

COA Computer Center

Newsletter SPRING 2007

This is our second Newsletter and we are reminding readers to let us know what you would like help with. Drop your questions off in the mail slot at the Senior Center. Guest articles are always welcome, so if you made an interesting discovery, let us know. If you are using the recently released Microsoft Vista® write to us and give us some news of your impressions and experiences.

We are always happy to accept donations of working computers newer than 2001. We clean them up and give them to seniors that do not currently have a computer and would like some experience before purchasing one for themselves. We have software that will completely wipe out your hard drive for your own security. Please donate only working computers.

Dick Kraycir

My computer is acting very strange, what can I do?

One of the gems buried in Microsoft Windows is a feature called **System Restore**. When you get a bad bit of software that is causing the computer to go haywire, run slow or bring up unwanted screens and ads, you may have unknowingly gotten infected with a piece of Malicious Software or Adware. There are some slight differences getting there, but you can find it quite easily with a little investigation. Click on the **Start** Button (alternatively use the Microsoft Flag Key). Left click on **Help and Support**. On my computer there is a grouping called "Pick a Task". Listed there is **Undo changes to your computer with System Restore**. HP Computers just have a link to **System Restore**. Follow the instructions for '**Restore my computer to an earlier time**'. You will get to a calendar with

some dates that are bold. They correspond to times when changes were made to your computers programs. Select a Bold date that is prior to the computer acting up and restore the computer. This only affects programs not any of your saved files or emails. Good judgment dictates making a back up of critical documents first...just in case! We have solved many problems this way and it is generally the first step taken when dealing with a misbehaving computer.

Ask a Friend for Help.

Here is another gem from Microsoft. By selecting this feature from **Start > Help and Support** screen, you can turn control of your computer over to someone else connected to the internet. This works very well with DSL or Cable. The amazing part is that it works from anywhere on the internet, including the other side of the globe.

Cleaning out your email folders!

You can find your computer running very slowly; the cause can be too many emails in your 'inbox'. We recently had a case with over 4,000 emails in the box. Make a habit of monthly eliminating unwanted emails from your inbox (**Select >Delete**). Follow up by emptying the email Trash folder (this is separate from the Recycle bin on the Desktop). I have a 'Sent' folder and recently found it to have several hundred pieces of mail going back almost two years. Including the attachments to those emails, the file was huge. I have now started keeping only 'Sent' mail for the past 2 months. Save memory and clean out your email folders! It can make a difference.