

Clarence Valley Seniors Computer Club

A collection of Hints and Tips for users of Windows 8, Windows 7 and Vista operating systems

This list of hints and tips is being added to regularly. Please check out the club's website for the latest additions.

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options."

2. Click the View tab.

3. In Advanced Settings, scroll down and check the box next to "Use check boxes to select items." Click OK.

4. From now on, when you hover your mouse over a file in Windows Explorer, a check box will appear next to it; click it to select the file. Once a file is selected, the checked box remains next to it; if you uncheck it, the box will disappear when you move your mouse away.

View Pictures Full Screen

When you need a really big window for viewing photos and videos, don't just maximize it: go full screen! This tip works great for viewing photos and videos at maximum size in Windows Explorer or Windows Media Player, utilizing screen space usually occupied by the header at the top of the screen and the taskbar at the bottom. Here's how:

Open any photo in Windows Explorer, or open a photo or video clip in Windows Media Player. Do one of the following:

In Windows 7 and Windows XP, click the F11 key at the top of your keyboard.

The photo or video image enlarges to its maximum size and the title bar and taskbar are hidden.

To undo full-screen mode and restore the window to its normal view, press the Esc (Escape) key at the top of your keyboard .

Wrapping Text Around Images in Microsoft Word 2010

Wrapping text around the shape of images inserted into Microsoft Word 2010 is easy if you follow these simple steps.

After you have inserted your image, make sure that the image is still selected. Then, go to the ribbon at the top of the screen and click the Format tab under Picture Tools. In the Arrange section you should see the Wrap Text button. Click the button and choose the desired option from the available text wrap styles, such as: In Line with Text, Square, Top and Bottom, Behind Text and more.

If you would like a more customized text wrap for your image, try clicking the option for Edit Wrap Points, which will be available after you have applied one of the general text wrap styles. Edit Wrap Points allows you to manipulate the frame that the program uses to determine the shape and boundary of the text wrap. Change the shape and dimensions of the wrapped area by clicking and dragging the points of the frame.

Add a Videos Link to the Start Menu

The Windows 7 Start Menu includes links to your Pictures and Music folders, but not to your Videos folder. If you watch a lot of videos and want a link to them on your Start Menu, here's what you can do:

1. Right-click the Start button and select Properties.
2. On the screen that appears, go to the Start Menu tab and click Customize.
3. In the dialog box that appears, scroll to the bottom, look for the Videos section, select "Display as a link," and click OK and then OK again.

Use check boxes to select multiple files

In order to select multiple files for an operation such as copying, moving or deleting in Windows Explorer, you generally use the keyboard and the mouse, Ctrl-clicking every file you want to select. But if you're mouse-centric, there's a way to select multiple files in Windows 7 using only your mouse, via check boxes. To do it:

1. In Windows Explorer, click Organize, and then select "Folder and search

Keyboard shortcuts everyone should know

Ctrl + C or Ctrl + Insert

Copy the highlighted text or selected item.

Ctrl + V or Shift + Insert

Paste the text or object that's in the clipboard.

Ctrl + Z and Ctrl + Y

Undo any change. For example, if you cut text, pressing this will undo it. This can also often be pressed multiple times to undo multiple changes. Pressing Ctrl + Y would redo the undo.

Ctrl + F

Open the Find in any program. This includes your Internet browser to find text on the current page.

Alt + Tab or Alt + Esc

Quickly switch between open programs moving forward.

Tip: Press Ctrl + Tab to switch between tabs in a program.

Tip: Adding the Shift key to Alt + Tab or Ctrl + Tab will move backwards. For example, if you are pressing Alt + Tab and pass the program you want to switch to, press Alt + Shift + Tab to move backwards to that program.

Tip: Windows Vista and 7 users can also press the Windows Key + Tab to switch through open programs in a full screenshot of the Window.

Tip: Windows Key + D minimises open windows and takes you to the Desktop. Windows Key +D again and the minimised windows will reopen at the same place they were before minimising.

Tip: Windows Key + E opens the Windows Explorer program showing all the drives on your computer.

Using Picasa to make a Face Movie

Face MoviCtrl analyzes the faces in your selected photos to find the smoothest transitions across facial expressions and poses. Unlike a movie presentation, Face Movie overlays the most similar facial expressions in each photo on top of each other to create the smoothest transitions. To create a Face Movie in Picasa, follow these steps:

1. Select multiple photos or an entire People album.
2. Click Create/Video/From Faces in selection.
3. You can select different transitions from the 'Transition Style' drop-down menu, choose the slide duration, or even the amount of overlap across photos.
4. Click Create Movie.

Your drafts and finished masterpieces will be saved in your 'My Pictures' folder

W8 Quick access menu

Right-click in the bottom left corner of the screen
or
Hold down the Windows key and press X

You will get a text-based menu that provides easy access to lots of useful applets and features including: Device Manager, Control Panel, Explorer, the Search dialog, Command prompt, Task Manager and more.

Copy Paragraph Formatting From One Place to Another in Word

Often it is beneficial to copy paragraph formatting from one place in your document to another. Word provides a quick way you can do this by using the mouse:

1. Select the paragraph whose formatting you want to copy.
2. Click on the Format Painter tool on the toolbar (it looks like a paintbrush).
3. Using the mouse, select the paragraph you want formatted.

- Desktop Printing to compresses the pictures to 220 ppi
- Web to compress the pictures to 96 ppi
- Under Apply compression settings now, choose whether you want to compress all pictures in the publication or only the pictures that you selected, and then click OK.
- If a message appears asking whether you want to apply picture optimization, click Yes.
 - A compressed version of the same picture or pictures replaces the original high-resolution picture or pictures.

Single Click Instead of Double Click

Having trouble Double clicking? It is possible to set your computer so that a single click will open items...

Here's how to do it:

1. First, load up Windows Explorer by pressing WINDOWS KEY + E, or by clicking Computer on your start menu.
2. Next, click Organize > Folder and Search Options.
3. After the folder options window appears, simply select "Single click to open an item" and then click OK.

That's it! Now you only need to click an icon once to open any application.

Add a Shortcut to the Send To menu

To add your own shortcut to the Send To menu, load the run box (by pressing WINDOWS KEY + R) and enter the following command and then click OK:

```
%APPDATA%\Microsoft\Windows\SendTo  
(You could copy the text above and paste it into the command box)
```

This opens the Send To folder in your Windows Explorer. Now Right click in the white space on the right, and select New > Shortcut.

Navigate to the location of the application you wish to add and click Next.

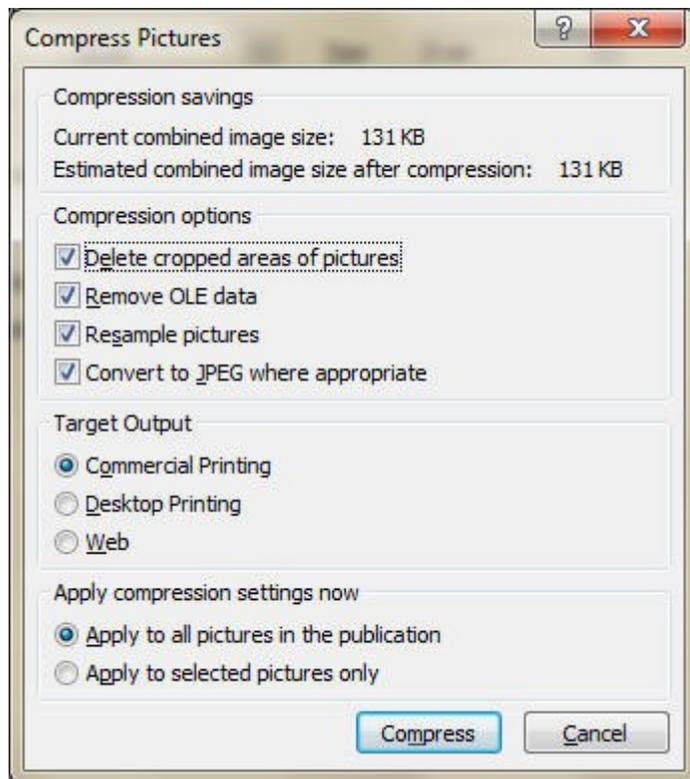
Now, enter the name you want to appear on the Send To menu and then click Finish.

Or, you can nudge all objects simultaneously. Click outside all objects to make sure none are selected. Press Ctrl + A to select all objects, and then nudge them all at once.

[Making smaller Publisher files](#)

In Publisher, you can reduce the resolution of one, several, or all pictures by compressing them.

- In Publisher, select one or more pictures whose resolution you want to reduce
- Right-click one of the selected pictures
- Click Format Picture on the shortcut menu, and then click the Picture tab
- Click the Compress button



- In the Compress Pictures dialog box, under Target Output, choose of the offerings:
- Commercial printing compresses pictures to 300 pixels per inch (ppi)

You can also copy the same format repeatedly by double clicking the Format Painter tool in step 2. You will then be able to apply the same formatting until you turn off format painting by clicking on the tool one more time or by pressing Esc.

[Creating Page Footers and Headers in Word](#)

Word allows you to add headers and footers to your document.

Headers are nothing more than repeating text that appears at the top of every page of your printed document, whereas footers appear at the bottom of each page.

The beauty of headers and footers is that they only have to be defined once, and then Word places them on your printed pages automatically.

The easiest way to create a header or footer in Word is to simply double-click at the top or bottom of a page, where the header or footer will appear.

You can also, if you prefer, follow these steps: Display the Insert tab of the ribbon.

- Click the Header tool in the Header & Footer group, and then click Edit Header.
- The header is displayed and the insertion point is within it. If desired, enter the information for the header, formatting it as you would format normal text in your document.
- Click on the Go To Footer tool on the Design tab of the ribbon.
- If desired, enter the information for the footer, formatting it as you would format normal text in your document.

Click on Close Header and Footer (on the Design tab of the ribbon) when your header and footer are defined the way you want them.

[Windows 7 Themes – try some different ones](#)

Do you like to see great backgrounds pictures (wallpapers) on the desktop? There are probably many themes available on your computer for you to use now

If you use Windows 7 then try this – we will be using the Windows key in these instructions, it's the one with the Windows logo on it, on most computers it's near the Space bar

- tap the Windows key
- immediately type the word **theme** – notice that *Change the theme* appears at the top of the list above and is selected
- while *Change the theme* is still selected; tap the Enter key

- notice that the window that opens is showing the themes that are on your computer now
- click a one of the themes and it will become the new one
- the next few instructions will make these instructions disappear – maybe you can print them out
- hold the Windows key down and tap D – your desktop appears and you can see a new wallpaper
- right click on the desktop (not an an icon) then tap V then Enter and then D – the icons disappear and you have a better view of the wallpaper
- hold down the N key and then tap the right mouse button – see the next wallpaper
- still holding down the N key, tap the right mouse button again – the next wallpaper appears
- good fun eh? You can keep tapping N to cycle through all the wallpapers
- to get your icons back just do the 3 key trick again - right click on the desktop and then tap V and D
- Windows D will bring back the instructions
- do it all again to check out the other themes

There are hundreds of themes available to download – this will be the subject of another tip

Moving pages around in a multi-page Publisher document

Here are two ways to move pages around:

1. Click and hold the mouse button down on a page number near the bottom of the Publisher window, then release the page before or after the page where you wish to move the current content.

Using Tabs when browsing the Internet

When you are using Google to find websites it can be a pain clicking on a site and then having to go back to the search results to look for another site.

If you hold down the Ctrl key as you click a site then that site will open in a new tab. The new tab will appear beside the address bar of the browser.

You can keep doing the Ctrl click action to open many new tabs.

Now you can click on each of the tabs and inspect the sites you selected earlier.

Using Internet search engines to their full potential

Make sure to get the most out of every search result. If you're not finding what you want try surrounding the text in quotes.

For example, if you were searching for *computer help* this actually searches for pages that contain both *computer* and *help* and not necessarily pages that have *computer* and *help* next to each other.

If you search for "*computer help*" with the quotes around the search query this will only return pages that actually have *computer* and *help* next to each other.

Tip: Many new computer users also don't realize that in every search box you can simply press the enter key instead of having to move the mouse pointer over to the Search button.

More precise positioning in Publisher

Sometimes in Publisher you may need to slightly move objects to the left, right, up, or down with greater precision than what can be had by clicking and dragging with the mouse. Let's nudge an object pixel by pixel.

First click on the object (say a picture or text box) to select it, now hold down the Alt key and tap any of the cursor keys (up, down, left or right) and the selected object will be moved a little bit (nudged).

This works even on a text box that you are currently editing. You can even hold down the Ctrl key and select multiple objects, then press Alt and the cursor keys to nudge multiple boxes.

group, click the size of the text you want. After you click the text size you want, the Ribbon goes back to being minimized.

[Use 3D Flip to Preview Running Programs](#)

Have you noticed the Widows key? It's usually near the space bar on your keyboard. It has the Widows logo on it.

In Windows 7, if you have a number of applications running, you can use this key to scroll through them. Here's how:

Hold down the Windows key and tap the Tab key.

Keep holding the Windows key and use the Tab key to scroll through the running programs.

When you release the Windows key the frontmost program will appear.

[Visiting Web Addresses Found in an Email](#)

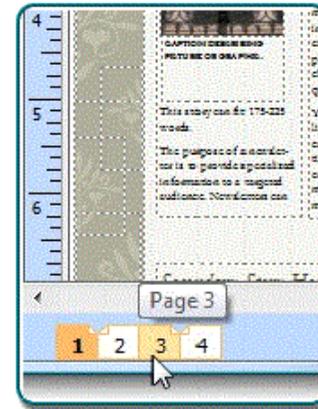
Have you ever gotten email that contained web addresses that you wanted to visit? Depending on the email and the software that you use to read your email, you may have just been able to simply click on a link and get taken to the website mentioned in the mail. If this does not work for you, don't fret. You do not have to retype the web address mentioned in the email into your web browser.

In your email, select the desired web address with your mouse by clicking on the first character of the web address, keeping your mouse button held down, then dragging to the end of the web address. The web address will become highlighted showing you that it is selected

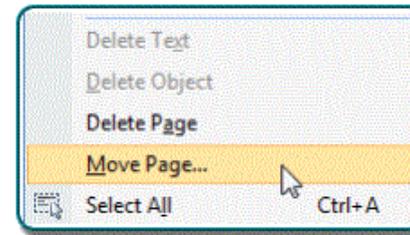
Now hold down the Ctrl key and tap the C key (this copies the address to the clipboard).

Open up your favorite web browser, click in the "Address box" any text there will become selected. Again hold down the Ctrl key and this time tap the V key (this pastes the clipboard contents to the address bar).

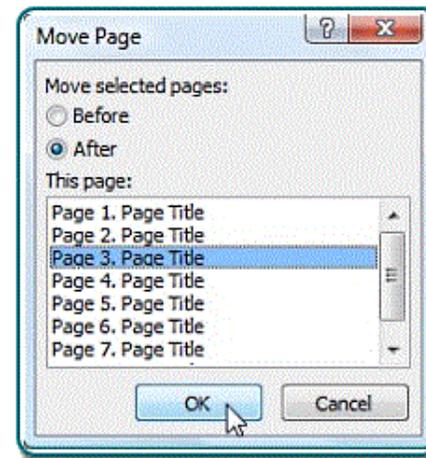
Finally, press ENTER and the website will appear! Practice this a few times and you will find this far easier than typing the web address into your browser.



2. Click the "Edit" dropdown menu and choose "Move Page"



A "Move Page" dialog box appears.

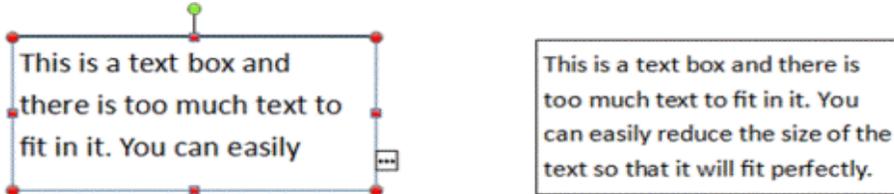


Click a radio button to determine whether to move the current page before or

after a desired page, and then select the page where you wish to move the current page before or after. Click "OK" on the dialog box to finalize the move.

[Get Publisher to quickly fit overflow text inside the text box](#)

Instead of adjusting and readjusting text, Publisher has a feature that can automatically resize text to fit inside its box. You can force text to fit inside the current text box size or mark a text box so that whenever it is resized, the text size automatically adjusts for a best fit.



Text box in Publisher that contains overflow text and the same text after autofitting

In Publisher 2007:

1. Click inside a text box that contains overflow text.
2. Select "Format" - "AutoFit Text".
3. Select one of the three options:

- * (default) Do Not Autofit - Do not automatically adjust the text size.
- * Best Fit - When you resize the text box, this automatically adjusts the font size so the text fits inside the box.
- * Shrink Text on Overflow - Shrinks the text inside the box if there is any overflow text.

It's even simpler in Publisher 2010:

Right click inside a text box that contains overflow text and select Best Fit.

[A quick way to create a table in MS Word](#)

You can use the plus and minus keys to easily produce a table

[Many ways to underline text in Publisher](#)

It's easy to underline text in Microsoft Publisher documents - select the text and tap the underline button in the toolbar or press Ctrl / U.

But what if that isn't enough to draw attention to the text and you want to double-underline it?

And the options in Publisher don't stop there - you can perform other types of underlines:

Single - Double - Words Only - Dotted - Thick Dot
Thick - Dash - Long Dash - Thick Dash - Thick Long
Dash - Dot Dash - Thick Dot Dash - Dot Dot Dash - Thick
Dot Dot Dash - Wave - Double Wave - Thick Wave

1. Highlight the word or words you want to underline.
2. Select "Format" - "Font" or right-click and choose "Change Text" - "Font".
3. The "Font" dialog box appears. Underneath "Underline", choose your desired underline style. Sample text will appear below in the "Sample" box.
4. Click "OK" to close the dialog box.

[Minimise the Ribbon in Office 2007 or 2010](#)

Method 1: use Ctrl/F1 (hold the Ctrl key and tap the F1 (near the Esc key)). Using Ctrl/F1 again restores the ribbon

Method 2: double click the name of the active tab. Double-click a tab again to restore the Ribbon.

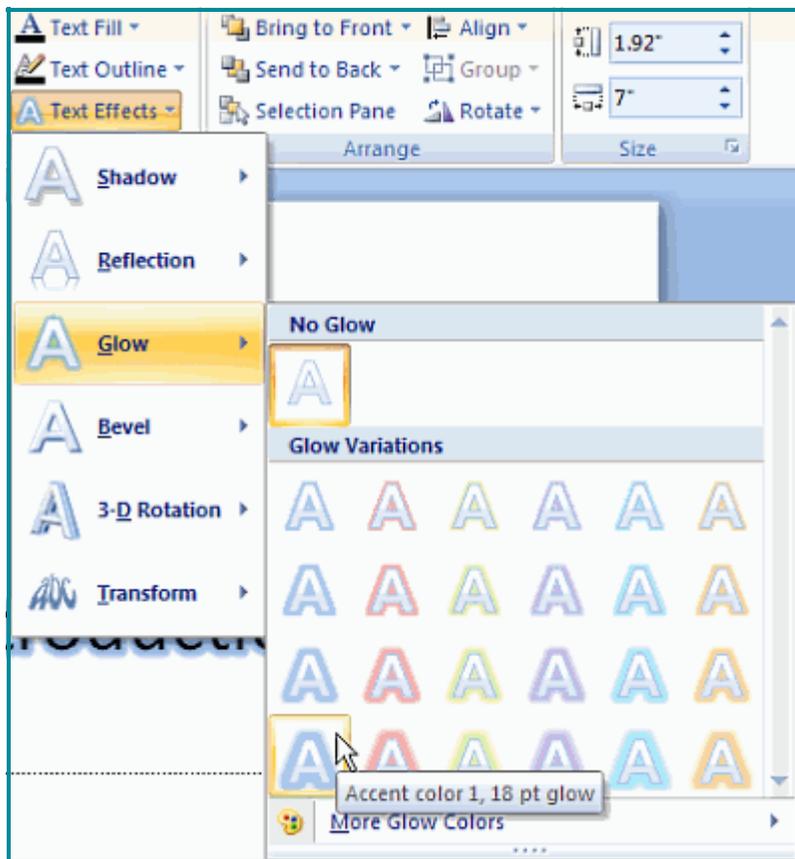
To use the Ribbon while it is minimized, click the tab you want to use, and then click the option or command you want to use.

For example, with the Ribbon minimized, you can select text in your Microsoft Office Word document, click the Home tab, and then in the Font

Make text 'Glow' in Microsoft PowerPoint 2007

With a few clicks you can make text glow in a variety of colors.

1. Highlight the text that you want to glow.
2. Click the "Format" tab in the Ribbon.
3. Click on the "Text Effects" pull-down, selecting "Glow".
4. Choose your desired glow variation (color and size of glow). Or, click on "More Glow Colors" to choose from more colors, and then you can click "More Colors" to choose from even more colors.



to your specifications.

Start Word and in your document just type the sequence below and then tap the Enter key

+-----+-----+-----+-----+

Voila! There's your table

--	--	--	--

When your cursor is in the rightmost column tap the Tab key to add another row.

Starting Internet Explorer in Private Mode

You can start Internet Explorer in the InPrivate mode which doesn't save your personal information (such as: browser history and cache files for personal privacy reasons).

Here's how to create a shortcut that enables this feature when you launch its icon:

- Right-click an empty space on the desktop and click New, then select Shortcut.
- Type the following information into the Location field when wizard displays: "%ProgramFiles%\Internet Explorer\iexplore.exe" -private
- Press the Next button, give the shortcut a name (for example "IE Private mode").

Press the Finish button when done.

Sending or Forwarding Joke emails

1. Always give your e-mails subject lines so that recipients can decide whether or not they need the message. You may want to consider starting subject lines with the word JOKE: or similar to let busy individuals know the e-mails aren't urgent.

2. DO NOT WRITE YOUR JOKES IN ALL CAPS! Many people consider

such e-mails as "shouting". Again, send too many of these e-mails and you'll start getting ignored.

3. When sending e-mails to a group of people, use your e-mail website or software's BCC (blind carbon copy) feature instead of using the CC (carbon copy) feature. This hides the recipient addresses from each other. BCC increases privacy as some people on your homegrown list would rather not have their addresses sent out to possible strangers.

Note that e-mail can be permanent - just because you delete a message doesn't mean it is gone forever. You don't want to be remembered 10 years later for sending a tasteless e-mail message!

5. Never send e-mail attachments without first notifying the recipients that files are coming. This is because the "from" address in e-mail messages can be easily spoofed. Plus, e-mail accounts can be hacked, allowing nefarious individuals to send e-mail, complete with malware-laced attachments, from other peoples' accounts without their knowledge.

6. If a joke has been forwarded multiple times, please remove all of the annoying forwarding brackets ">", else the message may become too confusing for people to read. Also, if there are any email addresses of other recipients in the email, they should be removed.

7. If a joke or fact sounds too-good-to-be-true, it just might be. Check first to see if your e-mail is an urban legend by visiting the Snopes website at <http://snopes.com>.

[Clean Up your emails before sending...](#)

If you receive forwarded emails you will see all the prior recipients of the email.

To clean your forwarded email up before sending it just highlight (the same as you do when copying and pasting) the old recipients - then click your Right mouse button and select Delete from the menu that pops up.

[Add a Stylish Cover Page in Word 2007](#)

Add an attractive cover page to your documents. Sometimes your documents would benefit from a fancy cover page - Word can help you with this...

To add a cover page to your document:

1. Select the "Insert" tab in the Ribbon.

even hold down the Ctrl key and select multiple objects, then press Alt and the cursor keys to nudge multiple boxes.

Or, you can nudge all objects simultaneously. Click outside all objects to make sure none are selected. Press Ctrl + A to select all objects, and then nudge them all at once.

Some [Windows key](#) combinations

The Windows key can usually be found on the bottom row of the keyboard, it has the Windows logo on it, this picture should help



Using the Windows key in combination with some other keys causes some magic events. You will need to hold down the Windows key and then tap another key then release both keys

Here are a few of the events that you can try now:

Windows and E – opens the Windows Explorer file manager
Windows and D – takes you to the Desktop

W_D again – takes you back to where you were

W_R – opens the Run box where you can type Windows commands

W_F – opens the Search (Find) window

W_L – Locks the computer so others cannot see your files while you are away

W_X – opens the Windows Mobility Center

recent publications; and access your templates.

Maybe you would rather start with a blank slate and design your own publication type. Thus, this screen can be disabled or enabled as desired.

With Publisher 2007 open:

1. Select "Tools" - "Options".
2. When the "Options" multi-tabbed dialog box appears, make sure the "General" tab is selected.
3. Check or uncheck "Show Publication Types when starting Publisher" as desired.
4. Click "OK" to close the dialog box.

In Publisher 2010 click the File menu and choose Options

Remove the tick from *Start the New Template Gallery when starting Publisher*

Nudging Objects in Publisher 2007

When designing layouts in Microsoft Publisher 2007, you may often need to slightly move objects to the left, right, up, or down with greater precision than what can be had by clicking and dragging with the mouse. Normally you can click an object and then press the arrow keys to slightly "nudge" it, and you can even adjust the distance of object nudging in Publisher 2007 so nudged objects move small or large distances.

Nudging is the process of moving objects a little bit at a time in order to line up more accurately.

What if you are editing a text box and decide it needs to be nudged? Clicking on the box border and then the cursor keys to nudge it is one way but it is not so accurate as it moves in bigger increments.

Just hold down the Alt key while pressing cursor keys and any selected object will be nudged, even a text box that you are currently editing. You can

2. In the "Pages" group, click the "Cover Page" command.

3. Click on your desired cover page template to add the cover page.

4. In the cover page, double-click on the fields such as Title and Year to edit the appropriate text.

Word 2010 offers this option too, it's on the Insert ribbon tab.

Turn off Automatic Disk Defragmentation (Vista and Windows 7)

The Windows defragment feature is always on and it can cause system slow down. If you turn it off, just remember to run a defrag manually - say monthly.

To disable the automatic defragment feature:

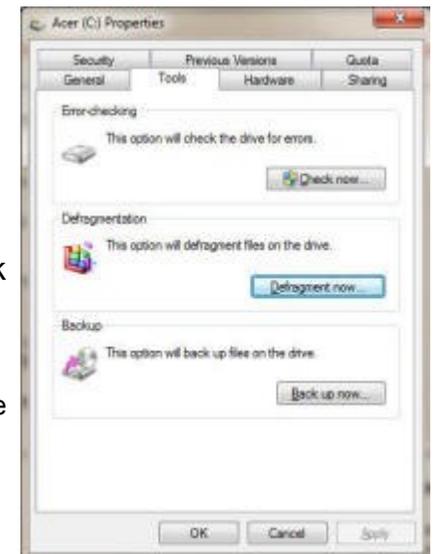
1. Click Start then Computer
2. Right Click the C: Drive and click on Properties
3. Select the Tools Tab
4. Click on "Defragment Now"
5. Uncheck "Run on a schedule" if you're using Vista (Windows 7 users must first click the "Configure Schedule" button first)

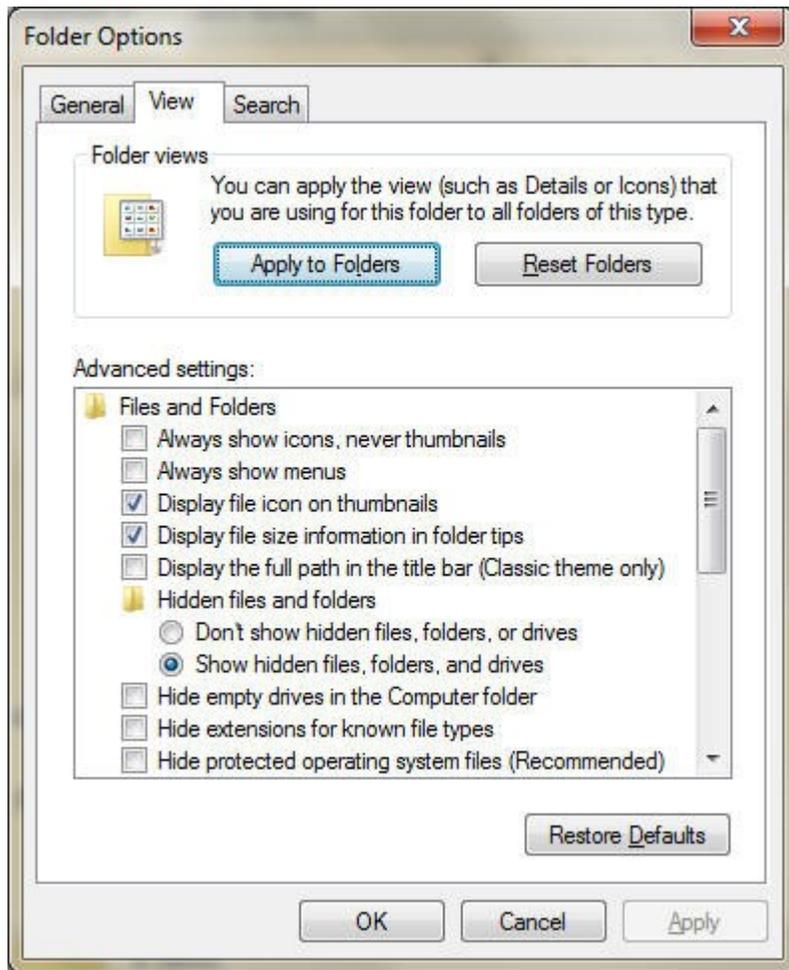
Now your PC won't always defrag in the background, which should give you some more speed.

Setting Folder Options

Here's how to customize your folders :

1. Open the Control Panel and click on the Folder Options icon.
2. Click on the View tab.
3. Check or uncheck your folder preferences. Play around with them and customize your computer to the way you want it.





A few suggestions:

- Check "Show hidden files and folders" - there's a lot of files and folders you can't see until you check this
- Uncheck "Hide extensions for known file types" - If this is checked, you're not seeing the extensions of most files (examples: jpg, gif, doc, txt)
- Uncheck "Hide protected operating system files" - More files that Windows keeps hidden from you until you uncheck this.

Print the page being viewed. For example, the document in Microsoft Word or the web page in your Internet browser.

Page Up, Space bar, and Page Down

Pressing either the page up or page down key will move that page one page at a time in that direction. When browsing the Internet pressing the space bar will also move the page down one page at a time. If you press Shift and the Space bar the page will go up a page at a time.

Tip: If you are using the space bar to go down one page at a time press the Shift key and space bar to go up one page at a time.

[Get rid of duplicate photos in Picasa](#)

Picasa will automatically look for duplicates when the program imports photos.

Make sure this feature is turned on by going to Tools, Options, then clicking the General tab and making sure 'Detect duplicates while importing' is ticked.

The software also has an experimental feature designed to identify duplicate images in albums.

Go to Tools, Experimental and select Show Duplicate Files. Get rid of any repeat images by selecting them and hitting Delete.

[Shutting Down Windows 8](#)

To shut Windows 8 down, just hold down the Windows key and press I. You'll see a power button. Click this and choose 'Shut Down' or 'Restart'.

Some of the tricks available in previous versions of Windows still apply. Press Ctrl+Alt+Del, for instance, click the power button in the bottom right-hand corner and you'll be presented with the same 'Shut Down' and 'Restart' options.

[Turning off the Publisher Getting Started screen](#)

By default, when running Microsoft Publisher 2007 a "Getting Started with Microsoft Office Publisher 2007" screen appears. From this wizard you can select from a gallery of publication types including award certificates, greeting cards, and resumes; create blank pages in various sizes; open

[Get the Quick Launch Toolbar Back in Windows 7](#)

Highlight and copy the following line of text:

```
%userprofile%\AppData\Roaming\Microsoft\Internet Explorer\Quick Launch
```

Right-click the taskbar, choose Toolbars / New Toolbar

Paste the copied text in the Folder box and then click Select Folder

Right click on the Taskbar and turn off the “lock the taskbar” setting. Right-click on the divider and make sure that “Show text” and “Show title” are disabled and the view is set to “small icons”.

Use the dividers to rearrange the toolbar ordering to choice, and then lock the taskbar again.

More keyboard shortcuts everyone should know

Ctrl + Back space and Ctrl + Left or Right arrow

Pressing Ctrl + Backspace will delete a full word at a time instead of a single character.

Holding down the Ctrl key while pressing the left or right arrow will move the cursor one word at a time instead of one character at a time. If you wanted to highlight one word at a time you can hold down Ctrl + Shift and then press the left or right arrow key to move one word at a time in that direction while highlighting each word.

Ctrl + S

While working on a document or other file in almost every program pressing Ctrl + S will save that file. This shortcut key should be used frequently anytime you're working on anything important.

Ctrl + Home or Ctrl + End

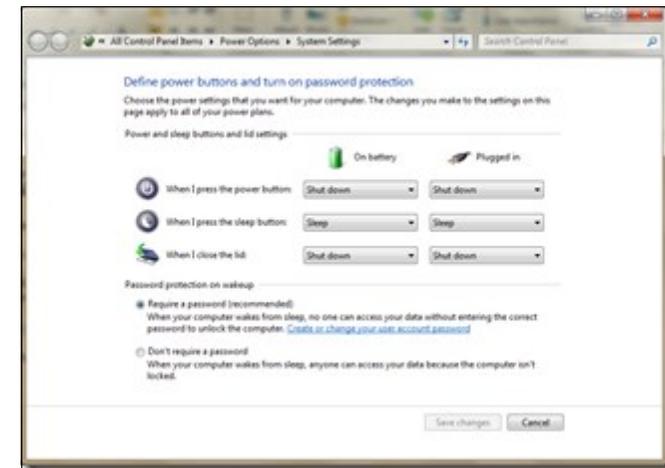
Move the cursor to the beginning or end of a document.

Ctrl + P

[Laptop Quick Shutdown Option](#)

When you have finished working on your laptop it is possible to have it close windows and turn off simply by closing the lid. Here's how:

Click the Start button and immediately type power options
A list of items appears above; click the one that offers 'Change what the power buttons do'



In the 'When I close the lid' area change the 'On battery' and/or 'Plugged in' options to 'Shut down'

Click 'Save changes'

Now you can simply close the lid when you are finished, Windows will close any open programs down and then it will close Windows and shut itself down. When you do this the usual shutdown sounds will be heard as the laptop closes down.

[Making an Image Stay in Place in Microsoft Word 2010](#)

Typically, when you insert a picture into a Microsoft Word 2010 document, the image is inserted before or after text. If you add or remove text and the text around the image gets moved up or pushed down, then the image will also move. Sometimes, however, you may want the image to stay where you put it, or in an exact location within the document.

To make the image stay in an absolute position, select the image and go to the Format tab on the ribbon at the top of the screen. Click the "Wrap Text" button and choose "More Layout Options" and then choose any option besides "In Line with Text". Next, click the "Positioning" tab and choose "Absolute Positioning". From there you can select the options that best suit your needs, either based on the page, columns, margins or characters, and click ok.

The image should now stay put and the text should reflow as it is added or removed.

[Take a Virtual Vacation with Google Maps Street View Collections](#)

Looking for a way to "get away" but don't have the time or money to go right now? Try taking a virtual vacation and seeing faraway lands by visiting the Google Maps Street View Collections at: maps.google.com/streetview

Once you are at the site click the link to go to the gallery and then choose your destination from the list of collections. You can view street level images from places like, the Amazon, Swiss Alps, Italy, Hawaii, Thailand and Poland. You can also view collections that include images from university campuses, world landmarks, U.S. highlights, art galleries and much more! Once you have selected your destination you can move through the different locations, take 360 degree tours and even zoom in and out on specific areas. In some of the collections, you can even travel from room to room exploring art work and other features.

Overall, a very interesting site to take a look at when you need a little escape from the everyday!

[Instant Explorer window:](#)

Want to open a new Windows Explorer window without leaving the keyboard? Press Windows-E.

Instant Desktop:

Access your desktop instantly by pressing Windows-D to hide all open windows. Press Windows-D again to return to where you were.

[Use Hidden International Wallpapers and Themes](#)

When Windows 7 is installed it has many background scenery and themes from other English-speaking countries including Australia, Canada, Great Britain South Africa and more.

Normally, you can't access those backgrounds or themes, but there is a simple way you can install and use them:

1. In the search box in the Start menu, type C:\Windows\Globalization\MCT and press Enter.
2. Windows Explorer will launch and show you a list of subfolders MCT-AU, MCT-CA, MCT-GB, MCT-US, and MCT-ZA. Each subfolder has wallpapers for a specific country: AU for Australia, CA for Canada, GB for Great Britain, US for the United States, and ZA for South Africa. For any of the countries whose wallpaper and themes you want to use, go into its Theme folder, for example, C:\Windows\Globalization\MCT\MCT-ZA\Theme. Double-click the theme you see there (for example ZA)
3. That will install a shortcut to the theme and wallpapers in the Personalization section of Control Panel. You can now use them as you would any other theme or background, by right-clicking the desktop, choosing Personalize, and choosing a background or theme. They will be listed in their own section.