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# Your Computer

Presented at the North Dallas  
Career Focus Group  
on 2/18/11

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## Your Computer

- Your computer is a invaluable part of your job search.
- Are you protecting your computer from disaster?
  - Virus, Spam, ID Theft, Spyware,
  - Disaster (hard drive crash, loss of power, power spikes and sags, fire, etc.)

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## Your Computer

- There are many simple, inexpensive approaches and some great FREE software tools to help avoid disaster.

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## Your Computer

- **Always:**
  - use a surge protector or better yet an UPS (uninterruptable power supply)
  - use at least a software firewall and a hardware firewall if available
  - run anti-virus software and SPAM filters

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## Your Computer

- **Periodically:**

- Run a complete anti-virus and anti-spyware check of your system
- Run a defragmentation of your hard drive
- Run a program to clean up orphan files, duplicate files and trash on your hard drive
- Run a check on the performance of your computer to see if it is slowing down
- Run a check on your Internet connection to see if it has slowed down

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## Your Computer

- Clean out unused and out of date files and applications
- Do not download every “FREE” tool bar or gimmick that is offered; most contain malware
- Organize your files and keep them organized

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## Your Computer

- Clean your keyboard and if your computer is on the floor.
  - Be sure to vacuum (not blow) the dust out.
  - Be sure your computer is turned off (static electricity)
  
- Do you turn your computer off each night or leave it on?

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## Your Computer

### • Virus Protection

- Microsoft Security Essentials
  - Replaced - Microsoft Window Defender in 2009  
[http://www.microsoft.com/Security\\_Essentials/](http://www.microsoft.com/Security_Essentials/)
- Avast Free Antivirus <http://www.avast.com/>
- Spybot Search and Destroy [www.safer-networking.org/](http://www.safer-networking.org/)
- Kaspersky 2010 – If you want to purchase
- AVG FREE <http://free.avg.com/us-en/homepage>
  - Do NOT recommend this program any more

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# Your Computer

## • Virus Protection

2009 AntiVirus Software Review Product Comparisons      Displaying 1 to 10 of 20      << Previous 10 | Next 10 >>

Top TenREVIEWS | Software | Security & Privacy | AntiVirus Software Review

Rank	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
	BitDefender Antivirus	Kaspersky Anti-Virus	Webroot Antivirus with SpySweeper	ESET Nod32	F-Secure Anti-Virus	AVG Anti- Virus	McAfee VirusScan	COMODO AntiVirus	Norton AntiVirus	Trend Micro
										
Reviewer Comments	<a href="#">READ REVIEW</a>	<a href="#">READ REVIEW</a>	<a href="#">READ REVIEW</a>	<a href="#">READ REVIEW</a>	<a href="#">READ REVIEW</a>	<a href="#">READ REVIEW</a>	<a href="#">READ REVIEW</a>	<a href="#">READ REVIEW</a>	<a href="#">READ REVIEW</a>	<a href="#">READ REVIEW</a>
Lowest Price	<a href="#">BUY</a> \$24.95	<a href="#">BUY</a> \$39.95	<a href="#">BUY</a> \$29.95	<a href="#">BUY</a> \$39.99	<a href="#">BUY</a> \$39.99	<a href="#">BUY</a> \$34.99	<a href="#">BUY</a> \$39.99	<a href="#">BUY</a> \$24.95	<a href="#">BUY</a> \$39.99	<a href="#">BUY</a> \$39.95
Overall Rating	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★
Ratings										
Ease of Use	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★
Effectiveness	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★
Updates	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★
Feature Set	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★
Ease of Installation	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★
Help/Support	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★	★★★★
View Specifications	<a href="#">Go!</a>	<a href="#">Go!</a>	<a href="#">Go!</a>	<a href="#">Go!</a>	<a href="#">Go!</a>	<a href="#">Go!</a>	<a href="#">Go!</a>	<a href="#">Go!</a>	<a href="#">Go!</a>	<a href="#">Go!</a>
View Screenshots										

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## • Virus Protection

- In addition to free software, several of these virus protection software applications are available for FREE or close to free using mail-in rebates. Watch the ads at Fry's...something new each week. It is a small pain to fill out the rebates and follow up, but worth it if to receive multi-user licenses for just a small investment of your time.
- TIP: Carefully read the fine print on the forms and MAKE COPIES OF EVERYTHING YOU SEND.

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## Your Computer

- **Email**

- Web based

- Yahoo Mail
- Gmail (free POP)
- Hotmail
- AOL

- If you have a tx.rr.com or sbcglobal.net account, what happens when you change services...you lose you email address.

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## Your Computer

- **Email**

- Web based vs Local based

- Web based...you can check mail on any computer in the world.
- Local based (Window Mail, Outlook, Thunderbird)
  - You must check ONLY on your local computer. You may be able to check a web based version, but you will not have your details.

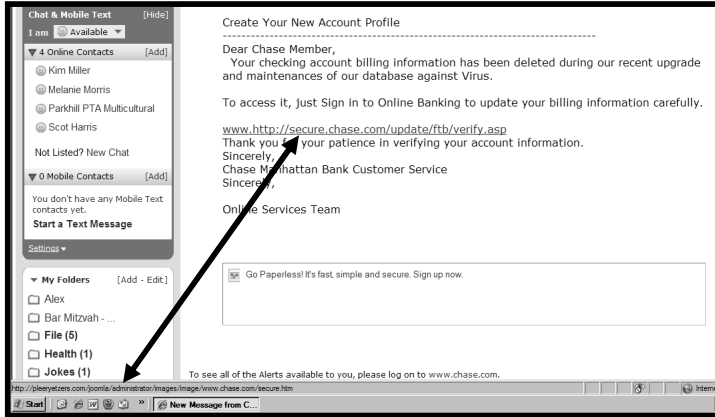
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# Your Computer

- **Email**

– Be careful where the web link sends you.



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# Your Computer

- **Storage Back up**

What should you back up?

- Everything that you use regularly or will need in the long term

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## Your Computer

- **What do you use for a backup?**

- Thumb Drives
- Portable Hard Drive
- DVD's of applications

- **How to Back up**

- Start > All Programs > Accessories > System  
Tools > Backup
  
- CARBONITE ???

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## Your Computer

- **FREE software to use for a backup?**

- Drive Imaging Backup Solution
  - Paragon – Backup and Recovery 2011(Advance)  
**FREE - Total PC Protection for Serious Users!**
  - Take complete control of your PC's safety. Based  
on solid commercial backup and recovery software  
from Paragon, the new Backup & Recovery 2011  
(Advanced) Free Edition will give you a rich set of  
features that you can trust.
  - Smart people backup; Backup & Recovery is smart  
backup.
  - <http://www.paragon-software.com/home/db-express/>

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## Your Computer

- **FREE software to use for a backup?**

- File Synchronization

- SyncToy 2.1 - a free application that synchronizes files and folders between locations. Typical uses include sharing files, such as photos, with other computers and creating backup copies of files and folders.
- <http://www.microsoft.com/downloads/en/details.aspx?displaylang=en&FamilyID=c26efa36-98e0-4ee9-a7c5-98d0592d8c52>

- Other online backup and synchronizations programs are listed at:

<http://www.pcmag.com/article2/0,2817,2361880,00.asp>

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## Your Computer

- **How to speed up your computer**

- Add RAM

- Install the maximum amount
- <http://www.memoryx.net/>

Some things to remember to have good success when upgrading your RAM Memory.

1. Must know or get your Computers Manufacturing Make & Model name &/or model #.
2. Must open Computer Case, with power off of course, and find out how many slots your motherboard has to handle your RAM. You might note which Memory slot is physically closer to the Processor chip. That square thing with the funny looking, pokie, aluminum block heat sink or cooling fan on it. That slot is your Primary memory slot and should always have the largest stick of memory if your memory sticks are different Ram size. If they are the same size, all 1 GB, then no problem.
3. This would be great time to clean the Dust Bunnies out our your Computer. Use which ever method you prefer. ( I prefer to vacuum 1st; dust with camel hair brush [Ace; Lowes; Home Depot] to clean really dirty areas; vacuum again; blow out; under chips & hard to get areas; and vacuum one last time.
4. Once you determine total RAM your Computer can handle divide that by number of slots to determine the largest stick of RAM you can put in any one slot. ex) Your Computer can handle 2GB total and you have 4 slots. That means each slot can handle up to 512Mb of RAM per slot x 4 = 2 GB.
5. What I recommend is if you have the time and can stand to have your Computer down for hour or two, is take a stick of your RAM out and take it with you to your favorite memory Store. (Frys; Radio Shack; BestBuy, etc) That way you do not buy the wrong style; speed; and other details I could bore you with.

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## Your Computer

- **How to speed up your computer**

– Other things you can do:

Start > All Programs > Accessories > System Tools

- Run Disk Cleanup
- Run Defragmenter

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## Your Computer

- **Want to know everything about your computer?**

– SIW

- Freeware Version stands for System Information for Windows. This utility provides users with an amazing array of information about your Windows machine and its contents, performance, and settings.
- You can download the program from CNET at:  
[http://download.cnet.com/SIW-Freeware-Version/3000-2094\\_4-75179711.html?tag=mncol:3](http://download.cnet.com/SIW-Freeware-Version/3000-2094_4-75179711.html?tag=mncol:3)

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## Your Computer

- **Microsoft Office 2007 or 2010**

- Can't open .docx?
- If you are running Office 2003 and have not up graded to 2007 or 2010, there is a FREE compatibility pack you can add on to your 2003 program that will allow you to open 2007 and 2010 documents.
- MAKE SURE your updates are current.
- <http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

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## Your Computer

- **Microsoft Office 2007 and 2010**

- One side note about Microsoft Office 2010. Office 2010 products are significant different in look and feel than previous Office versions.
- If you use Excel or Word in your job, start to familiarize yourself with the new look and feel.
- Check out [www.CareerDFW.org](http://www.CareerDFW.org) /  
Websites /  
Other Useful Career Websites /  
FREE Computer Based Training  
<http://careerdfw.org/J/websites/50-other-useful-career-websites/71-other-useful-career-websites.html>

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## Your Computer

- **Open Office**

- OpenOffice.org is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more.
- It works on all common computers. (PC & MAC)
- It stores all your data in an international open standard format and can also read and write files from other common office software packages.
- It can be downloaded and used completely free of charge for any purpose.

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## Your Computer

- **Open Office**

- Writer (Word)
- Calc (Excel)
- Impress (Powerpoint)
- Draw
- Base (Access)
  
- Download from [www.OpenOffice.org](http://www.OpenOffice.org)

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## Your Computer

- **To hold a webinar** – up to 20 people
  - **DimDim.com** - Purchased by Salesforce.com and will NO longer be free after 3/15/11

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## Your Computer

- **To hold a webinar** – up to 3 people
  - **Adobe ConnectNow** – Free
    - Meet live over the web and share computer screens.
    - Take control of another meeting participant's desktop with permission.
    - **Video conferencing** - With a webcam, use multipoint video for a real in-person feel to your online meeting
    - <https://www.acrobat.com/?app=lp&trackingid=COYSK#/connectnow/GoToMyMeeting>

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# Your Computer

- **Need to find a good time to meet**

- Doodle Easy Scheduler

- Schedule a poll or make a choice
- Send out the link to your group
- Individuals log in and enter their name and their preferences
- You then know when you hold a meeting
- Sign up (FREE)
- [www.doodle.com](http://www.doodle.com)

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# Your Computer

- **Need to find a good time to meet**

- Doodle Easy Scheduler

November 2009												
	Mon 2		Tue 3		Wed 4			Thu 5				
	1:00 PM	7:00 PM	2:30 PM	8:00 PM	11:00 AM	12:00 PM	7:00 PM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM
Jeff Morris	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Richard Solomon	OK		OK				OK	OK	OK	OK	OK	OK
Janet Freeman	OK		OK									OK
Clint Ford	OK		OK			OK					OK	OK
Lori Rains	OK	OK	OK		OK	OK	OK	OK	OK	OK	OK	OK
Ken Shine	OK		OK					OK	OK	OK	OK	OK
Marletta Holt			OK		OK	OK	OK				OK	OK
Robert Kietzman		OK	OK	OK			OK				OK	OK
Your name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Count	6	3	8	2	3	4	5	4	4	5	7	8

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## Your Computer

- **Need to convert a document to a .pdf**

- **doPDF7.2**

- installs itself as a virtual PDF printer driver so after a successful installation will appear in your **Printers and Faxes** list. To convert to PDF, you just have to print the document to doPDF, the free pdf converter. **Open** a document (with Microsoft Word, WordPad, NotePad or any other software), choose **Print** and select **doPDF**. It will ask you where to save the PDF file and when finished, the PDF file will be automatically opened in your default PDF viewer.

- <http://www.dopdf.com/>

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## Your Computer

- **Need to convert from .pdf to Word**

- **PDF to Word**

- you can quickly and easily create editable DOC/RTF files, making it a cinch to re-use PDF content in applications like Microsoft Word, Excel, OpenOffice, and WordPerfect. Best of all, it's entirely free!

- <http://www.pdfword.com/Default.aspx>

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## Your Computer

- **Need to convert from .pdf to Excel**

- **PDF to Excel**

- quickly and easily create highly-editable XLS files, making it a cinch to re-use tables and spreadsheets from PDF files in Microsoft Excel, OpenOffice, Google Docs, and WordPerfect Office. Best of all, it's entirely free!
    - <http://www.pdfexcelonline.com/>

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## Your Computer

- **Need to edit a .pdf file**

- **PDFHammer**

- edit your PDF files online without installing a thing! Simply upload PDF files to PDF Hammer via your web browser, perform your edits, and then save the files back to your computer. The online editor allows you to view the pages of your PDF files as you edit them.
      - Combine PDF.
      - Edit PDF pages. Quickly rearrange, reorder, and delete the pages from existing PDF files.
      - Secure PDF. Protect the contents of PDF files with password-based security.
    - <http://www.nitropdf.com/free/hammer/index.htm>

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## Your Computer

- **Mac**

- You will find many free downloads at Open Source Mac
- <http://www.opensourcemac.org/>

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## Your Computer

- **Restore Points**

- This is a component of Microsoft's operating systems that allows for the rolling back of system files, registry keys, installed programs, etc., to a previous state in the event of malfunctioning or failure.
- In System Restore, the user may create a new *restore point* manually, roll back to an existing restore point, or change the System Restore configuration. Moreover, the restore itself can be undone. Old restore points are discarded in order to keep the volume's usage within the specified amount.
- Start > All Programs > Accessories > System Tools > Restore
- [http://en.wikipedia.org/wiki/System\\_Restore#Restore\\_points](http://en.wikipedia.org/wiki/System_Restore#Restore_points)

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## Your Computer

- **Firewall**

- This is a part of a computer system or network that is designed to block unauthorized access while permitting authorized communications.
  
- It is a device or set of devices configured to permit, deny, encrypt, decrypt, or proxy all (in and out) computer traffic between different security domains based upon a set of rules and other criteria.

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## Your Computer

- **Firewall**

- Firewalls can be implemented in either hardware or software, or a combination of both. Firewalls are frequently used to prevent unauthorized Internet users from accessing private networks connected to the Internet, especially intranets. All messages entering or leaving the intranet pass through the firewall, which examines each message and blocks those that do not meet the specified security criteria.
  
- <http://en.wikipedia.org/wiki/Firewall>

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## Your Computer

- **FREE Quick Reference Cards**

- Free two page reference guides for many programs
  - [http://www.customguide.com/quick\\_references.htm](http://www.customguide.com/quick_references.htm)
- DO NOT register, just right click and save as a pdf file any of the quick references.
  - Microsoft Access 2007, 2003,2002,2000..
  - Microsoft Excel 2007,2003,2002,2000,97
  - Microsoft FrontPage..
  - Internet Explorer...
  - Microsoft Office 2007
  - Microsoft Outlook 2007, 2003,2002,..
  - Microsoft Powerpoint..
  - Microsoft Windows Vista, XP, 2000, 98
  - Microsoft Word...
  - Macintosh..
  - Adobe...









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## Your Computer

- **Wireless Routers**

- G
- N
- N+

	G Router	N Router	N+ Router
 Security-Enabled Wireless Internet	●	●	●
 Email & Chat	●	●	●
 Connect Multiple Computers	●	●	●
 Share Printers	●	●	●
 Stream Music		●	●
 Enhanced Speed & Range		○	●
 Stream Movies/Video		○	●
 Stream Games/Multiplayer Gaming Online		○	●

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## Your Computer

- **Other FREE Programs**

- Create, share and store your resume online for free: <http://www.emurse.com/> (you can manage job submissions and add notes – all one line. All you need is access to a PC – public library/computer/friends computer)

- 10 best and free data recovery tools:  
<http://www.techmynd.com/10-plus-best-free-data-recovery-tools-downloads/>

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## Your Computer

- **Other FREE Programs**

- If you want to run applications from a USB stick (you have what is called portable apps):

<http://www.techiesouls.com/2008/10/30/15-most-useful-and-best-portable-apps/>

(these are FREE. Everything under the sun)

- Easy way to get FREE applications: <http://ninite.com/>

- If you need OLD versions of applications:  
<http://www.oldapps.com/>

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  - Click on the File tab, scroll down to section 15. Your Computer, click on that and open the file called Your Computer