



# THE BITS & BYTES REPORT

Volume 2, Issue 2 Winter 2009

**MONTREAL'S PREMIER COMPUTER AND NETWORKING SUPPORT SERVICE**

## 5 Top Tips For New iPhone Users

If it turned out that the big lump at the bottom of your stocking wasn't in fact coal, but rather a happy, shiny new iPhone 3G, then, like most new iPhone owners, the thing's probably rarely left your clutching grasp.

But though you may be surfing the web, checking your e-mail, even looking up directions on Maps, there are a few features that you might have missed in your initial excitement. Let us help you fill in the gaps with these top tips.



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NETXPERTS2000 SPECIALS

- PICK A LETTER, ANY LETTER** The iPhone's onscreen keyboard takes some getting used to, but it's also incredibly versatile, supporting more than 20 different languages. Sometimes you don't need a whole different alphabet, though — maybe you just need to be able to spell François or Mötley Crue. No worries, the iPhone's got you covered: to insert one of those special characters, just hold down the base letter for a couple seconds (for example, to get ö, hold down the 'o' key) and you'll see a menu of special characters pop up. Slide your finger to the right one, let go, and presto, you're all set. Bonus tip: this technique also works with the ".com" key that you see when typing in a web address in Safari—hold it down and you'll get options for .org, .net, and .edu too.



- THERE'S NO PLACE LIKE HOME** The Home button is one of the iPhone's few physical buttons; it's also your best friend, because it's always there for you. Clicking it will quickly jump you back to the home screen, whether you're in an app or paging through your sixth screen of iPhone applications.

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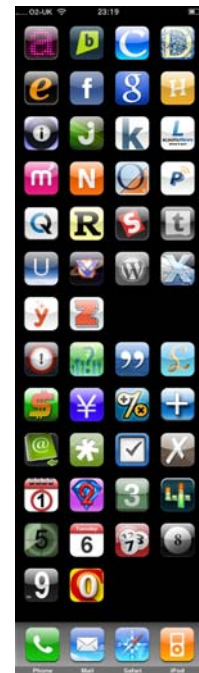
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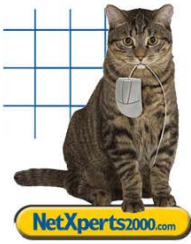
If you visit Settings → General → Home Button, you can choose to have a double-click of the button bring up the Favorites screen of your Contacts, or pop up a dialog box with iPod controls. And if you're trapped in a frozen or hung application, you can often escape by holding down the Home button for around six seconds.

- 3. TAKE A PICTURE, IT'LL LAST LONGER** Maybe there's some information on your iPhone you want to be able to retrieve later, like flight information, or perhaps you want to share that data with somebody else. Some programs, like Safari, let you email information to others, but many don't. There is a workaround, though: take a screenshot. If you push the iPhone's Home button and Sleep/Wake button simultaneously, the screen will flash to white and a screenshot of whatever you're looking at will appear in your iPhone's Photos app. From there you can attach the image to an e-mail message or just save it for future reference.

- 4. SHAKE IT UP BABY** You're going to spend a lot of time on the iPhone's home screen, so just like your actual home, you'll probably want to arrange it to your liking. By tapping and holding any application icon on the home screen, all the icons will jiggle like they've caught a bad case of dance fever. In this mode, you can drag-and-drop icons wherever you like; if you drag them to the edge of the screen, you'll shift to the adjacent page. You can even drag icons in and out of the iPhone's dock, if you want to have quick access to an application no matter what home screen you're on. While the icons are shaking, you can also remove any third-party apps (those that don't come with the iPhone) by tapping the little 'x' that appears in the top left corner. When you've got everything set up just the way you want it, tap the Home button to lock it in.



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- 5. THE TIP THAT KEEPS ON TIPPING** That third-party application you downloaded would be great if only it just let you change that one little setting that's driving you nuts, but you can't find a preferences option anywhere in the program. That's because Apple's developer documentation asks programmers, rather unintuitively, to put their applications' settings in the iPhone's Settings app. Not all developers do Apple's bidding, but it's a good idea to check the Settings app before complaining to the program's creator that something's totally impossible.

**AND THERE YOU HAVE IT** - a quintet of handy, helpful hints for the newest members of the iPhone club. Have fun!◆

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## Save Paper Costs by *Shrinking* Prints

3

**Want to cut up to half your paper and ink budget? Just use half as much paper. Yeah, it sounds like the punchline to a sad joke--I won't quit my day job--but this simple tip can work.**

You'll print two pages of a document to a single sheet of paper. This technique is perfect for items that require a physical paper trail that you're not likely to look at deeply later. But even websites, email, and other documents can remain legible at half their size. Here's how to shrink prints and your office supply costs.

Open the *Printers and Faxes* control panel, click your printer, and choose *Printing Preferences*. In the *Layout* tab, set *Pages Per Sheet* to 2. Click *Apply* and close the window. You've just made a master preference change; all new prints will default to two-per-page.

You can still override that setting when you choose to print a specific document. After picking the print command, click *Properties*. Again, change the setting within the *Layout* tab. This is great method to temporarily set a document back to standard print size.◆

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## Xperts Solutions

Solutions to your computer-related questions

Q

I've bought a new computer with Office 2007 and my other machines can't see the documents I make in it. What should I do?

A

Microsoft has introduced a new format for Office files in an attempt to comply with international open document standards.

This means older versions of Office can't read anything created in the new edition.

If you want be able to read documents created in the newer version of Office you'll need to install the [Microsoft Office Compatibility Pack](#).

This allows users of older versions of MS Office to read Word, Excel and Powerpoint documents created in the 2007 format. While this will allow you to read the newer documents, you won't get all the features built into the 2007 version.

We recommend all users of older versions download and install the compatibility pack, as Office 2007 will steadily overtake older versions of Office and this problem will become more common.

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