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VIEWING FOLDERS

I'm often surprised that some clients don't know why different folders do not look the same. First a bit of explanation about folder views and then I'll tell you how to set Windows so that all folders look the same.

There are several ways that Windows can display folders:

1. **Tiles** – these are large icons with the name of each file and/or folder at the right of the icon.
2. **Icons** – Similar to Tiles view but the icons are a bit smaller so you can see more of them on the screen, and the names are below the icons.
3. **List** – smaller icons yet, listed in vertical columns.
4. **Details** – similar to List view except that the size, type of file, and date last modified are displayed in columns to the right. The bar across the top of the columns is called the **header bar** and if you click on one of the header bar buttons it will sort the display according to that column, such as by name or by date. Each time you click on the header of a column it will change the sorting in ascending or descending order.
5. **Thumbnails** – this view is really only for folders that contain graphic files such as photos, images, and video. The icon for

each file displays a thumbnail image of that photo, etc.

You select the view you want to use for a folder by looking at the menubar, find the **view button** and clicking on it. The view button looks like this:



A drop-down menu will be displayed and you just click on which view you want the folder to use. I prefer the details view, so that I can quickly find the latest files.

You can also set Windows to use a view for ALL folders. Here's how to do it.

- Go to My Documents
- Click the **view button** and select the view you want to use.
- Click Tools
- Then click Folder Options
- Then select the view tab and click **Apply to All Folders**

Now, every time that you look at the contents of a folder, the standard view will be applied. Of course, you can change the view of any folder, on-the-fly by using the view button.

REVERSE THE DAMAGE SET RESTORE POINTS

Before installing programs, it's always a good idea to set a **restore point** (applies only to Windows XP and Vista). This way, if there is a problem, and uninstalling the application doesn't resolve the problem, you can restore Windows to the way it was before you installed the program. Setting a restore point is easy.

To set a restore point, go to START > ACCESSORIES > SYSTEM TOOLS > SYSTEM RESTORE. In the window that is displayed, just check **Create a restore point** and follow the instructions.

Then, **if you later need to restore** your system, you do the same thing but this time check **Restore my computer to an earlier time** and click the NEXT button. A calendar will be displayed and you can select any date displayed in **bold** to revert to. Then just follow the instructions.

Once you have done a system restore, you can always reverse it by restoring to the current date.

Also, **system restore** must be set to ON, which is the default – but I frequently find computers that have it set to OFF in the foolish notion that System Restore slows down the computer. It may, but the difference in speed is unnoticeable in practice. The only reasons I can think of for turning of the system restore feature, involve removal of a virus, after which system restore is set back to ON.

To make sure System Restore is set to ON on your computer, do the following:

- Right-click My Computer
- Click Properties
- Click the System Restore tab
- Make sure that the box reading "Turn off System Restore on all drives" is NOT CHECKED.
- Then click the OK button.

If you're the impatient type and want to set a system restore point with fewer mouse clicks, go to <http://tinyurl.com/3rw0> and click on **SysRestorePoint v12.zip** to download this file. Then just unzip it to your desktop or wherever you want to put it. Double-clicking on the file creates an instant restore point.

DUH – I ALREADY KNOW A NEW PROGRAM IS INSTALLED

In XP and Vista, whenever you install a new program, and then slick the START button, a message obscures the Log Off and Turn Off Computer buttons as a reminder that you have

installed a new program. **They must think all computer users are senile.**

If you find this as annoying as I do, **here's how to stop the message from being displayed:**

In Windows XP:

- Right-click the START button
- Click Properties
- Click the START MENU tab
- Click the CUSTOMIZE button
- Click the ADVANCED tab
- Find "Highlight newly installed programs" and uncheck the box next to it.

In Windows Vista:

- Right-click the START button
- Click Properties
- Click the START MENU tab
- Click the CUSTOMIZE button
- Find "Highlight newly installed programs" and uncheck the box next to it.

EXTENDED WARRANTIES YES OR NO?

Insurance is gambling! You're gambling that something bad will happen and the insurance company is on the other side of the bet. Like casinos – the house always wins in the long run.

In the 2/10/08 issue of Parade Magazine (OK – not exactly a scientific journal, but probably reasonably accurate) there is an article about Extended Warranties. The bottom line is that only about 30% of people who take out these warranties ever file a claim...so you're betting on the losing side of 2.3-to-odds.

The article indicates that these Extended Warranties are big money-makers, which explains the big push you often get to add it to your purchase.

Just thought I'd pass this info along.

TUNING UP OUTLOOK AND OUTLOOK EXPRESS

Whenever you delete an item from Outlook or Outlook Express, it leaves

a hole in the data file. In other words, when you delete items the size of the data file will not change. This means that your data file keeps getting larger and larger, and eventually your Outlook or Outlook Express starts slowing down. The solution is easy – just **compact the file**. Here's how:

6. Open Outlook or Outlook Express
7. In Outlook: on the File menu, click Data File Management (or depending on your version it might just be Management).
8. Click the data file that you want to compact, and then click Settings.
9. Click Compact Now.
10. Note that you compact a data file, you do not have to exit Microsoft Outlook. Also, the compacting may take several minutes, so be patient.

SAVE ON PRINTER SUPPLIES

It probably all started with King Gillette who patented and sold the first razor with disposable blades. Since the profit was in the blades, he pretty much gave away the razors, changing the entire paradigm from making profit on an item to making a larger and ongoing profit on the supplies to keep it working.

Have you seen all of those nice new printers available for under \$100? Perhaps the printer manufacturers are being nice to us users – **nah!** It's not the printers that make the money for them, but the ink and toner. Printing color pages on an ink printer can cost around \$0.30/page, perhaps \$0.10/page with a laser printer; black only pages can run 12 or more cents per page, about 1/3 that on a laser printer.

But you can reduce your costs by using refilled or generic branded ink & toner. According to reports I've read, and my own experience, there usually isn't any noticeable difference between black pages printed with Original Manufacturer's branded supplies than with refilled/generic

cartridges. For color, you may notice that the colors are slightly off with refilled or generic supplies because the toner colors may not be as well tuned to a particular printer, but often the difference is unnoticeable...and you can save money.

There are 3 ways to do this.

1. Buy replacement ink or toner and refill the cartridges yourself. It is a bit messy, and only do this once or twice for each cartridge because after one or two refills the cartridge may not work all that well. This is the least expensive method.
2. Get professionally refilled cartridges. Online merchants label these as refilled.
3. Then there are non-manufacturer branded (generic) new ink & toner cartridges which you can buy online at any of many firms. These differ from refilled cartridges only in that the cartridge itself is new rather than refilled. Search online for your particular toner or ink at www.pricegrabber.com, www.nextag.com or any of the other shopping sites and you should see many cartridges listed as "compatible".

Also, there are brick-and-mortar shops that specialize in selling new and refilled toner & ink cartridges. Here in south Orange County, you might want to check out Cartridge World in San Juan Capistrano and Lake Forest. Good, clean, and reasonably priced.

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