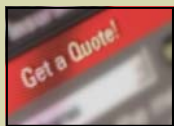


Eastern Oregon
Technology



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- Laptop or camera case
- Surge suppressor or Uninterruptible Power Source
- Photosmart printer
- SD or Compact-Flash card



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Bytes of Advice

Winter 2006

Computer Housekeeping



You can prolong the life of your computer and keep it running smoothly by performing a few maintenance chores:

1. Get rid of temporary files. Go to the Desktop, open My Computer, and right click on your C: drive. Choose Properties, then click the Disk Cleanup Button. When the Disk Cleanup screen appears, make sure the Temporary Files and Recycle Bin are checked and click OK.
2. Be sure you are shutting your computer down periodically. Restarting will reset settings and clear files lingering in the memory.
3. Dust can cause trouble, acting like an insulating blanket and trapping heat. Dust buildup inside systems can be cleaned with special canisters of com-

pressed air. Bring the computer outside so you can get rid of the dust rather than just moving it around. Keep the can upright and release it in a series of short blasts. Long continuous streams can cause condensation and static electricity. Always make sure the PC is turned off and unplugged before opening the cover. Some computers run a current through the motherboard even when turned off. A static-free vacuum can also be used to remove dust from inside cases and keyboards. Do not use normal vacuums, which are static generators. When working inside your computer, wear a grounding strap to protect the equipment from static charges on your body. Another maintenance option is to bring the PC in to the computer repair center for cleaning.

E-Mail Forwards



Most of us come across a great e-mail now and then that just has to be sent to our friends. When forwarding a message, there are a few guidelines to consider to help keep e-mail addresses private:

- After you click the forward button, delete all the other addresses. To do this, highlight the addresses with the cursor, and hit delete.
- When sending e-mail

to more than one person, instead of *To:* or *Cc:* use *BCC:* (blind carbon copy). This option appears when you click in the *To:* field.



Eastern Oregon Technology

PO Box 218
Hines, OR 97738

Located at 1225 S. Rock Ave., Burns
At Harney ESD Regional Services Center

Phone: 541-573-4821

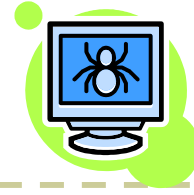
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Instant Messaging Alert

With e-mail being locked down more tightly, and users becoming more cautious of e-mail attachments, virus writers are finding new ways to attack. Worms disguised as links or attachments can find their way through Instant Messaging software. The worms hijack Instant Messaging clients by reading a user's buddy list of contacts. The worm then sends a message such as "hehe :) I found this funny movie" to people on the list, with a link that downloads the worm. Hybrid worms can split the attack by going after instant messaging and peer-to-peer networks at the same time.



Keyboard Shortcuts for MS Internet Explorer

Try these great shortcuts for navigating in Internet Explorer:

- CTRL + Enter: Add www to the beginning and .com to the end of the text in the address bar
- ALT + F4: Close Internet Explorer
- Backspace: Move back
- ALT + Home: Open the Home page
- CTRL + F: Find
- CTRL + B: Organize Favorites
- CTRL + C: Copy
- CTRL + V: Paste
- CTRL + E: Open the search bar
- CTRL + H: Open the history bar
- CTRL + I: Open the Favorites bar
- CTRL + O: Open a new web page, document or folder
- CTRL + N: Open a new window
- CTRL + P: Print the active frame or current page
- CTRL + R: Refresh
- CTRL + S: Save
- CTRL + W: Close the window
- Shift + F10: Display a shortcut menu for a link
- Shift + Tab: Move back through the Address bar, Links bar, and the items on the web page
- ALT + A: Open the Favorites drop-down menu
- ALT + D: Select the current address bar text
- ALT + F: Open the File drop-down menu
- ALT + T: Open the Tool drop-down menu
- ALT + V: Open the View drop-down menu

