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What to Do When Your Computer Freezes:

When your computer locks up and becomes unresponsive to the mouse and keyboard, press and hold the CTRL key and the ALT key. While holding these keys, press the DELETE key once. A pop-up dialog box will appear in the center of your screen with the words Windows Task Manager in its title bar. Within the box is a complete listing of all the programs currently running on your computer. Often, if your machine has locked up, one of these programs has the words "Not Responding" in parentheses to the right of the program name. Click on this program to select it and then click on the button END TASK. Another box will pop up asking you to confirm the END TASK command. Most of the time this will return you to normal operation.

Creating a Distribution List in Outlook:

Send email messages to a group of people instead of adding the recipient names individually by specifying a name for the group. Open FILE / NEW / DISTRIBUTION LIST. In the Name Box, enter your desired group name. Click SELECT MEMBERS. Double-click or click and add to Members. Click OK then SAVE AND CLOSE. This new group name will be added to your contact list. The names can be altered by opening the established list.

What is DSL?

An acronym for Digital Subscriber Line, DSL is a service that allows high speed access to the Internet. It is about 25 to 50 times the speed of a dial-up modem. You do not use your telephone line so you are always connected. It is a great alternative to a cable modem that can cost over \$40 a month. DSL is typically half that price. DSL speeds can vary depending on distance from its carrier while cable speeds are more consistent with their connection. I suggest bundling your TV, phone and Internet access for the same price as dialup in the long run.

Basic Training:

Don't forget to sign up for my Beginning Windows XP classes this fall. I will be at Monroe County Community College in Temperance, Michigan (Sterns & Lewis). Classes run for 3 weeks on Saturdays starting October 11 through 25 from 8:30am - 12:30pm (12 hours). Call 734-847-0559 (Michigan senior discount). You can also find me at Lourdes College in Sylvania Mondays, running 4 weeks October 27 through November 17 1:30-3:30pm (8 hours). Call 419-824-3707. You can hear Janis' commercial on the Dennis Show, 1230 AM (WCWA) Saturday mornings 7-8:30am. Don't forget to register for my newsletters at www.ohcomputertraining.com.

Next Issue: What is Gmail?

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.