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The Tip Corner – April 2014
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Tech Support

Before calling or e-mailing for support do have the following information handy:
Have the model and serial numbers.
Also be close to the product.
Have paper and pencil for instructions or contact information.
Try googling for the information before contacting anyone.
Ensure that you have lots of time available.
Have all purchase information available.
If there is a charge, have more than one credit card available.
When connected, write down the support representative's name and any case number assigned.

Windows hidden "god mode" folder

Windows offers a centralized Control Panel for all of the OS settings, which makes it easy for users to tweak everything from desktop background to setting up a VPN. To enter this mode, create a new folder with this exact name (copy and paste it): God Mode.{ED7BA470-8E54-465E-825C-99712043E01C}. The folder icon will change to a Control Panel-style icon, and you will be able to jump in and change all kinds of settings. Note: Don't try this on Windows Vista 64-bit as it's known to cause a reboot loop.

Problem Steps Recorder

This handy tool automatically records any mouse clicks and takes screenshots for you. If you need tech assistance with your computer, go to Run by typing Windows + R, and then type "psr." Use the tool and by the time you are finished, you can send this information, neatly compiled automatically, to the person helping you with the issue. It will make the process of finding the problem much easier for them, which means you will be able to get your system up and running faster.

WinDirStat

Find and Delete large files cluttering up your hard drive. A tool called WinDirStat (Windows Directory Statistics) will help you find files and folders that are taking up the most space on your drive. Once found they can be deleted.

Use the Cloud

If you are working on some serious stuff don't just save it to your hard drive. Use the Cloud to backup important files. You can use services like Dropbox, Google Drive, or many of the other popular cloud storage solutions. They usually offer two to ten GBytes of free storage. More than that can cost, but it will be a while before you have to go that route. The files are then available to you no matter where you are or on which computer. A little setting up can put the folders in easy reach. Try it out.

Typing Tricks

Ctrl + Bksp will delete an entire word.
Move the Cursor to the beginning of the next or previous word by using Ctrl + left or Right Arrow.
Instead of using Paste Special to get unformatted text type Ctrl + Shift + V.

Cycle through open windows

Pressing ALT+TAB allows you to cycle through currently open windows. This makes switching back and forth between running processes quick and painless.

UNDO

You can undo almost any action by using CTRL + Z. This is not only to fix typing errors. If you accidentally delete or move a file, CTRL + Z brings it right back to where it was. In Chrome and Firefox you can also undo closing a tab using CTRL + SHIFT + T.

CTRL + ALT + Delete

This handy shortcut Interrupts all processes and should be a standby for us all. Something happens, the computer freezes and in most cases Ctrl + Alt + Delete will interrupt all processes, including the one that is bogging down your system, which might save you from a restart and lost data.

If you want to open the task manager directly and bypass the interrupt that happens when pressing CTRL + ALT + DEL just type CTRL + Shift + ESC.

File Management Trick

Rename a file quickly Right-clicking and selecting rename is not very efficient. Instead, simply press F2 while a file is selected to change its name. To alter the name of another file, type TAB without deselecting the current file.

Rename files sequentially

In Windows You actually don't need to download any programs to perform a batch file rename in Windows. Instead, you can select all the files you want to change, right-click the first one in the list, select rename (or use F2), and type in the name. This will automatically change all the other files with the same root name with a suffix: (1), (2), and so on.

Minimize all windows

If you have a few programs open and want to get to the desktop, Windows + D will minimize everything you have open. Beats pressing the minimize button for each window.

Close current window

Close the current window/tab. Sick of moving all the way to that X button? Press CTRL + W and the current window will close.

System information window

Not too many uses around for the Pause button. Bring this one up by pressing Windows + Pause/Break and the System Information panel is there.

Making sub and superscript text

 If you need to make sub or superscript text (think exponents for superscript) , press CTRL + = for subscript and CTRL + SHIFT + = for superscript

Security Tip

Run programs on an infected PC
Often times, malware will prevent a computer from running certain programs. Changing the name of the .exe file can often override this. If that doesn't work, changing the extension to .com is another useful alternative, and the program will still be able to run in spite of the extension change.

Web Browsing Trick

Automatically add www. and .com to a URL You can shave off a couple of seconds typing in a URL by simply click CTRL + Enter after you type the name of the site. Need .net instead of .com, press CTRL + Shift + Enter instead.

Korora

Korora takes Fedora and adds things like Adobe Flash and various multimedia codecs as well as a big selection of software to make it a great system for those fairly new to Linux.

Korora Linux is available with a number of desktops including KDE, Cinnamon and the one we checked out Gnome3. Korora has modified the Gnome desktop a bit by adding a places icon to the top panel which allow you to quickly access files on your file system, network, or external media. Korora is nice looking and responsive.