



Volume 11
October 2008

Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by
Sue Ann Dixon, ET



Technology Tips



Save Time Closing the Windows

Closing multiple windows all at once:

Hold the CTRL key down and click on each of the tabs in the Task Bar (at the bottom of the screen) that you want to close. Then right click on one of the selected tabs and select "Minimize Group" from the menu that appears:



You might want to try the other options on this menu just to see what they do also (Cascade, Tile Horizontally, Tile Vertically).

Selecting "Close Group" will close all the windows you have selected. As you get used to using the computer you inevitably get used to having more and more windows open at once. This little trick can help you manage them more efficiently.

Even Quicker Windows Minimizer

Minimize all the windows all at once:

There's a keyboard shortcut that you can use to minimize all the windows on your desktop all at once:

Hold the Window's Key down and press the letter "M"



Living Without a Mouse

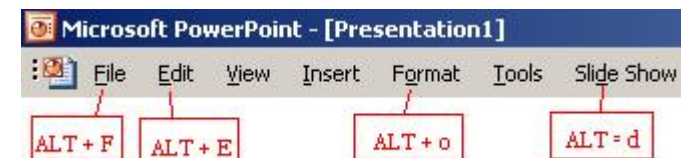
It is possible to use the computer without a mouse? Here are some tricks:

Open the start menu using the Windows Key and the arrow keys to move up and down the menu:

Then click ENTER when you have selected the program you want.



Once you are in the program you can move around the menu bar by holding down the ALT button and clicking on the underlined letter on the menu option. Then you can use the arrow keys and ENTER to select what you want. See below for an example from Microsoft PowerPoint:





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Know Your Extensions

Did you know that when you save a file the computer automatically adds a period and three letters to the end of the name you give the file. In the old days, before the Windows operating system, file names used to look like this:

```
explorer.exe
explorer.scf
FaxSetup.log
FeatherTexture.bmp
Gone Fishing.bmp
Greenstone.bmp
```

Technically speaking, file extensions like: .exe, .bmp, and .log are still being used by your computer. However they might not always be displayed with the file name. They are still important because they tell the computer what program to use to open a file. Below are some common file extensions that you might see and the programs that opens them:

| <u>Extension</u> | <u>Program that opens it</u> |
|------------------|------------------------------|
| .doc | Microsoft Word |
| .xls | Microsoft Excel |
| .pub | Microsoft Publisher |
| .ppt | Microsoft PowerPoint |

Some file extensions, especially the ones used on the internet, tell you what kind of file something is. Here are some examples:

| <u>Extension</u> | <u>What it probably is</u> |
|------------------|----------------------------|
| .htm | A web page |
| .gif | A Graphic or Animation |
| .jpg | A Photograph or Image |
| .png | A Photograph or Image |
| .mpg | A Movie or Animation |
| .pdf | A Portable Document File |
| .mp3 | A Sound or Music File |



Cite the Site

Create Your Own Interactive Games

http://www.oswego.org/staff/cc_hamber/techno/games.htm



Defrag Your Hard Drive

As files are stored on your computer's hard drive they are sometimes separated into many little bits. It's sort of like what happens when you bring the mail into your house from the mailbox. You open some of it up, you put some of it in the trash, and you pile the bills up some place special. You kind of know where everything is but going back and finding it all isn't that efficient of an operation. Similarly, when your computer opens up new software and saves files it doesn't always put everything in the most efficient place for review later. When you defrag the hard drive the computer reorganizes all the files on your hard drive for maximum efficiency.

Here's a link to more information about file fragmentation:

http://www.geekgirls.com/windows_defrag.htm

How to defrag the hard drive:

The follow example comes from Microsoft Windows XP but works similarly in other versions.





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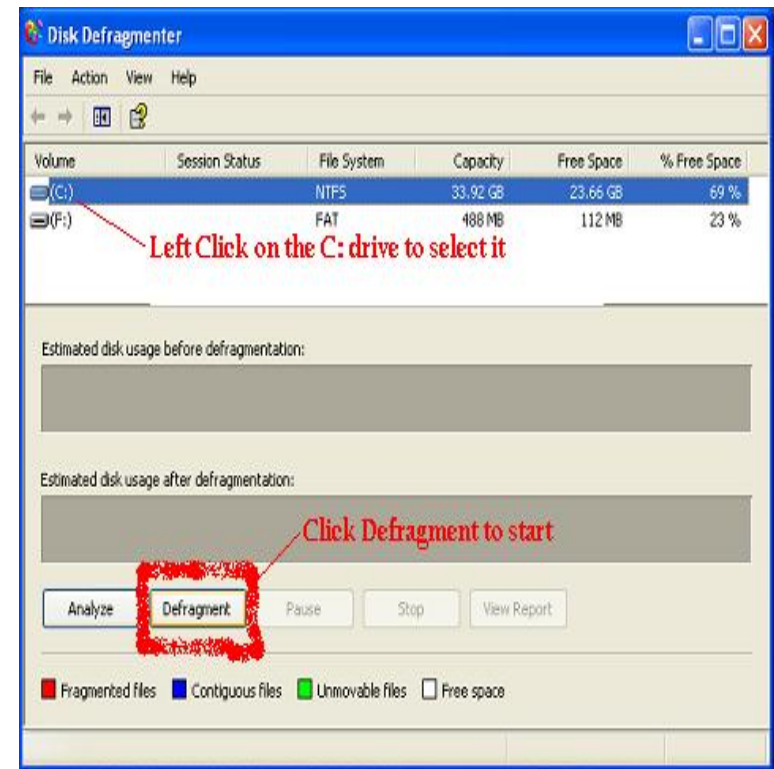
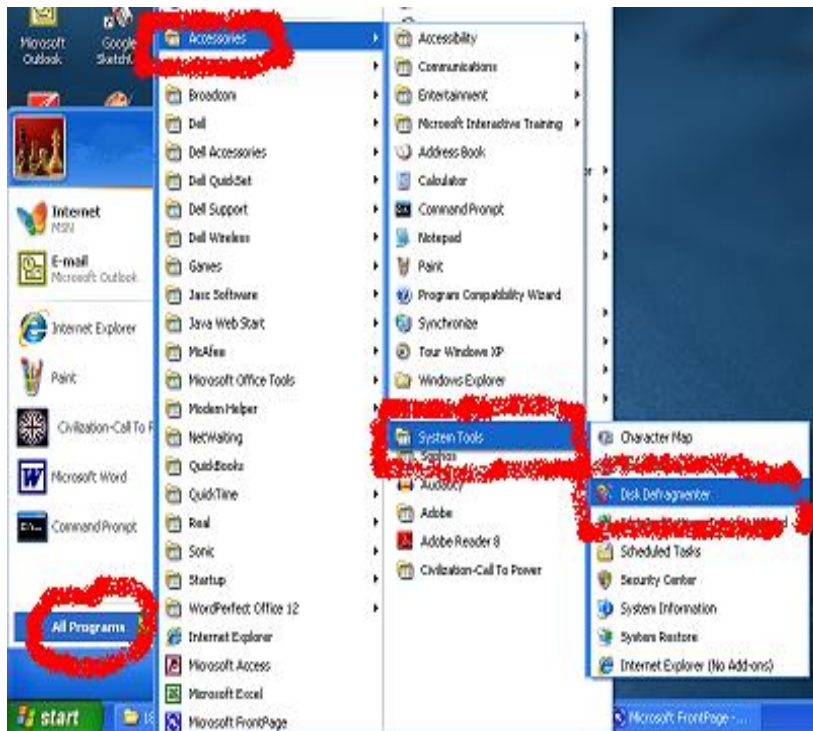
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Go to the **START** menu, then **All Programs**, then **Accessories**, then **System Tools**, then **Disk Defragmenter**:

In the window that appears you want to select your C: drive to defragment (this is usually letter designation for your computer's hard drive). Once you have selected the drive to defragment simply click "Defragment" to start. Keep in mind that defragmenting your hard drive will take several minutes.





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Make Me a Folder

Organize, Organize, Organize! Did you ever want to just delete everything on your computer and start over but you can't because you actually need some of the stuff there? Are you looking for a way to organize the mess? Here's how to make folders to organize your files.

You may not know it but the venerable old filing cabinet was the inspiration for how computers are setup today. And just like in an old fashioned filing cabinet the key to organizing things is to use folders to put like things in together. Here's how to make a folder:

Choose a place you'd like to place your new folder. In this example I'll be making a new folder in my H: drive which is a network drive that I have access to at work. You could also be making a folder on your C: drive or in your "My Pictures" or "My Documents" folders.

The first step is to go to the place where you want to create the new folder. Then go to the word "New" at the top of that window and select "New." Then select "File" and then "Folder"



Once the new folder appears you will have to name it (unless you want it to always be called "New Folder") by typing in the new name of the folder. If the computer won't let you just type in a name for the folder right click on the folder and select "Rename" from the list that appears.

To move items into your new folder all you have to do is drag and drop them over.

Is "Malware" Malicious

According to [Wikipedia](#), "Malware" is: *"software designed to infiltrate or damage a computer system without the owner's informed consent."*

In today's technology tip we have some definitions of the names you might have heard for various kinds of malware.

computer viruses - a computer program that can copy itself onto a computer without the permission or knowledge of the user (complete [wikipedia definition](#)). Viruses could be introduced to your computer from a disk, flash drive, CD.

computer worms - Similar to a computer virus but a worm can "Self replicate" itself to other computers throughout a computer network without any user involvement ([complete wikipedia definition](#)).





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trojan horse - Just like the mythological Trojan Horse, these programs appear to be useful free downloads but when you download them to your computer you also download other unwanted and malicious programs onto your computer ([complete wikipedia definition](#)). Trojans could thus be used to install all kinds of malware onto your computer.

spyware - Malware that is downloaded to your computer with the purpose of tracking or recording the user's activities without the user's consent ([complete wikipedia definition](#)). Such malicious software could be used to log keystrokes to get passwords, or just track internet search histories to target pop-up advertisements.

adware - Some free downloads from the internet will ask the user for consent to install spyware software on the users computer as part of the download agreement. Such software is usually referred to as adware instead of spyware since the user has given consent to be tracked in exchange for some free software.

web cookies - These are usually harmless bits of text that are downloaded automatically whenever you open a website. ([complete wikipedia definition](#)) The cookie is used to track your visits to a specific website. The creators of websites use cookies to gather data about who and how often their website is being accessed.

How to clean malware off your computer?

For starters, here's a popular free download for finding spyware on your computer: Ad-Aware from Lavasoft:

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

They have a free version that you can try.

Then there's the anti-virus software you can buy. Here's a review of the Top Antivirus Software from PC World:

<http://www.pcworld.com/article/id,124475/article.html>

Having Trouble with a Website?

1. Reload the page (F5).
2. If that doesn't work, try restarting your computer—this may do the trick.
3. If you are still having problems, clear the browser cache—this will remove any copies of the website that your browser has stored in your computer's memory for quick access.

The tech tips this week have come from:
www.180techtips.com

....until next week