

Welcome to the World of Technology

Do you remember hearing the phrase “Rock N’ Roll is here to stay and it’ll never die”? Well, that phrase holds true today for technology. As scary as it is for many people, the fact is that technology will continue to be more and more prevalent in our daily lives.

Computer technology can be fun, cool, it can make life easier, and it can serve as the most powerful business tool the business world has ever known. As a matter of fact, those businesses that make use of technology have an easier time and excel further and faster than their competition that does not take full advantage of technology. Next, I’ll cover a few useful tips that you can do yourself that could save you a ton of cash.



TIP TO SAVE TIME AND MONEY WHILE YOU PRINT

Print in greyscale and draft mode whenever you don’t need a high quality printout. By printing in greyscale, you save on coloured ink - since grey is light black in colour and created with the black toner. If you choose draft mode, your printer not only uses less black ink, but will also print much faster. Instructions to change those settings will vary depending on the Windows® version and the type of printer you’re using. Although the exact procedure varies, the basic steps are the same across all printers.

HOW TO CHANGE THE PRINTER SETTINGS TO SAVE INK COSTS

1. **Click** on your “start” button (assuming you’re using Windows XP®)
2. **Click** “Control Panel”
3. **Click** “Printers and Faxes”
4. **Right click** on your printer and left click on “Properties”
5. **Click** on the button that says “Printing Preferences” if you want to make a temporary change for that print job only.
Otherwise see Step 5a.
 - 5a. **Click** the “Advanced” tab and then click on the button that says “Printing defaults”

Whether you chose printing preferences or printing defaults above, you will be in the same screen. The difference is whether you want these changes to apply by default for all print jobs or just for the current printing job.

6. The options in this screen can vary, depending on the printer. Somewhere in here you should see a section to choose the quality on some sort of scale, and also black and white or greyscale versus colour. You may have to click on a button or tab that says "Advanced" in order to see these options.
7. Once you've found the options and selected greyscale and draft quality, you can click "OK" and you may have to click "OK" on the other window that was behind this one as well to save the changes.

That's it for the printer settings. If you choose the defaults section to make your changes, you save money on all future print jobs from now on. If you simply choose the printing preferences, you will have to remember to make changes every time you want to print something in draft form, or black and white.

Using these settings each time you print, can save you between 50 and 75% off of your ink costs. Even if you had to pay someone to set up these defaults for you; you would save that money back in no time.



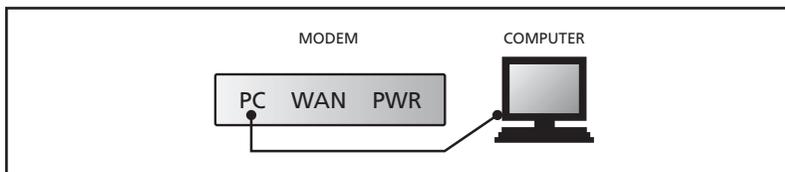
TIP TO SETUP YOUR OWN WIRELESS NETWORK

Now that I've saved you a bunch of money on a recurring basis, how'd you like to learn how you can set up your own wireless network? Many people try and succeed, or at least think they've succeeded, in setting up their own wireless network. In most cases the network is unsecured or set up in a way that it works sometimes or not at all.

Here's how to do it properly:

Your Internet provider can help you hook your modem up directly to your computer (as you can see in Diagram 1a) with one end of a cable in the modem's PC port and the other end in the back of the computer.

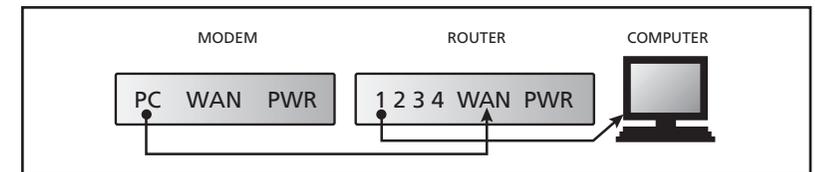
DIAGRAM 1a



To get your wireless access, you need to insert a wireless router into the picture. Once you have purchased a wireless router, plug it in (as shown in Diagram 1b). Instead of having the cable from the PC port on the modem going to the PC, it goes from the PC port on the modem to the WAN port on the wireless router. Okay, so how does the computer get access to the Internet? The computer can get access one of two ways:

1. you can have a cable run from one of the numbered ports on the router to the PC,
OR
2. have the PC, or laptop use a wireless card to connect to the router wirelessly. If you are connecting wirelessly, there's a bit to know about securing the router. The important thing to remember is that once you have this set up, you are operational. To secure the router, you need to log into the router's interface and change some settings. You can easily find help by calling the manufacturer, consulting the router's instruction manual, getting online help from the manufacturer or posting questions on a discussion forum like <http://askdaniel.twinbytes.ca>.

DIAGRAM 1b



Hopefully you found this useful and were able to set up your own network – and save yourself a bunch of money.

This information will prove helpful should you ever have to call your Internet provider to troubleshoot when your Internet is down. Technicians usually make you disconnect the router and connect the modem directly to the computer for testing; however, they won't help you connect it back the way it was and you'll be left on your own to reconnect everything again. So keep this information handy in case you need to refer back to it again.

AN OVERVIEW OF DESKTOP COMPUTERS, LAPTOPS AND PERIPHERALS

1

Before we get into each part of the computer, I'll give you a basic overview of the different types of systems and peripherals.



LAPTOPS

Laptops have internal and external hardware all built into one. This makes your computer portable. It also makes it more expensive to replace individual parts. Laptops sometimes take a greater speciality to repair and require parts from the original manufacturer only.



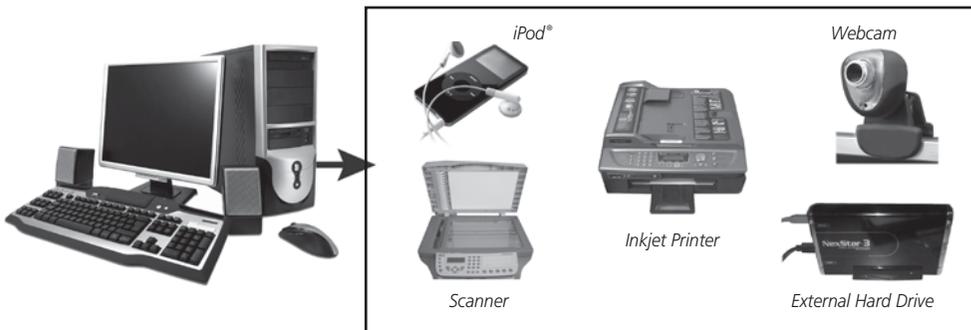
DESKTOP COMPUTERS (a.k.a. Desktops)

In this picture, you can see a monitor. Behind the monitor is a desktop computer box which holds all the guts (the internal hardware). In front of the box is the mouse. In front of the monitor is a keyboard and on either side of the monitor are speakers to hear the beautiful sounds the computer makes when it works (and when it doesn't work).

Desktops have internal and external hardware separate making them more affordable and easier to upgrade as you go along. You can upgrade your computer without having to replace your great, big, flat screen monitor, special keyboard, and high quality mouse. Lost you already?

Here's another picture to break it down.

DIAGRAM 1c THE OUTSIDE DEVICES - EXTERNAL HARDWARE



PERIPHERALS:

These are the devices on the outside of the computer that plug into the computer. Now this can be confusing. You know that a monitor on a laptop is attached to it, right? As you can see in Diagram 1c, the monitor on a desktop is not built-in like a laptop – it's attached using a cable. This makes it a peripheral. So, on a desktop you have a monitor, keyboard, mouse and sometimes speakers that are connected as standard peripherals. On a laptop, they're all built-in and not really considered peripherals.

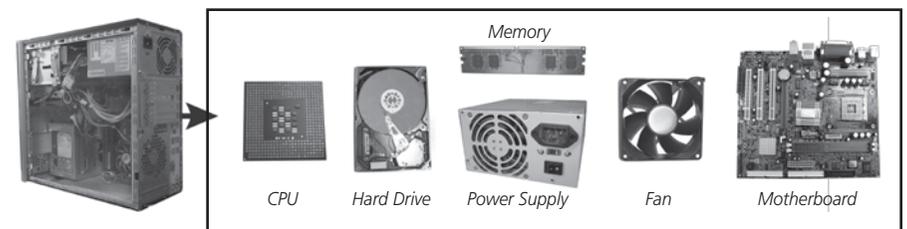
Other peripherals (external hardware) include: printers, scanners, MP3 players, webcams, game controllers, and a whole lot more.

Laptops can have the same peripherals and even though they have a keyboard, monitor, and mouse built-in, you can make it act like a desktop by plugging in a better keyboard, a proper mouse (instead of the built-in one no one seems to like), and a larger monitor.

THE GUTS! (Inside a Desktop)

Now that you have an overview of the stuff on the outside, let's take a peek at the components on the inside (Diagram 1d). I'll show you based on a desktop, since the laptop has all the same components (in a much smaller size). I'll be talking about the guts in more detail in **Chapter 2**. There will be pictures along the way so that you can identify them.

DIAGRAM 1d THE INSIDE COMPONENTS - INTERNAL HARDWARE



TIP TO FREE UP SPACE ON YOUR HARD DRIVE

You can delete temporary files from your computer to free up space if you don't have enough room on the hard drive or just want to keep the hard drive clean. Here's an easy way to do so in Windows XP®.



Open "My Computer",

Right click on the "C" drive and

Select "Properties".

Click on the button that says "Disk Cleanup".

It will run for a bit and then give you a list of files that you can delete. Usually it's safe to select everything for deletion by putting checkmarks beside them. Once everything you want to clean is checked, click "OK" and it will take time deleting. Note: each item tells you to the right of it how much space it's taking up, and just below the list of files it tells you how much space you will gain after clicking OK.

With this first chapter out of the way, you should have a good understanding of what I will be talking about and explaining in the rest of this book. I'll break everything down so you'll have a good grasp of what to think about when purchasing a computer or anything that plugs into it, software that installs on it, and the technicians who service it. This way, you won't make the mistake of buying too much and then realizing you could have saved a bunch; or not spending enough and having to go through an upgrade process shortly after.

DESCRIPTION OF KEY TERMS USED IN CHAPTER 1

Control Panel – The portion of a computer console that contains manual controls for regulating computer operations.

Desktop Computer Box – A computer that is designed to be stationary (not taken with you to other locations).

External Hardware – Hardware outside the computer box.

Forum – Website where users can post questions and other users can post responses. Past posts and discussions can be viewed as well.

Game Controller – A handheld device that you plug into the computer so that you can play a video game.

Greyscale – The printer will print your document, image, etc. in shades of grey.

Interface (Router's) – The Graphical User Interface (G.U.I.) window is viewable through your Internet Browser (i.e. Internet Explorer®) to make changes to how your router behaves.

Internal Hardware – Hardware inside the computer box.

Internet Provider – Internet Service Provider (ISP) is the company that provides you with Internet access (i.e. Rogers™, Bell®, or COGECO®).

Keyboard – The input device that you use to type information into the computer.

Modem (Modulator-Demodulator) – Transmits data through a phone line. It's used for faxing through the computer or dialup Internet access.

MP3 Player – Portable device that holds and plays music. MP3 is the most common format for music that can be played with this type of player.

Network (Wireless) – A network is a collection of computers, printers and other peripherals that have access to each other, either through cables or a wireless signal. A network allows sharing of information and devices.

PC (Personal Computer) – The entire computer including monitor, keyboard, mouse and the box.

Port – A place where you can plug in a device either internally or externally.

Printer – A peripheral device that will replicate what’s on your computer in a hard copy form (for example: a paper version of an e-mail).

Router – The hardware device that allows a network to be possible. It could be wired or wireless allowing multiple computers or other devices to connect through it. See “Network”.

System – The entire computer including monitor, keyboard, mouse and the box.

Temporary Files – Files on your computer that are automatically created when you access websites, launch programs and do other specific tasks. It is safe to delete them.

WAN – Wide Area Network. This is similar to a LAN (Local Area Network) with the exception it connects to your Internet Provider. See “Network”.

Webcam – Small video camera that connects to your computer or is built into your laptop. Can be used to send videos or pictures over the internet or communicate in an online chat.

Windows® – This is the brand name for Microsoft® Operating Systems. An operating system is the main software that allows you to turn the computer on, see images and text, and run other programs. Includes Microsoft® Windows XP®, Windows Vista®, and many other possibilities.

Wireless Card – A card you insert in your computer or laptop that allows you to gain access to your network and the Internet without cables.