COMPU 360 BYTES

This **FREE** news-letter offers news and tips to our customers regarding upcoming trends in technology.

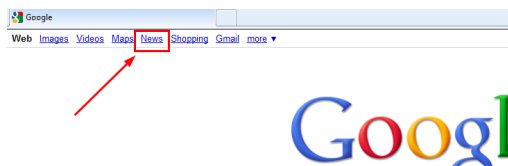**Our goal is to keep our customers well informed about computer technology.**

Get the News you Want

In this day of SO much information, how can you keep current in the areas that are important to you.

Google has made this easy.

From the Google search page click on the link at the top for news (or go to http://news.google.com).

Here you will then find a display of VERY current news stories both local and national.

Enter the subject that you are interested into the search box and you will be presented with recent news stories on that topic. These are very recent stories from news sources from all over the world.

At the bottom left you will see the "Create an Alert" button that will let you create news alerts on your subject.

Then sit back and watch the relevant news items arrive in your mailbox.

Using F10 & F11

Using F10 & F11 in Windows

In windows Explorer, the File, Edit, view and Tools menus are no longer displayed in Windows Vista and Windows 7. However you can press F10 to bring up the menus, in Windows XP, while pressing F10 selects the menus.

Additionally, in some applications, pressing the F11 key brings the window to Full Screen mode. For example, if you press F11 when using Internet Explorer, you see the webpage without any toolbars, the URL address, or the Menu Bar. Pressing F11 again takes you out

Useful website:

StockMapper, allows users to manipulate the heat maps of stocks, organizing by geographic region, industry, index, price change, trading volume and total market capitalization.

http://www.stockmapper.com/
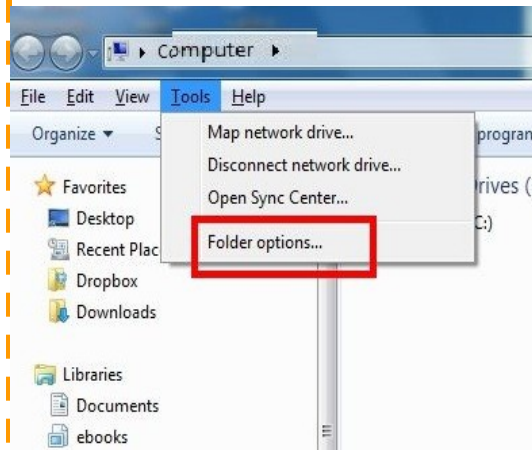
Showing Hidden Extensions

Have you ever been frustrated by not being able to see the file extension as part of the file name on your computer?

File extensions are used to let the computer know what type of file it is. When the file is labeled a .doc file you know it is a MS Word file and if it's a ".jpg" file, the computer knows it's an image file. When it's an ".exe" file, the computer knows it's a program.

You don't want to change the file extension unless you know what you're doing because doing that can make the file unusable.
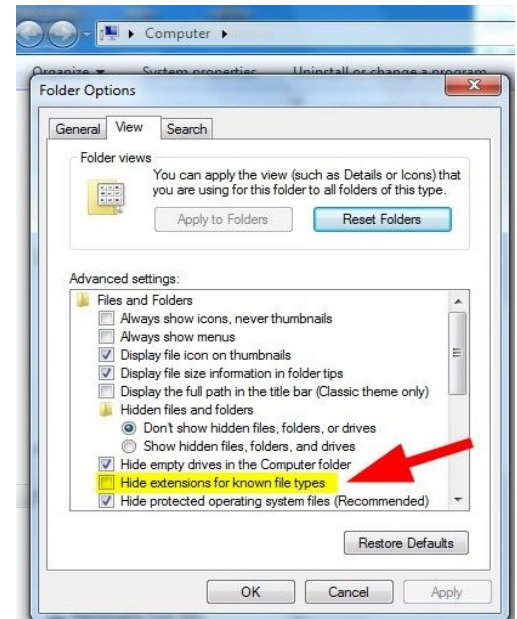It is easy to change your computer settings so you can see your extensions.

1. First, open Windows Explorer by clicking the **Start** button. Then, click on **Computer**.

2. In Windows 7, hit the **Alt** key, to bring up the menus. Then, select the **Tools** menu and click **Folder Options**.

Now the file extensions will show and you will better be able to work with the files you have.

Pin Folders to the Task Bar

You probably know you can right-click your favorite programs and pin them to the Windows 7 Taskbar for easy access.

There's no such option for folders, but you can still keep them close at hand on the Taskbar. Right click any folder, drag it to an empty space on the Taskbar (or to the Windows Explorer button), and let go when" Pin to Windows Explorer" appears.

Now when you right-click the Windows Explorer button, your folders will be accessible via the Jump list.

3. Then click the **View** tab and look for the option to "**Hide extensions for known file types** ".
You need to uncheck it in order to see the extensions (it's checked by default).

Online learning

Last month we explored some options for online learning. This month we want to look at another source for learning while on your computer.

http://khanacademy.com   is a remarkable endeavor that is available free to anyone in the world with an Internet connection.

Salman Khan started this project in 2004 with it in mind to help his niece with her math remotely. The project has grown larger since then so much that he quit his day job in 2009 and has posted almost 2000 10 minute tutorials on mathematics, science, history, and economics. The videos walk the viewer through a video that explains each piece of math tutorial.

Khan's project has been receiving financial support from places like Google and Bill Gates.
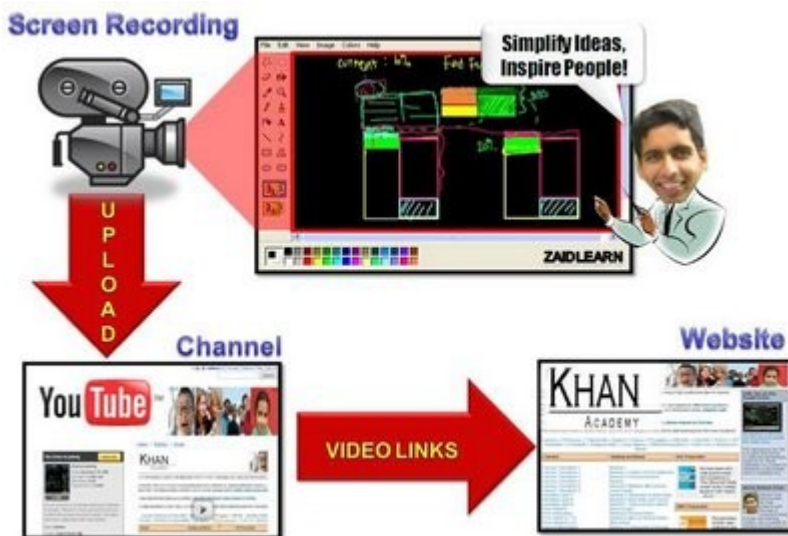
His goal is to create "the world's first free, world-class virtual school" and he is well on his way!

WordPad Abilities

The built-in WordPad word processor in Vista is limited in its usefulness because it only supports RTF (Rich Text Format) and plain text (TXT) files. In Windows 7, on the other hand, WorldPad isn't quite as restricted.

Although Windows 7's WordPad dstill doesn't work with .doc files from MS Word 2003 and earlier versions, it can open and save ODT (OpenDocument Text) files used by the free OpenOffice.org word processor **as well as** .docx files created in Microsoft Word 2007 or 2010.

Although WordPad can't understand all the complex formatting of these programs and it will warn you of this upon opening or saving a file. It will, however, still let you read the documents without having the native programs installed.

TIP

You no longer need to buy additional burning software, because Windows 7 comes loaded with a DVD and CD ISO burning application.

Just double-click your image file and Windows will start a tiny program window to help burn your disc. It's a very bare-bones application, but it works!

Compu 360

Providing Software & IT Solutions

Compu 360, LLC
P.O. Box 45053
Westlake, OH 44145

Phone: 440-225-1015
E-mail: info@compu360.com

Quality Computer Solutions for Home or Business. On-Site Service that can save you up to 50% or more over our competition.

Compu 360 specializes in computer repairs, virus removal and anti-virus installation, software upgrades, web design, and database programming. We provide a variety of services thus saving you money, time and the hassle of shopping around for different vendors for quality and professional service.

We offer all of our services at client-site, at home or business.

Compu 360 News

Please call or e-mail your comments or suggestions.

If there is a service or computer class that you would like us to offer, please call or e-mail us.

We offer this newsletter to all our customers via e-mail, currently at least once a month.

If you would like us to add you to our e-mail list to receive this newsletter, please e-mail us at: info@compu360.com or fill out and submit the customer feedback form on our website.

For a full listing of computer classes and services that we provide, please visit our website at:
http://**www.compu360.com**