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Stop Your Printer:

Have you ever wanted to print something small and in grayscale and instead your printer took over and is printing multiple unwanted pages? Here are some solutions. You could pull the plug on the printer, remove all the paper or disconnect the printer from the computer. These solutions might leave the print job in queue although you did stop that print job. The printer could pick up when you re-enable it. Here's what I suggest. First find your printer options in your control panel and make a shortcut for it on your desktop, startup menu or quick launch bar for fast access (right click on the printer). When you need to stop the print process go to this shortcut. When the window opens, double-click your printer. Click Printer / Cancel All Documents. Then be patient. It takes awhile to stop the printing process. All printing will cease and the document will not be in queue.

Anti-Virus Software:

I have mentioned free software in the past but I feel it never hurts to mention it again. You can choose to pay for anti-virus software but you can also get AVG for free. This company offers two paying levels if you are part of an office environment. The free version is meant for the individual and is absolutely fine, safe and trustworthy. The easiest way to find this download is to Google the words "free avg". The top choice should be perfect. The direct address is www.free.avg.com. Beware of their constant efforts to offer you the upgrade for free (short-lived). They will ask all the way through the process. Just read before you click and you will be fine.

Internet Explorer vs. Firefox Browsers:

Some people do not like Internet Explorer. In fact some older versions are full of flaws. It comes with each and every personal computer. The newest version 8 seems to be ok so far. If you choose to download Firefox from Mozilla, you will have another browser choice. You can use either one. In fact you can safely download Chrome or Opera and have even more choices. I know several people who are loyal to alternatives to IE. You CANNOT remove Internet Explorer from your computer like the others. It is an integral part of Windows. Don't even think about it.

I Make House Calls:

I offer a 20% discount on my hourly rate for those 60 and over. I will come to your home or office and help you with most any predicament. I have an endless amount of patience and knowledge. Give me a call at 419-318-9112. Don't forget to sign up for my free newsletter online. References are always available upon request.

Janis Weber, owner of Ohio Computer Training, is a personal computer instructor. E-mail any specific questions or comments to jwpctutor@gmail.com or contact her for on-site assistance at 419-318-9112. Offer suggestions for another article. New public classes are listed on her website: www.ohcomputertraining.com as well as all archived articles.