

COMPU 360 BYTES

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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.

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Locate your Program's Product ID

Do you know where the installation CDs for your Microsoft Windows and Office programs are.

The envelope of the original CDs has the Windows Product ID states that you have a legal, authentic copy of Windows. Without the Product ID, you have no proof that you are using a legitimate version of Windows, and you would not be able to contact Microsoft or any installation disk. Of course, you should always keep a safe record of the Product IDs on all of your computers with Windows. But when that hasn't been done there is a utility named Magical Jelly Bean Keyfinder that can make it very easy to get a copy of all Product IDs that are so important in case of a disaster!

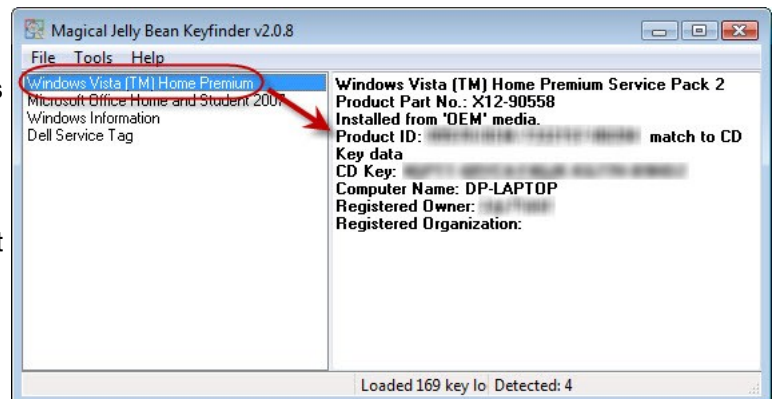
Microsoft Windows stores all of your Product IDs in the registry. We cannot access this information directly using the Registry Editor, however, because it is encrypted. JellyBean Keyfinder solves this problem by decrypting the files, and displaying them in a neat interface. To use Keyfinder, all it takes is two simple steps...

First, install Magical Jelly Bean Keyfinder from [this link](#). Scroll down and look for the blue **Download** button. Just below that button are two choices for the download; the zip file or the installer file. Select which you'd like and click on that.

If you download the ZIP folder – simply

The Jelly Bean Keyfinder will open up. On the left hand side you can see all of the products installed on your system. This utility will pick up any programs from Microsoft, Adobe, and some others.

When you highlight an option, the **CD Key**, the **Product ID**, and additional information will be displayed in the right pane.



The simplest way to store all of this valuable data is simply to select **File**, and **Print** a full list. Put this hardcopy in a safe place, where you won't lose it!

Then, if you ever need replacement software either from Microsoft or another manufacturer, you will need to have your Product ID handy so they can verify that you obtained the product legally.

Also, if you want to transfer your software license from one computer to the other, you can simply uninstall from the original computer and reinstall, but once again you need the Product ID.

<http://www.magicaljellybean.com/>

Secure Facebook

When you are on the Internet via a secure connection, you'll notice that your address bar at the top of your browser says "https:" – the "s", standing for "secure". This can also help when you browse Facebook with a secure connection.

There has been a lot of concern about security on the ever popular Facebook so this can be important.

First, log into your Facebook account, and click **Account>Account Settings**, which is located to the far right of the page.



On the next page, under **Account Security**, click **Change** and put a check mark in the box next to **Browse Facebook on a secure connection (https) whenever possible**.

Here, you can also choose to have an e-mail sent to you if your Facebook account is accessed from another computer.

Click **Save** when you're done.



Now you browse Facebook with a secure connection, thus ensuring your safety as you browse status updates and pictures of peoples cats.

Grammar Book

The Grammar Book is a site that is a handy and convenient grammar guide, whether you are a native speaker or someone trying to learn how English grammar works.

This web site includes the Grammar Rules, Punctuation Rules, Capitalization Rules, Commonly Confused Words, and Rules for Writing Numbers. Under each of these headings you'll find links to specific examples.

On the side menu there are other helpful sections: English Usage Videos, Free Online Quizzes, and the Grammar Blog.

The Grammar Blog has short posts that delve into different grammar examples. You can really focus the lesson being offered in the post.

The English Usage Videos are short lessons that can really help clarify things if you need more help than what is in the written example. There are 68 videos in total, and they follow the subjects that you'll find on the English Rules page.

This is a great grammar site, so check it out!

http://www.grammarbook.com/english_rules.asp

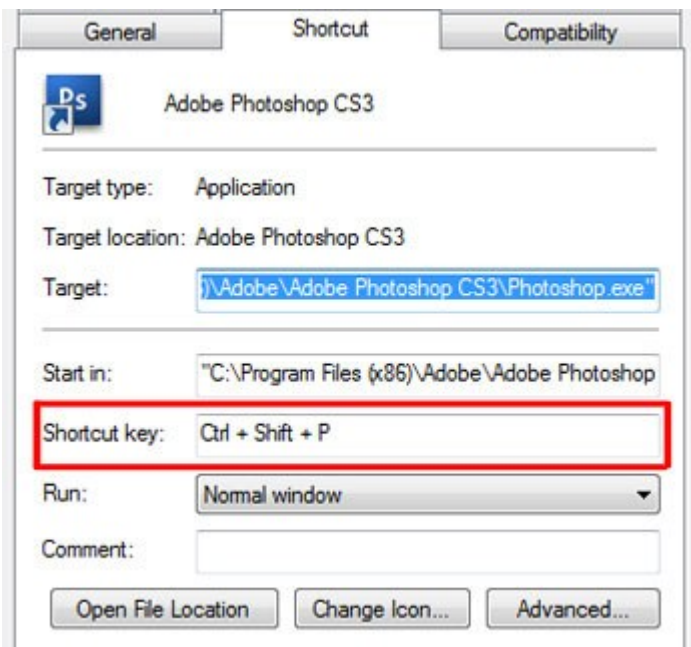
Create your own Shortcut Keys

We know that keyboard shortcuts can be incredibly helpful. Here is a tip about how to create your own key combinations to open programs.

Try:

Right-Click on a program that you want to create a shortcut key combination for and select **“Properties”**.

Make sure you're under the **Shortcut** tab and put your mouse cursor in the box next to **“Shortcut key”**.



Then choose any combination using the Ctrl, Alt, and/or Shift keys plus an alphanumeric keyboard character and click **Apply**.

So, For example, if I want to open Photoshop, I would input something like “Ctrl+Shift+P” as my key combination. Now whenever I press it, Photoshop will open!

One caution, though, is that some key combinations may already be spoken for! If that’s the case, just use something different!

State Library of Ohio Job Accelerator

Job & Career Accelerator™ combines everything you need for a successful job search into one easy-to-use online application. With this innovative job-hunting system, you can:

- Explore detailed information on over 1,000 different occupations
- Match your interests and skills with the career that's best for you
- Search over five million up-to-the-minute local and national job postings
- Create professional resumes and cover letters
- Practice and master interviewing skills
- Get invaluable tips and advice every step of the

<http://tinyurl.com/y8www5v>

Quick Tip

Magnify your Screen If you find yourself having trouble reading a Web site’s text, Windows features a magnifying utility that places a window on the top your screen with an enlarged version of the screen area around your mouse.

It’s a quick way to read undersized text and graphics, and can be easily accessed by choosing Start, Programs (or All Programs in Vista), Accessories, Accessibility (Ease of Access in Vista), and then clicking Magnifier.

Once you start Magnifier, a dialog box opens that allows you to set the magnification level and determine how the magnified screen will follow your actions.



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Compu 360 News

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