

# Capraro Technologies, Inc.



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Dear Colleague,

Spring has finally arrived. I hope you will find the time to enjoy the good weather and warm sun. Remember attitude is almost everything.

Gerard T. Capraro, Ph.D.  
President

### OVERCOME FIVE COMMON WINDOWS PROBLEMS

#### **Record error messages**

We've all encountered incomprehensible error messages. Use your favorite search engine, Google, Yahoo, Bing, etc., to find out what the error message 'really' means. For best results use the exact text of the message. It's best to take a screen capture of the error message. You can use Vista's or Windows 7's Snipping Tool. Or, use the print screen tool. Press the Print Screen and ALT buttons on your keyboard, this just takes a screen shot of the error window that pops up. You can copy these into Word. If this isn't possible use your camera to snap a picture or just write the message down.

#### **Recover deleted files**

Who hasn't accidentally deleted an important file? Deleted files aren't actually removed from the hard drive. You may be able to recover them from the Recycle Bin. If you've emptied it, all is not lost. The data stays on your drive until it is overwritten. You can use a free program like Recuva ([www.piriform.com/recuva](http://www.piriform.com/recuva)) to recover deleted files. This works on 2000, XP and Windows 7. Of course, there are times when you want data to be unrecoverable. For example, you may be selling or donating an old computer. In that case, you need another free program that wipes the drive. Use [Heidi Eraser](#) to overwrite the data, erasing the drive to military specifications.

#### **Uninstall old programs**

There are plenty of great free programs online. It can be difficult to resist the lure. But, these programs can quickly accumulate on your machine. They use up storage space and slow your computer to a crawl. And they can conflict with other programs.

You should periodically remove programs that you don't need. Click Start -> Settings -> Control Panel and select **Program and Features (Add or Remove Programs in XP)**. Select a program to remove and click **Uninstall/Change (Remove in XP)**. Follow the prompts to remove it from your machine. In some cases, programs leave traces behind. Use the free [Revo Uninstaller](#) to remove these files and folders.

### Clean up the system tray

Programs can stay open and put an icon in the system tray. Over time, the system tray gets cluttered with icons. And, this will slow down your machine. These programs will continue to use your system's RAM. Right-click the system tray and select **"Customize notification icons"** (or **"Properties"** in XP). Select **"always show all icons and notifications on the task bar."** In XP, deselect **"Hide inactive icons."** Right-click the unneeded icons and opt to close the program. Note that programs often reappear in the system tray when you reboot. Another freebie called [WhatInStartup](#) can help you control programs that load at startup.

### Be careful installing software

Many free software programs install browser toolbars and other programs. These may send your data to a third party. In many cases, they won't add anything to the Web browsing experience. "MyWebSearch" is one that we find on our client's machines regularly. Programs may also change your file associations. This is a particular concern with media programs. Your files won't automatically open in your preferred program when you double-click them. Of course, you'll also find programs that install shortcuts on the desktop and system tray. Others plant toolbars in your Web browser. Be sure to read the screens when installing software. I know, it's not fun. Uncheck any options for modifying files, installing add-on toolbars and other options that seem wrong. They probably are.

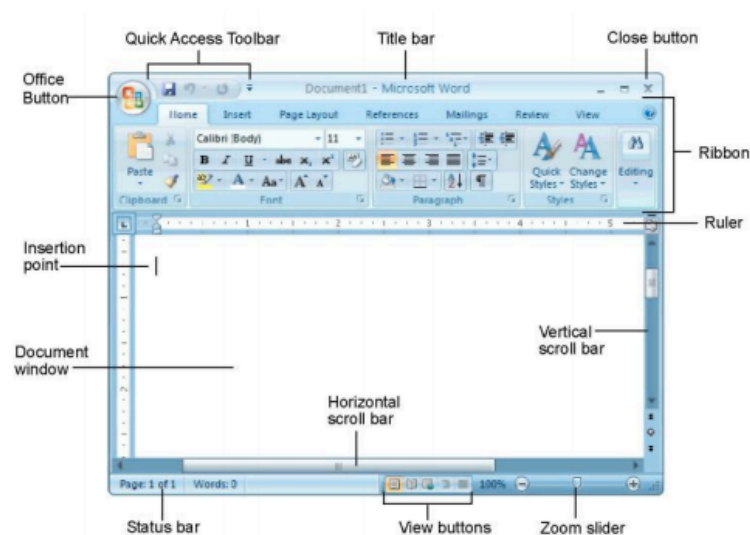
This article was found at Kim Komando's website <http://www.komando.com/columns/index.aspx?id=9367>

## MICROSOFT OFFICE TRAINING MANUALS AND QUICK REFERENCE GUIDES

One of my co-workers found a great website <http://www.mousetraining.co.uk/ms-office-training-manuals.html> with training manuals and reference guides for Microsoft Office. I've looked through a number of the manuals and I'm impressed with the depth and quality of the instruction. They have manuals for Access (2007, 2003, 2002/XP, 2000), Excel (2007, 2003, 2002/XP, 2000), FrontPage (2003, 2002/XP, 2000), Powerpoint (2007, 2003, 2002/XP, 2000), Project (2007, 2003, 2002/XP), Word (2007, 2003, 2002/XP, 2000), Project (2007, 2003, 2002/XP, 2000), Publisher(2003, 2002/XP), Outlook (2003, 2002/XP, 2000), and Visio (2007, 2003, 2002/XP). There are also Introductory, Advanced and Visual Basic (VB)/Macro versions of some of the Office programs.

The Reference Guides are a great tool. They are each 2 pages, so you could print them out and laminate them for quick reference at your desk. The guides are available for Office 2010 including; Access, Excel, Word, PowerPoint, Project, Visio, and Outlook. For Office 2007 they have a General Quick Reference, Access, Excel, Word, PowerPoint, Project, Visio, Publisher and Outlook.

## Word 2007 Quick Reference Card Word 2007 Screen



### Shortcuts

#### General

Open a Document <Ctrl> + <O>  
 Create New <Ctrl> + <N>  
 Save a Document <Ctrl> + <S>  
 Print a Document <Ctrl> + <P>  
 Close a Document <Ctrl> + <W>  
 Help <F1>

#### Editing

Cut <Ctrl> + <X>  
 Copy <Ctrl> + <C>  
 Paste <Ctrl> + <V>  
 Undo <Ctrl> + <Z>  
 Redo or Repeat <Ctrl> + <Y>

#### Formatting

Bold <Ctrl> + <B>

This is a screen shot from the Word Quick Reference Card.

**Reasons to buy a Tablet**

- **Tablets make great e-readers.** The experience isn't as good as on a Kindle or Nook which are solely meant for e-reading and therefore have very legible text and clarity of the written word. But it hasn't stopped users from opening up PDF's, comics, long web articles, and so on. And kids books are in full color and currently the Kindle can't compete with that.
- **Tablets are portable productivity stations.** There is nothing like a calendar and an email window on a big screen. Many of our phones run these apps but the spaciousness of the tablet can't be beat for something so portable.
- **Tablets are better than older laptops.** If you don't need to type a lot, tablets will handle more content than a two year old laptop, and there are more modern apps and games.
- **Tablets are great for sharing photos and 1-on-1 presentations.** Tablets are excellent for insurance adjusters, realtors, salespeople, any business that needs to share visual information clearly and concisely. Plus - if you want to share your photos - it's excellent on a personal level as well.
- **Tablets are great for movies and music.** Kids can watch movies on the tablet in the car. Great for long trips and high traffic areas.
- **Tablets are cheaper than a new laptop.** Your old laptop is dead or dying and you are thinking for a new netbook - don't do it. Tablets are on par or more powerful than a standard \$500.00 laptop/netbook.
- **Tablets don't crash (well not to the extent of laptops anyway).** When they do - it's not a big deal - a quick restart is all it takes to get them back on track - much like a cell phone reboot.
- **Tablets are great for travel.** Tablets usually work with Wi-Fi and 3G networks and the large screen and storage space is great for maps, guides, and dictionaries. Think of your tablet as a *Hitchhiker's Guide To The Galaxy*.
- **Tablets are just cool.** They make you feel like you are part of the George Jetson future!

**And now, reasons not to buy a tablet**

- **Is a tablet as portable as the phone you already have?** You can put your phone in your pocket (or purse) and never know it's there, but can you do the same with an iPad or TouchPad? I don't think so, but is carrying an extra bag to holster your tablet the end of the world - no, but it's not as portable as your phone.
- **Where are the games?** Sure - you can play **Angry Birds**, but will you be able to play 64-play multiplayer in **Battlefield** or waste 100's of hours playing **World of Warcraft**? Tablets have their place in the world, but playing *real* games to the fullest will require a discrete GPU (Graphics Processing Unit)-packed PC.
- **How much work can you do on one of these things?** Do they run Photoshop? How long will it take to render video? The thought is that a desktop will be able to render a video at least 500 times in succession before a tablet can render a video just once. There are 4 competing Applications that allow you to work with Documents, PDFs, Excel and Powerpoint and save in various formats. Apple iWork, Documents To Go, Office2 HD and QuickOffice are the leaders of the pack so far. Not all of these Apps are capable of saving in the newest Microsoft Office formats but they can save in the older versions. ZDNet has a nice breakdown <http://www.zdnet.com/blog/mobile-gadgeteer/ipad-office-app-showdown-four-apps-to-help-you-get-work-done/3445> about these Office apps.
- **Something better will come along in a few months.** Remember when netbooks were all the rage a couple of years ago? The future of computing and so forth. You barely see them mentioned anymore and that's because tablets are the new soup du jour. In four years we'll all be writing "Remember tablet?" articles, lamenting having spent all that money on a silly piece of transitional technology.

CNET Reviews and information on tablets can be found here: [http://reviews.cnet.com/1770-3126\\_7-0.html?query=tablet+reviews&searchtype=products&tag=contentMain](http://reviews.cnet.com/1770-3126_7-0.html?query=tablet+reviews&searchtype=products&tag=contentMain)

## "ATTITUDE IS EVERYTHING!" - AUTHOR UNKNOWN

Michael was the kind of guy you love to hate. He was always in a good mood and always had something positive to say. When someone would ask him how he was doing, he would reply, "If I were any better, I would be twins!"

He was a unique manager because he had several waiters who had followed Him around from restaurant to restaurant. The reason the waiters followed Michael was because of his attitude. He was a natural motivator. If an employee was having a bad day, Michael was there telling the employee how to look on the positive side of the situation.

Seeing this style really made me curious, so one day I went up to Michael and asked him, "I don't get it! You can't be a positive person all of the time. How do you do it?"

Michael replied, "Each morning I wake up and say to myself, Michael, you have two choices today. You can choose to be in a good mood or you can choose to be in a bad mood. I choose to be in a good mood. Each time something bad happens, I can choose to be a victim or I can choose to learn from it. I choose to learn from it. Every time someone comes to me complaining, I can choose to accept their complaining or I can point out the positive side of life. I choose the positive side of life."

"Yeah, right, it's not that easy," I protested. "Yes it is," Michael said.

Life is all about choices. When you cut away all the junk, every situation is a choice. You choose how you react to situations. You choose how people will affect your mood. You choose to be in a good mood or bad mood. The bottom line: It's your choice how you live life." I reflected on what Michael said. Soon thereafter, I left the restaurant industry to start my own business. We lost touch, but often thought about him when I made a choice about life instead of reacting to it.

Several years later, I heard that Michael did something you are never supposed to do in a restaurant business: he left the back door open one morning and was held up at gunpoint by three armed robbers. While trying to open the safe, his hand, shaking from nervousness, slipped off the combination. The robbers panicked and shot him. Luckily, Michael was found relatively quickly and rushed to the local trauma center. After 18 hours of surgery and weeks of intensive care, Michael was released from the hospital with fragments of the bullets still in his body. I saw Michael about six months after the accident. When I asked him how he was, he replied, "If I were any better, I'd be twins. Wanna see my scars?"

I declined to see his wounds, but did ask him what had gone through his mind as the robbery took place. "The first thing that went through my mind was that I should have locked the back door," Michael replied. "Then, as I lay on the floor, I remembered that I had two choices: I could choose to live, or I could choose to die. I chose to live. "Weren't you scared? Did you lose consciousness?" I asked. Michael continued, "The paramedics were great. They kept telling me I was going to be fine. But when they wheeled me into the emergency room and I saw the expressions on the faces of the doctors and nurses, I got really scared. In their eyes, I read, 'He's a dead man. "

I knew I needed to take action." "What did you do?" I asked. "Well, there was a big, burly nurse shouting questions at me," said Michael. "She asked if I was allergic to anything. 'Yes,' I replied. The doctors and nurses stopped working as they waited for my reply. I took a deep breath and yelled, 'Bullets!"

Over their laughter, I told them, 'I am choosing to live. Operate on me as if I am alive, not dead.'" Michael lived thanks to the skill of his doctors, but also because of his amazing attitude. I learned from him that every day we have the choice to live fully. Attitude, after all, is everything.

## CAPRARO TECHNOLOGIES, INC

You can now find Capraro Technologies, Inc on  Facebook (<http://www.facebook.com/pages/Utica-NY/Capraro-Technologies-Inc/138676162813774?ref=ts>) and  Twitter (<https://twitter.com/CapraroTech>)

Please share this newsletter with your friends and colleagues. For archives of our previous newsletters you can find them online at <http://www.cnybit.com/newsletter>.

If you have any comments or suggestions, please email [newsletter@caprarotechnologies.com](mailto:newsletter@caprarotechnologies.com).

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