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Office Clipboard

New with Office 2000. You can use this clipboard to collect and paste multiple items. For example, you can copy a drawing object in Microsoft Excel, switch to Microsoft PowerPoint and copy a bulleted list, switch to Microsoft Internet Explorer and copy a page of text, and then switch to Microsoft Word and paste the collection of copied items.

NOTE: You can copy items while using any program that provides copy and cut functionality, but you can only paste items into Word, Excel, PowerPoint, Microsoft Access, or Microsoft Outlook.

The Office Clipboard automatically copies multiple items when you do any of the following:
- Copy or cut two different items consecutively in the same program.
- Copy an item, paste the item, and then copy another item in the same program.

The Office Clipboard has the following limitations:
- The Office Clipboard can hold 4 megabytes (MB) of data or 12 items, whichever occurs first. If you attempt to copy a selection that is larger than 4 MB, you may receive an error message and you will be prompted to clear the Clipboard or close it.
- You cannot customize or resize the Office Clipboard Toolbar.

NOTE: Pressing [Ctrl+V] always pastes only the last item copied to the clipboard.

Use menu Edit, Office Clipboard to show items in clipboard and to access its options. You can also open the clipboard window by pressing [Ctrl+C] twice.

Print Screen

To capture a screen shot of the entire screen and place it on the clipboard, press the [Print Screen] (wording varies, may be "prt scr" key).

To capture a screen shot of the active window or dialog box (for example, the Windows Explorer application window or the File Open dialog box), press [Alt+Print Screen].

Context Menu

Most file objects have a context menu of functions available for them specifically. After the object is selected, the context menu is opened by right-clicking the object or pressing the corresponding keyboard key (on newer keyboards, this is between the [Alt] and [Ctrl] keys to the right of the spacebar).

Windows Explorer

Windows Explorer is explorer.exe. It displays files in their hierarchical structure. By default it starts with the Desktop and the top hierarchy list of files and folders. Options on the <u>View</u> menu allow you to customize the display, including show a folder list in a left-hand pane. The folder list must be specified each time Explorer is opened (which can be a nuisance).

Windows Explorer's default method of opening can be altered with command-line switches. Use the following syntax:

```
EXPLORER.EXE [/n][/e][,/root,<object>][[,/select],<sub object>]
```
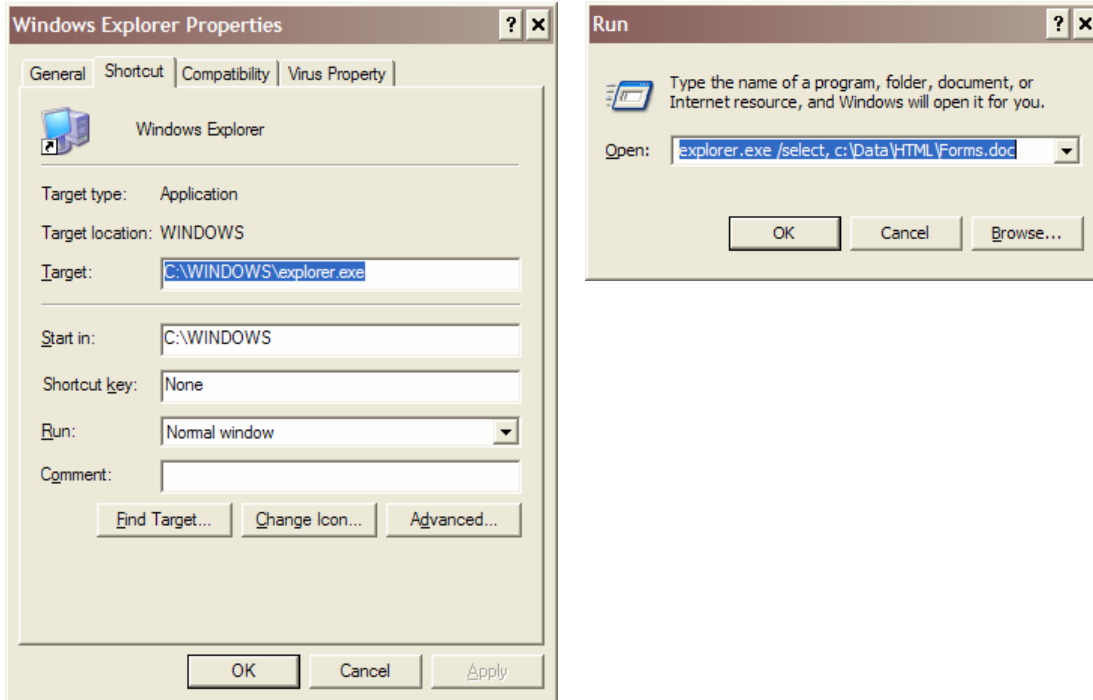
/n	Starts program with single-pane for the default selection. This is usually the root of the drive on which Windows is installed.
/e	Starts program (as did File Manager) with folder list on left.
/e, <object>	Starts program using its default view with the focus on the specified folder.
/root,<level object>	Starts program with view of files at the specified the root level. The default level is the normal namespace root (the Desktop). Whatever is specified is the root for the display; can be folder, drive, drive and folder, server.
/select,<file object>	Specifies the root level (folder) of the view and the file object to be pre-selected; the file object is fully qualified.

Examples:

explorer.exe /e,/root,c:\Data	view c:\Data with folders list
explorer.exe /e,/root,\\<server name>	view objects on \\<server name> only
explorer.exe /select,c:\windows\calc.exe	view the c:\windows folder and select calc.exe

Command line switches can be incorporated into shortcuts or in the "Run" Command window (opened from the Start Menu).
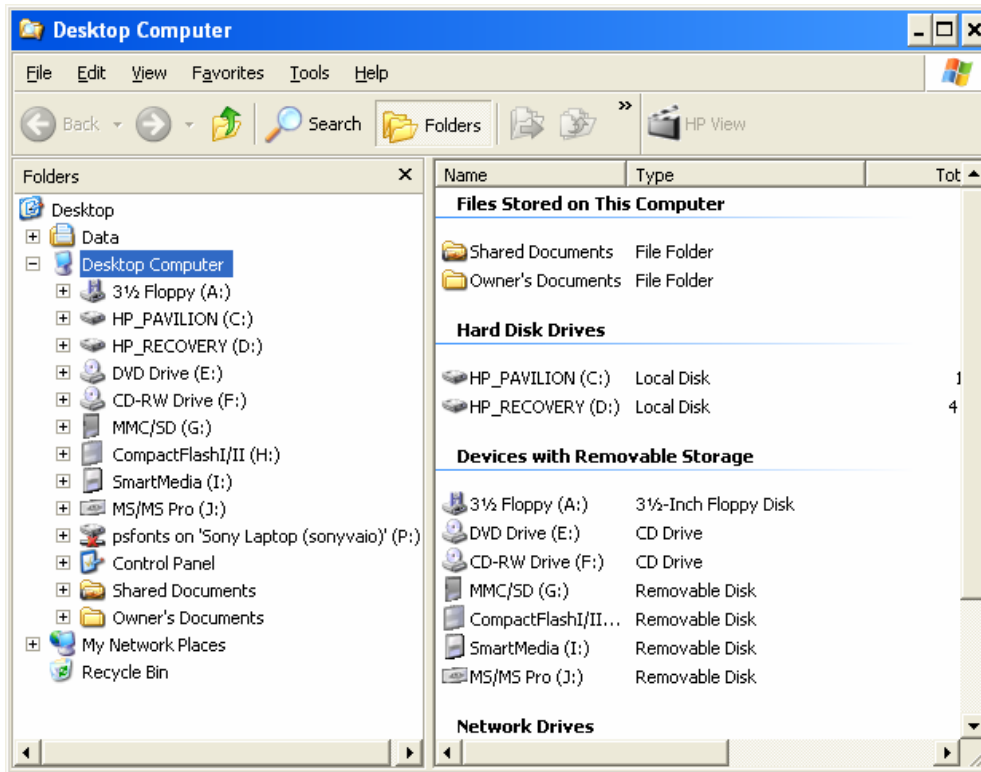
Windows Explorer is the program associated with the "My Computer" icon on the Desktop. The icon is actually a shortcut to the program.

Have Windows Explorer Open with Folder List

In the following example, I have renamed "My Computer" to differentiate it from my second computer (a laptop). The changed name appears in the title bar.
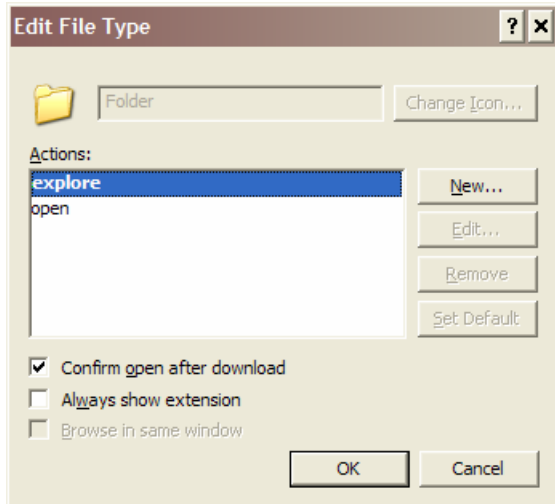
There are at least three ways to have Windows Explorer open with a folder list:
- alter "My Computer" on the Desktop so that it always does this
- create a shortcut to Windows Explorer that always does this, place shortcut on Desktop
- create a shortcut to Windows Explorer that always does this, place shortcut on Start Menu (my preference because I can access items on the Start Menu with keyboard keys)

To have "My Computer" always open with folder list:
1. Show Desktop.
2. Open "My Computer".
3. Select menu Tools, Folder Options to open "Folder Options" window.
4. Select "File Types" tab. Under Registered file types select "Folder". Select [Advanced] to open "Edit File Type" window.
5. In Action list, select "explore". Select [Set Default]. Select [OK] to close "Edit File Type" window.
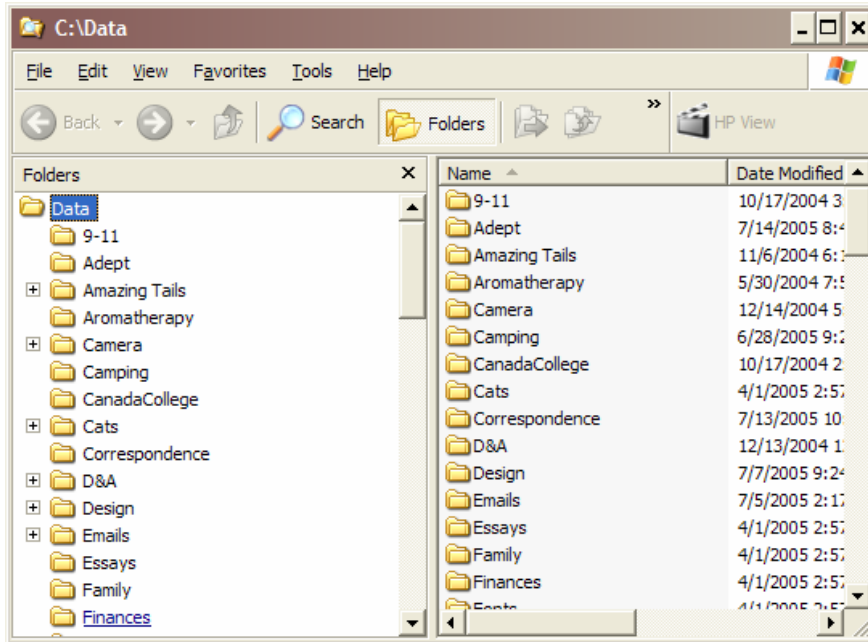6. Select [OK] to close "Folder Options" window.

To have Desktop/Start Menu shortcut open Windows Explorer with folder list:
1. Create shortcut where you want it: On Desktop, select "My Computer" and, using its context menu, create a shortcut. If you want the shortcut on the Start Menu, drag the icon on the Desktop to the [Start] button which will eventually open the Start Menu, then continue dragging the icon to the desired location on the Start Menu.
2. Select shortcut.
3. Open context menu and select "Properties". This opens a window titled "Explorer Properties".
4. On Shortcut tab change Target to:
    `C:\WINDOWS\EXPLORER.EXE /n,/e,C:\`
5. Optionally, you can change the shortcut name with the Rename function on the context menu.

Have Windows Explorer Open Just Your Data Folder

The Data folder listed directly under Desktop (in these examples) is a shortcut to the folder C:\Data. Its existence facilitates access to it. I keep ALL my data in this folder because it is easier to find my data files and to back them up.

This is accomplished:

1. On the Desktop, right-click to open context menu. Select New Shortcut to open "Create Shortcut" window.
2.   In text box labeled "Type the location of the item" enter "explorer.exe /e,/root,c:\Data". Select [Next].
3. Type a name for the item, for example "Data". Select [Finish].
4. Optionally, you can change the icon with the shortcut's Properties window. On the "Shortcut" tab there is a [Change Icon] control.
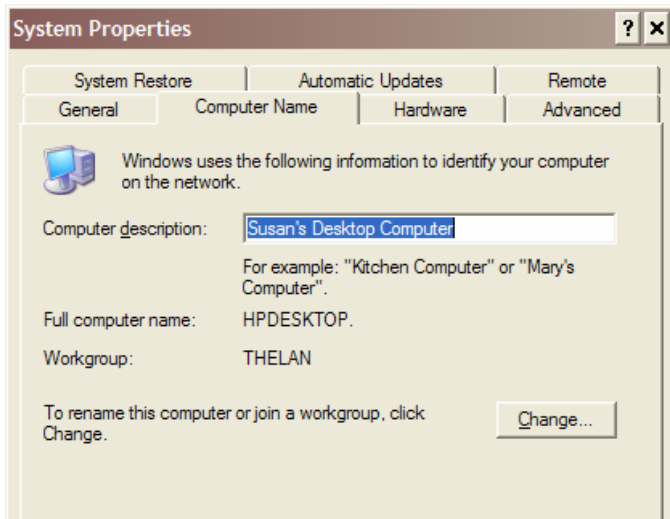
Sequencing the Start Menu

You can organize the Start Menu items into a hierarchy of folders with either (1) the "Taskbar and Start Menu" function (accessible from Settings on the Start Menu) or (2) using Windows Explorer to rearrange and/or rename menu items in the Start Menu folder. The location of that folder depends on the operating system.

You can control the sequence of some of the Start Menu items: the items above the line (above "Programs") and within the Programs group by: dragging each entry to where you want it to be. You do this on the Start Menu itself when it is open (after selecting the [Start] button).

Networking Computers

Requires consistency of computer names and workgroups.

Registry

A central hierarchical database used in Microsoft Windows 9x, Windows CE, Windows NT, and Windows 2000 used to store information necessary to configure the system for one or more users, applications and hardware devices.

The Registry contains information that Windows continually references during operation, such as profiles for each user, the applications installed on the computer and the types of documents that each can create, property sheet settings for folders and application icons, what hardware exists on the system, and the ports that are being used.

The Registry replaces most of the text-based .ini files used in Windows 3.x and MS-DOS configuration files, such as the Autoexec.bat and Config.sys. Although the Registry is common to several Windows operating systems, there are some differences among them.

Registry data is stored in binary files.

You can edit the registry by using Registry Editor (Regedit.exe or Regedt32.exe). If you use Registry Editor incorrectly, you can cause serious problems that may require you to reinstall your operating system. Microsoft does not guarantee that problems that you cause by using Registry Editor incorrectly can be resolved. Use Registry Editor at your own risk!

Regedit.exe is the configuration editor for Windows XP and Windows Server 2003. Regedit.exe is used to modify the Windows NT configuration database, or the Windows NT registry. This editor allows you to view or modify the Windows NT registry. It supports setting security on registry keys, viewing and editing REG_EXPAND_SZ and REG_MULTI_SZ, and saving and restoring hive files. On the left side, there are folders that represent registry keys. On the right side, there are the values associated with the selected registry key. Regedit is a powerful tool. You must use extreme caution when you use it to change registry values. Missing or incorrect values in the registry can make the Windows installation unusable.

In Windows XP and Windows Server 2003, *Regedt32.exe* is a small program that just runs Regedit.exe.

See file C:\Data\Software Notes\How to back up, edit, and restore the registry in Windows XP and Windows Server 2003.htm for details. It was copied from Microsoft's website.