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🔍 In this issue...

"PC Tips for New Internet Marketers..."

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BizWeb eGazette is published by Jim Daniels of JDD Publishing.
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[JDD Publishing Co.](#) - has been mentioned in SmartComputing, Opportunity Magazine, Inc.'s 301 Marketing Ideas, Wealth Building Magazine, Six Figure Income, ZDNet and more...

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🔍 Jim's Website Marketing Tip of the Week...

Jim,

"You have a brilliant product and a great approach. As someone who is being forced to attempt to make a living via the web you have given me hope. Brilliant software! I am 'Information Technology Stupid' and even I am getting on well with this [software](#)."

Roger Macdivitt
Haslemere, United Kingdom



In today's issue...

"PC Tips for New Internet Marketers..."

If you're fairly new to the world of Internet marketing, chances are, you'll have many necessary tasks on your computer. Today's gazette will show you how to do those tasks, including finding your downloads, copying and pasting text and links, avoiding phishing scams and more.

While they may be simple tasks to experienced marketers, more than half of all computer users struggle with at least one of these tasks.

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PC Tip #1: Finding your downloads!

Have you ever downloaded a piece of software from the Internet and can't find it later? You're not alone. In fact, it happens to thousands of people in the world every day!

When downloading, many people use the My Documents folder in Windows but after downloading many files you may find it hard to find the files. A simple fix is to create a new folder on your desktop specifically for downloads. (The definition of your desktop is where you see icons of folders and files and you're able to see your favorite picture as the wallpaper for your desktop.)

Creating a new folder on your desktop is easy. First find an unoccupied space on your desktop and then using your ring finger click the right mouse button to bring up the context menu for the desktop. There in the menu you will find a selection called "New" Then LEFT Click on "Folder".

This will create a new folder on your desktop. You can name it something that will help you find the downloaded files. The first time you create a new folder you will notice that the folder naming text is highlighted. To name the folder simply start typing and the highlighted text will be replaced with what you type in. A good folder name would be "downloads" or "My Web Files" followed by the month and year which will make it much easier to find those files in the future.

Once the folder is created, simply remember when you download files to save it in that folder on your desktop for easy and fast access. You can also choose the download location as "Desktop" then your folder name will be simple!

PC Tip #2: How to copy/paste text and links.

Copy and paste is one task that every computer user will find they do many times per session for many useful tasks. Say you wish to copy text or a website link into a report or article. Copy/paste makes it so easy that once you know how, you'll wonder how you ever got along without it!

To copy something you must first highlight the text or link using your mouse button with your index finger. To do this, start at the beginning point of what you wish to copy and place your mouse cursor there by clicking your left mouse button. When you do this DO NOT let go of the mouse button which is held with your index finger. While holding that mouse button down move your mouse over the text until you reach your stop point then release your index finger.

Now simply move your mouse into the center of the highlighted text using your ring finger to press the right mouse button. This will bring up the context menu with the copy selection. Use your index finger, otherwise called the left mouse button; click on "COPY" from the menu that comes up. You have now successfully copied the text into your computer's memory, and are ready to paste it into your document.

Place your mouse cursor in the blank notepad or project and then using your ring finger press the right mouse button to bring up the menu. From the menu select "Paste". If you successfully completed the copy process your text will appear in the current document. If not go back and try again. With practice you will find it becomes second nature to you and your speed will increase as you use it more and more.

If you missed a recent issue, you can [read past issues.](#)



PC Tip #3: Use F1 to look up Windows commands.

Did you know that you can look up most common Windows commands by simply pressing the F1 key on your keyboard? This will bring up the help file for the application, allowing you to quickly search or browse for the answer or information you are seeking for almost everything you might want to do in Windows applications.

Keep in mind that most all of the applications created for your Windows operating system have the same basic commands available from their help system. Some variants may exist depending on the purpose of the application but the basics are usually there.

Very few people take advantage of F1, even when they are stuck. The next time you have a question about the program you're using!

(More after this important message.)



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PC Tip #4: How to fix error messages.

When a new Windows error message appears on your screen, many people will simply ignore it and click "OK". This is an example of what NOT to do. Instead you should realize that the programmers did not spend the time creating that message for the fun of it. Instead at a minimum you should read EVERY WORD. Then read it again slowly the second time so it sinks in. You may recognize the program that is causing it and be able to solve the problem yourself.

Don't be afraid to research the error on any good search engine online. You may find free advice quickly although in most cases you may have to pay to find it. As a last resort try making a call to a local computer technician. Let them know how to solve it for free if it is not a serious issue. However, if it is serious or mildly serious by all means ask for a qualified technician to fix it.

PC Tip #5: Protect your PC (and yourself!) for free.

By now you probably realize that every PC should have an anti-virus program. But did you know that an anti-spyware program is just as important? If your computer gets infected with spyware, your personal data including your name, address, and keystroke you make on your PC can be recorded and stolen by hackers.



While most PC's have anti-virus programs installed upon purchase, spyware programs are not as commonly used.

If you do not have anti-spyware software loaded, Microsoft has a free one you can get at their website. It is called Windows Defender and is a free download [here](#). Grab it and take a few minutes each month to keep it up to date.

While we're on the subject of spyware, did you know that spyware is not the only evil you have to be wary of?

"Phishing" is even more dangerous and new victims fall prey to this alarming rate. Phishing works like this... Unsuspecting victims (you) receive an email message that "looks" like it is from a website such as eBay, Facebook, or another banking or credit card service you use. The message looks like a real email the company may have sent you in the past, and even contains the official logo. In fact, it looks so real that every day hundreds of unsuspecting victims click the link in the email message and go on to enter personal information such as passwords or credit card numbers.

Unfortunately, the data is not going to the real site, it is going to the hacker's site. The next thing the victim knows, their account is compromised. The experts define this illegal practice as a form of "social engineering" which is very easy to fall prey to if you are not careful.

Here's how to protect yourself...

If you ever get an email message asking you to log into your account for a security reason, NEVER click any of the links in the email. If you have a genuine concern about your account, (those fake emails usually imply something is wrong) delete the email message then open your browser manually and type in the website address, such as www.paypal.com. This way you KNOW you log in you are at the appropriate site and not some hacker's copy.

PC Tip #6: Use your PC to start a business on the web

OK, let's get onto something a little more fun... Did you know that you can generate income for you? All it takes is an Internet connection and a little specialized knowledge.

Earlier this year I wrote a special report called *The New Age Work at Home Plan: "Internet-Based Financial Independence in 10 Simple Steps"*. This report details the 21st century plan that's quietly shrinking the global workforce. And yes, people are really doing it from home with their PC.

If you'd like to see exactly how it is all happening, and how *you* may be able to do it as well, grab a copy of my special [work at home report](#) -- I'll even let you bypass the \$97 order form. Just use the **Gold Key** at the site, it will bring you right to the download area.

That wraps up today's gazette. I hope you found a tip or two that will help you speed up your Internet business. See ya in a few weeks...

Jim Daniels - JDD Publishing Co.



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A Letter from a Subscriber:

Hi Jim,

"I wish I had your [EZ Web Business Builder](#) two years ago. Like me trying to build a home business I read all the ebooks, paid for courses to start an online living and got nowhere."

"In the last nine days I have built and uploaded a twenty nine page only working part time (evenings). I have learned more from your [C](#) last week or so than the last two years reading ebooks, courses etc. I have gladly paid double or triple just for the time it saved me on the curve."

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