

How To Have A Healthy PC



Created By
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The Computer Club

Purpose of Today's Session

- Your PC requires periodic maintenance to stay in a healthy state
- Today we will tell you which programs to run to reach and stay in a healthy state
- We will give you a schedule of tasks to perform Daily, Weekly, Monthly, Quarterly and Semi-annually to maintain a healthy state for your PC

Using Picasa 2

Prepared by Sherry Surdam



Downloading *Picasa 2*

- ▶ ***Picasa 2*** is a downloadable free program offered by Google.
- ▶ It provides a number of tools you can use to improve and/or edit digital pictures.
- ▶ To download it go to: <http://picasa.google.com/>
 - If you are on dialup you may want to ask a friend who has DSL or cable to download it for you, as it is around 5 meg.

- ▶ Be sure to save it where you can find it – we recommend making a file folder called ***Downloads*** under ***My Documents*** and placing it there.
 - **Note:** If you frequently download programs you might want to make a separate file folder under ***Downloads*** for each program you download.
- ▶ When the download is complete, locate the folder in which it is located and install it.

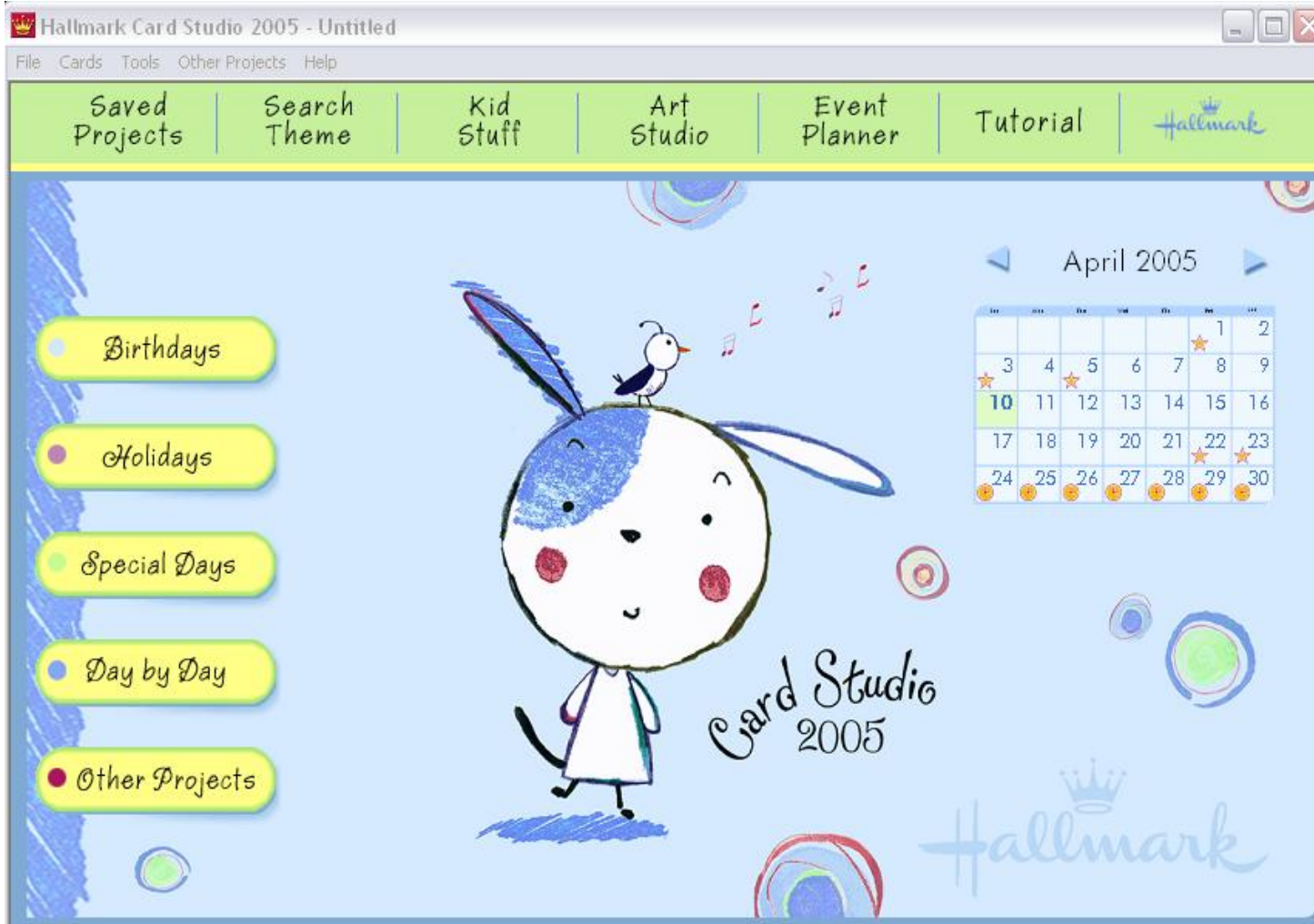
**Creating Greeting
Cards using**

**Hallmark Card Studio
2005**



Created by Sherry Surdam

- The Home screen of Hallmark Card Studio has several links providing a multitude of things you can do with this program.



- Across the top of the Home screen there are links giving you access to:
 - Saved Projects;
 - A Search screen to look for specific themes for new projects;
 - An area devoted to Kid Stuff (cards and projects just for the kids in your life) which also features projects ideally suited for kids to give to family and friends; and



- There are also links to:
 - An Art Studio for creating a project from scratch.
 - An Event Planner which takes you to a calendar and address book;
 - A Help area; and
 - A link directly to Hallmark on the Web.



- Down the left side of the screen are the links to different types of cards:
 - Birthdays;
 - Holidays;
 - Special Days; and
 - Day By Day (all occasion cards).



THE END

- All of our PowerPoint presentations are available to our Club Members
- They can be downloaded and viewed on your own PC
- You do not have to have PowerPoint to view the presentations
- Close this window to return to the Computer Club Home page