

# BUG-BYTES

THE MONTHLY ONLINE NEWSLETTER OF *COMPUTERBUGS*

VOL. 5, ISSUE 05

MAY 2006

## CHOOSE THE MOUSE THAT'S RIGHT FOR YOU

THERE ARE MANY MODELS FROM WHICH TO CHOOSE



In the early 1900's, black was the only color of automobiles you could buy. Today, they come in an array of colors.

Similarly, the original computer mouse came with only two buttons and used a ball and rollers to position the cursor on a user's monitor screen.

We have come a long way since then.

### LITTLE THINGS MEAN A LOT

Newer mouse models offer features and benefits that were unheard of not so many years ago. They are easier to use, and they offer much greater control over horizontal and vertical scrolling. There are many ergonomic models on the market that are easier to grasp than older models.

Today, the mouse comes in two-button, three-button, and four button models, and with or without a scroll wheel. Among scroll wheel models, some come with a tilt wheel that scrolls sideways as well as up and down your screen. The buttons are programmable.

Scroll wheel models enable users to select and scroll either lines of text or a page or more of text at a time. Scrolling is much faster and easier to use than the old-drag-a line method with a two-button mouse.

For more precise positioning, you will find optical and laser mice. The latter is a big improvement over the lint-attracting mechanical models of long-ago with a roller ball. Optical mice, and the even newer laser mice, do not need a mouse pad to work well. They give you much finer control over the

positioning of the cursor on your screen.



SIDE VIEW OF TWO EXTRA BUTTONS

Mice come in corded and cordless models. Wireless models use a small radio receiver module to communicate with the mouse. Thus, there is no



MICROSOFT INTELLIMOUSE EXPLORER 2.0-TOP VIEW

mouse cord dragging across the desktop, nor a cord to catch on objects that come up short. Wireless mice are powered by batteries in the mouse, and the receivers are powered via USB cable with power from the computer's power supply. Pictured is a Microsoft four-button optical mouse with a tilt-wheel. It is shaped to conform to the hand. The two buttons on the side are currently programmed for back and forward, but they can be programmed in many different ways. The scroll wheel works both to scroll up and down, and for pages that are only partially shown on the screen, sideward pressure moves the screen right or left.

The screen shot shows one of seven menus controlling the mouse.



## SORT YOUR DATA

INCREASE READABILITY



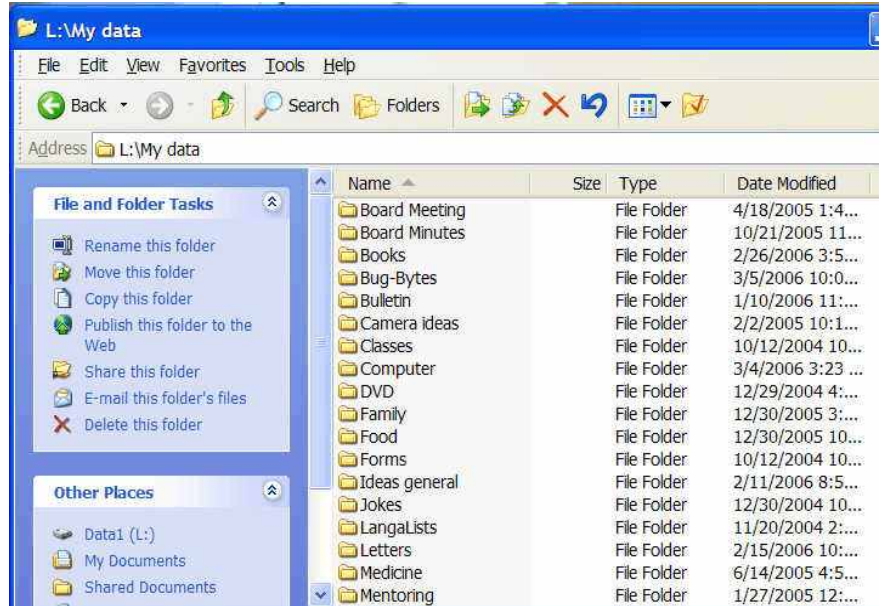
Did you know that you can sort data in Explore and Outlook Express by clicking the column headings? You can. It is a neat trick. Let's see how that works. Open an Explore window and Right-click on Start, Explore, or open My Computer. Navigate to your data directory.

Note the column headings, Name, Size, Type, and Date Modified in the screen shot example.

In Explore, pick a column, any column, and click on one of the column headings. Note that the data in that column is sorted. Click on the column heading again. Note that your sort toggles between sorting in ascending order and then in descending order. This sort trick works on any column.

If you sort on the name column, the data is arranged in alphabetical order. Sort on the size column and it arranges the data from the smallest file to the largest file, or from the largest to the smallest. Sorting by size can identify any files with zero amounts of data (safe to delete) to the largest files in that folder. Click on Type to sort files by their file type, i.e., File Folder, text files, document files, graphic files, etc.

Click twice on the Date Modified column heading to bring the latest files to the top of the list. Sorting this way helps you when you want to identify the names of recent files. The same sort technique can be used on any column heading.



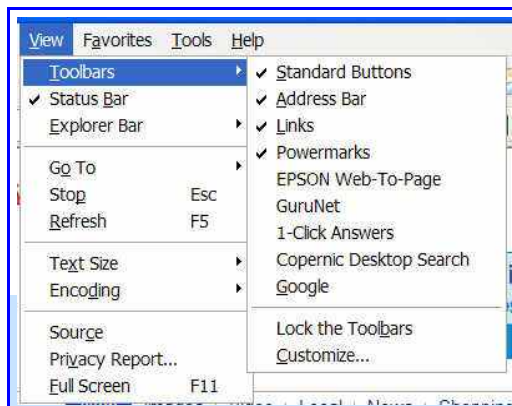
## CREATE IE HOT LINKS TO COMPUTERBUGS AND BUG-BYTES

COMPUTERBUGS OR BUG-BYTES WILL BE JUST A SINGLE-CLICK AWAY



Add two links to Internet Explorer to gain instant access to the Computerbugs website and Bug-Bytes.

After you're done, it will look like this.



Open Internet Explorer. Click on View, Toolbars, and select links. Type [www.computerbugs.cc](http://www.computerbugs.cc) in the Address box. Drag the icon at the front of the address to the right of the Link bar. A horizontal line will show. Release the left mouse button. Now type in [www.computerbugs.cc/news.htm](http://www.computerbugs.cc/news.htm). Drag that icon to the right of the link bar. Release the left mouse button. Now you can instantly open either of those web pages. To remove an icon from the link bar, select the link and press delete. Drag a link to reposition it where you want it on the link bar.

Right-click the taskbar at the bottom of your screen. Select Toolbar, and then link. Notice that "Links" shows up at the right of the toolbar with double arrows facing right. Click on the double arrows. Voila. You have way to select our club web page or newsletter without first opening IE.

## SORT E-MAIL MESSAGES, TOO

VIEW YOUR E-MAIL DATA YOUR WAY



The sort technique works in *Outlook Express* as well as in Explorer. Study this screen shot of OE headings. Your headings may differ. Click on View, Columns and pick the headings you want to appear in Outlook Express. Move the individual headings up or down in the Columns dialog box list. The headings will appear in the order that you arranged them.

	From	Subject	Size	Received
📎	Alan Burt	Final version two?	49KB	2/27/2006 4:44 PM
📎	Alan Burt	Final version of show comment card	49KB	2/27/2006 3:38 PM
📎	Alan Burt	Draft of show comment card	32KB	2/27/2006 10:44 AM

The paperclip attachment symbol in the screen shot above shows up in the first column heading of this example. Click on the *paperclip* to bring together all of the files together that have attachments. Click on the *From* heading to sort the e-mail alphabetically in ascending order.

Click the *From* symbol again to sort the e-mail in descending order. Click the *Size* column. Click it again. Click the *Received* column heading to arrange the most recent mail at the top of the list. Click it again to reverse the order in which your mail is sorted.

Notice that this method can be

executed on-the-fly (as-you-work). Alternatively, you can click on View, Sort by, and Ascending or Descending, to set the sort method that works best for you at any given time. Try it. I think you will really like it.

## SOFTWARE REVIEW - FABULOUS FREEBIES

THANKS TO PC WORLD



It can be dangerous to download free software UNLESS it comes from a trusted source. Some freeware vendors make money by including Spyware with their programs.

Computer magazines are always an informative and safe sources. In that regard, the May issue of *PC World* is a genuine jewel. It includes 101 editor's picks for the best *free* software available anywhere. Type the URL [find.pcworld.com/52516](http://find.pcworld.com/52516) into your browser to review their list of software, and read their article to help you select a small subset of the software they offer that will make your computing more fun and productive.

Here are just some of the items that I find are especially worthwhile:

### FOXIT READER.

Use it to read PDF files in place of Adobe Reader. It doesn't require any installation. Just click on the executable file (FoxItReader.exe) to open it. Better yet, associate PDF files with FoxIt if you find you prefer it to Adobe Reader. It loads much faster than Adobe Reader. Adobe includes a long a list of plugins that you will probably never need.

### CCLEANER

Configure CCleaner to remove the internet junk buildup from your computer. After selecting the items you want cleaned, click on the Analyze button. It will show you line-by-line the items that will be cleaned. Click on the Run Cleaner button to

remove just those items you have selected.

### FREE DOWNLOAD MANAGER

If you are a big download fans, this program may speedup your downloads. The program resumes interrupted downloads. If you are on dial-up, you will appreciate the resume feature so you don't have to start an interrupted download from scratch.

### FOLDERSYNC

The program helps you to easily place copies of your most recent files on another computer, or in a backup folder. It is simple to use and makes this chore a snap to accomplish.

### SPYBOT SEARCH AND DESTROY

Spyware is the source of many computer ills. Use Spybot in conjunction with other free products as part of a multilayered approach to ridding your computer of Spyware and Adware. Be sure to click on update before running the program.

#### LAVASOFT AD-AWARE SE PERSONAL

Manually run Ad-Aware as another good Spyware removal tool. You will find that each product finds some items that the others missed. Update the program before you scan.

Looking for a free anti-virus program. Try **AVAST HOME EDITION**, or the popular **AVG**. (<http://free.grisoft.com/doc/2/lng/us/pl/v5>). Both products offer boot-time virus scans. Both products require you to register for their products, and both offer free versions of their software.

Can't install an antivirus program? Periodically run **TREND MICRO HOUSECALL** to find and eliminate viruses on your computer. The program runs from your browser. (<http://housecall.trendmicro.com/>) While it is best to prevent viruses from getting on your computer in the first place, this is the next best approach.

You will also find often mentioned **GOOGLE PICASA** (photo manager and editor), and **IRFANVIEW** (file format conversion, slide show, and simple photo editor) among their 101 listings.

#### HOW TO EVALUATE THESE FREE PROGRAMS

Try the programs that interest you, but do so just one program at a time. It is okay to download all of the programs you want in one fell swoop (if your internet connection will allow it). However, install a program and then give yourself time to see what if any effect the program has on your computer, and whether or not the program is of value to you. If something is not just right, it is easy to

identify the culprit if you are dealing with one program, but impossible with a handful of programs.

If you don't find a program especially useful or you, or it appears to cause problems, uninstall it before evaluating the next program. **That is the safe and sane approach.**

As a reminder, type [find.pcworld.com/52516](http://find.pcworld.com/52516) in the address field of your browser. That address takes you right to PC World's list of 101 freebies. Click on the items you want. Each item is linked to the download for that particular file.

I suggest that you **create a Download folder before you begin to download, and create separate subfolders for each file you plan to download.** That way, you will know what is in each folder, and you won't run into the problem that occurs when the same filename is used from program to program, such as setup.exe.

In these examples, your download folder might look something like this:

- Download
  - Ad-Aware
  - Avast
  - AVG
  - CCleaner
  - FolderSync
  - FoxIt
  - Free Download Manager
  - Google Picasa
  - Irfanview
  - Spybot Search and Destroy
  - Trend Micro Housecall

#### PLUG AND PLAY OR PLUG AND PRAY?

Since 1995, Windows includes a feature called plug and play. By that they mean that you should be able to simply plug a USB device into a USB port and have the device work. In

theory, you need not configure the device nor have to use additional software to get the device to work. USB stands for Universal Serial Bus.

USB devices include digital film readers, digital camera cables, printers, scanners, ZIP drives, external hard disks, some keyboards and mice, network adapters, and other devices.

The idea is a winner, but plug and play devices may not work right out of the box. If that is the case for you, these steps should get you up and running.

- USB devices won't work if USB is not enabled in your computer's BIOS. As your computer first starts, press the key mentioned in your computer manual as couple of times to enter setup. That is usually the delete, F1 or F2 key on your computer. Press the key as soon as the first logo shows up on your screen. If you wait too long, the computer will start up normally.
- Enable USB (if it is not already) and save the settings.
- Read the directions for your device. Some products require that you install the software BEFORE you plug in the device. In other cases, your computer will discover the device when you plug it in and then ask you to insert the software in your CD.
- If your new device isn't recognized by your computer, try a different USB port. That may be all that is needed.
- If you are still having a problem, right-click on My Computer, select Properties, Hardware (in XP), Device Manager. If your new device shows up with a yellow exclamation point, double-click on the icon, select Driver, Update. And search for a better driver with your products installation CD in your CD drive. That should do the trick. Then use Windows Update.