The **95** Best Tips, Techniques, and Shortcuts for Windows 95!

1997

Inside Microsoft **Windows 95**

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Welcome to The Cobb Group's *The 95 Best Tips, Techniques, and Shortcuts for Windows 95!* If you're using Microsoft's Windows 95 operating system, you've made the right decision by subscribing to *Inside Microsoft Windows 95.* This information-packed, how-to publication will help you get the most out of Windows 95. To give you a jump-start, we've compiled 95 of our most valuable timesaving tips and techniques into this straightforward, easy-to-use reference tool.

File Management

1) Creating new folders the quick way

Creating new folders in Windows Explorer can be a real pain. To do so, you must pull down the File menu, select the New submenu, and finally select the Folder command. You can also create new folders by right-clicking in Windows Explorer's Contents pane and selecting the Folder command from the context menu's New submenu. Both these techniques require three mouse clicks and can be time consuming, especially on a slow computer.

Fortunately, you can quickly create folders from either Windows Explorer or My Computer with the keystroke combination

[Alt]F+W+F

In this combination, [Alt]F activates the File menu, W selects the New submenu, and F selects the Folder command. To use this shortcut, just press [Alt]F, then W, and then F again. While it may sound awkward, it's really handy once you get used to it.

2) Finding a lost file

How many times have you created a file and then couldn't remember what you called it?

When this happens to you, simply turn to Windows 95's Find utility to locate your file. To do so, click the Start button and select the Files or Folders… command from the Find menu. Windows 95 will display the Find All Files dialog box, as shown below.
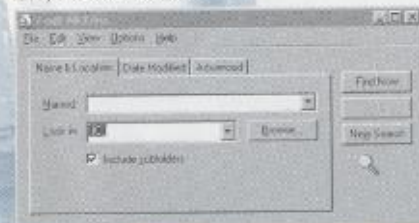
As you'll notice, the Find utility is initially configured to look for files by a certain name and location. However, this won't do you much good if you can't remember what you called the file in the first place. If you know approximately when you last modified the file, you can click on the Date Modified tab. When you do, you'll see the screen shown below.
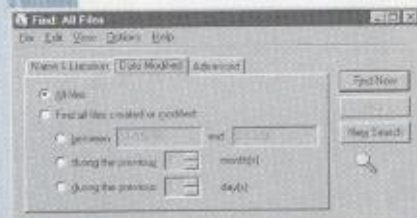
The Find utility lets you search for all files that were last modified between certain dates or within a specified number of days or months. Simply enter your search criteria and click the Find Now button. If you're not sure when the file was last modified, click the Advanced tab. When you do, you'll see the screen shown below.
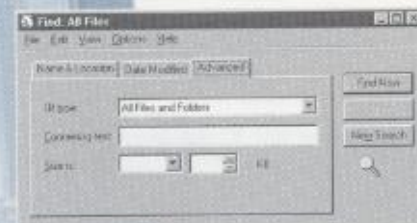
The Advanced tab allows you to search for a file of a specific size or for a certain string of text within a file. Again, enter your search criteria and click the Find Now button to begin the search.

3) Saving searches on your desktop

Do you frequently use the Windows 95 Find utility to search for certain types of files? If you repeatedly search for the same file types, you may find it helpful to save your search criteria on your desktop. When you need to perform the search, you can simply double-click the shortcut and, with no additional input, your results will appear.

Let's say that you frequently search for MID and WAV sound files. To save these search criteria, you start off in the usual way by clicking the Start button, selecting Find, and then choosing the Files or Folders... command. When the Find: All Files dialog box appears, key in the criteria for your search. For our example, just type *.mid, *.wav in the Named text box. When you're satisfied with the search criteria, click the Find Now button and the results will appear at the bottom of the dialog box. At this point, pull down the File menu and select the Save Search command, as shown below. This will create a shortcut on your desktop named All Files.fnd (you can rename the shortcut if you want). Now when you double-click the shortcut, Find will automatically perform a new search with the saved criteria.

4) Using the Documents menu

When you open the Documents menu, you'll see a list of the documents you've most recently worked with. You can open any one of these documents and the application associated with it simply by selecting the item from the menu. For example, if you wanted to open the INDEX.DOC document in Word, you'd just select that item on the Documents menu, as shown at the top of the next column.

As you probably know, the Documents menu can display the last 15 documents you've worked with. If you continue to open and save documents beyond that limit, Windows 95 will remove the older documents from the menu to make room for the new entries.
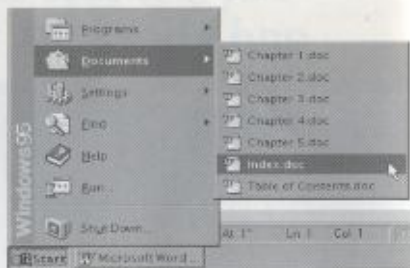
5) Clearing the Documents menu

When the Documents menu contains the maximum of 15 items, it can be difficult to quickly find the one file you're looking for. To remedy this situation, you can remove all items from the Documents menu and start afresh.

To do so, click the Start button and select the Taskbar... command from the Settings menu. When the Taskbar Properties sheet appears, select the Start Menu Programs tab and then click the Clear button, as shown above.

6) Climbing the directory tree with the new CD (Change Directory) abbreviations

If you work in the MS-DOS Prompt window from time to time, you know that the Change Directory (CD) command lets you change from one directory to another. You probably already know that by typing CD.. (CD followed by two periods), you can climb up the directory tree to the current folder's parent directory.

Windows 95 adds two more of these directory abbreviations to its version of MS-DOS. If you type CD... (with three periods), you'll climb up the directory tree to the grandparent directory. If you type CD.... (with four periods), you'll climb to the great-grandparent directory.

For example, suppose you're currently working in the

C:\First\Second\Third\Fourth

directory. If you type CD... in the MS-DOS Prompt window, you'll find yourself in the

C:\First\Second

directory. If you type CD.... at the DOS prompt, you'll find yourself in the

C:\First

directory.

## 7) Quickly renaming files and folders

To quickly rename a file or a folder, simply select it by clicking once on the file's icon and then pressing [F2]. When you do, the rename text box will open, as shown below, and you can type the new filename over the old one. Press [Enter] to save your change.

8) Bypassing file associations

Did you know that you can open a file with an application other than the one it's associated with? For example, text documents (with the extension TXT) are associated with Notepad by default. However, if you need to open such a document with another text editor or word processor, you can do so by following this technique.
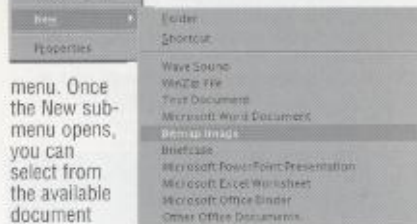
First, launch Windows Explorer or My Computer and then find the file you wish to open. Next, highlight the file by clicking once with the left mouse button. Now, hold down the [Shift] key and right-click the file, and a context menu will appear with the Open With... option, as shown below. Finally,
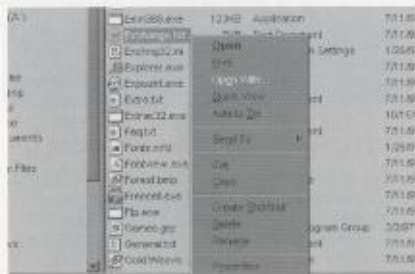
choose the Open With... command and then select the application you wish to use from the resulting dialog box.

9) Instantly creating new documents

Windows 95 lets you instantly create new documents without having to open an application. To do so, right-click in any folder or on the desktop and select New from the context menu. Once the New submenu opens, you can select from the available document types, as shown above. Windows 95 responds by creating a new document of the type you've chosen, without your having to launch the parent application. As an added bonus, Windows 95 highlights the document's default name so that you can quickly name it.

For example, suppose you right-click on the desktop and select Bitmap Image from the context menu's New submenu. When you do, you'll see a BMP file icon on the desktop with its default name, New Bitmap Image.bmp, highlighted so that you can easily rename it, as shown to the right.

As you do, make sure that you don't overwrite the BMP file extension. If you do, Windows 95 will display the message box shown below to warn you of the consequences.

10) Undoing operations in Windows 95

If you've inadvertently moved, renamed, or deleted a file, Windows 95's Undo feature may be able to rescue you. To undo an action in Windows 95, simply press [Ctrl]Z. Or, you can