

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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COMPU360

**Grand Opening
Celebration**

Saturday July 16 • Noon-5

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Frequently Used Graphics

Inserting a graphic into a Microsoft Word document is easy: just click Insert, point to Picture, and select From File (or another source).

However, if you routinely insert the same graphic into documents—such as a company logo—it can get tiresome to do it that way every time when there's an easier way. You can make an AutoText entry to do that for you.

First, insert the graphic. Click it to select it, then click Insert, AutoText, and then New. When the dialog box appears, name the image and click OK.

Now, whenever you want to insert that image into a document, type its name (whatever you just specified) and then press F3.



Case Toggling

This is a function in Microsoft Word that gives you the ability to toggle through lower and upper cases.

How often have you needed to capitalize a letter in a word or you capitalized a letter by accident? Just highlight the letters or words in question and press SHIFT-F3.

The case of the letters will alternate between all lowercase, capitalizing the first letter of each word, and all uppercase.

Quickly Enter a URL in IE

When you manually enter a URL in Internet Explorer, it can be a hassle to use your mouse to select the address bar, highlight the URL, and delete the current Web address.

To expedite the process, press F6 on your keyboard and your cursor will automatically move to and highlight the current URL in the IE address bar.

Because highlighted text is automatically deleted if other text is entered, you can simply type your new URL in the IE address bar

Delete Temp Files

Here's a quick and easy tip for Windows Vista and 7 users who want to get to access their TEMP directory to do a little manual cleaning.

Press Start, and in the Search Box type %temp%.

Now hit Enter.

There's your TEMP directory! Now just highlight and delete as needed!

Sticky notes.

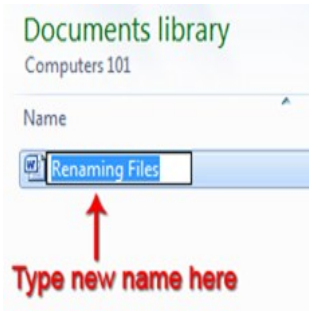
Windows 7 has sticky notes! To access them, simply go to Start > All Programs > Accessories > Sticky Notes.

<http://www.dummies.com/how-to/content/>

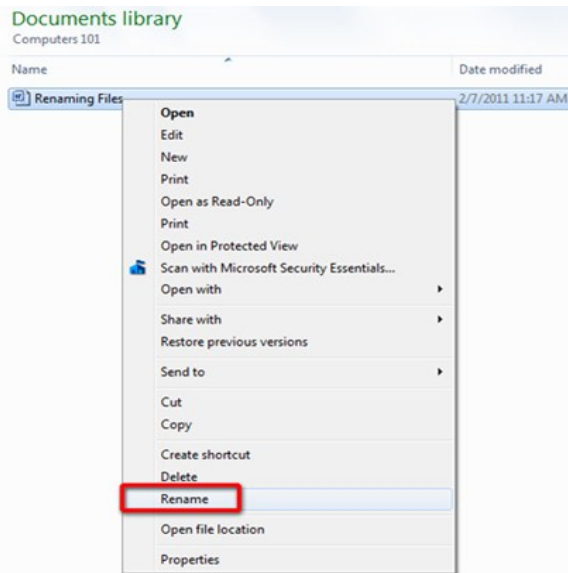
Renaming a File

There are at least three ways to rename a file...

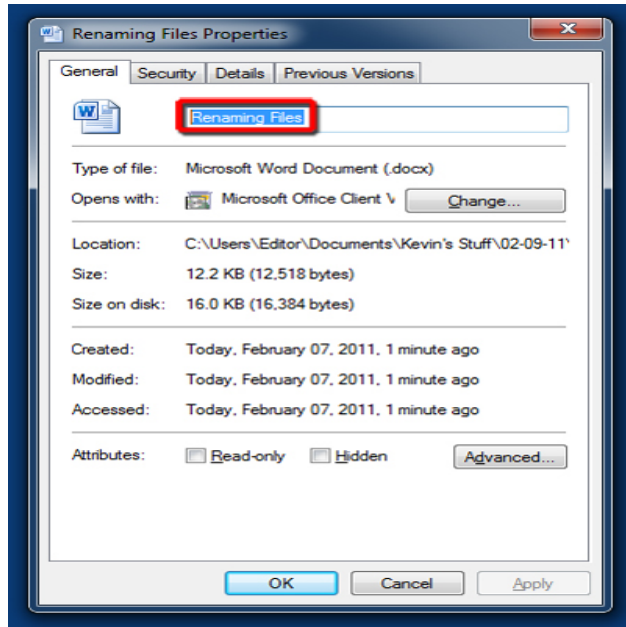
You could click the file name once to highlight, click a second time to make it available



Or you can right click the file and choose **Rename**. This will highlight the file name allowing you to type in a new one.



You can also hold down the **Alt** key and double click the file to open the **Properties** box. Type the new name in the name box.



Irfan View

<http://www.irfanview.com>

IrfanView is a convenient program that you can download and install that has been converting and graphic files – and video and audio – since 1996. This tiny download supports plug-ins for viewing even more. This is a great tool for your arsenal.

Recuva

<http://www.piriform.com/recuva>

Sometimes we delete the wrong file or maybe we all empty the recycle bin too soon. The small free utility, Recuva (as the phonetic name implies) is there to help you in times like this; It recovers the files you just deleted, plus those files you lost in a tragic crash, even on a memory card or USB storage device.

Scamfinder

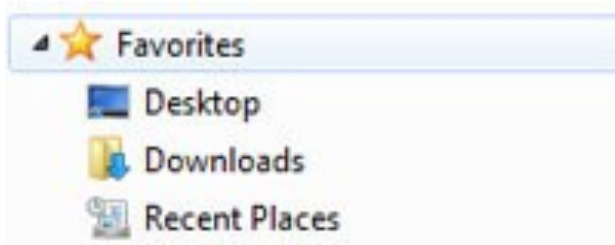
An interactive guide to common scams and ways the Plain Dealer can help you identify, fight and report them. Compiled by Sheryl Harris

<http://www.cleveland.com/scamfinder/>

Add Folders to Favorites in Windows 7

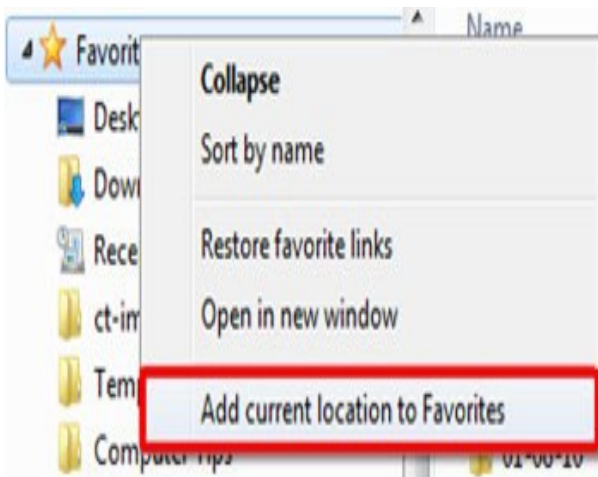
Windows 7 users may have noticed that there's a "Favorites" section to the left of the explorer window.

It looks like this:



So, let's simplify your file browsing time by adding a favorite folder location! First browse to the folder that you want to make a favorite.

Then you'll want to **right-click** "Favorites" in the left pane and select **"Add current location to Favorites"**.



Now whenever you open explorer you'll be able to jump directly to your most frequently used places!

Show Desktop in Windows 7

Windows 7 no longer has a desktop icon "show desktop icon back" on the desktop.

There are several ways to get it back but most of them are more complicated than using the one that is actually easily available in the lower right-hand corner (once you know where to look).

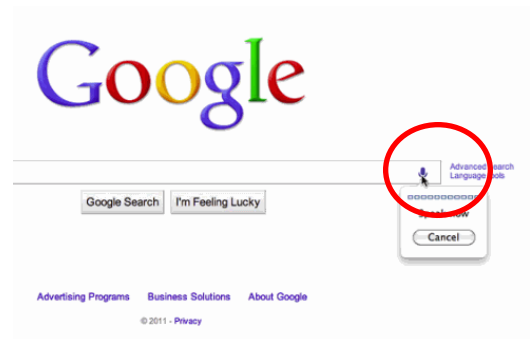
If you click it your desktop



Google Voice Search

Here is a new feature in Google search. Now you can just speak your web searches instead of typing them. Click on the microphone that appears on the right side of the search box.

When you see a dialog bubble appear, speak your search query out loud and it will be picked up by your computer's built-in microphone and your results will show up just as they would if you'd typed the query.



Read more about it:
<http://tinyurl.com/3oembmu>