


# SENIORNET



## EASTERN BAYS INC.



# Computer Tips

Version 02

**This document is a collection of small topics which cover frequently asked questions from participants in SeniorNet courses. Select those topics which may be of help to you.**

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Computer Tips Ver. 1  
Computer Tips Ver. 2

Graham Wright, April 2005.  
Graham Wright, February 2006.

## Printer operation.

1. To check the status of the printer jobs at any time, go to **START → Settings → Printers**.
2. Double click on the printer you are using. The printer window will tell you which jobs are in the printer queue, and their size and status.
3. You can **pause** or **delete** printer jobs if you wish. The print jobs are processed in the order listed in the printer window. Sometimes a large or difficult print job may be causing a log-jam. By deleting this job, you can allow other jobs to proceed.

## Changing the size of the icons on the desktop

1. Place cursor in open space on the desktop.
2. Right click and choose **Active Desktop → Customise My Desktop**.
3. In the **Display Properties** window, choose the tab for the **Effects** page.
4. Look at the boxes under **Visual effects**, and check whether there is a tick in the box labelled **Use large icons**. If there is a tick, the icons will be large.
5. To change to normal sized icons, remove the tick by left clicking it with the mouse.
6. Then press the **Apply** button at the bottom.
7. Finally press **OK** to complete the change to normal sized icons.

If you wish to change from normal sized icons to large icons, follow the same procedure, but make sure that a tick is placed in the box beside **Use large icons**.

## Installation of a new program.

Some programs have been down-loaded from legitimate websites or obtained from the makers, and copied on to the CD provided. They are freeware. You can use them to install useful programs on your computer. To install a program:

1. Insert the CD in the CD drive, and use Explorer to show the contents of the CD.
2. Choose the program you require, and then locate the setup.exe file for this program. In some cases there is no setup.exe, and you should use the \*.exe file provided.
3. Double click on the setup.exe file and the installation will start automatically.
4. You may be asked to confirm where the program should be placed in your computer - normally this should be in the folder "Program Files," in a sub-folder named automatically.
5. If you are asked about a group where the program will be placed, choose "Accessories."
6. An Icon may be placed on the desktop automatically. If no icon appears, create one yourself by the procedure given below.

Examples of programs available:

**OmniPage:** Optical character recognition (OCR).  
Converts an image of text into a digital file which can be saved in Word and edited.

**PowerPoint Viewer:**  
Used to play (read) PowerPoint files \*.ppt which are created by the program PowerPoint.  
Install by opening (double-clicking) the file ppviewer.exe

**PhotoStudio:** A photo-editing program similar to Photoshop. It is TWAIN compatible, which means it can drive the scanner to acquire an image from an original picture or photograph.

## Removing a program - Uninstall.

If you do not require a program, it can be removed as follows.

1. Go to Start > Settings > Control panel
2. Choose "Add or Remove Programs."
3. Scroll down until you find the program and highlight it.
4. Then press the "Remove" button.
5. The program will be completely removed, including all its links to the Windows system register.
6. Remember to delete any icon on the desktop, which is associated with the program.

## Adding a shortcut icon to your desktop.

The desktop has a number of icons which act as shortcuts to:

- files which you use frequently, e.g., **MyDiary.doc**
- programs which you use frequently, e.g., **WORD**
- folders that you may wish to find quickly, e.g., **Scanning**.

Each icon has a name underneath to help you recognise it.

By right-clicking on an icon, and selecting **Properties** from the menu, you can see how the shortcut works – it will tell you the target file to which the shortcut leads. In the case of a program, the target file is an \*.exe file. For example, for the **WORD** program, the executable file is **WinWord.exe**.

1. Use **Windows Explorer** to find the file or folder or program for which you wish to make a shortcut icon. For programs, try looking in the folder **Program Files**, which contains a collection of sub-folders, one for each program. Once you have located the relevant sub-folder, look for the executable file (\*.exe) which starts the program. For example, WinWord.exe is the executable file for the **WORD** program.
2. Right click on the file or folder or executable file of a program.
3. From the drop-down menu, select **Create shortcut**.
4. Left click on **Create shortcut**. This will make the shortcut file.
5. Using your mouse drag the shortcut file out onto the desktop and drop it there.
6. You can then rename the icon by selecting it and right clicking to give a drop-down menu.
7. Choose **Rename** by left clicking on it, and then typing in a suitable name – which should be simple and easy to recognise.
8. You can drag the icon to a suitable place on the desktop if you wish.
9. Icons can be deleted, if no longer required, by simply highlighting and pressing Delete.

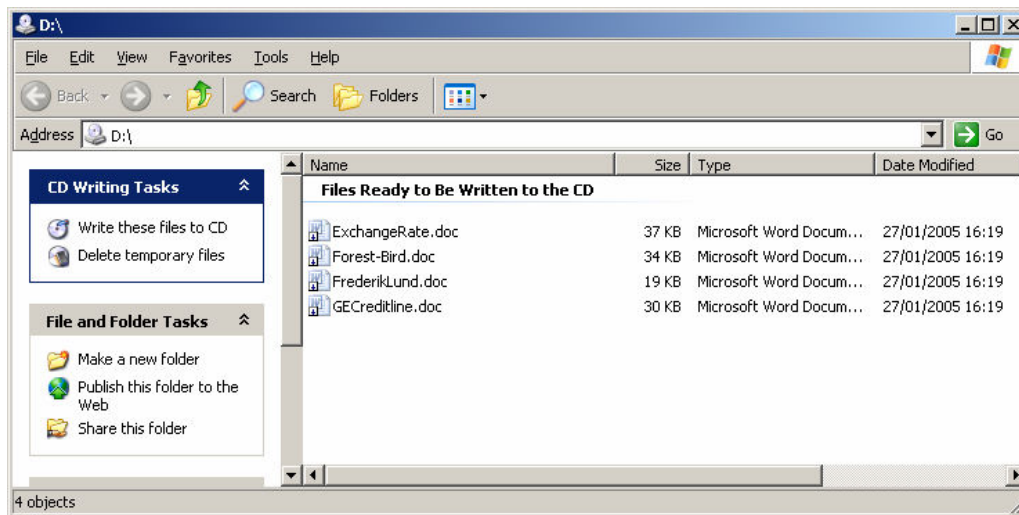
## Copying an icon to the taskbar – Quick Launch

1. Locate the **Icon** on the desktop and highlight it (left click once).
2. Press and hold down the Control key (**Ctrl**), then hold down the left button on the mouse and drag the **Icon** down to the **Taskbar** near the **Start** button. Release the left mouse button and the **Ctrl** key.
3. A small icon will appear in the **Taskbar** in the area known as **Quick launch**. The icons in the **Quick launch** can be used to open programs or folders or files by simply left clicking on the icon.

## CD-Writing with Windows XP

The capacity of a CD is about 700 MB, much more than the 1.4 MB capacity of a floppy disk. Hence CDs are used when we wish to store many files, and especially when files are larger than 1.4 MB. Burning a CD is a very convenient procedure for backing up large numbers of personal files, including photographs and videos. Remember to keep your CDs in a safe place, preferably in another part of your house from your computer, so that your files will not be lost if your computer is damaged by fire or internal failure, or even stolen or vandalized.

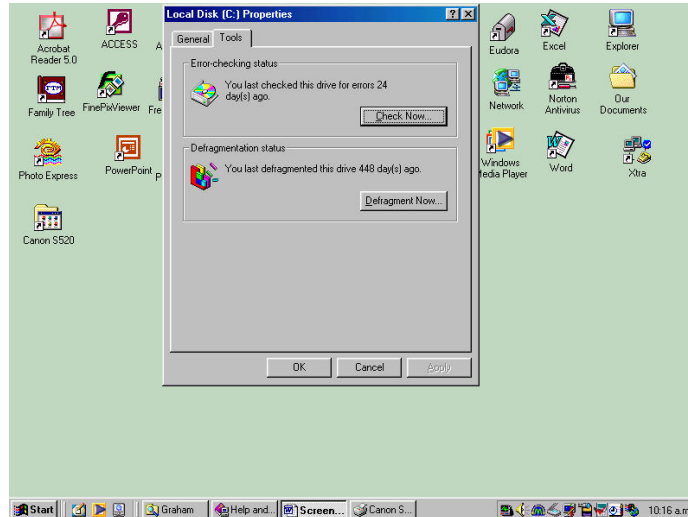
1. Open **Windows Explorer** (hold down the Windows key and tap the letter “e” once).
2. Use the left-hand panel in Windows Explorer to navigate to the folder where your files are located, for example **My Documents**.
3. Locate a file that you wish to burn to the CD, and right-click on the file. From the drop-down context menu that appears choose **Send to** and left-click on **CD-RW drive D:**. (Usually D: is the name of the CD-RW drive.) The file will be copied to a temporary folder of **Files ready to be written to the CD**, shown in a Windows Explorer window called D: These files are copies of the originals, and are held temporarily in this D: window, until such time as you burn them to a blank CD.



4. You can select a group of files for burning to the CD by holding down the **Ctrl** key while you click the files you require. Then right-click on the whole group and **Send to the CD-RW Drive**.
5. You can also right-click on a folder and **Send to the CD-RW Drive**. This will copy the folder, with all the files it contains, to the temporary D: window. Remember that a CD can hold many thousands of files, so take advantage of this space when backing up.
6. To burn the CD, left-click on the instruction **Write these files to CD** in the left panel of the temporary **D:** window.
7. The **CD Writing Wizard** appears. Type in a suitable name for the CD. Press **Next**.
8. Insert a blank CD. An image of the CD is made, and the CD is burnt. The time required is shown (a few minutes). Finally the writing process is completed, and the finished CD is ejected. Press **Finish**.
9. Remove the CD, label it with title, your name and date, and place it in a CD case or an envelope for storage. Keep in a secure place, dry, and away from strong light.

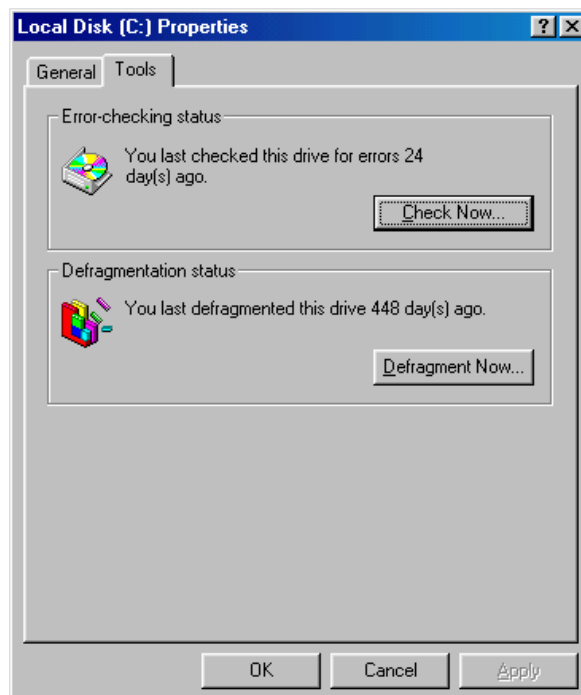
## Printing the full screen.

1. Press the **Print Scrn** key. This will copy an image of the whole screen to your **Clipboard**.
2. Open **Word** (or **WordPad**), go to **New Blank Document**, and press **Paste** icon on the toolbar.
3. The screen appears as an **Object**, which can be selected, and adjusted for size and position on the page. Then **Print** in the usual way. For example:-



## Printing one window only.

1. Minimize all other windows. so that only one window is on the screen.
2. Press **Alt+Print Scrn** (hold down **Alt**, then press **Print Scrn**). This will copy an image of the active window (the one with a dark blue title bar) to your **Clipboard**.
3. Open **Word** (or **WordPad**), go to **New Blank Document**, and press **Paste** icon on the toolbar.
4. The screen appears as an **Object**, which can be selected, and adjusted for size and position on the page. Then **Print** in the usual way. For example:- the Maintenance Report for a computer with Windows ME looks like:

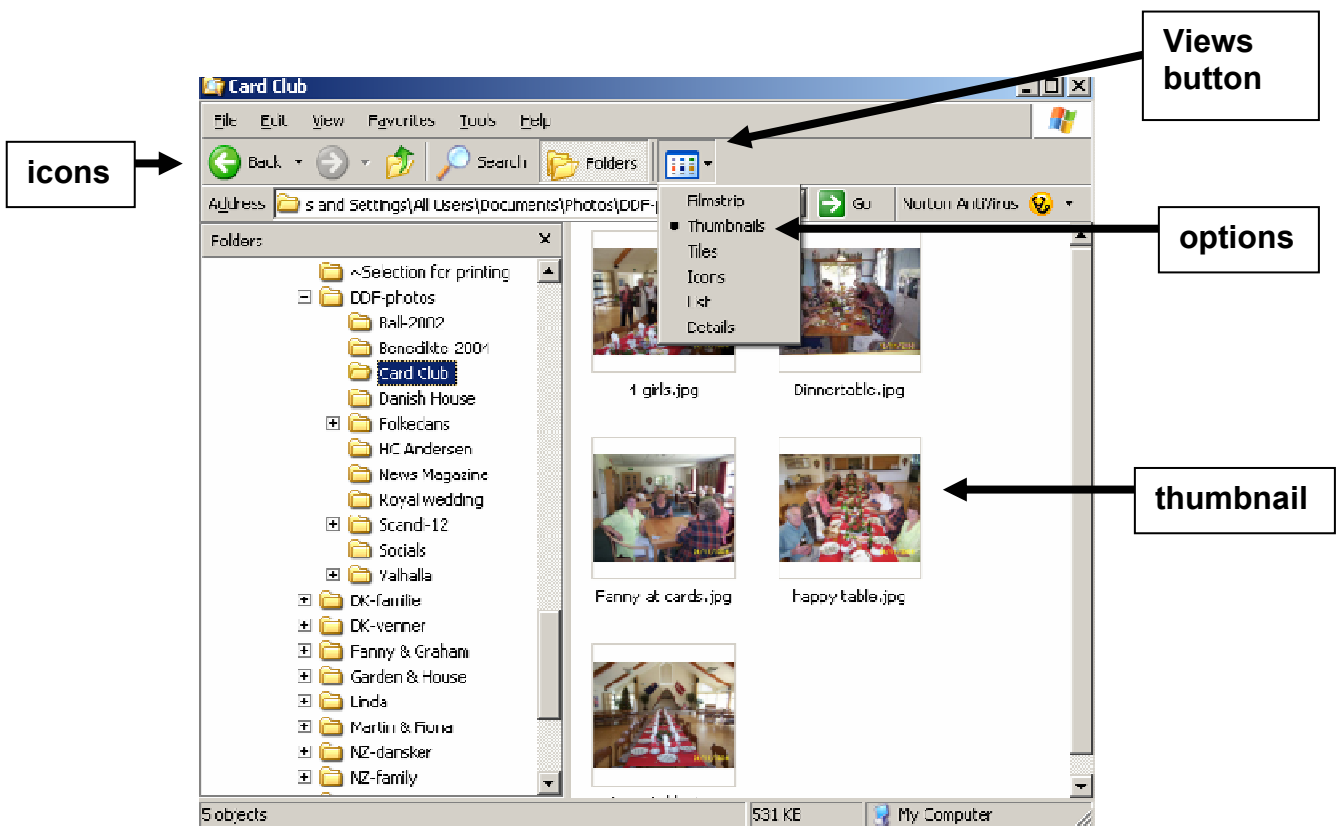


# Thumbnails

It is often useful to be able to see small pictures, called thumbnails, of photographs and other images which are stored as files located in folders on the computer hard drive (C:). This can help in sorting pictures and moving them into the appropriate folders.

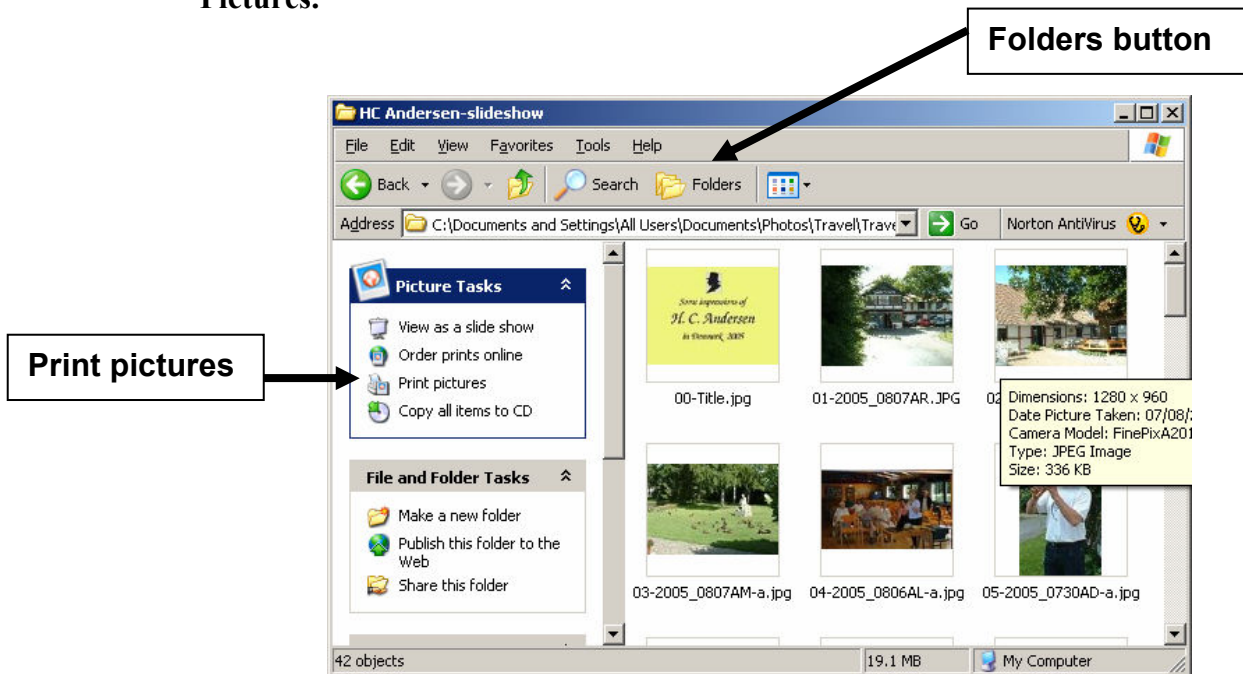
The following notes apply to Windows XP. To see thumbnail views of your picture files-

1. Open **Windows Explorer**, and locate the folder where you have saved the pictures that you wish to see. Double-click on this folder to get a list of the files in the right-hand panel.
2. Go to the icon toolbar, and click on the **Views** button, and then click on **thumbnails** from the list of options. The thumbnails will appear.

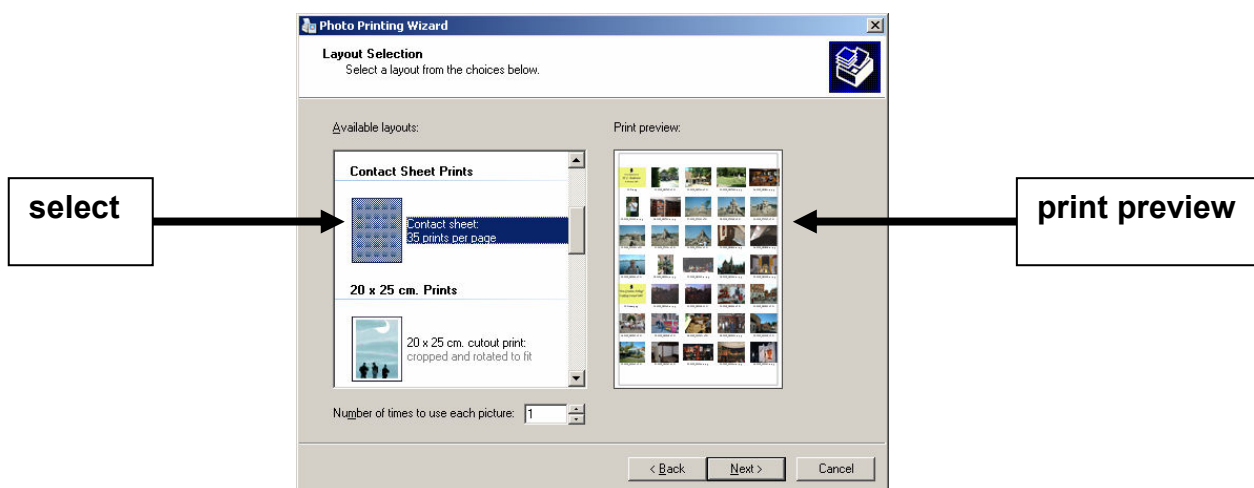


## To print thumbnails in a convenient format.

1. Open **Windows Explorer**, and locate the folder where you have saved the pictures that you wish to see. Double-click on this folder to get a list of the files in the right-hand panel.
2. Go to the icon toolbar, and click on the **Folders** button. This will show, in the left-hand panel, a number of tasks that can be performed. Under the **Picture Tasks** click on **Print Pictures**.



3. The **Photo Printing Wizard** will appear. Press **Next**.
4. In the **Picture selection** window, press **Select all**, then **Next**, and **Next** again.
5. In the **Layout selection** window, scroll down to **Contact sheet 35 prints per page**, and click to select this option. Check the **Print Preview**, which should show the thumbnails in miniature.



6. Press **Next**, which will start the printing. Press **Finish** to complete the task. The printer should produce 35 thumbnails per page, each 3.5 x 2.5 cm.

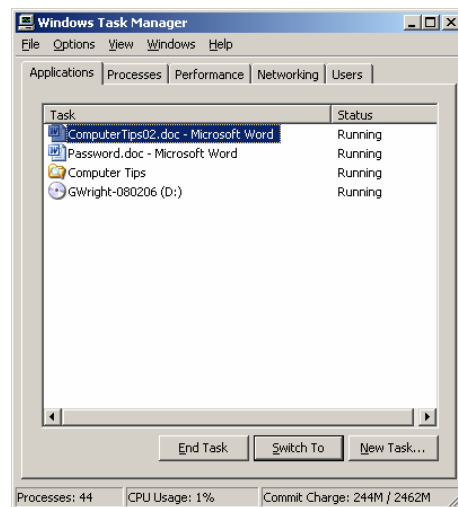
## Making a background for your desktop

1. First choose a photograph or image from your collection that you have scanned and saved in a suitable folder, or an image from a digital camera or other sources. Remember the filename and folder.
2. Right-click on the background of your desktop.
3. Choose “**Active Desktop**” then “**Customise my desk top.**”
4. Choose the tab “**Background**”.
5. Use “**Browse**” to find the photograph or image that you have chosen.
6. In “**Wallpaper**” select your file, and press “**Apply**”.
7. When asked to enable “**Active Desktop**”, press “**yes**”.
8. If you do not like your new desktop, repeat steps 2 to 5 and choose another background option.

## Crashed program – Task Manager

Sometimes a program will stop working, and it becomes impossible to get any response with the mouse or keyboard. The reason for the crash is some interference or overlap of part of the program with different program in memory at the same time. A program crash is often referred to as a “frozen” or “hung” program. To deal with this situation:

1. Hold down three keys together – Ctrl + Alt + Del and then release. You will get a window with several options.
2. Press **Task Manager**.
3. Highlight the program that has crashed and press the **End Task** button. This will close the program, and some of your work may be lost.
4. Open the program again, and continue with your work. Remember to **Save** your file at regular intervals to avoid losing valuable material if the program crashes again.



## Securing a file by password

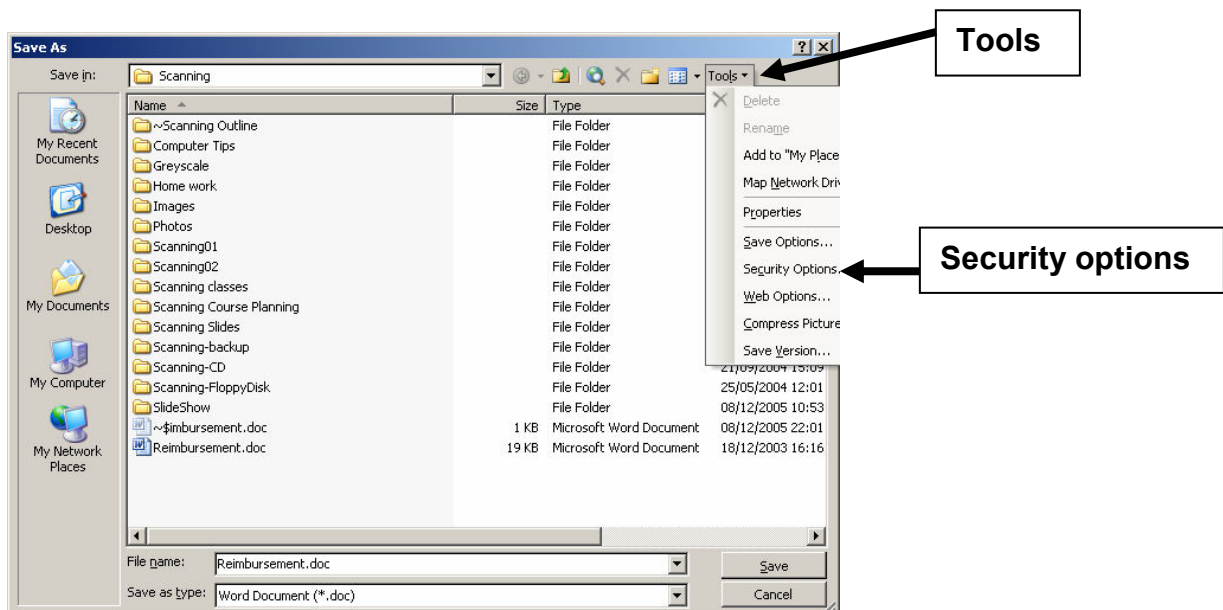
A file can be made secure by using a password. This can be a useful precaution for files which are strictly confidential or otherwise sensitive if seen by unauthorised users of the computer. Only those people who know the password can open the file, and read it or change it. A password can be attached to several types of files:

Excel	extension	.xls	tables of financial or statistical data
Word	extension	.doc	text documents, with tables, illustrations, etc.
PowerPoint	extension	.ppt	presentations, slide shows
Access	extension	.mdb	relational database.

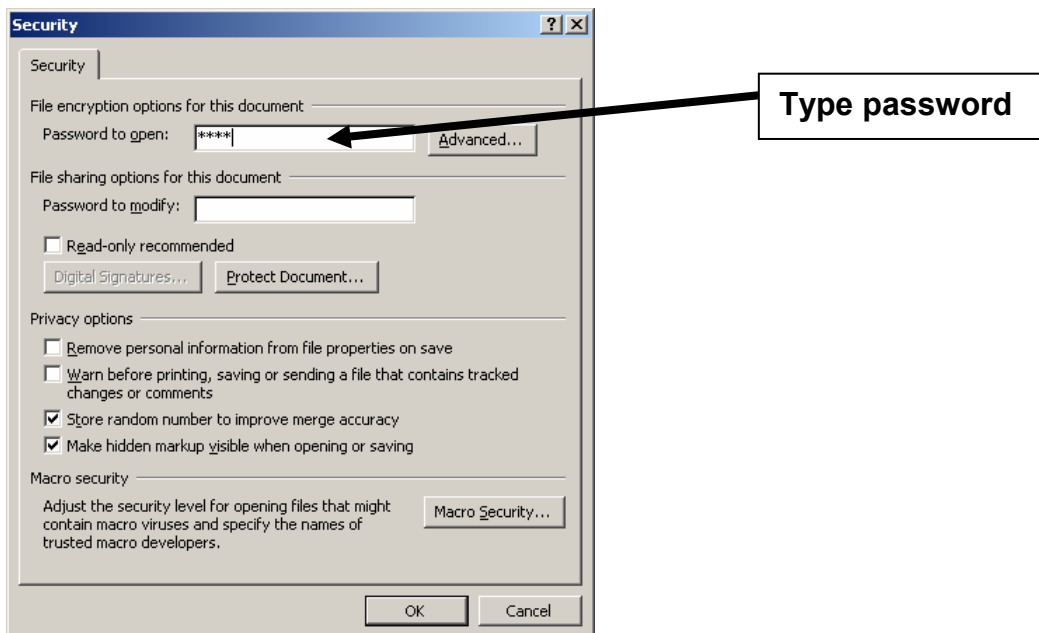
The following notes apply to **Word** documents in **the Windows XP** system.

### To apply a password to a file.

1. First make a backup copy of the file on a floppy disk (up to 1.3 MB), or CD for files larger than 1.3 MB. Store this backup copy in a secure place, away from prying eyes. This backup copy may be useful if you forget your password at some future time.
2. Open the file that you wish to protect with a password.
3. From the **File** menu choose **Save as...**  
Check that the folder, filename, and type of file are correct.
4. **Before** pressing the **Save** button, go to the icon toolbar and press **Tools**.  
From the options listed left-click on **Security options**.



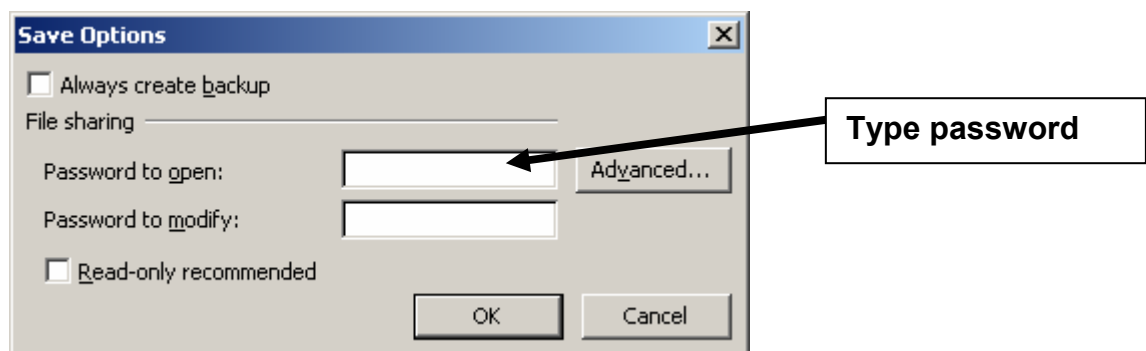
5. This will open the **Security** window.



6. In the white slot labelled **Password to open:** type your password.  
Choose a password that you can easily remember, and write it on a note which you must store in a secure place, remote from the computer.  
Leave the other sections of this window untouched.
7. Press **OK**. You will be asked to confirm your password by typing it into a box.  
Note that the password is not visible – each letter or number has been replaced by \*.
8. On returning to the **Save as...** window, press the **Save** button to complete the task.
9. Close the file. Then open it again. You will be asked for the password before the file will open. Check that this works satisfactorily.

### For Excel files.

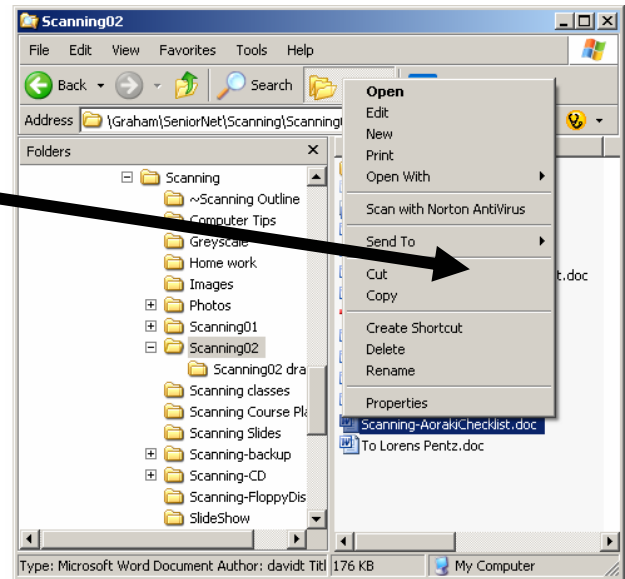
Follow the same procedure as given above, except that in step #4 choose **General Options**.  
This will give a small window: **Save options**.



Type your password in the white slot labelled **Password to open**, and press **OK**.  
You will be asked to confirm your password by typing it into a box.  
Complete the task as given in #8 and #9 above.

## Context menu and context key.

1. In **Windows Explorer** (also known as **My Computer**), place the cursor on a particular file or folder and right-click. A context menu will appear.
2. This lists a number of different things that you may wish to do with this file or folder, e.g., rename, or open, or copy, etc. One useful option is **Properties** which gives information about the file size, author, date of cation, etc.
3. Alternatively, use the **Context** key which is next to the Windows key in the bottom row of the keyboard. Pressing this key will produce the Context menu for a particular file or folder which has been selected by the cursor.



## Internet connection speed

The speed by which digital information travels to your computer can be measured by the time taken to download a file of 1 MB. This is known as the bandwidth speed test.

1. Open Internet Explorer and go to the URL <http://www.bandwidthplace.com/speedtest/> and follow the instructions.
2. Select **Dialup** or **ADSL** (broadband) depending on your internet connection.
3. Select the **region** New Zealand.
4. Commence the speed test. After about 30 seconds the result will be given in the following window, copied from the website.



Note that in this example the download speed is 250 kilobits per second. One byte is 8 bits, so the speed is also quoted as 30 kilobytes per second. According to the website, this performance is “mediocre,” which is typical for most New Zealand broadband services.

## Printer Paper

The following examples show the range of printing papers available for inkjet, bubble-jet and laser printers. For printing photographs, use semi-gloss or glossy photo papers, types 3, 4, and 5 below. These have a gel surface, which gives a clear bright finish to the photograph. The brands quoted and the approximate prices are based on purchases from local shops.

You can print four postcard photographs on one A4 sheet.

1. **Standard paper for copiers and printers.**

80 g/m<sup>2</sup>                      1.4 ¢ per A4 sheet

Many brands.

Good for black & white laser printers, which use toner particles melted by a hot roller. Inkjet colour printing will blur slightly due to the liquid droplets running into the paper fibres.

2. **Bright white paper for inkjet printers.**

90 g/m<sup>2</sup>                      6 ¢ per A4 sheet

eg. HP Bright white inkjet paper.

Good for colour printing, but only fair for photographs.

Has a filler to reduce the blurring of inkjet droplets.

3. **Semi-gloss photo paper.**

170 g/m<sup>2</sup>                      40 ¢ per A4 sheet

eg. HP Everyday semi-gloss photo paper.

Good for photographs, but lighter than commercial photographic prints.

Has a gel layer which is ideal for inkjet droplets – they do not blur because there are no paper fibres on the surface.

Handle with care because the gel layer is sensitive to finger marks.

4. **Glossy photo paper**

239 g/m<sup>2</sup>                      75 ¢ per A4 sheet

eg. Advanced HP Photo Paper.

Good weight and stiffness, similar to professional photographs.

Has a gel layer which is ideal for inkjet droplets – they do not blur because there are no paper fibres on the surface. Handle with care because the gel layer is sensitive to finger marks.

5. **Glossy photo paper.**

175 g/m<sup>2</sup>                      100 ¢ per A4 sheet

Excellent for photographs.

eg. HP Glossy Photo Paper.

Similar weight to commercial photographic prints.

Has a gel layer which is ideal for inkjet droplets – they do not blur because there are no paper fibres on the surface. Handle with care because the gel layer is sensitive to finger marks.

## Printing a webpage that is too wide for the printer.

Sometimes when you print a webpage you find that some of the text on the right-hand side of the screen is missing. This is a nuisance because it becomes almost impossible to make sense of the article, especially if detailed information is lost. Three alternative methods can be tried to get all of the text on the printed page.

1. Look carefully on the webpage to see if there is a “**Printer friendly**” or “**Printer version**” button. By pressing this button you will get a layout on screen which prints without problems. The NZ Herald website ([www.nzherald.co.nz](http://www.nzherald.co.nz)) has this facility.
2. Another approach is to use **Landscape** layout for the printing. Using **Internet Explorer** go to the menu **File > Print > Preferences > Landscape > OK > Apply > Print**. The greater page width of landscape should be able to cover the whole webpage on each sheet from the printer.
3. A more complicated approach is to use the **Edit with WORD** icon on the Internet Explorer toolbar. This icon is usually next to the **Print** icon. On pressing this icon the webpage will be downloaded as a WORD file, with most of the webpage in tables or graphic images. You can edit it and print it as a normal WORD document, although the layout of the original webpage may be distorted somewhat.

## Scanning a CD for viruses using NOD32

A full anti-virus scan of the computer will check all files on the hard disk, and this may take a considerable time. However, you may wish to scan only a single CD for viruses, without having to wait while the whole hard disk is scanned. The following instructions give the steps for making a virus scan of a CD only. This is a procedure which should be used to check a CD when there is some doubt about whether it is free of viruses.

1. Locate the **NOD32** icon on your desktop, and open by double-left clicking. Alternatively, you may right-click to give the context menu and then left-click on **Open**.
2. The window which appears is the **On-Demand (Manual) Scanner**. Click on the tab **Scanning Targets** to open the page which shows a list of disks: **A: C: D:** etc.
3. Press the **Deselect all** button to remove any red selection ticks that may be there from previous use of this program.
4. From the list, select the disk drive containing the CD. Usually this is **D:**
5. Double-left click on the selected disk and a red tick should appear on its icon. If you make a mistake, double clicking on the drive will remove the tick.
6. Then start the scan by pressing the **Scan only** button at the bottom of the page. The program will then scan the disk you have selected.
7. The program will automatically move to the **Scanning log** page and you can see the files being scanned in the slot near the bottom.
8. When the scan is completed, the **Scanning log** will report the results, including the number of files scanned and the number of threats found. It will give the name, location, and a description of each virus found.
9. Note that if you are testing a Read-only CD (CD-ROM) then you can not delete or deactivate the virus, because it is permanently written on to the CD. Only with CD-RW or CD+RW compact disks is it possible to delete a virus or any other type of file.

## Make your own screen saver

First choose a series of pictures or other images that you would like to see as your screen saver. You might choose one of the following.

- A single picture or image with or without words made using an imaging program such as Paint or Photoshop.
  - A series of pictures which will appear as a slide-show.
1. Copy the pictures or images you have chosen to a new folder named “**Screen Saver.**”
  2. Go to **Start > Control Panel > Display** and then choose the tab **Screen Saver.**
  3. Using the reveal button, choose **My Pictures Slideshow.**
  4. Press the **Settings** button.
  5. Where you see **Use pictures** in this folder, press **Browse** and navigate to the folder named **Screen Saver**, which you have created for this purpose.
  6. Select the folder by highlighting it (left click) and press **OK.**
  7. You can if you wish then make various settings for the slideshow, such as the timing and size of the pictures.
  8. Press **OK**, and then test your new screen saver by using the **Preview** button.
  9. Select a suitable time for the screen saver. This is the time that the computer waits before switching on the screen saver, if there has been no use of the keyboard or mouse.
  10. Press **Apply** and **OK.** Your new screen saver is ready to go.

