

# BUG-BYTES

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## WHAT ARE YOUR CHOICES?

A FRESH LOOK AT YOUR HOME PAGE CHOICES



According to *The American Heritage Dictionary* . . .

### Home·page or home page (hōm'pāj) n.

The opening or main page of a website, intended chiefly to greet visitors and provide information about the site or its owner.

Your homepage determines in large measure your computer experience as you surf the World Wide Web. It can be customized to display only the information of interest you and organized as you want to see it. Each homepage offering as its own look and feel. You do not have to settle for the homepage that shipped with your computer.

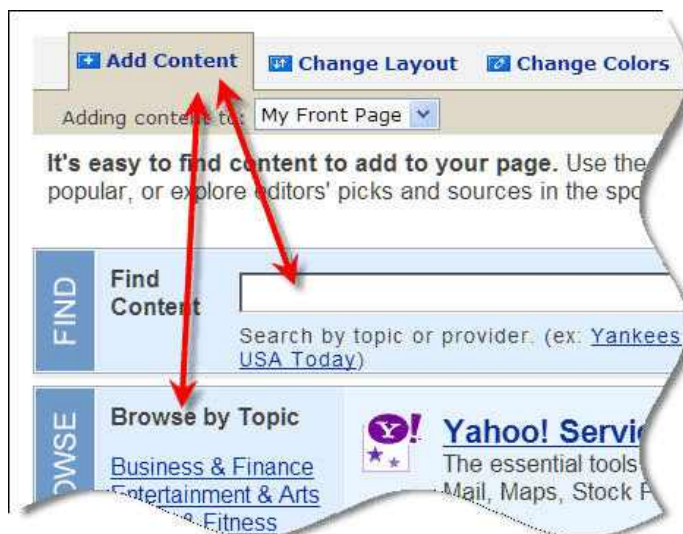
Explore to see what is available, and then decide which homepage best meets your particular needs.

I would guess that most of you are still using the homepage that was setup at the time you bought your computer. However, that is just one of many choices that are available to you. The following lists some of the more popular homepage choices in alphabetical order.

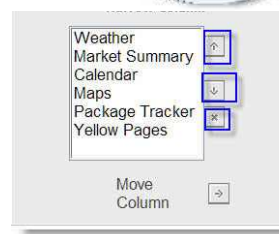
- A computer magazine website such as [www.pcmag.com](http://www.pcmag.com), [www.pcworld.com](http://www.pcworld.com), [www.computerworld.com](http://www.computerworld.com), and [www.maximumpc.com](http://www.maximumpc.com)
- A computer vendor's homepage such as [www.dell.com](http://www.dell.com), [www.hp.com](http://www.hp.com), or [www.lenovo.com](http://www.lenovo.com)
- Excite [www.excite.com](http://www.excite.com)
- Google [www.news.google.com](http://www.news.google.com)
- Health such as [www.medlineplus.com](http://www.medlineplus.com), [www.mayoclinic.com](http://www.mayoclinic.com), or [www.webmd.com](http://www.webmd.com)
- ISP's homepage such as [www.charter.net](http://www.charter.net), or [www.roguelink.net](http://www.roguelink.net)
- Local newspaper such as [www.mailtribune.com](http://www.mailtribune.com)
- National news organization such as [www.usnews.com](http://www.usnews.com), or [www.ustoday.com](http://www.ustoday.com)
- Shopping sites such as [www.amazon.com](http://www.amazon.com), [www.pricegrabber.com](http://www.pricegrabber.com), [www.shopping.com](http://www.shopping.com), or [www.shopzilla.com](http://www.shopzilla.com)

- Special interests such as [www.computerbugs.cc](http://www.computerbugs.cc)
- World wide news organizations such as <http://today.reuters.com/news/home.aspx>
- Yahoo [www.yahoo.com](http://www.yahoo.com) or [www.news.yahoo.com](http://www.news.yahoo.com)

Once you determine the homepage you want, look for a means to customize your homepage. For example the following screen shot is from Yahoo. Add content, or remove content as you see fit. Don't like the colors? Pick the color combinations that you do like.



LAYOUT. In Yahoo, determine the number of columns, whether wide or narrow, and the placement of topics within the columns. See the screen shot at the right. When you've got everything the way you like it, click the Finish button. That is all there is to it.



## HOW DO PRINT DRIVERS WORK?

A PRINT DRIVER CONVERTS YOUR DOCUMENT . . .

An application's print driver is a generic program designed to convert documents into instructions any printer can understand.

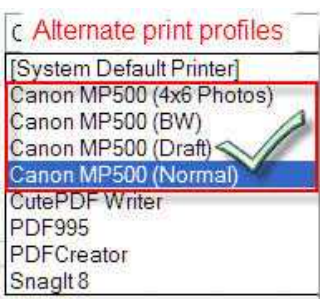
The specific print driver used by your printer (Canon, Epson, HP, Lexmark, etc.) optimizes each print job specifically for your printer. Printer settings (preferences) control the number of pages printed, the quality of the job, whether the job prints front to back or back to front, whether in color or black and white, which size and kind of paper to use, from where to load the paper, and which pages to print. These are just some of the print options. See the following link for some brief examples of how a print driver helps your computer and printer to talk to one another. The print driver interprets each print job into machine instructions that the printer can understand.



[http://cp.c-ij.com/english/photoprinting/c\\_knowledge/c\\_knowledge002.html](http://cp.c-ij.com/english/photoprinting/c_knowledge/c_knowledge002.html)

### CUSTOM PROFILES

Create custom printer profiles to instantly select how you want your printer to work for photos, draft documents, and normal printing, and for black and white or color jobs.

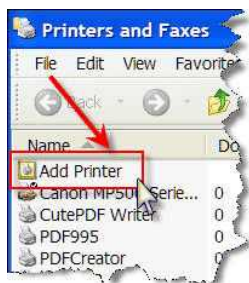


This is an example of alternative printer profiles. By creating specialized printer profiles, you select the profile that will instantly setup your printer according to the type of job you want to print, e.g, for photos, etc.

Custom profiles save you time.

Here are the steps:

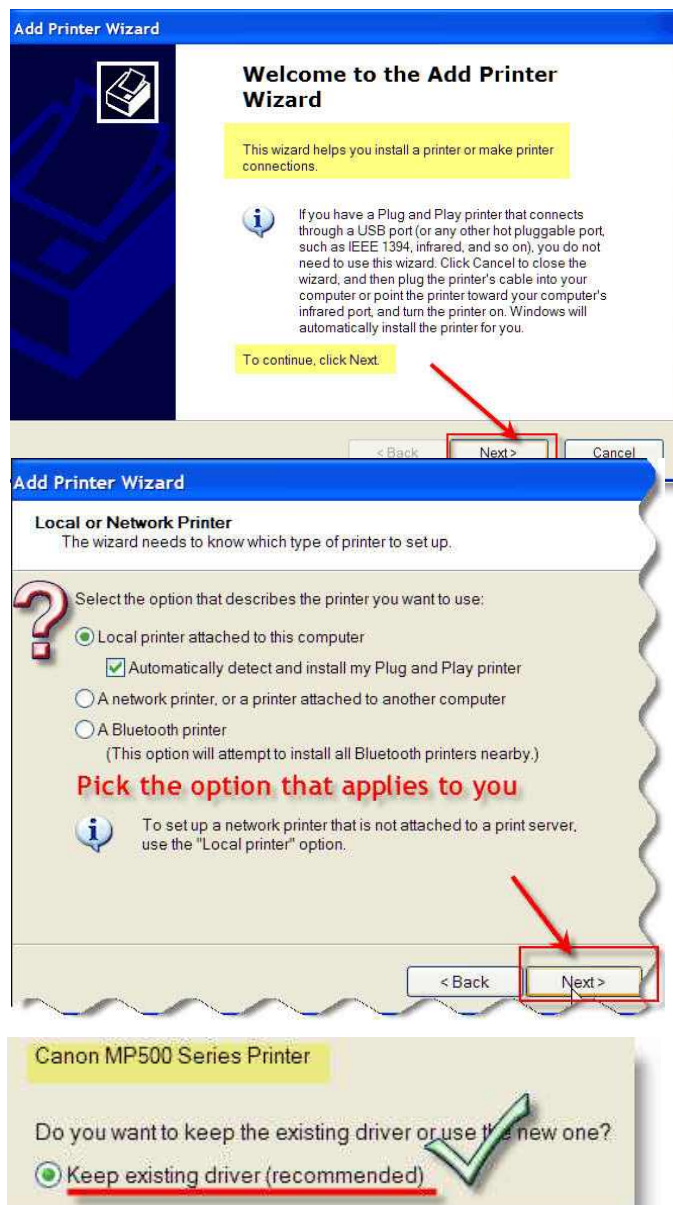
Click on Start, Control Panel,



double-click Printers and Faxes and select Add Printer. See the next screen shots.

Follow the steps shown in the following screen to create a copy of your current print driver, and then customize it for photo printing, or for whichever use you plan to make of your printer. Create multiple profiles to meet your different needs.

Do you want to use the printer as your default printer? Answer yes or no as the case may be. OK.

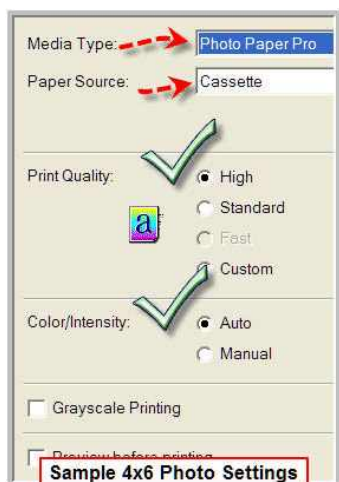
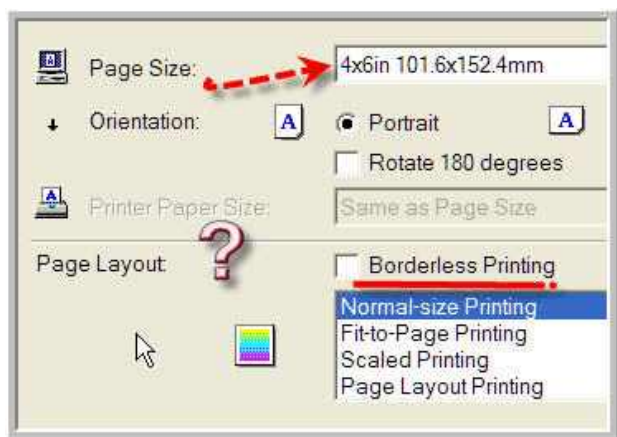


Select the same port used by your default printer.

## CREATE SEPARATE PRINT PROFILES

For each printer profile, set your personal preferences for the print quality, the type of paper that you will use, the paper source, whether to print in reverse order, and so forth.

See the following sample screen shots. They show just a portion of the actual printer dialog screens for a Canon Pixma MP500 printer. The features, and the look of the printer dialog screens will vary from printer to printer, but the concepts are the same.



Once you have added and configured the print profiles you want to use, select the specific profile you want from your application's print menu. That is, from your application, click File, Print, and in the destination box, pick the profile that you want to use.

As a reminder, at the bottom left is the screen shot that you saw at the beginning of this article. It shows that Normal print mode is selected. However, notice the other Canon profile selections that I created for the Canon printer.

For example, if you are printing 4x6 photos on

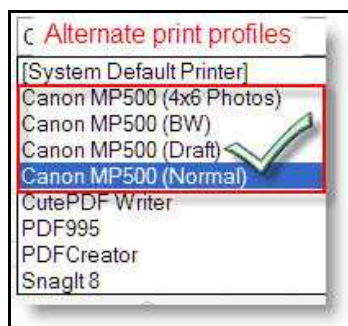


photo paper you would use the photo profile that you created for 4x6 photos.

**With printer profiles, you don't need to manually change the settings for each type of print job, nor do you have to undo those settings to prepare for normal printing.**

## CREATE A PRINTER SHORTCUT

If you frequently open the Printers and Faxes dialog, create a shortcut to the dialog and drag it to the quick launch area at the bottom of your screen. The shortcut lets you quickly pause your printer while you add paper, or delete all documents in the print queue if that is necessary.

To create the printer shortcut, right-click on the Printers and Faxes icon in the Control Panel, select Create Shortcut, and answer "yes" for the shortcut to be copied to your desktop. Drag the shortcut to the Quick Launch area at the bottom left of our screen. When you drag a shortcut to the Quick Launch area, your cursor will change to a bar showing the place where the icon will be inserted. Move the bar left or right through the icons shown there while holding down the left mouse button. Release the button to drop the icon at that spot. You can also click on the two right-facing carets at the end of the Quick Launch bar to expose the list of available shortcuts. You can also drag your shortcut to that list.

If you do not see the Quick Launch area, right-click on the taskbar at the bottom of your screen and remove the checkmark to unlock the taskbar. Select Toolbars, Quick Launch. Now, anytime you need to open the Printers dialog, such as to cancel a print job or to change a setting, the printer dialog will be just a click away.



Practice good netiquette ☺

Your correspondents deserve it

*Netiquette* is a new word for the very an age old concept-etiquette. According to Wikipedia, netiquette is a catch-all term for the convention of politeness recognized in e-mail messages, user groups, and internet message boards. There is no Emily Post of netiquette, but adherence to a series of polite rules makes cyberspace a friendlier place to be.

## GOOD RULES TO FOLLOW

- ★ Avoid swearing (profanity is not good form)
- ★ Avoid flaming (character attacks or tirades)
- ★ Avoid cross-posting to inappropriate groups
- ★ Avoid commercial plugging except when recommending a product to others that you use and like.
- ★ Don't use all uppercase letters. It is regarded as shouting at people and as being very ill mannered.
- ★ **Think before you post. It saves a ton of embarrassment later on.**
- ★ Do not post personal messages to one or two people on a newsgroup or list server. Use private e-mail instead.
- ★ Quote the minimum amount of text necessary to give context to your reply.
- ★ "Lurk" a while to get a feel for the ongoing discussion thread before you leap in with your opinion.
- ★ Avoid "I think so too" comments. They just take up space without adding new and worthwhile information.
- ★ Reread and make corrections to your message before you send it. Check spelling, grammar, and capitalization.
- ★ When posting humorous or sarcastic remarks, you may use an emoticon such as :-)) to show that you want your remark is to be taken lightly. They are visual forms of shorthand. Don't overuse emoticons.
- ★ What you post reflects on you. Always put your best face forward.
- ★ **Eliminate extraneous headers and text when forwarding messages. Keep messages simple and short.**
- ★ When forwarding nested messages, forward from the last nested message to eliminate all of the links leading up to the real message. Your recipients will thank you for your courtesy.
- ★ Send in haste. Regret at your leisure..... ☹
- ★ As your mother taught you, avoid discussing politics or religion with your friends. If you feel you must share such material by e-mail, be absolutely certain that they feel the same way about the subjects as you do. It is hard to get new friends.
- ★ Don't forward possible hoax messages without checking first. Simply type in the main theme or topic as a search term in your search engine. Avoid serious

embarrassment and the need to print retractions to a long list of people.

The speed at which e-mail can be sent builds in the reasonable expectation that the writer will get a similarly prompt response to their message. Do answer e-mail messages in a timely manner.

As with all social etiquette, those who practice good manners avoid faux-pas that reflect negatively on them. In general, netiquette rules, like their social relations, reflect a genuine concern for others. They are a form of common sense and courtesy in a world where such practices are short supply.

### EXAMPLES OF EMOTICONS



They are popular visual emotional abbreviations

Over time e-mail and newsgroup writers have adopted a simple language of visual abbreviations to express how they feel about something that they have written. This reflects the generally informal nature of e-mail communications and newsgroup exchanges. Visual symbols are sometimes supplemented by brief abbreviations such as BTW which stands for by the way.

The following are some of the more popular emoticons (from the words emote or emotion and icon). Emoticons are sometimes referred to as smileys. Notice that they resemble common facial expressions. For instance, colons are used as eyes, a hyphen as a nose, and a right parentheses as a happy mouth.

:-) = Standard smiley (don't take what I say too seriously)

:)) = Standard smiley for lazy people

;-) or ;-)) = Winking smiley. You don't mean it even if you are joking. It is a happy smiley.

:> = Follows a really sarcastic remark

(- = Left handed smiley

:-( or :-( = Sad smiley or very sad smiley



:< or :< = Very sad smiley

:-\* or :-X = Kissing smiley



There are long lists of emoticons. However, the danger is that except for few very popular symbols, your readers may not recognize other symbols. See the

following link for lists of emoticons.  
<http://www.muller-godschalk.com/emoticon.html>.

Many free graphic smileys are available, supplemented by familiar abbreviations like LOL (laughing out loud) and ROF (rolling on the floor . . . laughing).

## FILE SAVING BASICS

### SAVE VERSUS SAVE AS

When you click on File, Save, (or use a shortcut to that command, such as Ctrl-S), the current state of your document is stored on your hard drive with the existing file-name.

If you want to create a new filename, or a variation of the existing filename do so by selecting **Save As** instead of Save. When you click Save As, it gives you the opportunity to change not only the filename but also a chance to change the format in which the file is saved.

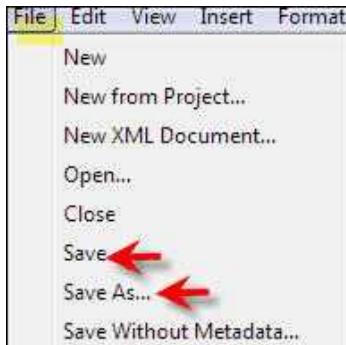
### WHY YOU MIGHT WANT TO CHANGE THE FILE FORMAT?

Let's say that you use a very old version of Microsoft Works to produce documents and spreadsheets. Unfortunately, only those people who also have Microsoft Works may be able to open a document prepared in the Works format. The recipient may have a version of Microsoft Word that has a converter listed under Save As. If not, you may be able to convert the Works document to a format that the recipient can read.

Open the document in Works, click on Save As and look in the file format field for the formats in which Works can save documents. If all else fails, you can choose to save the document in ASCII Text, or Generic Windows Text. You will lose the formatting, but the text will be readable.

This method works for other programs as well.

Another example involves converting a batch of line graphics from one format to another. For example, you may have a library of TIFF graphics that you want to convert into the Compuserve GIF format.



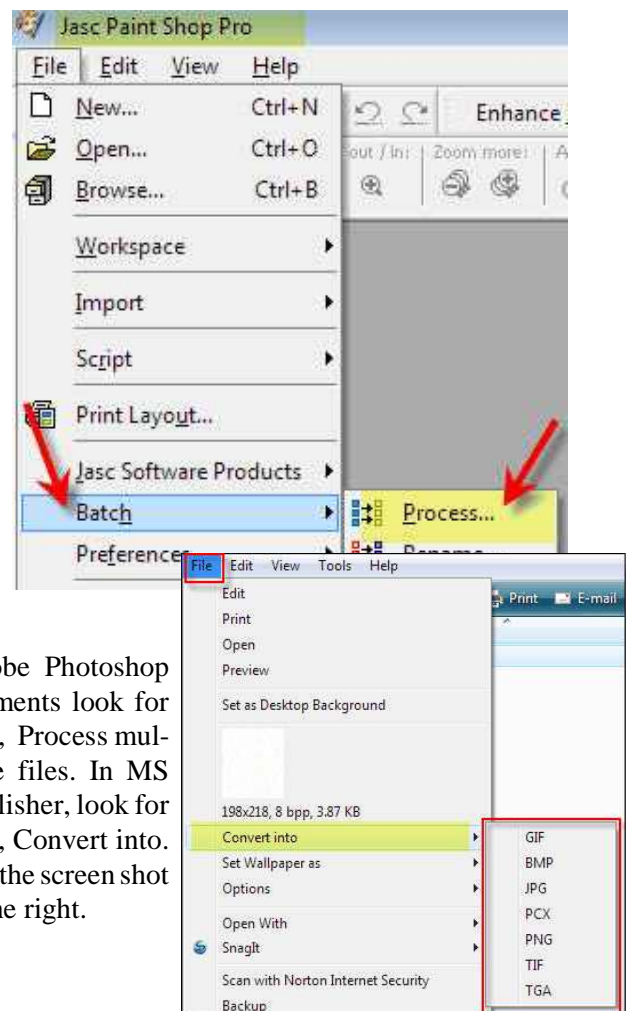
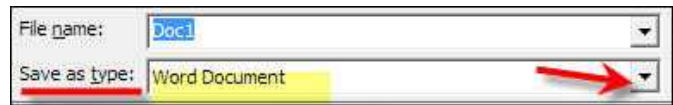
### FILE CONVERTER PROGRAMS

While you may be able to convert a file from one format to another inside of program you own, that is a slow and tedious process when there are lots of files to convert.

### BATCH CONVERSION

Batch conversion applies a script of instructions so that the files you want converted are done all at one time. This is fast and convenient. Fortunately, batch conversion is available in a number of programs, including the free Irfanview from [www.irfanview.com](http://www.irfanview.com) and Xnview from <http://www.snapfiles.com/get/xnview.html>.

Open the program of your choice and click on Save As, and then on the file format dialog with a little caret symbol at the end of the name field. See this example.



Adobe Photoshop Elements look for File, Process multiple files. In MS Publisher, look for File, Convert into. See the screen shot at the right.