

The background of the cover is a vibrant, abstract illustration. It features a woman in a red vest and white shirt standing on a yellow dotted path, gesturing towards a large, glowing red arrow that curves through the scene. The background is filled with various geometric shapes, including circles, squares, and lines, in shades of red, yellow, and green. There are also stylized buildings in the background. The overall theme is technology and progress.

**Tech
Help**

Tech Help

Technology tips, tricks and tutorials

July 2012

PC ADVISOR

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10 ways to secure a new PC or laptop

The joy of owning a new PC can easily turn to heartache should it be compromised by malware or a scam. Matt Egan shares his tips on how to keep it safe

Your PC or laptop will never be more secure than it is the moment you lift it out of its box: shiny, untainted and unconnected to anything that can do it any harm. To guarantee that it will remain in such a state, your only real option is to pop it straight back in the box or, at the very least, keep it away from web connectivity. But, these days, a PC without the web is less than a half a machine, and with a little judicious planning you can limit the risks to any computer.

We've put together a simple checklist of 10 key things to take care of when you first boot your new system. The basic principles apply to any computing device, but we've focused on Windows PCs for two reasons: they represent the biggest single group of computers, and they are under the greatest threat.

The key phrase here is 'limiting risk'. We don't guarantee security if you follow all of our suggestions, but we strongly suggest that you do. Virtually all internet security threats exist in order to part you from

your hard-earned cash, but criminals are by their very nature corner cutters. If you make it hard for them to defraud you, they will, with luck, simply move along to the sucker down the way, letting you enjoy your new computer with peace of mind.

1. Antivirus, antispyware and firewall

It sounds simple, and it is, but you'd be amazed at the number of people who still don't get this, so we'll say it once more. As the barest minimum level of security, every PC that is capable of being online should have antivirus, antispyware and a software firewall. It's critical that each is kept up to date, and that regular scans are scheduled.

The good news is that getting hold of good-quality security software has never been easier. All the important security vendors sell their wares in bundles known as 'internet security suites', and each of these will contain at least antivirus, antispyware and a firewall. What's more, you can download, install and purchase them direct from

the internet – although if that is your plan of action we suggest it is the first thing you do when getting online. Indeed, you may not even need to go that far, as most PCs ship with a trial version of a security suite, and your broadband supplier may even supply such software free of charge.

Proceed with caution here, however. Not all security programs are of the same quality, and the trial bundled on your PC is there principally because the software maker paid good money to the PC builder for the opportunity to collect your renewal fee when the trial expires. Read *PC Advisor's* reviews and our Top 5 chart (page 136) before making a decision, and don't skimp on this purchase – it could be the most important investment you make in your PC's career.

2. ...and all the other aspects of a good internet security suite

As we stated in the first tip, not all security software programs are equal. You could, should you choose to, grab individual antivirus, antispyware and firewall programs, perhaps even without paying a penny. And this might work fine, although you may find that programs from different vendors work against each other, rather than in concert.

You'd also be missing out on the additional benefits that a good, modern internet security suite offers. We're talking about behavioural security software and crowd-sourced antimalware, in conjunction with and in addition to traditional signature detection.

As a first line of defence, signature-based detection is unsurpassed. This is where the software signature of any program that tries to infiltrate your PC is compared to a database of known malware. Thus can the vast majority of viruses, Trojans and other

assorted filth be expelled from your PC with the minimum of fuss.

The trouble is that it takes very little effort to slightly alter a known virus to make it undetectable to traditional antivirus, and that's principally what cybercriminals spend their time doing. Signature-based detection should be seen as a time- and resource-saving triage tool: a means of weeding out the majority of malicious programs, without having to do much work. It is at this stage that behavioural security software should be employed, as well as the crowd-sourced opinions of a large group of PC users who have encountered a suspect file.

Top-level security suites all contain these types of features, with a varying degree of success. Again, we'd urge you to check our online security reviews and the Top 5 charts, and if you don't want to shell out for high-end software, at least additionally use a relatively inexpensive behavioural program such as Malwarebytes as a second line of defence.

3. Remove crapware, trials

Your PC may well arrive with all manner of 'free' software on it. Far from the boon this can seem to the unwary purchaser, it is usually an extension of the economic necessity that means you get a trial of security software. It's there because the software maker is paying the PC vendor to put it there, because it's the best way of selling software to new PC owners.

There's nothing essentially insecure about trial software, although it is an irritant. However, the 'pay-me' pop-ups that they trigger can be confusing and if you get used to them you may fail to spot an infection, while out-of-date software can contain holes for scammers to exploit. Try free tools such

as PC Decrapifier (tinyurl.com/7Lvhn47), or Revo Uninstaller (tinyurl.com/6ms987u) to rid yourself of this junk and start afresh.

4. Keep software up to date

It isn't only unwanted trials that can fade into antiquity, leaving you with a leaky PC. Lots of software requires regular updates to close loopholes exploited by malware writers. Popular programs such as Adobe's Flash, as well as Microsoft's own

Windows operating system, require regular patching, and those that don't update are vulnerable to attack.

Where possible, set your preferences to automatically update important programs, and never put off performing a critical update. If you're unsure of how to do this, a free program such as Secunia PSI (tinyurl.com/83zdqzo) will take the load.

5. Take account of accounts

One of the simplest ways of boosting PC security is to prevent damaging changes from being allowed. To do so is simple: with any new Windows PC you should first create an administrator account, and set it so only that account can make critical changes to the system. Next add a password-protected standard user account, and make sure this is the one you use. As other users are added, they too can have standard user accounts, but the administrator account should be used only when you need to make significant changes.

This helps to prevent human intervention causing problems – of which more later. More importantly, it means that even if your PC is infested, it will be running in a standard user account, which can limit the damage.

6. Secure your network & browser

There are a couple of things that can reduce the risk before you even venture online. The first thing to do is secure your wireless network. Most PC users will be running home wireless broadband via a router provided by their ISP. Although all should come with WPA, WPA2 or WEP security, in many cases such routers come with a default password such as '1234' or '0000'.

Make sure your Wi-Fi is secure, ideally with WPA2, and change the password to something no-one can guess. Then use a web browser with robust security and privacy settings, such as Internet Explorer, Chrome or Firefox, and ramp up those settings to the max.

7. Set up System Restore

A System Restore point is a sort of bookmark that's created whenever you make a significant change to your PC. Windows Updates create restore points, as does the installation of many programs. Your PC will probably also be set to create such points at given intervals – once a week or once a fortnight, perhaps – regardless of anything else going on with your PC. If something goes wrong, you can revert to an earlier point without losing your files and folders.

You can view your existing System Restore points by going to Start, Control Panel in Windows XP or Computer, Control



IN ASSOCIATION WITH:



Panel in Windows Vista and Windows 7. Click 'Performance and Maintenance' and choose System Restore from the list on the left. Choose 'Create Restore point' to manually create a point. You can give this point a name, making it easier to identify later. And when you first use your new PC, make sure System Restore is up and running.

8. Educate all PC users

The biggest threat to any PC or network is the person using it. The easiest way to get a virus on to a system is to use greed or stupidity to trick the unwary user into downloading a file or clicking on a link.

Human frailties will never entirely be conquered, but you can limit the dangers by setting strict ground rules with all users of your new PC, including yourself. Especially where children are involved it makes sense to set time limits, and blacklist sites that you feel are inappropriate or risky. Windows Live Family Safety is an example of a free tool that can help in this way (tinyurl.com/7ay2dLo).

Keep admin rights only to yourself, and make sure that people know before they go



Set ground rules for kids using the PC with WINDOWS LIVE FAMILY SAFETY

anywhere near your PC that downloading dodgy files will not be tolerated, passwords must be robust and varied, and anyone forwarding on a round-robin email will be summarily banned from the computer.

9. Physical security

Something close to home, as we had a break-in at PC Advisor Towers not so long ago. Actually, 'break in' is too strong a term, as someone walked in off the street and made off with a valuable laptop. Computers,

particularly laptops, are easily some of the most nickable items in the home. It makes sense, then, to take two simple precautions.

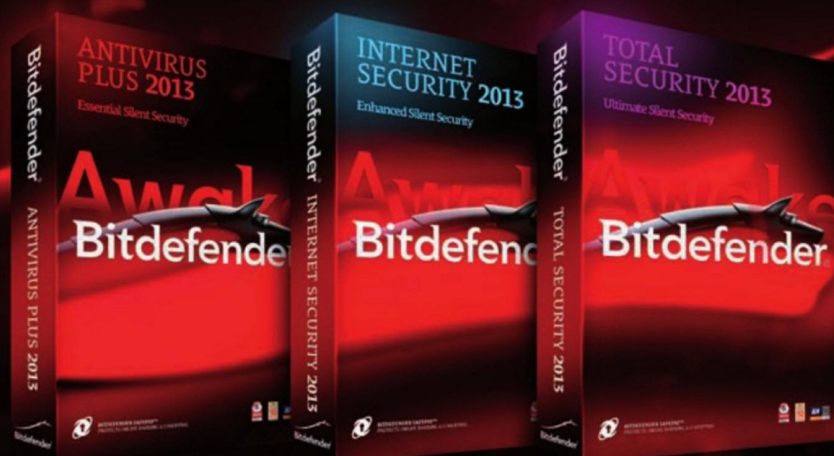
Firstly, keep your computer away from any windows. Wherever possible at night it should sleep upstairs with you, and it should definitely not be visible from the street. And get a Kensington Lock, or similar, to attach your PC to something immovable. You don't want to take all the above precautions only to find that your perfectly protected PC is physically stolen.

10. Be wary and wise

None of the above tips will guarantee security for your system, but taken together they should make it less than worthwhile for a cybercriminal to gain access to your PC, your data and - ultimately - the contents of your wallet. Key to it all is a sense of vigilance.

Your new PC is there to be enjoyed - the internet is a wonderful resource, and you shouldn't live in fear. But a dollop of healthy scepticism, and a modicum of care in all things related to your PC will help to keep it, and you, safe and secure. ☒

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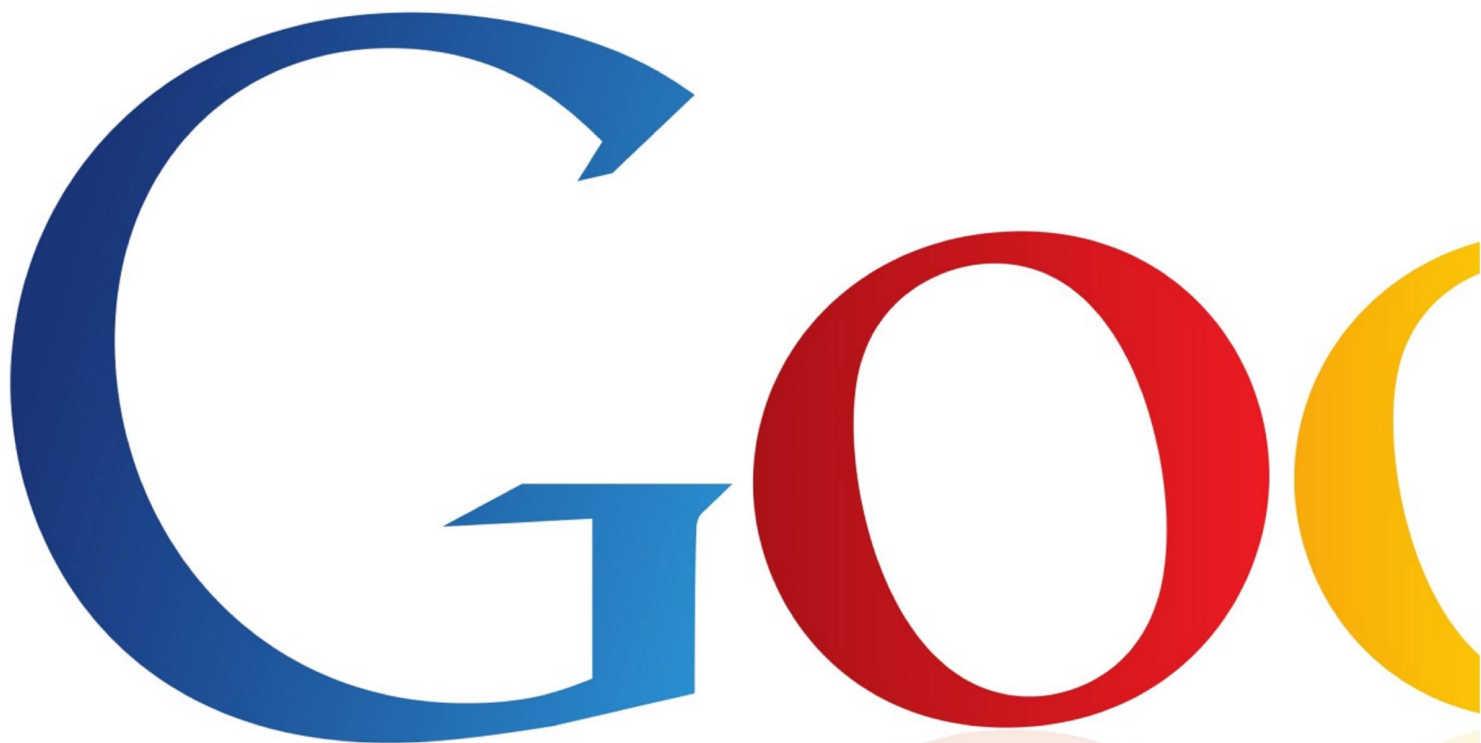


Bitdefender Total Security 2012
January 2012



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Ultimate guide to



There's a lot more to Google than a search engine. With email, online storage and scores of other free services on offer, Jim Martin reveals some great tools on which you might be missing out

From its humble beginnings in 1998, Google has become one of the biggest brands on the planet. Founded by computer-science students Larry Page and Sergey Brin during their time at Stanford University, Google's mission statement is 'to organise the world's information and make it universally accessible and useful'.

Not only is Google the most-used search engine on the internet, but the verb 'to Google' even appears in the dictionary. In fact, you're more likely to ask someone

whether they've tried Googling for an answer than you are to ask whether they've tried searching the web for a solution. People use the term regardless of the search engine, something Google is keen to discourage.

Of course, the company has come a long way in the past 14 years, and now has an impressive range of mostly free services. As well as online tools for everything from getting directions (Maps) to tracking visitors to your website (Analytics), there are also desktop applications such as Picasa, for editing and organising photos, and the

Chrome web browser. Plus, Google owns YouTube and Blogger, and has its own social networking site, Google+. It even has its own operating system, Android, which runs on a multitude of smartphones and tablets (see our smartphone and tablet group tests on pages 52 and 62 respectively).

Whether you already use Google's services or you don't yet have a Google account, we'll show you some of the company's best tools and services. If you like what you see and want to create a free account, simply head to google.co.uk and click the Sign in button.



WEBMAIL Gmail

Gmail is one of our favourite Google services: an email account with an ever-growing amount of free storage space (around 10GB at press time). You can check and send emails from the website (mail.google.com), but it's also accessible from many smartphones and tablets. If you prefer to use a desktop application such as Outlook or Incredimail to manage your email, it's easy to add your Gmail account details so that your email is directed there instead or as well.

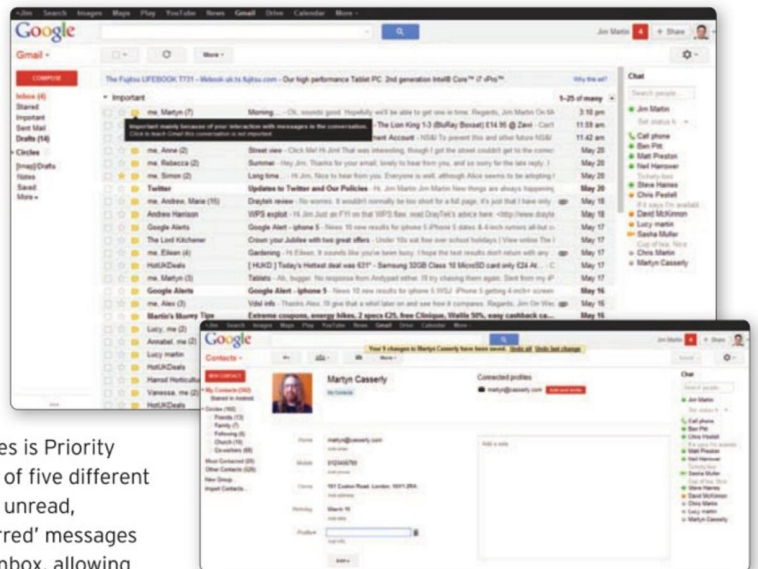
The website interface is perhaps the most convenient of all webmail services to use, not least because it uses Google's powerful search capability to find information in old messages. You can customise how your inbox looks, right down to the density of information, and it's possible to drag-and-drop attachments on to a new message.

There are lots of other useful features, including the ability to create 'labels' (folders into which you can move email). You can also create filters to automatically send incoming emails to these folders. Gmail has an excellent spam filter, and it's unlikely that

you'll ever see any. However, you can mark unwanted emails as spam to ensure Google knows to block similar messages in future.

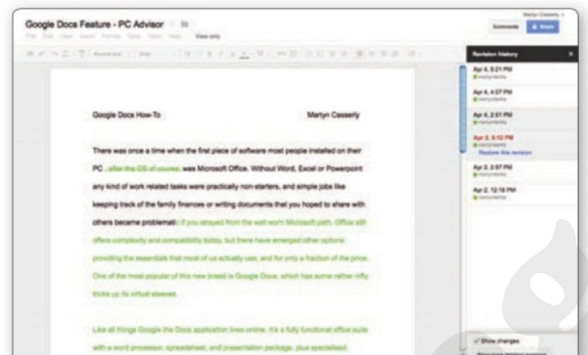
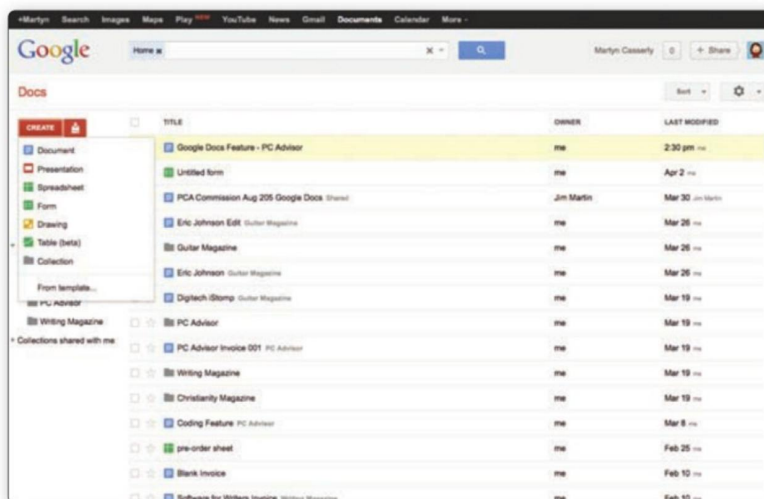
One of Gmail's best features is Priority inbox, which is one of five different inbox styles. It lists unread, important and 'starred' messages at the top of your inbox, allowing you to quickly find and deal with important messages. Alternatively, you can instruct Google to list what it thinks are important messages first.

As well as email, Gmail handles contact information and tasks (a todo list). To switch between these views, click the Gmail link below the Google logo in the top-left corner. It's also possible to tweak several of Gmail's



settings, which are accessible via the cog icon in the top-right corner.

Gmail incorporates an instant-messaging service, Chat. This appears to the right of your inbox and displays contacts as online, away or offline. Conversations appear under the Chats heading in the left column (you may have to click the More link to see this).



PRODUCTIVITY Docs

Docs is Google's online productivity suite and a good free alternative to Microsoft Office for undemanding users. When you arrive at the docs.google.com homepage, you're presented with a list of your documents and the option to upload more from your PC or create a new document, spreadsheet, presentation, form, drawing or table.

Although some of the more advanced features of the latest version of Office are missing from Docs, there's enough here to keep most people happy. Plus, Docs lets you collaborate with others in real time. Several

people can simultaneously open and edit a document, and it's easy to see who's making changes or adding comments. There's also a chat column to the right, so you can discuss a document without adding comments.

If you frequently use Docs, its list of documents can quickly become unwieldy. A search bar lets you easily track down a specific document, and will even search its contents, but it's worth organising your work into folders (or 'Collections').

Currently, there's no easy way to edit documents offline, but a beta tool allows

you to view documents and spreadsheets in the Chrome web browser (see page 87). If you do need to edit something, it's simple to download the document: from the File menu choose Download as or 'Email as attachment'. Docs can output in a variety of common formats, and if you use Chrome you can send it directly to a printer.

When Google launched Drive, it increased Docs' 1GB of storage space to 5GB. You can also pay for extra space.

For more, see *Get started with Google Docs* (tinyurl.com/cpk9bbu).

EVENTS CALENDAR

As the name suggests, Calendar is Google's online diary. You can launch it from the top menu bar when logged into your Google account. Calendar lets you choose between a variety of views, from a single day to an entire month.

Adding appointments and meetings is easy, since Calendar understands natural language. Click the arrow next to the Create button and type a sentence into the Quick Add box, such as 'lunch with John, 1pm on Friday' or 'team meeting, tomorrow 10am'. The event will be added to your calendar at the correct time and date.

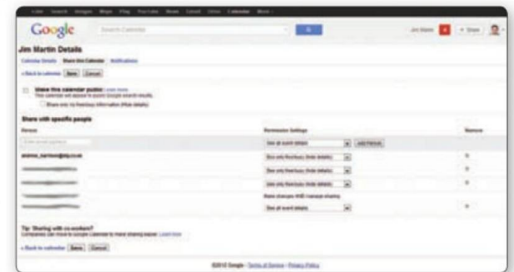
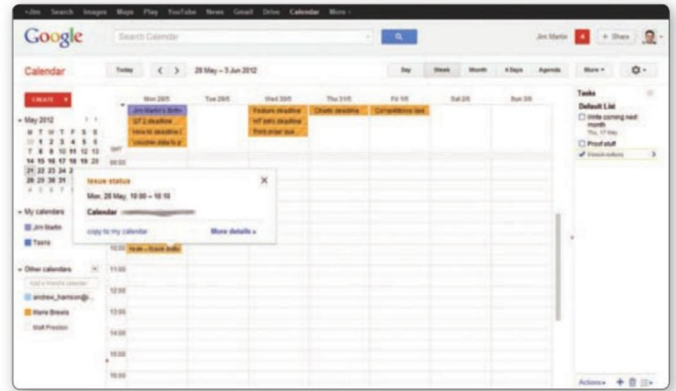
You can add more information, such as a location and a duration, by instead clicking the Create button. Here, you can also invite guests by entering their email addresses, and specify to which calendar the event is added. Multiple calendars are useful if you want to separate home and work events, for example.

In the main Calendar view you'll see all your calendars on the left side; you can show

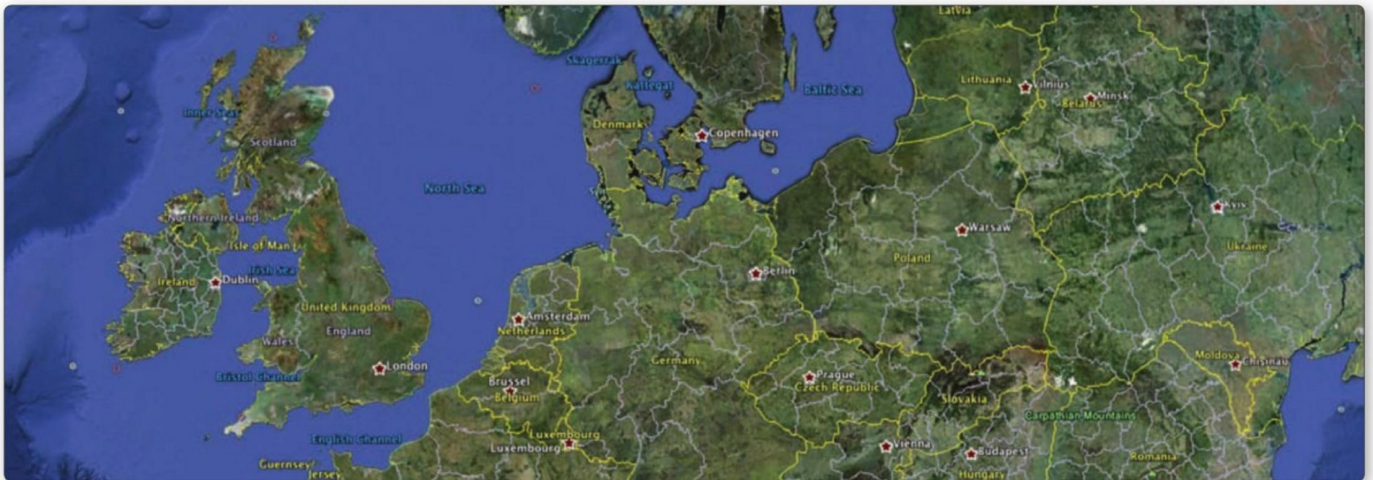
or hide your task list on the right by clicking the Tasks link. This is the same list you'll see in Gmail, so if you've set a deadline for a task it will appear in your calendar.

Usefully, you can share your calendars with other people. To do this, click the arrow next to the name of the calendar you want to share and choose 'Share this Calendar'. Simply enter an email address and choose what that person is able to see: all event details, or merely when you're free and busy. You can also give others the ability to edit your calendar and even manage who else can see it.

If you need to use Calendar without an internet connection, you can download the Google Calendar web app from Chrome's app



store. Unfortunately, this isn't supported in other web browsers.



DIRECTIONS MAPS, EARTH

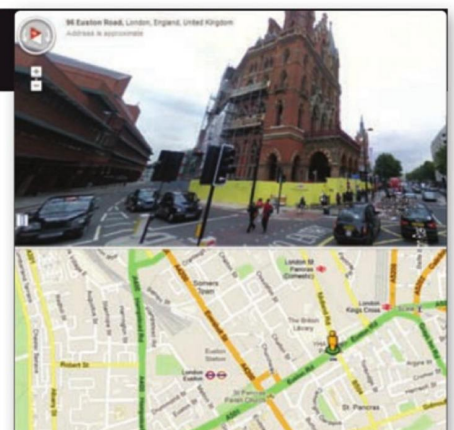
Maps (maps.google.co.uk) is one of the clearest mapping tools we've used. It's just been updated to include better 3D graphics, 3D photo tours and a 45-degree aerial view. The default top-down view can be changed to show satellite imagery, with roads overlaid. In Chrome, you can install the Google Earth plug-in to view maps in 3D (there's also a Google Earth desktop application).

One of the most useful tools in Maps is Street View. When you drag the orange man icon to the map, streets with Street View information are shown in blue. Drop the icon on to a blue street and the view will switch to 360-degree street-level photographs - you can zoom and pan, and even move

along roads. This is invaluable when you want to see what your destination looks like before setting off.

Click the Get directions button to help you navigate to a destination. You can enter a postcode, town, full address or even a station or tourist attraction and Maps will find it. You can choose driving, walking or public transport directions and alternative routes are shown to the left, even taking traffic congestion into account.

It's possible to print maps as well as driving directions, and you can share maps with friends by clicking the chain-link icon. This also gives you the option to embed an interactive map on your website - ideal for



showing visitors your exact location. If you sign in with your Google account details, you can save routes and locations and custom maps, too.

SOCIAL NETWORKING GOOGLE+

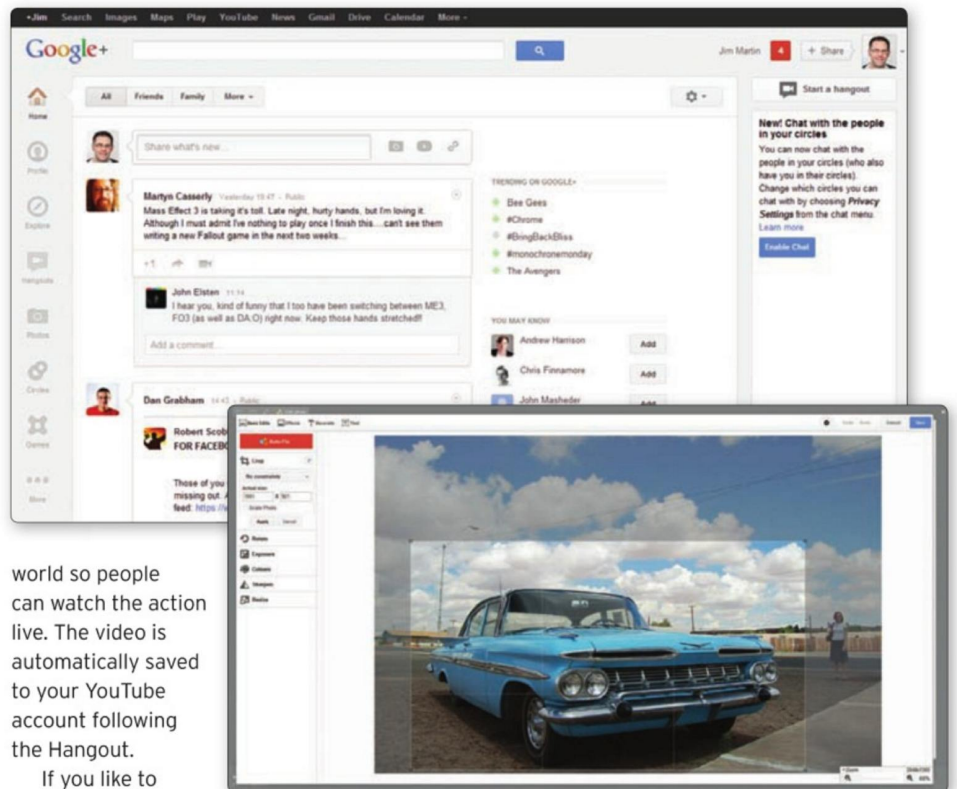
Google+ (plus.google.com) is Google's rival to Facebook. It differs from Facebook and other social networks in that it allows you to categorise your contacts in 'circles' and share posts with whichever circles you like. You can create as many as you want, perhaps for work, friends and family.

Google+ has recently undergone a facelift and is now more streamlined. Down the left side is a menu of sorts, with Home at the top. This shows the most recent posts from people in your circles, with a box at the top into which you can add your post.

Just as with Facebook, you can type a comment, upload a photo or video, or paste a link to a web page. People can comment on your post, and they can also '+1' it (the same as 'Liking' something on Facebook). Before you submit your post, select the circles with which you want to share it. You can send a message to an individual by entering their name, or make your post public so it's readable by all Google+ users.

Above the feed are buttons that let you choose which circle's posts to display. The default is All, but you can quickly find out what your friends are saying and sharing by clicking the Friends button.

Further down the left column is a Hangouts button. Click this to begin a video chat with up to nine people at once. You don't have to have a webcam for a Hangout - a microphone will do. During a Hangout you can chat or watch YouTube video together, or even play online games. Hangouts On Air lets you broadcast your Hangout to the



world so people can watch the action live. The video is automatically saved to your YouTube account following the Hangout.

If you like to share photos and albums, Google+ gives you unlimited free storage for high-resolution photos, which you can share with the people you choose. When you've uploaded images, you can edit them by clicking on them and choosing the Edit photo link at the top of the page. You can crop, rotate and sharpen images, and add effects, borders and even fake beards.

Google+ borrows from Twitter the idea of trending, and shows you what's popular on the social network to the right of your news feed. If you click the Explore button in the left menu you'll see a feed called 'What's hot on Google+'. A slider at the top allows you to alter how much of this feed is displayed on your home page.

WEBLOG BLOGGER

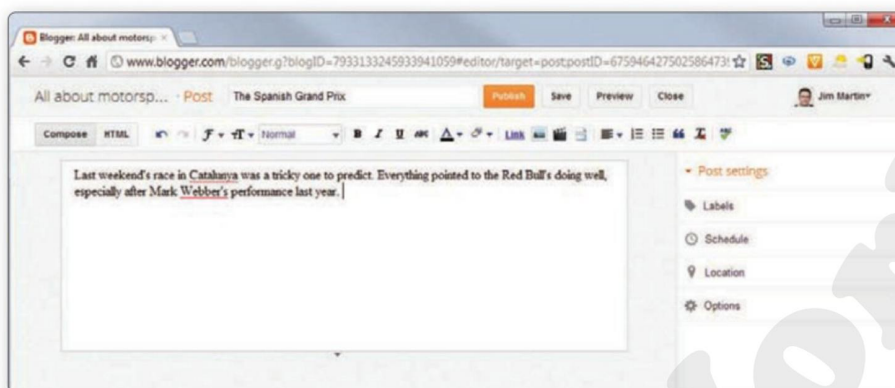
Publishing a blog is easy with Blogger. Google bought Blogger in 2003 and it's still free to use. Sign up at blogger.com using your usual Google account details; you'll then be prompted to choose a title and address for your blog, such as myname.blogspot.com.

Everything is hosted on Google's own servers and it's relatively easy to create new posts. We say 'relatively', since the process isn't as easy as it is with Tumblr (see page 112), but the blank canvas gives you more scope in what you can post.

You can add photos and video, including those from your YouTube account, and format text just as you would in a word processor. Advanced users can access an HTML view, while a menu on the right lets you add tags and a location to your post. Here, you can also specify whether comments are allowed. A preview option lets you check your post before it's published.

The main menu provides quick access to comments, stats and layout and template options. Blogger can automatically filter out spam comments, but it's worth checking the spam filter to ensure genuine comments haven't been accidentally removed.

You can earn money from your blog through AdSense (another Google service), which is enabled via the Earnings link. You'll start earning money when people click on the ads Google places on your blog.



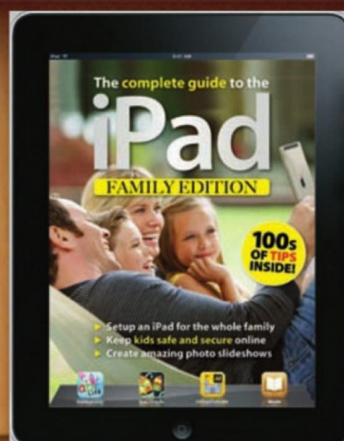
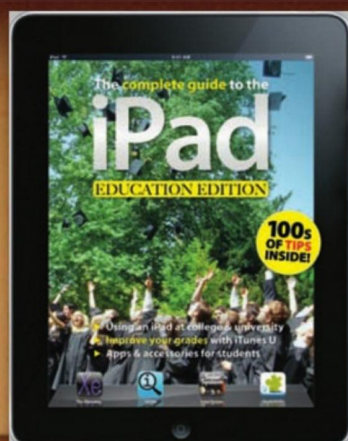
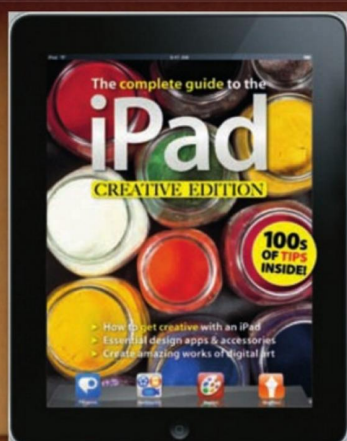
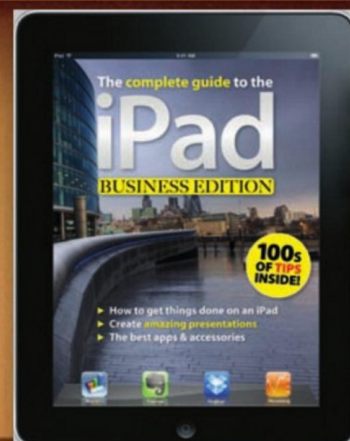
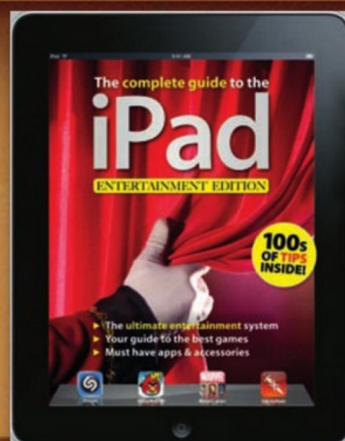
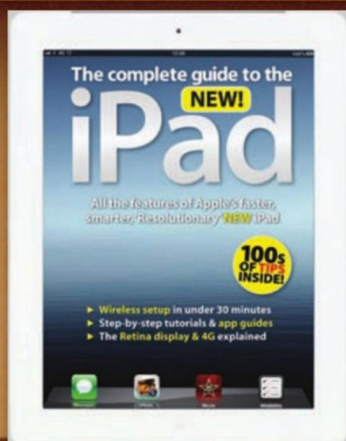
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COMPLETE GUIDES

TO THE iPad

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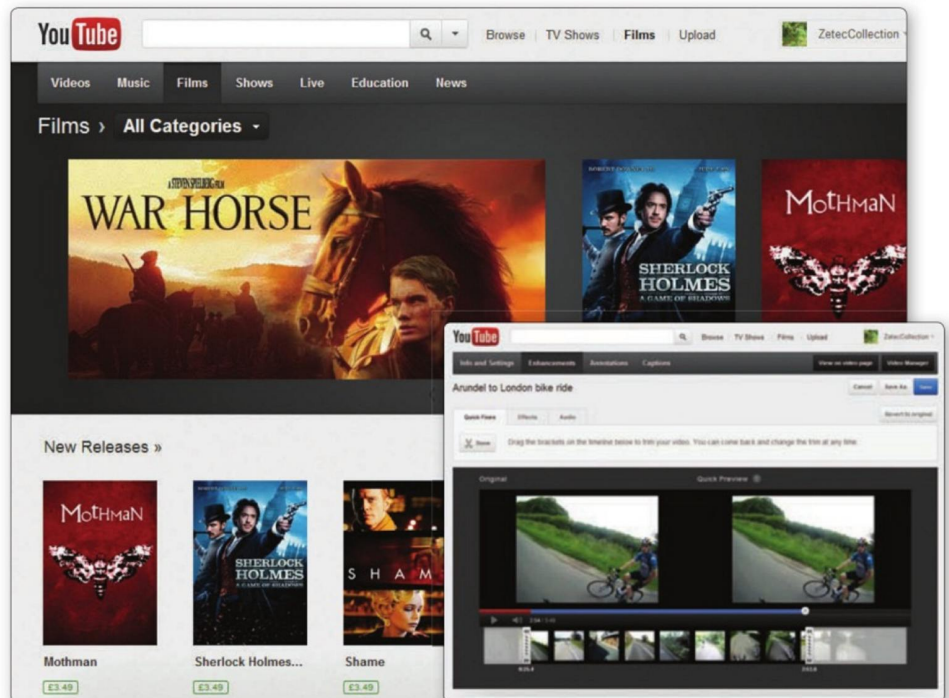
THE COMPLETE GUIDES TO THE iPad APP IS FREE TO DOWNLOAD. BY DOWNLOADING THE APP YOU WILL ALSO RECEIVE THE ENTERTAINMENT ISSUE **ABSOLUTELY FREE**

VIDEO YOUTUBE

YouTube (youtube.co.uk) is one Google service that needs no introduction. Whatever you want to watch, there's a good chance you'll find it on YouTube. Swinging monkeys, people parking their cars badly and 'the coolest guy in the world' are all present.

However, as well as dipping into people's crazy homemade videos, you might not realise that you can also watch the latest TV shows and movies for a fee. Some older films are free, but most cost a couple of pounds. Many TV shows are available for free through the provider's catch-up service, but have a scattering of adverts.

If you want to upload your own masterpiece, YouTube supports most formats up to 1080p and 15 minutes in length (more depending on your account status). You can annotate your videos and even edit them once uploaded. Some new tools include the ability to trim your video, reduce camera shake and convert it to black-and-white. There are no storage limits, so you can upload as much footage as you like.



STORAGE & SHARING DRIVE

Drive is Google's latest service and it aims to compete with the likes of Dropbox and Microsoft's SkyDrive. It's a cloud storage service to which you can upload files for storing, sharing and accessing from any web-connected computer, tablet or phone (iOS apps should be launched soon).

To sign up, head to drive.google.com. You'll see your list of documents from Google Docs, since Drive is their new home. It's worth noting that Drive in effect replaces Google Docs on the web, so navigating to docs.google.com will redirect you to

drive.google.com. Also, signing up for Drive will cause your documents to be split into two sections: those you created yourself (My Drive), and those that others own (Shared with me). You can still use the search bar at the top to quickly find the document you're looking for, though.

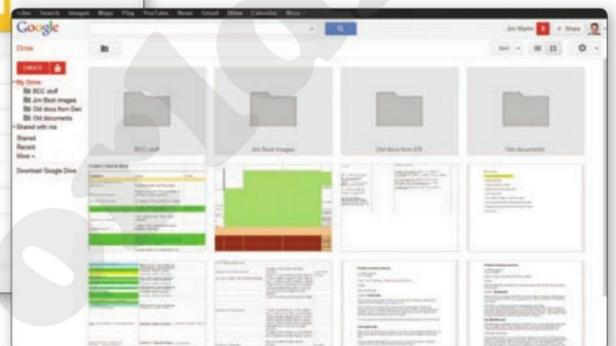
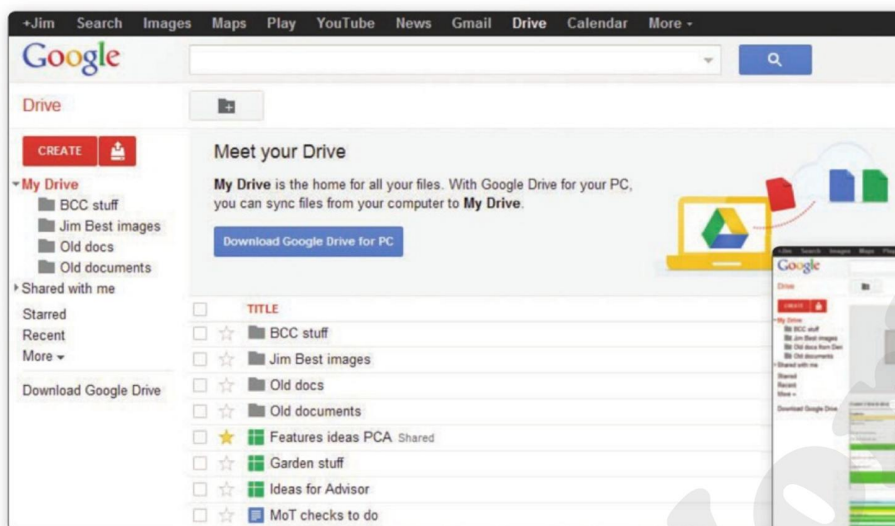
As with Dropbox, it's simple to synchronise files from your computer to Google Drive once you've installed the Windows, Mac or Android application. This adds a new folder to the Favorites section in Windows Explorer. Any files you copy to it will automatically be

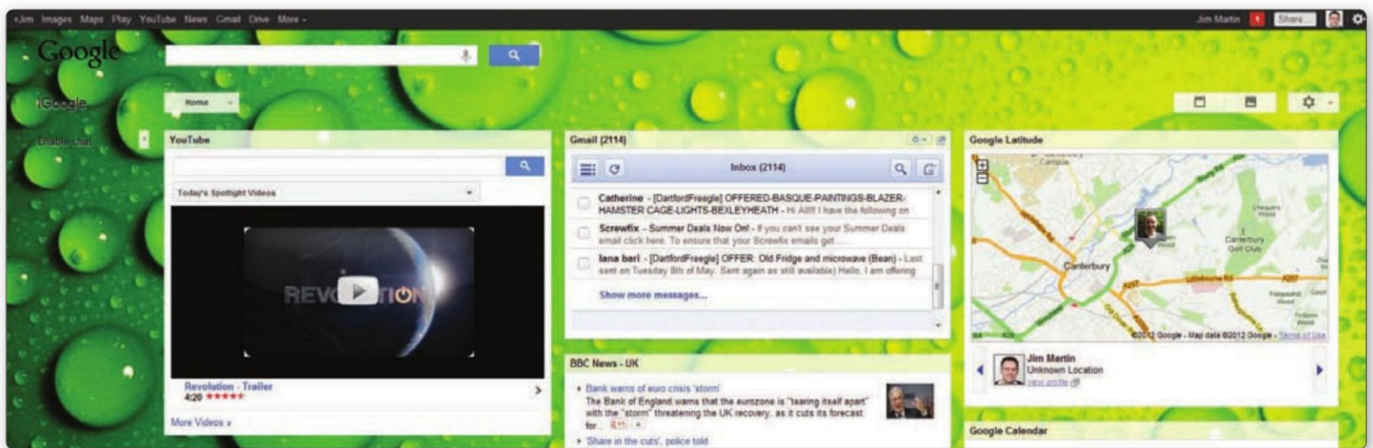
uploaded to your 5GB of storage space. You can create sub-folders and copy files into them. While files are uploading you'll see a pair of blue arrows, which are replaced with a green tick when the transfer is complete.

In Windows, you'll also see a new icon in the Notification area. Click on it to see the current sync status, how much storage you're using and options to buy more. Upgrading to 25GB, for example, costs \$2.49 per month (around £1.50). This also upgrades your Gmail storage to 25GB.

Most common file types can be opened in Google Docs, so you can click on a Jpeg photo in Google Drive to view it in your browser. An unusual feature is that optical character recognition (OCR) can scan any PDFs you upload and extract the text into an editable Google document.

For more, see our Google Drive review (tinyurl.com/c2urxmp).





CUSTOMISE iGOOGLE

If you're the sort of person who likes to set a home page for your web browser, it's worth trying out iGoogle. Head to google.co.uk/ig - you'll be prompted to sign in if you haven't already. Click the 'Create your own home page in under 30 seconds' link.

You can choose a theme for the page (there are many garish options) as well as things that interest you and your location. Once you've personalised your iGoogle page, you can add widgets by clicking the Add gadgets button near the top-right corner.

There are hundreds on offer, so it's best to search for specific things.

We recommend adding gadgets for Gmail, Maps, BBC News, YouTube, Wikipedia and Google Calendar. This way, you can see a lot of information on one page without having to visit those websites individually. You can also directly search Google, YouTube or Wikipedia from your home page.

You can rearrange gadgets by dragging-and-dropping them where you want them. Once you've finished, make sure you update



your browser's home page to iGoogle. In Google Chrome, click the spanner icon and choose Settings. Then, in the Home page section of the Basics page, click the radio button next to 'Open this page:' and enter <http://www.google.co.uk/ig>.

WEB BROWSER CHROME

Google launched its Chrome web browser in 2008 and has released 18 versions since. It was the first browser to run each tab as a separate process, meaning you could carry on as normal when one tab crashed.

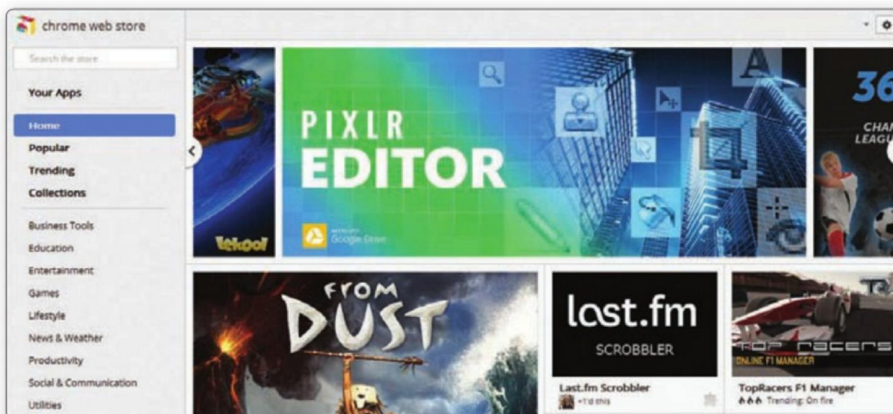
Chrome (chrome.google.com) is one of the fastest web browsers and its minimal interface leaves maximum room for content. It's easy to rearrange the order of tabs by dragging-and-dropping them, and you can even drag a tab out to create an independent browser window.

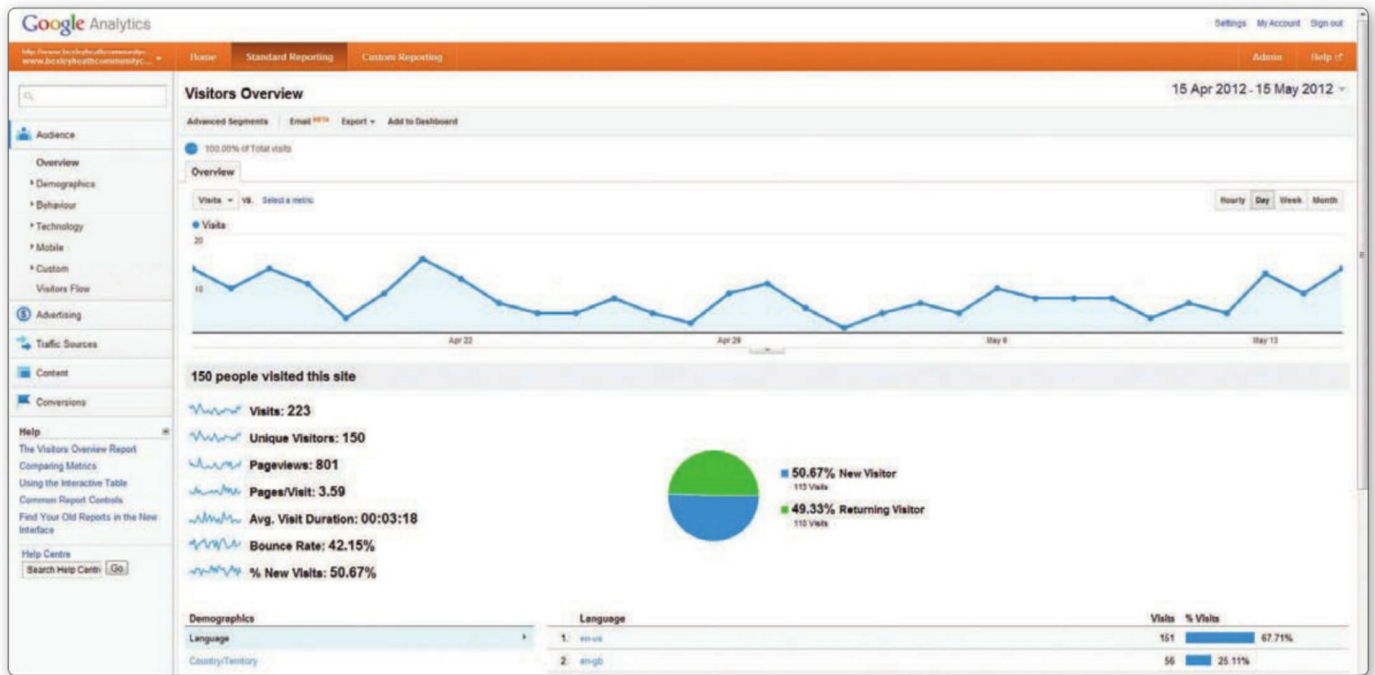
You can configure Chrome to start by showing your eight most-visited websites as thumbnails. At the bottom of a new tab you can switch from this view to Apps. The Chrome Web Store is full of useful free apps for you to install.

These include games such as Angry Birds and Cut the Rope, as well as more productive tools such as Evernote, TweetDeck, Google Mail Checker and Google Docs Offline. You'll find that some apps are merely shortcuts to sites, but they're simple to try and remove.

A particularly useful feature in Chrome is the ability to sign in using your Google account. This, along with the Sync function, lets you see your bookmarks, most visited sites and apps on any computer running Chrome. You can choose what to sync from a list that includes autofill information, passwords, themes, settings and search history. If you're worried about letting Chrome save passwords for websites, plus all your other synched data, bear in mind that you can tell it to encrypt everything in the Personal Stuff section on the Settings page.

Yet another handy feature is the Recently closed link, tucked away in the bottom-right corner. If you accidentally close a tab, or all tabs, you can click on this to show the 10 most recent sites you were looking at.





ADMIN ANALYTICS

If you run a website, it's useful to know how many visitors it's attracting and where they came from. Analytics (google.com/analytics) is a great free reporting tool that does exactly that. When you sign up, Google will give you a small piece of JavaScript code to paste somewhere on your home page (the sidebar will do if you're using

Wordpress). After that, Google Analytics takes a day to start reporting.

When you log in you'll see a Visitors Overview, along with data such as the total number of visits, unique visitors, how long they stayed and how many were new rather than returning visitors. You can drill down further to find out in which country they

reside and what operating system and screen resolution their computer runs.

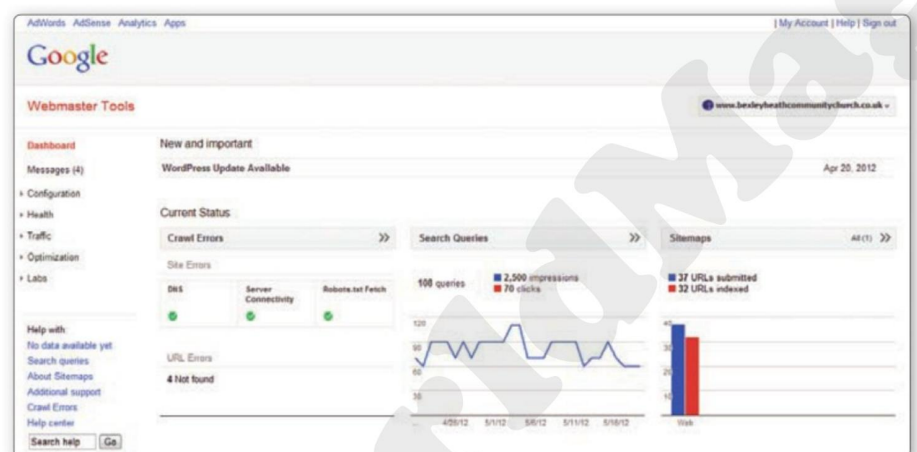
Whether you have a small website with largely static pages or a large dynamic site, Analytics will give you the information you need. It will cope with multiple sites, too. To switch between the sites you're monitoring, click the All Accounts button at the top-left.

ADMIN WEBMASTER TOOLS

Analytics goes only so far, but Webmaster Tools is able to report on a whole host of useful website-related stats. Webmaster Tools is free to use and you can sign up at google.com/webmasters/tools.

Once you've logged in, you can add your website. You'll have to verify that you own the site in order to use Webmaster Tools, usually by uploading an HTML file to the root of your server. With that done, you'll be able to check your website's health, see where it ranks for certain search terms and optimise how Google views your site.

Under the Health heading, for example, you can see whether there are any broken links that need fixing and if any malware has been found lurking on your site. In the Optimization section you can submit a site map, which helps to boost your search



ranking with Google. You can also see the keywords Google has found on your site, arranged in order of their significance.

If this list doesn't match your expectations, it'll instead serve as a useful notification that your site is in need of some maintenance.

RSS FEEDS READER

One feature that's missing from Google's Chrome web browser is an RSS feed reader. RSS is a way for websites to tell you about new content, similar to a news feed. Subscribing to RSS feeds on your favourite websites is a great way to keep up with what's new, without having to visit those sites and search for new content.

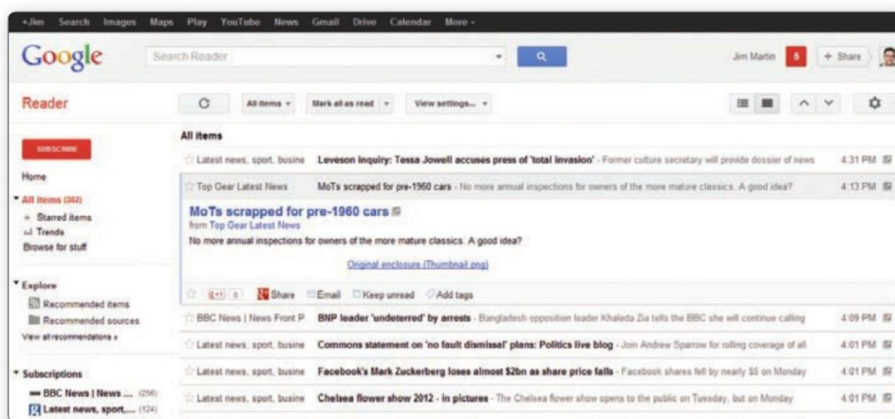
Reader (google.com/reader) allows you to subscribe to feeds and view them in one place. You can subscribe within Reader by clicking the Subscribe button and entering the URL of a website or some search terms to find websites with relevant RSS feeds.

Another way to subscribe is to click the orange RSS icon when you're browsing a

website you like. This will take you to the website's RSS feed, where you can copy and paste the URL or subscribe directly if there's a button to do so. You can also drag-and-drop the Subscribe... bookmark from Google Reader's home page to your bookmark bar, which allows you to quickly add feeds by clicking the bookmark when you see a page you like.

When you've added some feeds, all you need to do is browse to the Reader home page to see the latest content from those websites. The interface is much like Gmail's: feeds are presented in a chronological list like emails, and each article is marked as 'unread' until you click on it.

Some RSS feeds include the entire story, but many are just a summary - you can click the headline to go directly to the website and read it. If you click the Trends link in the menu to the left, you'll be able to see how many items you've read, how many you've clicked on and those you shared.



PHOTOS PICASA

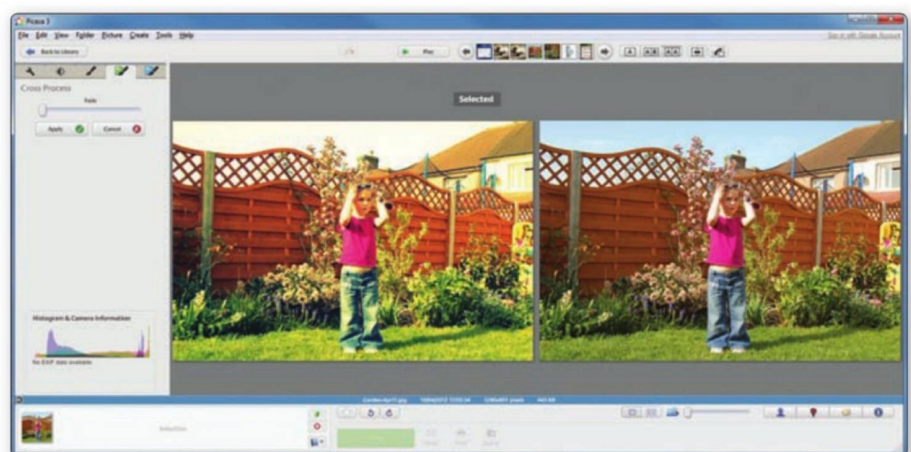
Picasa (picasa.google.co.uk) is a desktop application that lets you organise and edit your photos. It's not as powerful as Adobe's Photoshop or Photoshop Elements image editors, but it allows you to crop, rotate and enhance photos at a basic level.

It's a non-destructive editor, which means you can revert to the original at any time if you aren't happy with your modifications. Alternatively, Picasa can save a new version of your edited image.

The latest version - 3.9 - integrates with Google+ and makes it easy to share photos with your circles. Anyone who doesn't use Google+ will get an email with a link to your album so they can still view it. There are also some new effects, such as the ability to add borders, vignettes and duo-tones.

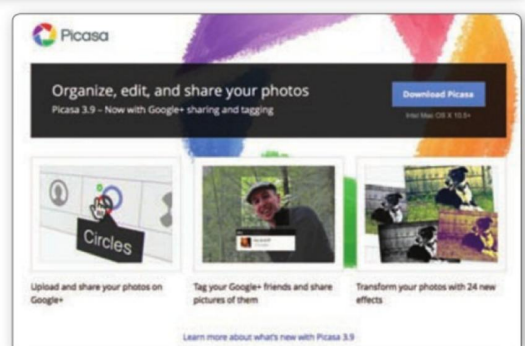
Another new tool is side-by-side onscreen editing, allowing you to compare the original and edited images.

Windows Explorer isn't a bad way of managing your photos, but Picasa makes it much easier to keep track of your snaps. Instead of having to open individual folders to see thumbnails, as you do in Windows, Picasa imports photos from the folders you specify and displays them in a scrollable



timeline. You can quickly jump to a particular month or year to find what you're looking for.

It's a good idea to tag your photos, since it makes them quicker to find later. Tagging a batch of recent holiday photos with their location - Barcelona, for example - means you can find them again (and any others with the same tag) by searching for 'Barcelona'. You can add as many tags as you like. ☑





JIM MARTIN

**Tech
Help**

Lock down your accounts

Plenty of high-profile websites have been in the news of late for their user accounts being hacked. If you're in the habit of using the same password for every website, you're making it easy for criminals to access all your accounts, even your bank account. It's hard to remember a different password for each website, but the free KeePass utility (see page 108) does the job for you and securely stores all your logins. We recommend you start using it immediately.

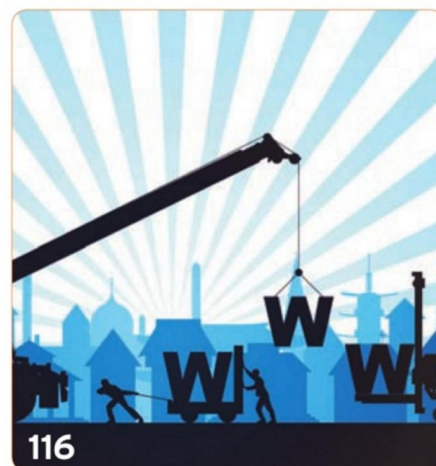
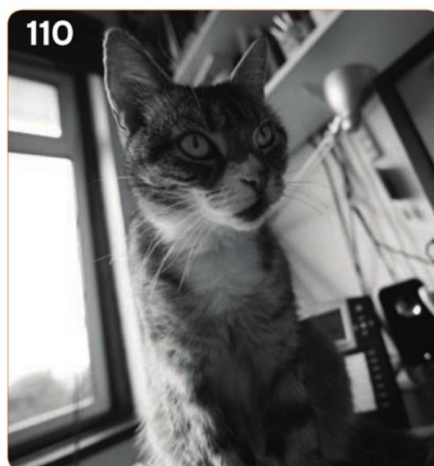
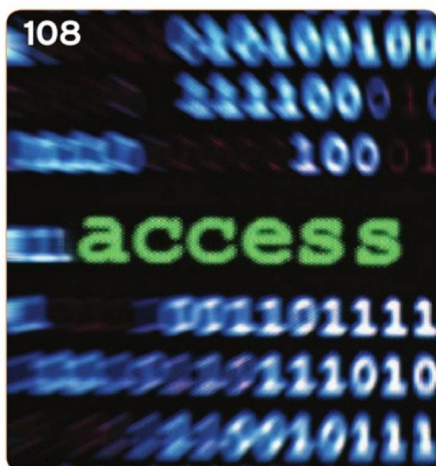
Staying with the free theme, we show you how to create your own website in 30 minutes with Jimdo (see page 116). It's very easy to use, and you can have a good-looking website in next to no time with no prior knowledge.

Troubleshooter (page 100) deals with ways to increase your smartphone's battery life, without simply using it less. You should be able to eke out at least an extra hour or two with our tips - and they won't cost you any money either!

Adobe's Photoshop Elements is an immensely powerful photo editor, and it can be hard to know what some of its tools do. This issue we look at adjustment layers, masks and blend modes, and show you how to use them to improve your photos (page 110).

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QUICK TIP: CONVERT VIDEO FOR FREE WITH FREEMAKE

Converting or encoding video is a tricky business. Often, you'll want to watch a particular video on a handheld device, but it doesn't support the format your video is coded in. There are plenty of free applications that can convert it, but many are hard to use or produce poor results.

One of our favourites is Freemake (freemake.com). Freemake is very easy to use, with a clear interface and many presets for common devices. To convert a video, simply drag-and-drop it from its folder into Freemake and click the appropriate output button at the bottom of the screen.

For example, if you have an iPad and you want to use it to watch a home video that was captured by your AVCHD camcorder, click the 'to Apple' button, then select your iPad model from the drop-down menu.

Freemake can also burn video files to DVD and Blu-ray discs if your computer has a DVD or Blu-ray writer installed. The program even supports nVidia Cuda - if your graphics card is Cuda-capable, you'll benefit from very fast encoding.



Freemake doesn't limit you to video: you can burn a photo slideshow to DVD, convert audio files to MP3, or convert a home-made DVD to a format suitable for YouTube. It supports all the latest video formats, including MKV and HTML 5. ☑

Boost your smartphone's battery life

Robert Strohmeier investigates ways of saving precious power to make your phone last longer

For all their power and versatility, smartphones are cursed with abysmal battery life. Unless you use your phone sparingly, many handsets won't last a full day away from the mains. But with the right apps and a little insight, you can double your smartphone's battery life.

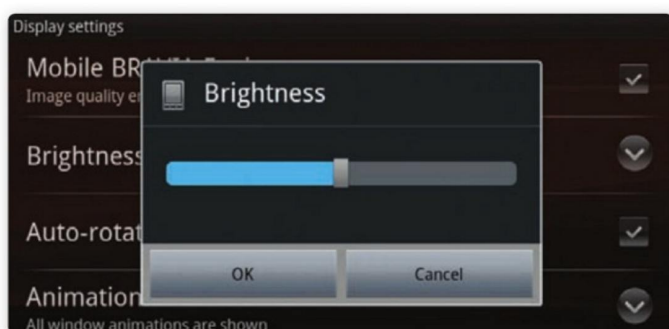
Although some phones live a little longer than others on a single charge, all smartphones suffer from the same problem:

they do too much. Any battery small enough to fit into your phone's tiny chassis stands no chance of lasting multiple days under a steady workload of running apps, browsing the web, sending email and making calls.

Most smartphone batteries are rated at around 5Wh, meaning they can deliver a constant charge of 1W over a period of 5 hours. If your phone uses 1W per hour and you unplug the charger at 7am, you can

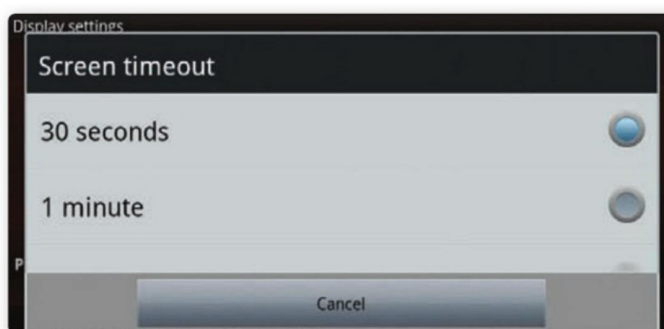
expect it to be dead by lunchtime. The key to increasing battery life is to reduce the amount of power the handset uses per hour.

One obvious way to reduce your phone's energy draw is to use it less. A more practical approach is to manage the phone's power consumption by turning off or adjusting various features. Along with the other tricks and apps we outline here, this will help extend the time between charges.



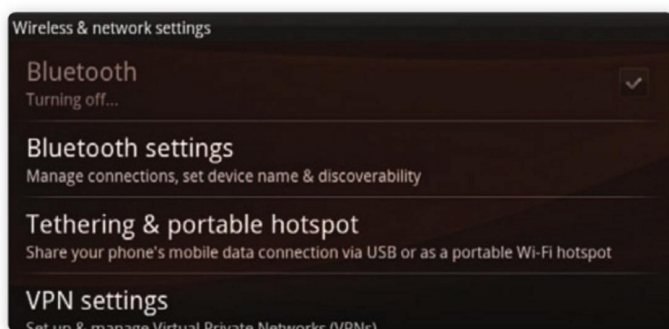
Dim the screen

You love your smartphone's large, colourful display, but it's the battery's mortal enemy. More than any other component of your phone, the display consumes battery power at a devastating pace. Most phones include an auto-brightness feature that automatically adjusts the screen's brightness to suit ambient lighting levels and system activity. This mode uses less power than does constantly running your screen at full brightness, but you'll get better results by turning down the brightness to the lowest setting you can tolerate.



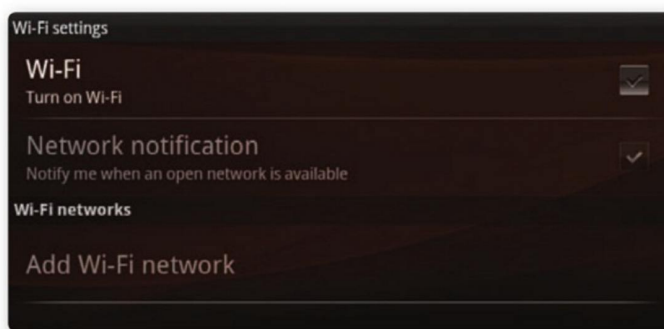
Shorten the screen timeout

You should find an option labelled Screen Timeout, Auto Lock or something similar under your phone's Display settings menu. This setting controls how long your smartphone's screen stays lit after receiving input, such as a tap. Every second counts here, so set your timeout to the shortest available time. On most Android phones, the minimum is 15 seconds. On an iPhone, it's one minute. If your screen timeout is currently set to 2 minutes, consider reducing that figure to one minute or even 30 seconds if possible.



Turn off Bluetooth

No matter how much you love using Bluetooth to transfer files or make handsfree phone calls, nobody needs the feature turned on all the time. When enabled, the Bluetooth radio is constantly listening for signals from the outside world. When you aren't in your car, or when you aren't expecting a call that you'll want to take via a headset, turn off the Bluetooth radio. By turning off Bluetooth when you're not using it, you can add an hour or more to your smartphone's battery life.



Turn off Wi-Fi when not in use

As with Bluetooth, your phone's Wi-Fi radio is a serious battery drainer. While you almost certainly prefer the improved speed and reduced cost of your Wi-Fi connection to your mobile network's 3G broadband for data services, there's no point leaving Wi-Fi turned on when you're out and about. Toggle it off when you go out the door, and turn it back on only when you want to use data services within range of your Wi-Fi network. Android users can add the Wi-Fi toggle widget to their home screen to make this a one-tap process.

GET THE BEST PC ADVISOR TUTORIALS ON YOUR iPad

DOWNLOAD THE FREE TECH HELP APP TODAY

Available on the App Store

Tech Help

Account settings

Inbox check frequency

- Manual
- Every 5 minutes
- Every 10 minutes
- Every 15 minutes
- Every 30 minutes

Disable push email

When Wi-Fi or 3G and mobile data are enabled, apps will use those connections for various purposes. Email is one of them, and many phones support (and default to) push email. If you don't need to reply to emails instantly, it's worth changing your settings from push to fetch, and selecting a relatively long period between fetches.

Location & security settings

My Location

Use wireless networks

Location determined by Wi-Fi and/or mobile networks

Use GPS satellites

Locate to street-level (requires more battery plus view of sky)

Screen unlock

Set up screen lock

Lock screen with a pattern, PIN or password

SIM card lock

Set up SIM card lock

Go easy on the GPS

Another big battery drainer is your phone's GPS receiver, which receives signals from satellites to obtain your phone's location. Various apps access your phone's GPS to provide services, and will often ask for permission to do so during installation. When in doubt, say no - particularly if it's an app that has no business knowing your location.

Available Memory: 48M

KILL selected apps

Advanced Task Killer Free	✓
Clock	✓
Gmail	✓
Data monitor	✓
Updates	✓
BBC iPlayer	✓
Facebook	✓
Friends' games & applications	✓

Kill extraneous apps

Multitasking burns energy, but by killing apps you aren't using you can drastically reduce the CPU's workload and power consumption. Android users could take advantage of Advanced Task Killer's auto-kill feature. In iOS, double-tap the Home button until the multitasking tray appears, hold an icon until an X appears, and tap the X to close the app.

Vibrate

When sound is off

Vibrate

- Always
- Never
- When sound is off
- When sound is on

Don't use vibrate

Some of us prefer to have our phone alert us to incoming calls by vibrating rather than playing a ringtone. Unfortunately, vibrating uses much more power than playing a ringtone. If you don't want to be audibly disturbed, consider turning off all notifications and leave the phone in view so you can see when a new call is coming in.

Batch operations

Allow label operations on more than one conversation

Clear search history

Remove all the searches you have performed

Labels

Select which labels are synchronized

Notification settings

Email notifications

Notify in status bar when email arrives

Select ringtone

Turn off notifications

It seems as though almost every other app now trawls the internet in search of updates, news, messages and other information, then either chimes, lights up your screen and displays a message, makes your LED blink, or all of the above. All these things consume energy. Turning off superfluous notifications will help your battery last a little longer.

About Status

JuiceDefender

enabled

disabled

Profile

Choose a preset profile, or customize everything to your specific needs.

balanced

aggressive

extreme

customize

advanced

The default profile; this will offer out of the box a very noticeable improvement in battery life, with as little impact as possible on the normal

JuiceDefender for Android

By manually adjusting all your phone's settings, you may be able to squeeze a few extra hours out of your battery. But if that's too much effort, consider downloading an app that manages battery use for you. We like JuiceDefender, which automatically toggles on and off your radios and manages your phone's CPU usage. ☒



YOUR QUESTIONS ANSWERED

Expert computing advice

Paul Monckton tackles readers' hardware and software conundrums

ROUTER PASSWORD

Q I can't work out how to change the default username and password to access the web interface for my Asus RT-N56U wireless router. Even tech support were unable to help me. I'd be surprised if it wasn't possible, however, since it's a basic security requirement. Can you help me?
Gordon Wright

It is indeed possible to change the admin password for your Asus router, Gordon. Open the web interface and click the Advanced Setting tab at the side of the window. Choose Administration, then select System from the row of tabs in the main panel. Enter your new password, re-type it below, then click Apply to save your changes.

PC ON TV

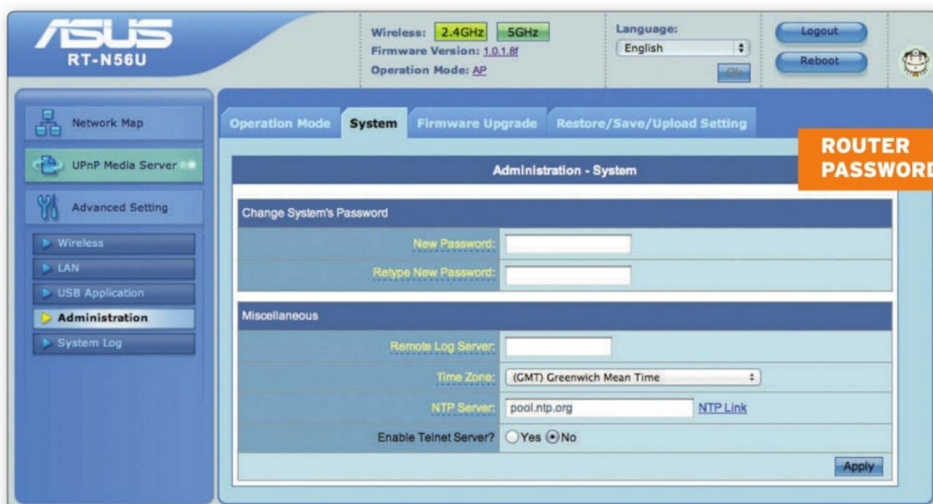
Q I have an LG 50PQ6000 TV, which has a USB input, and a Dell Dimension 2400 desktop PC with 1GB of memory and a TP-Link PCI network adaptor. Is there a USB device that can enable the PC desktop to appear on the TV? *Jim Melvin*

There are a few ways in which you could use your TV as a large monitor for the PC, but not through its USB port. This connection is used only for reading and displaying media files from an external device, such as a USB flash drive or a hard disk.

In general, the best way to hook up a PC or laptop to a digital TV is via an HDMI cable. This connection is able to carry both HD video and audio. Unfortunately, your Dell Dimension desktop is too old to have an HDMI connection.



PC ON TV



ROUTER PASSWORD

Your TV also has a VGA input, which you can use to hook it up via the PC's standard monitor connector. Note that you won't be able to use the monitor and TV simultaneously, and that VGA is unable to carry audio. It's useful for showing static images on a larger screen, but you'll need a separate cable for sound.

An alternative solution is to fit an HDMI connection to your PC by way of a graphics card upgrade. The Dell Dimension 2400 has only PCI expansion slots, so you'll need to buy a suitably equipped graphics card, which are increasingly hard to find. PCI Express is today's preferred interface, for which many low-cost upgrade options are available.

A workaround is to buy a USB-to-HDMI adaptor, such as Lindy's £65 USB 2.0 to HDMI 1080p Adapter (tinyurl.com/caucrxr). This plugs into a spare USB 2.0 port on your PC, and you can then connect an HDMI cable to your TV.

Note that your PC is unlikely to be sufficiently powerful to play full-HD video. For this, you would need a graphics card capable of accelerating such playback.

LAPTOP GRAPHICS UPGRADE

Q My HP Compaq NX 9420 laptop runs Windows 7 Ultimate. It has AMD Mobility Radeon graphics with 256MB of VRAM. Can I upgrade the graphics card, enabling me to play *Need For Speed: Run?* *Castro Mzizi*

In most cases, it isn't possible to upgrade a laptop's graphics. Not only does it tend to be a rather complicated procedure, but it's

difficult to obtain a compatible replacement via the normal channels. Note that an upgrade will usually void your warranty.

The AMD Mobility Radeon X1600 is a replaceable part for your laptop, but the only compatible alternative is another 256MB board: the nVidia Quadro FX 1500M. Since *Need For Speed* lists 512MB of video memory as a minimum requirement, you're still out of luck. And even if there was a better option, the fastest available processor for your laptop (2.33GHz) doesn't meet the game's 2.4GHz requirement.

Details of your laptop's internal components can be found in the service manual at tinyurl.com/cr5a8qu.

DISRUPTED VIDEO PLAYBACK

Q When playing video received as an email attachment, any video movement is heard to disrupt the associated sound. How can I correct this fault? I have a Dell Dimension 8100 with Windows XP Professional and 2GB of RAM. *Keith Donald*

We're not sure exactly what problem you're describing here, Keith. If you're having problems with video playback, check to see whether any major system updates occurred around the time the problem started. If so, uninstalling that update may solve the problem. We would also suggest installing the latest graphics drivers for your PC.

If neither of our suggestions fix the problem, try installing a Codec pack, such as the K-Lite Basic pack (free from tinyurl.com/2ttyvs).

BEFORE YOU SELL UP

Q I'm selling a six-month-old laptop and want to remove the Windows login so the new owner can set their own. How can I do this, please? *Julius44*

You can remove the password via Control Panel, User Accounts, 'Remove your password'. However, your laptop is also likely to contain personal data, which you don't want falling into the wrong hands. This could include your usernames, passwords, internet browsing history, banking details, photos and documents.

Most laptops have an option that lets you restore to factory settings, erasing all user data. You can also use a program such as CCleaner (tinyurl.com/bqe2s6j) to be sure that all sensitive data has been removed.

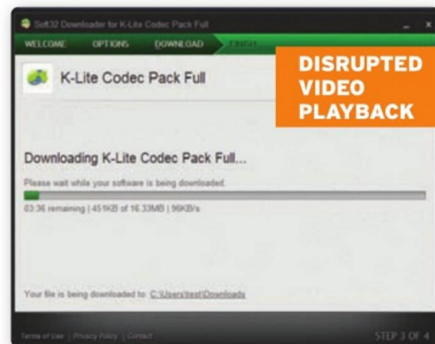
It's worth the effort: the new owner can start afresh, and you'll be able to rest assured that your personal data is secure.

WINDOWS 7 WON'T STAY ASLEEP

Q My Windows 7 PC has developed a problem with sleep mode, often waking for no apparent reason. I don't think it's the mouse or router disturbing the PC, since the problem began only recently. Can you help? *Scrivers*

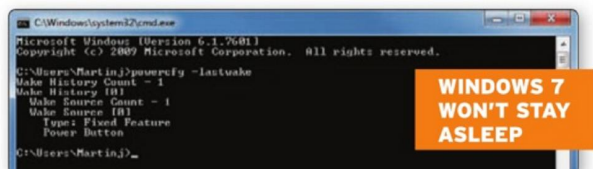
There are many reasons why your PC might wake from sleep mode. The mouse is the most common culprit, since it's able to detect small movements, but it's not the only stone under which you should look.

Windows keeps track of the events that cause it to wake from sleep mode; you can access this information using the `powercfg` command from the command prompt (type `cmd` in the Start menu Search box and press Enter to display a command prompt).



The specific command you will need is `powercfg -lastwake`, which will return information on the device that woke your machine. You can then locate the culprit in Device Manager and turn off its ability to wake up the PC. Choose Properties, Power Management and deselect 'Allow this device to wake up the computer'.

You can often enable or disable wake-up events within your PC's Bios, too. Have a look there and make sure that all unnecessary wake-up events are disabled. Look for an onscreen message when your PC is booting to learn how to access the Bios; you usually need to press Del or F1.



LOW DISK SPACE ON PARTITION

Q My HP Pavilion laptop reports low disk space on drive D, which is the HP Recovery partition. It's 9.47GB in size, but only 32MB is free. Why is this partition filling up, when nothing is knowingly stored there? *Buel*

HP's recovery system won't add files to the partition once it has been created, so it sounds as though another utility is using

drive D. Browse the partition in Windows Explorer to see whether any filenames listed are a clue to what utility is responsible.

If you don't see any extra files, they may be hidden. To reveal hidden files and folders, open Windows Explorer and press Alt to bring up the File menu. Click Tools, Folder Options, then select the View tab and select the relevant option. You could also turn off 'Hide protected operating system files (Recommended)'. Windows will give you a warning about this, but go ahead and be sure to reverse the setting after you've completed your investigations.

Likely culprits are backup programs, such as Windows Backup and Recovery or Norton Backup, which you may find are configured to store files on a drive other than the PC's primary disk.

If you're not sure what the extra files are, move them to another drive rather than simply deleting them.

3G NETWORKING

Q I'm unable to have a landline where I live, so I get my PC and laptop online using a Vodafone 3G dongle and a Belkin network adaptor. How can I add a Nintendo Wii and a Samsung Smart TV to this network, and will I be able to access the internet on these devices? *Murghalador*

Your 3G dongle is designed to attach a single computer to the internet. Although you can - and already do - share its web connection, it can become cumbersome as more and more devices need to get online.

The simplest solution is to connect all your devices wirelessly, with adaptors available for those that don't have the connectivity built-in. The term wireless is commonly associated with home broadband, but 3G broadband can also be wireless.

Vodafone sells a Mobile Wi-Fi R205 portable hotspot (see tinyurl.com/dyfv3pu for our review), which acts as a wireless router to share your 3G connection with up to five devices. If you're subscribing to the Vodafone connection on a contract basis, it



may be worth investigating whether you can upgrade your contract to get the R205.

Alternatively, Vodafone sells a £49 Sharing Hub. This works on the same basis as the R205, but it isn't as neat a solution. Rather than inserting your SIM under the battery cover, as you would with the R205, you plug your dongle into its USB port. The Sharing Hub lets you connect up to four wireless devices.

Alternatively, a wired connection is possible through a broadband router with a built-in ethernet switch and support for a 3G failover. We can't comment on the compatibility of specific models without knowing the details of your 3G dongle, but you may like to look at a product such as the FritzBox 3270 (reviewed in *Hardware*, from page 30), which has four ethernet ports.

This would be more expensive to buy, but you'd save money by not needing to purchase wireless adaptors for your wired equipment. Once the Wii and TV are connected to your network, they will both be able to get online.

UPDATES AT EVERY SHUTDOWN

Q My desktop PC runs Windows 7. Every time I log out or shut down it reports that two updates are in progress and tells me not to turn off the PC. This has occurred repeatedly for eight days. Am I doing something wrong or do I need to take some other action? *Westgolf*

Windows updates can fail to install properly, causing Windows to try repeatedly to install them each time it's shut down.

You can try to fix this problem using Microsoft's System Update Readiness Tool (tinyurl.com/c8ph9zt for the 32bit version or tinyurl.com/69q6egd for 64bit). It will take a few minutes to run, but will then attempt to fix any problems that may be preventing



your updates from automatically installing. If it's unable to fix your problem, you'll need to investigate your update history and search for a failed update.

You can identify which updates are failing and manually install them. Go to Control Panel, Windows Update, 'View Update History'. This will bring up a list of installed updates. Most of the updates in the Status column should be marked as successful; scroll down until you find one that has failed.

Look at the update description and jot down the KnowledgeBase number at the end, for example KB2676562. Next, head to the Download Center (tinyurl.com/6vgcw8d) and enter the code into the search box.

The page you are taken to will allow you to manually download and install the update. Following a successful installation,

Windows will no longer try to install the update at shutdown.

Repeat this process for any other failed updates you find. They may need to be installed in a particular order or require other updates to be installed first, to which the KnowledgeBase article will alert you.

TASKBAR WON'T LOCK

Q The Windows Taskbar on my laptop disappears when I click in another window or move my cursor away from it. The 'Lock the Taskbar' option in its context menu doesn't fix the problem, so what should I try next? *Nick*

The 'Lock the Taskbar' option doesn't provide the function you require, instead preventing you from accidentally moving or re-sizing the Taskbar. The Taskbar disappears because the 'Auto-hide the Taskbar' option is enabled. Disable this option and your problem should be fixed.

USING 6GB OF RAM IN XP MODE

Q I'm looking to build a PC for use as a Windows 7 Professional CAD workstation. It will probably have 8- or 16GB of RAM. I have legacy software running on XP. Can you tell me if all the RAM will be available in XP Mode? *Anon*

The Windows XP emulation mode offered with Windows 7 Professional runs a 32bit version of XP. The maximum amount of memory available to the guest operating system is 3,712MB.

If you use another virtualisation program, such as the free VirtualBox from Oracle, you will be able to run 64bit guest operating systems, including Windows XP 64bit. However, you will need to purchase a copy of Windows XP 64bit to do so.

It's important to consider that with both options, your virtual Windows XP PC will use a pre-allocated chunk of system memory from your host PC. You wouldn't want to allocate too much system memory to XP Mode, since it would deplete the resources of your host Windows 7 operating system.

You don't say which legacy applications you need to run under XP. If it's your CAD applications that require XP, we recommend setting up a dual-boot system that allows you to run a native installation of XP at full speed. The graphics capabilities of a virtual Windows XP installation will be considerably slower than a native installation.

Given enough disk space, you could install both a dual-boot system and a virtualised system. This would enable you to conveniently run your XP applications



without rebooting, but with the option of booting into your native XP installation for intensive sessions where performance is key.

WINDOWS 7 CLEAN INSTALL

Q Three years ago I bought an HP laptop running Vista with a free upgrade to Windows 7. The upgrade consisted of two discs: HP Upgrade Manager, which I had to run first, and a Windows 7 disc, marked 'For use only as an upgrade to a qualifying HP Windows 7 Upgrade PC'. The Windows 7 disc has a valid Microsoft product key sticker. My overloaded laptop is now grindingly slow and it's time to reformat the hard drive and reinstall the OS. Can I do this in the same way as the original upgrade, or will the fact Vista no longer exists on the computer cause problems? *Anon*

Before starting this procedure, it's vital that you've backed up everything you need from your system. The Windows 7 upgrade disc should consider an existing installation of Windows 7 a valid operating system from which to 'upgrade'. Don't reformat your hard drive before you start. Instead, insert the Windows 7 upgrade disc and run the installation from Windows.

You can choose to complete either an upgrade or a custom installation. The upgrade option will perform what used to be known as a repair installation, leaving your programs and settings intact, but returning the operating system to its original state.



You'll need to reinstall any Windows updates and drivers following the installation.

However, a custom installation won't clear out the bloat from the Registry. We'd advise opting for the custom installation. This will leave you with a fresh version of Windows, without your documents and applications, but with your previous installation backed up in a 'Windows.old' folder from which you can recover that data.

You may run into trouble if you wipe your hard drive before you begin the procedure. The upgrade key is unlikely to activate your installation if a valid upgrade hasn't taken place. There are workarounds for this, such as installing Windows 7 twice or employing a Registry hack to fool the system into thinking it's a valid upgrade. However, we

recommend avoiding this; while no problems have been reported so far, it's feasible that Microsoft might flag up such activations as invalid in the future.

The HP Upgrade Manager disc contains versions of HP's preinstalled software that were previously compatible only with Vista. It's designed to manage the upgrade process for you. It may be wise to start by running this disc first as HP may have customised the installation discs, making them slightly different in operation from the standard Windows installation media.

32- TO 64BIT WINDOWS UPGRADE

Q I have recently upgraded my PC from XP to Windows 7 Ultimate 32bit edition. I understand that the disc and activation code can be used again, so how can I activate the 64bit version using a 32bit-labelled disc? *Ron Hassett*

There is no way to perform an upgrade from a 32- to a 64bit version of Windows; instead, you need to complete a clean installation of Windows 7 64bit. However, if your disc contains only the 32bit edition, you can't use it to install 64bit Windows.

If your copy of Windows didn't come with two discs (one 32bit, the other 64bit), you may find your product key isn't valid for a 64bit installation. This will depend on the exact version of Windows 7 you purchased and whether it's an upgrade, OEM or a full retail copy. Full retail copies should include a code for 64bit installations, but you'll still need the relevant disc - perhaps a friend has one you could borrow.

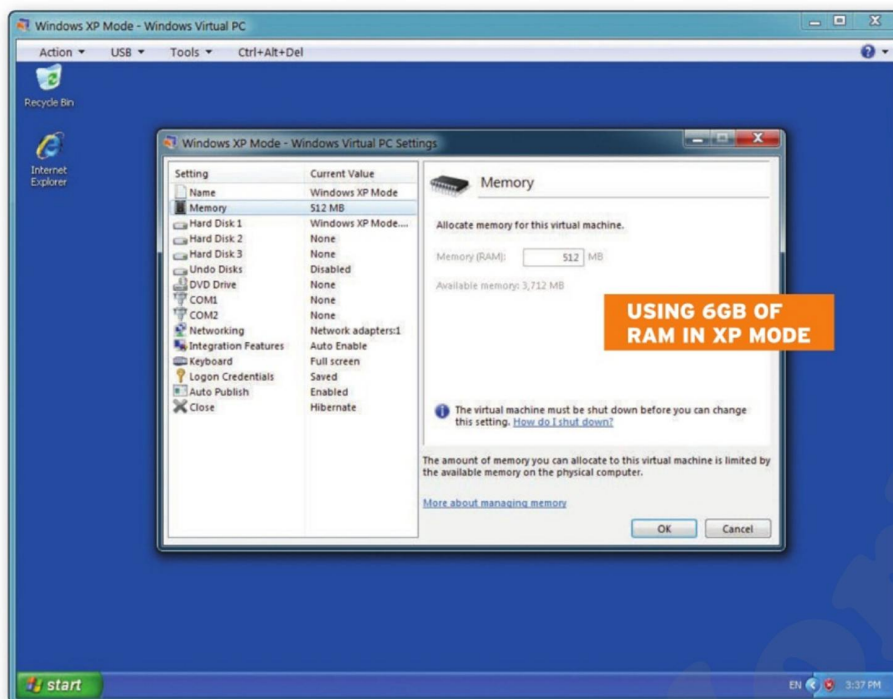
If you haven't already checked, ensure your processor supports 64bit operation. If you're not sure, use the free CPU-Z utility (cpuid.com). Look for support for EM64T in the section marked Instructions.

DVI CONFUSION

Q I bought a graphics card with a DL-DVI output and need to get a new monitor for use with it. Would a monitor with a DVI-D input work? *Anon*

A DVI-D-equipped monitor would almost certainly be compatible. This is the most common case for DVI ports and nearly always works, but there are some caveats.

We assume that by DL-DVI you mean a dual-link DVI connector. This is a type of DVI connection that allows very high screen resolutions of the type found on 30in and some 27in displays (typically 2560x1600 or 2560x1440). These dual-link connectors are required on any graphics card that needs to be able to supply these high resolutions over



a DVI cable and will require a dual-link DVI cable (a standard cable won't work).

Most modern graphics cards have dual-link DVI connectors as standard. The graphics card connector will look the same for single- and dual-link versions, but the dual-link version will have all the internal pin sockets active.

If you want to use standard resolutions, such as 1920x1080 pixels or lower, you can use a single-link DVI cable regardless of the connector on your graphics card.

The important point to consider is that there are two common forms of single-link DVI cable. DVI-I cables can carry either digital or analogue signals, but DVI-D cables carry only digital information. DVI-I cables have four extra pins and will not fit into a DVI-D socket.

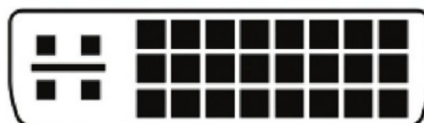
You can tell DVI-I and DVI-D cables apart by looking at the pins inside the connector. On the left side of the connector is a large flat 'pin'. If this pin is flanked by two pairs of smaller pins and arranged in a square, you have a DVI-I cable. If the flat pin is alone, it's a DVI-D cable.

All this means if you purchase a DVI-D cable, you will be able to use your graphics card with a monitor supporting DVI-D. ☑

DVI CONFUSION



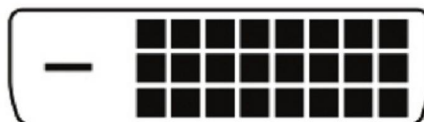
DVI-I (Single Link)



DVI-I (Dual Link)



DVI-D (Single Link)



DVI-D (Dual Link)



DVI-A

CONTACT US

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limitations of this type of advice, we can't guarantee what we say will work and we can't accept responsibility for any damage arising as a result.

Always back up your system before you make any changes, including software installations.

Please note that we are unable to respond to letters or telephone requests, but we will endeavour to answer queries submitted by email or via our Helproom forum.

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Alternatively, you can ask for help from the experts on our online forums. Sign up to be a registered user - which is free - and then browse to one of the discussion forums. In the Helproom your first stop should be the searchable database of frequently asked and previously answered queries. With more than 1.5 million forum posts, you'll almost certainly find your answer in this archive of queries - just enter a few keywords.

If our online database can't solve your problem, try posting a question in the Helproom forum, where more than 200 queries are answered every day. The forum is manned by our team of Helproom Angels, who are ready and willing to lend a hand with anything from system crashes to virus alerts.

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Managing your login credentials



We have to remember scores of usernames and passwords these days. Mike Bedford shows how a simple free utility can safely store them for you



Living an increasingly online lifestyle means managing a number of accounts. From internet banking and billing, email access to online shopping, each website requires you to remember a username and a password. It's tempting to use the same login details for each site, but it isn't a good idea.

If you use the same password for each account, a fraudster needs to hack only one of your accounts to gain access to them all. And such a scenario isn't as unlikely as you might think.

Most reputable websites prevent automated scripts from cracking your password by entering common security codes at random. If you enter an incorrect password a set number of times in succession, for example, most banks will deny any further attempts to gain access. A small e-tailer might not have the same security measures in place, however.

The sensible solution is to use a different username

and strong password (see *Create a secure password*, right) for each account, but remembering all those logins can be difficult. You could jot them down, but your details are then only as secure as that list.

A better option is to store your passwords in an encrypted database, accessible using a single master password. KeePass (free; keepass.info) provides exactly this service, and more.

In the following workshop we'll explain how to store your login details in a KeePass database, then retrieve and enter them into a website's login fields when required.

Your KeePass database can be stored on a PC or a USB flash drive, with the latter allowing you to take your login details with you.

If you're worried about storing your sensitive account details in free software, rest assured that, unlike other password managers, KeePass won't store your login credentials in the cloud.

KEEP TRACK OF YOUR PASSWORDS WITH KEEPASS



START

First, you'll need to create a database. If several users are sharing a PC, each should have their own database. Launch KeePass and select File, New. Enter a master password, then re-type it when prompted. Use a strong password, since gaining unauthorised access to KeePass will reveal all your logins.

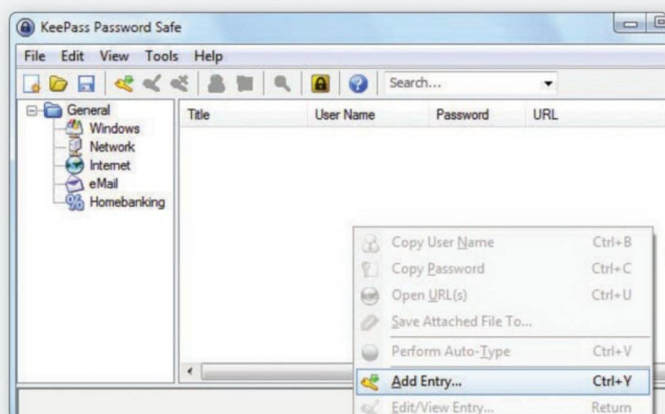


4 Delete the default password. Enter your password or click the two-key button to generate one (remember that you'll also need to update your password at the relevant website if you do so). Click the three-dot button to toggle on and off the ability to view your passwords within KeePass.

CREATE A SECURE PASSWORD

KeePass provides security for your password database, plus the convenience of you not having to remember a multitude of logins for the various sites you use, but its own password must be impenetrable. You'll also need to use strong passwords for individual sites if you want to prevent a hacker easily gaining access to them. For a start, you should avoid 'password', 'QWERTY', '123456' and 'Letmein', which are top of a hacker's list of passwords to try.

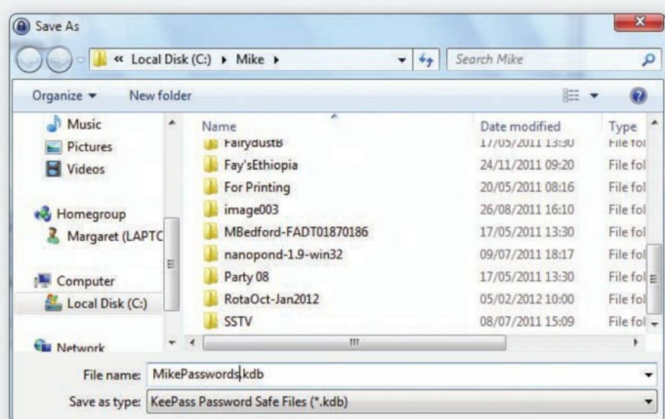
Never use information that the hacker may have to hand. For example, if your name is Fred Bloggs, don't use 'Fred' or 'Bloggs' as your password. The names of your spouse, children and pets, plus



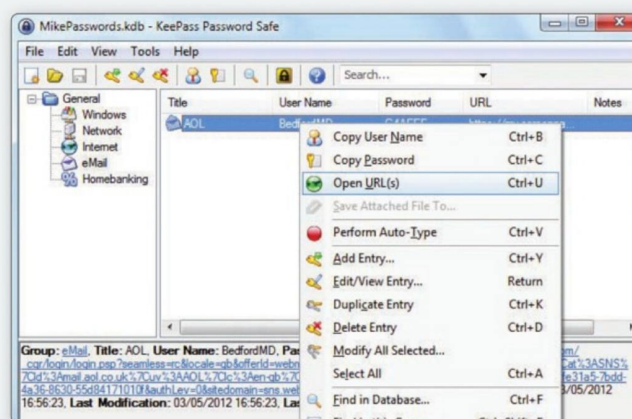
2 Right-click in the white space in the right panel, then select 'Add Entry...' from the menu. An Add Entry dialog box will appear onscreen, into which you can enter your login credentials for a particular website. Repeat this step for each site for which you want to add its login details to your database.



3 Account details are stored in groups. Initially, you'll have only a General group, with Windows, Network, Internet, eMail and Homebanking sub-groups, but you can also create your own. Select a group in the Add Entry dialog, then enter a descriptive title, a username and the site's URL. You can also add notes.



5 Save your database when you've finished entering the login credentials for each of the sites you use. Choose File, Save, enter a name for your database, specify the save location and click Save. You can alter the encryption algorithm used via File, Database Settings, although the default settings should suffice.



6 In future, you'll be able to log into KeePass using your master password. When manually logging into a site, you can view the password by choosing the appropriate entry in the View menu. Alternatively, right-click the entry and choose Open URL(s) to browse to the site, or Perform Auto-Type if you're already there. ☑

birthdates should also be avoided. In fact, anything that might be discoverable through a social-networking site, personal website or public directory is inadvisable.

Hackers can use software that enters words from the dictionary at random to try and break in, so avoid using a real word as your password. A way to get around this is with alphanumeric passwords, substituting some letters for numbers or symbols. You should also use a mix of upper- and lower-case letters and, if the website allows you to do so, insert spaces. We recommend using at least eight characters, although the longer your password is the more secure it

will be. The beauty of KeePass is it can remember these long strings of characters for you.

There may be some sites you frequently use that you'd prefer to not have to use KeePass to access. A good idea here is to start with a memorable sentence that includes numbers, then take the first character of each word. For example, 'Bradford is 32 miles from Manchester' becomes B132mfM.



Create faded and monochrome photos



Nik Rawlinson explains how to age your digital photos and convert them to black-and-white using layers in Photoshop Elements



Digital photos never age – only their subjects do. The snaps you shoot today will look as sharp and fresh in a week as they will a decade from now. The corners won't crease and the colours won't fade, and your photos won't age and mature in the same way as a printed picture.

The inherent perfection of digital photos could well be their biggest flaw, though, since they're rarely able to evoke the nostalgic sentiment of traditional prints.

It's easy to recreate the faded imperfections of old snaps using layers, masks and blend modes in Photoshop Elements. We'll show you how to apply two treatments: the first produces an uneven, faded finish, reminiscent of the 70s and 80s; the second results in a punchy black-and-white portrait.

Even novice users can create these effects using adjustment layers. These let

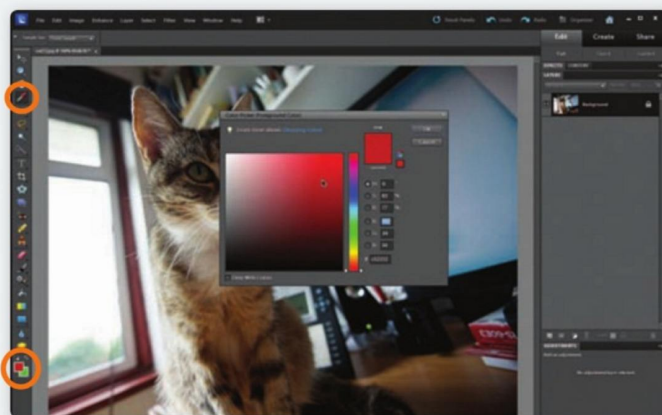
you place colour, contrast and lighting controls on top of your original image. They apply to every layer that sits below them in the layer stack, but not to any of those above.

The primary benefit of applying adjustments this way is that you can finely control the strength of the effect by altering the layer opacity and using different blend modes.

Every adjustment layer is accompanied by a mask, which blocks out any areas to which you don't want the effect applied. By default the mask is empty, so your chosen adjustment will be applied across the whole frame. You can paint in black to create the mask, in white to delete areas of it, and in various shades of grey to alter the opacity of the effect.

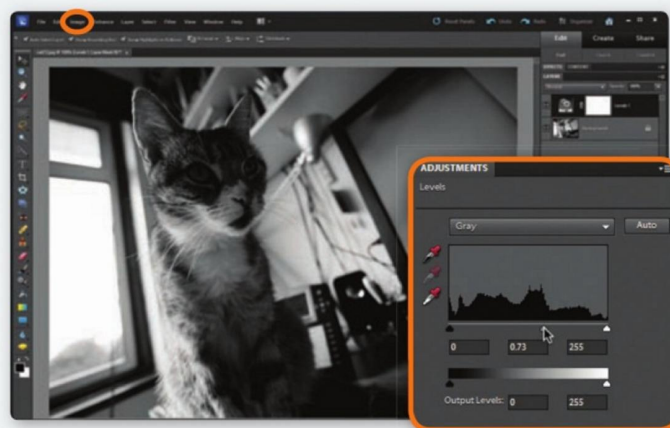
The best way to get to grips with layers, adjustments, blend modes and masks is to play around with them, so let's get started.

USING LAYERS, MASKS & BLEND MODES IN PHOTOSHOP ELEMENTS



START

We're going to unevenly fade a photo to make it look like a 70s-style printed picture. Decide whether you want to fade the red, green or blue channel, then use the Eyedropper tool to select the two remaining colours. These will appear as the fore- and background colours at the bottom of the toolbar.



4

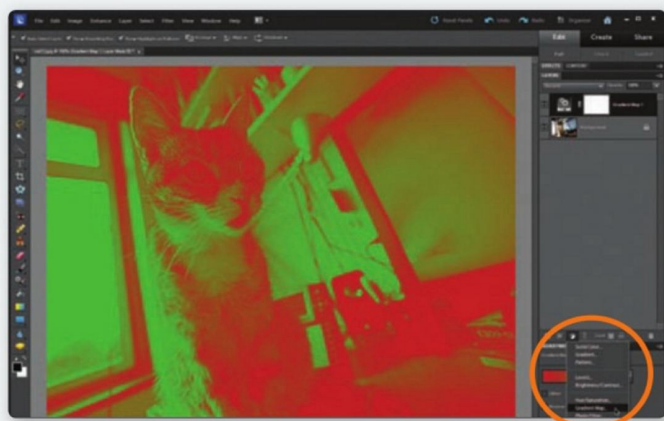
To make a punchy black-and-white photo, select the Image menu at the top of the window and choose Mode, Grayscale. Flatten the image when prompted. Next, click the Adjustments icon in the Layers palette and choose Levels. Drag the mid-tones marker toward the right to darken your image.

BLEND MODES

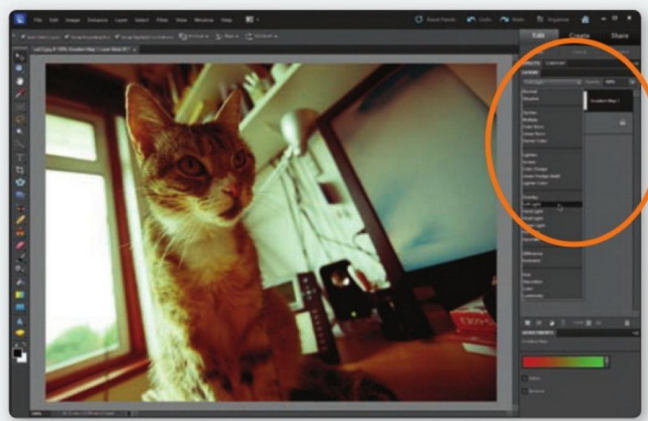
Blend modes, such as the Soft Light referred to in Step 3 of our walkthrough, control how Photoshop Elements mixes the contents of one layer with the layers below. Some of their functions, such as Darken and Lighten, are self-explanatory, but what do Hard- and Soft Light and Overlay mean?

Overlay is used to apply one layer to another, while preserving the highlights and shadows of the lower layer. It's a great way to apply, say, a rippling box to a flag to make it look like it's flapping.

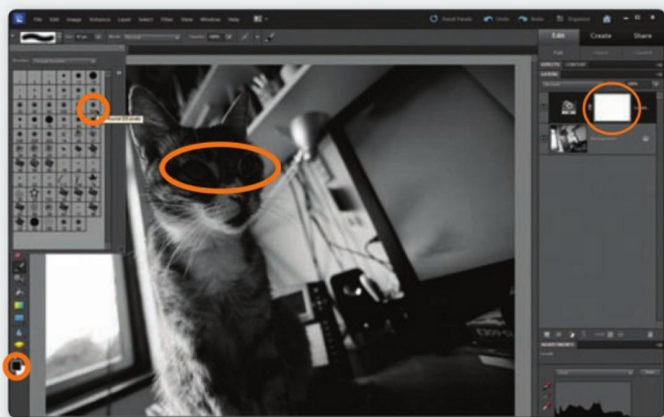
Hard- and Soft Light darken or lighten the underlying layer (depending on the colour you're laying on top of it) to varying



2 Open the Layers palette and click the Adjustments icon (the black and white circle) at the bottom. Select Gradient Map. This will apply the foreground colour (red in our example) to the darker areas of your image, and the background colour (green in our example) to the lighter areas.



3 The effect is too strong in its default state, so you'll need to change the blend mode (displayed at the top of the Layers palette) to Soft Light. Also use the opacity slider to the right to adjust the strength of the effect. This won't affect your original image, only the adjustment layer.



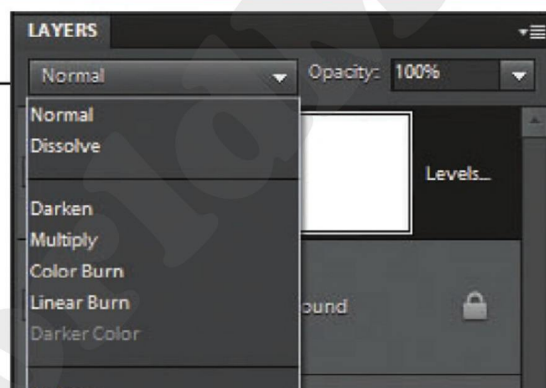
5 In the Layers palette, select the white box in your adjustment layer. This is the mask. Select a soft brush, set the foreground colour to black, and paint on to the image. This will remove the effect from any areas where details have been lost in the shadows. In our example, we will paint over the cat's eyes.



6 To create our finished image we applied a second adjustment layer. We clicked the Adjustments icon in the Layers palette and chose Levels, then dragged the mid-tones slider to the left and repeated step 5 to draw over the cat's eyes. Finally, we pressed Ctrl, I to invert the mask. ☑

degrees. As their names suggest, Soft Light applies the adjustment in a diffused manner, while Hard Light is more direct. The best way to picture this is to think of the difference between a naked lightbulb (Hard Light) and one seen through a paper lampshade (Soft Light).

Although they are great for producing creative results, blend modes are often best used as corrective tools. For example, if an image is overly light, you can create a Curves adjustment layer that dials down the highlights, and change the blend mode to Luminosity. This will preserve the colours of your original image, but use the adjustment layer as the reference point where brightness is concerned. Adjusting the layer's opacity lets you tweak the strength of the effect.



Social blogging with Tumblr



Martyn Casserly guides you through the art of micro-blogging with Tumblr, a free service that's well-suited to multimedia and ideal for mobile use



Blogging is more popular than ever, but the sheer number of services offering to host your blog can make it difficult to choose between them. There's no shortage of free options, replete with powerful design tools to tailor the site to your aesthetic whim. One that has risen to prominence in the past few years is Tumblr.

Whereas classic blogs have traditionally focused on writing, Tumblr's visual approach makes the site immediately attractive to visitors. And it suits the content type, given that blog entries often comprise pictures, video or artwork. Tumblr also lets you paste in chunks of text, of course.

In some respects, Tumblr is similar to Pinterest (see tinyurl.com/89q7tup), but it's more akin to Twitter. The real focus of the site is on the ability to quickly share interesting things with interested people. You can post text, a photo, a video, a link, a quote or audio, and there's even a chat option.

You can follow blogs, with their feeds appearing on your

dashboard. There's also the option to re-blog, favourite or comment on blogs you like.

This social element is an important part of Tumblr's appeal. Although many of its features are mirrored by Google+, Pinterest, Twitter and Facebook, Tumblr combines them in a clean and beautiful package.

The ability to tag your content also means blogs that interest you are easy to find. Click the Explore Tumblr button and a convenient menu lists the most popular subject categories. If you're interested in fashion, for example, simply click the relevant box and any trend-setting blogs will be presented in a chronological feed. This also helps you to know which tags to use if you want to get your own site noticed.

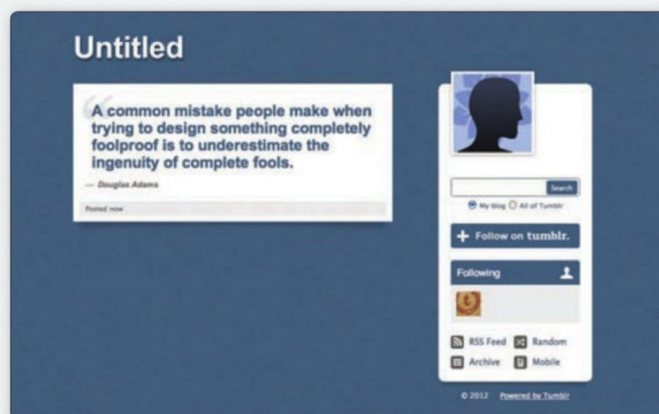
Tumblr is perfectly suited to micro-blogging from a smartphone or tablet as you go about your business. Simply download the app for your platform, snap a picture on the device's camera, add a comment, then post your thoughts for the world to see.

GET STARTED WITH TUMBLR



START

Head to tumblr.com and click Sign Up to create a free account. You'll need to enter an email address, a password and a unique username. Millions of people already use Tumblr, so you may have to try a few usernames to find one that isn't already taken. Finally, click Start to begin.



4

Click the Preview button to see how the post will appear to your followers. Close the Preview window and adjust the text if necessary, then click Create Post when you're happy. Before people find and read our blog, however, we want to change our blog name from Untitled and add an author picture.

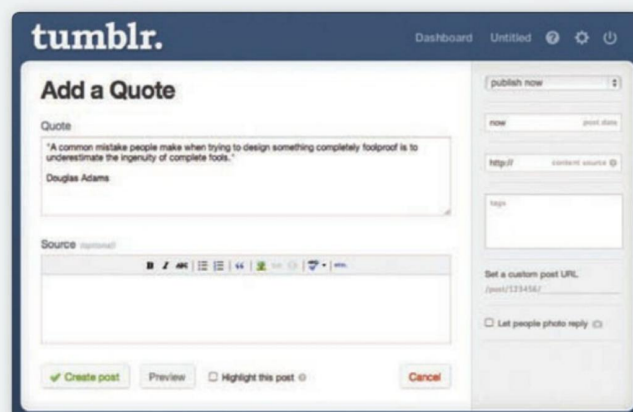
ALTERNATIVES TO TUMBLR

If Tumblr's visual approach isn't what you're looking for, there is a wealth of other options available to the emerging blogger. The free-to-use WordPress (wordpress.org) is one of the most popular, since it has some powerful tools at its disposal. Hundreds of free templates are available to download, and you can transform your humble words into magazine-style websites or simple two-column affairs with image backgrounds in minutes.

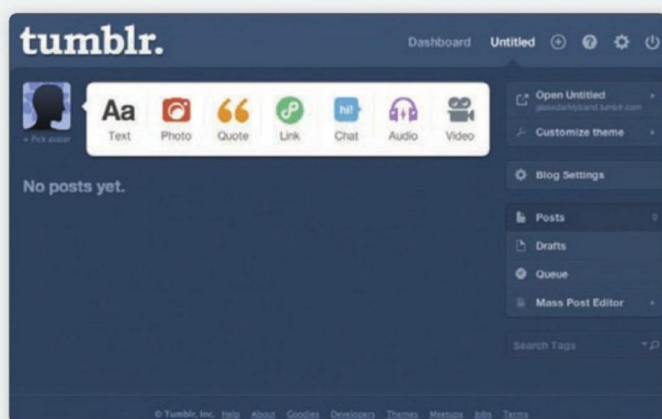
You can also add a WordPress widget to your Facebook account, with any new posts automatically appearing in your Timeline. WordPress provides detailed statistics of traffic to your blog, which



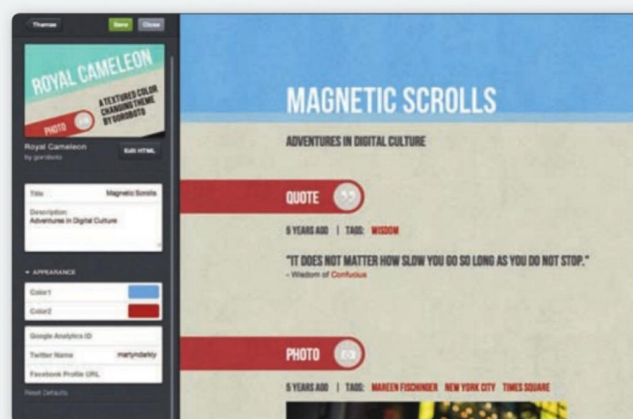
2 Tumblr's dashboard is simple to use. Across the top of the screen is a set of clearly labelled icons, and you simply select the appropriate icon for the type of content you wish to add. The main area below these icons displays any new posts from your own blog or those you subscribe to.



3 The content-entry screen you see is dependent on the type of content you wish to post. We chose to add a quote, and were presented with a field in which to write our pithy remark and another below for its source. Options on the right let you schedule the post and add tags.



5 Return to the dashboard, then click 'Pick Avatar' under your profile icon. Follow the instructions to change your picture. Next, click the 'Untitled' tab in the top-right corner, which will select that blog's page. Choose the 'Customize Theme' option, with which you can set about personalising your blog.



6 The menu shows the current theme you're using and information about your blog. Title and Description boxes let you change the name and tagline for your blog; you can also link to your Facebook and Twitter accounts. Click Themes at the top-left to display and choose one of the many options available. ☒

may go some way to explain why 49 of the world's top 100 bloggers choose to use its platform.

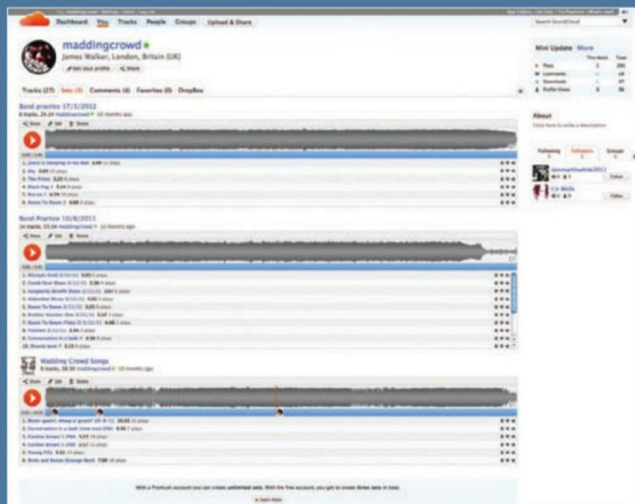
If you're a fan of Google's services, Blogger (blogger.com) is a fine choice. Much like WordPress, it offers plenty of free templates, but the real jewel in its crown is its integration with other Google services. For example, you can configure your blog posts to automatically appear on the Google+ social network, while Google AdSense could potentially bring in some extra income by placing adverts on your blog. A Facebook widget is also available, letting you link your blog to the social-media behemoth.



Access the best new music online



Rosemary Hattersley explains how to use SoundCloud, a brilliant way to show off your musical talents through social media



SoundCloud is a legitimate forum for showcasing and sharing your musical talents. The site offers a good alternative to MySpace, using social networks to spread music uploaded by its members – widgets can be embedded in a Facebook page, shared on Foursquare or via a Twitter feed. MySpace simply drives fans to music hosted on its own site.

SoundCloud has more than 10 million registered users. Many are artists, but most are music or podcast fans keen to explore what's on offer. Where SoundCloud differs from MySpace is that it isn't simply a personal band page, where fans can get an early preview of unreleased songs, but a means of sharing the tracks and getting feedback.

You could, of course, use Facebook or Twitter to achieve this end, but one aspect of SoundCloud sets it apart: as well as offering support for a range of popular music mixing apps, it acts as a mechanism for artists to

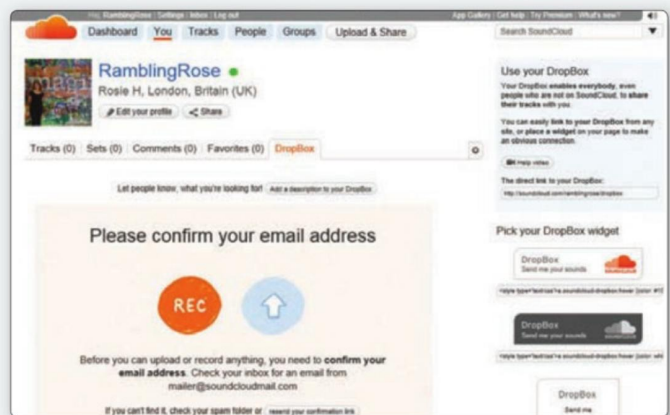
interact and work together on tracks without needing to be in physical proximity.

Ten years ago, this idea was a pipe dream. Band members attempting to work together over the web would each record their instruments separately, but poor web connections meant playing together didn't really work. SoundCloud doesn't fix this, but it does let you privately share tracks and invite honest feedback with comment tags appended to specific sections.

Once you're happy with a track, you can upload it to SoundCloud and have other users give you constructive criticism. Tracks are displayed as waveforms, just as they are in an audio editor. SoundCloud users can comment on specific portions of a song.

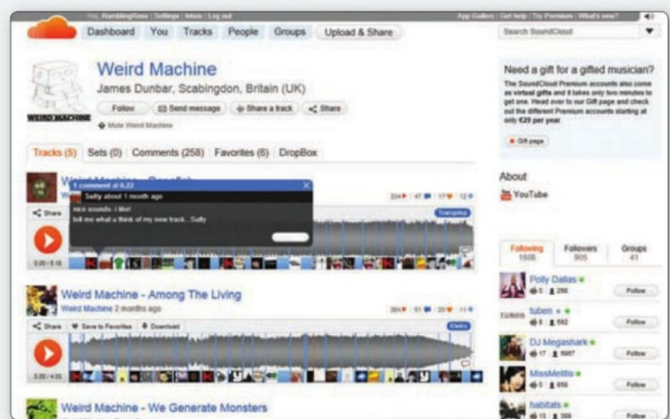
Rather than wait for someone to stumble across your tracks, you can directly share them with other members. Up to 100 shares are offered for free, while a Dropbox widget lets you share as much as you like.

GET STARTED WITH SOUNDCLOUD



START

Create a free account at SoundCloud.com and log in. You need to confirm your email address before you can add content to the site. Alternatively, you can use Facebook to log in. The dashboard provides an overview of your activity, from your own profile to the tracks you've saved and shared.



4

You can provide constructive criticism for specific portions of a song, which may then be tweaked by the artist before the final track is released. Users often point out mixing errors or where the lyrics have become mangled. To add a comment, click the speech bubble and type in your feedback.

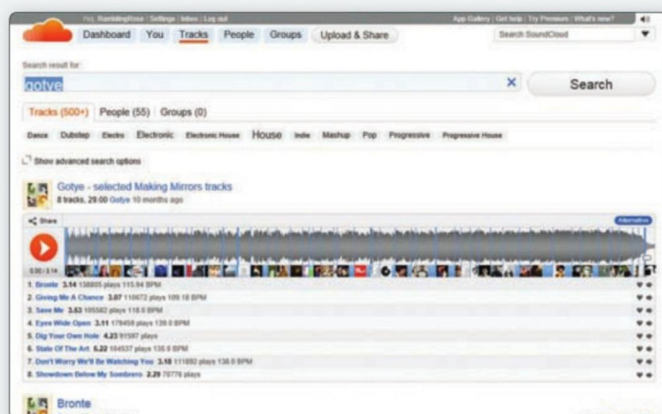
GET MORE FROM SOUNDCLOUD

Apps are what really make SoundCloud, with more than 100 to choose from. Some are fairly pricey, but others, such as SunVox, cost only a couple of pounds and let you record and directly upload tracks to SoundCloud. If you're not comfortable creating original mixes, you can mix items from an extensive Creative Commons Licence menu.

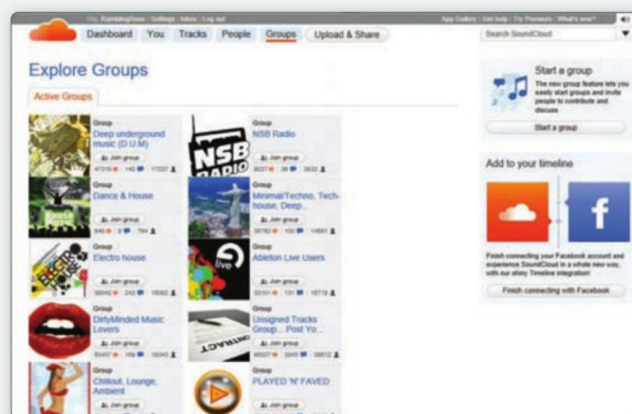
You may not immediately want to share details of everything you've been working on, but there's the ability to share up to 100 tracks with trusted people via the free version of the software.

Once you're happy with your tracks, use the BandPage app to showcase everything on Facebook. If you're using one of the

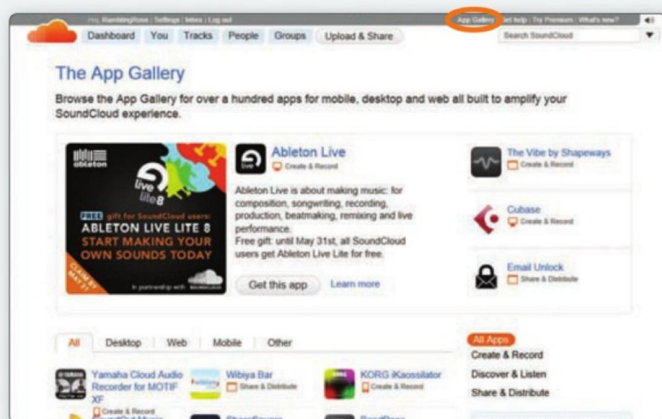
Tech Help



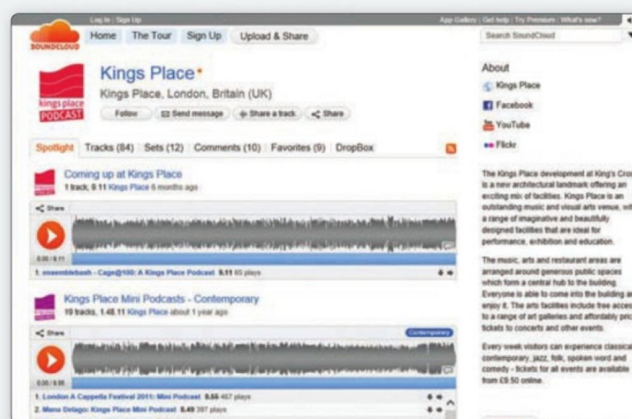
2 SoundCloud prompts you to upload existing recordings or explore the site's archive, searchable by group, track or username. Many famous names can be found on SoundCloud - we began by listening to a selection by Gotye, for example. Tick 'Show only licensed tracks' to display results from the original artists only.



3 Paid-up members can join Groups, which comprise similar artists. If you find an artist or group you like, following them will automatically add any new content they upload to the 'Incoming tracks' tab on your dashboard. You can also download tracks - click the download button to save them to your PC.



5 SoundCloud works natively with a number of mixing apps. A selection is shown when you click the App Gallery button at the top-right of the dashboard. You can browse by mobile platform or use the desktop versions. This is useful if you don't have any mixing software and want to dabble in creating digital music.



6 SoundCloud has its own recording function; click Tracks to access it. You can upload two hours of audio with the free version of SoundCloud. This can use either the built-in recorder on your smartphone or an external microphone. Once you've recorded and trimmed your track, press the Upload button. ☒

paid-for versions of SoundCloud, you can spotlight your best tracks, offering them by default whenever someone visits your page.

You aren't limited to recording music. You could also create a narrative for your favourite photos using the Instagram-based Story Wheel (soundcloud.com/apps/storywheel), selecting the best photos from your phone's camera roll.

If you install the free SoundCloud software on your iPad or Android tablet you gain an instant music player filled with all the tracks you've earmarked on the SoundCloud website. Commenting is less fiddly, too, since you get a larger pop-up commenting box.



Build a website in 30 minutes



Getting an online presence for your business is easier than ever. Jim Martin explains everything you need to know to get up and running in no time



Creating your own website is both cheap and easy, and it's a great way to boost business. Instead of reaching only local customers, you can attract a far wider audience online.

Of course, it isn't only businesses that need websites. You might run a club that would benefit from a platform for new members to sign up, current members to interact, or simply to provide details of events. Or perhaps you're getting married - a website can be useful for providing your guests with details of the church and reception, driving instructions, a list of nearby hotels, a guest book for them to sign, and more.

You don't need to understand complicated programming languages such as HTML, CSS and JavaScript to build a website that looks fabulous and ranks well in Google Search listings. Neither does such a site have to cost the earth. If you don't mind a few adverts scattered about, many hosting services will even offer you free web space for your site.

Only if you want a personal domain name - for example, pcadvisor.co.uk rather than pcadvisor.wordpress.com -

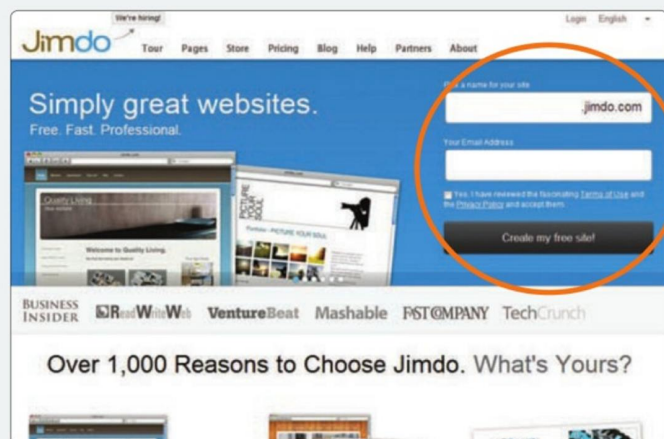
will you need to spend a little money per month. This has added benefits of more space in which to store your website, a personal email address, such as jim_martin@pcadvisor.co.uk, higher bandwidth limits (which allows more people to visit your website) and no adverts littering your pages.

If you plan to sell products on your site, some packages are better suited than others. Some are ideal for selling just a few items, while others are built for importing huge product catalogues. If you're selling on a small scale, it's cheaper to use PayPal or Google Checkout than a merchant bank account to handle your transactions (don't miss our guide to Google Checkout in the next issue).

Here, we'll show you how to create a website using Jimdo's Pro package, which costs £5 per month. It's very easy to use and ideal for novice website designers. We'll also explain how to list items for sale and ensure that your site appears in your customers' search results.

You should be able to build a simple website in less than half an hour, so there's really no excuse not to give it a try.

CREATE A WEBSITE WITH JIMDO



START

Head to jimdo.com. Enter a name for your site and your email address in the fields provided. Note that the domain names of sites hosted by Jimdo Free will end with .jimdo.com; to lose this suffix you'll need to sign up for a Pro or Business account. To continue with the free account, click 'Create my free site!'



4

Choose whether you want to create a new site or work on an existing one, then click Order. Specify whether you want to pay one or two years in advance (you'll save £10 with a two-year subscription), then enter your billing information. The Pro package comes with 5GB of space for your site, plus a 10GB email account.

SELLING ITEMS ON YOUR SITE

Selling goods on your Jimdo site is as simple as adding a new page element: Store Item. You might want to create a new page for each item to keep things neat (you'll be able to add other page elements such as videos or downloadable PDFs), or you may want to add one or two Store Items to your home page so visitors can immediately see what's available.

Type in the item name and a description. Click the Photo tab to upload images of your product, and specify the size they should appear. Visitors will be able to zoom in on the image by hovering

Which Jimdo option is best for you?

	 Business	 Pro	 Free
Prices including 19% VAT	£180 per year More Information	£60 per year More Information	free Sign Up Now
Your Own Domain	2 Domains	1 Domain	✗
Email Account	20 Email Accounts (10GB each)	1 Email Account (10GB)	✗
Email Forwarding	Unlimited	3 Aliases	✗
Designs	Business Designs	Pro Designs	Unlimited Designs
Support	Fastest	Faster	Slow
Storage	Unlimited	5 GB	100 MB
Password Protection	Unlimited	5 Sections	1 Section
Store	✓	✓	✗

Pro makes the difference.

JimdoPro exceeds all the standards of a professional site.











Choose a domain name:

The domain name bexley-spanish-tutor.co.uk is available and you can purchase it from our partner 101net. You can then use the domain name with Jimdo.

☒ I accept the Privacy Policy and the Terms of Use

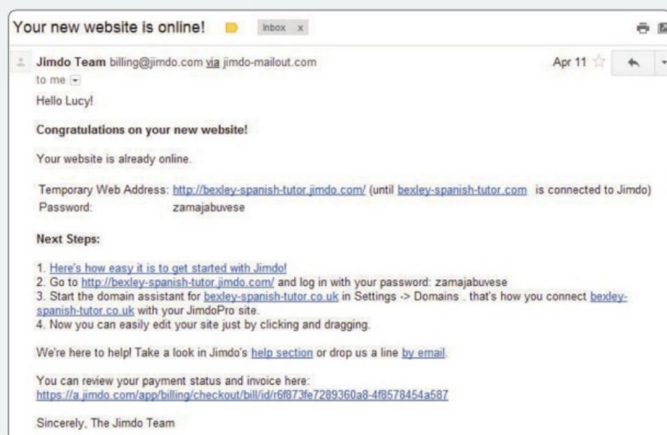
[Got questions?](#)

All the Advantages

-  **Custom URL**
Your own domain name, for example [www.yourname.com](#)
-  **Email Account**
An email address at [@yourdomain.com](#) with 10GB of email storage.
-  **Email Aliases**
Forward your email messages to another address or to a mailing list.
-  **More Designs**
Even more professional designs, for JimdoPro and JimdoBusiness users.
-  **Faster Support**
Pro and Business users get priority support.
-  **Storage**
Room to grow: plenty of storage for Pro and Business.
-  **Password Protection**
Put pages behind password protection.
-  **Store**
Start your online store now: it's easy!

2 We want to choose our own domain name for our site, so have signed up for a Jimdo Pro account. It costs £5 per month, but includes top-level domains such as .com, .info, .org, .net, .biz and .de. Note that .co.uk domains cost £15 extra, but you can always transfer a domain you already own.

3 Click Pricing in the menu at the top, then More Information at the bottom of the Pro column. Enter your desired website name into the box to find out whether it's available. Accept the terms and conditions, then click Next. You'll be given the choice of upgrading an existing free site or starting a new one.



5 Once your order has been processed by Jimdo, you'll be sent an email that includes a temporary password and domain name for your site (note that this will end with .jimdo.com regardless of your subscription type). Click the link or copy and paste it into your browser's address bar to visit and log into your temporary site.



6 The first thing you should do is change your password to prevent anyone logging in and altering your site. Click the gear icon on the right panel to access the Settings menu, then scroll down to the Login section and click Password. There are many other settings here, most of which are self-explanatory.

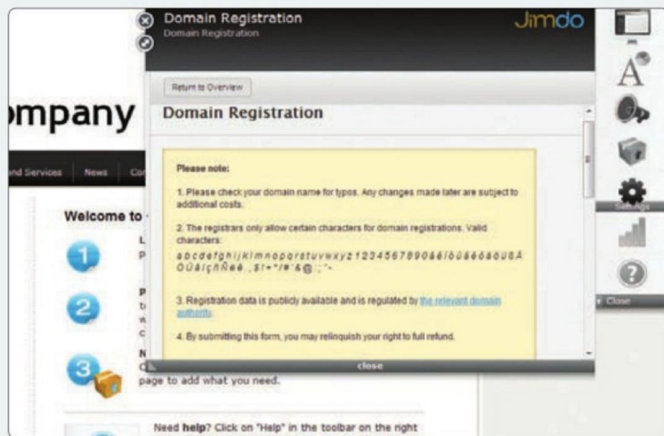
their mouse cursor above it if you select Detailed View. Finally, click the Price tab to set a price, stock level and shipping time.

A Store section in Jimdo's Settings menu lets you set shipping costs and the current VAT rate, and enter the text for the automated emails that are sent out following an item being despatched.

Head to the Payment Options settings to specify what payment methods you accept, but note that the free account is limited to PayPal. You can have up to five items with the free account, 15 with Jimdo Pro and unlimited products with Jimdo Business.



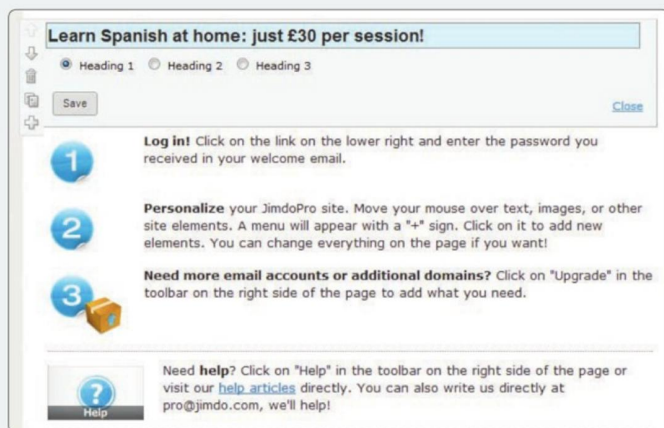
It's important to enter a returns or refund policy in the Store settings. You can also dictate the compulsory fields that a customer must fill in to complete their order.



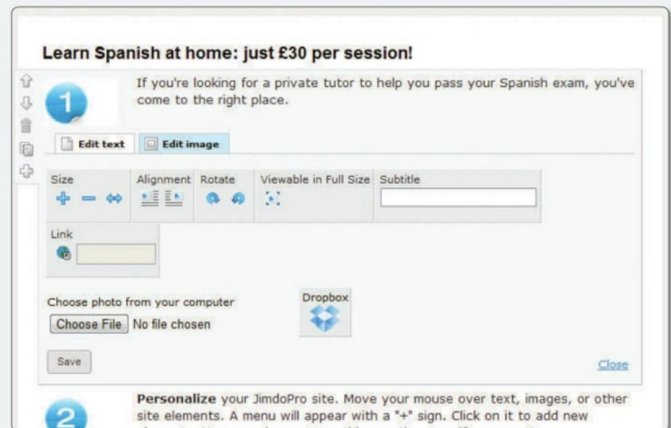
7 Your next job is to register and activate your domain name. Open the Settings menu and click Domains, then choose Register and enter your details. This is your last chance to amend your domain name, so double-check that it doesn't contain any errors. The activation process can take up to 24 hours.



8 If you opted to create a new website, it will currently be filled with placeholder text and images. You'll want to substitute these with your own content before the customers come knocking. Jimdo lets you click on an element to very simply edit it in place, with no separate editing and viewing modes to contend with.



11 Click on the main page title and change it to something more appropriate. You can choose three heading styles. Controls on the left let you move the element up or down the page, while a + button lets you add a new page element. Click Save to update the page with your changes.



12 Click the first paragraph to edit the text. You can control the font, colour and alignment, and add links to other web pages. Since this element includes an image, a second tab lets you edit the image. Notice that arrows appear when you hover your mouse over the elements, letting you adjust their position on the page.

HOW TO BOOST YOUR GOOGLE RANKING

There's little point in having a website if no-one knows it exists. You'll need to put some effort into ensuring your site is visible in search-engine results before the visitors will come flocking.

One form of search engine optimisation (SEO) is to tweak your website's content so that it includes plenty of keywords. These are words or phrases that you think the kind of people you want to visit your site will be entering into Google's search bar. For example, our example site offers Spanish tuition, so we've made

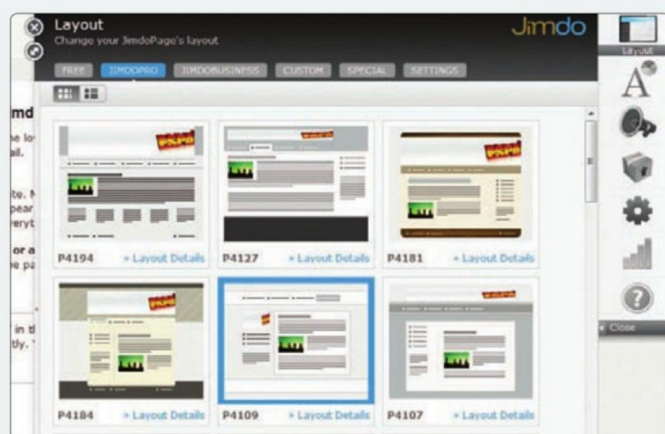
sure that each page on our site mentions the words 'Spanish' and 'tutor' at least a couple of times.

You can use Google's Webmaster Tools to check your use of keywords. Sign up at google.com/webmasters/tools, and the utility will show you how the search engine sees your site. You can also submit a sitemap, which can help your site's ranking.

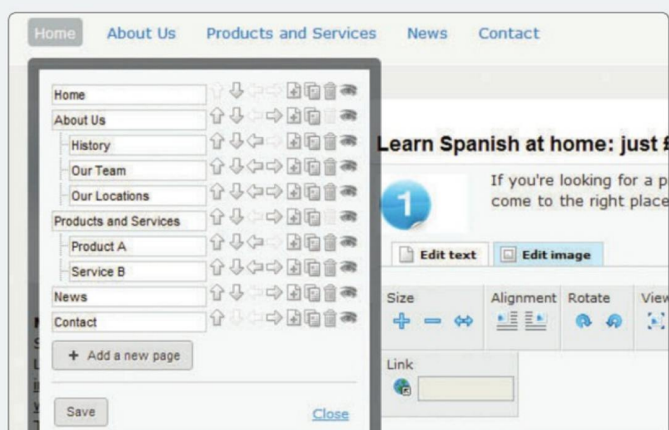
It may sound obvious, but your website's domain name is crucial - not only for Google to see it as a relevant search result,



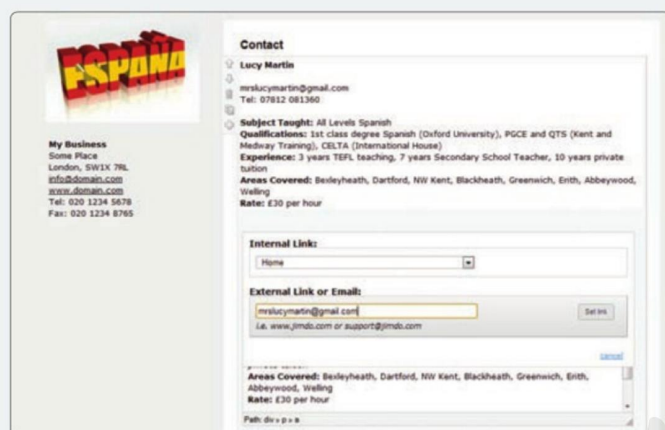
9 To get a feel for how this works, hover your mouse cursor over the header of the website and click Edit Header. A series of tabs display the various options for selecting a different image, adjusting the side of the header and altering the title wording or adding a company logo. Click Close to save your changes.



10 Your site will already be looking better, but you can change the template to achieve a rather different look. Click the top icon (Layout) in the right panel, then click Jimdo Pro to browse the premium templates. You can preview how a layout will look by clicking on it. If you don't like it, just click Cancel.



13 Once you're finished with the home page you can tackle your site's navigation. Hover your mouse cursor over the navigation bar (its location will vary depending on your template) and click Edit Navigation. A tree view shows the structure of individual pages on your site. Click the dustbin icon to remove a page and + to add one.



14 It's a legal requirement to include contact details on your website if you're selling goods or services. Your Jimdo website will contain a Contact us page by default. To edit this page and enter your own details, click on the page in the navigation bar. Edit the various elements just as you did on the home page. ☑

but for potential customers to think it's worth their time clicking on. Make sure you choose something that relates to the content on your site, ideally including one or more keywords. Clearly, it's foolish to call a site birminghambakery.com if it's for a car repair centre in Bradford.

You'll find a Search Engines section in Jimdo's settings, where you can edit page titles, descriptions, tags and alt text. It's worth taking a few minutes to fill these in properly, since they can affect whether your website appears on the first of forty-first page of Google's search results. Few people click past the first page.

