BASICS & BEYOND -- SESSION 12 -- February, 2009

TO "NAP" OR TO "HIBERNATE" -- That is the question.

If you are not going to use your computer for a period of time you might want to think of putting it into a Standby (Sleep) or Hibernation mode. Think of Standby as taking a little nap and Hibernation as going into a deeper sleep. Doing this will accomplish several things. One, you will eliminate wear and tear on our computer and, secondly, you will conserve energy. This is especially true if you are one who leaves the computer on 24 hours a day. Be aware, however, that not all computers will go into Standby or Hibernation, as it depends on how your computer was designed and how the motherboard is configured. But, most computers will go into at least one of these modes.

To regain operation of your computer after going into the Standby or Hibernation mode you may only have to wiggle the mouse, or touch a key on the keyboard. However, you may possibly have to push your main power button.

STANDBY (SLEEP) MODE -- Putting a computer into the Standby mode saves all of your open documents and programs to RAM. Then, when you want to start computing again your computer will resume a full power operational state usually within a matter of seconds, and take you back to where you left off. Please note that if, by some strange circumstance, power is lost to the computer while it is in Standby mode all of the info that was taken and stored In RAM (Random Access Memory) will be lost. In the Standby mode a computer uses about one tenth of the power used in a fully operational mode.

HIBERNATION (HYBRID) MODE -- This mode saves open documents and programs to the hard drive and then shuts itself almost all the way off. When in Hibernation mode your hard drive, screen and other components of your computer will virtually shut down. (If you lose power while in the Hibernation mode, you will not loose any info, as it has been stored on the hard drive). Upon normal resumption this mode will also take you back to where you left off, but it will take a little longer for your computer to power back up. In most cases Hibernation is the most energy efficient mode.

POWER SETTINGS -- In Win XP click on **Start** > **Control Panel** > **Power Options**. Depending on your system you may be able to choose Standby, Hibernation or the option of turning off your monitor and hard drive without going into Standby or Hibernation.

In Vista click on **Start (the ball)** > **Control Panel** and select **Classic View** in the upper left corner. Click on **Power Options** and choose one of the three settings offered.

Which power option should you choose? The safest option, of course, is Hibernation as it saves whatever you are working on to the hard drive before shutting down. Standby, however, will bring your computer back up and running the quickest.

"SAVE" & "SAVE AS"

We all know that when we are working on a document, or file, that when we click **File** and then **Save** we are saving the file and/or saving any changes that we have made to that file. But, let's look at the options we have if we were to click **Save As**, instead of **Save.**

First off, by clicking **Save As** we can save the file with a different name. As an example, if we were working on our Medical Expenses 2008 file and we now wanted to start a 2009 medical expense file we could simply change the name of the file in the **File Name** box to Medical Expenses 2009. The original 2008 file remains intact and unchanged but we have now created a new 2009 file. Both files now exist.

Secondly, after clicking **Save As** we can save the file we are working on to a different location. At the top of the Save As dialogue box we can choose where we want to save the file. This might be to a different hard drive, flash drive or wherever. This option gives us an opportunity to immediately backup the file, or to change the location where we want to keep the file.

Thirdly, by using **Save As** we can change the format of the file we are working on. For example, let's say that we have created a document that we would like to send to a group of email friends. But, since I am working in MS Word 2007 and I know some of my friends are using an earlier version of MS Word, they will not be able to open my document if I send it to them in Word 2007 format. After clicking **Save As** we have the **Save As Type** option box near the bottom of the dialogue box that allows us to change the file to a different format. Clicking on the down arrow will bring up a menu box allowing us to choose which file format we want to save our file in. Selecting **Word 97-2003** will save the document in a format that anyone who has Word 97-2003, or a later version, will be able to open. You could also save the file in a MS Works format, should you have a friend who does not have MS Word, but does have Works. This formatting feature will also work with MS Excel spreadsheets.

And, lastly, if you are using MS Word 2007 and want to send a document to someone who does not have MS Word, or Works, you can "publish" the file in a PDF format. This file, then, can be read by anyone who has Adobe Reader on their computer. (And, if they don't, they should have it). To "publish" in the PDF format hi-lite, but do not click on, **Save As** and then click on **PDF or XPS**. On the ensuing dialogue box select where you want to save the file, the name you want to save it as, the type to save as (PDF) and finally click on "**Publish**". You can then attach this file to an email to be easily opened and read by the recipient. As a side note, all of the Basics & Beyond sig notes are posted on the club website in the PDF format so that they can be read by all, irrespective of the word processing program they may have on their computer.

MS PowerPoint Viewer -- Have you ever tried to open an email attachment and received an error message stating that "You do not have a program associated to open this file?" (Or a similar error message.) In all probability you are trying to open an attachment that was produced with MS PowerPoint, and unless you have MS PowerPoint on your computer you will not be able to open the attachment. And, even if you do have MS PowerPoint you will not be

able to open the attachment if your version of MS PP is 2003 and the attachment was created with MS PP version 2007.

All is not lost, however. Microsoft has created the MS PowerPoint Viewer program which will allow you to view an attachment created by MS PowerPoint. This is all that you can do, however, as you will not be able to edit or modify the file, only view it. MS PowerPoint Viewer is a simple download and the easiest method I have found to get right to the download page is to simply "Google" (search) the phrase "**ms powerpoint viewer 2007**" (no quotes). Select the link, brought up by your search, that will take you direct to the MS PowerPoint Viewer 2007 download page. Then, simply click on the Download button. Be sure that you are downloading the 2007 version and not the 2003 version. In your download if you come across a dialogue box that says "**Run"** or **"Save",** click on **"Run".** The download should only take a few minutes and once on your computer you should be able to open email attachments created by MS PowerPoint. After installing I recommend that you also download the Service Pack 1 (SP1) upgrade for PowerPoint Viewer 2007.

SIDE BY SIDE WINDOWS **--** Did you ever wish that you could have side by side windows, or vertical windows open so that you could compare two different items? Well, you can, and it is very simply done. In XP and Vista put your cursor on an empty space on the **Task Bar** and right click to open a menu box. In XP click on **Tile Windows Vertically** or **Tile Windows Horizontally**. In Vista click **Show Windows Side by Side** or **Show Windows Stacked.** To go back to a normal screen bring up the Task Bar menu again and select **Undue.** Please note that you have to have two items open before you will get the split screen function.

DEVICE MANAGER **--** This Windows tool gives one the opportunity to view the hardware installed on their computer in a clear and easy to read list. It will also tell you whether a specific piece of hardware is functioning properly and if it is not it can help you resolve the problem. In addition, Device Manager will allow you to update drivers for specific hardware, and change hardware settings as necessary.

To get to Device Manager in Win-XP click on **Start > Control Panel > System > Hardware tab > Device Manager tab.** When the Device Manager box opens click on the **View** tab at the top of the box and click on **Devices by Type**, if it does not already have a bullet mark beside it. To get to Device Manager in Vista click on **Start (the ball) > Control Panel** and in "Classic View" click on **System** and then **Device Manager**, listed under "Tasks".

The resultant screen will show all of the various hardware components associated with your computer. If you have a component that is malfunctioning a red X or an exclamation point will show up next to that component. To check a component simply double click on the component and it will show you the hardware associated with that item. Double click on the item and it will bring up a Properties box giving you information as to whether that component is working normally, or not. The bottom line is this: Device Manager can be an extremely useful tool in determining a computer problem, and what might be causing the problem.