

COA Computer Center

Newsletter Winter 2007

Well, here we are into the first month of our Winter season and only a few of our classes are full. Digital Darkroom and Windows XP are always popular and, frankly have so much content that taking them twice each is not a bad idea!!

We are starting this newsletter to offer hints, announce upcoming classes and are inviting some articles of interest by folks who have the answers.

Please give us some feedback and some ideas for future copies and we will see if we can provide the answers. Leave your letters to the editor in the 'Computer Box' at the COA.

Dick Kraycir

Need help with typing?

Are you still having difficulty typing? Many of us did not have formal typing classes and tend to just pick at the keys. Who knew that computers were coming along and typing would be required as we send emails to friends and use the computer for our recipes, address lists and all sorts of things. Well, there is a very nice free (as a Yankee, that appeals to me) typing course at www.sense-lang.org. Open the typing program and start right at lesson one. There are other programs available, just type 'free typing' in the google window pane.

Brush up on PhotoShop!

Hewlett Packard has some very interesting courses and help information on their website. They offer courses in Photoshop®, Microsoft Word®, CorelDraw® and other popular programs. Most are free, and they involve skilled Teachers. To get there, either Google

'hp Classes' or type on the address line: `<h30187.www3.hp.com/campus.jsp?campusId=10100&mcID=diyland>` Not all courses are offered all the time, but you can check to see when the class you want is available. If you haven't ever taken an on line course, this is a totally new experience. Have fun!!

Where did that File go?

I am sure this has happened to you, it has certainly happened to me. I forget where I put something. Or worse!! Oh well, remember the SEARCH tool that windows provides. Press the Microsoft Key (or click the button) Left click on 'Search'. Choose the option that best fits what you are trying to find, Music, Files, Folders, or people. Fill in as much information as you can and the program will search for it. When you see the missing item in the list, you just need to double left click on it to open it.

It might be in the Recycle bin ! many of us never seem to be brave enough to empty the recycle bin, so it becomes the computer's attic with lots of dusty, cob web covered folders and files sitting around taking up space on our hard drive. If you make backups of your 'My Documents' folder on a regular basis (every month or so, depending on how many new documents or pictures you create) you will always be able to get something that has disappeared.

Need help backing up your files, look for an upcoming class on 'Housekeeping.'