

HTTP://WWW.BRIGHTWEBS.COM

# BRIGHTWEBS TIPS

Gerri's Computer Newsletter

April 2008

## CREATING SHORTCUTS IN WINDOWS VISTA

Two ways

1. Simply drag and drop. For example, if you want to create a shortcut for one of your favorite programs, just find it under your Start menu and drag it to your desktop. That's all there is to it!
2. Find the item you want to create a shortcut for, right click on it and choose **Send To, Desktop**. Either way you choose, a new icon will appear on your desktop for easy access.



*Shortcuts to favourite websites:*  
What about a shortcut for one of your favorite Web sites? Go to that site and drag the small icon you see next to the site's URL to your desktop. That way, you won't have to type in the Web address every time you want to visit that site.

You can also rename your shortcuts once you get them on your desktop. Just right click on the choose **Rename** and type in the name you prefer. Or, if you want to remove one of your shortcuts, simply right click on it and select **Delete**, then **Yes**.

Both of these shortcuts will work in Windows XP as well.

## ALL MY FAVES

Somebody with a lot of time to spare has made a web page of all the commercial links you might possibly want. See the result at [www.allmyfaves.com](http://www.allmyfaves.com)

## WEB ADDRESSES - other info

While on the topic of web pages, it's generally not necessary any more to type <http://> in front of the [www](http://www) for a webpage, but if you leave it out and get an error message, try adding it back in at the start of the URL. Sometimes browsers or computer programmers miss a step too.

Also not all websites start with [www](http://www) so read URLs carefully, (see the next item for an example) and if you need to find a website and don't have the URL, use Google and type the name or topic in the search box.

## BAD GUYS STILL OUT THERE

They are targeting many programs that run on your computer, as well as the operating system. To keep your computer secure use Windows update, but you also have to patch commonly installed applications like QuickTime, RealPlayer, Adobe Reader, Adobe Flash Player, and Sun Java, all of which can be at-

tacked through your email or web browser. A good site to check out is [http://secunia.com/software\\_inspector/](http://secunia.com/software_inspector/) which will scan your system to be sure it's up to date. They'll even send you a regular email to remind you when it's time to check again.

### **Computer Basics Classes**

*Starting again May 22 at Langara with several new classes. The series will run to 6 sessions, so sign up for 1, 2 or all six.*

*Shopping and Banking Online has been reconfigured as **Staying Safe Online**. New classes include **Maintaining Your Computer** and **Multi-Media on Your Computer**. (Special Introductory Pricing on those two at \$35 each - they'll go up to \$49 each for next term). We also are continuing the **Introduction to the Computer, Internet FUNdamentals** and **Communicating Online - Email**.*

*This beginner series is very popular—call Daniel Thorpe at 604-323-5266 for more info or to sign up.*

*I'm also teaching **Microsoft Publisher**, starting May 24 for 3 Saturdays. If you'd like to learn how to make greeting cards, brochures and newsletters, business cards and even simple web pages, Publisher is a great Desktop Publishing program, friendly and easy to use.*

*And **Microsoft Powerpoint** begins on June 14 for 3 Saturdays. Come join me. Daniel Thorpe will have details on this also—see number above.*

## SETTING UP MAIL FILTERS

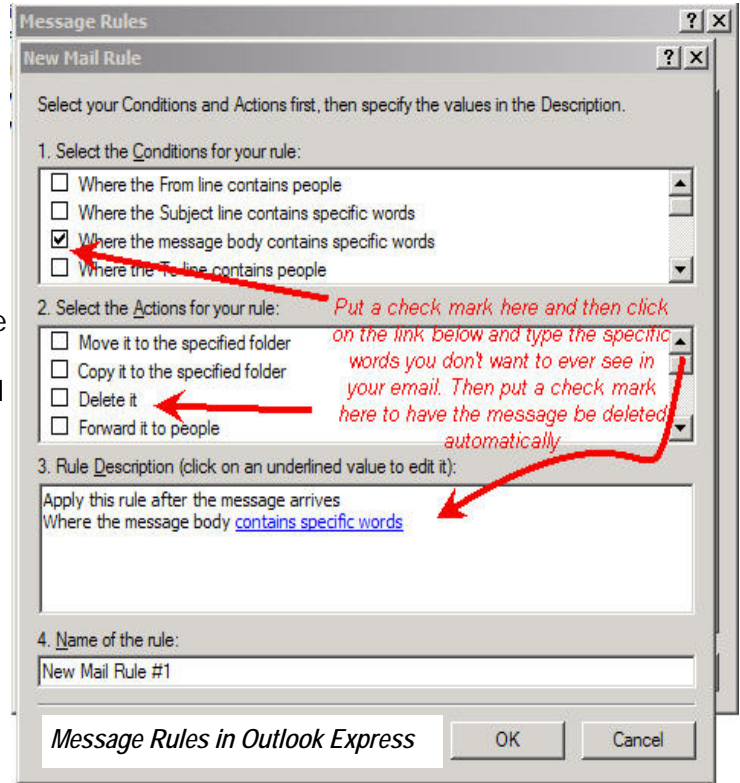
Most ISPs have some sort of spam filters these days, but if the filters are set too strongly, you can end up missing messages you really wanted. Still, no one wants email offering to resize body parts. You can set up a filter to take out the nasty emails.

Here's how in Outlook Express:

Click on **Tools > Message Rules > Mail** and create a rule. See the illustration at right. The procedure is similar for Outlook. (**Tools > Rules and Alerts** and then follow the steps.

In Hotmail, click on **Options** (top right, just below your email address, **Filters and Reporting > Choose a Junk Mail filter**.

In Yahoo it's **Options > Filters** but you can also turn on **Spam Protection**. For both of these you need to go in periodically and clean out your junk mail folder. DON'T open any of the messages in it unless you recognize the sender, just delete them.



## TAX TIME EXPERIENCES


While doing taxes is never fun, the Revenue Canada folks are, on the whole, helpful and courteous every time I've called them. We got a late T4 the other day after we'd already filed and gotten the assessment, and the person who answered the phone (at 1-800-959-8281, to save you looking it up) told us to go to the website at <http://www.cra-arc.gc.ca/> and find a form called T1 Adjustment Request. Easy and simple, with instructions on how to fill out the form included. Go to the website above and click on Forms and Publications for any missing forms you might need when doing your taxes.

## BEWARE OF BETA SOFTWARE

When developers create new software, they test it on tech people and label it as a Beta version. Then it goes through lots more testing. When they get to the final version it's probably got all the bugs out. Never install Beta software on your machine unless you

want to help find the bugs (or get bugged by them). An example is the new release of Firefox 3.0 - it's still in Beta testing, so stick with your current version until later in the year when the final version will be out.

## DOUBLE SPACING IN WORD

Did you know that you can quickly turn on double spacing with Ctrl +  2. To go back to single spacing use Ctrl + 1 and, as a special added bonus, 1.5 line spacing is Ctrl + 5. If you've already typed the document, just highlight the part you want to change the spacing on, then use the keystrokes above. Reminder: when I say Ctrl+2 you should hold down the Ctrl key at the bottom left of your keyboard while you tap the number 2 on the row of numbers above the keyboard. (not on the numeric keypad). This tip works in Publisher as well, but gives a totally different effect in Excel (try it and see).

## IMAGE FILE TYPES

A great explanation about file compression and why your pictures have filenames that end in jpg or tiff or gif or... "There are basically two ways of saving images, lossy or lossless (no, I didn't make those up). If an image is saved in a lossy image format, it means the format being used discards some of the "unimportant" image information. However, the resulting image file is smaller. Lossless retains ALL the image information." See the rest of the article at WorldStart's site:

<http://tinyurl.com/5vmma6>

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Please contact me at 604-773-6107 for private lessons, with technical questions or to find out more about my classes. And visit <http://www.brightwebs.com>  
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*Thanks! See you next time. Gerri*