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Headers and Footers:

Headers and footers are areas in the top and bottom margins of each page in a document. You can insert text or graphics in headers and/or footers - for example, page numbers, the date, a company logo, the document's title or file name, or the author's name. On the View menu, click Header and Footer to open the options. To create a header, enter text or graphics in the header area. To create a footer, click Switch Between Header and Footer. You can format text by using buttons on the Formatting toolbar including font, color, size, etc. When you finish, click Close.

Surge Protection:

You may think your systems are in danger only during an electrical storm, but anything that interrupts the electrical circuit and then starts the current back again can fry your components. Something as simple as someone turning on an appliance that's plugged into the same circuit can cause a surge. If you have a power outage, you may experience a surge when the electricity comes back on. You can protect your systems against damage from power surges by always using a surge protector, but it's important to be aware that most cheap surge protectors will survive only a single surge and need to be replaced afterward. An Uninterruptible Power Supply (UPS) is better than a surge protector; it has a battery that keeps power flowing smoothly even when there's an outage, to give you time to gracefully shut down.

Copy Text or Image From The Web:

When you find some text on the web you want to copy to a document simply copy it. Highlight the web-text with your mouse by holding down the left key and drag it across the desired text. Now right-click the selection and choose copy (you cannot cut from the web). Toggle back to your document; put your cursor where you want to place the item and right-click again. Choose paste. If you want an image, do the same thing except you do not highlight the graphic, you just right-click on it and choose copy then paste.

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.

Next Issue: Installing Software

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