

BUG-BYTES

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ADD REMOVE SOFTWARE

CLEAN OUT UNUSED SOFTWARE



Periodically, in the control panel, review the software programs that are installed on your computer. If you haven't used some of those program in years, consider uninstalling them. They take up space on your hard drive and clutter your registry.

UNINSTALL USING THE CORRECT METHOD

Use one of the following three methods depending on your software. DO NOT remove the software by deleting either the software folder or the files contained in the folder.

- Use the Add Remove Software program in the Control Panel.
- Alternatively, use the uninstall program that came with the software that you want to uninstall. You will normally find the uninstall program by clicking on Start, All Programs, and then click on the folder icon for the program that you want to remove.



If the program has an uninstall routine, you will see it in the list. For example, here is what you would see if you wanted to uninstall Foxit Reader from the

All Program List. In this example, I clicked on Foxit Reader and the drop down list you see was shown.

- Use a third-party program that is designed to remove software.

Most, but not all software applications, write important installation information in the registry needed by your computer to correctly load and operate your computer. If you simply delete the program files from your computer, you will create orphan entries in the registry and potentially a lot of problems for yourself.

Uninstall programs, reverse the process the install program used to put the files on your computer, and they remove their tracks in the registry.

Look in the Add Remove Software list of trialware you decided not to by, internet connection vendors you never

intend to use, and programs you downloaded and installed, but never use. Get rid of that cybertrash.

LEARN TO USE MSCONFIG, STARTUP

STOP THE BRAIN DRAIN

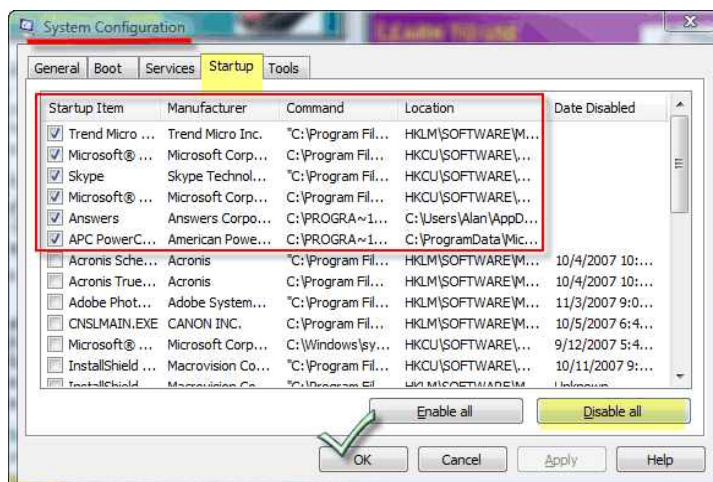


Removing unused software will free up space, and maybe make your computer a little more secure. However, cleaning out unnecessary programs that startup whenever you boot your computer, will help your computer start quicker and feel peppier.

Periodically, you need to click on Start, Run, and type in the word Msconfig and then click on the OK button. Click on the Startup tab and review the entries there. The Startup tab tells you which programs are being loaded and which stay in memory whenever you start your computer.

Many, may I say most, software vendors misuse this capability. Very few programs are required by the operating system at startup. The rest of the program you will see there are optional, unnecessary, or not recommended.

Look at the following sample screen shot. It shows you what I have running at startup and which program would startup if I didn't block them from starting.



Startup Item	Manufacturer	Command	Location	Date Disabled
<input checked="" type="checkbox"/> Trend Micro ...	Trend Micro Inc.	"C:\Program Fil...	HKLM\SOFTWARE\M...	
<input checked="" type="checkbox"/> Microsoft@ ...	Microsoft Corp...	C:\Program Fil...	HKCU\SOFTWARE\...	
<input checked="" type="checkbox"/> Skype	Skype Technol...	"C:\Program Fil...	HKCU\SOFTWARE\...	
<input checked="" type="checkbox"/> Microsoft@ ...	Microsoft Corp...	C:\Program Fil...	HKCU\SOFTWARE\...	
<input checked="" type="checkbox"/> Answers	Answers Corpo...	C:\PROGRA~1...	C:\Users\Alan\AppData...	
<input checked="" type="checkbox"/> APC PowerC...	American Powe...	C:\PROGRA~1...	C:\ProgramData\Mic...	
<input type="checkbox"/> Acronis Sche...	Acronis	"C:\Program Fil...	HKLM\SOFTWARE\M...	10/4/2007 10:...
<input type="checkbox"/> Acronis True...	Acronis	C:\Program Fil...	HKLM\SOFTWARE\M...	10/4/2007 10:...
<input type="checkbox"/> Adobe Phot...	Adobe System...	"C:\Program Fil...	HKLM\SOFTWARE\M...	11/3/2007 9:0...
<input type="checkbox"/> CNSLMAIN.EXE	CANON INC.	C:\Program Fil...	HKLM\SOFTWARE\M...	10/5/2007 6:4...
<input type="checkbox"/> Microsoft@ ...	Microsoft Corp...	C:\Windows\sy...	HKCU\SOFTWARE\...	9/12/2007 5:4...
<input type="checkbox"/> InstallShield ...	Macrovision Co...	"C:\Program Fil...	HKCU\SOFTWARE\...	10/11/2007 9:...
<input type="checkbox"/> TestShield	Macrovision Co...	"C:\Program Fil...	HKCU\SOFTWARE\...	

Note blocking programs at startup does not prevent you from manually starting them when you feel you have a need for them. I'll explain why I allow the programs listed to run at startup.

The first line is for Trend Micro PC-Cillin Internet Security. It is the program I use to fight viruses, spyware, and hackers. The program includes a firewall. This set of protections needs to be active when the computer starts.

The second line is for Vista's optional sidebar. I like to see the current date and time, and the amount of resources that are being used by the CPU. I could turn that feature off, but I prefer to have it always active.

The third line is for Skype, a Voice Over Internet Protocol program that lets me communicate with other Skype users without using the telephone.

The fourth line is for Microsoft Windows Defender, a anti-spyware program. Unlike antivirus programs where you can only safely use one AV program at a time, you can run more than one antispyware program.

The fifth line is for a program from www.answers.com that allows me to instantly check spelling, or information about a word or phrase by holding down the Alt-key and clicking on the word or phrase. This too is an option, but one that I use often.

The sixth and last line is for my APC battery backup. In the event of a power out event, the software automatically shifts my computer to the battery backup and shuts it down after about 30 minutes.

STARTUP: PATIENCE MY FRIEND

GIVE YOUR COMPUTER TIME TO STARTUP PROPERLY

Your computer takes time to load the programs included on the Startup Tab of Msconfig, including your anti-virus program. The following tips will help you learn when your computer is really ready to accept tasks, such as opening your e-mail program, or browsing the web.



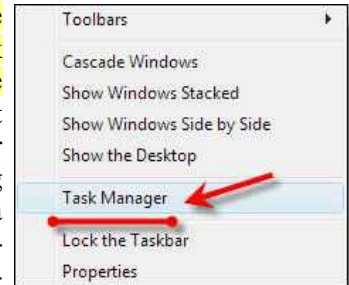
The wise users waits until he or she knows that their computer has finished starting up.

Here are some helpful tips.

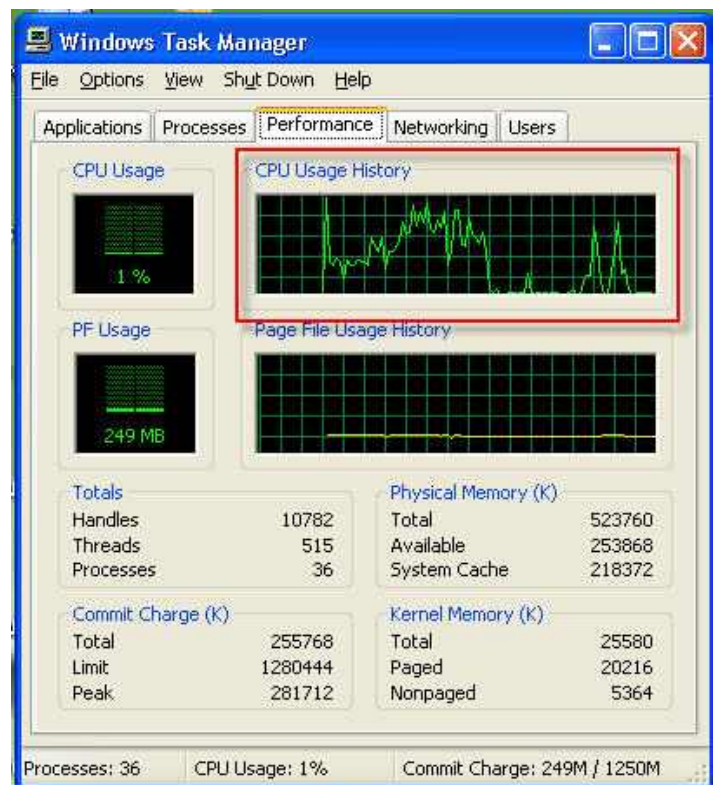
- Watch the system tray in the lower right corner of your screen to see when the last program loads. Learn what that program is by watching and memorizing it.

- Hover your cursor over the taskbar at the bottom of the screen and watch for the hourglass. When you see the hourglass, it is telling you that your computer is still busy loading programs.

- **Right-click on the taskbar and pick Task Manager. Click on the Performance Tab.** It shows you how your CPU (central processing unit) is committed as a percentage of the available computing resources. If it shows that



- 90% to 100% of the CPUs resources are committed, then it is still busy loading programs and getting your computer ready for its normal activities. Wait until the graph drops down to 30% or less, and stays down, before launching Outlook Express or Internet Explorer.



- Notice in the screen shot above that the CPU rose dramatically over time as the operating system started and then dropped down to normal levels.

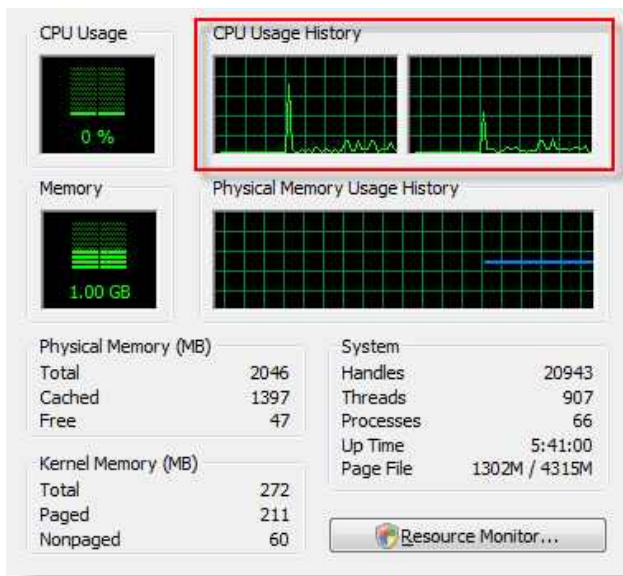
Click on the Process Tab to see which programs are currently using resources. Click on the Applications Tab, to end a particular process if it stops working.

- If you have Vista, turn on the Sidebar, right-click on it, and select the CPU monitor gadget. That way you will see at a glance when your computer is ready for some heavy lifting.



The Vista screen shot above shows that Vista was engaged in some activity at the time the screen shot was made.

Show above it a screen shot of the Vista Task Manager Performance Tab after the computer has been running for



a while. Since this computer has dual cores, two graphs are shown within the red box.



It is neat that computer manufacturers are looking for “green” or “greener” ways to reduced energy use for their computers. Nevertheless, you can look a lot closer to home for a simple solution. Put your computer to sleep when you are going to be away from your computer for a while. That can cut your computer energy requirement from hundreds of watts down to seven to nine watts. As a bonus, you will discover that your computer restarts almost instantly and you can get right back to



work. Alternatively, turn off your computer when you are going to be away from it for more than thirty minutes. However, you won’t get the advantage of the instant restart from sleep mode.

Click on Start, Control Panel, Power options and select a power saving option that works well for you and the way you use your computer.

Is this a grand energy saving solution? No, it isn’t. But it is amazing how much energy is saved when you multiply the savings of all computer users. Begin small and move up to grander solutions. If your CRT monitor is on its last legs, consider buying a flat panel LCD monitor to take its place. LCD monitors use a small fraction of the energy used by CRT monitors.

Want a clever reminder to save energy with an idea of what you are contributing? Go to the link below and download that free software. It is a very small program and it is compatible with XP and Vista.

<http://co2saver.snap.com/>

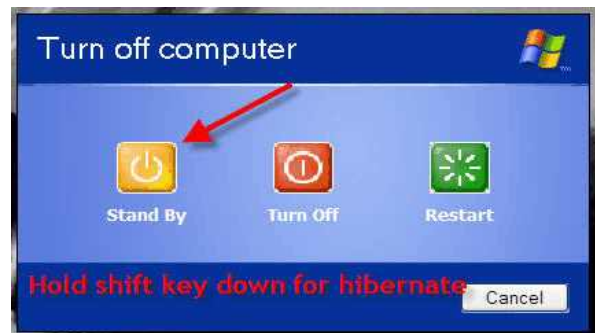
This screen shot shows you what you see when you click on the program icon in your system tray.



This program was installed for only a few days on my main computer when I saved this screen shot. Are the figures accurate? I can’t say whether they are or not. However, what I do know is that I’m saving energy, cutting my utility bill, and doing something worthwhile for the environment.

If nothing else, the program reminds me to keep clicking on Start, Shutdown or Turnoff Computer, and then to select Sleep in Vista, or Standby in XP. I also have my computer set to automatically sleep when I’m away from it for more than 30 minutes. The amount of CO₂ I save keeps going up.

See if this idea works as well for you.



XP SHUTDOWN DIALOG

Q and A . . . How do I . . .

PERMANENTLY DELETE SPAM IN THE E-MAIL JUNK FOLDER?



Spam filters do a good job of identifying spam and sending it to your junk e-mail folder. However, it is usually left up to you to review those messages to make sure that no legitimate mail slipped into the junk folder.

If you right-click and delete a message it just goes into your Delete folder. *Here is the secret to permanently delete a message, or a series of blocked messages.* Hold down the shift key while you click on delete. A message pops up asking for confirmation to permanently delete the message.

Want to delete a bunch of messages at one time? Use one of the following methods.

TO SELECTIVELY PICK WHICH MESSAGES YOU WANT TO DELETE

Click on the first message you want to permanently delete. **Hold down the Ctrl-key and click on message you want to delete.** When you finished selecting and highlighting the messages, **hold down the shift key and press delete.** Click on OK to verify that you want to permanently delete the message you highlighted.

TO SELECT ALL MESSAGES IN A FOLDER FOR DELETION

Click on the first or any message in the folder. Press Ctrl-key A to highlight all of the messages, or click on Edit, Select All. Hold down the shift key and press the delete key. Click OK to verify that you want to permanently delete the messages you highlighted. You have to select at least one message before you can highlight all of the messages using Ctrl-A or File, Select All. **Remember to hold down the shift key before pressing the Delete key. Otherwise, the junk mail will just be transferred to your Delete folder.** Holding down the shift key makes the delete command permanent for the files that are highlighted.

CUT AND PASTE TIPS

Cutting and pasting are essential computer skills

Have you mastered blocking text with your cursor, cutting it out of your document, and pasting the text somewhere else in your document? That's cut and paste. You can use

the keyboard and Edit, Cut, then Edit, Paste to move a block of text. Alternatively, you can press Ctrl-X to cut and Ctrl-V to paste the text.

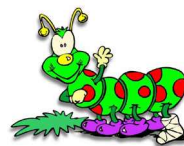
Before you can "cut" text, you have to highlight it with your cursor. That is, click with your left mouse button (the primary button) on the spot just before the first letter that you want to cut and drag the cursor to just after the last letter or punctuation mark that you want to cut. If you did that correctly, holding the Ctrl-key down, all of the text will be highlighted in blue on your screen.

Experiment with cutting text from one part of your document and then pasting it to another part of the document. You can also copy (Ctrl-C) text from one area to another, or from one open document to a different document. Whether you use the mouse and click on the commands from the Edit menu, or you use keyboard shortcuts, memorize the methods for copying, cutting, and pasting text. You will find it saves you loads of time, and it is easy to do.

SPECIAL PASTE

See if your word processor includes a *special paste* function on the Edit menu. If so, that allows you to cut text from a web page, change the format to one of many options, and paste it into your document. For example, WordPerfect offers that option. It is useful when you want to convert formatted text to unformatted text, or to display cut web text or links in ways that are easy to view in your document.

Even without the special paste function you can cut and paste text from web articles and paste them in your document. Here is an example from an article on fossil bugs cut from a web page.



"We have known for some time that the fossil record yields monster millipedes, super-sized scorpions, colossal cockroaches, and jumbo dragonflies. But we never realized until

now just how big some of these ancient creepy-crawlies were," he said.

