

# PC Computing, LLC

Offering Technology Support & Solutions

One Byte @ a Time

## October Happenings

As October breezes in, many of us are in organizing mode as we get ready for Fall. In this newsletter you'll find information on how to "organize" your documents and photos within your computer. Another thing to consider is safeguarding all that precious data. Many of you are purchasing new computers and want to learn more about it and the programs installed in it.

Here's some options: Go back and look at some of my previous [newsletters](#), where I have given [tips and shortcuts](#) and highlighted many different ways to do things. If you didn't save the emails, you can access my newsletters from my website: [www.pccomputing1.com](http://www.pccomputing1.com) and download them again.

Take a [ConnectOhio](#) Computer Class— a free 6 hour course on basic computing and Internet research. Classes are being held at the Medina County Career Center and the Medina District Library. Information is available at the end of my newsletter.

Join me at [Cool Beans](#) for a [Tech Lunch n Learn](#) class. I am holding monthly classes there on Wednesdays 12:00noon to 1:00pm. Next class is Oct 26 on Excel. Details are on the website.

I'll come to your home and work with you individually. Make a list of what you wish to learn and email or call me to set up a class.

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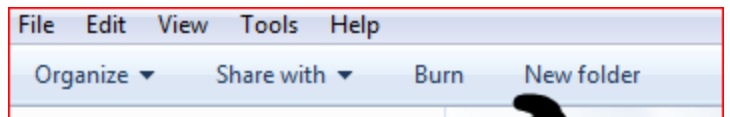


## Organizing Files

Are you frustrated because you don't know how to get started organizing your documents and pictures? **You are not alone!**

Perhaps one way is to first take a look at what you have and determine how you want to group your files. Creating folders will help you organize like items and be able to access them quickly.

How to create a folder in Vista or Windows 7?



- ◆ Open up the Documents or Pictures Library
- ◆ Look for the toolbar as shown above.
- ◆ Left click on the **New Folder** command
- ◆ A folder will appear and you can immediately start typing a name
- ◆ Press Enter on the keyboard.

**Note:** A common mistake is trying to line up the cursor inside the box once you click on New Folder and the folder appears. You don't need to do that. The new folder window is open and the cursor is already blinking in there...just start typing the name of the folder then press Enter

to finish. Otherwise you will end up with : folder1 , folder2, folder3 etc.

You can drag/drop existing files into that new folder without opening the folder. Repeat the process of creating new folders and placing existing files into those new folders.

When you are saving a NEW file...it's important to **browse** to the folder where you want to store it in —so that it will be saved properly the first time.

File SAVE AS ( when saving a new document) will give you the opportunity to change the file location. If transferring pictures, there is typically an option to BROWSE and locate the folder you wish to have the pictures saved into.

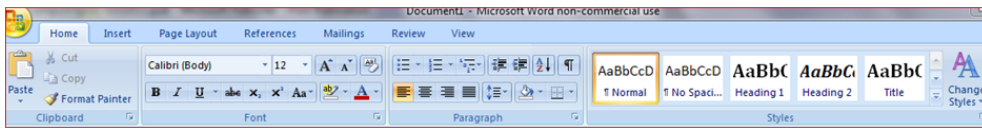
If you remember to save the file in its proper place from the beginning, your files will be easier to find next time.

## The Office Ribbon Disappears! or (How to hide it so it doesn't take up space)

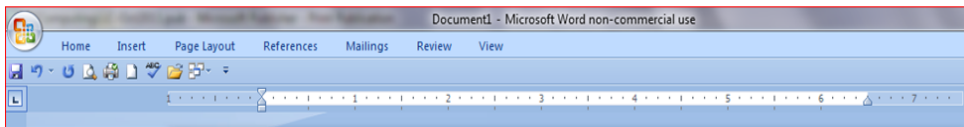
You accidentally click on something and now the Microsoft Office Ribbon has disappeared. This applies to any program that has a Ribbon in Microsoft Office versions 2007 and 2010. Use this keyboard shortcut to display it or hide it.

**CTRL + F1**

Ribbon Displayed



Ribbon Hidden



## Purchasing an External Hard Drive —Tips

How are you protecting the data in your computer in the event of a system crash? Documents, photos, genealogy files, music, videos etc?

An External Hard Drive is one back up option. It's the same type of unit already in your computer (the "C" drive) except this one is an external one that plugs into your desktop or laptop using a USB cable.



Some have special programs that fully automate the back up process. This portable unit can be used to transfer files from one computer to another. Maxtor, Seagate, Western Digital are some of the name brands. Most have the storage capacity of 500 gig of space or more. The physical size of the unit also varies. Some are very small and light to carry. You can purchase one for \$69 and up sometimes there are specials.

## Windows Safe Mode

Sometimes the computer will start and display this page. There could be many possible reasons this window is displayed.

It may have to do with software, hardware, drivers or windows updates installed that caused a conflict with your system.

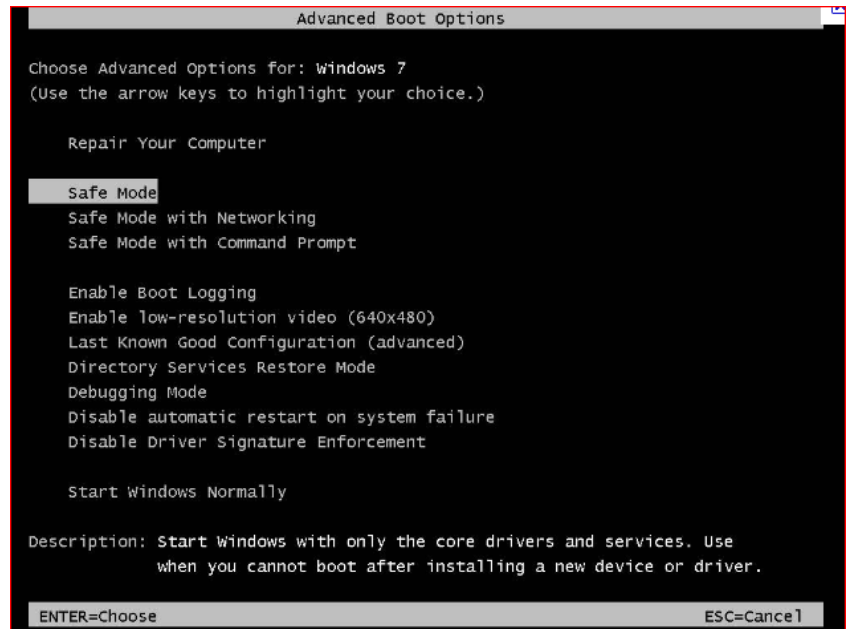
Safe Mode is typically used to troubleshoot programs or drivers that are preventing Windows from starting normally.

Select “Last Known Good Configuration” or “Start Windows Normally” to try to get you back to normal Windows mode.

If neither option works, select “Safe Mode” and then via the Control Panel try to uninstall the program that is causing problems.

**Virus Issues:** In cases where a virus downloads into the computer and cannot be removed while in normal Windows mode—restart the computer and press the **F8** function key until you see the Safe Mode screen displayed. Since Safe Mode bypasses the start up programs and drivers not required to load Windows you might be able to scan your system while in Safe Mode and/or download removal tools from the Internet.

In cases where nothing seems to work the best thing to do is call us for more in depth technical assistance.



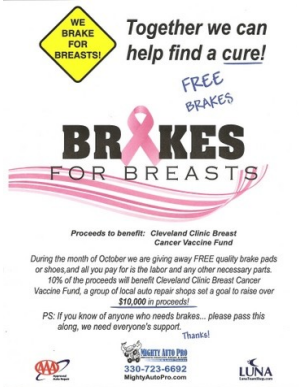
## What are Google Alerts?

Did you know you can track new info that appears on the Internet about yourself, a company, your competitor, a celebrity or anything else that interests you?

Setting up a Google Alert is simple and you can receive email alerts anytime the Google search engine picks up that specific name in blogs, newspaper articles, web pages, etc. This is a very good idea if you have your own business and want to see when your name or company is mentioned and to track what your competitors are doing.

Also great if you are interested in a specific hobby or piece of news information. Instead of searching and spending hours, you will receive an email as soon as Google picks up the information.

Here's the link to read more about it and set up your own Google Alert! [www.google.com/alerts](http://www.google.com/alerts)



## Mighty Auto Pro—Special

Visit [Mighty Auto Pro](#) located in Medina. It is a full service car care center. They have a special running in **October for free brakes** and the proceeds are going to **benefit the Cleveland Clinic Breast Cancer Vaccine Fund**.

They are a long time customer of mine and we take all our cars there for repairs!  
**Make sure to tell them that you saw the ad in Pieri's newsletter.**

Call 330-723-6692

## PC Computing Offers:

### REPAIR SERVICES:

New PC Set Ups  
Tune Ups  
Virus Removal  
Windows Reinstallation  
PC Upgrades  
Set Up Wireless Equipment  
Advice with PC purchases

### COMPUTER TRAINING

Microsoft Office:  
Word, Excel, PowerPoint  
Access, Outlook,  
QuickBooks  
Internet Research  
Windows 7  
File/Folder Mgmt and much



Call the [Medina County Career Center](#)  
OR  
the [Medina County District Library](#)  
to find out about these  
free 6-hour computer courses.

Jan Schreiber and myself are the Instructors!  
Here's the website on the program:  
[www.connectohio.org](http://www.connectohio.org)