

BRIGHTWEBS TIPS

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Gerri's Computer Newsletter

Miscellaneous Notes

CUSTOMIZE THE SEND TO MENU:

Remember the Send To Menu? It's the one you get when you right click on a file. We use it to create shortcuts on the Desktop.

If you want to add a place or eliminate an item on the "Send to" menu that you don't use, here's how. It may sound confusing to read, but take it step by step:

1. **Right-click** your **Start Button, Explore**.
2. Go to the **Windows\Send to** folder (it should be just above the folder you landed in when Explorer opened).

3. To remove items you don't want listed on the menu, just delete them. To add items, just drag their shortcut to the folder (I drag them right from the desktop / taskbar). Note that you want to use your **RIGHT mouse button** to do this. If you drag with your left mouse button, you may remove the shortcut from its original location. If you right-click and drag, when you release you get a handy little menu that lets you choose to copy, move, etc. Choose **Copy**.

For an example of why to do this, you might want MS Word as an option in your "Send to" menu. Drag and drop its little shortcut icon into the **Send to** folder. Now you have the option of sending

something to MS Word. You can also add a folder shortcut to your "Send To" menu, giving you the ability to send files to that folder quickly and easily.

Right-Click on Start > Explore
2. Go to the **Windows\Send to** folder (it's probably just above the folder you're currently in).
3. Use your **RIGHT** mouse button (yes the right one) to **drag** a folder to your **Send To** folder.
4. You'll get a menu that will give you several options, including one to **create a shortcut**. Select that.

That's it. If you would like to send a file to the folder you just created a shortcut to, right-click it and select it from the **Send To** list.

Special Note for XP users:
*In Win XP, make sure you have your computer set to **Show Hidden Files and Folders**. In Windows Explorer click on **Tools, Folder Options**. Next hit the **View** tab. You'll see an option for "Show Hidden Files and Folders" there. Select that and hit **OK**. You'll see the **Send To** menu under the **Documents and Settings\USER NAME** folder (The **USER NAME** is the name you use for your custom settings on XP).*

Adapted from a tip by Steve at <http://www.worldstart.com/tips>

CLEAN UP YOUR SYSTEM

As part of the process of writing this newsletter, I end up going to some weird sites (it's a tough job but...). Once I'm done, I always run Ad Aware and then SpyBot to catch any little nasties that have snuck into the computer. Mostly they find tracking cookies, I delete them and all is well. Any time you've been surfing to odd locations, I recommend you do likewise. And don't make a habit of surfing to odd locations 😊

I'M TEACHING CLASSES AT LANGARA—SIGN UP NOW!

Right after Labour Day (Sept 6, 7, 8, and 9, mornings AND again Friday evenings starting on the 23rd) I'm teaching a series of Basic Computer classes in the Plus 50 program

- Computer Basics
- Internet FUNDamentals
- Communicating Online
- Internet Shopping and Banking

Each class is 3 hours and you can sign up for one class for \$49 or all four for \$176 (save \$20).

Looks like they're being taught at the 601 W. Broadway location, and the Oak Street bus stops right outside the door.

Call 604-323-5322 to register. I hope to see you there.

Gerri

What does ... mean?

Sometimes computer folks toss around words that sound like Greek and you hate to let on that you don't have a clue what they're talking about. It happens to me too, when I go to some of the technical meetings. So I thought I'd give you some definitions of words that I'm seeing a lot of in the paper lately.

VoIP stands for **Voice over Internet Protocol** and you'll be hearing more about it because all the telecommunications providers are getting into it. It means you will make calls on your regular phones but use the internet as a global telephone network. You will need to have high speed or broadband access to use it. Stay tuned.

Broadband means high speed transmission back and forth from your computer to the internet, or lots of information traveling to your computer at once. This could be either cable which you get from Shaw in this area or DSL which you get from one of the telecommunications companies, both as opposed to dial-up access which is slower but cheaper.

SP2 is Service Pack 2, which means the 2nd service pack or major program update which Microsoft has issued for Windows XP. Service Packs are free and they fix bugs or problems that have been discovered since the program was first released. Don't be the first on your block to download the latest upgrade or Service Pack, but don't be the last either. Let the techies download it first, find all the bugs, complain to Microsoft (or any software company), and then once the bugs that were caused by the software to fix the bugs are fixed (are you still with me?) you can download the revised software and make sure your computer is protected.

Bluetooth is a technology that lets devices talk each other without cables or wires. It is an electronics "standard," which means that manufacturers that want to include this feature have to build specific requirements into their electronic devices. That ensures that the devices can recognize and talk to other devices that use Bluetooth technology.

Lots of devices use Bluetooth

technology, including mobile phones, computers, and personal digital assistants (PDAs). The Bluetooth technology relies on short-range radio frequency, and any Bluetooth device can communicate as long as it is within the required distance. The technology is often used to allow two different types of devices to communicate with each other. For example, you may be able to operate your computer with a wireless keyboard or use a wireless headset to talk on your mobile phone.

IF AT FIRST YOU DON'T SUCCEED-TRY AGAIN works on the web as well as in the rest of life. Sometimes you'll click on a link and get a 'file not found' error and if you just wait a moment or so and try again you can connect right away. The site might just be set up to handle ten visitors at once and you're #11.

KEEP YOUR SYSTEM PATCHED AND UPDATED because the bad guys are still out there writing worms and viruses. Yes, they're scum! But clever and they know that some people will still click on dodgy links or open mail with attachments.

Alas, Dan Gookin's Wambooli Salad is no more. But you can still see his website at <http://www.wambooli.com> and he's keeping a diary of tips and ideas. I recommend it.

ARE YOU A HISTORY BUFF?

From my friend Caddie comes a site for historical records: "These people have taken all sort of those obscure little pamphlets and booklets put out by tiny towns and districts from all over Canada, and have made jpgs out of every page, and you can search the content of the pages, as well as topics and keywords. I

spent hours in there this afternoon." <http://www.ourroots.ca>

Some other interesting links:

<http://www.virtuallibrarian.com/research/ibc.html>—check out the web basics page

<http://www.symbols.com>—Try the word index for the easiest way to navigate—an interesting site if you like symbols

<http://www.nlm.nih.gov/medlineplus/> has lots of health info

So does the BC Health Guide at <http://www.bchealthguide.org/klbaltindex.asp>

Search on Summer for recipes at

<http://www.cooking.com/recipes>

And if you like recipes, try the name of any favourite food brands for collections of recipes. For example, <http://www.kraftfoods.com> or Smuckers or Nabisco or Contadina all have websites with lots of good info.

And for all the Red Green fans, check out <http://tinyurl.com/3b25> for 3M's many uses of duct tape.

Happy surfing, and email me with questions or *suggestions of what you'd like to see in the newsletter.*

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