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## MANAGING EMAIL

If you use either Outlook or Outlook Express to manage your emails (called an **email client**) then you should know about archiving; **what** it is, **how** it works, and of course **why** you should archive.

Outlook data (email, calendar, contacts, notes, to-do list, etc) is all contained in a single file with the extension **.pst** at the end of the name. Usually it is named **outlook.pst**.

There is a maximum size for this file, and when that maximum size is approached or exceeded, Outlook will either start crashing or just stop working. The maximum size for the outlook.pst file depends on the version of Outlook you are using:

Outlook Express inbox = 2GB  
Outlook 97-2002 = 2GB  
Outlook 2003 and 2007 = 20GB

For versions of Outlook earlier than 2003, the 2GB limit is a very real limit for many people. Upping the limit to 20GB in Outlook 2003 and newer versions makes it very unlikely that many people will reach that limit – for now – but according to Microsoft whenever you exceed 2GB in Outlook 2003 or newer versions, Outlook will noticeably slow down. However photos and other large attachments make it increasingly likely that the 20GB limit might be reached.

Additionally, managing all of those emails becomes a problem. Here is what you can do to manage your Outlook.

1. Delete obsolete messages and copies of sent messages that don't really say anything, or which contain photos and attachments you sent to people.
2. Transfer older messages to a separate archive.pst file – this is called archiving.

An archive.pst file is pretty much identical to the Outlook (or Outlook Express) file that contains its information. The Archive file starts out completely empty, but as you archive data, everything older than the date you set is moved from the Outlook file to the Archive file.

An Archive file can be closed so that it is not displayed in Outlook or OE, but right-clicking on the Archive Folder and selecting Close.

3. Compact your .pst file. **Compacting:** The first sign that your data file may be getting too large is often a message recommending that you **compact** your email folders.  
  
Compacting removes the blank space in Outlook that occurs whenever you delete a message, contact, etc – the info is deleted but the space it took up remains until compacting.
4. Save photos in you're my Pictures or Photos folders and then delete the email. (See the next article "Where is that Darn Photo" to find out about **Outlook Attachment Remover**, a handy utility for saving photos attached to emails.)

## WHERE IS THAT DARN PHOTO?

OK, you have hundreds, nay thousands, of photos that people have emailed to you. Chances are that you

don't right-click on the photo attachments and save them to somewhere in your Photos folder. (This may be My Photos, My Pictures, Pictures, etc, depending on your version of Windows.) Time has gone by but the only way you have to find one of the photos is to look through all of your saved emails. Also, you probably forgot all about the photo attachments over time, so for all intents and purposes, the photos are lost.

There's gotta be a better way – and there is. I recently came across a freeware program named **Outlook Attachment Remover**.

Outlook Attachment Remover installs as an add-on within Outlook and will be on the Outlook toolbar. You can select an Outlook folder such as your inbox, and if the folder has subfolders you can include them, or you can just select one of the subfolders.

With the folder selected you can then narrow down the selection. For example, if you're interested in copying all photos to you're My Pictures folder, specify .jpg as the type of file you want to copy.

If you want to move the files rather than just copy them, which reduces the size of the Outlook.pst file – this is a good thing – you can select that option.

By default, all selected attachments are copied or moved to a folder named C:\OutlookAttachments. You can then browse the photos and move the ones you really want to keep, to you're My Pictures folder or one of its subfolders, where Picasa can then index them. (You DO use **Picasa** to manage your photos? Don't you?)

You can download **Outlook Attachment Remover** from <http://www.kopf.com.br/outlook/>. It's freeware, but as with most freeware there is a place on the website to make

a donation. If you download the program and find it useful, please return to the website and make a donation for what you think it's worth to you, even if only \$5 or \$10.

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## TRY LINUX IT'S VERY EASY

Early computers had no real operating system. That meant that if you wrote a program, you had to do everything from specifying how the computer wrote files to how to print files.

Then came the **operating system** without which the personal computer probably would not have come into existence. An operating system provides common functions, handling the video display, printing, etc for all programs written to work on that operating system, or **OS** for short.

The 2 major PC operating systems were those developed for the IBM PC and for Apple, and that disparity continues to this day, which is why software written for Windows won't run on an Apple computer and visa versa.

Then in the early 1980s, Xerox researchers developed a **graphic user interface (or GUI)** but didn't go anywhere with it...but Apple did, taking the idea and developing a GUI for the Lisa computer (a failure) and then the Macintosh computer (a success). Microsoft soon followed up with the Windows GUI for computers using the DOS OS (i.e. the IBM PC/AT and their "clones"). Now the world of personal computers is divided into Microsoft (Windows) and Apple (Leopard) operating systems.

But in the shadows, the **Linux OS** has been slowly developing, thanks to the **open source** nature of the OS. Open Source means that the source code is available to anyone, and hobbyist and professional programmers alike have kept developing Linux.

Linux is usually packaged in the form of **distros** (distributions) and there are many available. The most widely used Linux distro is probably **Ubuntu** although there are others available as well, such as **Knoppix**. You can

permanently install a Linux distro on your computer, alongside of Windows if you want to. However, **if you just want to find out what Linux is about, try a bootable CD**. That's right; you can download a copy of Ubuntu (or Knoppix) distros ready to be burned to a CD. Then you just boot from the CD and you're running Linux...it's that easy. When you reboot the computer and boot from your hard drive, as usual, then you're back to Windows.

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## HOW TO NOT BURN UP YOUR NOTEBOOK

Heat will destroy a computer, and notebook computers are especially susceptible to this. That is why the processors in notebooks may have the same name (i.e. Core2Duo, etc) but don't seem to run as fast as desktop computers with what appears to be the same processor.

I see far too many notebook computers that have fried processors and/or motherboards due to overheating. Yet it is easy to prevent this. Just follow the 2 simple rules below:

1. **Always place the notebook computer on a hard surface.** A soft surface, such as your lap, a cloth table covering, etc. will block the air intake and exhaust vents on the bottom and/or sides of the computer.
2. **Periodically look at the vents on the bottom and/or sides of the computer and if there seems to be any dust accumulation, use a vacuum with a brush attachment to clean the vents.** If you don't have a brush attachment, then use a soft brush of some sort to loosen the dust while you hold the vacuum tube over the vent. I don't recommend using canned air on a notebook's air vents because that could just blow dust further into the computer. (It's probably OK to use canned air to blow dust from the keyboard, though, but I'd still recommend a vacuum.)

## TEMPORARILYSAVING A WEB PAGE

Have you ever wanted to save a link to a web page, but if you save it to Favorites or Bookmarks, you might never find it again?

Why not just put a shortcut onto your desktop. It's just a quick click and drag.

1. If you look at the address field at the top of your browser (Internet Explorer, Firefox, Chrome, or whatever) you will see a little icon just to the left of there **http://** or **https://** is displayed. Look at the image below – the icon is just to the right of the **home button** (looks like a house) and the address field (containing **http://...**).



2. Make sure that your browser is not maximized, so that you can see at least a little of the desktop.
3. Here's the hard part. You have to click on the little icon, drag it to the desktop, release the mouse button, and...well golly, that's all there is to it. The shortcut to that website is now on your desktop. Use it for a while and then put it into the trash.

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