



# BUG-BYTES

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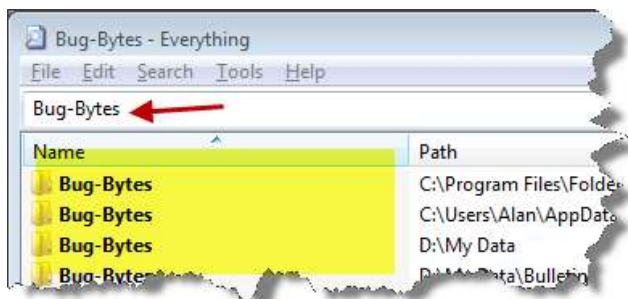
## SOFTWARE REVIEW SEARCH EVERYTHING

VoidTools' *Search Everything* is a free search tool. It automatically indexes filenames and folders in real time. Because it concentrates only on filenames and folders, it does not hog system resources, and it quickly finds your files and folders. **Thanks to Marcia Fasy for this tip.**

*Search Everything* only works on local or removable NTFS volumes. NTFS (New Technology File System) is the method of storing data used by the Microsoft operating systems after Windows 98. Windows 7 will also use NTFS. You can quickly create a search filter to restrict the product to the files and folders of special interest to you.

It works with Windows 2000, XP, 2003, Vista, Windows 7, and requires administrative privileges for low-level read access to volumes. Presumably it will work with Windows 7 when 7 is released.

It is simple to use. **Enter part of the file or folder name you seek.** The program shows you the search term and the results as in the truncated example below.



*Search Everything* is amazingly fast. Try it and see how you like it.

Click on this link for a FAQ about Search Everything:  
[http://www.voidtools.com/faq.php#What\\_are\\_the\\_system\\_requirements\\_for\\_Everything](http://www.voidtools.com/faq.php#What_are_the_system_requirements_for_Everything)

Use this link to download the program:

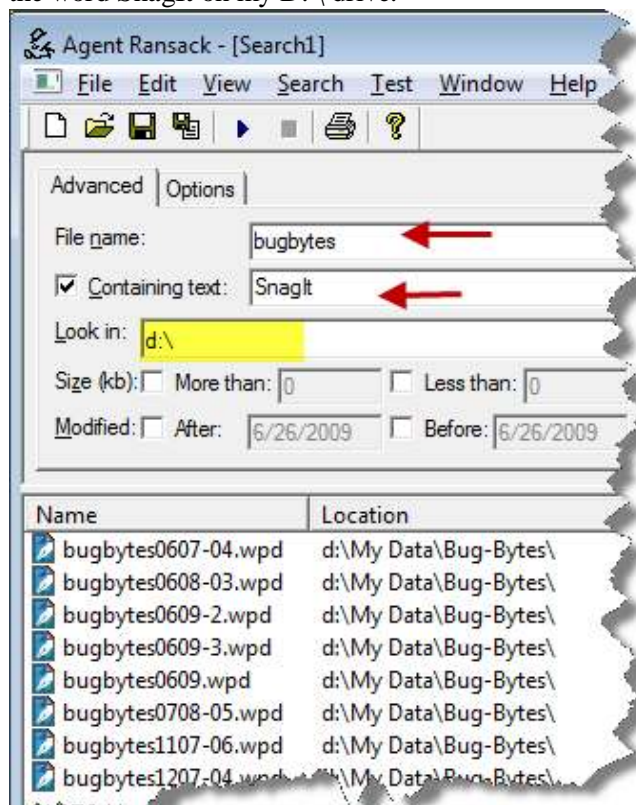
<http://www.voidtools.com/download.php>

## SOFTWARE REVIEW AGENT RANSACK

*Agent Ransack* is another worthwhile Windows file search companion. It is also free and offers additional control over your search efforts for files and folders.

For instance, you can limit your search to files created between two dates, and by file size. For instance, if you only want to search for files larger than one megabyte, or any other size you specify, you can do that. It comes with wizards to help you define your search by example.

You can also search for text in files unlike Search Everywhere that only looks for filenames and folder names. *Agent Ransack* highlights the text that it has found. See the example below. In this example, I searched for filenames with containing the word bugbytes that included the word SnagIt on my D:\ drive.



## SWITCH TO FULL SCREEN MODE



There may come times when you want to view as many lines of text as you can in Internet Explorer in full screen mode. Press function key F11 at the top of your keyboard. Press F11 again to toggle back to your previous view with all of the toolbars showing. Each time you press F11 you toggle between the two views.

Notice that full screen mode fills your monitor with the contents currently displayed in your browser with many more lines of text. Full screen mode suppresses extraneous menus and toolbars at the top of your screen and fills the entire screen rather than just a portion of it.

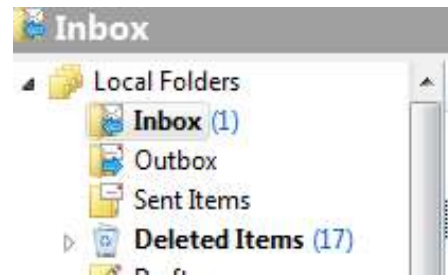
The F11 trick works for IE, Firefox, Google Chrome, and Opera. It has no effect in Safari.

Give F11 a try and see how you like it.

GET SIMILAR RESULTS IN OUTLOOK EXPRESS OR WINDOWS MAIL

Outlook Express and Windows mail offer a feature called Folder List. You can toggle Folder List on and off. Here is how. Open OE or Mail. Click on View, Layout. Select Folder List. Note that this adds an icon to the menu bar at the top of OE or Mail. Click on the Folder List icon to toggle it on and off.

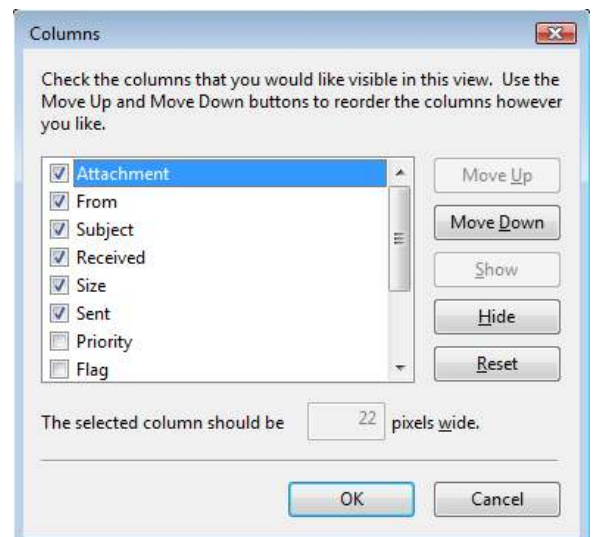
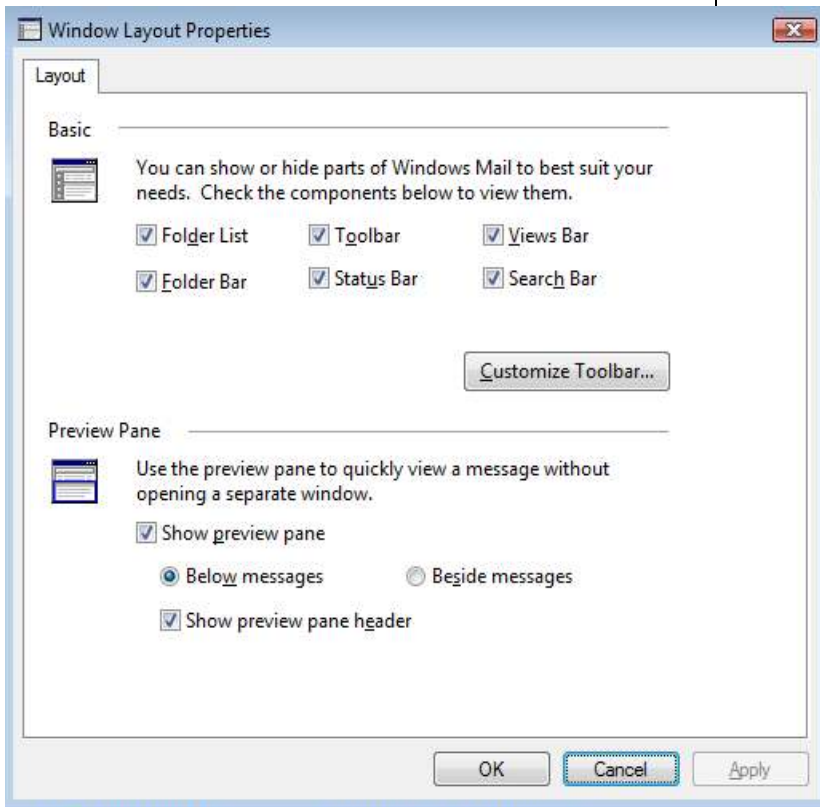
If the folder list option is turned on, the first column will look like the screen shot below.



While you are at it, review all of the options in Layout Properties. Experiment with the settings to achieve the best layout for you.

Similarly, review the settings for View, Columns.

Choose the columns and the order in which they appear that work best for you. Select a column and click the buttons to either move the column up or down in the list of columns. The first column listed displays first, the next column second, and so on. The screen shots are from Vista. However, the dialogs look similar in XP.



## DID YOU FORGET SPRING CLEANING?

COMPUTERS NEED MAINTENANCE, TOO



Spring cleaning

Your computer will benefit from periodic maintenance just as your home does. However, periodic computer maintenance is not about appearances, like raking the leaves around your home.

Periodic computer maintenance helps assure that your computer will run trouble free. Think of it as preventive maintenance (like painting your house so that it doesn't weather). Spend a little time now or a lot of time later fixing problems that could have been prevented.

### REMOVE BLOATWARE

Remove bloatware from your computer. Bloatware is an accumulation of unneeded and unwanted software that often comes with new computers. Examples include offers to connect you with one of many internet service providers as well as a series of trialware offers to try an antivirus product, an office suite, and sundry other applications.

The following free program version will help you remove bloatware:

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

This is what it removes:

<http://www.pcdecrapifier.com/apps>

### MANUALLY REMOVE SOFTWARE YOU DON'T USE

Over time you may have accumulated a long list of programs that you installed on your computer, tried, and then never used, or that you haven't used in years. Will you miss them? Probably not.

From the control panel, open XP Add or Remove Programs or Vista's Programs and Features and **carefully review the list of installed programs.** Add or Remove Software or Programs and Features make this easy for you. Click on the Sort By option and **pick Date Last Used.** If you haven't used a program in three years what are the chances that you will do so in the near future? Remove those old dogs if you really haven't used them in that period of time.

In Vista, open Programs and Features from the control panel. Right click on the bar that shows name, publisher, Installed and size. From the drop down menu select the Last

Used option. Click on the title Last Used to sort the data. Scroll down to see the results of your sort in ascending order.

Note that some of the entries do not update when you use their software. However, if you regularly use those items, you should remember them. Don't remove any of the programs that you frequently use.

Software that you have not truly used in three years or so is probably software that has unpatched security issues or that may have reached the end of its life. The unused software takes up space on your hard drive and adds bloat to your system registry. It also adds unnecessary time to your backups.

### UNCHECK UNNECESSARY STARTUP ITEMS

Edit Msconfig to stop unnecessary programs from opening and staying open every time you start your computer. I'll tell you how after the following information.

Before editing Msconfig, press ctr-alt-del. That is, simultaneously, press and hold down the Ctrl key and Alt key, and press the delete key. This will bring up the Task Manager. Click on the Performance Tab. Note how much, or how little physical memory is available under the heading Physical Memory (K). Compare that figure with what you end up with after some diligent cleaning.

In XP, click Run, and type in the word "msconfig" without the quotation marks. Click OK. In Vista, Click on the Start Icon then type "msconfig" without the quotes in the search field. Click on the Startup tab and review the list of programs that open at startup. **Backtrack for a moment and click on the General tab. Be sure that selective startup is selected.**

Just about the only program that your computer requires to start and run at startup is your internet security program (including your antivirus program). So, how can you tell what programs are unnecessary versus the ones that you may arbitrarily want to have open at startup?

One helpful tool is *Startup Inspector*. Download that free program here:

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

While the program is not perfect, it does help you to quickly determine which programs are required by your operating system, which are your choice, and which are not recommended. Unfortunately, their program has no information about many popular programs.

Alternatively, use your favorite search engine to determine what each program in the checked list is supposed to do and

whether they can be safely unchecked. You will quickly see that almost all of the programs can be unchecked.

Here is an example. **What is ctfmon?** It provides alternative input services for Office XP, such as the language bar. If you don't use the language bar or alternative input devices, then you can uncheck the entry for ctfmon.exe.

Another example is **GoogleToolbarNotifier**. If this is checked, then Google warns you if you try to change to a search engine other than Google. You can turn that off.

**You do not need Adobe files to load at startup.** If you need them at some point, manually load the files. There is no reason for them to be permanently turned on and taking up scarce resources. Similarly, you do not need to load your graphic card vendor's display and configuration files. Gamers may want to instantly change settings for particular games. However, the rest of us do not need to have such programs open all of the time.

One of the advantages of using your search engine to research what files can be unchecked in Msconfig is that you learn a lot in the process about the files that are trying to load at startup. There is power in knowledge.

The beauty of editing the startup tab in Msconfig is that you can easily restore one or more checkmarks anytime you think you want them to continuously run.

Do I have any optional items in my Msconfig file? Yes, I do. I allow Skype to run, APC power for my uninterruptible battery backup unit, LinkStash to take the place of Windows Favorites, Copernic Desktop Search, 1-click Answers, and the Vista Sidebar for gadgets. However, the only program required by the operating system is my Internet Security Program. Thus, I could turn off all of the optional items if I wanted to do that.

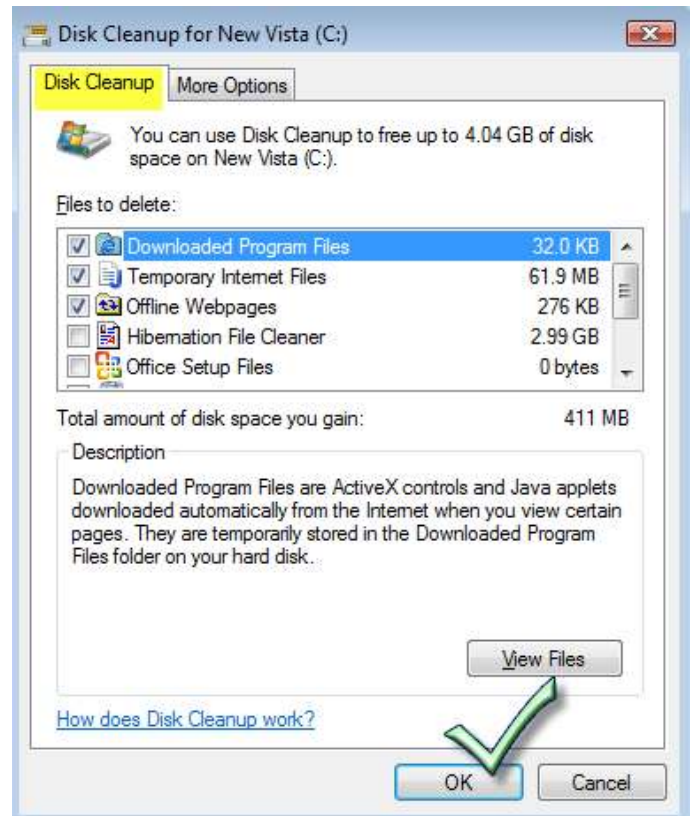
After making changes to Msconfig, shutdown your computer. Leave it off for at least 15 seconds. Then restart your computer. For most of you, your computer will start faster, have fewer conflicts, and will have more memory available to run your programs.

#### RUN DISK CLEANUP

Disk Cleanup comes with XP and Vista. To use it, Click on the My Computer Icon if it appears on your desktop. Otherwise, click on the Start button. Then select the drive you want to clean. Right-click on that drive, select Properties, and then click on the Disk Cleanup button.

#### Review the default settings.

Add the recycle bin and temporary files. **Do not clean the hibernation files if you use hibernation.**



Hover your cursor over each option under the Disk Cleanup tab and read the description below for that entry. As you hover your cursor over each different item, the description changes to match the entry you have selected.

Once you have selected the items you want cleaned, click on the OK button. You will be asked to confirm that you want to take that step.

Click on the More Options tab to see other options. For example, in Vista, you can choose to remove all but the most recent restore points. On the general tab, select to compress the drive if you are hurting for free available disk space. Normally, you need to maintain at least 10% free space. That is because your computer needs to have sufficient space to write temporary files, as when you are browsing, for photo editing, and to store additional system restore points. **Alternatively, use CCleaner.** Before using it, see the article in the **May 2009 issue of Bug-Bytes on how to configure CCleaner.**

### REMOVE UNUSED OPTIONAL WINDOWS COMPONENTS

Review the list of Windows components that are installed on your computer. In XP, open Add or Remove Programs from the control panel. At the left of the dialog, select Add/Remove Windows Components.

Here are some of the items that you may want to deselect:

Fax services

Indexing services

Management and Monitoring Tools

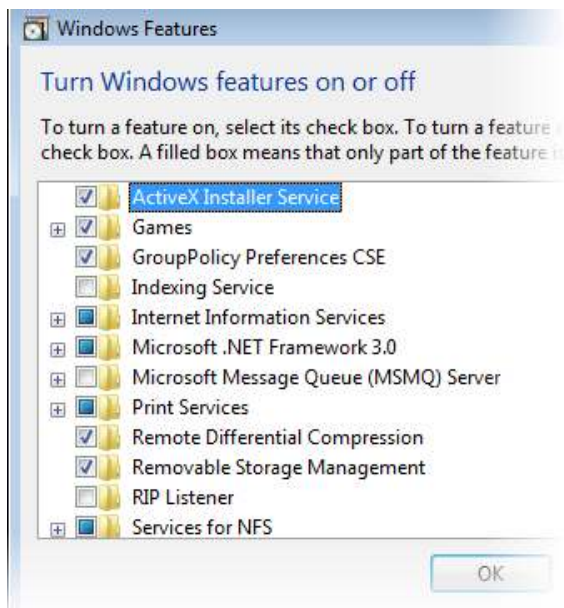
MSN Explorer

Other Network File and Print Services (for Unix)

Windows Messenger (if you don't use Windows Messenger Instant Messaging).

Review each item that is still checked by clicking on the details button. You will see what items are associated with the item that is turned on. For example, under Accessories and Utilities you see Accessories and Games. Click the detail button again to see the items that are selected under each of those entries. If you are saving space and you only play one or two games, then deselect the ones that you are unlikely to want to play in the future. You can always go back and activate any game you unchecked. Click Next to activate your choices.

Shown at the bottom of the left column is the Vista Windows Features dialog:



The XP details button (not shown in the screen shot below) is at the right of the dialog box below the description. The OK button is also beyond the right side of this screen shot.



XP Windows Components dialog

### Defrag to consolidate your data

Either use the defragmenting tool that came with your operating system or a third-party defragger. For instance,

In XP, right-click on a drive in My Computer, select Properties, Tools, Defrag, defrag now.

Alternatively, you can download and use a free tool such as Auslogics Disk Defrag. The built-in tool that comes with XP and Vista is very slow, and in Vista, you can't visualize what it is doing. Third-party tools are very fast and show you what is going on as they defragment your hard drive. The Auslogics tool is available from the link below. It will work with Windows 7, Vista, and XP.

<http://auslogics.com/en/software/disk-defrag/download>

### ARE YOU RANDOM ACCESS MEMORY POOR?

The cleaning steps outlined in the previous section have a number of things in common. They help restore some of your

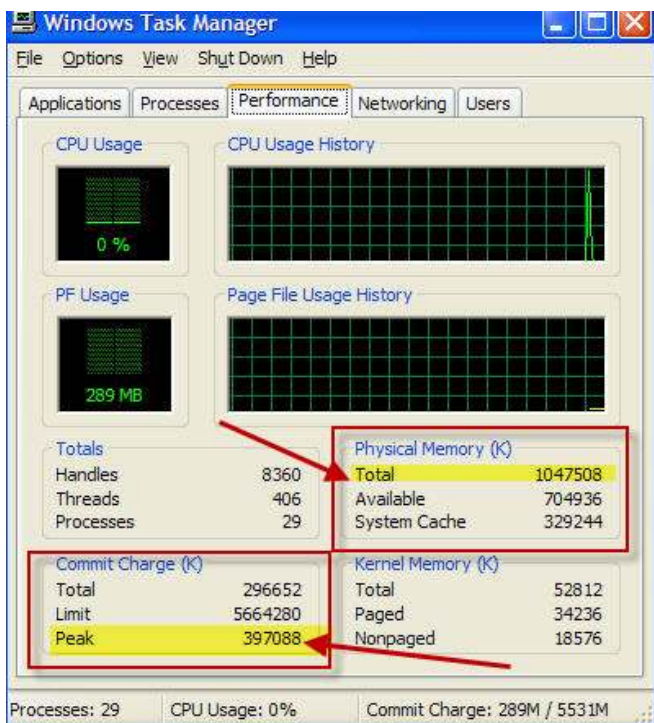
computer's original pep, free up space on your hard drive, and reduce the chance of possible conflicts.

In some cases, they also remove end-of-life software, and software with security issues.

One of the many clues that it is past time for computer maintenance is when your computer seems to operate slower and slower. It takes longer to boot and longer to do routine tasks. While the cleanup steps discussed in this issue will help in that regard, the biggest improvement will come from installing additional memory, IF you are random access memory poor.

One way to determine whether or not you have enough memory is to open one or more applications that you frequently use, and open the Task Manager. In XP, either press Ctrl-Alt-Delete, or Right-click on an empty space on your Taskbar at the bottom of your screen and select **Task Manager**. Click on the Performance Tab.

Compare the total amount of memory installed in your computer with the peak usage figure as shown in the example at the lower left. In this particular example, no other programs were open. If the user had only 256 mega-



bytes of memory, it is shown that the computer used a peak of 397 megabytes without any load from open programs. Thus, with 256 megabytes of memory you would expect that the computer would run slow. That is because the peak usage exceeded what the installed RAM could provide.

Test again by opening your word processor and photo editing programs, and other programs that you often use. See how the peak usage figure increases.

If you discover that you need additional memory, be sure that you buy enough to meet both your present and future needs. For instance, will your memory support Windows 7? Run the Windows 7 Upgrade Advisor to see if your computer meets the minimum requirements.

<http://www.microsoft.com/windows/windows-7/upgrade-advisor.aspx>

#### CUSTOMIZE YOUR SETTINGS FOR MAXIMUM PERFORMANCE

Rarely use Search? Turn off Indexing. Do the following:

Open My Computer. Right-click on the drive where your data is stored. Select Properties. Uncheck the option for Indexing Service as shown in this screen shot. Indexing can slow down your computer, especially if you have only the minimum amount of memory installed in your computer.

If you are running out of available disk space, consider using the compression option shown in the screen shot to gain some usable space.

