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Blocking Certain Websites:

If you use Internet Explorer, you can use the browser's built-in Content Advisor to block selected sites. To activate Content Advisor, start by opening INTERNET EXPLORER. Click TOOLS / INTERNET OPTIONS. Select the CONTENT tab. Click ENABLE. Select the GENERAL tab. Then click CREATE PASSWORD with a hint. Then click OK. In the Content Advisor window, select the Approved Sites tab. Here you can enter the names of sites that you want to block. Under "allow this web site". Be sure to enter the full address, such as www.myspace.com. After entering the address, click the NEVER button. That tells Content Advisor to never allow the Web site. You can enter addresses for other potentially harmful sites as well. When you finish, click OK. Firefox has an Add-on called Adblock that is also useful for blocking ads and filtering Web sites. If that doesn't work well enough for you, a few parental control programs offering support for Firefox are CYBERsitter, CyberPatrol and NetNanny (\$40 each)

Auto Capitalization:

Ever find yourself irritated with MS Word because it keeps capitalizing the first letter of everything it perceives to be a sentence? To turn off the capitalization feature, simply go to the TOOLS menu, AUTOCORRECT choice. Now, on the AutoCorrect tab, you're looking for the option of "Capitalize first letter of sentences." Uncheck the box and click OK. That's it. Now, you're free of the capitalization monster!

Create A Group In Outlook:

On the File menu, point to New, and then click Distribution List. In the Name box, type a name. Click Select Members. In the Show names from the list, click the address book that contains the e-mail addresses you want in your distribution list. In the Type name or select from list box, type a name you want to include. In the list below, select the name, and then click Members. Do this for each person you want to add to the distribution list, and then click OK. If you want to add a longer description of the distribution list, click the Notes tab, and then type the text. The distribution list is saved in your Contacts folder by the name you give it. The group name and its contents may be altered at any time.

From The Reader:

An email from a recent reader wanted to know if the new flat screen monitor uses less energy than the CRT monitor. The answer is that the flat screen used 30% less energy than the CRT. This is just another reason to upgrade that old clunky monitor using up your desk space.