



Get clearer text on LCD screens

If you use a flat-panel monitor or a laptop, you may notice that the edges of your text look a little blurry or jagged. If you are using Windows® XP, you can enable the *ClearType* setting, which may help text look clearer.

Right-click anywhere on your desktop and select *Properties* from the popup menu. In the dialog box that appears, click on the *Appearance* tab, then click on the *Effects* button.

Make sure that the box beside “Use the following method to smooth edges of screen fonts” is checked. In the list below it, select *ClearType*.

Then click *OK*, and then click *OK* again to close the last dialog box.



2 Gb Outlook® files will corrupt your data!

If you have Outlook® XP, 2000, or 97, pay close attention to the size of your Outlook® files. If one of your ".pst" files (the file that Outlook uses to hold all your data) is getting close to 2 Gb in size, STOP USING IT RIGHT NOW, and split it into smaller files. (Outlook should warn you if the file is getting close to 2 GB).

Once the .pst file reaches 2 Gb in size, it will immediately become corrupted and unusable, and you will lose data. There is no Microsoft tool that will restore your lost data, and their recover technique isn't effective. **This problem doesn't affect Outlook® 2003 or later.**

Check the size of your .pst files by searching your hard drives for *.pst (you may have more than one .pst file). Be sure Windows® is also searching for hidden and system files. Windows® 2000 will automatically search for them, but you need to set this under Advanced Options in the Windows® XP search panel.

You can split up your .pst file by selecting folders and exporting them to a new .pst. Then, you can import the new .pst file, and delete the duplicate information from the old one.