Technical Geekery Tips

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Microsoft Word

If you want to open newer Microsoft Word documents in pre-2007 versions of Word, you need to download the Compatibility Pack. See http://snipurl.com/uluig.

OTHER TIP: To do the reverse and save files that can be opened in any semi-modern version of Word using Word 2007, hold the mouse over the Save As icon in the Office menu and select Word 97-2003 Document. To save in other file formats, such as RTF, you'll have to select this and then choose from the drop-down box in the Save As dialog.
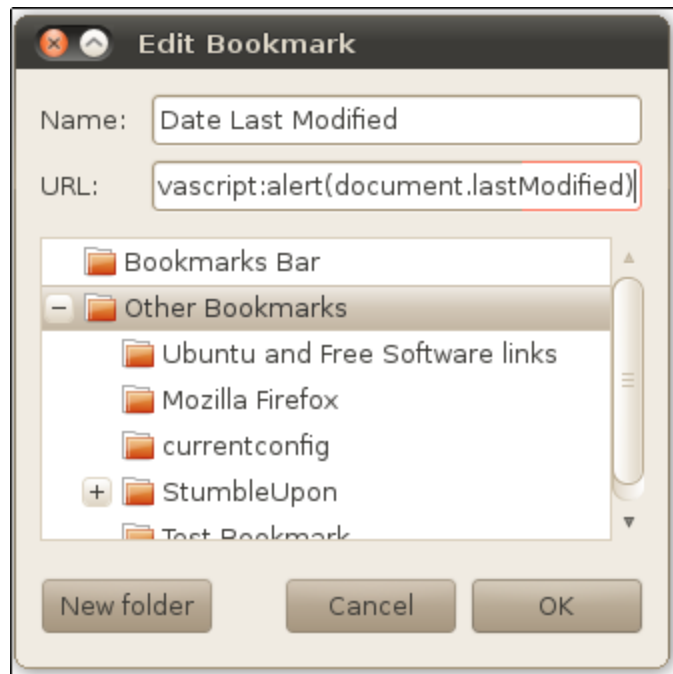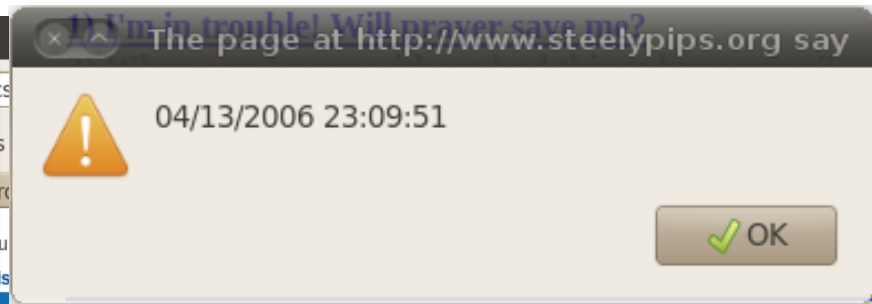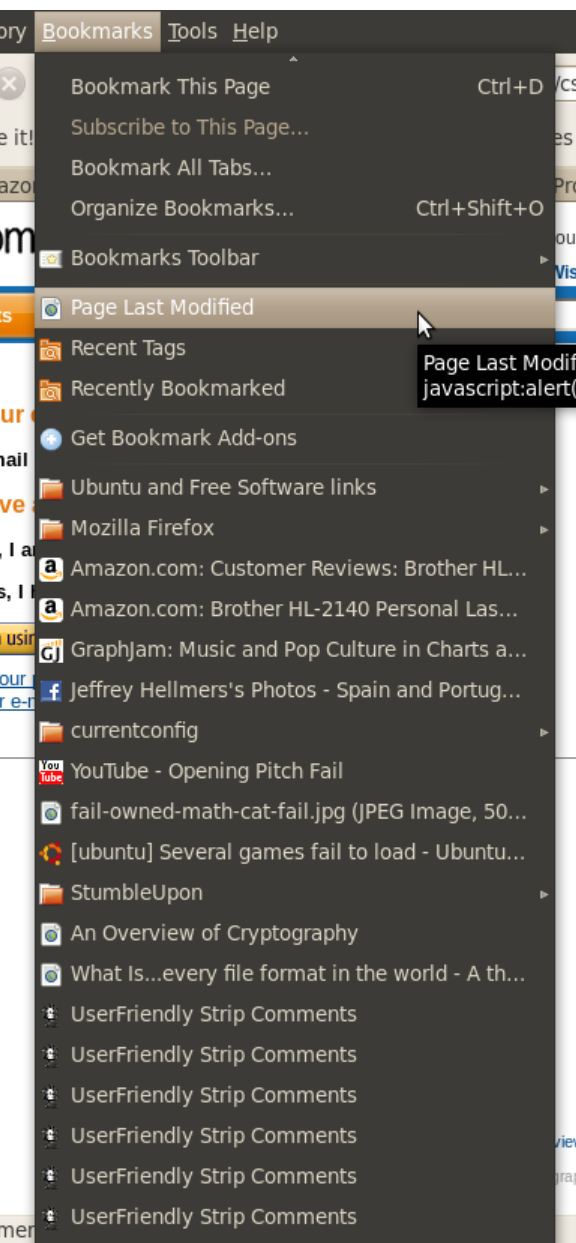
Internet Explorer

- Once again, this tip works on any browser. (I can't think of any more IE tips right now.)
- Ever wanted to know the date a page was last updated and had no way to do it? Here's a (well, not easy to remember) simple way to find out. Once you're on the page, erase the URL in the address bar (make sure you don't accidentally hit go until you're done typing, or it'll try to go to a website that doesn't exist) and type javascript:alert(document.lastModified) in the address bar. Then hit Enter or press go, and you'll get a dialog box telling you the date. Note that this may not work on some pages because of the way they take updates (like wikis)--you'll generally know if that's the case because it claims the date is the current time, down to the minute, or it displays a blank dialog box.
- OTHER TIP: If this seems like a lot of trouble to remember and use, you're right. (I did, but I'm a computer guy who memorizes all that sort of stuff.) However, you can create a bookmark that automatically opens this.
- Start by bookmarking any page to create a new blank bookmark. Then open the bookmarks menu and right-click the bookmark, choosing "Properties" or "Edit." (I tested this on Chrome and Firefox, but it should work on Internet Explorer or any other browser as well.) Change the URL to the javascript: string listed earlier (Javascript is case-sensitive, so be careful). Change the title to something like "Date Last Modified", and try it out.
- I have too many screenshots, so see the next slide.

Internet Explorer [Screenshots]
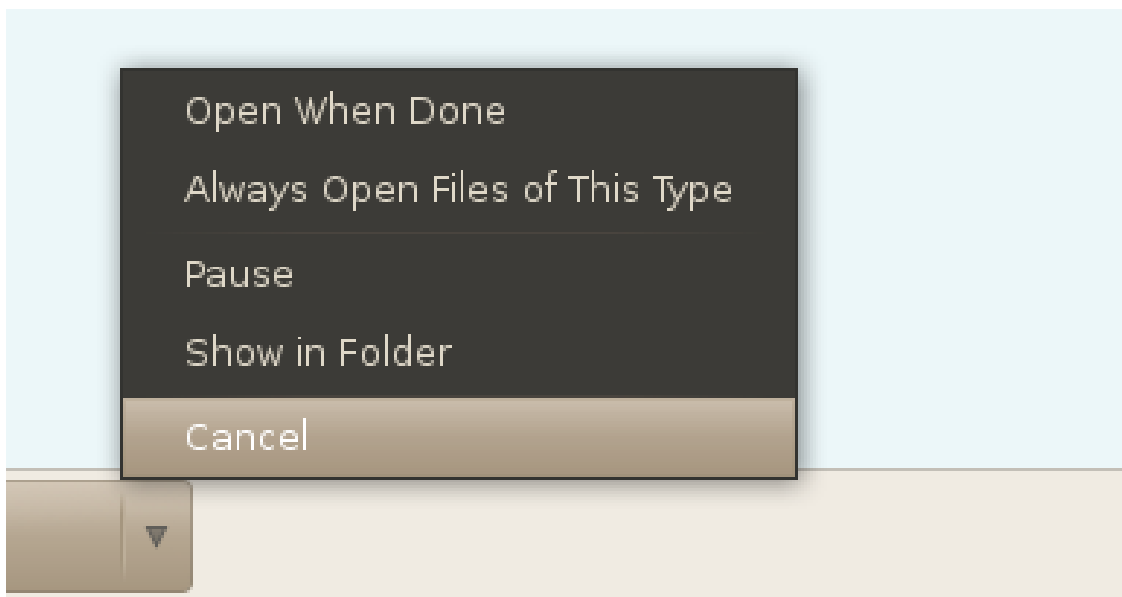
Firefox

Version 3

- Have too many bookmarks and can't find anything? Guess what—you can search them.
- To do so, choose Bookmarks → Organize Bookmarks, then use the search box in the upper-right-hand corner.
- OTHER TIP: If you find yourself using this a lot, Ctrl-Shift-O will open the organize bookmarks screen, from which you can search.

- When you download something in Chrome, a button appears at the bottom of the screen. Clicking on it will bring up a menu of handy options.
- OTHER TIP: If it's downloaded already, "Open when Done" will change to Open, and "Pause" will be unavailable.

Open When Done

Always Open Files of This Type

Pause

Show in Folder

Cancel

Keyboard Shortcuts

Tips on Using the Tab Key

▪ Press Alt-Tab to switch between windows.
▪ Press Ctrl-Tab to switch between tabs or documents in your current application.
▪ Press Tab to move to the next item in a dialog box.
▪ Add Shift to any of these combinations to move backwards through the sequence.
▪ Pressing Ctrl-Alt-Shift-Tab-F4-Escape opens a dialog box that shows the secret to getting Windows to run without crashing (okay, not really).

General Windows

- If you've recently gotten Windows 7, you may not have realized that you can drag most windows to the side of the screen to make them neatly fill one-half of the screen. Drag until your mouse pointer hits the edge, regardless of how far off the edge that puts the window.
- OTHER TIP: You can also drag a window to the top of the screen to maximize it, and away from the top to restore it.

Editor's Note

Annoyances with Windows 7...

- I am planning to phase out this section or convert it to something else now that I have a working blog for this sort of thing—visit http://technicalgeekery.blogspot.com.

Announcements

- I have successfully moved to the new server as of now. If you're having difficulty accessing the website or emailing me— please let me know.
- Report difficulties, technical issues, and/or factual problems with this newsletter to webmaster@thetechnicalgeekery.com.

- If someone you know wants to subscribe to this newsletter, have them visit http://www.thetechnicalgeekery.com/Windows and enter their email address.

- Visit http://www.thetechnicalgeekery.com for Windows downloads and many other features.

- As always, I welcome any comments, compliments, suggestions, and technical questions at webmaster@thetechnicalgeekery.com.

Formatting

- Although I'm not so good at this and it sometimes comes out inconsistent, I try to put wording that will appear on your screen in "quotation marks" or Capitalize All The Words In It.
- If there are multiple items to click on in a row, I use an arrow like this: →. By the way, if you're interested in how to insert those in Word, just use --> (two hyphens and a greater-than sign) and hit the spacebar.
- If you have to type something, I put it in *italics* to avoid confusion about whether to type quotation marks or not.