

LESSON 67

DUMPING UNUSED FONTS

WINDOWS CLIPBOARD VIEWER

Windows 95 and 98 come with several fonts. Fonts are type styles for the letters, numbers and punctuation we use to compose communications. Most computer users don't use a majority of the fonts that Windows supplies. By removing them we free up more room on our hard drives. Here's how.

Click on Start, settings, and then on Control Panel. Now double-click the Fonts folder. By double-clicking on any of the Font folders you see a description of the font and samples of both upper and lower case letters A-Z, numbers and punctuation marks, and sentences in different font sizes. Click on the Print button to print out the display. You can delete any of the Font folders displayed by just right-clicking on the Font folder and selecting delete. By deleting the Fonts that you aren't using you'll free up valuable hard disk space.

From time to time we talk about the Windows Clipboard. Windows uses the Clipboard to store things we have highlighted and then cut or copied. For example, I might highlight a Web site address on a Web page I'm viewing with my Internet browser and then by just clicking on Edit and next on Copy, whatever is highlighted will be stored in the Clipboard. I can now paste that information anywhere else by clicking on Edit and then on Paste once I have positioned the cursor at the point where I want the copied material to go. Once you've cut or copied anything into the Clipboard it stays there until you shut Windows down or until the next time you cut or copy something to it. If you cut or copied a very large graphic or a large body of text-based pages, you're using up valuable system resources. An easy way to clean out the Clipboard is to highlight something really small, like a single letter in a word. By clicking on Edit and then on Copy you'll replace that large graphics or text-based information with that single letter. It keeps our Clipboard happy and working.

Windows does have a utility called the Clipboard Viewer, which can display the contents of your Clipboard and let you delete whatever is there. Our way is easier because you just copy one character and that empties the Clipboard and stores that one character.

