

Easy Step By Step Computer Task

Written by a Blonde

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Windows Critical Updates:

This is the most important task you will need to do on a regular basis. You can do this manually or set it up for auto updates, but remember with auto updates it will only do the critical's.

Windows updates:

1st click on start/ Windows Update, for those of you using XP windows you need to go to start/all programs/window updates. This will open your Internet Explorer and take you to the Microsoft Windows Update Site.... (the 1st time you go to "Product Updates", Microsoft will want to install a Windows Installer program to your computer, say "Yes" to install this to your system). Once you open the Product Update page, look for "Critical Updates" and follow the directions on the page to install this update. With XP you have to tell Windows which ones you want to update by clicking on the add button. NOTE: Usually Windows will want you to reboot your system after the update is installed. After finishing the update go back to Windows Update page and check for anymore updates, some Critical's have to be done separate. It is important that you go back and check. Note: Download and Installation can take up to anywhere from a few minutes to a few hours so be patient.

Right Click Is Your Friend:

Most mouse has 2 buttons on them. A left click and right click. Left click is to open or go to any web site or scroll your down your page. Right click has a drop down window that will give you options such as copy, paste, save as, save image as, delete and so on. Do not be afraid to right click with your mouse. If you see that it's not what you want then click on a bare spot on your screen and it will disappear.

To Send a File:

The easiest way I know...to send a file/picture/anything...is to right click... and select... "Send to mail"...this way it automatically attaches to your mail for you...just add the address/a few lines if you choose...then send.

To Create a Folder:

If you like something you see on the web...a movie/picture/graphic...just right click and select "save as"...a box will pop up...1st ...see if there's a "File name"...if not...give it one...then choose a "saving location" that you know (desktop / ect.) then...click " Save "...you've saved something . Remember that copyrights apply to many items on the web.

Do this...practice creating a folder...right click an empty space of desktop...or "C" drive folder...any empty space anywhere... and select " new "...then folder...Now type a name, while it's highlighted blue... you've just created a folder/...right click them to rename the folder. It's endless how many folders you build!

You can put a folder on your desk top to store all your downloads such as pictures. This way you know it's something you have downloaded.

When you find something that you want to download....right click and select "save as"then put it where you can find it...after it's saved ...go to it ... right click it...select "Scan with virus"....this is the proper way to scan for viruses ...remember... you have to update your virus program at least weekly...or it's useless....go to it's preferences and get it's virus updates. More on viruses later in the manual.

To see what is running on your computer:

If you click ... control/alt/delete.... Together once...it'll show you all the programs running...to close a program... highlights it and click "end task ". Warning!: Pressing control/alt/delete twice will shut down your computer.

You Don't Delete Programs.... You uninstall them:

Click on start...settings...control panel...then look for add/remove icononce you find the program you want to uninstall...click add/remove button....using custom instead of automatic is better...just "select all" at every option till your finish.

Copy and Paste

You'll love copy and paste...hold your left mouse button down and swipe it across something you want to copy... it will highlight in blue...right click it and select copy...it is now in your browser... now just right click and select paste in a different location...you can copy and paste text /programs /pictures / ect.

Save Favorites

Want to save a page you've visited...click favorites at the top, then add to favorites (sometimes called Bookmark), a pop up will appear. You select a folder you want to save the page in from the large white box. You can also select create a folder to make one. The next time you want the page. Click favorites and look for the folder. You can organize favorites too.

What Is an Anti Virus Program?

There are many anti virus programs on the market, some work better than others. Remember your virus program is only as good as the updates! We use a free (don't you just like that word!) program called AVG which you can find on www.grisoft.com. Always look for the free programs. An anti virus protects your computer from viruses, worms and Trojans. Yes there are some sick people out there that have nothing better to do than send out these destructive programs. And unknowingly friends and family members send them through their emails or file transfers. With a good virus protection you can breathe a little easier. But you still need to be careful and on guard. NEVER open an attachment in your email from someone you do not know.

Firewall

OK trust me firewall is not for your furnace! A firewall is a program that blocks unauthorized programs from accessing your computer. Once again we use a free program called zonealarm, this you can find at www.zonealarm.com look for the free download. It takes a bit to get use to because it will ask you all the time if you want a certain program to access. You can click on remember this answer or if you are not sure what the program is you can click on more details. But! If you are blonde like me just click protect without asking box and you won't be bothered by a lot of the pop ups.

Search Engine

Ok guys this doesn't mean we are looking for an engine for your truck! A search engine is what we use to find information on the internet. I have found www.google.com to be the best. You will also see the button titled Search at the top of your tool bar. Ladies I think these computer terms were created by men!!!! Engines and tool bars geezzzzz give us a break here! Why not call it the find the info button! Anyway, use the search engine to find anything on the internet.

Computer Terms

Now is a good time to discuss computer terms since I have you totally confused! In the beginning there was man.... Then came along a silly machine called computer. Ladies I think men had no concept that females would one day approach this silly machine! But we fooled them!!!! Yes we can and will conquer this box of self absorbing intellectual highway of information. If you want to appear you know more than the male species then learn the terminology! Here are some of the basic terms.

Desk top:

It's the thingy that has some folders like "my computer", "my document" "recycle bin" and so on. Oh! And by the way it has a pretty picture in the background. Which you can change by doing this: right click on a bare spot on the desk top then click properties. A window will pop up and look at the top tab that says desk top. Click on one of the items in the window and you'll get a preview on the little TV, select what you want. Then click apply and ok. You have other choices you can make here too, read the

tabs and make your selection.... If you really screw it up click on restore defaults and it'll put it back. If you have a bunch of icons all over your desk top and can't see that pretty picture just right click on an empty spot and select arrange and then select the way you want them arranged and it does it for you.

Mouse:

Not to fear! This one is not alive! This device controls your cursor the little arrow that moves around your computer. Remember I mentioned the left click and right click earlier; don't forget Right Click is Your Friend . You also need to clean your mouse once in awhile. To do this turn the mouse over and if you see a ball turn the outer circle holding the ball in lefty Lucy and Righty tighty until the ball comes out. Take a Q-Tip and dip it in alcohol (not your guy's beer) and clean the ball. With ball out and the cover off hold the hole towards the floor and give it a good shake. Then look inside with a good light and you'll see three small rollers two are black and one is white, these control directions of the cursor and need to be cleaned. So that little white circle in the middle of the black roller shouldn't be there. (ha-ha) Take your Q-tip with a little alcohol on it and rub the dirt and grime off the roller all the way around (it rolls) Then put the ball back in and tighten.

Cursor:

It appears as an arrow or little hand. When you hold your cursor over something and a hand appears it means you can click on that site. It will also be blue and sometimes underlined. These are called links. (Linking you to something or somewhere) With the cursor you can do many things on your desktop and browser. If for example you have a window that is too big or too small and want to change it, move the cursor to the edge of the window slowly and it will change to a double arrow allowing you to hold the left mouse button down and either drag the window wider or narrower or taller or shorter. You can do it on all 4 sides.

ICON:

Icon is a symbol or letters telling you what a program is. Example when you are online you see two TV's or monitors down by the clock in the lower right hand corner of your computer. That is an icon meaning you are connected to the internet. Another one is the speaker down by the clock that is your sound. If you hold your cursor over these icons it will tell you what they are. Don't ask me what icon stands for Remember I'm blonde and I'm keeping this simple.

My Computer:

You will see this on your desk top. If you don't, click on start and you will see "my computer" on this page, highlight it with your cursor and right click select show on desktop. This holds a lot of information. If you right click on "my computer" then click properties then click the tab performance it will tell you how much resources you have and some other information, this is for Windows ME, 98,

95. For XP do a control, Alt, Delete and then click performance. If you left click on it then click open you will see folders and files. You can also select Explore when you right click and look at the way your files are set up in your computer.

Maintenance:

OK this isn't as bad as it seems. You need to do this at least once a week. Go to start/programs/accessories/system tools then click on clean disk. A window will pop up with some selections in it already checked (example temporary files, cookies, etc.) click yes. It will clear out all the junk you don't need. Then click on scan disk, this will go through your computer and fix any errors you might have if you have auto fix checked on the scan disk start page. (Windows ME, 98, 95) Finally! You click on defragmenter. This will go through all your files and programs and put back any fragments that are needed. OK it's like this when you go to a program and do what ever you are doing and then close it sometimes a fragment doesn't close with it and gets scattered somewhere in cyber space on your computer. Defragmenter just brings all the fragments back together. When you defrag you need to close out of all the programs down by the clock and your screen saver (remember how to do that?) Just set it to "none" then click apply/ok. Don't forget to set it back to what ever you had it on after you finish defragging.

ISP:

This is your internet service provider. You have to have this to go online. Do not confuse this with your browser. ISP icon is what you click on to go on the internet and most bring up two little TV's down in the lower right hand corner next to your clock. ISP prices are all over the place, from free to \$100 a month. You need to "shop Ladies" for the best price based on your needs.

Browser:

A browser is what you use to go from site to site on the internet. Some people use Internet Explorer (IE) or Netscape. There are few others but these are the 2 most used. If you look up in the upper right hand corner of your page and you will see a N (Netscape) or a blue E (Internet Explorer).

Cookies:

Okay guys this doesn't mean your wife is going to bake cookies! Cookies are information gathered when you go to a site that will help it load the next time you go back to it. Some cookies are not good and this is why you should clean out your cookies. Do not worry when you go back to a site it will load them again.

Home page:

This is a page you can set up with all sorts of information such as a calendar to remind you husbands of the anniversary date and birthdays. We use Yahoo as our home page. To do this go to www.yahoo.com and click on my yahoo and set up an account, of course this is free. You can open an email account and receive email anywhere in the world with yahoo.com. Once you have a yahoo account then go to start/control panel/internet option you will see a window for home page. Type in or copy and paste <http://my.yahoo.com/> then click apply /ok. Every time you logon this page will come up. You can edit this page and add all the information you want. You will see an edit box next to each section. Always read the windows that pop up.

URL:

When you see a blue link for example www.bg-artist.com (had to sneak that one in, it's my site) that's called a URL. Basically it's a web site address.

Spam:

Okay guys it's not lunch time! Spam is unwanted advertisement in your email. Sometimes when you visit web sites they get information through cookies and will send you spam. Zonealarm will usually block any through a web site but doesn't block it on your email. Best thing to do with spam is to just delete it and empty your trash. Do not respond to spam it will only tell them they have a valid email to mail to.

Recycle Bin:

The guys love this! They take the trash out without leaving the house! This is a place where all the deletes you do go to. When you do your maintenance it will be emptied. But if for some reason you have been doing a lot of deleting just go to your desk top right click on the icon select empty trash and it will ask you if you are sure click yes and va la it's gone! But remember once you empty this it's gone, like really gone! So be sure this is what you want to do.

OS:

OS stands for operating system. Windows 95 or 98 or 2000 or ME or XP

Address Window:

An address window is just that! The address bar is located in your browser and shows your home page

when you open the browser on the internet. If you know the address erases what's in the window and type it in and hit enter.

Three Boxes in the Upper Right Hand Corner:

The 1st box you see has a [-] this is for minimizing your page to the task bar (see task bar). The 2nd box with 2 little boxes inside it is for enlarging or shrinking the page. The 3rd box [X] is to close out of a page.

Task Bar:

The task bar is always at the bottom of the screen. It is not part of your browser. It is part of Windows Operating System. The task bar holds the start button. This button allows you to access programs and settings on your windows OS. Next to start are short cuts to programs that you use frequently. To set these programs place cursor (arrow) on a blank spot of the task bar and right click. A drop down window will come up select toolbar and select quick launch. When this is clicked you can drag & drop short cuts to this location. The task bar shows programs and web pages currently being used. When you minimize a page it will show on the task bar in a light pretty blue.

Down By the Clock:

Everything down by the clock are programs that start up when you start your computer and are continuously running on your computer. The more you have running the slower your computer will work. To close out of any of the icons down by the clock simply right click and select exit. If you have a question of what an icon is just hold your mouse over it and a little window will pop up telling you what it is. Also if you hold your mouse over the time today's date will come up. Beware do not shut down anti virus or firewall while on the internet.

Search for Files or Folders:

The best way to do this is to go to start/search and type in the file or folder you are looking for.

Drag and Drop:

Ok the double D's and no we aren't talking bra size here! This is a handy trick to move files, pictures or anything! To do this, say you have "my Documents" open and you have a picture on your desk top.

Shrink the Document folder so that you can see the picture and the folder on the desk top. Put your cursor over the picture left click and hold down do not release the left button and slowly drag it over to your document folder and release the left button. Ta Da!!! You did it! Another way to do this is to left click on the item you want to move and hold down and slide it over the folder (the folder you are dropping into does not have to be open) you want it to go in and release. Only has to be open if you are dropping into a folder within that folder.

Restore:

If all else fails and you have totally screwed up the computer never fear restore is here! For Windows ME and XP go to start/help click on restore. This will work only if Scan reg is selected in the start up menu. Follow the directions carefully on how to restorein other words GUYS READ! When you do a restore any programs you have downloaded and any documents you have saved will be lost. The computer on doing restore goes to a set point from the last time you shut down and restarted. A little tougher in 98 and 95. To access restore go to start/run/ type in scanreg. You will see five set points. Highlight the date and time you want and follow the directions. Be very careful as you are in DOS (which isn't forgiving).

Highlight:

Ok now I'm not talking about a great day here just another computer term. To highlight simply place your cursor at the beginning or the end hold left mouse button down and drag across to highlight. This allows you to right click and select a number of options i.e. delete, copy, paste and other choices. Play around with this its fun! And makes short work!

Auto Updates:

Okay guys don't get excited! We are not going to update your automobiles. Go to "my computer" on your desk top right click select properties then click on automatic updates read carefully and select the one you want. But select one and update often. Remember this auto only updates your criticals you still need to go and do your windows updates.

How to Change Picture Format:

So you have scanned or downloaded a picture and it's HUGE or not the size you want. Don't worry

even a blonde can fix this! To resize remember the right click (your buddy) select resize and follow directions. Now, pictures come in a lot of formats, if you have ever sent a bitmap to a friend you know how long it took to send because it was sooooooooooooo huge. To change the format right click again and select save as. A window will open with an address box at the top, click the drop down arrow and select the location you want to put it in and (remember where you put it HA-HA.) Below are 2 boxes, one is the name of the file you want and the other is a format window with a drop down arrow next to it. Click this arrow and select the format you want. JPG, JPEG, is the same format. This format makes it easier to send and store.

Start Menu:

Only a blonde would put the start menu at the end of the manual! You have a bunch of programs down near the clock and it takes forever to do anything. This is because all those programs are running while you are not using them. Take your cursor and put it over the icon to get the name of the programs, write them down. Then click start/run in the run window type msconfig and press ok. This brings up a window with a number of tabs that you don't want to click on. Select only the start up tab and uncheck only the programs you know are running next to the clock. If you uncheck the wrong program your system may not run (scary). Be careful!!!!!! After you uncheck any program you will need to restart your computer and it will ask you this. After restart, a window will open that says to the effect you are starting up in a trouble shooting mode ,WRONG , check the box don't show me this again and all the programs you unchecked will not start up. IF YOU DON'T KNOW WHAT THE PROGRAM IS DON'T UNCHECK IT!

Happy Computing!