ComputerFAQs

weekly

*Answers to **F**requently **A**sked **Q**uestions in the world of computers*

Issue #11

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Welcome, once again, to another issue of *ComputerFAQs Weekly*, the only *free* newsletter faxed direct to your home or office with helpful information on surviving in the information age. We welcome your questions or comments. You can call us at either 716-369-6235 or 716-668-5788. You can fax to us or log on to our BBS at 716-656-2054. You can also send your questions through Internet Email to 1-12172@wwivnet.com. In addition, if you need computer-related assistance in a hurry, call our HelpDesk at 1-800-283-2255. Give the operator PIN #20996 and leave your name, company name, and phone number. One of our technicians will call you back promptly. *Thanks for reading ComputerFAQs!*

Q: I frequently work with several applications at once under *Microsoft Windows.* I know that there is a way to quickly switch between all of them, but I cannot remember what keys to press. Do you know what they are? *- Timothy J., Orchard Park NY*

A: There are several special keystrokes in Windows that you can use to switch between applications. The easiest is **ALT-TAB**. This will allow you to switch between any open application. Simply press and hold the **ALT** key, and continually press the **TAB** key to cycle between the open applications. Let go of the **ALT** key when you see the icon for the program you want to switch to.

Another handy keystroke is **ALT-ESC**. This is another way to cycle between applications, although it doesn't give you the option of which one you want to stop at. It simply moves the focus to the next open application on your desktop.

Finally, there is the Task List. This is a listing of all open applications currently running under Windows. You can access this list by pressing **CTRL-ESC**. From the Task List you can switch to any listed application, shut programs down, tile or cascade them, or arrange their icons. Feel free to experiment with all of these keystrokes. They make using

multiple applications under Windows a whole lot easier than constantly minimizing and restoring each window.

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Q: Why is it that whenever I press the **_PrintScreen_** button under Windows, nothing ever happens? All of my other DOS-based applications like *WordPerfect* print fine! *- Alicia N., Buffalo NY*

A: Something *does* happen, but Windows doesn't send the image on your screen to the printer. Instead, it copies whatever is on your current screen to the **Clipboard**. To see what happens, open up an application, press the *PrintScreen* button, and then open up the Clipboard (it's in the Main program group). You should see the image of the screen you captured on the clipboard. If you want to print this image, you will have to *paste* it into an application that supports printing. We recommend *PaintBrush.* It's a simple application (found in the Accessories program group), but it does the job well.

TIP: Instead of using the menu bar's *edit* function, you can use **CTRL-C** to copy, **CTRL-X** to cut, and **CTRL-V** to paste from just about *anywhere* in Microsoft Windows.

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