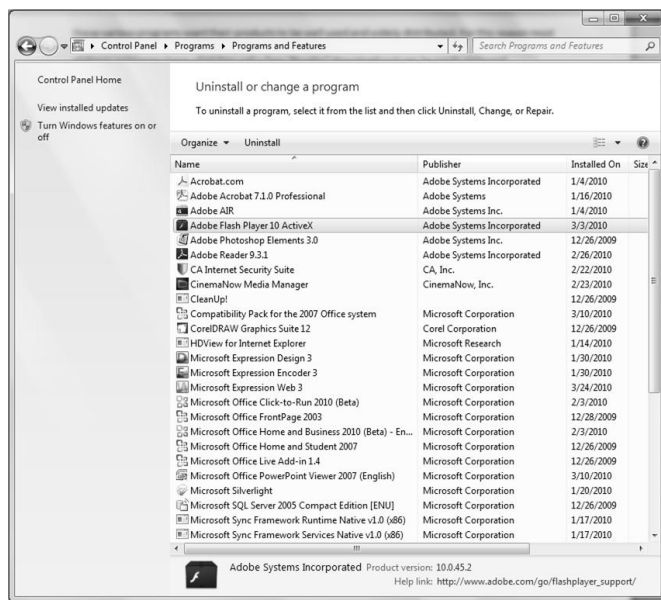**Opening Computer Programs**

I have been emailing various documents and pictures to my friends and sometimes they write back that

they weren't able to open the attachment because they didn't have that program on their computer or

a message comes up that says there is no program available to open the file. The companies that make

these programs want their products to be well used and widely distributed. For this reason most of the

companies have what they call a free "Reader" download so it can be easily accessed universally. You

will not be able to do all the things the program is designed to do but you will be able to open it and

read the text or see the picture. I thought everyone had Microsoft Word or something similar on their

computer but I guess I was wrong (first time this year!). To be able to open a Word .doc even if you do

not have Word on your computer go to http://office.microsoft.com/en-

us/downloads/CD010225841033.aspx and download the free Word Reader from Microsoft. Another

program you should have is the Adobe .pdf Reader. PDF stands for 'Portable document Format' and was

intended to allow someone to make a document or drawing or photo in one program and convert it to a

pdf so it could be sent and opened by anyone over the internet. In other words, I could make a drawing

in a program called CorelDraw that most people wouldn't have, convert it to a pdf, send it out and

anyone should be able to open it if they have the Adobe Free Reader. You can download this program

for free here -http://get.adobe.com/reader/ . I can also construct something in Word, Excel or Quark

and convert it to a .pdf and send it off to the web or email, so the reader is a good thing to have. You

will not be able to convert a file you made with the free reader but at least you will be able to open

what is sent to you. Another program widely used and usually installed on your computer when you buy

it is PowerPoint. But again I found that some people do not have it and cannot open a PowerPoint

Presentation. To install a free PowerPoint viewer go to http://office.microsoft.com/en-

us/powerpoint/HA100966951033.aspx.

The same goes for the movie players. If you have Windows installed on your computer you can get a free Windows Media Player here -

http://www.microsoft.com/downloads/details.aspx?familyid=1D224714-E238-4E45-8668-5166114010CA&displaylang=en

And a free Flash Movie player from adobe here - http://get.adobe.com/flashplayer/ . There are all kinds of free stuff on the web. Go to your search bar, Google, Bing or whatever and type in what you are looking for and add 'free' on the end. Be careful though, a lot of companies offer 'Free' trials or a 'Free' download but you have to pay to get it to operate. Persevere and read the info when you open the site. Don't give up; keep opening the links until you finally find one that is truly free, it's there. Many individuals have written programs that will do what you want and offer them for free or a donation, but you will not usually find these on the first page of your search because the companies that charge know how to get their product up near the front. If you download a program and decide it is not for you, you don't want to pay for it or you just don't like it, go to your 'Control Panel" from your Start button, select 'Programs" and click on the program you do not want anymore. Then select Uninstall. This is the only

place you should delete a program from to make sure all components of it are removed. If you are on a web site and you want to copy a piece of the article, but not the whole page, select just the part or text that you want, right click and select copy or 'save to'. Then you can either save it in one of your files (don't forget where!) or paste it in Word or a similar program. This also works with pictures and

logos, etc, on a web page. Just right click over the picture, select copy and then paste into your photo

program or Word program.