COMPU 360 BYTES

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

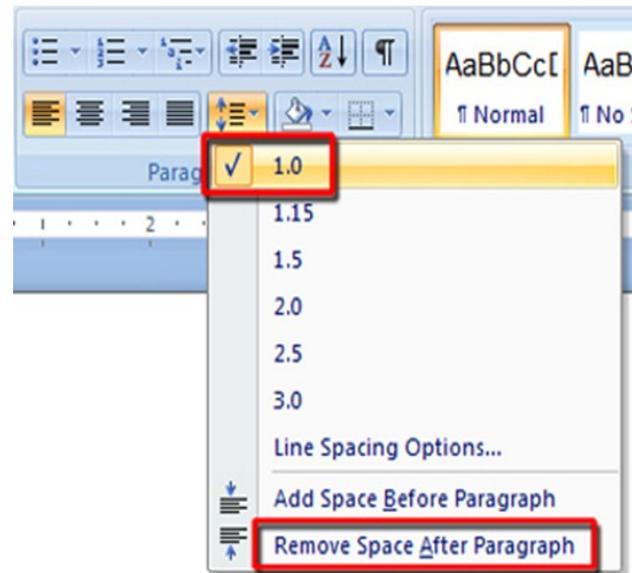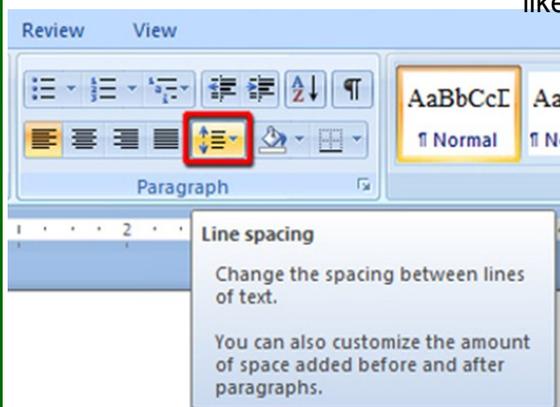**Our goal is to keep our customers well informed about computer technology.**

Word 2007/2010 – How to Control Line Spacing

Line spacing is one of the settings in Word that not always defaults to what users are used to or want.

The width of the space between each line is controlled by the Line space setting and is easily adjusted in each document. (You can also reset the default so that all new documents open with your preferred spacing).

First open just opened a document, under the **Home** tab of the ribbon at the top of the page. In the **Paragraph** section, you will find a button that controls line and paragraph spacing (hover your cursor over the buttons and a balloon will pop up telling you what each one does).
.

Click at the bottom of the pop-up to remove all the added spaces. If you've already started your document, you'll have to select all the text (**Ctrl+A**) or just select the text you'd like to adjust before you do this,

Social Media Saves the Day

Social media played an important part in the aftermath of the Japanese earthquake and tsunami.

Mobile phone networks and some telephone landlines collapsed in the hours following the 8.9 scale earthquake.

Websites, such as Twitter, Facebook and Skype, which are powered by broadband connections, became a lifeline for many those in Japan.

Unnecessary Toolbars

If you are not careful you can end up with a screen so filled with toolbars they take up the majority of space in the browser window.

Most users don't realize these toolbars tend to slow down the browser in many ways. Some toolbars simply take up precious computer memory, while others eat away at bandwidth by sending and receiving data in the background. The more toolbars you have, the slower your browser will run.

Some of those toolbars might seem important, but if speed is really your top priority. Remove these extra toolbars, to help your browser run faster.

Remove Desktop Icons

Eventually your computer Desktop can become cluttered with icons for applications and shortcuts.

If you don't use a particular icon, select it and drag the icon to the Recycle Bin. Remember that deleting a shortcut does not delete its application, so you can still have access to the program.

Be careful to make sure that the item you wish to delete from your Desktop is actually a shortcut.   If it's a file, deleting it will delete the file itself.

Here is an example of desktop icon for Firefox. Note the arrow that indicates it is a shortcut.

Internet Explorer 9

Microsoft has released its new Internet Explorer 9 browser. This revamped browser is a major makeover. It offers new features such as the ability to "pin" favorite pages to the Windows 7 Taskbar. It is also reportedly faster than all previous versions.

IE9 has also includes a tracking protection feature that lets you limit which sites can track you while you're online. It's an opt-in feature and it lets you block sites via a built-in blacklist that you subscribe to.

Here is a step by step rundown and screenshot tour of Internet Explorer 9 at **http://tinyurl.com/5s3mr5z** by Lifehacker, which is ideally suited for beginners as well as early learners.

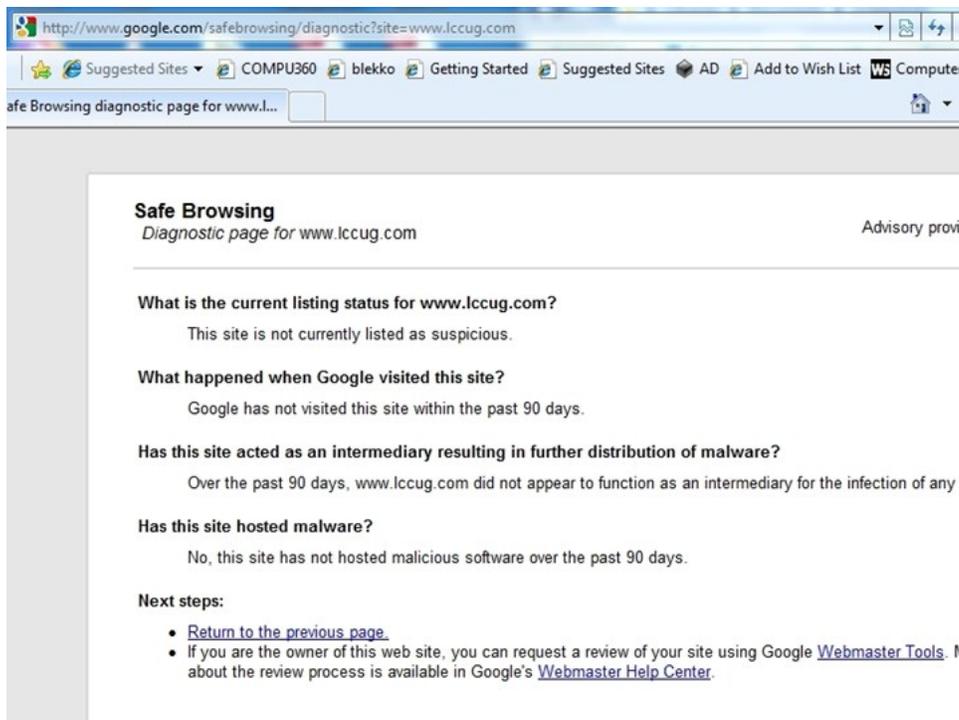You might also want to check out IE9's brand new website at beautyoftheweb.com . You can download IE9 from there.

Google Safe Browsing Diagnostic

We know we should not go to Web sites you don't trust, but sometimes we just don't know whether we can trust a certain site or not..

An answer to this problem is a service by Google called **Google Safe Browsing Diagnostic**. With this tool, you can type a Web address into your browser's address bar and get a report from Google, telling you whether the site is safe or not.

For example, let's try is with this address http://www.google.com/safebrowsing/diagnostic?site=**www.lccug.com**

If you copy the exact address from above and paste it into your Web browser, you will get a report about www.lccug.com that looks like this:

Change the URL in red to the web site you want to check.

Now we can determine for sure that the website is safe. Try it for yourself!

Insert Symbols Into Word

There are hundreds of symbols, icons, and foreign letters that you do not see on a standard QWERTY keyboard but you till a have access to in Word. The symbols available in Word include copyright and trademark icons, umlauts, accents, monetary symbols from all over the world, and lots more.

To insert a symbol, click **Insert**, then **Symbol**. When the dialog box appears, scroll through to find the symbol you need, click on it, and click Insert. Click Close to get rid of the dialog box.

Auto Arrange Your Desktop

If your Windows 7 desktop has icons scattered everywhere, you can right-click on the desktop and select **View** to auto-arrange and organize your icons automatically.

A simpler solution is just to press and hold down F5, and Windows will automatically arrange its icons for you.

Compu*360

Tech Problem? No Problem

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.

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**