



# BUG-BYTES

THE MONTHLY ONLINE NEWSLETTER OF *COMPUTER BUGS*

VOL. 8, ISSUE 12

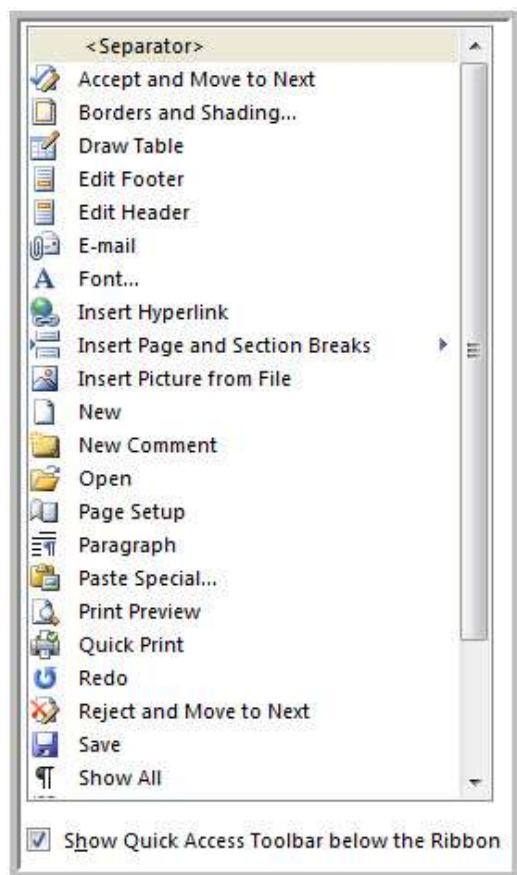
DECEMBER 2009

## HOW TO ADD OR REMOVE TOOLBARS

Toolbars can add functionality to your Taskbar, and to Internet Explorer, and/or to your word processor (if it supports them), they can do the same for your word processor.

However, you need to choose wisely or too many toolbars may greatly reduce how much text you can see on your screen or how many icons you can see on your taskbar. I suggest you activate only the toolbars that you will routinely use.

For example, here is the toolbar menu from Word 2007. Shown are only some of the toolbars that Word offers. WordPerfect has similar choices.

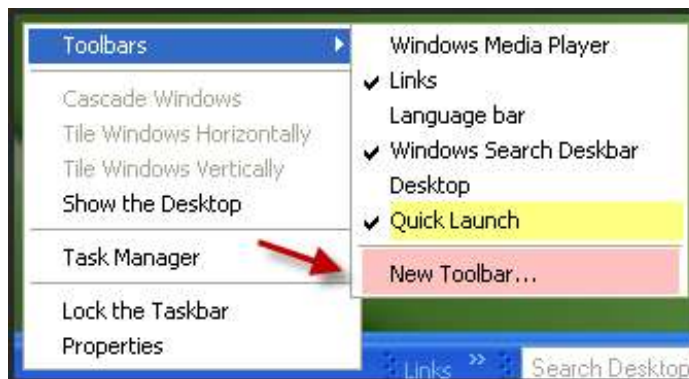


## TASKBAR-RELATED TOOLBARS

Right-click on the Taskbar (usually at the bottom of your screen) and then click on Toolbars from the drop down menu.

See the toolbar options as shown in the XP screen shot below this text. Select the toolbars that you want to be active from your Taskbar..

The major advantages of toolbars are that they are instantly accessible to you. For example, when your desktop is covered up in open programs you can open programs from the Quick Launch area of your Taskbar because the bar is not covered by the open programs.



As a minimum, most of you will want to turn on Quick Launch. Doing so activates the left side of your taskbar to launch the programs of your choice, such as Internet Explorer, or even Show Desktop.

You can add shortcut icons to Quick Launch. For example, you may want to add a shortcut to Outlook Express or Windows Mail ("C:\Program Files\Outlook Express\msimn.exe" or "C:\Program Files\Windows Mail\WinMail.exe"), one for your CD burner software, and shortcuts to the office-type programs you use.

Program shortcuts you add to Quick Launch shows up as small icons. The excess icons display when you click on the double caret signs to the right of the Quick Launch area. They look like this >>. You can adjust how many icons show by dragging the tiny double column of dots to

the right or left. Try it. It is easy to adjust the width of Quick Launch.

### LINKS

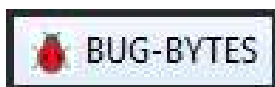
The Links toolbar can be a useful addition to your taskbar. Think of this as an easy way to access all of your web links in one place, or as the overflow location for your links.

To turn on the Links feature of Internet Explorer (IE), open IE. Click View, Toolbars. In XP select Links. In Vista select Favorites. This will turn on the Links/Favorite Toolbar.

Open one of your favorite web locations, such as the link for Computerbugs ([www.computerbugs.cc](http://www.computerbugs.cc)). Now, drag the address to the Link/Favorite toolbar you just activated.

Notice that when you drag a web address (URL) to the Link/Favorite toolbar that the name may be way too long. Shorten it as follows. Right-click on the name. Select Rename and abbreviate the name to your liking.

You may want to add a direct link to Bug-Bytes. The address is [www.computerbugs.cc/news.htm](http://www.computerbugs.cc/news.htm). Drag that address to the Links/Favorites toolbar. Continue to add as many links as you want. When the links you have added exceed the available space on the toolbar you will see double caret signs at the end of the toolbar. Click on the carets (>>) and you will see the overflow links you created. Shown below is how your Bug-Bytes link might look.



An advantage of having a link to Bug-Bytes is that you can instantly access and select any back issue of our newsletter.

If you selected the Links Toolbar to show up on your Taskbar at the bottom of your screen, then click on the double caret symbols at the right of the word Links. Now, you will see all of the links that you created. It is not necessary to first open Internet Explorer to view a web page shown by a particular link.

Just click on the link of your choice and that web page will automatically open. The link feature is a time saver. It gives you instant access to your most used links. While you could do the same thing by creating bookmarks and saving them in favorites, note how much faster you can access your favorite web sites

from the Links toolbar. Shown is how Links display in XP and then Vista on the right portion of the Taskbar.



Note that you can delete selected links at anytime and, if you wish, you can replace them with new links. You can also drag a links on the taskbar to position them where you want them on the links toolbar. As you drag a link an I- bar symbol shows you where the link will be positioned if you release it at its present position. Try it.

### QUICK LAUNCH

When you enable Quick Launch it activates the left side of your taskbar and includes icons such as Internet Explorer and a Desktop icon. You can then add other shortcut icons of your choice. As a reminder, when Quick Launch is active you can easily access any of the shortcut icons stored there. The Taskbar is always visible (unless you select Hide) and is not covered up by any windows you have open on your desktop.

By dragging the double row of vertical dots, you can display as many or as few icons as you wish. Expand or contract the width of the Quick Launch area. Thus you can control how much space is available to display the windows that are open on your desktop.



One useful icon to add is a shortcut to Contacts for Vista users or the Address Book for XP users. Navigate to Contacts or Address Book from Start, All Programs, Accessories. Right-click on the icon and create a shortcut. Drag the shortcut to Quick Launch. Create similar shortcuts to other programs that you find useful so they are always right at your finger tips. The relevant paths are shown below. Create a shortcut and type or paste the path for Contacts or Address book in the shortcut location field.

C:\program files\windows mail\wab.exe  
C:\program files\windows\Outlook Express\wab.exe

CONTINUED ON NEXT PAGE

## ADDRESS

The address link provides a space on your taskbar to type an internet address (URL). Unlike the Links toolbar, the address is not saved for later use. In Vista the Links and Address toolbars look like the following screen shot.



If you would like a way to type a known web address and to have it automatically open in Internet Explorer, then the address link is for you. However, do know space it occupies on your taskbar restricts how many open windows show up on the taskbar.

## WINDOWS MEDIA PLAYER

If you activate the Windows Media Player toolbar it only shows up when you are actually playing a video or music file in the Windows Media Player with miniature controls on the toolbar. You will have to see how useful that is for you.

## DESKTOP SEARCH

If you are not using a third party desktop search engine such as one of those from Copernic, Google, or Everything, then you should see Windows Desktop Search as a toolbar option. Turning on the relevant desktop search toolbar displays a blank area for you to type in your query. Thus, you don't have to open the program first before typing your query. If you do lots of desktop searches, then you may find this tool very helpful.

For example, Copernic Desktop Search lets you search anywhere on your computer for files that correspond to the keywords that you enter. You can restrict your search to just e-mail, files, pictures, music, videos, or contacts, or select all files.

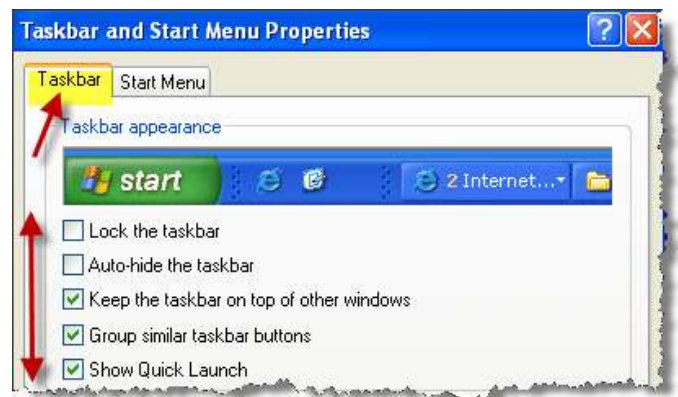
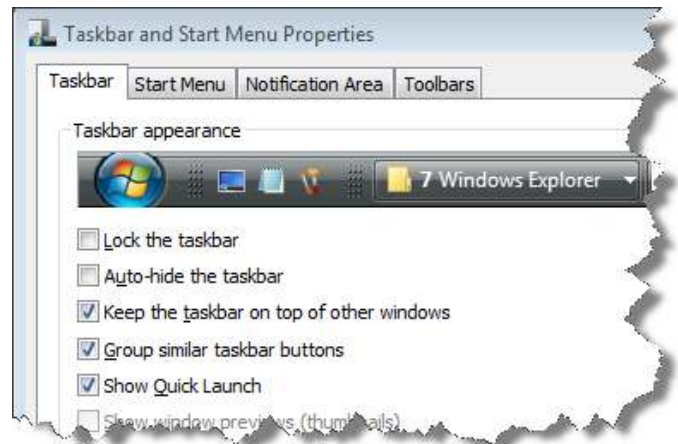
## NEW TOOLBARS

If you wish, create your own toolbar for a folder or file. However, be forewarned that this option may take up most of your taskbar. In my opinion, you are better off creating a desktop shortcut to the folder of your choice.

## SET YOUR TASKBAR PROPERTIES

CONTINUED ON COLUMN TO THE RIGHT

Right-click on an empty space on your taskbar and select Properties, Taskbar. Review the available options as shown in the Vista screen shot below or the XP screen shot below the Vista screen shot..



Experiment with the available options. You can always reverse your choices by checking or unchecking the options to achieve the appearance you want. I believe that most of you will like showing Quick Launch and keeping the taskbar on top of other windows.

If you decide to auto-hide the taskbar it will become visible only if you move your cursor to the bottom of your screen. Then the taskbar will popup only as long as the cursor is at the bottom of the screen.

Once you get the taskbar to look the way you want it, you can lock the taskbar. That way, no further changes will be made to the taskbar unless you again unlock it. If you lock it (and I do choose to do so), just remember that you locked. Otherwise, you may be surprised when you later want to drag something to Quick Launch and nothing happens.

## CUSTOMIZE YOUR STARTUP MENU

You can control which programs show up on your startup menu. The following steps will show you how you can do that.

Think of the Startup Menu as being divided into three sections. See the XP screen shot below. If in the past you selected the Classic option, then the menu will display as a single column.



**SECTION ONE** is in bold face type. Think of it as your favorites area, or most used system programs. You can drag program shortcuts and drop them there.

**SECTION TWO** includes programs that you use the most often, or that you deliberately 'pin' to that area. For instance, you can right-click on a program file and select "Pin to start menu." You can then drag the resulting entry to the spot in the menu where you want it to display. For instance you might want a particular program to show up as the first or second item in the list in section two, or to change the order of files in section one.

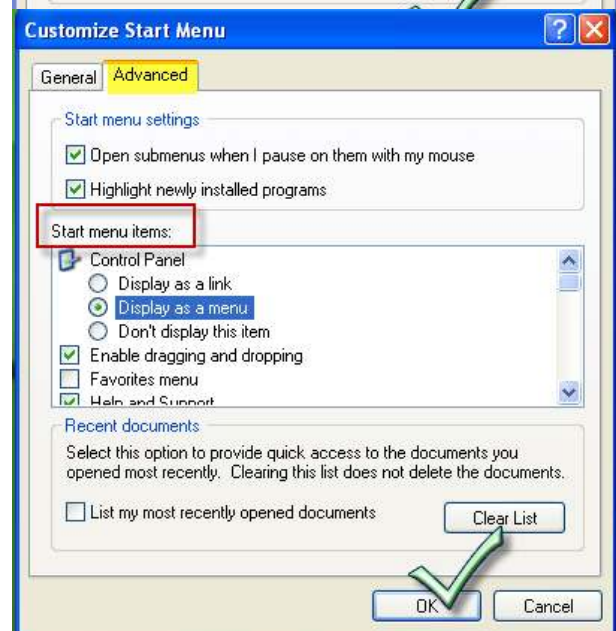
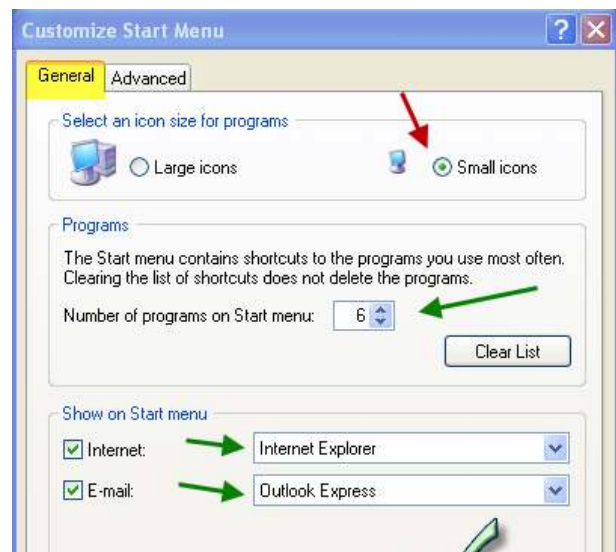
Note that sections one and two relate to specific programs. **SECTION THREE** relates to folders or submenus, such as My Computer, or My Pictures.

Vista's Start Menu is divided into two parts. Programs on the left and folders or menus on the right.

I am guessing that most of you were unaware that you could customize your Start Menu.

Right-click on a blank spot on your taskbar at the bottom of your screen. Then select Properties, Start Menu, Customize. Choose whether you want the Start Menu to display with large or small icons. Next, choose how many programs you want to display in area two. Clicking the Clear List button does not delete the programs.

Third, choose which Internet and e-mail programs to display on your start menu. Fourth, select start menu items from the Advance Tab as shown in the second screen shot. Your OS may look different.



Experiment with the Start Menu items on the Advanced tab until you achieve the final look that you like. For example, if you never click on the Music, Document, or Picture folder from the Start Menu, then deselect those items. Ditto if you do not have a network.

Choose whether to display an item as a link to an existing menu system, such as the Control Panel menu, or to create a drop down menu as part of the Start Menu, or you can choose not to display items. The choices are all yours.

Here is an abbreviated version of the choices you can make in XP:

- ◆ Control Panel
- ◆ Enable dragging and dropping
- ◆ Favorites menu
- ◆ Help and Support
- ◆ My Computer
- ◆ My Documents
- ◆ My Music
- ◆ My Network Places
- ◆ My Pictures
- ◆ Network Connections
- ◆ Printers and Faxes (handy to have when you want to abort a print job)
- ◆ Run Command
- ◆ Scroll Programs
- ◆ Search
- ◆ Set Program Access and Defaults
- ◆ System Administrative Tools

This is the list for Vista:

- ◆ Computer (My Computer)
- ◆ Connect To
- ◆ Control Panel
- ◆ Default Programs
- ◆ Documents
- ◆ Games
- ◆ Help

- ◆ Highlight newly install programs
- ◆ Music
- ◆ Network
- ◆ Open submenus when I pause on them with the mouse pointer
- ◆ Personal folder
- ◆ Pictures
- ◆ Printers
- ◆ Run Command
- ◆ Search Communications
- ◆ Search Favorites and History
- ◆ Sort All Program menus by name
- ◆ System Administrative Tools
- ◆ Use Large icons

See the following two screen shots. The first shows what you see when you create a link to an item, such as to the Control Panel. The second link shows what you see when you choose to display the item as a menu. Try it!



## WINDOWS TIPS AND TRICKS

IF YOU DON'T KNOW HOW TO OPEN A CERTAIN FILE TYPE, go to [www.openwith.org](http://www.openwith.org) There you can search by the extension (.doc, mp4, .zip, etc.) or by the type of the (video, document, etc.), and the site will tell you which programs will open the file. **It also will suggest free software that you can download if you don't have a program that will open the file.**

For example, let's say that you want to open a PowerPoint Slide file. The filename ends with PPS. Type PPS in the search field of the program. The dialog box looks like the following screen shot.

The results for a search for PPS returns the information following the dialog box. OpenWith.org lists free programs that open the particular type of file in which you are interested.



The first program listed is OpenOffice by Sun. It is a free office suite similar to Microsoft Office. If you already have an office suite, then either the second or third choice may be better for you. PowerPoint Viewer 2007 opens only PPS files. Therefore,

XnView may be a better choice for you since it is designed to open a large number of different graphics and photo files.

XnView can view, organize, and convert graphic and photo files. Find it here <http://www.xnview.com/>

### SAVE A WEB PAGE (OR ANY DOCUMENT) TO PDF

A PDF document is an easy to read document that any computer can read using a free reader such as Foxit Reader or Adobe Reader.

First, download the free program BullZip PDF from this link. [Www.bullzip.com](http://www.bullzip.com). Select the free PDF printer. Install the software. It creates a virtual printer and adds it to your list of available printers.

To convert a web page to PDF do the following.:

- ◆ Open the web page you want to share.
- ◆ Click on File, Print
- ◆ Select Bullzip PDF Printer
- ◆ Click on the Print button
- ◆ Give your document a name
- ◆ Select where you want the file to be saved. (The default location is your document folder).
- ◆ Click Save. Click Save again if you agree with where the file will be saved and its name.
- ◆ Bullzip PDF Printer will convert your web page, or other Windows document into an easy to read and share PDF file. Now, wasn't that really easy?
- ◆ Note the Format button that shows up in the final step. You could just as easily have created a JPEG graphic file or any of the other listed graphic formats.

Now that you have converted a web page to a PDF file, experiment with creating a PDF file in your word processor. Print the document but select PDF printer from the list of your available printers. Follow the instructions above. The process is the same as you used to convert a web page to PDF.

Now you can share almost any document you care to print using your new PDF printer. Attach the document to an e-mail. Send it to yourself via e-mail to see how well this works.