COMPU 360 BYTES

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

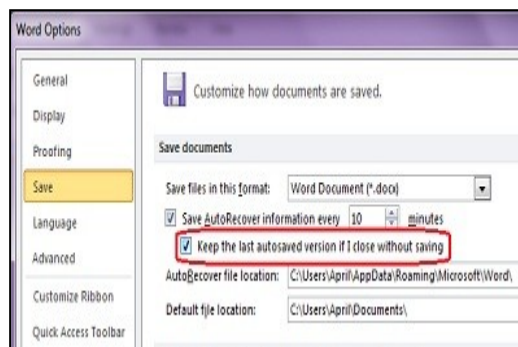**Our goal is to keep our customers well informed about computer technology.**

AutoRecover an Office File

AutoRecover is a feature of the 2007 & 2010 Office Suite of programs as a backup system for unexpected and un-preventable closures of a program.

Now you can set AutoRecover to allow for the recovery of unsaved documents in *Word, Excel or PowerPoint 2010* .

When you enable this feature, you can have access to the last AutoRecover version of a file you've accidently closed without saving.

Go to the **File** tab, **Options** choice and then choose the **Save** category on the left.
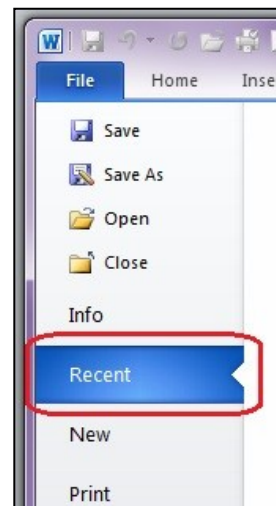

On the right, in the Save section under the AutoRecover setting check the **Save last auto saved version if I close without saving** option.
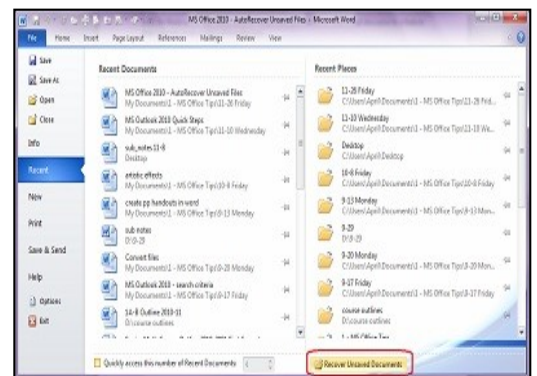
Click **OK**.

Now your file can be retrieved to the last AutoRecover point even if you closed the file without saving it.

To retrieve the file, go to the **File** tab to find it and on the File tab choose **Recent.**

Click on the button in the bottom right corner: **Recover Unsaved Documents.** You will then find the most recent version of the file that was closed without being saved.

Tips for Safe Online Shopping

Every year more and more shoppers are making their purchases online! But we all need to be reminded to keep safe while online! We need to protect our money and our identity.

1. Stay with Familiar Web Sites
Start at a trusted site rather than shopping at a random site that a search engine lfinds. Major retailers like Amazon and retail outlets have websites you can rely on. Some sales sites may look good. That's how they get you to give up your personal information.

2. Look for the Lock
Watch for the "locked padlock" that lets you know the website you are at has SSL (secure sockets layer) encryption installed. The URL for the site will start with **https://** (instead of just http://) Never give your account numbers through an email. Remember PayPal and Google Checkout are safe ways to pay for your purchase.

3. Don't Tell All
No online shopping store is going to need your social security number or your birthday to do business. But if a bad-guy gets them, combined with your credit card number for purchases, they can do a lot of damage. When you can, provide the least amount of information.

4. Check Online Statements
Go online and check your electronic statements for your credit cards, debit card, and checking accounts. Don't wait till the end of the month. If you see anything suspicious, act on it at once.

5. Inoculate Your PC
You need to protect against things such Trojan horse malware with regular updates to your anti-virus program. This is always important but especially when you are making online purchases.

6. Use Strong Passwords
Another reminder to use strong passwords for banking and shopping websites. You may want to have certain email accounts just for shopping.

7. Think Mobile
If shopping with your smartphone, it might be safer to do your looking from your phone but make your actual purchase when you are at home. It should be safe to download a store's app (like Amazon, Target, etc) on your phone, though.

8. Stay at Home
If you do your online shopping while out and about be careful of others who might be snooping over the shoulder.

9. Privatize Your Wi-Fi
If you use a Wi-Fi connection to connect your laptop online while you shop, be careful. Your connection should be accessed over a virtual private network (VPN) connection. Stay with known networks.

10. Know What's Too Good to Be True
Watch out for deals too good to be true. Some of these might come through social media sites. Be skeptical and save yourself from having your credit card number stolen.
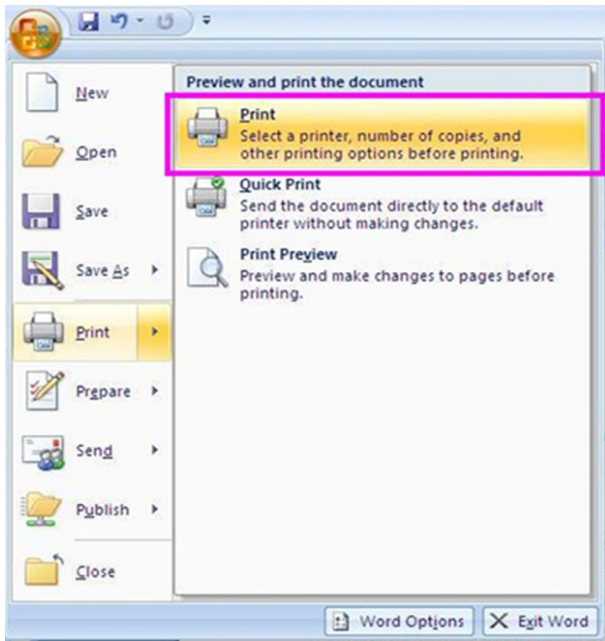
Print to File

Printing to a file is very useful for documents that need to be printed at a commercial printer. After you **print to a file**, layout information is stored in the file. This file is then used by the commercial printer to produce the print. To print the document or photo, the commercial printer does not need to have the software that you used to create the document.
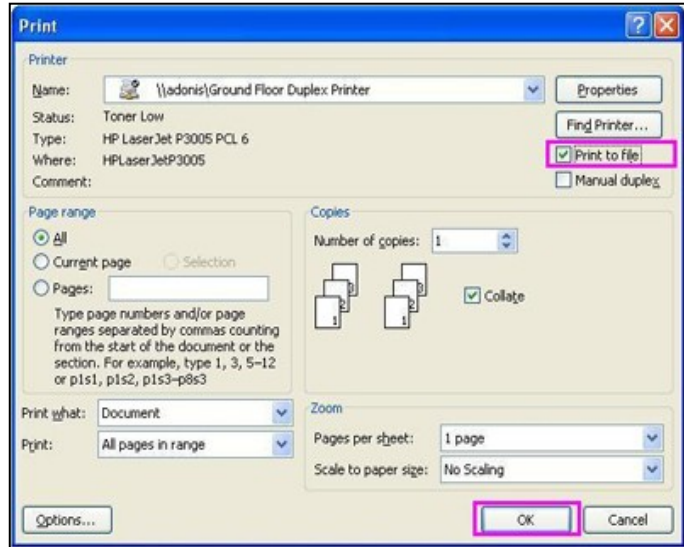
Using a document created in Microsoft Word 2007:

1: Create the document that you would like to send to a commercial printer.

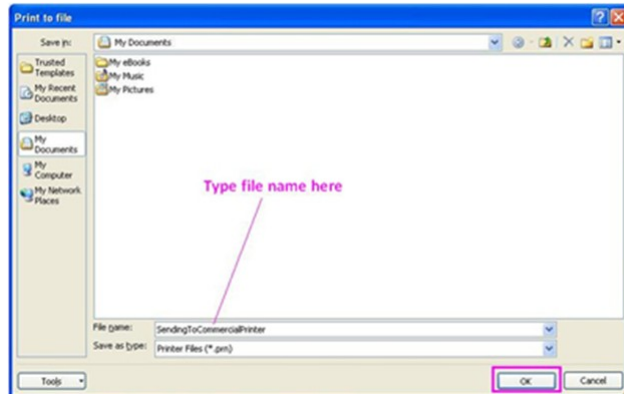2: Click **File** > **Print** > **Print**, as shown below.

Printing to a file is very useful for documents that need to be printed at a commercial printer. (It can also be used when you want to print the file on a friend's printer).

3: Select the **Print to file** checkbox and then click the **OK** button.

4: Specify a file name and click the **OK** button.

This is the file that stores the information, such as layout and spacing, which is important for commercial printers.

Notice the extension of the file is **.prn**. This is particularly useful when the file needs to be printed on a larger printer or in a high resolution than your personal printer.

If the fonts used in your document are not installed on the system of the commercial printer, the commercial printer will automatically replace the fonts you have used with the fonts already installed on their system. This may result in a document that isn't exactly as you'd want it.

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