



# BUG-BYTES

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## A FRESH LOOK AT VISTA



WHY IT IS DIFFERENT AND WHY IT REQUIRES  
MORE COMPUTER RESOURCES

Vista did not take off as fast as previous versions of the operating system. Lets look at some factors that influenced that outcome.

The success of Windows XP is partly responsible. XP has been refined for more than six years. People know and understand it. Most of the bugs have finally been resolved and vendors have finally come up with drivers for it.

A large number of computer users own computers that are not compatible with Vista. Thus, to use Vista, they need to buy a new computer or upgrade their old computer. That is a stumbling block for many users.

*A large block of computer users own underpowered and substandard machines, even by XP standards. That results in a substandard computing experience. That won't change until those users have more than the bare minimum amount of RAM, and their machines are more powerful. Fortunately, the cost of buying a better computer is often far less than what they paid for their old computers.*

Users **said** that they wanted a much more secure operating system and one that was easier to use. Microsoft concentrated on what people said they wanted. It turns out, that despite what people said, what they really want are more and more features. Go figure. Users cried about how much disk space was required by the latest generations of software at a time when disk storage is no longer a problem. Big hard drives are plentiful and cheap.

There was a time when some word processing programs occupied but a single floppy disk. However, as features were added (including a graphical user interface) that was no longer possible or considered desirable. Users don't ask for features to be removed. Instead, they ask for specific features to be added that will make their work easier and computing much more fun.

Lawyers want the ability to do pleadings, hobbyists want to be able to create greeting cards and address labels, users

want to be able to use new kinds of hardware, burn movies, edit VHS tapes, stream videos, and the list goes on.

Each new operating system offers additional services, such as for CD and DVD burning, advanced media and file viewing, networking, and even photo editing services. The recent version of the operating system also provides the latest crop of drivers—drivers needed to operate new types of hardware, and to make older hardware perform better.

Some users want to be able to access data feeds in real time, to be able to watch tv on their computers and to stream movies and videos as they watch them.

Vista includes useful security services built-in that users previously had to buy or download as options including spam filtering, and malware protection.

## QUICKLY FIND YOUR ADDRESS BOOK OR CONTACTS WHEN YOU ARE IN ANOTHER PROGRAM



Occasionally you will find yourself in a program that asks you for the address of someone, such as in the greeting card program by [www.Jacquelawson.com](http://www.Jacquelawson.com), or to the shipping address for a gift for a family member or friend, such as from [www.amazon.com](http://www.amazon.com).

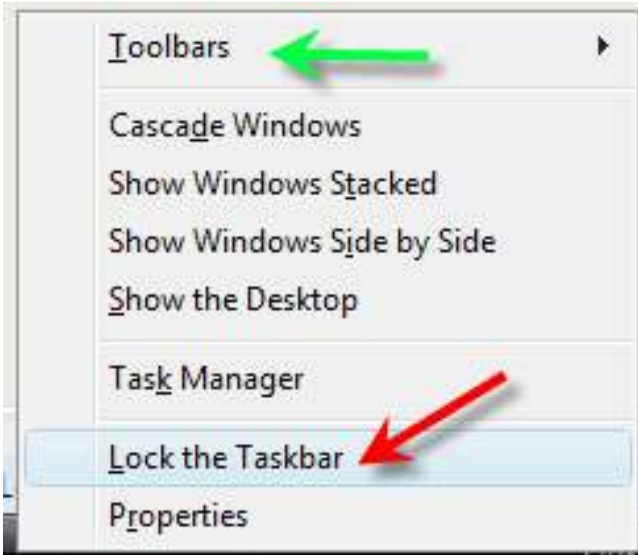
Clicking on Outlook Express and opening the address book or contacts involves too many mouse clicks and is awkward.

Here is how you can quickly get to the e-mail and snail mail addresses you need.

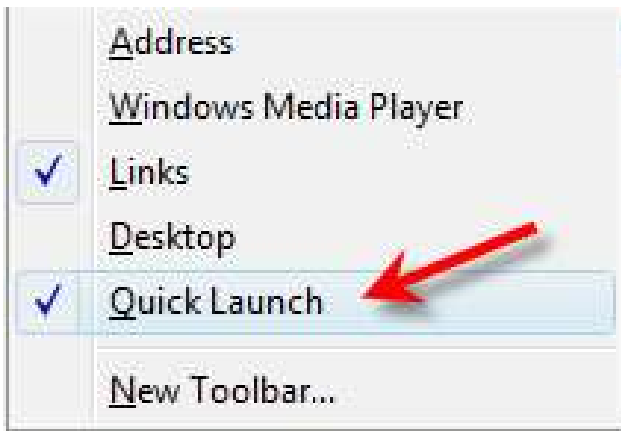
0. Create a shortcut to your XP address book or to Vista's Windows Contacts and drag the shortcut to the quick launch area of your taskbar, at the bottom of the screen.

- a. In XP, click on Start, All Programs, Accessories, and highlight *Address Book*. Right-click on Address book, and select Send To, Desktop.
- b. Drag the shortcut to the Quick Launch area of the taskbar. If you leave the link to the address book shortcut on the desk it may be covered up by open windows when you need it and can't get to it.

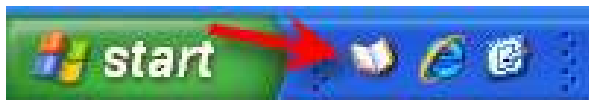
- i. Right-click on the taskbar and unlock the taskbar if it is locked.
- ii. Right-click on the taskbar, and select quick launch if it is not turned on. **See the screen shots on the next page.**
- iii. In Vista, create a shortcut to Windows Contacts and drag it to the quick launch area.



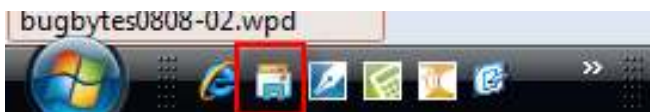
UNLOCK THE TASKBAR



TURN ON QUICK LAUNCH IF IS NOT TURNED ON



XP ADDRESS BOOK SHOWN IN QUICK LAUNCH AREA



VISTA WINDOWS CONTACTS IN QUICK LAUNCH AREA

SUMMARY

One click brings up your address book or contacts when you are in another program and need the information.

THE BEAUTY OF USB

USB OFFERS PLUG-AND-PLAY CONVENIENCE

USB--the abbreviations stands for Universal Serial Bus, but most of us know USB as an easy way to connect external devices to your computer. With USB there is seldom a need to open the computer case.

Older style computers came with two USB ports on the back of the computer. The ports (connectors) look like the screen shot at the right.



Newer computers may come with USB connectors on the front, back, and even top of the computer.

USB 1.1 supports up to 1.5 or 12Mb/sec and the newer 2.0 specification can transfer data at up to 480Mb/sec. A 3.0 specification is now at the draft stage that will increase throughput by about 10 times over USB 2.0.

These devices do not need high speed USB (Certified USB).



- joysticks
- keyboards
- mice

These devices benefit from the speed of USB 2.0 (High-Speed USB)



- digital cameras, video cams
- CD-ROM burners, ZIP drives
- DVD drives and burners, external hard drives
- motherboards
- flash card readers, bar-code readers
- adapter cards
- scanners
- printers
- network adapters, and wireless network adapters

## WHAT IF YOU ARE OUT OF AVAILABLE PORTS?



USB FOUR-PORT HUB

You can install an add-in card that offers additional ports or purchase a USB hub that adds additional ports.

You would need to install an add-in card in an older computer that came with only version 1.1 USB ports to get the benefits of the faster 2.0 specification.

Fortunately, it is easy to install such a card.

You open your computer, remove a metal shutter on the back of the computer, and press the card in an available PCI slot. Use the screw that previously held down the metal shutter to hold the card in place.

You can purchase a USB 2.0 hub that adds from two to sixteen USB ports from the one hub. For example, if the four additional ports of an add-in card are not enough ports for what the devices you intend to use, then you can use the hub approach to gain the ports you need.



FOUR-PORT MINI HUB

A AND B USB  
CONNECTORS

USB connectors come in two styles. The A connector has a flat wide blade. The B style connector is a small rectangle with rounded corners on one side.

Theoretically, you can add up to 127 USB devices.

## HOW TO OPEN STRANGE FILES THAT PEOPLE SEND YOU

Files such as PPS, PDF, and MDB

A common problem that keeps coming up is how to open strange files that are sent to you via e-mail. While most files open without a problem, occasionally you may get an error message saying that Internet Explorer, or Explorer cannot open a particular file.

The following are examples of some files that need special treatment to open.

### POWERPOINT SLIDE SHOWS (PPS)

Microsoft PowerPoint can produce some really beautiful slide shows. However, you cannot view the resulting slide shows unless you have the program that generated the show, PowerPoint, or a PowerPoint Viewer, or an alternative viewer (such as XnView), or an alternative office suite such as OpenOffice that includes support for PPS files. Fortunately, it is easy to download a free program that will open PPS files so you don't have to own the program that created the slide show.

Go to this link and download the PowerPoint Viewer version that best supports your version of the operating system. If you have PowerPoint installed, you can use that to open PPS slides. However, the viewer opens the slides in a larger windows than does PowerPoint.

<http://www.pptfaq.com/FAQ00153.htm>

### WORD DOCUMENT VIEWER (DOC)

The DOC file format is widely used and many word processors can save and open files in that format. However, if you do not use a word processor, or your word processor doesn't support the DOC format, you can download a free copy of the 2003 Word Document Viewer.

Paste this link into your browser and download the viewer.

<http://www.microsoft.com/downloads/thankyou.aspx?familyId=95e24c87-8732-48d5-8689-ab826e7b8fdf&displayLang=en>

### UNKNOWN GRAPHIC FORMATS

Use XnView (a free graphic file viewer) to view as many as 400 graphic formats.

<http://pagesperso-orange.fr/pierre.g/xnview/enxnview.html>

These are just some of the many common graphic formats that you might encounter:

GIF, JPG, JPEG, PCX, PNG, TIF, WMF, video formats such as AVI, FLV, MOV, MPG, WMV, and audio files such as MP3 and WAV.

## HOW TO INSERT PICTURES IN E-MAIL MESSAGES

INSERT IS DIFFERENT FROM ATTACHMENTS

Friends and family like to receive and exchange photos with you. The goal of this article is to show you how to easily insert pictures and position them within your messages with the maximum visual effect.

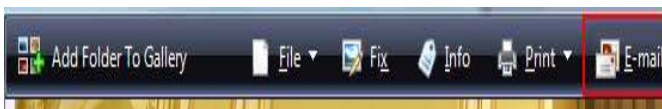
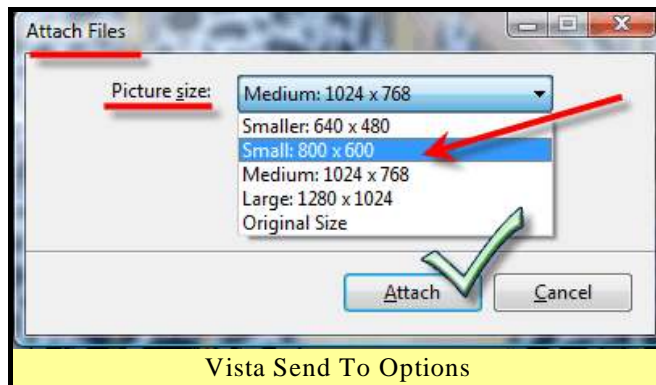
The following methods can be used for photos or graphics.

ADVANTAGES INSERT VERSUS SEND TO RECIPIENT, VERSUS INCLUDE PHOTOS AS ATTACHMENTS

**ATTACHMENT:** When you *attach* a photo to an e-mail message, the message appears both as an entry in the paperclip at the right of the Outlook Express message and at the bottom of the e-mail message. You have no control over the placement of the photo, nor can you dynamically change the size of the attachment within Outlook Express before you send the message.

The attachment method works very well for messages of just a few lines, and where a single picture has been saved or resized to fit in an e-mail message.

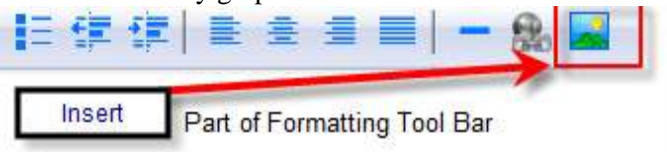
**SENT TO MAIL RECIPIENT :** Select a photo in Explorer, right-click and select Send To, Mail Recipient to automatically size a photo and insert it in your e-mail message. As with the attachment method, your recipient sees your photo at the bottom of the message. However, you don't see how the photo interacts with your message before the message is sent. The primary advantage of this method is that Sent To automatically resizes your photo to fit in the e-mail. See the Windows XP screen shot below or the Vista screen shot at the top of the next column. You have even more options in Vista.



**INSERT PHOTO WITH FORMATTING TOOL BAR:** Windows XP and Vista Outlook Express include a formatting tool bar which you can use to insert photos anywhere in a e-mail text as you create a new e-mail or you edit a message to be forwarded.



With the formatting tool bar you can control the absolute position of an inserted photo or graphic, add a border, and control the spacing of the photo or graphic in relation to your text similar to what I've done with the barrel of monkey graphic.



First, be sure that the formatting toolbar option is turned on in Outlook Express or Windows Mail. Click Create New Message, View, Toolbars, Formatting Bar. See the screen shot above.

Create a new message. At the point that you want the photo or graphic to appear click on the insert button at the far right of the formatting bar. Select the object you want inserted. Right-click on the photo or graphic and add a border, and/or add space around the photo. Click on the hyphen symbol to add a line. Experiment with the different options to see what you can do. I think you will like this option.