



BUG-BYTES

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UNINSTALL SOFTWARE CORRECTLY

USE THE VENDOR'S UNINSTALL PROGRAM



When you install software, it is installed by following a detailed step-by-step script created by the software manufacturer, or by a similar product created by a third-party vendor. All software is best uninstalled by running the uninstall software provided by the manufacturer, **if it exists**. The uninstall software is written to reverse all of the steps taken at the time the software was installed.

Don't uninstall applications by navigating to their folders and simply deleting the folders. That is a sure way to create broken links and to leave lots of useless entries stranded in the Windows registry.

The installation software copies files to your hard disk and writes important entries into your Windows registry. The entries tell Windows how to find executable and helper files that are needed by the software that is stored on your computer. It also sets up the programs to run on your computer, and lets you make decisions about where the files are stored based upon the available space.

By the way, since Windows 95 was released, the Windows Registry is the database that holds information that the operating system needs to recognize and run software installed on your computer. It contains information that identifies the hardware and most of the software installed on your computer. Serious errors in the registry can prevent your computer from loading.

If you need to uninstall the software for any reason, do so, first, by using the manufacturer's uninstall program. . . if it exists. That is the preferred way. You normally find the uninstall program by clicking Start, All Programs or Programs, selecting the application and then clicking on its uninstall

program. Uninstall programs may go by different names, but the names are some variation of uninstall.

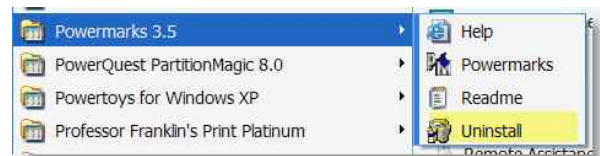
If there appears to be no specific uninstall program, then use Windows's Add/Remove Software module from the Control Panel. Click Start, Control Panel, Add/Remove Software. Select the application that you want to remove and click OK.

Theoretically, the Add/Remove Software module should function the same as the vendor's uninstall program. However, that may not always be the case. Start with the uninstall program, if it exists. If you can't find an uninstall program, then use the Add/Remove Software routine in Windows.

After uninstalling, the software may leave some files behind, along with the directory for the application. Sometimes this is done to preserve custom settings you made for the application, in case you reinstall the software.

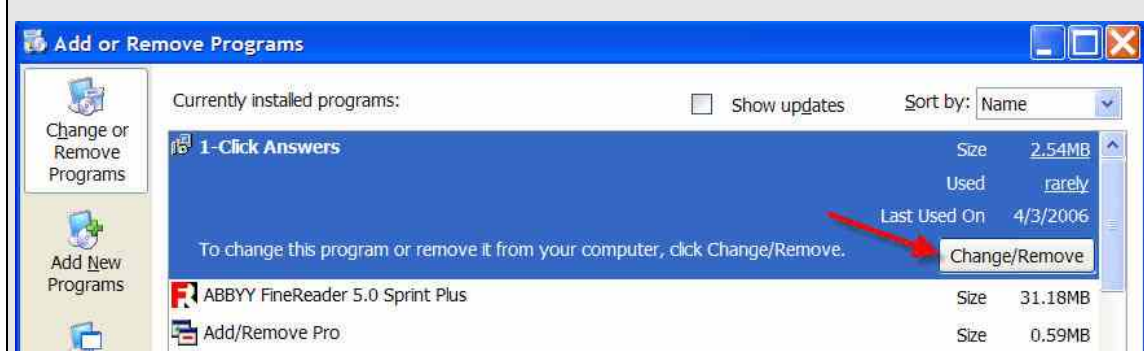
If you know that you will not be reinstalling the software, then use the uninstalled program, or the Windows Add/Remove routine, and manually delete any remaining folders connected with the application.

EXAMPLE OF PROGRAM WITH UNINSTALL OPTION



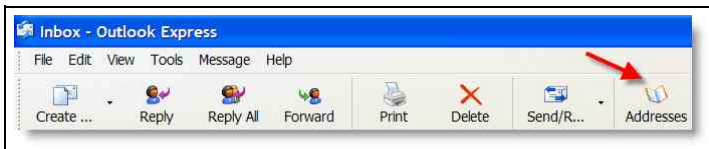
EXPLORE ADDRESS BOOK TRICKS

WINDOWS ADD OR REMOVE PROGRAMS DIALOG FROM CONTROL PANEL

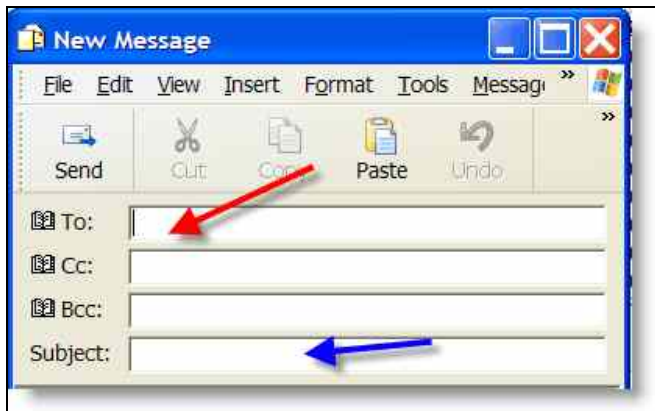


DISCOVER NEW WAYS TO ACCESS YOUR ADDRESS BOOK

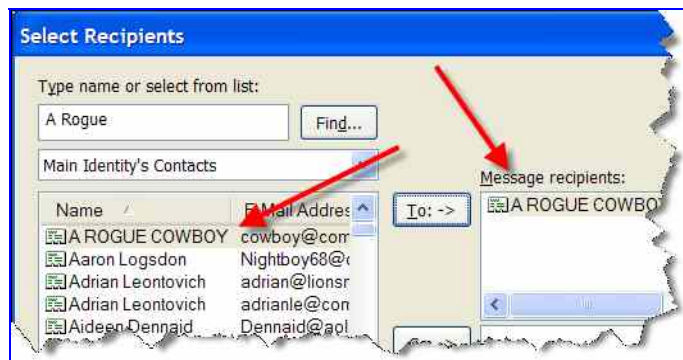
Let's look at some of the many ways to open and use the Windows address book. Study the screen shots and the examples given for each method.



Open the address book from within Outlook Express. Click on the Address tab from the toolbar at the top of the OE dialog box. Open the address book by clicking on the Create (new message) icon shown at the far left of the above screen shot. Click on the address book icon to the left of the To:, Cc:, or Bcc: fields.



Type the partial first name, or last name of each person you want to receive your message in Type name or select from the name list. Then click on the To:, Cc:, or Bcc: icon to



copy the full name to the field of your choice. Use the To: field for the primary recipients, the Cc: field (carbon copy) for those you are copying on the message, or in the blind

carbon copy field, where you don't want to disclose the name of names of people who will also see your message.

Note that the cursor will jump down the list based on the first letter that you type. It is a quick way to get reach the approximate area for the person you want to reach.

Note in the screen shot at the bottom left of this page that typing A took us to A Rogue Cowboy. Clicking on the To: icon inserted that address in the To: field on the right side of the dialog. When you have selected the e-mail address that you want, or have added other addresses, click on the OK button at the bottom of the page (not shown in the example).

TO CHANGE HOW DATA IS DISPLAYED

Click on View, Sort. Select how you want your addresses displayed. You can change how the addresses display depending on your needs.



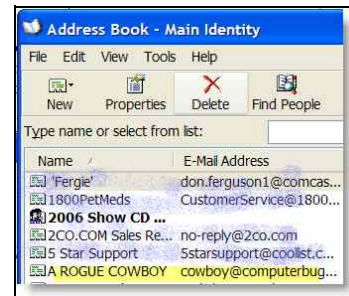
While some users prefer to sort addresses by first names, others find sorting by last names is more useful to them. That is because long lists may contain many duplicate first names.

The sort by e-mail option is made for the occasions when someone's e-mail bounces and it is not clear from the users e-mail address who is the sender. One you find the record, you may find other information that will tell you to whom the address belongs.

There are times when it is handy to be able to access the address book without opening Outlook Express. To do so, click Start. All Programs/or Programs, Accessories, Address book. Better yet, right-click on Address book, select Send To, Desktop. This will put a shortcut to the address book on your desktop. Drag the shortcut to the quick launch area in the taskbar at the bottom of your screen. Now the address book will be just a click away.

TO ADD NEW ADDRESSES

Click File, New Contact, and enter the data for your contact. This is normally done under the home tab. Enter as much or as little data as you want.



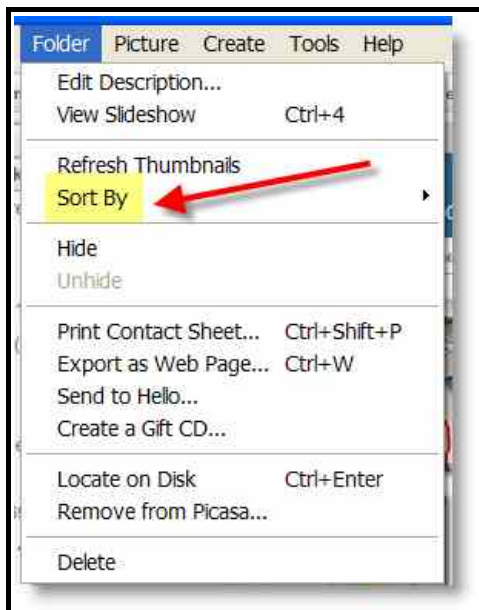


While it is fun to see 4" x 6" prints of your photos, it is even more dramatic to view your photos in a computer slide show, or on your television screen.

Picasa, the free photo organizer and editor from Google, makes creating great slide shows a snap. There is one caveat. You have to start out with good clear photos and save them in high resolution. However, once you have good photos, a good slide show is just a few clicks away.

Here are the steps that lead up to the single click that creates the slide show:

- Save your photos at the highest resolution offered by your digital camera's setup program. This will insure that you can print enlargements of your photos in good quality, and display them in high quality at the largest setting allowed by Picasa and your monitor or TV screen.
- Transfer your photos to your computer by the method of your choice (Copy, File Transfer Wizard [Windows ME or XP]). Have your film photos saved to a CD by your photo finisher, or scan the photos and save them on your hard disk or another media.
- In Picasa (or a similar program), click on File, Add Folder, to add the folders you want included in the photo organizer. Click on Actions at the right of the displayed photos in a folder. Select name, date, or size at the criteria for how your pictures are displayed. The change takes place immediately.



See the list of options that display in Picasa at the bottom left of this page.

Choose from the organizer options as shown in the following screen shot. If your computer is very slow, you might



want to select the first option. If you have plenty of power, select the third option to automatically add photos to the organizer as you save them in that folder on your computer. Be

patient. It takes a minute or two for Picasa to find the new files and to include them in the organizer. You will see the file names processed at the bottom right of your screen.

TO CREATE A SLIDE SHOW

Select the folder in the organizer that you want to show as a slide show. Sort the slides using the Action button at the end of the toolbar.

Click on the Slide show button on the Picasa toolbar at the top of the screen. Your slide show will automatically advance from slide to slide. Press the Esc button on your keyboard to exit from the slide show. This whole process is easier to do than to talk about it.

TO MAKE CORRECTIONS

As you view your slides, notice which (if any) slides could use some editing help. Given that the pictures are larger, you may notice red eyes caused by your flash bouncing off the back of the subject's eyes, or some slides that need some corrections applied to correct for exposure problems.

Double-click on the slide needing correction and use the editing tools built into Picasa. Experiment with the corrections. Use the Undo button at the bottom left of the editing dialog to reverse any changes that do not do what you want them to do.

ENJOY YOUR PHOTOS AND SHARE THEM WITH OTHERS

Click on the *Gift CD* button to burn a copy of your slide show to a CD. Share the CD with family and friends.

Pick from one of the three sizes offered by Picasa—640x480, 800x600, or 1600x1200. The 640x480 size will display like a 4"x6" photo on your screen. The 800x600 size is suitable for someone with a 14 inch screen, and the 1600x1200 size for someone with a larger monitor screen, or for use on a television via a DVD player.

Click the TV/Video button to Video 2 to view your photos on a DVD player connected to your TV.

SPELL CHECK TRICKS

AUTOMATICALLY CHECK E-MAILS BEFORE
SENDING



What is a spell checker? It is a means to automatically check your e-mail messages for typos and misspellings before you send the messages. Some times we type so fast we miss obvious (and embarrassing) misspellings.

If you have one of these Microsoft products you can activate Spell Check in Outlook Express: Word, Excel, PowerPoint, Publisher, or Bookcase. If you don't have one of those products download a free spell checker from <http://www.majorgeeks.com/download.php?det=2952> or a free to try, \$5 to buy All-Purpose Spell Checker. www.pcworld.com/downloads/file_description/0,fid,7346,00.asp.

Do spell check your e-mail before sending it. This will insure that your messages are easy to understand, and it will avoid the appearance that you don't know how to spell some common words. We all need a little help now and then.

Q AND A - HOW ARE CAMERA RESOLUTION AND PRINT SIZE RELATED?

Digital cameras store photo information in units called *pixels*, in rows and columns (width and height of the image). That is, if your camera is set to store images at 2560x1920, then it will save images with 2560 rows and 1920 columns of pixels. Think of pixels and their sub pixels as the smallest units of information that can be addressed by your monitor or a bitmapped image.

Multiply the height in pixels by the width in pixels to see how many pixels are being stored. In the case of 2560x1920 there are 4,915,200 pixels. That's about the maximum number of pixels for a 5-megapixel camera.

The more pixels that are stored in an image, the larger the image will be, and the larger will be the possible supported print size. For instance, with my camera set at 2560X1920, I can order very high quality prints that are more than 30 inches by 20 inches. Yes, I have some pictures that are that large. Very large images take up much more storage space on your digital film, or on your hard disk than smaller images.

As a general rule, store your photos at the highest setting consistent with your use of the camera and the pictures that you print or display. If the largest photo you print is

4x6 inches, then a setting of 640x480 or 1280x960 may be all that you need.

Remember this. Camera resolution is not a measure of quality. It is a measure of size. The quality of your image depends on whether or not you set your camera to compress your images to save space. Compression removes duplicate data. Depending on the degree of compression, some details may be lost.

Think of a digital camera image as made up of a series of dots, like the cartoons in your Sunday paper. Take a magnifying glass and look at the cartoon dots. Then **imagine that the dots are printed on a thin sheet of rubber.** If you have an image that is made up of 640x480 pixels and try to enlarge it (stretch it to be twice the size) the distance between pixels stretches, but there are no more pixels than there were before you started.

If you have a monitor that is set for 800x600, then a 640x480 picture will display smaller than the screen. If your image is larger than the screen resolution used by your monitor, then you have to scroll the picture around to see all of it. High resolution monitors/LCDs can display large pictures without scrolling, or with less scrolling.

As a kindness to e-mail recipients, use the automatic resizing utility built into Windows XP, or use a third party program such as SendPhotos Gold to resize your photos.

In Windows XP, right-click on a photo, select Send To, Mail Recipient. Select the "Make all my pictures smaller" option. XP will automatically resize the images inserted in your e-mail message **WITHOUT** changing the size of your original photo or photos. **To select more than one photo, hold down the ctrl-key while you select your photos.**

PRINTING PHOTOS

Print quality is determined by the quality of the original photo, any compression used, and the DPI (dots per inch) setting used by your printer, or photo finisher. Typical settings are 150 or 300 DPI. A setting of 72 or 96 are often used for display screens.

To see approximately what size photo results from a DPI of 150 or 300, divide the pixel height and width by either 150 or 300. For example, $2560/300=8.5$ inches and $1920/300=6.4$ inches. For 150 DPI the figure in inches are 17.1 and 12.8. Other DPI settings are available. Check to see what settings are used by your photo finisher, or follow their recommendations.

