

GLENGARA SENIORS COMPUTER CLUB

August 2010

Newsletter No 39



Meetings for the next three months.

Tuesdays at 3.45pm in either the Rec or Computer room.

August 24th, Clinic to help solve those problems

September 14th, Cartridge World, replacing ink cartridges.

September 28th, Clinic.

October 12th, Setting & using Word Documents.

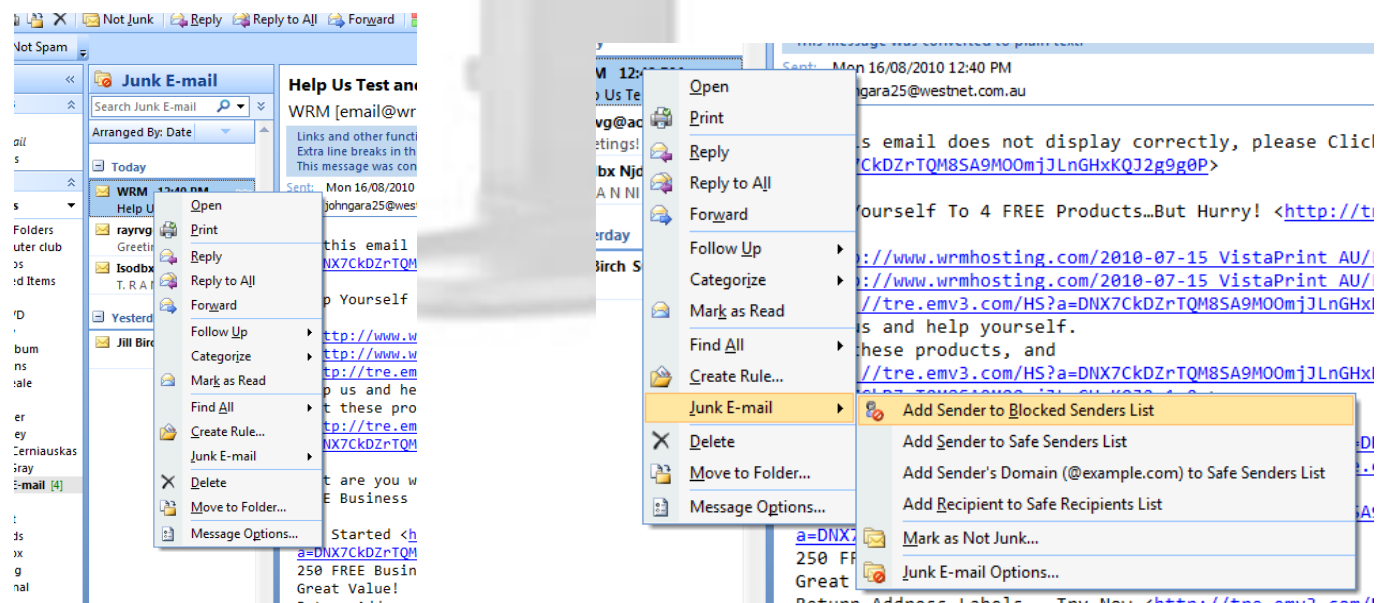
October 26th, Clinic.

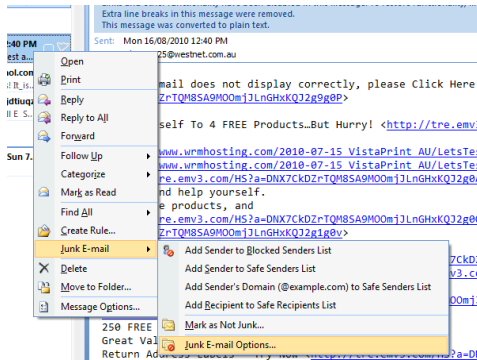
November 9th, Using iPad. With the guest speaker who was unable to attend the Aug 10th meeting.

November 23rd, Clinic. Last meeting for 2010.

How to delete emails appearing in your inbox if you are using Kaspersky anti virus program.

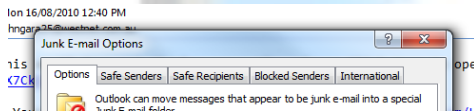
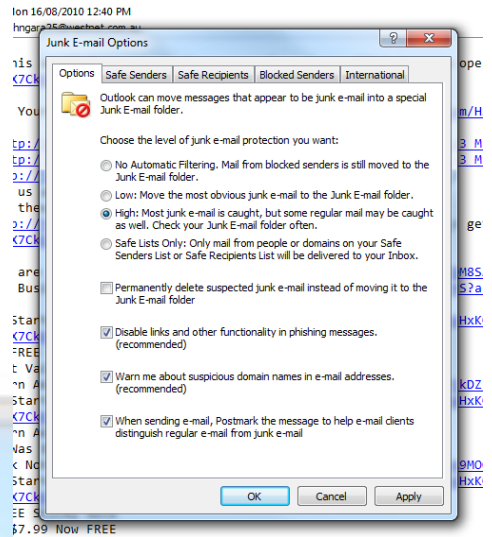
In your inbox list right click on the unwanted E-mail, in the menu box go to "Junk E-mail". Left click on either. "Add sender to Blocked senders List" or





“Junk E-mail Options” In the options menu make sure that either the low or high is active (Blue spot)

In the box’s below the bottom three should be ticked which will remove suspected E-mails.



To view the “Blocked senders” Lc on the sub heading to view the list of blocked E-mail senders. To exit Lc “OK”

To help your computer run better you need to do a Disc clean and a defragment. This should be done at least once a month. If this has not been done for several months OR never it will take quite a while to carry out this operation.

Disc clean, Left click on START, - Lc All Programs, - Lc Accessories, - Lc System Tools, - Lc Disc Cleanup, in the submenu box make sure ALL box’s are ticked, Lc OK then YES.

Defragment, click on START, - Lc All Programs, - Lc Accessories, - Lc System Tools, - Lc Defragment, Lc on Defragment and let it run for as long as it takes. When finished, Lc to close.

I did one recently that had not been done for years and it took 4 hours to defrag, so make it a job for at least once a month. Apple-Mac has this done automatically by their setup and connection to Apple.



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