

## Covering Your Tracks

### Finding recent documents

Start | Documents See your old documents? Clicking on a listed document opens the document and the application that created it. If you don't want others to have this easy access, you must clear the document history.

### Two methods to clear the document history:

1) This feature is built into Windows, but must be run manually.

Start | Settings | Taskbar & Start Menu

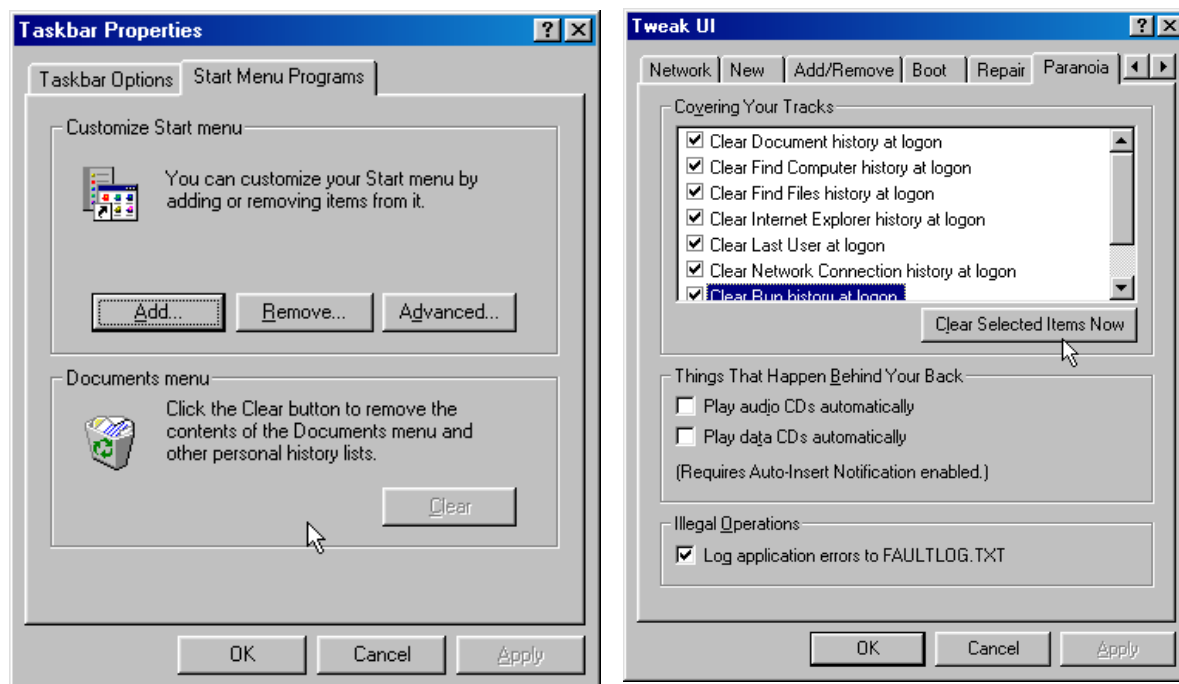
Next, click on the Start Menu Programs tab.

The lower part of the screen has an option to clear history.

2) Use the paranoia feature of Tweak

**Tweak & Powertoys** can be used to add several features and utilities that Microsoft forgot to add to Windows 95.

<http://www.microsoft.com/windows95/info/powertoys.htm>



The following was reprinted from the Microsoft Internet site.

Note: Powertoys for Windows 98 are mostly already built-in. Tweak is on the Win 98 CDROM

```
\tools\powertoy\tweak.inf
```

**NOTE: This download is not intended for use on computers running Microsoft® Windows® 98, or on computers running Microsoft® Windows® 95 OSR 1 or earlier versions.**

Windows 95 Power Toys Set 209 KB | 2 Min @ 28.8 | Posted 28 Oct 98

Read Me First – The PowerToys Set download allows users to install all of the available powertoys--productivity tools for advanced users--at once. These toys include:

- CabView -- treat.CAB files like ordinary folders
  - CDAutoPlay -- make autoplay work on any non-audio CD
  - Command Prompt -- start a command prompt in the folder of your choice with the click of a button
  - Contents Menu -- get to your files without having to open their folders
  - Desktop Menu -- open items on your desktop from a convenient menu on the Taskbar
  - Explore From Here -- open Windows Explorer no matter where you are on the network or on your own computer's file system
  - FindX 1.2 -- add drag-and-drop capabilities to your Find Menu
  - FlexiCD -- play an audio CD from the Taskbar
  - Quick Res -- change the screen resolution of your Windows desktop without having to restart your computer
  - Round Clock -- create a round analog clock without a square window
  - Send To X 1.2 -- an updated version of Send To Any Folder
  - Shortcut Target Menu -- find out the properties for the file to which a shortcut is pointing
  - Telephony Location Selector -- mobile computer users can change their dialing location from the Taskbar
  - Tweak UI 1.1 Update -- adjust your Windows User Interface, including menu speed, window animation, and Microsoft Internet Explorer
  - Xmouse 1.2 -- make the focus follow your mouse without clicking in the same way X Windows does
- The Microsoft® Windows® Shell Development Team has put together a set of productivity tools called PowerToys. If you're a Windows power-user, go ahead and try them out, but realize these are unsupported tools. Microsoft Technical Support is unable to answer questions about PowerToys.

#### How to Download

- 1.Create a folder by right-clicking on the desktop, click New, and then click Folder. Type a name for the folder.
- 2.Click the Download Now button at the top or bottom of this page. In the File download dialog box that appears on your screen, click Save Program to Disk.
- 3.In the Save As dialog box, choose to save the file in the folder you just created, then click Save.
- 4.Open the folder and double-click the downloaded file. This may create several new files in your folder. Among these, look for "Read Me" or ".INF" files.
- 5.The "Read Me" file will contain any additional download information you need to know. To install the file, right click the .INF file and click Install.