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**Belarc Advisor:**

A good friend (web geek) told me about this wonderful download. If for any reason you need to know the contents of your computer, this is a comprehensive way to get a nice print-out. You can gather your hardware in System Properties but not the software. The Belarc Advisor builds a detailed profile of your installed software and hardware, missing Microsoft hot-fixes, anti-virus status, CIS (Center for Internet Security) benchmarks, and displays the results in your Web browser. All of your PC profile information is kept private on your PC and is not sent to any web server. I suggest this safe download for everyone. It never hurts to have a print of what is installed on your computer. It runs on Windows Vista, 2003, XP, 2000, NT 4, Me, 98, and 95. [www.belarc.com](http://www.belarc.com).

**Perfect Line Alignment:**

Have you ever created a simple form where you need to draw lines across the page? Seems when you use the underline key things never align the same side when you have unequal words at the beginning of each line. This is one of my very favorite unknown hints. Open a new word document. Type a word followed by a colon. Now place a space. Here's the big hint: hold down the Control Key and press the underline option on the toolbar (you can let go now). Start pressing the Tab Key till you have a line as long as you need. Press enter and type a new word on a new line. Do the same process as above. The end of each line will be exactly the same as the one above. Perfect alignment. Now you look like a pro.

**Faster Computer Booting:**

The biggest problem is that almost every time you install new software, it loads when you boot. To see what is loading and to pick and choose in Windows XP, click on your Start Menu. Go to Run. Type: *msconfig*. You'll be presented with tabs. Choose Startup. There you'll find a long list of applications like ALCMTR and hpsysdrv. What is that? You want to disable only the correct ones to hasten the start-up. Sites like Processlibrary.com prove useful in determining whether or not you should enable or disable the applications on booting. Be careful, but, you can significantly increase your speed once you have cleared even a few unnecessary items.

**Basic Training:**

The Catherine Eberly Center for Women on the campus of UT offers basic computer training at very reasonable prices. This is a non-credit series of 5 classes that focus on the novice user. Classes are forming now! The next class begins August 19. Call 419-530-8570. Don't forget to register for a free newsletter at [www.ohcomputertraining.com](http://www.ohcomputertraining.com).

**Next Issue:** Headers and Footers

Janis Weber, owner of Ohio Computer Training, is a personal computer tutor. E-mail questions or comments to [jwpctutor@gmail.com](mailto:jwpctutor@gmail.com). Contact her for personal or group training at 419-885-4255. Visit [OhComputerTraining.com](http://OhComputerTraining.com) for archived articles and upcoming classes.