



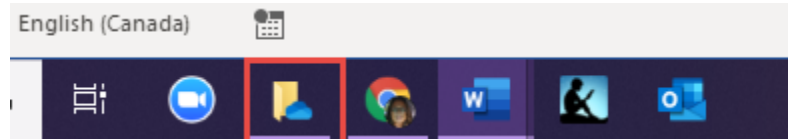
Windows: Keyboard Tips & Shortcuts – Part 2

Are you using the shortcuts from Part 1? I hope so! If not – go re-read them (and use them!) before trying these ones. Go on. It's good for you. Better than broccoli.

Remember the object of all these tips – to turn you into a POWER USER of epic proportions!




#1 – Use [SHIFT] and the mouse to open up another instance of a program that you have displayed on your Quick Launch toolbar. For example, you have Word running. You want to open up another instance of the program. You could press [CTRL] N (for NEW DOCUMENT). Nothing wrong with that! But what if it was Windows Explorer that you wanted to start a second copy of (for dragging files between windows, for example)? If you click the Windows Explorer icon, down on the taskbar, the current instance of that program will simply open up (if it wasn't already) – it won't start up a second occurrence of the program.

You can also hold down the [SHIFT] key and click on the program icon (down on your Quick Launch toolbar) to start up a second copy of the program.



#2 – Sometimes, when using Windows Explorer, it is nice to be able to click (once) on a file and see a preview of it (in the Preview Pane) – sometimes that nasty preview Pane just takes up too much space on your screen and you'd like rid of it. You can use your mouse to drag the left border to and fro to make the pane wider or narrower – but that's a bother. Just press [ALT] P to toggle between Show Pane and Hide Pane modes. Try it.

#3 – Scary party trick. In a previous tip I showed you how you can zoom in and out using the [CTRL] key and the wheel on your mouse (probably the shortcut I use the MOST).

If you don't have a wheel on your mouse or you prefer all-keyboard, you can use the  key and either the + (plus sign) to zoom IN or the  key and the – (minus sign) to zoom OUT. Just be warned: this will cause the MAGNIFIER program icon to appear on your taskbar and the MAGNIFIER toolbar to hover over your screen. (You could just press + on someone's computer (to make the ghostly magnifying image appear – then wonder off to a safe distance and watch them scratch their head).

Press  [ESC] to exit Magnifier mode.