

Computer Observer

November 2007

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What's Your Favorite?

by Adam J. Richter M.S.

The internet is an extremely fun place. No matter what your interests are, you can probably find at least a dozen websites dedicated to it on the internet. From cooking, to sports, to exercise, to video games and more...

If you find that there are a few website that you constantly visit, you should look into saving your websites to favorites.

Internet Explorer, AOL, and Firefox all give you the ability to save websites you like to visit. They add this feature so you do not have to remember the long and sometimes complicated URL (website address).

Before you add a website to favorites you will need to navigate to the website. After navigating to the website you do the following.

Internet Explorer

If you use Internet Explorer (the blue 'e' icon) then you can add a website to your favorites in any of the following ways:

1. Click 'Favorites' on the file bar and then click 'Add to Favorites'
2. Hold down the 'Ctrl' key and then press the 'D' key (Ctrl+D)
3. If you use Internet Explorer 7 then you can click the yellow star icon in the top left hand corner of the screen.

Mozilla Firefox

In Mozilla Firefox favorites are called Bookmarks. You can add Bookmarks by clicking 'Bookmarks' on the file bar and then clicking 'Bookmark this Page.' You can also use the Ctrl+D shortcut.

Awesome Internet Shopping

by Adam J. Richter M.S.

The Holiday season is right around the corner and it'll soon be time to do some gift buying. I've done a large amount of shopping on the internet and I have a few tips to keep you safe and to make your experience a lot easier.

If you have ever had to buy a gift for someone and you don't understand anything about it, search the internet for reviews. The internet is full of reviews for everything. If your friend wants an mp3 player, search the internet for the Top three mp3 players and do some reading. Trust me; your giftee will appreciate it.

When shopping on the internet, stick to large internet vendors. The bad experiences most people have had involved small unestablished businesses that do not have any interest in proving you with a quality experience. Amazon.com, Yahoo Shopping, and Google Shopping are all good places to start.

Remember, most local stores also have websites. If you do not want to fight the lines at Staples or BestBuy, try visiting their webpage instead to order your products.

Be sure to pay attention to the expected delivery date. Order your gifts early enough to receive them in time for the holiday. When the holidays draw near, internet vendors get swamped with orders and it will cost you a premium to get your gift in time. And as you might know, it is never as fun to give an IOU.

Lastly, do a little price comparison. If you're ordering something relatively common. Compare the prices at multiple online stores. There are some that specialize in comparing prices like www.pricegrabber.com so use them to your advantage.

We Fix Computers

Computer Pros is a full service computer repair and tutoring store located in South Sarasota. Computer Pros services the following areas: North Port, Rotunda, Englewood, Venice, Osprey, Nokomis, Sarasota, Myakka City, Bradenton, Palmetto, Ellenton and more.

Call today to get your computer question answered.
Sarasota/Venice (941) 918-0300
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<http://www.computerpros.cc>

X Great Computer Observer Articles...

Look at some previous Computer Observer articles that you might enjoy.

“Webmail Bangs With Benefits” – January 2007
“Screamin’ Hot Laptop” – March 2007
“Do You Have Norton or McAfee?” – March 2007

Download these and more at
www.computerpros.cc/articles.php

Out with the Old in with the New By Adam J. Richter M.S.

This is the time of year where a lot of new computers are purchased. Before you toss your old computer in the trash, here are a few things you should know.

If you purchase a new computer, Computer Pros can transfer all of your data from the old computer to the new computer. We can copy your pictures, documents, music, email and more. Doing this makes using the new computer a lot easier.

Once we’ve transferred all of the files to the new computer you may start thinking about trashing or throwing away the old computer. Here are a couple of things you should know:

1. The old computer may be able to have windows reinstalled and then be given to a friend or a friends child. Children’s computer games typically do not need a powerful computer.
2. If your old computer is beyond usable, you may want to trash it. You should consider bringing it to a recycling company where they will melt down the metals and reuse it. Before you dispose of the old hard drive you should also have all of the old data destroyed, there are programs that do this for you, Computer Pros provides this service, or you can have the hard drive physically removed.

Advertising

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1/3 page is \$220/month (banner ad)
1/6 page is \$120/month (seen to the right)

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The Basics

by Adam J. Richter M.S.

I get a lot of requests for basics tips and tricks. Here are a few tips that are universally useful and will save you some time once you've learned them. Typically I provide a few ways to accomplish the same task. You do not need to learn them all, just the one you are most comfortable with.

Understanding Your Mouse

Left Click Single – Selects Things

Left Click Double – Opens Things

Right Click – Brings up context menu

Making New Folders

- File>New>Folder
- Right Click>New>Folder

Renaming Folders and Files

- Left Click to Select Folder>File>Rename
- Left Click to Select Folder>Left Click the Folder Name
- Right Click Folder>Rename

Highlighting All Files

- Ctrl+A
- Edit>Select All
- Left Click and Hold Down in Bottom Right Corner, Drag Box around all files

Highlighting Select Files

Hold down the Control key down and use the Left Mouse button to single click each file or folder you want to select.

Cut/Copy/Pasting

You have to highlight or select something before you can cut/copy

Cut – Removes the file from its locations and puts it into the location you paste.

- Ctrl+X
- Edit>Cut
- Right Click>Cut

Copy – Makes a duplicate of a file or folder.

- Ctrl+C
- Edit>Copy
- Right Click>Copy

Paste – Puts the file in the location where you Paste.

- Ctrl+V
- Edit>Paste
- Right Click>Paste

Save As versus Save

If you use a computer regularly then you have probably saved files. When you perform saves, you are telling the computer to store a copy of your work on the hard drive. This copy can be opened at a later time, e-mailed, or copied to a backup.

One way to make sure that you know where every file on your computer is saved is to always use the 'Save As' function. This option allows you to give the file any name you want and it also allows you to tell the computer where you want to save the file.

Some of the most common locations to save files: Desktop, My Documents, and Your own custom folders. You can go to File>Save As to accomplish this.

Backup Basics

Backups should be done regularly depending on how important the data is and how often it changes.

- The more important the files are and the more frequently they change, the more you need to backup. Examples: Business Files, Etc...
- The less important the files are and the less frequently they change, the less you need to backup. Examples: Pictures, Downloads, Etc...

You should always organize your files, especially before you perform a backup. There are three things to consider when organizing your files:

- Folder Names
- File Names
- Folder/File Locations

Places to Backup

There are a lot of places to backup your files, pictures, music, or movies. Some of the most common places are: Floppy Disk, Zip Drive (LS120), CD, DVD, Hard Drive (Internal, External USB/Firewire), Thumb Drive, and Network Drive.



The Venice Area Computer Users Group

The Next Meeting is Monday November 5th 2007 at 4:00 p.m. Venice Library
www.thevacug.com

The VACUG is a non-profit organization designed to help its users become more adept in using computers. This is accomplished through classes, Q&A sessions, and through the networking of members.

Presentation meetings are held the first Monday of each month. Family, guests, and the general public are welcome. Meetings feature industry leaders such as Adobe, Corel, Microsoft, Quicken, and local experts demonstrating the latest software and hardware on the market.

One year membership is \$35.00.

Invite a guest to the next meeting FREE. Non-members may join at the meeting or may print and bring an application from www.thevacug.com

Meeting Schedule

4:00-4:05 PM.....Sign-in
 4:00-4:45 PM.....Forum – Computer Pros
 4:45-5:00 PM.....Break
 5:00-6:00 PM.....Guest Lecture
 6:00-6:15 PM.....Prizes and Raffles

Meeting Location

Venice Public Library (in the auditorium)
 300 Nokomis Ave S
 Venice, FL 34285



COMPUTERPros

8392 S. Tamiami Trail
 Sarasota, FL 34238

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