



BUG-BYTES

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CHANGE ICON SIZE AND TEXT SIZE

MAKE YOUR ICONS EASY TO READ FOR YOU

Are the icons on your desktop too large or too small for your viewing preference? You don't have to live with them that way.

Here is a quick fix if your desktop icons are too small, perhaps because you have a high resolution flat panel monitor. The higher the resolution of your monitor the smaller the icons appear. More on that later.

Right-click on your desktop. In XP, select Properties, Settings, Advanced, DPI setting (dots per inch). If the DPI setting is set to Normal size (96DPI) change it to Large size (120). See if that is more to your liking. If not, try the custom setting to get the size and look you want.

Check the settings for "After I change display settings." Check the Restart option if you are not sure how your computer will respond to the changes. Otherwise, the *Apply the new display settings without restarting* option is a good bet.

Click OK to save your change. The above changes the scale of the size of icons and the text under the icons.

If you want to modify just the text under your desktop icons, Right-click on an empty spot on your desktop. Choose, Properties, Appearance. Select Font Size from the Display Properties dialog box. You are offered three choices, Normal, Large Fonts, or Extra Large Fonts. If those choices don't meet your needs, click on Advanced. Under Item, select Icon. Then choose the font you want and the size of the font. Click OK.

Finally, if necessary, click Advanced again, and set the icon spacing for horizontal and vertical to provide the separation between icons that you find to be most pleasing.

TIP: SETTING SCREEN RESOLUTION

If you have a flat panel monitor (LCD), set it to the highest resolution supported by your monitor. This is known as the

native resolution. That setting provides the clearest text. Lesser resolutions result in the display's need to scale the font metrics to match the new resolution. The downside of high resolution is that icons and their text appear very small on your desktop. However, with the tricks shown in this article, you can resize your icons and text to make them easier to read while retaining the advantages of higher resolution and the power savings of a flat panel display (aka monitor).



Flat Panel

See this link for more detailed information about native resolution. http://en.wikipedia.org/wiki/Native_resolution



CRT

If you have a CRT monitor, they use a different method to display fonts. With them, you can change the resolution as a means to attain the size of icons that you want to see.

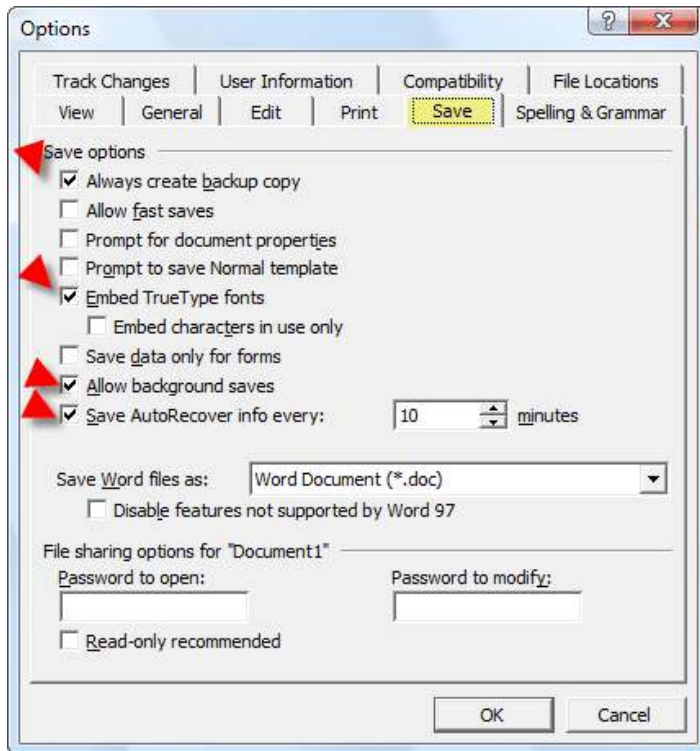
THE SCOOP ON SAVING FILES

SOME TRICKS THAT MAY SAVE YOUR SANITY

While it may seem that saving files is an easy task, there are steps you can take to make sure that you create backup copies of your files. Probably every computer user at one time or another has lost files and cannot find them. Here are some tricks that will enable you to safely backup your word processing files, and tricks to find files that you think are lost. **Save what you are doing by clicking File, Save, or by pressing Ctrl-S.**

- First, make it a habit to manually backup your work frequently while you work. In that way, you can recover most of your work in case your file is later corrupted or lost.

- Save copies of your documents with slightly different name changes every time you backup. For instance, increment your filename with numbers such as name01, name02, etc. That way, you won't overwrite your previous information with the latest information. If something goes drastically wrong, you can drop back a version or two. I can tell you that there are many versions of Bug-Bytes before I finish an edition.



- Set your word processor's options to include automatic backups. As an example, see the following screen shot for Microsoft Word 2000 . Notice that *Always create backup copy* is turned on, *Embedded TrueType Fonts* (saves the font information used in your document), *Allow background saves*, and *Save AutoRecover Info every 10 minutes* is turned on. You can change the timed interval to make the interval shorter or longer. Click OK to save your preferences.
- Under Options, set the File Location to show to which folder you want your files saved, and where to put backup files. That way, you will always know where to look for your files. WordPerfect has a similar set of options.
- While you are there, review the other options offered by your word processor.
- Learn the differences between Save and Save As. Use Save to immediately make a copy of your document as it exists right at that moment. However, be aware that if you click Save again later on, that later save will overwrite your previous data and will replace it with the

latest data. Use Save As to create either a new filename, or to increment your existing filename with a copy of current file in its present state. The advantage of using Save As is that you can create versions of your important documents. That way, if something goes wrong, you can select a previous version without the problem. Save As can also be used to create a copy of a document that was saved in one format and then saved in a different format with a new name. For example, the document many have been formatted as a DOC document and you want to save it without any formatting as a TXT (text) document.

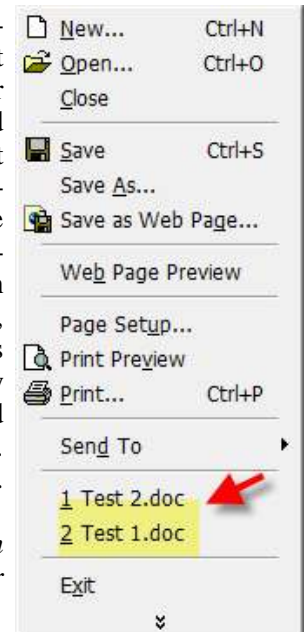
HOW TO FIND LOST FILES

First, ask yourself, did you actually save your document, or did you forget to do so before you exited from your word processor? Manually save your document by clicking on File, Save, or by pressing Ctrl-S. This writes the data to your hard drive. Otherwise, the data disappears from your computer's temporary memory space when you close your program. Alternatively use Save As to create a version of your file.

I'm sure that everyone has forgotten to save at some time or other, such as with the arrival of guests, being in a hurry to leave for an appointment, or for some other reason. If you didn't save your document, the only thing that might save you is that you turned on automatic save options for your word processor at some time in the past. Thus, your work, or at least part of it may still be there to greet you the next time you open your word processor.

When you open your word processor, click on File, and look at the bottom of the dialog box for the names of recently opened documents. See if your document is there. The most recent document will be numbered 1, and the next 2 and so on with the filename you gave it. See the screen shot at the right. In WordPerfect, the program creates backup files with the name WP in curly brackets if the program is closed before saving the current file. The backup can save your bacon.

The following information from the Microsoft Word help file for automatic save.



“**Note** AutoRecover is not a replacement for regularly saving your documents. If you choose not to save the recovery file after Word opens it, the file is deleted and your unsaved changes are lost. If you save the recovery file, it replaces the original document (unless you specify a new file name).”

SAVE SCENARIOS

1. You saved your file, but accidentally substituted an unrelated filename. In that case, you have a double whammy. You overwrote another file with your current file, and you may not know that your current file was renamed and what that name is for your file. Search for all document files and sort the resulting list by date so that the latest date and time shows up at the top of the date column. Open the file that was created about the time you lost your document. You may find your document that way.



2. You saved your file but you do not know or cannot not remember in which folder you saved the file. As in 1 above, search for all documents and sort the files by either name or date. Look for a match to the file's name or the date and time you saved the file, or to both the name and date information. To limit the number of records that are shown as a result of the search, do an advance search using just a portion of the filename, and only search among documents.

For instance, if your document's name is January household budget, search just for January if you know that you have many files that include the names budget or household. You can also use advance search to search by a specific date range. That narrows your search results.

3. You accidentally deleted your file. Look for it in the recycle bin. The recycle bin is usually on your desktop.

WHAT HAPPENS WHEN A FILE IS DELETED?

When a file is “deleted” it is still on your hard drive. The operating system changes the first letter of the filename to a question mark and notifies the file system that the space occupied by that file is now available to store new files. Thus, if you attempt to recover a deleted file very soon after you delete it, you stand a good chance of getting the file back intact.

USE FILE RECOVERY SOFTWARE

Fortunately, there are third party software programs that are very good at locating and recovering deleted files. See

the following link for some workable suggestions. However, remember that the longer you wait to attempt file recovery, the less your chances are of recovering the data.

Because of these programs, it is important to use a commercial file wiping program to remove all traces of files before giving your computer to someone else, or before donating it to a school or other charitable organization..

<http://data-recovery-software-review.toptenreviews.com/recover-lost-data-review.html>

The following free program from Convar is very good at recovering deleted files from hard drives. It is called PC Inspector File Recovery.

http://www.pcinspector.de/download.asp?language=1#file_recovery

This link is to a free photo recovery program from Convar. It works well on flash cards.

http://www.pcinspector.de/smart_media_recovery/uk/welcome.htm

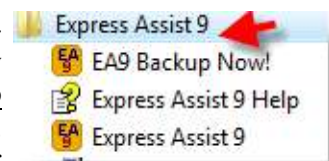
Need to wipe a disk? See this free program. Wiping a disk, also called shredding, writes over selected data with multiple passes.

<http://www.snapfiles.com/get/filesredder2.html>

SOFTWARE REVIEW: EXPRESS ASSIST 9

EASILY BACKUP OUTLOOK EXPRESS/WINDOWS MAIL

Most knowledgeable computer users know that they need to frequently backup their data files. However, many user do not remember to backup their e-mail messages. When e-mail messages, and their settings, are regularly backed up, then they can be restored after a hardware failure or transferred to a new operating system.



While is possible to manually backup Outlook Express or Windows Mail e-mail messages, it is far harder to easily backup the many different e-mail settings and preferences.

Ajsystems makes a program that is ideal for these purposes. It is called, *Express Assist*. The current version is 9.

The program enables you to restore a single message, every message in a particular mail folder, selected mail folders, or all of your messages. It also enables you to import messages into Outlook Express, or into the new Vista Windows Mail. Outlook Express and Windows Mail each use a different file format from each other. OE stores files in *dbx* format and Windows mail stores files in *eml* format.

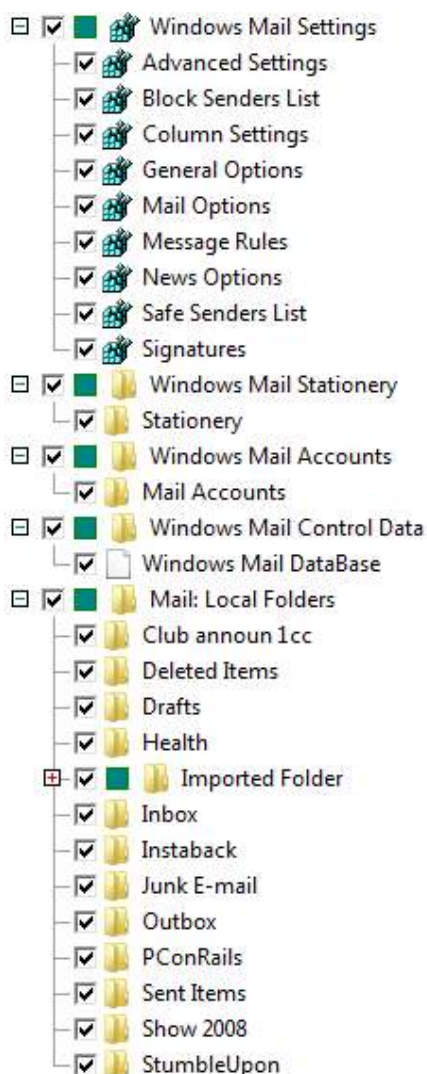
This screen shot illustrates the kinds of things you can do with the program.

Note that you check or uncheck any of the items to customize your backups and restores.

If you share one e-mail account, it is easy to synchronize your account on two different computers by restoring your e-mail messages to the second computer.

In this example, deleted items is selected. However, normally it is best to leave that option unchecked given that those items are deleted and will soon be purged.

Try the program at <http://www.ajsystems.com/ea.html> before you buy. That way you know exactly how it works and what it can do for you. You also get to see how easy it is to regularly backup your e-mail and settings.



LAPTOP TIPS

Do you use AC, battery, or both?



Many users are switching from desktop computers to laptops, or using a combination of desktop and laptop computers. Laptops are easy to setup almost anywhere there are electrical outlets, and easy to put away when company comes. You can move it to where you need it for a project, and take it with you on trips and vacations.

However, you need to exercise greater care in buying a laptop than you do in buying a desktop computer. That is because it is hard, or almost impossible to change some basic components of a laptop after you purchase it.

Yes, you can change the hard drive and add memory. But you can't add a more powerful graphics engine after the fact, and it is hard to change the CPU (computer processing unit). You can add a wireless internet card, if your laptop doesn't come with one. The card plugs into the side of the computer, and you can add a USB wireless mouse.

A lot of components are packed in a very confined space with no room for add-ons. Heat buildup is a bigger problem for laptops than for desktop computers. As a result, compromises are made in regard to processor power, hard drive rotational speed, and particular settings used by the laptop.

If you normally leave your laptop plugged in, then you can leave appearance options turned on, and if you have *Vista*, you can enjoy the benefits of the side bar. However, if you normally use your laptop on battery, you will want to turn off most visual options and the side bar to prolong battery run time.

Check your operating manual for the ways to check how much battery run time you have left. In many cases, with the power cord disconnected, you hover your mouse cursor over the battery icon in the system notification area in the right corner of your screen. Some vendors use a combination of keys, such as [fn] [F3] to display a power meter.

Given that a laptop comes with battery backup, it is still a sound idea to buy a surge suppressor to protect your laptop from power surges and spikes. It is cheap insurance.