

Follow these steps to STOP POP – UP ADS

1. Open your Internet browser (ex. IE, Netscape, AOL)
2. In the web address bar (top)
3. Click once (text turns blue or highlighted)
4. Delete all the text so that the bar is blank
5. Type in <http://toolbar.google.com/>
6. Click **download google toolbar**
7. In the window that appears click, open
8. Follow all the installation steps by clicking next or yes

Is your computer acting slow?

Does it seem to have a mind of its own?

Does your computer not seem to be running correctly...*We can come fix your computer*

Virus Alert!

Eliminate the potential of Viruses and Worms

Update your windows computer on a regular basis.

1. Open Microsoft Internet Explorer (connect to the Internet if needed)
2. Click on the *Tools* menu
3. Move down the list to "*Windows Update*"
4. Click on it
5. You will be taken to Microsoft's update webpage (continued inside...)

ask about private instruction
415-240-4843

for a SPECIAL RATE of \$35 for the 1st hour
Call 415-240-4843

Computer News & Information Newsletter

Vol. 1, No. 1

Print only selected information on a webpage.
(Microsoft Internet Explorer)

1. Select the text or information you want to print (by clicking+holding+dragging your mouse over the information, like highlighting)
2. Click on the *File* menu (top left)
3. Move your mouse down the list to *print* and click
4. The print window appears
5. Click on the circle beside *selection*
6. Click *print*

No more wasted ink on ads!

We are back with
new classes for 2004!

- **Create and publish a Website**
- **Image Editing using Photoshop Elements**
- **Brochure Design using Microsoft Word**

full calendar within

Look Inside for more
Computer tips & tricks

Computer News & Info

Newsletter Vol. I, No. 1

by San Francisco Computer Training

Things to consider when buying a Digital Camera.

Price - With the dramatic decrease in prices for digital cameras, you can buy a great camera for less than \$400. Think about how much you want to spend and look at cameras in that price range. Remember to also consider a budget for a camera bag, a larger memory card, and extra batteries.

Size and usability - A camera should feel comfortable to hold & use. Make sure the size of the LCD screen is large enough. The buttons for the power, shutter, flash, & camera modes should be easy to access.

Zoom type and distance - Optical zoom is much clearer than digital zoom. Using digital zoom is the same as magnifying the photo with a magnifying glass. The higher the optical zoom, the better.

Megapixels - Megapixels are important. They determine the clarity of the photo when printed at a large size. Most cameras now are at least 3mp which is sufficient for the normal casual photographer.

Quick Links

online virus scan - by Symantec
security.symantec.com/sscv6
spyware removal - by Spybot Search & Destroy
download.com.com/3000-2144-10122137.html
stop pop-ups - by Google
toolbar.google.com/

We offer: smaller & shorter classes,
 time to practice between classes,
 free email support (class topics only)

Virus Alert! (continued from front)

6. If any windows appear asking you to install, click "yes"
7. Click "scan for updates" (beside rectangular arrow)
8. A progress of the scan will appear with 33%, 66%, etc.
9. At the completion of the scan click on the COLOR link "Review and install updates"
10. The window will change
11. Click the rectangular button "install now"
12. A window will appear with the status of the update and installation
13. Allow the update to complete without using the computer
14. At the completion of the installation the screen will change to display that the update has been successfully applied
15. If a window appears asking you to restart your computer click "OK"

September 2004

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October 2004

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Class Schedule

Home

Beginning Computer, Internet, & Email (6hrs)

Learn the basics to use a computer, communicate via email, and surf the web. \$125

Tues-Sept 7, 14, & 21.....10am-12pm
 Mon-Oct 4, 11, & 18.....7pm-9pm

Windows XP Fundamentals (6hrs)

Organize and find files install & remove software, customize your computer. \$135
 Mon-Sept 6, 13, & 20.....7pm-9pm
 Tues-Oct 5, 12, & 19.....10am-12pm

Microsoft Word Fundamentals (8hrs)

Navigation techniques, format text & paragraphs, control page setup, autotext, templates & more. \$145
 Mondays-Sept 6, 13, 20, & 28.....10am-12pm
 Tuesdays-Oct 5, 12, 19, & 26.....7:30pm-9:30pm

Microsoft Excel Fundamentals (8hrs)

Enter and format data, create formulas, autofill, manage worksheets, charting, & more. \$145
 Tuesdays-Sept 7, 14, 21, & 28.....7:30pm-9:30pm
 Mondays-Oct 4, 11, 17, & 24.....10am-12pm

Image Editing using Photoshop Elements (8hrs)

Edit color, contrast, size, add text, crop & enlarge, merge photos, printing quality prints, & more. \$175
 Wednesdays-Sept 8, 15, 22, & 29.....7:30pm-9:30pm
 Thursdays-Oct 7, 14, 21, & 28.....10am-12pm

Brochure Design using Microsoft Word (8hrs)

Create columns, tables, import graphics & pictures, create borders & graphics, & more. \$155
 Thursdays-Sept 9, 16, 23, & 30.....7:30pm-9:30pm
 Wednesdays-Oct 6, 13, 20, & 27.....10am-12pm

Business

Create and Publish a Website

Register a web address, design a website with links, photos, and text, ftp & publish the site. \$175
 Thursdays-Sept 9, 16, 23, & 30 (8hrs) 10am-12pm
 Wednesdays-Oct 6, 13, 20, & 27 7:30pm-9:30pm

Microsoft Office for Business

Create custom templates & forms in word, manage contacts & finances in excel, automate letters & labels to clients, create flyers in word, & more. \$155
 Wednesdays-Sept 8, 15, 22, & 29 (8hrs) 10am-12pm
 Thursdays-Oct 7, 14, 21, & 28 7:30pm-9:30pm

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SF COMPUTER TRAINING

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