

CareerDFW

Giving you the tools you need to find your
next great opportunity

Your Computer

Your Computer

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North Dallas Career Focus Group
on 11/13/09

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

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- **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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- Periodically:

- Run a complete anti-virus and anti-spyware check of your system (more later about this)
- Run a defragmentation of your hard drive (more later about this)

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- **Periodically:**

- **Run a program to clean up orphan files, duplicate files and trash on your hard drive**

- Easy Duplicate File Finder - Looking to clean all sorts of duplicate files? This tool does the job for you. It scans your system, gives you a full report, and lets you clean either in bulk or just selected files. It also allows you to protect system files so that you don't accidentally delete any important ones that your PC needs to run.

<http://www.pcworld.com/downloads/file/fid,67281-order,6-page,1/description.html>

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- **Periodically:**

- **Run a check on the performance of your computer to see if it is slowing down**

- Glary Utilities - This excellent no-cost tool promises one-click cleanup and optimization, and it delivers. It scans your system for problems with the Registry, shortcuts, startup programs, and spyware, and then gives you the option of which to clean up. It also deletes traces of your Internet surfing and erases temporary files. Optimization doesn't get simpler than this.
<http://www.pcworld.com/downloads/file/rid,67260-order,6-page,1/description.html>
 - Windows Memory Diagnostic <http://oca.microsoft.com/en/windiag.asp>

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- **Periodically:**

- **Run a check on your Internet connection to see if it has slowed down**

- SG Speed Test - To test your current line speed, simply choose a server based on your location, and click its link below. The test may take up to two minutes to complete. For more accurate results, you should turn off any applications that are currently using part of your bandwidth, such as internet audio/video streaming, VoIP, P2P, etc.

- <http://www.speedguide.net/speedtest/>

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- 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

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.
- **Do you turn your computer off each night or leave it on?**
 - You should turn your computer OFF at night.
 - Just like you, your computer needs to shut down and clean out its mind and start new and refreshed the next morning.
 - You also save power.

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- Virus Protection

- AVG FREE <http://free.avg.com/us-en/homepage>
 - Use 8.5 (not v9.0)
- Microsoft Window Defender replaced by Microsoft Security Essentials in 2009
http://www.microsoft.com/Security_Essentials/
- Avast <http://www.avast.com/>
- Spybot Search and Destroy www.safer-networking.org/
- Kaspersky 2010 – If you want to purchase

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
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Your Computer

- Virus Protection

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

[TopTenREVIEWS](#) | [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	G DATA AntiVirus	Norton AntiVirus	Trend Micro
										
Reviewer Comments	READ REVIEW 	READ REVIEW 	READ REVIEW 	READ REVIEW 	READ REVIEW	READ REVIEW	READ REVIEW 	READ REVIEW 	READ REVIEW	READ REVIEW
Lowest Price	BUY \$24.95	BUY \$39.95	BUY \$29.95	BUY \$39.99	BUY \$39.99	BUY \$34.99	BUY \$39.99	BUY \$24.95	BUY \$39.99	BUY \$39.95
Overall Rating										
Ratings										
Ease of Use										
Effectiveness										
Updates										
Feature Set										
Ease of Installation										
Help/Support										
View Specifications	Go!	Go!	Go!	Go!	Go!	Go!	Go!	Go!	Go!	Go!
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. We purchase the software from Fry's during the rebate season. 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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- 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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- 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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- Storage Back up

What should you back up?

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

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- What do you use for a backup?
 - Thumb Drives
 - Portable Hard Drive
 - DVD's of applications

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- **How to Back up**

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

- **Don't forget the Installation Keys**

- These are the numbers and letters you enter to activate the program. Write them down and put with your back up.

Your Computer

- How to speed up your computer

- Add RAM

- Install the maximum amount
- How do you know how much you can add...go to <http://www.crucial.com/systemscanner/index.aspx> to run a system test

- Start > All Programs > Accessories > System Tools

- Run Disk Cleanup
- Run Defragmenter

Your Computer

- **Clean the Registry? (WITH CAUTION)**
 - There's a time and place for registry cleaners - If you install and uninstall a lot of software, there's the chance that something can break, and registry cleaners can help locate those issues. In most cases it's not going to improve performance... they will never make your Celeron run like a quad core.
 - Be sure to set a restore point and back up data before doing this.
 - www.ccleaner.com - cleans both the registry and the hard drives of stuff that is left over from browsing, log files, program crashes, etc. Run it 1-2x per month primarily for the HDD cleanup. The registry cleaner can be run about every 1 to 3 months depending on their preferences (if you install and uninstall lots of software.)

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- **Microsoft Office 2007**

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

- **Microsoft Office 2007**

- One side note about Microsoft Office 2007. Office 2007 products are significant different in look and feel than previous Office versions. Trying to create a very simple spreadsheet took much, much longer than it should have because I was unfamiliar with the new ribbon tabs. If you use Excel or Word in your job, I suggest people start to familiarize themselves with the new look and feel.
- Also, you can purchase Classic Menu for Office 2007 for about \$30. It gives you the classic menu feel of Office 2003, but also includes the newer features of Office 2007. <http://www.addintools.com/english/menuoffice/>

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- 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. 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

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- **To hold a webinar** – up to 20 people
 - **DimDim.com - Free**
 - You can have up to 20 people on the webinar
 - Three people can talk
 - All can Chat
 - You have a shared whiteboard
 - You can load powerpoint presentations
 - You can show your computer screen
 - www.dimdim.com

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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.adobe.com/?app=lp&trackingid=COYSK#/connectnow/GoToMyMeeting>

Your Computer

- **Other ways to connect** : (two computers)
 - **Teamviewer** - establishes connections to any PC or server all around the world within just a few seconds. You can remote control your partner's PC as if you were sitting right in front of it. <http://www.teamviewer.com/index.aspx>
 - **LogMeIn Free** - Access and back up your home or work computer from anywhere with an Internet connection. It's fast, easy and secure. https://secure.logmein.com/welcome/get_logmein_free/signup.asp

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- 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

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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	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

- Need to convert a document to a .pdf
 - doPDF6.3
 - 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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- 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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- **Need to zip or unzip a file**
 - It may be built into your system
 - 7 Zip - <http://www.7-zip.org/>
- **Need a FTP**
 - CoreFTP Lite – This free, secure FTP client gives you a fast, easy, reliable way to update and maintain your website via FTP. It also provides a secure method (via SSL, TLS, or SFTP) to upload / download files to and from FTP servers. <http://www.coreftp.com/>

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- Mac

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

- **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

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- **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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- **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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- **FREE Quick Reference Cards**

- Free two page reference guides for many programs

- 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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- Wireless Routers
 - G
 - N
 - N+

Your Computer

	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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- 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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- 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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- To find this presentation on line...go to www.CareerDFW.org
 - Click on the File tab, scroll down to section 15. Your Computer, click on that and open the file called Your Computer