

BUG-BYTES

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HAPPY NEW YEAR!

USE THIS CHECKLIST TO GET YOU OFF TO A GOOD START



The first of the year is a good time to get your computer ready for what the New Year has to offer. Taking a few minutes now to do a little cleaning and organizing will pay big dividends later in the year.

CLEAN OUTLOOK EXPRESS INBOX FOLDER

Open Outlook Express. Do some serious deleting of messages in your Inbox so you don't carry unwanted messages over to the new year. Delete the clutter, free up space, and speed loading your email program.

Use OE's built-in sort function to help you winnow out the chaff. For instance, sort by from, subject, and size.

Why not start with size and look for the biggest sized files? (View, Sort, Size.) Double-click on the Size header to toggle between descending and ascending views. Get rid of the biggest unneeded files to immediately make more room.

Sort by From to delete messages from particular senders, and sort by Subject to delete whole message threads. Before you know it, you will be down to just the stuff that you really want to keep around.

REVIEW SENT FOLDER

Use the same process to reduce the bulk in your sent email folder.

Create a 2006 Inbox and 2006 Sent folder

Create a 2006 folder for the inbox and sent folder and drag the messages from folders into the new folders. That way, only new messages will land in your inbox and sent mail folders for 2007. To select all of your message in your inbox, click on a message, and click Edit, Select All. You can then cut and paste the messages into your 2006 folder, or drag them to that folder.

DELETE DUPLICATE PHOTOS

Photo files occupy a lot of space. Review your photos to see which ones you can safely delete, or archive them to a CD. It will take less time to do data backups, and take less

time to defragment your hard drive. If you are like me, you accumulate a number of copies of your photos as you edit them. Getting rid of unneeded duplicates will also reduce the number of photos stored in photo organizing programs, including Picasa.

HOW TO RESIZE YOUR PHOTOS



CHANGE A PHOTO TEMPORARILY OR PERMANENTLY?

Resize: To make physically smaller while maintaining the original proportions of a photo.

You may want to create a copy of a photo and resize it when you use it as your desktop wallpaper to leave a colored background exposed around your photo. Doing so may make it much easier to read the icons on your desktop. Otherwise, some photos are so busy at the edges that icons easily get lost in the details.

Some programs may tell you that the native size of a photo you want to insert is too big for that program. In that case, create a copy of the photo and resize it for use in your program.

Note, it is almost always best to retain your original photo and to make a copy of it. That way, you can change the photo any way that suits you, but you can always revert to the original photo. At some point, as suggested in the first column, you can get rid of duplicate photos—such as when you know you are satisfied with the final outcome of any cropping and editing you might do to the photos.

How to resize photos depends on what you want to do with them. For instance, if you want to print photos, use Windows XP or ME's built-in Photo Print Wizard to print your pictures. It temporarily resizes the photos according to the size of prints, and the number of photos you want on a sheet of paper. It couldn't be any easier than that.

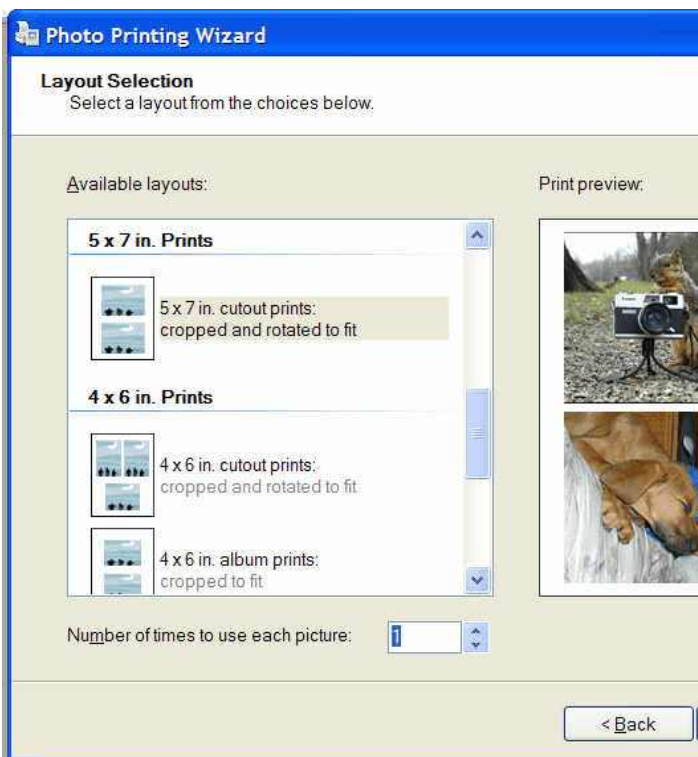
Select the photos you want to print by holding down the Ctrl-key and clicking on each photo you want to print. Choose how many of the same size photos you want to print on a page, or pick the Contact sheet.

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PHOTO PRINTING WIZARD

Select your photos, right-click on one of them, and select Print. Click on the Next button. The photos that you've selected will show up with a checkmark. Remove the checkmark from any photos that you don't want to print. Click Next. Review the preference settings to ensure that they are set for the quality of print you want, and use the correct paper. Click Next, scroll through the Layout options and pick the layout you want. Click Next and your photos print.

Note the **Number of times to use this picture** options at the bottom of the print dialog. If you select 1, but more than one picture, then each picture will print on a page according to the layout you picked.



The Photo Print Wizard automatically scales your photos to fit the layout that you pick. To do so, it creates a temporary copy that disappears soon after the job is done.

CONTACT SHEET PRINTS

One of the Photo Print Wizard's very useful options is Contact Sheet Prints. Use it to print a sheet of 35 photos, either all different, or all of the same photo if you have a need for that many copies. The pictures will print along with the filename of each print. To suppress the printing of "jpg" (or whatever format you use) in the filename of each picture, open My Computer, select the drive where you keep your pictures. Right-click on that drive, select

Properties, Folder Options, View, and put a checkmark in Hide Extensions for known file types. Click Apply, OK. Select and print your pictures using the Contact Sheet option. Voila! The file extension will no longer print along with the filenames.

TO RESIZE PHOTOS FOR USE IN E-MAIL

In Windows XP and ME, select the photo or photos that you want to send (Hold down the Ctrl-key as you select each photo). Right-click on one of the photos and select Send To, Mail Recipient. The following dialog box pops up. Select the option "Make all my pictures smaller." Click on Show more options, to pick a particular size.



Now, is that slick or isn't it? Someday, hopefully, Microsoft will add this easy way to resize photos for use in e-mail into the Create mail process.

In Outlook Express, you can turn on Format, Rich Text, in Outlook Express, and use the formatting bar (View, Toolbar, Formatting Bar) to insert photos. However, if your photo is too big, OE won't accept it until you resize it. If it accepts the photo, it may still be larger than you want. Click on the photo, and drag the corner handle diagonally to resize the photo. It works, but it is not as neat as the Send To method.

HAVE YOU DISCOVERED BORDERS?

GIVE YOUR PHOTOS A LITTLE EXTRA PIZZAZZ

We are used to seeing photos in frames, and snapshots with borders. However, many photofinishers now provide borderless prints. You see all of your photos edge-to-edge.

Still, there are times when adding a border gives a photo a more finished look. Maybe it is just the way we grew up and what we remember, or a maybe it's acquired taste.

Here are three examples of a simple photo of a boy praying with his dog, with and without a border, and with a different border treatment.



To add a border in your word processor, insert a picture, right-click on it, and select the border option. Pick the border style and line color that you want to use. You may need to use a fill color, as in the picture version at the left, to change the color around the photo.

The border choices in word processors are somewhat limited. However, you will find a wide range of choices in photo editing programs such as Microsoft Digital Image Suite, Adobe Photoshop Elements, and Jasc Photo Shop Pro.

What if you only have Windows Paint installed on your computer? You are in luck. You can add a very simple border with Paint. (Start, All Programs, Accessories, Paint.)

Use the rectangle tool to add a border to your photo. Click the line tool (\\) and select a line width. Click on Colors and pick the color for the line, and click the rectangle to select the rectangle tool. Drag your cursor from the left top edge

of the photo to the lower right edge. Voila. You have a simple border. It looks like this squirrel photo. Click on the A symbol to add text. The paint toolbar is superimposed on the photo to illustrate what you see when you pick different tools from the bar. Hold your cursor over a tool. A balloon pops up to tell you briefly about the tool you have selected.



This custom text border is one of the border options in Microsoft Digital Image Suite. It is just one of many ways you can use to show off your photos. The last photo uses a sharp bevel border by Adobe Photoshop Elements.



DO YOU HAVE YOUR PRINTER MANUAL?

A DUPLICATE MANUAL IS JUST A CLICK A WAY

Did you lose your printer manual, can't find it, or perhaps inherited a used printer that didn't come with one? Help for most printers is just a click a way.



Enter your printer manufacturer's name as a web address, such as www.brother.com, www.canon.com, www.epson.com, www.hp.com, or www.lexmark.com. Search using

Google or another search engine if you are not sure of the manufacturer's correct web address. When you find the right address, and you have entered it in your browser's location box, search for your printer's model number, and then for the manual for your printer (it may be under support.) You will also find technical information and troubleshooting tips for your printer on the manufacturer's web site.

Depending on your needs, print all of the printer manual, or only the part or parts that pertains to your current needs.

For example, each printer has its own way to print a test page without being connected to your printer. It is a good way to determine whether a problem that you are having is related to your printer's hardware or if it is related to the software that supports it. Check to see which combination of keys you press to initiate the self-test. The combination differs from printer to printer, and some printers don't include a self-test.

If your printer doesn't provide a self-test feature, then print a test page. Click Start, Control Panel, Printer and Fax. Select your printer, right-click on it, and click the Test button. Depending on your printer, you may have to click through one or more menu options to reach the test button.

If you have a printer related problem, refer to your manufacturer's web site, search for your model, and **look for the troubleshooting document** that relates to your printer. Printer manufacturers cover just about everything you might encounter with your printer.

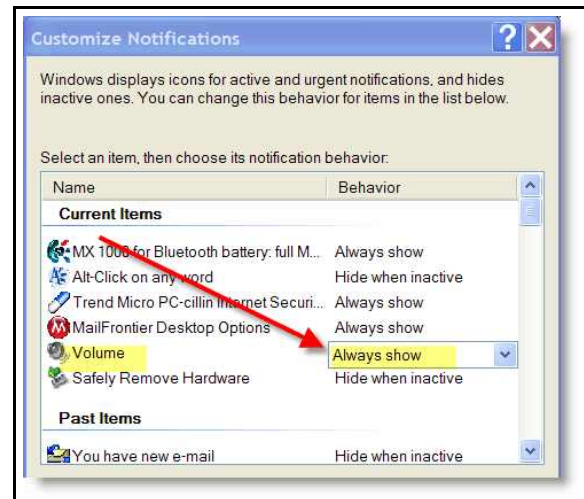
CLEANUP YOUR SYSTEM TRAY

DOES YOUR TRAY LOOK LIKE FIBBER MCGEE'S CLOSET?

The system tray is that small area in the right corner of your screen. It is where the time is normally displayed. However, it is a popular destination for software publisher to try

to stuff icons for their programs. In reality, few icons need to be displayed there. Fortunately, Windows XP provides a way to suppress icons from showing up there, unless they are currently active.

Right-click on the taskbar at the bottom of your screen (in a blank area). Select Properties, and Customize. Note the column that says Behavior. Almost all items should show "Hide when inactive." To change the behavior of any item, double-click on it and select the option you want from the dialog at the end of the Current Items name. See the screen shot example, below.



What happens when you select Hide when inactive? The item only shows up in the task tray when the item is active. Thus, you only see it when you might want to do something related to the program. For example, you might right-click on the displayed icon to select it from the list of available options.

The system tray looks like this when it has been pared down.



CLEANUP THE QUICK LAUNCH AREA, TOO

The quick launch area of the taskbar is in the lower left corner of your screen. It looks something like this.



Just to the right of Start is a separator bar, followed (in this example) by Explorer, Internet Explorer, Outlook Express, Address Book, and Printer icons. Note the >> sign at the right. Click on it to show the overflow icons that are available. Drag the right separator bar to the left or right to show fewer or more icons.