



# Bug-Bytes

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## SOUND OFF!

GET CONTROL OF YOUR SOUND



It is very convenient to be able to quickly change the volume of sound coming from your computer sound system. We have all been blasted out of our chair from time to time because some sound files are much louder than others. Here are some of the ways that you can change the volume.

### HARDWARE

If your speakers are within easy reach (mine are not), you can rotate the volume control to raise or lower the volume, to set the base and treble, and to change modes if your speakers include that feature.

### EXTENDED KEYBOARD

Some internet/extended keyboards include a volume control on the keyboard. If you make a lot of use of sound with your computer, consider buying such a keyboard if you do not already have one. I have a Dell keyboard with buttons for Internet Explorer, Mail, My Computer, Calculator, and a volume/sound control at the top right of the keyboard. It certainly is handy when I hear the sound turned up too loud, or it is playing so I can hardly hear it. I just tweak the dial.

### WINDOWS SYSTEM TRAY SOUND ICON (SYSTRAY)

If you do not see a sound icon in your Systray in the bottom right corner of your screen by the date and time do the following:

Click on Start, Control Panel, Sounds and Audio (or just Sound in earlier versions of the OS) and check the box to display the sound icon in the taskbar. Your dialog may look different than the picture at the right depending on your operating system and brand of sound card.

Once the volume icon shows up in your Systray, click on the icon to adjust the volume by moving the sliders. Click



on Options/Properties to choose which sound services you want to display and control.

The options may include any of the following services plus others offered by your particular sound card; Play Control, Wave, SPDIF-in, CD Digital, Midi, CD Audio, Line-in, Microphone, PC Speaker, Auxillary, and Tad-in. Note that you can change the balance and volume for each option **plus** you can mute any item.

If you are getting some sounds but not others, there is a good chance that mute is enabled for the sound that is not playing (such as Wave files, Midi files, or CD). Uncheck mute for that category of sound and you should be back in business.

### TURN OFF ANNOYING SOUNDS

By default Windows is setup to play a series of different sounds for activities associated with operating your

computer. For instance, it plays a sound file when your computer starts up and another one to signal that your computer is shutting down. You can select from a number of available sound files or to play no sound files at all. To do so, click on Start, Control Panel, Sound, and then the Sounds tab. Scroll down the list of Program Events and make your sound file selection for the events that are important to you. For instance, I turn off the sound files for startup and shutdown for a little more peace and quiet around the house. If someone is sleeping, they do not like to hear the computer making loud noises. See the screenshot below.



If you customize your sounds, save your settings. Click on Save As and give your sound scheme a name. That will preserve your settings.

#### SOUND NOT WORKING?

If you don't hear any sound while playing midi or wave files with Windows Media Player, move the sound slider to the right at the bottom of the Media Player dialog box. If you still don't hear sound, be sure that your speakers are powered on, and check that you don't have mute turned. If you don't have a sound icon near your date and time in the right corner of the screen, click Start, Control Panel,

Sound, and Playback Control. Move the sliders to ensure sound and uncheck Mute if it is checked. Test your new settings to find what works best for you.

## SORT LISTS

SORT LISTS ALPHABETICALLY TO MAKE THEM EASIER TO READ

Both Microsoft Word and Corel WordPerfect offer an easy way to sort text lists. In Word, create your list and don't worry about how it is organized. Highlight the column. Then click on Table, Sort, and decide whether you want the list sorted in ascending or descending order. Click OK. If you make a mistake, undo what you just did by pressing the Control-Z key combination, or click on Edit, Undo Sort.

Try it with a simple list such as one made up of different types of fruit.

In WordPerfect, create your list, highlight it, and press



Tools, Sort, and select how you want your data sorted. Click Sort. Your data will be instantly sorted by the first letter in each line. This beats cutting and pasting your data to achieve the same result. Try it. You'll like it. See the screenshot of a sample list before sorting.

WEBSITE OF THE MONTH

<http://us.imdb.com/search/>



IMDB stands for the *Internet Movie Database*. It is a great source for information about movies, their cast and crew, for a particular character (for example Scarlett O'Hara in *Gone With the Wind*) or to lookup particular words or quotes in movies. The database also contains information on all actors and actresses born on a particular day, celebrity photos, and a listing of recent releases.

Whether you are searching for all the movies made by specific actor or actress, or refreshing your memory about a movie plot and who played in the movie, you will find the information here.

## FREE SYSTEM REPORTING TOOLS

There are a number of free system reporting tools plus a bunch of commercial tools. Each does something a little different, and some are better than others for particular reports. System reporting tools examine your computer's hardware and software and create reports of what they find.

For example, say you want to know who made your Random Access Memory (RAM), what size, type, and speed it is and the model number for the memory. See the screenshot to see what you get.

Here are the sources for three free tools:

<http://www.aida32.hu/aida32.php> (Has a very good computer summary)

<http://www.freshdevices.com/index.html> (Broken up into individual reports rather than a single summary)

[http://www.belarc.com/free\\_download.html](http://www.belarc.com/free_download.html) (Extensive and easy to read list)

## CREATE A SLIDE SHOW

SHARE YOUR PHOTOS

Download the free Irfanview program, to enlarge your digital images

to full screen size, and to create an easy to view slide show of your favorite images.

Irfanview quickly generates photo thumbnails from a folder. You can do some minor editing and send photos by e-mail to your family and friends. Download the program from

[www.irfanview.com](http://www.irfanview.com). The current version is 3.91

Need to convert an image from one format to another? Irfanview can do it.

To create a slide show do the following:

Open Irfanview and click on File, Slide Show. Navigate to the folder containing the photos that you want to see. Select the whole folder (Add All), or only those photos that you want to include in your show (Add). Click on Play.

Fine tune how your slides display in the Slide advancement section of the Irfanview dialog box. For example, select Automatic (advancement) after five seconds (or the number of seconds you choose, or Automatic after mouse/keyboard input (such as pressing the spacebar.)

Your slide show will have a black background that can be to make it easier to see your slides whether they are in

The screenshot shows the AIDA32 software interface. The title bar reads "AIDA32 - Personal System Information". The menu bar includes File, View, Report, Information, License, Web, Plugin, and Help. The left sidebar shows a tree view of system components, with "Memory" selected. The main window displays the "Device Description" for the selected memory module, showing two identical Samsung MR16R 1628DF0-CT9 modules. Below this is a table of properties and features.

Field	Value
<b>Memory Module Properties</b>	
Module Name	Samsung MR16R 1628DF0-CT9
Serial Number	36CD9000h
Manufacture Date	Week 2 / 2003
Module Size	256 MB (8 devices, 32 banks)
Module Type	RIMM Module
Memory Type	RDRAM
Memory Speed	PC1066 (533 MHz)
Module Width	16 bit
Module Voltage	2.5 V
<b>Memory Module Features</b>	
<input checked="" type="checkbox"/> HeatSpreader	Present
<input type="checkbox"/> Thermal Sensor	Not Present

portrait or landscape orientation (tall versus wide).

To share your show, once you get the show put together to your satisfaction, save the show or burn it to CD.

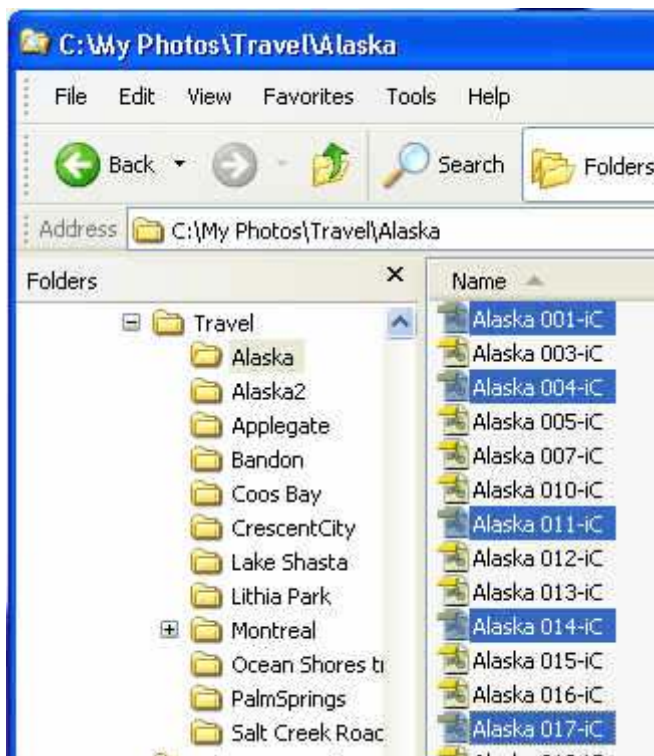
## QUICK TIP

Select multiple files

There are times when you want to select many files from a long list of files. For example, you might want to select at one time random files from a list, or all the files in a particular block.

TO SELECT RANDOM FILES

Select the first file you want in the list. Then hold down the Control key as you select other files. The first screenshot demonstrates selecting random files. The selected files are highlighted in blue.



TO SELECT A BLOCK OF FILES

To select a continuous block of files select the first file and then hold down the shift key as you click on the last file in the list that you want to include. Note that this creates a highlighted block of files.

WHAT CAN YOU DO WITH THE HIGHLIGHTED FILES?

You can delete, print, or rename all of those files, or select them to include in your slide show when you use Irfanview or any other photo album or photo editing program with similar capabilities. It is a trick worth remembering.

## UNDELETE FILES AND FOLDERS

There comes a time when you will want to be able to recover a file or folder that you inadvertently deleted. The following tips will show you how to do that, and how to increase your chances of success.

BACKGROUND

When Windows deletes a file or folder, it does not erase them as you would text with a pencil eraser. Instead, it revises the table that says where the file or folder is stored on your hard disk. It replaces the first letter of the filename with a question mark in the File Allocation Table (FAT). This tells Windows that the operating system can overwrite the spaces where the file is currently stored.

When you delete a file, Windows moves it to the recycle bin. Unfortunately, Windows doesn't send every deleted file there. It doesn't store files from networked drives, or from removable media such as floppy disks, or if the deleted files are larger than the capacity of the recycle bin.

BETTER SOLUTIONS

Norton SystemWorks

Executive Software Undelete

These products, and similar third party products, offer additional recovery options to undelete files. If you generate a lot of critical data files, files that would be hard to replace, consider using one or more of these products.

HOW TO BY-PASS THE RECYCLE BIN

Hold down the Control key when you delete a file IF you want to permanently delete the file. That way, it won't go into the recycle bin.

## RECOVER DIGITAL PICTURES FROM

DIGITAL FILM or files

Go to this URL for three free programs.

<http://www.softwarepatch.com/tips/howto-file-recovery.html>