SOME SIMPLE TRICKS TO MAKE YOUR "WINDOWS.." COMPUTER EASIER TO USE

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SUMMARY

All versions of "Windows.." from "Windows 95" to "Windows 10" suffer from various problems that Microsoft has inadvertently designed into them. Here are some tips and tricks for making "Windows.." easier to use including turning on the display of file extensions, and providing logical names for files and folders.

TOPICS

o Problems caused by the default of "Hide file extensions of known file types"

o Turning off "Hide file extensions of known file types"

o Also select "Show hidden files, folders, and drives" to prevent confusion when you are working in "Windows Explorer"/"File Explorer"

TOPICS (continued)

o File and folder naming with year-month-day prepended

o Naming of the files that you send to other "Windows.." computer users

TOPICS (continued)

o Do a "Copy" of a file or folder name
that is close to the name of the file or
folder PRIOR to creating the new file
or folder:
Ctrl + c
OR
RIGHT click
and then LEFT or RIGHT click on
"Copy"

TOPICS (continued)

o After you create a new file or folder, it will be in a state that lets you edit so you can either

Ctrl + v

OR

RIGHT click

and then LEFT or RIGHT click on "Paste"

TOPICS (continued)

o Make shortcuts of Internet URLs and shortcuts to browsers. Then drag the URL shortcut over the browser shortcut to do an "Open with..".

o Inside a Web page, click, hold down, and drag upward in order to reduce the amount of undesired content that you highlight i preparation for a copy

TOPICS (continued)

o Use Ctrl + v then Ctrl + c
or
Ctrl + x, and Ctrl + c
in Notepad.

PROBLEMS CAUSED BY "HIDE FILE EXTENSIONS OF KNOWN FILE TYPES"

Problems caused by "Hide file extensions.."

o The 3 character file extensions at the end of file names tell your operating sytem and software programs what type of file the file is.

o MS-DOS, "Windows 1", "Windows 2", and Windows 3/3.1" did not hide file extensions from view.

Problems caused by "Hide file extensions.." (continued)

o "Windows 95", "Windows 98", "Windows ME", "Windows 2000", "Windows XP", "Windows Vista", "Windows 7", "Windows 8", "Windows 9", and "Windows 10" all default to hiding the display of file extensions.

Problems caused by "Hide file extensions.." (continued)

- o Mac OS X.. also defaults to hiding file extensions in the "Finder" file manager

- o Android, and other distros of Linux never hide file extensions.

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Problems caused by "Hide file extensions.." (continued)

o Since "Windows 95", Microsoft has apparently decided that they should be the ones to decide what file formats are the right ones for you to use.

Problems caused by "Hide file extensions.." (continued)

o Microsoft's "OneDrive" (formerly "SkyDrive") cloud storage service does not show file extensions while Google Drive does. This is one of several reasons why we recommend the use of "Google Drive" instead of "OneDrive" for new computer users.

TURNING OFF "HIDE FILE EXTENSIONS OF KNOWN FILE TYPES"

Turning Off "Hide file extensions.."

o For "Windows XP", "Windows Vista", "Windows 7", "Windows 8", and "Windows 8.1", you can turn off "Hide file extensions.." by going to "Folder Options" or "File Explorer Options" in the "Control Panel".

SELECT "SHOW HIDDEN FILES, FOLDERS, AND DRIVES"

SELECT "SHOW HIDDEN FILES, FOLDERS, AND DRIVES"

o For "Windows XP", "Windows Vista", "Windows 7", "Windows 8", and "Windows 8.1", you can select "Show hidden files, folders, and drives" by going to "Folder Options" or "File Explorer Options" in the "Control Panel".

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FILE AND FOLDER NAMING WITH YEAR-MONTH-DAY PREPENDED

File And Folder Naming With Year-Month-Day Prepended

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File And Folder Naming With Year-Month-Day Prepended (continued)

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NAMING OF THE FILES THAT YOU SEND TO OTHER "WINDOWS.." COMPUTER USERS

Naming For The Files That You Send To Other "Windows.." Computer Users

o When you send files to other "Windows.." computer users, you can safely assume that most of them will have the default of "Do not display file extensions of known file types".

Naming For The Files That You Send To Other "Windows.." Computer Users (continued)

o This means that most of them will not see the file extensions of any files that you send to them, after they download the files into their "Windows.." computers.

TWO TYPES OF INTERNET SHORTCUTS: .URL AND .WEB

o .web is the default shortcut when you drag a Favicon to the desktop.

o Hold down the shift key to drag a Favicon to the desktop and you will make a .url file

o Different browsers treat .web and .url files differently

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USE "WINDOWS EXPLORER" WHEN THE DESKTOP IS BUSY

- When your Desktop is busy and all you get when you right click on it is a swirling circle, go to the "Desktop" folder inside "Windows Explorer"/ "File Explorer" instead

Additional References

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Additional References (continued)

- ADFASDF