

CHANGES...

Our website, [MicroByte TekSolutions](#), has evolved over time to it's present format. Have you seen it? Please send me an [email](#) to let me know what you think of it. It will only take a few minutes, and it will help shape it's future growth.

Other future changes revolve around this newsletter. Soon it may be available in two formats, "Freebie" for anyone to read, and a "Registered" version, only available to clients of MicroByte TekSolutions and Registered readers. If you are receiving the newsletter now, you are Registered. If you sometimes pass the link on to a friend, ask them to "Register" by visiting the [Newsletter](#) page and filling in our simple form.

In all honesty, the original intent of the newsletter was to keep the company name, MicroByte TekSolutions, always in front of you so that you would call us first when you need something for your system. It hasn't exactly worked out that way, but I really enjoy creating these newsletters and will continue to do so. I am just going to change how they are distributed. Since it takes between 20 and 30 hours to create one newsletter, and they are produced bi-weekly, the time commitment is significant.

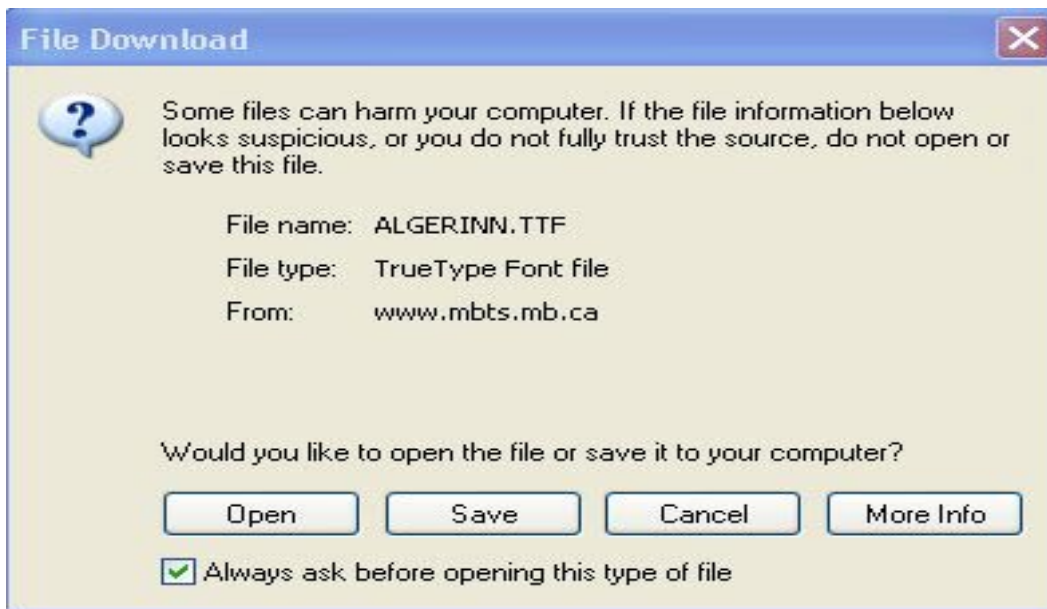
Everyone enjoys Surf's Up, as well as How Do I...? The Tips and Tweaks are used by some, and in many cases the Virus updates are out of date by the time you read them. Many clients do not like asking questions like "What is the task bar?" because they feel they should already know. Questions that make you feel self conscious because you think you should know the answer are generally classified as dumb questions. Please ask me any question you want. The only dumb question is the one you don't ask. Since there are many fundamental questions asked from time to time, I will add a Windows 101 section which will help cover the basic fundamentals. Although there hasn't been a lot of response to the TekSpecials, this section will stay, but will also be modified to be of more interest. So, here is the latest conception of the MBTS TekJournal.

HOW DO I...?

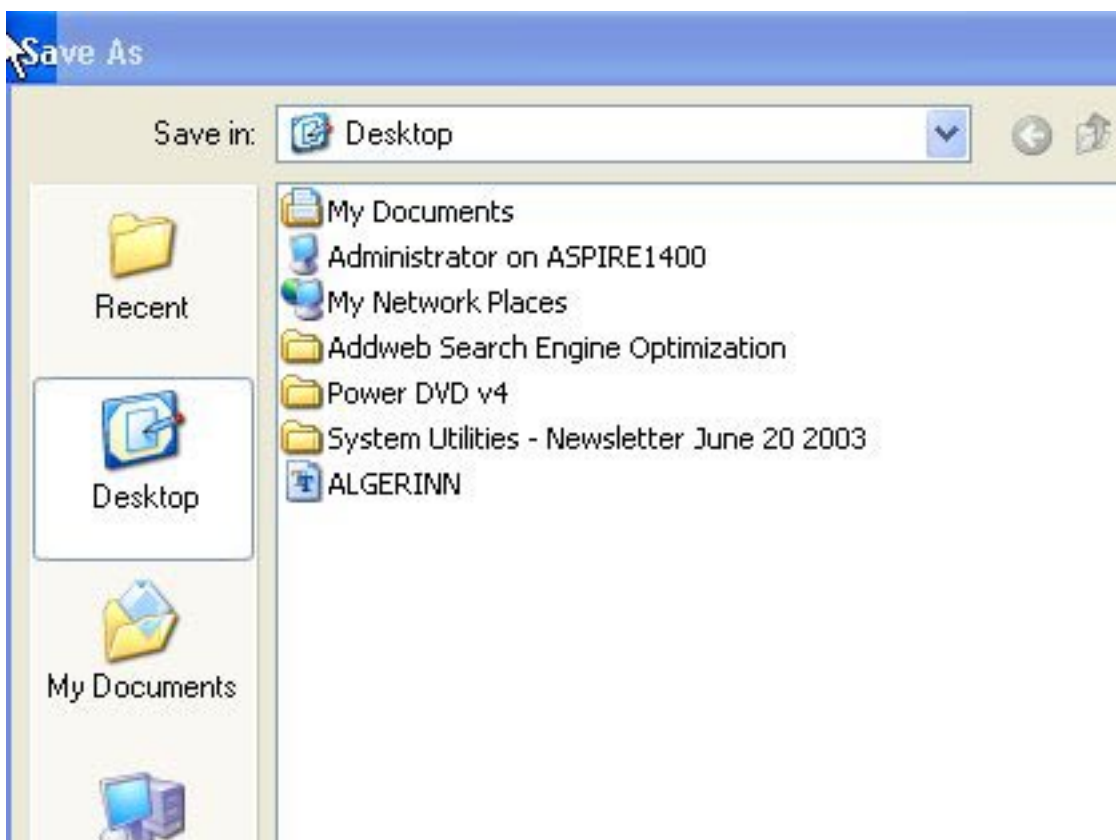
I have seen this newsletter on many different systems, and I have also seen my Invoices printed on several of my client's systems. They always look different from mine. That is because the headings are created using an Algerian font that not everyone has installed on their system. Here is how we change that.

Download the free font by clicking here, [Free Algerian Font](#), and when prompted, save it to your desktop as shown below.

The following dialog box below appears when you click on the link above.



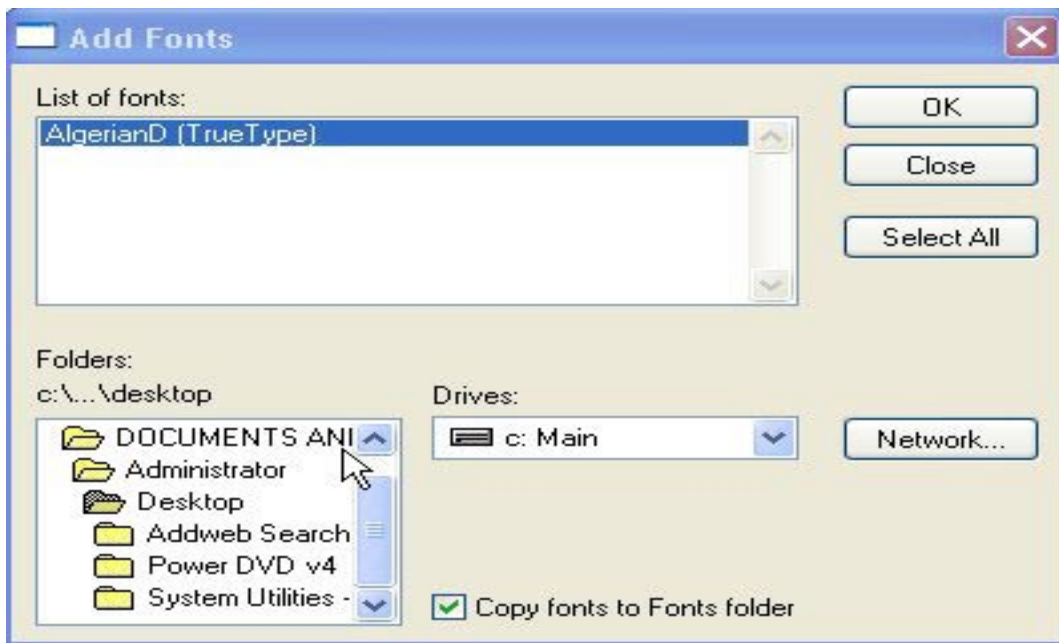
The dialog box below appears when you click on the Save command button above.



NOTE** You have to make sure the **Save in:** area says “Desktop” and then click Save.

Now the Algerian True Type font is on your Desktop. Here is how you get it into your font library.

Use your mouse and click on Start, then Settings, and then Control Panel. On the control Panel click on the Folder called Fonts, which is a folder with letters on it. A dialog box similar to Windows Explorer will appear showing all the fonts currently installed on your system. Next click on the word File in the menu at the top of the screen and select Install New Font to see the dialog screen below.



Using the Folders area in the bottom left corner, navigate to the Desktop. Once you are there, the downloaded font AlgerianD (True Type) will highlight automatically. Make sure there is a check mark in the square to “Copy fonts to Fonts folder” and then click on OK. This will add the font to your library. From now on, every time to receive something from MicroByte TekSolutions that uses the Algerian font, it will be displayed correctly.

You can use this method to add any new fonts you want that you may download from other sites on the Internet or other CD's.

SURF'S UP

We just installed MTSTV instead of cable or a dish. Wait, the phone company is now selling TV services. Yep! And it is all digital with pricing better than that of your cable company (at least in my opinion). So many channels. Tons of movies. What to watch? These sites may help you decide what will be a good movie and which ones are duds!

The [All Movie Guide](#) is just what it says. At the top of the screen is a search box. Key in the name of the movie and it will deliver the Star Rating (1-5), Director, flags for Language, Nudity, etc., and sometimes there may even be a preview.

[Boxoffice Magazine](#) is on the web with New Reviews, Daily News, and Films in the Works.

Did you miss [Ebert & Roeper](#) on the tube this week. Here's where to get their opinions on the movies currently out.

[Hollywood.com](#) loads like it's coming from a 286, even over high speed. But it might be worth a look, for News, Movies, DVD's, Celebs, Broadway, and Multimedia. There is a download section but it is currently unavailable to users outside the US. When did the Internet get borders?

Even [MSN](#) has a movie entertainment site.

My personal favourite for movies is still [Movie List](#). Billed as MovieTrailers. Period. It lives up to it's advertising.

Even with all the high tech available, and the incredible number of people working on a movie to

make sure everything goes as planned, mistakes are still made. Check them out at [Movie Mistakes](#).

WINDOWS 101

This is a new section for all the people who want to ask a question but don't dare because they think it is a dumb question or that someone will laugh at them. I applaud you for asking. It's DUMB not to ask. Send me the [questions](#) you really want an answer to, and now one else will know.

All my systems have Windows XP Professional on them now, since all other forms of Windows will soon become extinct. 95 is gone, 98 and Me are phasing out, companies are using NT and 2000, but not for long. Soon it will all be XP until the next release sometime in 2005. But since Windows is basically Windows, the basics are always the same, at least so far.

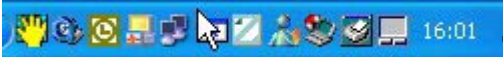
What is the gray bar at the bottom of my screen?



OK, in Windows XP Pro, it's not gray. But it is still known as the Task Bar. It is where everything starts and ends from, and tells you a lot about your system. The button on the far left is the Start button and you have to press this button to get at programs, system things like the Control panel, and even to Shut Down your computer.

Immediately to the right of the Start button is a small (or could be large if not shrunk) area known as the Quick Launch Bar. Since leaving icons on your desktop takes up valuable memory you can't afford to waste, and leaving icons on the desktop wastes this valuable memory, Microsoft has created the Quick Launch Bar. If it is not visible, right click on the gray (or blue) task bar, and then click on Toolbars, and make sure there is a check mark beside Quick Launch. If there isn't, point to Quick Launch and left click once. It will appear.

Icons on the Quick Launch Bar only need to be clicked once in order to start that program. And it takes up NO space in memory. To move your icons from the desktop to the Quick Launch Bar, highlight the icon(s) to move, Right Click and hold while dragging the mouse down to the Quick Launch area. When you see a Black I Bar in the quick launch area, let go of the right mouse button. From the popup menu, choose Move Here. The icons will then move to the Quick Launch Bar. To sort the entries alphabetically, click on the two hash marks >> at the end of the Quick Launch bar and on the popup menu, Right Click and select Sort by Name.

On the far right of this bar is the System Tray.  The System tray always shows the current time and any programs that are open and currently running. These are programs like Anti Virus, Internet Connections, firewalls, etc. To see the name of each program, hold your mouse over each icon and a bubble will appear telling you the name of the program.

Everything between the Quick Launch Bar and the System Tray is classified as being on the Task Bar. Right now I have Macromedia Dreamweaver, Internet Explorer, and MSN Messenger open and they appear on the task bar below.



Now, if someone asks what is running on your task bar, you know where to look and how to interpret it. If they ask about the System Tray, or what programs are running you know how to find out.

TIPS, TWEAKS, & TUNEUPS

Windows 9x Scandisk - Periodically all systems refuse to shut down and we pull the plug, or they shut down quickly like in an electrical storm. These are not good scenarios, but they happen. Usually when your system starts up again it automatically runs SCANDISK to check for, and remove, damaged files. The damaged files are generally lost fragments. When a file closes and end of file address is created and stored. If the file size is changed by adding or deleting records and the new end of file address isn't recorded when the system stops working, there will be a fragment of a file that has no home. This can confuse the FAT table parameters that looks after all the files on your hard drive. If the FAT goes, so does your drive and all your data. So, we periodically run scandisk (or it gets run for us) to look for these lost fragments (or chains) and have them reclassified as files with named as FILExxxx.CHK where the xxxx is a number. These files are generally stored in the root of the C:\ drive and can generally be deleted to free up space. However, on occasion you may find something useful inside them. They can be opened with any editor, like Notepad, and then browsed to see what data is inside. If you find something to save, copy and paste it into a new document. When you are done, delete all the files ending in CHK to free up disk space.

Windows XP - Remove Interference in Movie Files New!

If you have any AVI files that you saved in Windows 9x, they might have interference when opened in Windows XP. Fortunately, there is an easy fix to get rid of the interference:

1. Open Windows Movie Maker.
2. Click View and then Options.
3. Uncheck Automatically create clips.

Now, import the movie file that has interference and drag it onto the timeline. Then save the movie. During the re-rendering, the interference will be removed.

Changing Thumbnail Options

You can change the size of the Thumbnails view in My Computer by opening up the Registry Editor (regedit.exe) and navigating to the following location:

Current user only:

HKEY_CURRENT_USER \ Software \ Microsoft \ Windows \ CurrentVersion \ Explorer

All users:

HKEY_LOCAL_MACHINE \ Software \ Microsoft \ Windows \ CurrentVersion \ Explorer

Add a new DWORD value called ThumbnailSize and give it a hexadecimal value that is between 32 and 256, inclusive (that is, the lowest possible value is 32 and the highest is 256): A value of 32 will give you the smallest possible thumbnails, and 256 will give you the biggest. Experiment a bit to find your sweet spot.

NOTE * MicroByte TekSolutions does not recommend editing the registry for any reason and takes no responsibility for your systems operation. Whenever you edit your registry make sure you have a backup copy just in case.

VIRUS UPDATES

There are no current virus threats above a level 1, which basically means they have been identified. However, do not open any attachment from an email address you don't know, don't open any attachment you weren't expecting that contains a subject line referring to the attachment as something you wanted or something you must see, without knowing who it is from. Always make sure your Virus Definitions are completely up to date before accessing your email - ie. if you have been on

holiday or away from the computer for more than 5 days, update your Virus definitions before doing anything on your system.

If you suspect you have a virus and want help cleaning the infection, contact us at 204 771 8930 for assistance. If you need a copy of Norton Anti Virus 2003 contact us by phone or email and we will provide a copy for \$ 40.00, and install it for \$ 20.00.

Now that you have read the latest edition of the MBTS TekJournal, please send us your [thoughts and questions](#) about this publication.