



We **BUILD** Computers to Your Specs

We **REPAIR** Computers & Tablets
We pick up and return your PC

January 2018

2018 Resolution: Clean your PC

www.komando.com

If your PC has not be cleaned in the past year, this is a good time to have your PC cleaned.

Before you begin, you'll want to take note of the computer's surroundings. Is it in an enclosed area? Is it sitting directly on the floor where it can pick up hair, dust and other debris? Is it sitting in direct sunlight or in an area that can experience extreme temperature shifts? It is important to keep your computer in a clean, temperature controlled environment.



- Flip keyboard over and shake out debris. Blow out keys and mouse using canned compressed air
- Clean external intake grills in the front and in the back of the PC with compressed air. Be sure to get the power supply grill and exhaust fan.
- Unplug and open the case. Use a computer vacuum or compressed air to remove dust and debris from internal fans and case
- Check connections to devices, make sure cables provide unobstructed airflow.
- Clean optical drive using a CD / DVD lens cleaner

If all these steps seem a little bit too daunting, bring your PC to Park Place Computers and receive a professional cleaning!

Marshalltown websites

- City of Marshalltown www.marshalltown-ia.gov
- Marshalltown Public Library <http://www.marshalltownlibrary.org>
- Marshalltown Community School District www.marshalltown.k12.ia.us
- Iowa Valley Community College District www.iavalley.edu
- Mitchel Family Funeral Home www.mitchellfh.com
- Anderson Funeral Homes www.andersonfhs.com

- Check to make sure the computer, monitor and printer are all plugged into a surge protector.
- Take a moment to jot down all makes, models and serial numbers of the computer components so the client has them in case a repair is needed or there is some other type of emergency.
- Wipe down the monitor, keyboard and mouse with cleaner specifically used for this task. An example would be these alcohol-free screen wipes.

Insert Symbols

From PC World magazine

Most word processors offer an "insert symbol" feature, but if you're working elsewhere--text editor, e-mail client, Web form, etc.--you probably won't find such a tool.

Thankfully, Windows makes it pretty easy to insert all kinds of special characters, including symbols, accented letters, and so on.

For words like résumé and José, hold down the **Alt** key and press **1, 3, 0** on your **numeric keypad (Not the numbers on the top row of your keyboard)**. Windows instantly inserts the desired é.

For ½, it's **Alt-0171** or ¼ it's **Alt-172**.

Want musical notes?

For ♪, use **Alt-13** and, for ♫, use **Alt-14**.

What suit did you bid?

♥ **Alt-3**, ♦ **Alt-4**, ♣ **Alt-5**, ♠ **Alt-6**.

And, of course, everyone's favorite symbol, ☺, is, naturally, **Alt-1**.

These symbols work for both

male ♂ **Alt-11** and female ♀ **Alt-12**.

If this is all Greek to you, then you may want to use Ω **Alt-234** or Σ **Alt-228**.

Symbol	Number	Symbol	Number	Symbol	Number
☺	1	V	86	½	171
☹	2	W	87	¼	172
♥	3	X	88	¡	173
♦	4	Y	89	«	174
♣	5	Z	90	»	175
♠	6	[91		176
•	7	\	92		177

For a complete list of Alt codes, go to www.altcodes.org. (Note that if you're a laptop user, and your numeric keypad is overlaid on the main keyboard, you may need to hold down the **Fn** key as well.)

(Your assignment: Reply to this email with a ☺ symbol in your message.)

Calendar, Date & Time

DAYS of the WEEK

at pppst.com



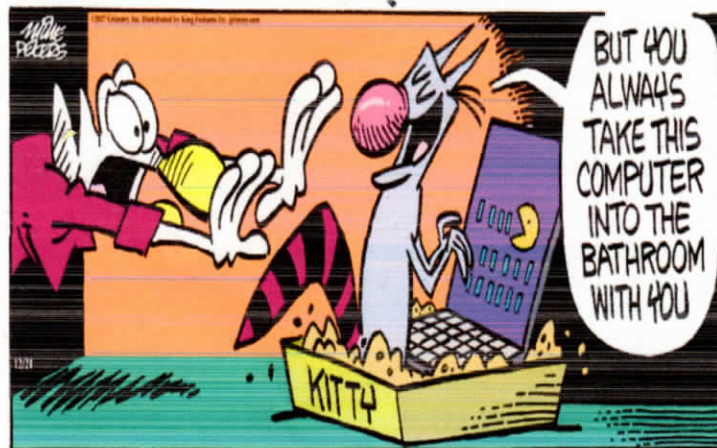
MONTHS of the YEAR

PARTS of a CALENDAR

With the start of any year, we seem so have a fascinated with calendar, and dates. What is the date of Easter this year? What day of the week will Christmas fall on in 2018? Maybe the best website for calendars, dates and time is www.dateandtime.com. On this site you can view the calendar for 2018 or any calendar in the past and future.

In years ago, many businesses gave away calendar for the new year to advertise. Now that is not all that common. If you need a calendar for 2018, you can create one. The site also has plenty on times around the world. Check out www.timeanddate.com.

Computer Humor



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Need a computer or computer instruction?--contact [Park Place Computers](http://www.parkplacecomputers.com)