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What Are File Extensions?

A file extension is usually three or more characters at the end of every computer file name. All software has its own extension to identify it with the program associated with it. For example a Microsoft Word document will look like this: "myfile.doc". The doc is indicative of a word document (notice that doc looks like a shortened version of "document"). An Excel extension ends with .xls. Note: in 2007 versions Word would be .docx and Excel would be .xlsx. The extensions can always be exposed by choosing that option in the folder preferences in Windows Explorer. Choose the drive (usually C) then notice TOOLS with a dropdown of FOLDER OPTIONS then VIEW tab. You will have to uncheck the box that says "hide extensions for known file types".

Changing Firefox Email Associations – Very Cool:

Firefox reads your computer and finds out if you are using Outlook, Outlook Express or Windows Mail. Each time you click on an email address while online it rolls over to your email software above where you compose and send the message. What if you use an online email like Gmail, Yahoo, Hotmail or others like this? You have to copy and paste the email address to that online service before you can send your message. Firefox makes life so much easier for online email users. Open Firefox. Choose TOOLS then OPTIONS then APPLICATIONS at the top of your window. A list will eventually open. Scroll down to MAILTO. You will see the default email set to something. There is a dropdown list to the right of the section. Firefox should have gathered online email options for you. Choose the one that you wish to associate with and click OK. Note: you can choose to be prompted each time if you do not want to assign a default account. Now when you click on an online email address it will roll into whatever default email client you assigned. I love that Firefox makes this so easy. I.E. appears to be a bit more difficult but it can be done there as well.

Favorites and Bookmarks:

Be sure to utilize one of these options in Internet Explorer or Firefox respectively. When you are on a page that you want to remember and return to at a later time, your computer can save the link in the browser's list. These lists can get very long so don't forget to alphabetize and sort into your own folders within this option. Each browser has easy instructions as to how to keep your growing list under control. Consider deleting unused links.

Next Issue:

What is a zip file and how do you use this feature?

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. Subscribers will get extra hints and tips not included here. References are always available upon request.

Janis Weber, B.A., 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.