

B Y**T H E****B Y T E**

Tips and Tricks for Easier Computing. News and Views for Easier Understanding



Greetings from your new On-Site Computer Software Trainer, Cindy Moors

Hello Asheville!! Now you have your very own computer teacher that comes right to your office or home! I created Compu-Ease Computer Training in 1995 in Orlando, Florida and have recently relocated to the Asheville area. Compu-Ease specializes in training users on Small Business Software Applications such as QuickBooks and ACT, as well as most Microsoft products, Ipods and Digital cameras.

"By The Byte" is a FREE newsletter sent out via email once a month. I gather the most commonly asked questions and answers to problems I see most often during my trainings each month, and share them with you.

Learn more how Compu-Ease can help you by visiting my website at www.compu-ease.com. I look forward to meeting many of you soon!

- Cindy

"Techno-Babble" Made Simple "SPYWARE"

Spyware is software that covertly gathers information without the user's knowledge, usually for advertising purposes. The spyware monitors user activity on the Internet and transmits that information in the background to someone else. Spyware can also gather information about e-mail addresses and even passwords and credit card numbers.

Microsoft recommends you use more than one anti-spyware program since none of the products tested catches every spyware variant - only one should have real time protection. (meaning it runs in the background all the time)

They also recommend the **FREE Microsoft Antispyware** beta from www.microsoft.com/protect with real time protection as your primary. Microsoft says it will offer the final version of the beta software to licensed Windows users at no charge. It rated Very Good on detection, Excellent on ease of use, and includes auto updates, can ignore cookies, protects browser settings, and schedules scan.

Ad-Aware was highly recommended as the secondary www.lavasoftusa.com/software/adaware. Ad-Aware is NOT real time - you can scan anytime.

Windows XP, ME, 98 & 95



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Q: When I insert pictures into the body of my messages, the pictures are inserted in humongous size, "super-sized". The recipients also receive them "super-sized". What do I have to perform to reduce the picture sizes before inserting them into my email?

A: You have to resize them before you insert them. If you do not have a photo imaging program, you can download IrFanView (free) at: www.irfanview.com or: <http://www.tucows.com/preview/194967.html>

Did You Know..?

You no longer have to type the www. when typing a website address in to your browser?

TAKING THE "BYTE" OUT OF USING COMPUTERS!

How to shut-down a non-responding program without shutting-down Windows.

You don't need to turn-off your computer to clear a misbehaved program/frozen Window. Hold the Ctrl and Alt Keys down and press the Delete Key (**once!**), the Windows Task Manager window will appear - click the **Applications** tab and select the non-responding program and click the **End Task** button. If the program does not shut-down after a reasonable period of time, repeat the process. Pressing **Ctrl-Alt Delete** keys twice will shut-down Windows and reboot the computer.

Website Pick-Of-The-Month
Attention Music Lovers - check out
www.pandora.com

Use TABS, Not Spaces.

If you really want to drive someone crazy, sit him down at your word processor and ask him to line up words or numbers in several columns by pressing the spacebar. It's better than Rubik's Cube - there's usually no solution at all!

Precisely aligned columns are no problem with the space bar on a typewriter, because each character or space takes up the same space on a line. But on a computer, characters are proportionally spaced. An *m* is wider than an *i*, and an *m* in one font might be wider than an *m* in another font.

When you want to align text or numbers precisely in columns, use tabs. Text always aligns **exactly** to a tab stop, no matter how wide or thick the characters are. Text aligned to a quarter-inch tab stop is always at one quarter inch, no matter what.

**WHEN WAS THE LAST TIME YOU
BACKED UP
YOUR DATA????**

WHY REINVENT THE WHEEL?

If you need a form, label design, powerpoint presentation, spreadsheet, letterhead design, etc. go to:

<http://office.microsoft.com/en-us/templates/default.aspx>

Chances are, you'll find just what you're looking for and the best part is they are all FREE!



FORGOT TO TAKE OUT THE TRASH?

Are you one of those people who never gets around to emptying your Recycle Bin? Then you'll be happy to know that Windows has a built-in reminder. If the total size of files in the Recycle Bin reaches a set limit (by default, 10 percent of your hard drive's total storage space), a message pops up letting you know you should take out the trash.

- Quick Find -

Need to find a phrase on a website, in a document, or even in a file name on your PC? **Ctrl + F** will bring up a Find window in Windows XP and most programs.

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