's Control menu by clicking on the box in the upper-left corner of the Clock window or pressing Alt+spacebar, and then click on Always on Top. (If the option has a check mark to its left, it has already been toggled on.) You can then keep the clock minimized or resize it so that it's easier to see but is still unobtrusive.

Write Tips

Windows Write is a fairly full-featured word processor. It falls neatly between the scratch-pad nature of Notepad and the rich document-management capabilities of Microsoft Word. Generally, you would use Notepad for straightforward text work related to Windows itself, such as edits of Windows information files. Also, use Notepad for quick text you want to print—that is, for notes. In contrast, you would use Write for straightforward text work you want to share with others, such as memos or simple letters. If your document needs are few, use Write as your day-to-day word processor; it is powerful enough to handle that level of activity.

Lines That Don't Disappear

If you try to create lines in your Write document by choosing Underline from the Character menu (or pressing Ctrl+U) and then pressing the spacebar repeatedly, the lines disappear when you press Enter. To make the underlined spaces stay on the screen, you need to add some kind of text to the end of the blank line. For flawless lines, add a "hard space" at the end of the line to keep the underline intact. After you've entered the number of spaces to create the desired line length, hold down the Alt key and type **0160** on the numeric keypad; then release the Alt key.

Opt for Optional Hyphens

Like most word processors, Write doesn't break words that are too long to fit on one line. Instead, it places the entire word on the next line. If you are using long words, this may create big gaps at the end of your lines. Of course, you can add hyphens manually and split the word yourself by inserting a carriage return. But this will create problems when you edit the document and line lengths change; the word will stay hyphenated even if there is room to accommodate it on a single line. To prevent

this from happening, use optional hyphens. Optional hyphens will only be displayed if they are needed (at the end of a line); they won't appear when line lengths change. To insert an optional hyphen in a Write document, press Ctrl+Shift+hyphen.

Change Margins Every Time

Write sets default margins at 1 1/4 inches for the left and right margins and 1 inch for the top and bottom margins. If you are accustomed to using different margins, you'll have to change them every time you create a document because Write doesn't let you set new defaults. You can get around this limitation by creating a template for your documents. Change the margins (select Page Layout from the Document menu) and make any other formatting changes you'd like in the untitled document that is automatically loaded when you start Write.

When you have everything set the way you want, save the file with an easy-to-remember name such as LETRTEMP.WRI. Then, in Program Manager, edit the Program Item Properties for the Write icon. Choose Properties from the Program Manager File menu to bring up the Program Item Properties dialog box. In the Command Line text box, replace WRITE.EXE with the name of your template .WRI file. Now each time you run Write this template will be loaded automatically. Of course, you have to remember to save the new documents you create under different filenames (using the Save As command on the File menu) so that the original template stays unchanged.

Special Searches

Like many full-featured word processors, Write can search for special formatting characters in your documents. When you select Find or Replace from the Find menu, you can specify the following codes to search for and replace formatting in your Write documents (use the shifted 6 key to get the ^ character):

^w White space (one or more spaces in the document)

^t Tab

^p Paragraph mark

^d A manual page break

You can also use a question mark (?) as a wildcard character in your searches. So, if you're looking for the words "dot" or "doc," you could enter **do?** in the Find What box. Likewise, you could find all references to .SYS files by entering **?SYS**.

Being able to find and replace these formatting characters is especially handy if you need to strip hard returns from a document that includes line spaces between paragraphs. To do this, first replace all cases where there are consecutive paragraph marks, ^p^p (the end of a real paragraph), with a series of uncommon characters that wouldn't appear elsewhere in the document, such as &88&. Then do a second find-and-replace operation where you replace single paragraph marks (^p) with a space. Once all of these extraneous paragraph marks are removed, do a final find-and-replace operation to replace the temporary characters, in this case &88&, with regular paragraph marks (^p).

Write Keyboard Shortcuts

You can use the keyboard shortcuts in Table 6.1 in Write.

TABLE 6.1 Write Keyboard Shortcuts

Key Action

F1 Provides help about Write

Alt+Backspace Undoes previous operation

F3 Repeats the last find

F4 Goes to a page

F5 Turns off font attributes such as bold and italic

Ctrl+Enter Inserts page break

Ctrl+B Selects bold

Ctrl+C Copies selected text to Clipboard

Ctrl+I Selects italic

Ctrl+U Selects underline

Ctrl+V Pastes material from Clipboard

Ctrl+X Cuts selected text to Clipboard

Ctrl+Z Undoes previous operation (including undo operations)

GoTo (5 on the numeric keypad with the Num Lock key turned off) +Up Arrow

GoTo+Down Arrow Moves to next paragraph

GoTo+Left Arrow Moves to previous sentence

GoTo+Right Arrow Moves to next sentence

GoTo+PgUp Moves to previous page

GoTo+PgDn Moves to next page

Write Mouse Shortcuts

You can select entire sections of text in Write by using mouse shortcuts. To select an entire line of text, move the mouse pointer to the left of that line and click once. (The mouse pointer should be an arrow rather than an I-beam.) If you want to extend the selection to successive lines, hold down the Shift key while clicking. To select a paragraph, double-click in the left margin next to the desired paragraph. If you want to extend the selection to successive paragraphs, hold down the Shift key while you keep double-clicking. To select the entire document, press the Ctrl key while you click in the left margin.

Hidden Talents of the Windows Calculator

The Windows Calculator is surprisingly powerful. With a quick mouse click, you can gain access to functionality you might expect only from a spreadsheet. In a sense, the Calculator is a simple, on-screen financial computer.

Easy Financial Calculations

Following are seven financial calculations you can perform using the scientific view of the Windows Calculator. The scientific view provides four calculator buttons: the two parenthesis keys; the x^y (exponent) key; and the \ln (natural logarithm) key. Don't worry if you don't remember what an exponent or a logarithm is. This isn't calculus. You just need to know where the buttons are so you can punch them.

To get started, open the Accessories program group window and double-click on the Calculator icon. Then, to display the scientific view of the Calculator, choose the Scientific command from the View menu. Your Calculator should now look like the one shown in Figure 6.3. The formulas outlined in the following sections can be entered with a mouse or from the keyboard.

Calculate a Loan Payment To calculate a loan payment, you need to know the loan amount, interest rate, and number of payments. Suppose, for example, that you were thinking about purchasing or refinancing a home. You already know how much money you want to borrow. And you can flip through the Sunday paper to check out lender rates and terms. That's all you need to calculate a loan payment. The formula is

$$payment = pv * i / (1 - (1 - i)^{-n})$$

where pv equals the loan balance (present value), i equals the interest rate, and n equals the number of payments. The calculator keystrokes that you type to solve the formula are

$$pv * i / (1 - (1 + i) x^y (n +/-)) =$$

(Note that +/- is a single key located between zero and the decimal point on the calculator.)

For example, suppose you want to determine the payments on a \$100,000, 30-year (or 360-month) mortgage with a 12-percent annual (or 1 percent monthly) interest rate. You would type the following keystrokes.

$$100000 * .01 / (1 - (1 + .01) x^y (360 +/-)) =$$

The Calculator display will show 1028.612596926, which means that the loan payment is \$1,028.61 when you round to the nearest cent.

Calculate a Loan Balance You can calculate an outstanding loan balance if you know the loan payment, the interest rate, and the number of remaining payments. You might do this if you were thinking about paying off a car loan and wanted to figure out the current balance. The formula is

$$loan\ balance = (1 - (1 + i)^{-n}) / i * pmt$$

where i equals the interest rate, n equals the number of remaining payments, and pmt equals the loan payment. The calculator keystrokes are

$$(1 - (1 + i) x^y (n +/-)) / i * pmt =$$

So, given a car loan in which the monthly payments are \$250 and the loan has two years (24 months) of payments left at a 12-percent annual interest rate (1 percent monthly), type these keystrokes:

$$(1 - (1 + .01)^{-24}) / .01 * 250 =$$

The Calculator display will show 5310.846814407, so the loan balance equals \$5,310.85, rounded to the nearest cent.

Calculate the Future Value of a Lump-Sum Investment You can calculate the future value of a lump-sum investment if you know the initial investment, the interest rate the investment earns, and the number of years that interest is earned. The formula is

$$\text{future investment value} = pv * (1 + i)^n$$

where *pv* equals the initial investment, *i* equals the annual interest rate, and *n* equals the number of years that interest is earned.

The Calculator keystrokes that solve this formula are

$$pv * (1 + i)^n =$$

For example, if you currently have \$10,000 in a mutual fund and expect to earn 10 percent interest annually, you would use this formula to estimate the account balance in ten years:

$$10000 * (1 + .10)^{10} =$$

The Calculator display will show 25937.424601, so the future investment balance, rounded to the nearest cent, equals \$25,937.42. You can also specify the interest rate as a monthly interest rate instead of an annual interest rate and use months instead of years to describe how long the investment will earn interest.

Calculate the Future Value of a Series of Regular Investments You can calculate the future value of a series of equal investments given the annual (or monthly) investment amount, the number of annual (or monthly) investments made, and the annual (or monthly) interest rate. The formula is

$$\text{future investment value} = ((1 + i)^n - 1) / i * pmt$$

where *i* equals the annual (or monthly) interest rate, *n* equals the number of years (or months) interest is earned and payments are made, and *pmt* equals the regular payment, or investment, amount.

The Calculator keystrokes are

$$((1 + i)^n - 1) / i * pmt$$

For example, if you currently plan to contribute \$1,800 a year to your Individual Retirement Account, and you expect to earn 12 percent annually, you could use this formula to calculate the account balance in 20 years:

$$((1 + .12)^{20} - 1) / .12 * 1800 =$$

After you click on the equal sign, the display shows 129694.3963991, which means that the future investment balance, rounded to the nearest dollar, equals \$129,694.

Some investments are better when made on a monthly basis rather than annually. An IRA illustrates why. Assume that you still plan to contribute \$1,800 a year, but will make your contributions every month. The formula remains the same, but you need to replace the annual figures with figures for \$150 a month at 1 percent a month for 240 months, as shown here:

$$((1 + .01)^{240} - 1) / .01 * 150 =$$

The result, 148388.3048081, illustrates that a monthly investment of \$150 yields \$148,388 over 20 years. In other words, you would earn over \$18,000 more by investing monthly rather than annually.

Calculate the Term of a Lump-Sum Investment You can calculate the term of an investment, or the years it will take for an investment to reach a specified future value, if you know the present investment value, the future investment value, and the interest rate the investment will earn. The formula is

$$term = \ln(fv/pv) / \ln(1 + i)$$

where *fv* equals the future investment value, *pv* equals the present investment value, and *i* is the interest rate.

The Calculator keystrokes that solve this formula are

$$(fv / pv) \ln / (1 + i) \ln =$$

To calculate how long it would take a \$50,000 inheritance earning 14-percent annual interest to grow to \$1 million, type the following:

$$(1000000 / 50000) \ln / (1 + .14) \ln =$$

The Calculator display will show 22.86325269477, which means that it will take roughly 23 years for a \$50,000 inheritance to grow to \$1 million if it earns 14 percent annually. (If you want greater precision, you can also use a monthly interest rate. In that case, the term calculated would be in months, not years.)

Calculate the Term of an Annuity You can calculate the term of an annuity—that is, the number of years it will take for a series of regular annual investments to reach a specified future value—if you know the regular investment amount, the future investment value, and the annual interest rate the investments will earn. The formula is

$$term = \ln(1 + (i * fv) / pmt) / \ln(1 + i)$$

where *fv* equals the future investment value, *pmt* equals the annuity (regular investment amount), and *i* equals the interest rate.

The Calculator keystrokes you type to solve this formula are

$$(1 + (i * fv) / pmt) \ln / (1 + i) \ln =$$

For example, to calculate how many years of annual \$5,000 contributions to your 401(k) it would take for you to become a millionaire if your 401(k) earned a 10-percent annual return, you would use this formula:

$$(1 + (.10 * 1000000) / 5000) \ln / (1 + .10) \ln =$$

The calculator display will show 31.94330809127, which means that it will take roughly 32 years for a \$5,000 annual 401(k) contribution to grow to \$1,000,000 if the 401(k) earns 10 percent annually. (If you want greater precision, you can use a monthly interest rate and then specify the regular investment amounts as monthly figures. In that case, the term calculated would be in months rather than years.)

Calculate an Interest Rate You can calculate the interest rate an investment earns if you know the present investment value, the future investment value, and the number of years (or months) over which interest will be earned. The formula for this calculation is

$$\text{interest rate} = (fv/pv)^{(1/n)} - 1$$

where *fv* equals the future investment value, *pv* equals the present investment value, and *n* equals the number of years interest will be earned. (Note that this formula assumes a one-time investment. For other interest rate calculations—for example, those involving a series of payments such as an IRA—the formulas are more complex and therefore aren't covered here.)

The Calculator keystrokes you type to solve this formula are

$$(fv / pv) \times y (1 / n) - 1 =$$

For example, suppose you can have a balance of \$17,000 in your company's profit-sharing plan, and a financial planner has suggested that you should have \$500,000 in retirement savings in 20 years. You could use this interest-rate formula to determine what sort of annual return your investment would need to produce:

$$(500000 / 17000) \times y (1 / 20) - 1 =$$

The Calculator display will show .1842027196401, which means that your \$17,000 needs to earn interest at a rate of 18.42 percent to grow to \$500,000 in 20 years. (You could also specify the period of time in months instead of years. In that case, the interest rate calculated would be a monthly rate.)

A Calculator Limitation You Should Know About

The Windows Calculator is great for many numeric calculations, but you should know about its limitations. It doesn't reliably subtract decimal numbers that are close in value to one another, because it has problems rounding them off correctly. For example, if your checkbook had a balance of \$137.27, and you wrote a check for \$137.26, the Calculator would give you a balance of \$0.009999999999991 instead of \$.01. Of course, you probably wouldn't knowingly use the Calculator to subtract such a set of numbers, but if you were doing a series of calculations that included such subtraction, your final value might be inaccurate.

Use the Statistics Box to Keep Track of Numbers

Like many calculators, the Windows Calculator lets you keep a running tally of numbers with its memory features. When you want to add (or subtract) a number from the value in memory, you press the MS (memory store) key. But for more control over such a tally, use the scientific view's Statistics Box (accessed by clicking on the Calculator's Sta key), shown in Figure 6.4. The Statistics Box Calculator's Sta key lets you store numbers in memory separately and visibly. You can place the value for a series of equations into the Statistics Box, and then come back to it later when you need it.

To verify that you've entered the correct values in a long series of additions and subtractions—for example, a checkbook balance—you would open the Statistics Box, click on the Ret button, enter the first value in the Calculator, and click on Dat at the bottom left of the Calculator. The first value will be visible in the Statistics Box. To subtract subsequent values, you would enter each successive value, press the Dat key, and press the minus key. All the values you entered would remain visible in the Statistics Box.

You can also place many values (such as monthly receipts) in the box and then use the Calculator's options to sum, average, or calculate the standard deviation on those values. You can use the following Calculator keys to process the numbers in the Statistics Box: S (standard deviation of the numbers), Ave (average of the numbers), and Sum (sum of numbers).

In addition, you can load numbers from the Statistics Box back into the Calculator by selecting the number in the box and clicking on the LOAD button in the Statistics Box.

Calculator Keyboard Shortcuts

Keyboard shortcuts for the Windows Calculator are shown in Table 6.2.

TABLE 6.2 Calculator Keyboard Shortcuts

Key Action

F1 Displays help about Calculator

F9 Applies positive or negative sign

comma(,) Inserts decimal point

R Calculates reciprocal of number

Ctrl+C Copies selected material to Clipboard

Ctrl+L Clears memory contents

Ctrl+M Stores value in memory

Ctrl+P Adds displayed number to memory

Ctrl+R Retrieves value from memory

Ctrl+V Pastes selected material from Clipboard

@ Squares the number

Calendar

Personal information managers have long been a kind of application that few users felt were important enough to actually go out and buy. Windows skirts this dilemma by including with the operating system many basic PIM elements, in particular the Calendar. You can use it to manage your schedule in a number of ways and to test whether you want or need to move to a more full-featured PIM.

Print Blank Calendar Pages

When you select the Print option from the Calendar's File menu and specify a range of dates for which you'd like printed appointment sheets, you'll find out that Calendar won't print any of the days that are blank. And on the days that it does print, it won't print times for which no appointments are scheduled. To trick Calendar into printing all of these time slots or all of the blank days within the range, you'll have to type a space in each timeline entry so that Calendar thinks there is text describing an appointment there.

Personalize Calendar Output

As in many of the Windows Accessories, you can include special information in headers and footers in Calendar. By including special symbols in the Header and Footer text boxes of the File menu's Page Setup dialog box (Figure 6.5), you can enter the date, time, filename, and page number on each page, along with any other personalized text that you'd like to appear.

By default, Calendar prints the filename as the header and the page number as the footer. Use the codes shown here to add information and formatting to your headers and footers in Calendar or in other accessories' headers and footers:

&d Current date

&p Page numbers

&f Filename

&l Text justified at the left margin

&r Text justified at the right margin

&c Text centered between the margins

&t Current time

Start Your Day by Previewing Appointments

If you add the Calendar to your Startup Group in Windows 3.1, you won't have to remember to check your personal calendar for your daily appointments-it will automatically appear first thing. To do this, create an icon for your personal calendar in Program Manager and place it in the Startup group. For example, if your calendar is named MYCAL.CAL, specify this on the Command Line in the Program Item Properties dialog box. Then position the icon in the rightmost position in the Startup group window so that it is the last program to load at start-up and remains on your screen.

Special Times

If you regularly schedule meetings on the hour or half hour, you'll want to set the Calendar's time interval to 30 or 60 minutes. (Open the Day Settings dialog box from the Options menu.) But what if you then have a very important 11:15 appointment, for which you want to set the alarm? Instead of changing your interval setting to 15 minutes and making your calendar endlessly long, or recording your appointment in a less-accurate time slot just because it's available, you can enter the exact time by using the Special Time option (press F7 or select Special Time from the Options menu). This displays the Special Time dialog box (Figure 6.6), which lets you insert a nonstandard time into your calendar. Once it appears as a time slot, you can go ahead and record your meeting and set the alarm, just as you would with any standard time slot.

Calendar Keyboard Shortcuts

Table 6.3 lists the keyboard shortcuts for Calendar.

TABLE 6.3 Calendar Keyboard Shortcuts

Key Action

F1 Displays Calendar Help

F4 Shows the date

F5 Sets and unsets the alarm

F6 Marks a date

F7 Inserts a special time

F8 Views a selected day

F9 Views a month

Ctrl+C Copies material to Clipboard

Ctrl+V Pastes material from Clipboard

Ctrl+X Cuts material to Clipboard

Ctrl+PgUp Shows the previous day or month

Ctrl+PgDown Shows the next day or month

Tab Moves between calendar area and scratch pad at bottom of Calendar screen

Ctrl+Home In day view, moves to starting time

Ctrl+End In day view, moves 12 hours from starting time

Cardfile

Often, when users say they need a database, what they really need is a Rolodex. Windows Cardfile provides a solid flat-file record keeper, for free. Anyone who only needs to track customers, suppliers, or the like should certainly try Cardfile before buying a separate Rolodex-type program.

Fit More Cards on a Printed Page

When you select the Print All option from Cardfile's File menu, you'll get a printout of every card in the file. With the default margin settings, only four cards fit on a printed page. To increase that number to five, select Page Setup from the File menu and reduce the top and bottom margins to no more than 0.75 inches. To conserve more page space, print the file without headers and footers by deleting the text and formatting codes in the Header and Footer sections of the Page Setup dialog box.

Dialing with Cardfile

If you use Cardfile to keep track of phone numbers and addresses, you can have it also dial the phone for you. But if you have other numeric information on the card, such as a nine-digit zip code, Cardfile may get confused and try dialing that number instead. To avoid this problem, set up your cards so that the phone number is the first set of numbers that Cardfile encounters. To do this on an existing card, place the name and phone number on the Cardfile's index line (select Index from the Edit menu; you'll see the dialog box shown in Figure 6.7). To add a new card with this format, press F7 and, in the Add dialog box, enter the name of the person or business, a space, and then the phone number all on the same line; then press OK. Now you can fill out the rest of the information in the body of the card: address, contact information, or notes.

Quick Card Finds

To quickly get to a Cardfile record, there's a shortcut key combination that eliminates the need to use the Search command when your card database has more records than you can see on screen at one time. In Windows 3.0, simply press Ctrl+*letter key* to jump to the first card that begins with that letter. In Windows 3.1, this key combination is Ctrl+Shift+*letter key*.

Dial Internal Extensions

You can get Cardfile to dial numbers that contain fewer digits than a regular phone number by using hyphens in the empty spaces. Cardfile will treat the extension as a standard phone number because it's at least six digits long, but it will ignore the hyphens when it actually dials the phone. For example, if you want to be able to dial the extensions of co-workers in your office, fill out the index line of their cards as follows:

```
Fred --6088  
Gayle --6029
```

If there are other numbers on the card that are six digits or more (such as a zip code), you may have to select the phone number with your mouse so that Cardfile knows that it is the correct number to dial.

Convert Cards to Text

Put your Cardfile records to use by converting them to ASCII format. For example, say you want to take your phone and address database and do a mail/merge in Word for Windows. You can accomplish this by printing your database directly to a text file. To do so, you need to set up your default printer with the Generic/Text Only option. Here's the process for doing so in Windows 3.1.

Go into Control Panel and select Printers. Choose Add and select Generic/ Text only. Select Install; you may be prompted for a Windows setup disk so that Windows can copy the appropriate driver for this printer option to your system. Choose Connect and, in the drop-down list of Ports, select File. Finally, select Set as Default.

To create a text file in Cardfile that is as clean as possible, requiring the least amount of work for your word processor. You should perform a few formatting changes before you print the cards. Select Page Setup from the File menu, delete the text in the Header and Footer boxes, and set all the margins to zero, as shown in Figure 6.8. This eliminates the default header and footer and gets rid of extra spaces in the text file. Finally, select Print All from the File menu; you will be prompted for the name of the file to which you want to output. You can now open this file in Word for Windows (or any other word processor) and set up your mail merge. Of course, there will still be extra spaces and paragraph marks that you'll have to get rid of before the file will be usable.

Autodialing Long Numbers in Windows 3.0

Cardfile's Autodial option in Windows 3.0 limits the length of the phone number that can be dialed to 14 characters. (Windows 3.1 does not have this limit.) To get around this limitation, avoid using unnecessary hyphens or commas to separate groups of numbers. For example, 9,678-555-1234 can just as easily be specified as 96785551234. This way you'll have all 14 spaces for the actual phone number. If the number you want to dial requires even more room than that-perhaps you're dialing an international number-in the Autodial dialog box consider moving the first six digits of the phone number to the Prefix box located below the Phone Number box.

Cardfile Keyboard Shortcuts

Table 6.4 shows keyboard shortcuts for Cardfile.

TABLE 6.4 Cardfile Keyboard Shortcuts

Key Action

Alt+Backspace Undoes the last command

F1 Displays Cardfile help

F3 Finds the next instance of a specified search string

F4 Goes to a specified search string

F5 Autodials a number on a selected card

F6 Opens an index line on a selected card

F7 Adds a new card

PgUp Goes to previous card

PgDn Goes to next card

Ctrl+Home Goes to first card in stack

Ctrl+End Goes to last card in stack

Notepad Know-How

Notepad is a great place to edit ASCII text, such as the contents of a Windows "read me" file, or to jot some quick text you want to print. It doesn't have the power of a true word processor (it has terrible file import and export capabilities, for example), but then it doesn't have their dangers, either (it won't mistakenly save an ASCII file in another file format).

Turn On Word Wrap

When you're using Notepad to create lists or reminders for yourself, there's nothing more annoying than having the lines of text go on seemingly forever. Fortunately, you can just turn on the Word Wrap option on the Edit menu; this option wraps the text to fit the current Notepad window. If you shrink or enlarge the window while Word Wrap is selected, the text will move to fill the space accordingly.

Add Time and Date to Printed Documents

One of Notepad's niftiest features is its time/date stamp, which lets you enter the current time and date in your documents simply by pressing the F5 key. If you use Notepad for notes to yourself, this feature is especially handy for keeping track of what happened when.

Notepad also gives you another way to add the current date and time to printed Notepad documents, by using custom page formatting. From the File menu, select Page Setup to display the Page Setup dialog box. In the Header text box, you should see the default header code &f, which prints the filename at the top of each page. Type **&d, &t** into the Header box; this will make Notepad include the date and time at the top of every page each time the document is printed.

Format Headers and Footers in Notepad

As in Cardfile, Calendar, and Write, you can use formatting codes in your headers and footers to change their printed appearance. The default header is &f, which prints the filename at the top of the document. The default footer is Page &p, which prints the current page number at the bottom of each page. The code &l aligns header or footer text on the left, &r aligns text on the right, and &c centers the text. For the &l and &r codes to take effect in Notepad, they must be the very first item in the Header or Footer text box; otherwise Notepad will ignore them and center text by default.

Create a Log of Your Work Day

If you'd like to keep better track of your time, let Notepad help you by maintaining an activity log. Open a new file in Notepad and add the word **.LOG** (you must use capital letters) at the top of the page. This tells Notepad to stamp the date and time at the end of the file every time it is opened. Save the document with an easy-to-remember name such as DAYLOG.TXT. To use this log, simply open it whenever you need to make an entry and add your activities below the time/date stamp that appears. When you are ready to record your next activity, select Open again, even though the file is already loaded into Notepad. (If you haven't saved your previous additions to the file, Notepad will ask if you want to do so before displaying the Open dialog box.) Select the file; reopening it causes the new time and date to appear.

Notepad Keyboard Shortcuts

Table 6.5 shows the keyboard shortcuts for Notepad.

TABLE 6.5 Notepad Keyboard Shortcuts

Key	Action
------------	---------------

F1	Displays Notepad Help
-----------	-----------------------

F3	Finds the next instance of a specified search string
-----------	--

F5	Inserts the time/date stamp at the insertion point
-----------	--

Ctrl+C	Copies material to Clipboard
---------------	------------------------------

Ctrl+V	Pastes material to Clipboard
---------------	------------------------------

Ctrl+X	Cuts material to Clipboard
---------------	----------------------------

Ctrl+Z	Undoes previous operation
---------------	---------------------------

Paintbrush Pointers

Paintbrush may be the most fully featured of Windows' small applications, and it is definitely the most integrated into the environment as a whole. Paintbrush appears when you tinker with on-screen colors or edit icons; it's a fundamental element of Windows. As a stand-alone application, Paintbrush is strong enough to compete with commercial alternatives.

Quick Duplicates

To make copies of an object that you've drawn in Paintbrush, do the following: Select the Scissors or Pick tool, both of which are at the top of the Toolbox. The one on the left, Scissors, picks irregular shapes; the one on the right, Pick, selects rectangular shapes (see Figure 6.9). Outline the object, hold down the Shift key while you click once on the object, release the Shift key, and then drag the copy wherever you want it. You can repeat this process as many times as you'd like. If you continue to hold down the Shift key while you drag the object, you'll draw multiple copies of the selected object, as shown in Figure 6.10.

Perfect Lines and Shapes

The Shift key again comes in handy when you are drawing lines, squares, and circles. When you select one of these drawing tools, holding down the Shift key while you drag with the mouse will produce a line oriented vertically, horizontally, or at a 45-degree angle; a perfect square (as opposed to a rectangle); or a perfect circle (as opposed to an ellipse).

Easy Erasing

As you work on your Paintbrush creation you'll probably find yourself wanting to fine-tune each change you make. Pressing the Backspace key after you have completed a task such as drawing a line or adding color calls up an eraser that works just on your most recent change. The mouse pointer turns into a square with an x inside it. Holding down the left mouse button while you drag the mouse erases whatever part of the object you touch. This eraser works only for the most recent addition or change to the drawing; if you try to erase a part of the drawing that was created before the last change, nothing happens. To erase these older parts of the drawing, select the Eraser icon in the Toolbox.

More Zoom

If you want to do some detailed work on a section of an image, you can choose the Zoom In command from the View menu. You can then select the area you'd like to see in detail. But the scope of the area you can zoom in on depends on the size of the overall image. (To check the size of the image, select Image Attributes from the Options menu.) If the image is very small, the box that appears to let you select the zoom-in area is also very small. If this doesn't cover enough ground for you, copy the image to a larger size and then zoom in on it.

Save the image you are working on just in case you make some changes that you don't like. Now select the entire image with the Pick tool, select Copy from the Edit menu, and choose New from the File menu. Before pasting the copy of the image, set the Image Attributes (found on the Options menu) to a larger width and height than the original drawing. When you paste in the image, it will appear to be the same size, but when you select Zoom In, the selection box is larger. You can now zoom in on the entire area that you want, which enables you to make the desired changes.

To return the image to its original size, copy it again and set the Image Attributes of this third drawing to match those of the original. This third drawing,

which has your changes and has the same width and height dimensions as the original, is the file you'll want to save. The original and interim copy may be deleted.

Special Text Effects

When you add text to your Paintbrush creations you'll notice the choices Outline and Shadow on the Text menu. If you select one of these options and start typing text, you may not see these special effects. If you're using a white background, they won't appear as outlined or shadowed because white is the color used to create these effects. (Note that you cannot change this color.) But any other background color, with a contrasting foreground color used for the text, will give you outlined or shadowed text, as shown in Figure 6.11. To change the background color on a new drawing, click with the right mouse button on the color you want, and then select File, New. To change the background on an existing drawing, use the Paint Roller tool.

Paintbrush Keyboard Shortcuts

Table 6.6 shows keyboard shortcuts for use in Paintbrush.

TABLE 6.6 Paintbrush Keyboard Shortcuts

Key	Action
------------	---------------

F1	Displays Paintbrush Help
-----------	--------------------------

Ins	Alternative to clicking the left mouse button
------------	---

Del	Alternative to clicking the right mouse button
------------	--

F9+Ins	Alternative to double-clicking the left mouse button
---------------	--

F9+Del	Alternative to double-clicking the right mouse button
---------------	---

Shift+Up Arrow	Moves up or down one line
Shift+Down Arrow	

Home	Scrolls to top of work area
-------------	-----------------------------

End	Scrolls to end of work area
------------	-----------------------------

Shift+Home	Scrolls to left edge of work area
-------------------	-----------------------------------

Shift+End	Scrolls to right edge of work area
------------------	------------------------------------

Shift+PgUp	Scrolls left one screen
-------------------	-------------------------

Shift+PgDn	Scrolls right one screen
-------------------	--------------------------

Tab	Moves among Toolbox, Linesize box, Palette, and drawing area
------------	--

Shift+Tab	Moves in reverse order among Toolbox, Linesize box, Palette, and drawing area
------------------	---

Ctrl+B	Boldfaces selected text
---------------	-------------------------

Ctrl+C	Copies selected item to the Clipboard
---------------	---------------------------------------

Ctrl+I Italicizes selected text

Ctrl+N Zooms in on the screen

Ctrl+O Zooms out from the screen

Ctrl+P Enlarges drawing to fill the entire screen

Ctrl+S Saves drawing

Ctrl+U Underlines selected text

Ctrl+V Pastes material from Clipboard

Ctrl+X Cuts material to Clipboard

Ctrl+Z Undoes previous operation

Tapping into Terminal

Terminal has its limits, but if what you need is reliable dial-up and connection, this application is all you require. I actually use Terminal to dial MCI mail on the road from my notebook. Why take up valuable disk space when a perfectly adequate program is already part of Windows?

Print Selected Terminal Text

Terminal offers you a few options for capturing the contents of a communications session. You can enable Printer Echo, which sends all the information from your screen to the printer; you can save incoming text to a file; and you can save the buffer contents by copying it to the Clipboard. All of these methods work well, but if you only want to print (and not save) certain text selections, you can copy the information directly from the screen (or the buffer) to the Clipboard. Use the mouse to highlight the text you want, and copy it to the Clipboard. Then paste the copied text into Notepad or Write. At this point, you can print the text.

Increase the Buffer Size

The buffer in Terminal is a holding tank for what transpires during a communications session. Everything that you see on your screen is stored in this buffer. But because buffers can hold only a limited amount of information, the most recent information from your session replaces the old. A buffer can be an extremely valuable resource because it allows you to see where you've been. If a screenful of information scrolls by too fast, you can scroll through the buffer to see what you missed.

You can also use a buffer to capture information from your session that you want to save or print. You can select the buffer contents and copy them to the Clipboard, where you can save the data as a file or send it to the printer. If you regularly copy the buffer contents to the Clipboard, paste them into a document file (for instance, in Write), and then clear them before resuming your session, you have a way of recording and saving the entire session, no matter how many lines of text it contains. Since it has all these valuable uses, you can see why you'd want the buffer to be as large as possible. The default size is only 100 lines. To change the buffer size to the maximum value of 399 lines (or less), choose Terminal Preferences from the Settings menu and change the number in the Buffer Lines text box. Any number from 25 to 399 is a valid setting.

Turn Off Call Waiting

If you share one telephone line for voice and data purposes, call waiting can cause connection problems when your computer and modem are using the phone line. Of course, you don't want to give up your call waiting, and fortunately you don't need to. You can temporarily turn off call waiting for a call by entering a code before you dial the phone number.

Have Terminal do this automatically each time you dial out by adding the code as a regular dialing prefix. To do so, select Modem Commands from the Settings menu and add the numeric code in the Dial Prefix box (see Figure 6.12). The default Prefix setting is ATDT, so, for example, you would type ***70** after that to create ATDT*70. In many calling areas, *70 is the code to turn off call waiting. If this doesn't work, check with your phone service to find out which code you must use.

Work Around Noisy Phone Lines

If you consistently have a problem with noisy phone lines when you are using Terminal, it may help to lower the baud rate that you are using. Try dropping down to the next lowest setting and see if the condition of the phone lines improves. To do so, choose Communications from the Settings menu and choose a lower baud rate. For example, if you are currently communicating at 9600 baud, try 4800 and see if that helps.

Run Terminal Maximized

When you start Terminal, you'll notice that it doesn't automatically run maximized. However, if you'd like it to start maximized so that you can see more buffer lines, you can edit your WIN.INI file and tell it to do so. Open WIN.INI in SYSEDIT or a text editor and find the [Terminal] section. Type the line **Maximized=1** at the bottom of this section, and then save your changes. For this change to take effect, you have to exit and then restart Windows.

Terminal Keyboard Shortcuts

The keyboard shortcuts for Terminal are shown in Table 6.7.

TABLE 6.7 Terminal Keyboard Shortcuts

Key	Action
------------	---------------

F1	Displays Terminal Help
-----------	------------------------

Ctrl+C	Copies material to Clipboard
---------------	------------------------------

Ctrl+V	Pastes material from Clipboard
---------------	--------------------------------

Ctrl+Ins	Copies selected text to Clipboard
-----------------	-----------------------------------

Shift+Ins	Sends Clipboard contents to remote system
------------------	---

Ctrl+Shift+Ins	Sends selected text to remote system
-----------------------	--------------------------------------

Make the Most of the Macro Recorder

Windows' Macro Recorder took a lot of heat in the early days as one of the least well-developed parts of the environment. It seemed to be the component written last and most hastily. Even in Windows 3.1 the recorder is less than spectacular, but it can be quite useful if you are aware of its quirks and limitations. These tips provide direct

benefits from Recorder and will help you become familiar with how to use the program effectively.

Avoid the Mouse

When using Windows' Macro Recorder, you should always use keyboard commands, not mouse clicks. Mouse clicks can be recorded, but they may not play back correctly because their position is recorded relative to the upper-left corner of the window. Since your programs' windows aren't always the same size, the actions you take with the mouse in one window won't always achieve the same effect when played back in another window. To make sure that the mouse isn't recorded for the current macro, select Macro, Record and choose the Ignore Mouse setting in the Record Mouse drop-down list box. To avoid recording mouse actions for any macro, select Options, Preferences and then Ignore Mouse in the Record Mouse box (see Figure 6.13).

Use Macros to Resize Windows

Almost any task you repeat is a candidate for a Recorder macro. A good test of Recorder's power is to replicate the shortcuts, found in earlier versions of Windows, that maximize, minimize, and restore a window (Alt+F10, Alt+F9, and Alt+F5, respectively). While these handy keyboard shortcuts were not included in Windows 3.0 or 3.1, with the help of Recorder you can use the following instructions to restore them to your Windows system.

Open the Recorder and activate any program whose window can be maximized, such as Program Manager. Then press Alt+Tab as many times as necessary, until Recorder becomes the active window again. Give the macro a name that describes what it does. In the Shortcut Key area of the Record Macro dialog box, put an x in the Alt check box (remove the x from the other check boxes, if necessary) and press F10. (Or, if you prefer, click on the downward-pointing arrow and choose F10 from the drop-down list.) The shortcut key for your macro is now set to Alt+F10.

In the To drop-down list box in the Playback section of the dialog box, choose Any Application. This step is important. By default, Recorder macros operate only on the applications in which they are recorded. Because you want your maximize macro to affect whatever window is active when you run it, this step changes the default playback option to Any Application.

With the dialog box filled out, click on the Start button. Recorder shrinks to a blinking icon and returns you to the application you were in before you activated Recorder. The blinking icon is your signal that the tape is running. Everything you do now will be saved for posterity.

Press Alt+spacebar, x to maximize whatever application you're now in. (Remember to use keyboard techniques.) Then press Ctrl+Break to turn off the Recorder. Recorder responds with another dialog box. Choose Save Macro and click on OK; you now have a keyboard shortcut for maximizing application windows. Try activating an unmaximized window and pressing Alt+F10 just to make sure your macro is working as it should.

You can follow the same procedure to create minimize and restore macros. To make your macros available for future Windows sessions, return to Recorder, choose the File menu's Save command, and give the file a name such as SYS-MAC. (Recorder will assign it the extension .REC.) You can then make this macro file a regular resident of your Windows desktop by adding the line

```
Load=SYS-MAC.REC
```

to your WIN.INI file. With this command in WIN.INI, your macros will be available during each work session.

View Macros

In Recorder you cannot edit previously recorded macros, as you can in many applications such as Microsoft Word for Windows. However, you can review their contents. If a macro isn't working quite right, this will give you a way to study the recorded events and debug the macro. To peek at a macro's contents, start the Recorder, select Open from the File menu, and specify the macro that you want to look at. Hold down the Shift key while choosing Properties from the Macro menu. You'll now see a dialog box that shows all the actions contained in the macro.

Start Recorder Macros from Other Applications

You can call a Windows Recorder macro from within a Windows application or when you start Windows by using Recorder's command-line shortcut keys. In the following example, STARTUP.REC is the name of the Recorder macro; Ctrl+Shift+Alt+Home is the hotkey sequence that invokes STARTUP.REC.

```
WIN RECORDER-H^+%HOME STARTUP
```

This command will load Windows, load Recorder, and fire up the STARTUP macro. The -H portion tells Recorder that a macro shortcut-key sequence follows. The ^+%HOME portion tells Recorder which shortcut-key macro to execute (Recorder cares only about the shortcut-key sequence assigned to the macro).

On the command line, Recorder requires you to use special symbols when specifying the Ctrl, Shift, and Alt keys: ^ specifies Ctrl, + specifies Shift, and % specifies Alt. For example, %END specifies Alt+End. Therefore, ^+%HOME specifies Ctrl+Shift+Alt+Home.

Assign Macros to Icons

You can assign an icon to any macro that you create with Recorder; then you can run the macro simply by double-clicking on its icon. You can do this because of the command-line shortcut keys that Recorder recognizes. When you are creating a new program item for the macro, use the following syntax to specify the command line in the Program Item Properties dialog box:

```
RECORDER.EXE [-H shortcut key] [filename.rec]
```

Use the special symbols (^, +, and %) in place of the Ctrl, Shift, and Alt keys, respectively.

Create Demonstrations with Macro Recorder

Teach your employees how to take full advantage of a Windows application by creating a customized demonstration that profiles critical Windows program features. This is only one potential use for the Macro Recorder. Because you can use the Macro Recorder to automate virtually all Windows operations-including keyboard commands and mouse procedures-it's the perfect tool for setting up personalized, real-world demos. When new employees come on board, introduce them to your PC operations by replaying a Recorder macro. Voilà! an instant demonstration.

Assign Macros for Key Combinations

If there are function keys that you seldom use-for example, the F11 or F12 key-put them to work by assigning a Recorder macro to them. One convenient option is to assign a two-key combination to them. For example, if you find it awkward to press Ctrl+Esc when you want to call up Task Manager, assign that key combination to a function key for a command that's easy to execute every time.

Stop Recording Quickly

If you need to stop or pause while recording a macro, press Ctrl+Break. This keystroke combination will suspend the replaying of a Recorder macro.

Use Recorder to Assign Shortcut Keys in Windows 3.0

In Windows 3.1, you can define a shortcut key for each icon. If a shortcut key is assigned to an application, you can quickly start the application without hunting down the icon and then double-clicking it. To achieve this same result in Windows 3.0, you can use the Recorder to create a macro that launches a specific application—for example, Cardfile. If you already have a file of macros that you use every day, open that file so you can add this new macro to it.

A macro is worthless if you can't remember the keystrokes to activate it, so it's a good idea to use mnemonically significant shortcuts for each application launcher you create. For starting Cardfile, you can use Ctrl+Shift+C. Choose the Macro command in the Record menu, fill out a name for the macro, and specify the shortcut key you want to use. Click the Start button. Now hold down the Alt key and press Tab as many times as necessary to activate the Program Manager window. If Program Manager is active already, hold down Alt anyway and tab through all the programs on your desktop until you come back to Program Manager. (Don't worry if you go around more than once; Recorder cares only about where you end up.)

In Program Manager, press Alt+F, R to execute the File Run command. (Remember to use keyboard rather than mouse techniques when recording a macro.) Fill out the dialog box by typing **cardfile** in the Command Line text box and press Enter (the keyboard equivalent of clicking on OK). You can also include the name of a data file (including its full path) to load into Cardfile if you wish. In a moment, Cardfile appears. As a final (optional) step, press Alt+spacebar, x to maximize Cardfile. Now press Ctrl+Break to stop the recording. In the dialog box that appears, choose Save Macro and click OK. Now pressing the shortcut key should automatically start Cardfile.

Because you can't predict where icons will be at playback time, in the recording you must activate Program Manager and launch Cardfile with keystrokes rather than mouse actions. And because the Program Manager item in the Task List window isn't located in any predictable position, you can't activate Program Manager by pressing Ctrl+Esc and scrolling through the list. Finally, if Program Manager is already the current window when you begin recording, you must cycle around once to *actively* select it; unless you do this, your macro will fail if Program Manager is minimized at playback time.

Character Map

Being able to see what you get makes choices so much simpler. In the case of graphical characters, that has not often been possible in the past. You had to type a complex key sequence to get an ANSI or high ASCII character, and even then might see nothing but an embedded code on your screen. Windows 3.1 provides a Character Map that lets you see all the characters your typefaces provide. That's straightforward, but a benefit nonetheless. Character Map is also discussed in Chapter 8 under font housekeeping.

Easy Extended Characters

Character Map allows you to easily incorporate special characters into your documents, such as extended ANSI characters, trademark symbols, and foreign language characters. To locate a specific character, launch Character Map and view the characters available for each font. It's best to use a character from the same

typeface as the rest of your document, but if you can't find the desired character there, try other typefaces, especially Symbol or Wingdings. If you have a hard time discerning what each character is because it's so small in the map, move the mouse pointer to it and hold down the left mouse button. A close-up of the character will pop up. Once you've located the character, click on it to select it. It should appear in the Character to Copy text box above the map. Select Copy to place it on the Clipboard. Then switch back to your document, position the cursor where you want the character to appear, and select Paste; it's as simple as that.

If the character doesn't appear after you've pasted it, make sure you have its corresponding font selected in your document: Paste may not automatically switch to the font that the special character requires if it's different from the one you're currently using. Once the character is pasted into your document, you can format it as italic, bold, and so on, if you like.

Multimedia Applets

Windows 3.1 adds two applets that indicate the impact of the multimedia future on the Windows environment: Sound Recorder and Media Player. Both are rather sketchy programs, more demonstration projects than truly useful applications. However, they do perform real work, and if you are multimedia-minded, they are a good place to begin familiarizing yourself with the new world of computer-controlled sound and video.

Play .WAV Files All the Way Through

If you are using Microsoft's PC speaker driver to play .WAV files on a PC without a sound board, the .WAV files that you play in Sound Recorder may not play all the way through. To fix this, change the speaker's Drivers settings in the Control Panel. Select your speaker driver and move the scroll bar for the Seconds to Limit Playback option all the way to the right.

Sound Recorder Keyboard Shortcuts

The keyboard shortcuts for the Sound Recorder are shown in Table 6.8.

TABLE 6.8 Sound Recorder Keyboard Shortcuts

Key	Action
------------	---------------

Tab	Moves among buttons
------------	---------------------

Shift+Tab	Moves among buttons in the reverse direction
------------------	--

PgUp	Moves backward one second
-------------	---------------------------

PgDn	Moves forward one second
-------------	--------------------------

Home	Moves to beginning of sound
-------------	-----------------------------

End	Moves to end of sound
------------	-----------------------

Solitaire Secrets

Even Windows games have little, hidden aspects. So that you can be sophisticated even when you are being frivolous, here are some tips on Windows Solitaire. Be a hit at parties, amaze your friends!

Surprise Yourself with Random Card Backs

The first time that you play the Solitaire game included with Windows, the card back option that is shown is selected randomly. This means that each time you play you'll get to use a different deck of cards. But if you ever select a deck yourself you'll lose this option, and there's no setting for it in the Select Card Back box (displayed by selecting Game, Deck).

To revert to using random decks in Windows 3.1, edit the SOL.INI file that contains setting information for Solitaire. It's located in the Windows directory. Open the file in Notepad or another text editor and find the entry that says BACKS=. Delete this entry and then save the file. The next time you play, a card back will be selected at random. If you have no other special settings selected in Solitaire, it's easier just to delete the entire SOL.INI file instead of editing it, because BACK= will be the only entry in the file. Windows will recreate the SOL.INI file the next time you play Solitaire.

Quick Stacks

It gets tedious dragging a card from its row to the correct upper stack, especially if you're having a successful game where suit stacks are quickly building up. Well, you don't have to drag any more; double-click instead. When you turn over a card that belongs in one of the four stacks, simply double-clicking on it will send it to the correct destination. This saves time too!

No Missed Opportunities

There's no way to guarantee you'll win at the Solitaire game included with Windows, but you increase your chances by using the Drag feature. Select Options from Solitaire's Game menu and choose Outline dragging. With this option turned on, moving a card over a stack that the card can legally be placed on causes that stack to change to an outline image.

To make sure you don't miss any moves that might help you, keep Outline dragging turned on. Every time you flip over a new card, pick it up and sweep across all the stacks. You'll easily spot any opportunities you might have missed. It's a good idea too, from time to time, to pick up the cards already placed on stacks and sweep them across the other stacks to make sure some opportunities haven't appeared during the game.

Cheating to Get the Card You Need

Suppose you're approaching the end of a game and you need a particular card. You click on the deck to draw three cards. The card you need is the second one down, but you can't move the top card to get to it.

You know you can't go to Options and choose Draw One because it blows your game: Solitaire will redeal the cards. Instead, click Undo to return the three cards to the deck; then hold down Ctrl+Alt+Shift and click the deck again. Only one card turns over! As long as you hold down those three keys you can go through the deck one card at a time!

Keyboard Shortcuts for Windows Accessories

The keyboard shortcuts that you can use with most of the Windows Accessories are shown in Table 6.9.

TABLE 6.9 Keyboard Shortcuts for Windows Accessories

Key	Action
------------	---------------

F1 Displays context-sensitive help

Alt+F, N File, New

Alt+F, O File, Open

Alt+F, S File, Save

Alt+F, A File, Save As

Alt+F, P File, Print

Alt+F, X Close file and exit accessory

Ctrl+C Copies material to Clipboard

Ctrl+V Pastes material from Clipboard

Ctrl+X Cuts material to Clipboard

With the Alt-key combinations, you can first press Alt and then press the two letters, one after another. You needn't press the keys simultaneously.