

Radio Days – 2012-03-17

Tip of the Week – Privacy on the Internet

I recently met a woman on an internet dating site. She sent me her phone numbers and, as I did not recognise the area, I typed her phone number into an internet search engine. I was surprised when her name, address and phone number appeared on my screen.

I was expecting some indication of her locality, not the details available from the directory.

This reminds me of something that I read or heard somewhere in the recent past. The author stated that it was about to become a rite of passage: a young person reaching the age of maturity would have to change their name to get away from the ill-considered and unwanted entries under their old name in all the social media websites that they had frequented in their soon-to-be-abandoned past.

Their fear was that an unsuspecting employer would check for their name on websites like Twitter and Facebook and find that they were the person who caused somebody to commit suicide. This can be a real fear. Just about everything that ever appeared on the internet is stored somewhere. I found the minutes of a meeting that I had attended on Sunday 7 February 1999 complete with spelling errors when I did a search on my name.

Have you checked recently to see what is revealed about you? If you do this check, please ensure that you check more than just the first page: you may be horrified when you come across an entry which you had carefully forgotten!

How to Customise the Taskbar

For so many people the taskbar is akin to a foreign land: mysterious, unknowable and even frightening. In reality it is none of these: it is a place where Windows shows you what is happening and you tell Windows how you want it to appear.

Again, as last week, there are two sections to this article: Windows 7 and Windows XP. I do not have a copy of Windows Vista to experiment with so can only assume that its taskbar lies somewhere between that of Windows XP and Windows 7. If you use Windows Vista then try any or all of these suggestions: at least some of them will work.

Windows 7

Windows 7's taskbar is a delight to use. I find that one of the best features is that I can keep all the programs that I use regularly sitting on the task bar so that I can start them with one click. Even better, because I use Word all the time, I can access ten of my recently-use documents with just two mouse clicks. Let me show you how to do this with all the programs which you use regularly.

Pin this program to the taskbar: The first step is to start one of your regular programs in the usual way. When the program is running there will be an icon on the taskbar. If you right-click on this icon you have three options:

- Run this program
- Pin this program to taskbar
- Close window

If you take the middle option (*Pin this program to taskbar*) the icon will stay on the taskbar, even after you have closed the program by clicking on the big red "X". This is just like using the *Quick launch* option in Windows XP: you can now start this program with just one click.

After you have a number of programs pinned to the taskbar you can then rearrange the order of icons on your taskbar by dragging them left or right from one place to another. This, for example, means that you can keep similar types of icons (like web browsers) together or you can keep red icons apart so that you do not confuse them. The choices are both yours and confusing.

Jump Lists: the taskbar has what is for me another great advantage: with a right-click on the taskbar icon for Word I can see the last ten documents that I worked on and select the one that I want to work on now. This makes it very easy to write these cheat sheets each week as I can just open the last one that I worked on and save it with a new name. This method of opening files, or starting a program like CCleaner in a specific section, is called a *jump list*.

Jump lists are a recent innovation and can make your life much easier if you use them. They are only available if you pin a program to the taskbar. If you have to start a program normally you will have to open a file or document in the normal way using the *File » Open* menu or a shortcut icon on the program's icon bar.

Jump lists can also show various other items, depending on the program:

- The **Firefox** jump list shows tasks and frequently-accessed pages.
- The **Opera** jump list shows tasks, speed dials (like speed dials on your mobile phone) and frequently-accessed pages.
- The **Chrome** jump list shows tasks and frequently-accessed pages.
- The **Safari** jump list shows just the basic menu.
- The **Internet Explorer** jump list shows tasks and frequently-accessed pages.
- The **Word** jump list shows frequently-accessed documents and documents pinned to the taskbar icon.

This shows the variation between different programs, even of the same type like browsers! For this reason I urge you to experiment with your favourite programs and see just how they can help you work (or play) more effectively.

Open windows: for most running programs you can see a thumbnail image of all the open pages when you move your mouse over the icon on the taskbar. This works well with Word and with many internet browsers. These thumbnails allow you to open the program at the page or document that you select or to close the page by clicking on the red X in the thumbnail. This, for example, makes searching the internet while writing a radio cheat sheet much easier.

When viewing a thumbnail of all the open documents or tabs in this way you can open one by clicking on it. You can also close one of these documents or tabs by clicking on the big red "X" in the top right-hand corner.

Windows XP

Windows XP's taskbar is not nearly as configurable as that in Windows 7. The best change for most people is to display the *Quick Launch* bar next to the *Start* button. To do this you have to right-click on a blank area in the taskbar then, in the menu, highlight *Toolbars* then click on *Quick Launch*.

Once you have the Quick Launch toolbar showing you can drag shortcuts from your desktop to the Quick Launch area. To start a program in the Quick Launch area just click on it once.

Now that you have your Quick Launch bar ready you can adjust its width. To do this you may have to *Unlock* your taskbar. This is simple: right-click on a blank area in the taskbar then click on *Lock the Taskbar* to remove the check mark. Now you can change the width of the QL bar. Making the QL bar narrower will add a chevron (») at the end: clicking on this will show a list of all the hidden icons.

Please experiment: it is an excellent and safe way to learn.

Further Information

Nothing this week