

A Few Things You Should Know

1. Windows 8 comes with WordPad with much more capability than older versions.
2. If you need more capability you can buy Word, or download OpenOffice for free (PC & MAC) from Apache or Libre. Google open office and select: <https://www.openoffice.org> or www.libreoffice.org Beware of the other offers.
3. If you are buying a new PC Computer, get it with Windows 8.1 and see if they'll give you a free upgrade to 10 in writing. To upgrade from XP you must buy/install 8.0, then do 8.1.
4. Windows 8 comes with Windows Defender which is good anti-virus protection. If not enabled, remove any installed anti-virus program, then go to the Start screen, type Windows Defender, and select it. A window will appear. Select the Settings tab, check the "Turn on real time ..." box and "Save changes".
5. Windows comes with a magnifier. You can also increase the print size in some programs: Chrome, Internet Explorer, Firefox, Word, Excel, Adobe Reader, OpenOffice. Some programs will magnify/demagnify with ctrl +/-.
6. Cut, Copy, and paste are great time savers (try right click). Also undo and redo (ctrl z, y).
7. Right click on a picture may give you "Save image as ..." a file which you may attach to an email, or "Copy image" which allows you to paste it into a letter, poster, ...
8. Download Picasa for free in order to print/modify pictures. Be careful to get it from Google and for your operating system, including MAC. You can trim to a specific size, make a dark picture lighter, remove red eye, add text, even straighten a tilted picture.
9. Be aware that ads appear at the beginning of the results of a Google search, followed by the most relevant search results.
10. A guest account may enable you to recover from a virus attack. Go to Control Panel, User Accounts, Manage another account, Create new account. Standard user. Record password
11. A Recovery Disk is a handy thing to have. Go to Control Panel, Backup and Restore, Create a system repair disk. This can be used when having trouble in booting up.
12. Get info fast: Google search: define word, 1 inch in cm, 1 cup in teaspoons, snope.