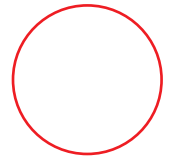# question time

This month we include advice on problems with File Manager, curtailed icon names, zooming in Excel, software suitable for composing a reference book, summing rows or columns in Word and how to get pound – instead of dollar – signs in Windows 95

Q Whenever I try to start File Manager, I get an error message saying 'System error – cannot read from drive A' and I have to click 'Cancel' to go any further. Is there something wrong with my A drive? Also, how do I get rid of files that I do not want? Is there a program that will tell you what they are, and so on?
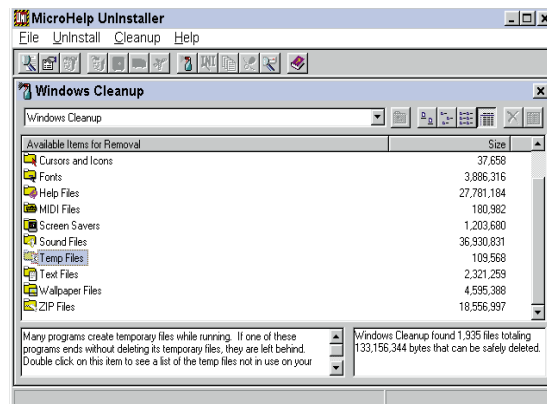**Norman John Knowles, Ulverston, Cumbria**

A We've occasionally had the same problem and it seems to be caused by quitting File Manager immediately after looking at the A drive. Then, when the program is restarted, it attempts to open the last drive to be looked at, but if the floppy disk has been ejected, it won't be able to find it – hence the error. To solve it, simply insert a floppy disk in the A drive when the error appears and click the 'Retry' button. Then, in File Manager, ensure that the 'Save settings on exit' option is not selected and click the button for the C drive. Finally, press the Shift, Alt and F4 keys at the same time to save the current File Manager settings.

If, by your second question, you mean 'how do I delete files?', then you simply select the file in File Manager by clicking it with the mouse, and press the 'Delete' key on the keyboard. If, on the other hand, you want to delete files that are no longer needed by your system and are taking up valuable space, then the best way is to invest in a program like MicroHelp UnInstaller (reviewed in our May '96 issue). This will analyse your system and identify files that, for example, are no longer required by any installed programs or haven't been used for a certain length of time. The files can then be safely deleted and there is even an option to back up the deleted files in case

they are needed after all and have to be replaced.
MicroHelp: 01703 814822

Q A very strange thing happened when I installed Microsoft Plus! recently. When I chose the 'travel' theme for my desktop, the descriptions under my icons lost their last few letters. So, now I have 'Recycle b...', 'Pipex Dia...' and so on. How do I get the full names to re-appear?
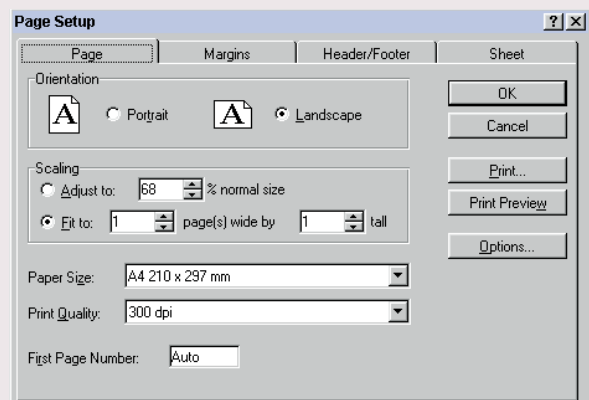**Debby Wale, Fulham, London**

A The names of your desktop icons have been truncated because they are too long (and the font too large) to fit in the space allocated to each icon. Desktop icons have two properties – horizontal and vertical spacing. This specifies how close they can get to other icons ▶

Q When I recently tried to print out my beautifully created expenses spreadsheet from Microsoft Excel 7, I realised with horror that the sheet was spread over two sheets of A4 instead of the usual one. Comparing this to a previous print, I noticed a slight increase in the size of the text and the grid-line spacing. The penny dropped and I realised that I had been messing around with the font size a few days earlier, in order to make the sheet easier on my eyes. Resetting the font size restored the spreadsheet, but is there any way I can magnify the contents of a spreadsheet without affecting the printouts?
Eric Smith, Bournville, Birmingham

A If you want to make a spreadsheet *look* bigger in Excel, the best way to do it is to use the Zoom option from the View menu. This allows you to zoom in or out of the spreadsheet window without altering the font size.

If you do find your spreadsheet encroaching onto a second page, you can use the Page Setup option (from the File menu) to remedy it. The Scaling option allows you to fit the spreadsheet (or a portion of it) onto any number of pages, regardless of its size. By selecting 'Fit to 1 page(s) wide by 1 tall', your spreadsheet will always fit onto a single sheet of A4.

and consequently, how much room they have around them. If there isn't enough room to fit in the name, it will be shortened. The spacing can be increased by clicking the 'Appearance' tab in Desktop Properties. Find the entry for 'Icon Spacing (Horizontal)' in the 'Item' drop-down list and adjust the size. Click the 'Apply' button after each change to see its effect.
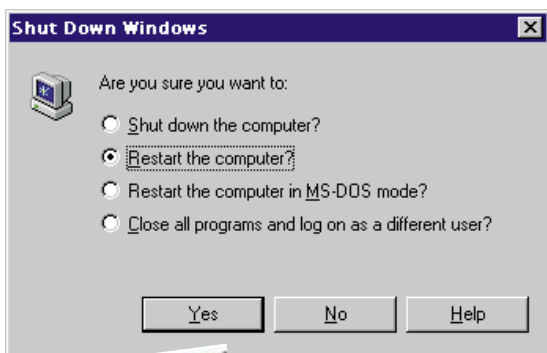
Q If I choose the 'Restart the computer' option after selecting Shut Down from Windows 95's Start menu, my computer resets itself before reloading Windows. I've noticed that many programs simply restart Windows after being installed, rather than going through the rigmarole of resetting the computer first. I often want to restart Windows but I'd like to avoid the reset. Is there any way to do this?
K Nutt, Reading, Berkshire

A Yes, all you need to do is hold down the Shift key when you click 'OK' after selecting the 'Restart the computer' option.

Q I will shortly be buying a PC to aid me in the writing of a reference book. I also intend to purchase a Windows-based word processor. What package would

Q In Word for Windows, one of the best uses of the right mouse button was to highlight a column of figures and select Calculate from the Tools menu to get a summed answer, which could then be pasted anywhere. In Word versions 6 and 7, Calculate does not appear in the in the Tools menu. Is there another way to achieve this, without getting involved in tables, formulae and macros?
Geoff Taylor, Pinner, Middlesex

A It seems Microsoft decided to remove this useful feature from its later versions of Word. However, summing columns, or rows, of figures within tables is surprisingly easy using Word 7. First, you must move the cursor to a cell in which you want the result to appear and then select Formula from the Table menu. Word will then suggest a formula, usually either '=SUM(ABOVE)' or '=SUM(LEFT)', depending on whether you're summing a column or row. Alternatively, you can select a different formula from the drop-down list.

you recommend, bearing in mind that I need to be able to import scanned photographs, add annotations, index my documents and not be restricted by document size?

Also, I've heard mention (on Channel 4) of a music sequencing program called 'Super Conductor' that can, apparently, interpret musical nuance during playback. Where can I find out more about this program?
Michael Wells, Dudley

A Almost any high-end Windows word processor has the features you need, although they may differ slightly in their implementation. At the moment, the three leading word processors are Microsoft Word, Corel WordPerfect and Lotus WordPro. But, if you want to create page layouts that incorporate scanned images and other pictures, a desktop publishing (DTP) program such as Adobe PageMaker may be more suitable. This will allow you to have complete con-

trol over the appearance of a page, particularly with regard to how text flows around pictures, and will still allow you to create annotations, indexes and so on.

We could not locate a UK distributor for Super Conductor, but if you call Channel 4's reader enquiry line on 0171 306 8333 with the details of the relevant TV programme, they may be able to point you in the right direction.

Q I recently bought a Pentium PC pre-installed with Windows 95 and bundled with Microsoft Office 95. I've now decided to computerise my home accounts, and for this purpose I intend to use Excel. Unfortunately, though, when I choose to format cells as currency, all my figures are prefixed with a US dollar ($) sign. I realise that Microsoft is a US company, but surely I should be able to get the pound (£) sign displayed instead?
E Fish, Brooke, Norfolk

A The problem you have lies not with Excel, but with the regional settings within Windows 95. Many new PCs come with Windows 95 pre-installed, and some manufacturers do not ensure that the regional settings are correct for the country in which their machines are being sold. To rectify this problem you need to double-click the 'Regional Settings' icon in Control Panel, select 'English (British)' from the drop-down list within the 'Regional Settings' tab and then click on 'OK'.

Shut Down Windows

Are you sure you want to:
- Shut down the computer?
- ● Restart the computer?
- Restart the computer in MS-DOS mode?
- Close all programs and log on as a different user?

[Yes] [No] [Help]

W e regret that we cannot provide readers with individual replies but, if you have a question or problem you want to share with other readers, write to us at: Question Time, *What PC?* Editorial, VNU House, 32-34 Broadwick St, London W1A 2HG.

If possible, please include details of your hardware and preferably copies of your AUTOEXEC.BAT and CONFIG.SYS files – and for Windows problems, your SYSTEM INI and WIN.INI files.
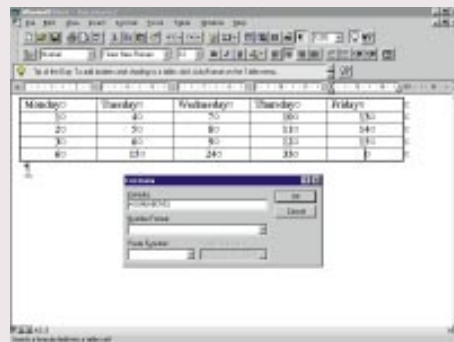**The writer of every published letter will receive a FREE COPY of either *Microsoft Works* or *Microsoft Publisher*. Please state which you would prefer.**

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