



# Bug-Bytes

THE MONTHLY ONLINE NEWSLETTER OF *COMPUTER BUGS*

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## COMPLETELY REMOVE PROGRAMS

Most of you know by now that you can use Add or Remove Software (XP), or Programs and Features (Vista and Windows 7), to remove software that you no longer want on your computer. You find those programs in the Control Panel. However, what may not be as well as known to you is that there are better ways to remove software from your computer.

While the Microsoft offering works, it loads a list of the software installed on your computer, slowly, and it is notorious for leaving behind removed software traces. As a result, third-party vendors have developed removal software that will do a more complete job of removing software.

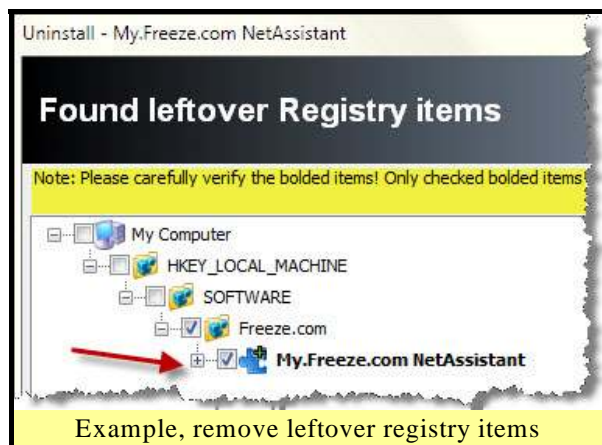
One such program which gets high marks from computer magazine editors and computer users is *Revo Uninstaller*. It is designed to do just one thing and to do it well, and that is to completely remove all traces of software that it removes.

*Revo Uninstaller* comes in both free and a paid versions. Most of you will discover that the free version does all that you want it to do. You can get it from this link:

<http://www.revouninstaller.com/>

See the sample screen shot at the right. Shown is a narrowed view of the menu. Notice that a Hunter Mode is available. Just click directly on the program file that you

want to remove. Revo Uninstaller locates all of the files that are related to the program file.



*CCleaner* also includes a software removal tool. However, there is no information on how it removes software, nor whether or not it removes all traces as does *Revo Uninstaller*. *CCleaner* does not offer any advanced software removal options. However, it does display additional information about the installed programs.

## CHOOSE YOUR CALCULATOR!

The calculator that ships with XP and Vista leaves much to be desired. You will find it by clicking on the Start button, then on All Programs, Accessories, Calculator.



Finally, with Windows 7, the calculator gets a complete make over. You can choose from four different styles of calculators from the View menu.

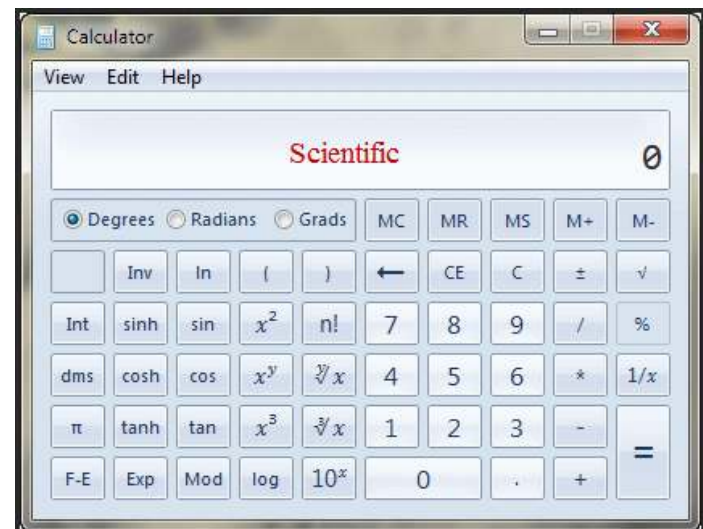
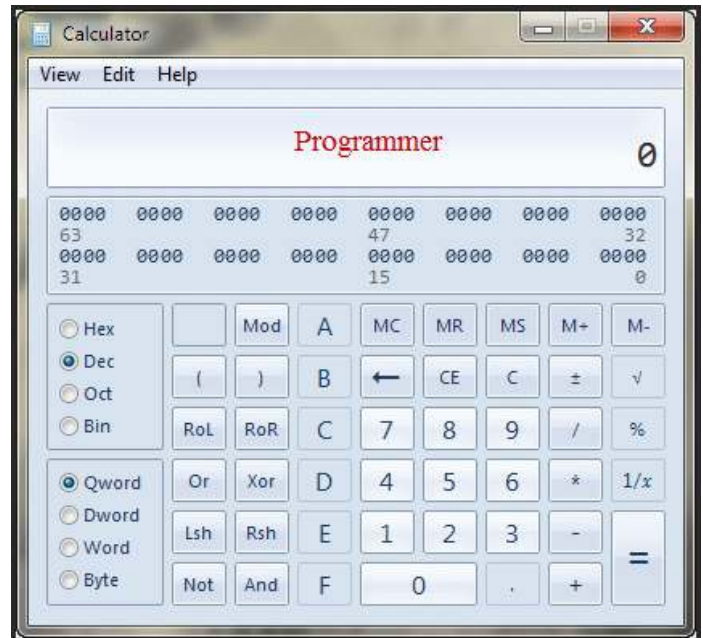
Pick from the standard, scientific, programmer, or statistics calculators. Shown at the left and below are screen shots of each version of the Windows 7 calculators.



As with the earlier version of the calculator, you will find the Windows 7 calculator by clicking on the Start (Windows Logo) button, then on All Programs, Accessories, Calculator.

Click on view in the menu at the top of the calculator to pick which version to display.

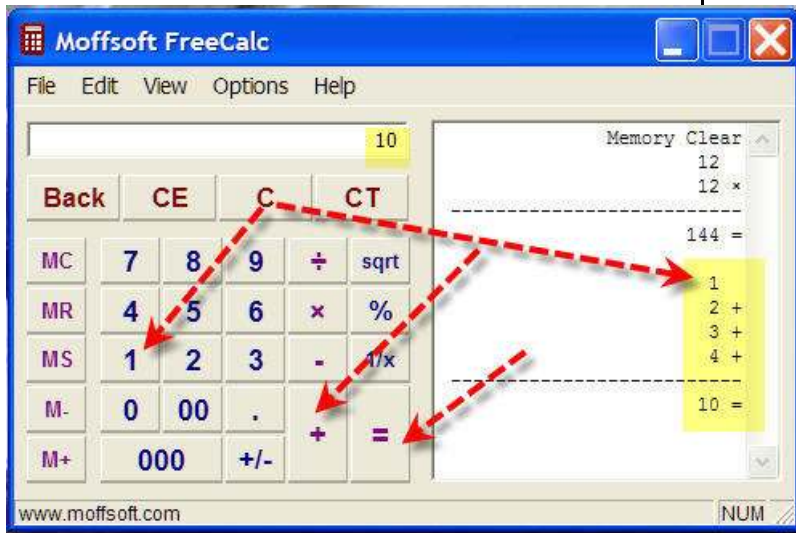
At first, input simple problems to which you



## THIRD PARTY OFFERINGS

A number of third party vendors offer some very good free calculators—calculators that offer additional features and conveniences.

Two such calculators come to mind. The first is Moffssoft FreeCalc. It offers a standard calculator with the addition of a tape. That is, as you enter your numbers and what you want to do to them, FreeCalc prints that information on a virtual tape. Thus, you can review what you entered, and even print out that information and the results. See the



**Business calculators and converters:**

[www.westdownload.com/Business\\_Calculators\\_Converters.html](http://www.westdownload.com/Business_Calculators_Converters.html)

**ONLINE CALCULATORS**

You can choose from a number of online calculators. That is, you go to a hosting site and do your calculations online while connected to their calculator program. No downloading is required.

An online advantage may be that some online sites offer many more specialized varieties of calculators.

Here are some sample links:

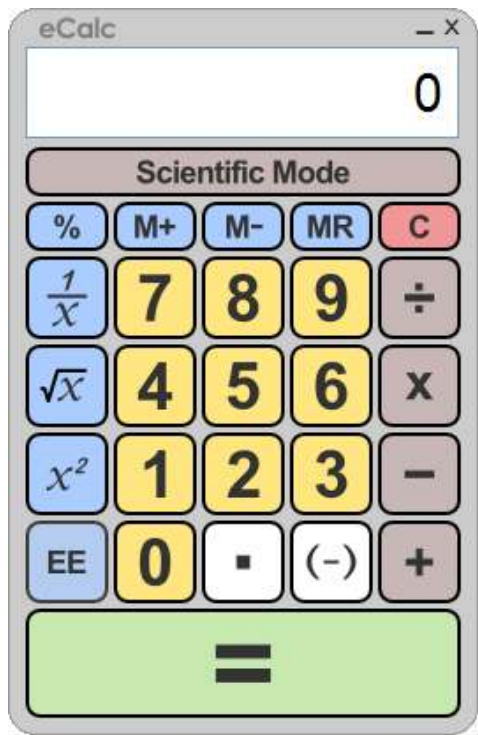
<http://mycalculator.org/>

<http://www.calculatorsoup.com/>

<http://www.ez-calculators.com/>

<http://www.online-calculator.com/>

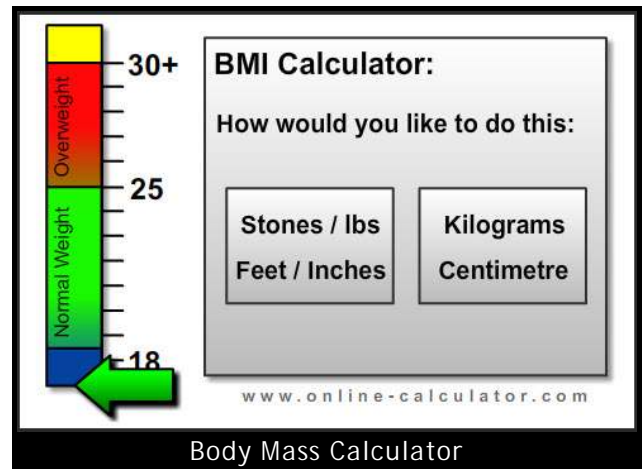
screen shot at the top of the next page. The next calculator is eCalc which is a sight for sore eyes. The keys are easy to read.



Use the following links to download the calculator of your choice.

<http://www.moffsoft.com/>

<http://www.ecalc.com/calculator/>



Online Financial calculators:

[www.controlcreditcarddebt.com/online-calculator.html](http://www.controlcreditcarddebt.com/online-calculator.html)

## WINDOWS UPDATE - USE ALL OF IT -

It is important to either automatically download Windows updates, or to select the option to be notified when new updates are available. If you selected the automatic option, you are ahead of lots of people.

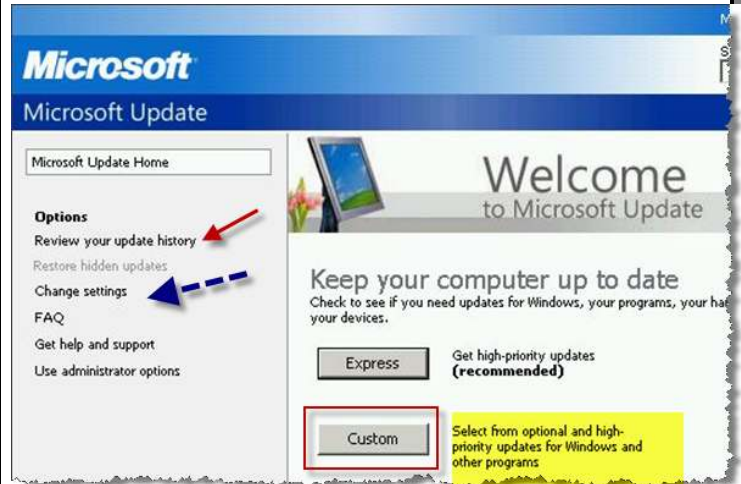
Nevertheless, if you selected the automatic option in the dim past, and you do not do periodic manual updates, then you are missing out on many worthwhile updates. Because Windows Automatic updates only updates what Microsoft calls "Critical Updates." Critical updates are mainly security updates.

In Windows 7, click on Start, Control Panel, System and Security, Windows Update, Change settings. The screen shot immediately below shows what you see in that dialog.

### LOOK AT CUSTOM UPDATES

**Express** updates include only critical updates and patches.

**Custom** updates include updates for your hardware as well as some Microsoft software updates. Don't miss out on these extra goodies.



### Choose how Windows can install updates

When your computer is online, Windows can automatically check for important updates and install them using these settings. When new updates are available, you can also install them before shutting down the computer.

[How does automatic updating help me?](#)

#### Important updates

Install updates automatically (recommended)

Install new updates:  at

#### Recommended updates

Give me recommended updates the same way I receive important updates

#### Who can install updates

Allow all user s to install updates on this computer

#### Microsoft Update

Give me updates for Microsoft products and check for new optional Microsoft software when I update Windows

#### Software notifications

Show me detailed notifications when new Microsoft software is available

Note: Windows Update might update itself automatically first when checking for other updates. Read our [privacy statement online](#).

### HOW TO HIDE UNWANTED UPDATES

While the Windows Update dialog box is open, click on the Custom button. If you did not previously hide any of the custom updates, a long list of optional languages will be displayed.

Click on each language to expand the information shown for the language. An option will be displayed to hide that particular language. Press the spacebar to select, or deselect that particular update. Do the same thing for each of the other languages. After you are done, and you exit from Windows Update, those items will be hidden the next time you open Windows Update. You can reverse the procedure if you feel the need to do so.

Change time to  
time when your  
computer is  
normally on!

## FOLDERS ARE YOUR FRIENDS

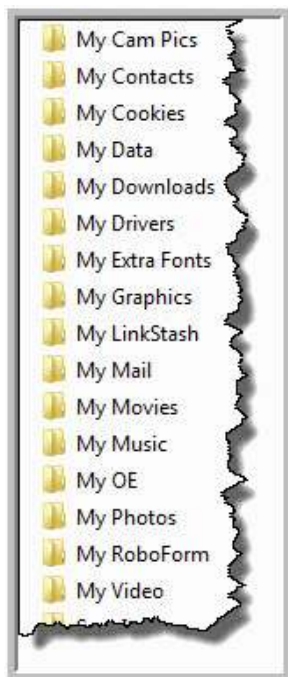


Folders, and subfolders, are means to organize your computer's data so that it is easy for you to find your data at a later time. "Data" includes documents, graphics, photos, downloads, movies, music, videos, and similar files.

Think of your computer as a giant filing cabinet with many drawers. If you just toss information into the filing cabinet without any organization,

then you waste a lot of time when you attempt to retrieve the data later. For instance, you could have a drawer (a top level folder) called **data**. Inside that drawer you might have individual subfolders containing different categories of your data. For example, you might have personal letters, correspondence, tax returns, birthdays, Bug-Byes (I had to slip that in here), family, etc.

Similarly, you might have a drawer (top level folder) called **photos** organized with subfolders like family, travel, vacation, etc. The subfolders might also have folders to help you segregate your photos to make them easy to find.



Top level folders are the folder you see when you first open Windows Explorer and click on a drive. Shown at the left are examples of the top-level folders that I use. When you double click on a folder, your view is expanded to disclose any subfolders that are connected with that folder. You can have many levels of folders.

For example, the 'My Photos' folder includes subfolders for family photos, airplanes, autos, travel, club photos, etc.

Windows ships with its own attempt at file organization. That is, it has folders for Documents, Pictures, Music, Video, etc.

However, the folders are tied to

a long path starting with C:\User\User

name\folder\subfolder. Their naming system was designed to accommodate users who share their computers with other users and who have separate passwords and identities. Those identities extend to having their own set of files and different settings for their desktop.

If you, like me, do not use identities, and therefore are not involved in switching between identities, I believe you are better creating your own folder system. The advantages of creating your own folder system are:

You see all of the top level folders at a single glance

You can name your folders to best meet your needs

It is easier to find the data that you want

If you have to type the path to something, the path is shorter than that used under Microsoft's identity system.

### HOW TO CREATE NEW FOLDERS



Click on My Computer (Computer in Windows 7)

Right click and select New from the drop down menu, then Folder.

Give your new folder a name, otherwise it will be called *New Folder* and you may end up with a bunch of folders named

*New Folder1, New Folder2, etc.*

Right click on the new folder you created if you want to create subfolders at the same time.

Copy or move data to the folder or folders you created.

### HOW TO COPY AND MOVE FILES

You can copy files using drag and drop, using the Edit menu, or by using a keyboard shortcut, Ctrl-key C to copy the file, and Ctrl-key V to paste the file into your new folder.

To drag and drop, select the file, press the left mouse button (the default setting for right-handed people) and drag the file from its current location to the new location. If the folders are on the same drive, the file will be moved. If the folders are on different drives, the file will be copied to the destination folder and left as a copy in the old folder.

Notice the pop-up message. It will guide you.