



ANSWER QUEST TIP SHEET

WE ANSWER YOUR TECHNOLOGY QUESTIONS

BI-MONTHLY NEWSLETTER

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Tips, Tricks & Miscellaneous!

TIPS

Are you looking for a quick business letter, a birthday card, or a calendar to create? Have you tried the Office Template Gallery? Go to <http://officeupdate.microsoft.com/templategallery/> and you will see a list of templates that you can use for free! Simply click on the category. For example, click on MEETINGS, EVENTS, AND PROJECTS. Click on the subcategory CALENDARS. Scroll through the calendars listed and pick the correct one for the application you are using. The third one down currently says "2003 CALENDAR (WORD)." Click on that calendar.

It might give you a SECURITY WARNING dialog box. As long as it says it's from Microsoft, click YES. Always read these dialog boxes and never say YES unless you are sure with what it will do. In this case, if you say NO, you will not be able to use the web site to download the templates.

The next screen may be the END-USER LICENSE AGREEMENT FOR TEMPLATES. After reading it, click ACCEPT (at the bottom of the page).

You will now see the PREVIEW of your template! If it's what you want, click on EDIT IN MICROSOFT WORD. It will download the document template and open up Word. There you have it! A years worth of calendars in a flash!

There are tons of templates, look through them and download your favorites!

TRICKS

Want to keep those nasty web ads from popping up? Here are a few tricks.

If you have Windows XP and you are getting pop-up ads in a MESSENGER window, this is for you!

When you purchased your PC (or installed Windows XP), there was a Service that is enabled by default. You might be asking, "What is a Service?"

It's basically a software program that runs in the background. In this case, it's the MESSENGER Service. It allows messages to be sent between computers on a network. Remember, the Internet IS a big network and people have figured out how to use this service to send pop-up ads!

It's very easy to disable the MESSENGER Service but WARNING!!! Do not turn OFF other services (or turn ON services) if you do not understand what they do. It might cause problems big problems.

Click on START. Click on RUN. Click in the box next to OPEN and type SERVICES.MSC and click OK. You will see a list of Services. Scroll down (it should be listed alphabetically). When you see MESSENGER, double click on it. A dialog box will open. At the top, it should say SERVICE NAME: MESSENGER. Verify this before beginning! In the middle, you should see STARTUP TYPE. You want to click the drop-down arrow and change it to DISABLED. Next to SERVICE STATUS, it probably says RUNNING. Click on STOP.

After it has stopped, click on APPLY to apply these changes. Click OK to close the dialog box.

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Now those annoying pop-up ads using the MESSENGER Service will stop!

What about those other ads? A friend (thanks Jodi!) told me of another way to block a bunch of pop-up ads FOR FREE!

It uses the HOSTS file. Here's the website (<http://someonewhocares.org/hosts/>) that will explain it all to you! It works too! I tried it this morning and WOW! I just see an error where the ads were and no pop-ups so far!

If you do get a pop up, you will need to modify your HOSTS file to include the domain for that new ad's domain. A lot of pop-up ads do not show you the menu bar, but you can still see the pop-up ads domain by simply right-clicking on the window, and then click on PROPERTIES. In the middle of the window you will see ADDRESS: with the URL. You only want the domain name.

For example, in <http://www.answerquest.com/index.htm> answerquest.com is the domain name.

MISCELLANEOUS

Are you looking for a new PC? Think about getting one of the new multi-media PCs!

These new PCs run a special version of Windows XP called Windows XP Media Center Edition (<http://www.microsoft.com/windowsxp/mediacenter/>). To see a list of computers that run this software, visit <http://www.microsoft.com/windowsxp/mediacenter/evaluation/hardware.asp> (I've been using the HP 864n).

The Media Center PC has a built in TV tuner, remote control, advanced graphics card, DVD writer, the ability to read your digital camera's memory stick directly plus more! Check them out.



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