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### **How To Set A Default Search Engine:**

The definition of DEFAULT is: "a course of action that a program or operating system will take, when the user specifies no overriding value or action" (dictionary.com). The definition of a SEARCH ENGINE is: "a service provided on the internet enabling users to search for items of interest" (dictionary.com). Look at the top right-hand upper corner of Internet Explorer. You will see an empty cell waiting for you to type in keywords to help you find information on that subject. There is a magnifying glass followed by a drop-down arrow that is referred to as Search Options. Click on that arrow. You will see a list of search providers, one of which has been designated as your default. Notice that you can add search providers by clicking on that word. You can also Manage your list of providers by clicking on that word. Choose your preferred provider like Google and then press Set As Default. Their logo will now be next to the empty cell and unless you change per use which provider you wish to use, you will be searching with Google. Some people like to use comparison search engines while others only use one. It is all up to you. So many choices...so little time. Firefox has a similar option factor although the option list is a tiny arrow right next to the current default one.

### **How To Scan A Printed Document And Be Able To Edit The Text:**

Many scanners have the option to look at a piece of paper that has all or mostly text on it and save it as a text document depending on what software is in your computer. Graphics will confuse the machine and show up as a mess. If you are using a total character document you should have success at the OCR "Optical Character Recognition". Let's say you have some papers that were typed on a typewriter (remember them?), or another computer and you only have the print version. You want to make revisions and additions and retyping the text will be very laborious. Check to see if your scanner has the OCR option or purchase one for not much money. It is worth not having to re-enter from scratch. If the font or type-face is somewhat unrecognized it may be more time-consuming to alter the font to match what is included in your computer. Hint – make sure the paper is placed in the scanner as straight as possible. Slanted letters will not be recognized.

### **I MAKE HOUSE CALLS:**

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