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Do Not Save Your Work In MY DOCUMENTS:

Now this one I really like. I have been preaching for years not to save your work in "My Documents". Why? It is the most unorganized way of storage. If you want to find something it will be hiding amongst a pile of other documents. Unless you create folders within My Documents it is just like a huge drawer (of sorts) of loose paper. Good luck finding anything later. So why is this the default location? How about changing the default? This works in all versions of MS Word. Prior to 2007 versions follow these prompts: Tools / Options / File Locations / Modify / Choose a new location like your hard-drive that you want to save documents / OK. Close the software and reopen. 2007 version: Office Button / Word Options / Save / Default File Location / Browse / Choose a new location to save documents / OK / OK. Close the software and reopen. By the way, this works in all MS Office applications but you must do it individually.

Extend the Life of Your Laptop Battery:

This is just a quick list of things you can do to keep more time from your battery. Dim your screen. Minimize background processes. Don't use the CD/DVD drive. Disable your wireless antenna when not in use. Allow the screen to turn off not just go to screen saver mode. Make sure the unit stays cool and is dust-free. For lithium ion batteries, you do not need to discharge them fully and recharge constantly. Since they don't have the same "memory" as older nickel-metal hydride batteries, it is actually better to discharge a lithium ion only partially before recharging. You need to do a full discharge only about every 30 charges. If you are in the market for a new laptop, choose on that has an ultra-low-voltage processor, such as the Intel Penryn. Although pricey, LEDs use much less power than LCD. A smaller screen means a smaller backlight, which will also save on battery drain.

Web Report:

There are plenty of websites that want to give you a "free credit report". Basically they want to give you a very limited amount of time to review and then take your credit card for a monthly subscription. The only website that is truly free once a year is AnnualCreditReport.com. Ignore the TV commercials and other ads unless you really want to subscribe.

Next Issue: Coupons, coupons, coupons

New Classes:

I will be teaching Basic Skills will begin again on April 25 at The Eberly Center at UT. MS Word 2007 classes begin May 26. Contact the center to secure your spot (419-530-8570). I will also be teaching a Word & Excel basic combo class at Lourdes College (419-824-3707) starting April 13. Check my website for details and register for my newsletter at www.ohcomputertraining.com.

Janis Weber, owner of Ohio Computer Training, is a **Personal Computer Tutor**. Contact her to schedule personal training. Need a website? She can design and maintain this as well. E-mail questions or comments to jwpctutor@gmail.com. Contact her by phone at 419-885-4255.