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**March 1, 2010**  
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**Safe-keeping Your Documents:**

Where do you keep your important documents? Are they in paper form and in a fireproof container or safe deposit box? Perhaps they are in a folder or in a drawer someplace. Here's a simple way to keep your will and other important information protected. If you don't already have a scanner, get one. Some printers come with one built in. Take your precious document, scan it (takes a picture) and save it to your computer. Now you have it digitalized and saved. Email it to whomever you feel should have it and copy (burn) it to a CD. You can never be too underprepared for the unexpected. Don't forget you can use your scanner to send photos or documents instead of a fax machine. Set aside an afternoon to take care of you.

**Watch Blu-Ray On Your TV Without A Player:**

Do you have Windows XP with lots of muscle, Vista or Windows 7? Then you are ready to watch blu-ray not only on your computer but use your computer to watch the movie on your HD television without buying a blu-ray player. This scenario works much better with a portable laptop but certainly can be done with a tower as well. The first thing to do is to check out your television for the correct connector. If it is HD most likely you already have what looks like your monitor input. If you are using a tower all you have to do is connect your monitor cable to the HD television and change the input on the remote like when you watch a conventional DVD movie. If you are using a laptop you will have to purchase a monitor cable which will run from the back of your unit to the television input. Poof...you are watching a blu-ray movie that you placed in your computer drive. Note: older computers do not have the capacity or RAM to do this deed. You should also be using a program like PowerDVD on your computer to view the movie.

**Wireless Keyboard:**

So you love your wireless keyboard. It is working great and no mess behind your tower. One day your keyboard doesn't work at all. Now what? I just got a call from a reader. She was desperately trying to get into her computer by typing her password. The keyboard was dead. After checking any wireless signal problem, we discovered that her batteries needed to be replaced in the keyboard itself. Next time any wireless peripherals stop working...check the batteries first! Don't you just love computers?

**I Make House Calls:**

I offer a 20% discount on my hourly rate for those 60 and over. I will come to your home or office and help you with most any predicament. I have an endless amount of patience and knowledge. Give me a call at 419-318-9112. Don't forget to sign up for my free newsletter online.

*Janis Weber, owner of Ohio Computer Training, is a personal computer instructor. E-mail any specific questions or comments to [jwpctutor@gmail.com](mailto:jwpctutor@gmail.com) or contact her for on-site assistance at 419-318-9112. Offer suggestions for another article. New public classes are listed on her website: [www.ohcomputertraining.com](http://www.ohcomputertraining.com) as well as all archived articles.*