

Hi ,

2007 has turned out to be the pivotal year where the United States has started to think about how to be more green in our everyday lives. I thought I would take this opportunity to give you a few of my tips on how you can "go green" concerning the use of technology.



### **Green tip #1: Turn your computer off every night and turn it back on in the morning.**

Most of us do not need to leave the computer on over night. I like to shut down my computer every night and let it rest while I rest. Back in the day there used to be a rule of thought that shutting it down and turning it back on was harder on the electronic components than just leaving it on. This is no longer true. Turning your computer off every night gives the two moving parts, the hard drive and the fan, a chance to not spin for the 8 hours or so you are not using the computer. This will extend the life of both of these components, not to mention not using electricity the whole time the computer is off. These days turning the computer off and back on does no measurable harm to electronic components.

The other benefit to shutting the computer off every night is to flush out the RAM memory. RAM memory or Random Access Memory is where the operating system (Windows or Mac OSX) and programs get loaded to. The more programs you open during the day, the more RAM memory gets used (and sometimes confused) so turning off the computer every night means you will be starting with a fresh computer every morning. I know, some people do not like the long startup time it takes. Well do what I do, just turn it on and then take a shower or make breakfast. Then when you come back it will be ready to go.

Unless I have specifically told you that it is better for you to leave your computer on instead of turning it off at night this is a very green thing to do concerning computers.

[Click here](#) to see USA Today's "Going Green" in and around your home.



CutePDF Writer

### **Green tip #2: Print to PDF instead of to your printer.**

One of the original promises of computers was to save paper and make every office a paperless office. We all know that did not come to pass. If anything computer print outs have created more paper. But do you really need to print out most things?

Most of my documents, email messages and websites remain safely in my computer. Remember the old saying, "You really don't need to know everything, you just need to know where to find the answer when you need it." Well with computers most of the time you can find things very easily letting the computer and the Internet do the work for you.

I like to print as many documents as I can as PDF files instead of to my printer, saving as much paper and ink as possible. Here is a free program for Windows users (Apple users already can print to PDF from the Print dialog box) that lets you print to a PDF file:

To install *CutePDF Writer* on your computer (I may have already installed *CutePDF Writer* on your computer so try the instructions below to see if you already have it.):

1. Download and install both the *CuteWriter* and the *Converter* program from [www.cutepdf.com](http://www.cutepdf.com). (Look for the freeware program. No need to buy the Pro version unless you need it.)

Now in any program on your computer you can select *CutePDF Writer* as your printer. Here is how:

1. For example, open a Microsoft Word document
2. Click on the File menu
3. Click Print (you can not use the print icon on the toolbar because you don't get the chance to select a printer)
4. In the Printer Name box click the down arrow to see all your available printers. Click on *CutePDF Writer*.
5. Click OK
6. This will open a *CutePDF Writer Save As* window. Select a location (i.e. My Documents) and type a file name (i.e. PDFTest.pdf).
7. Click Save.

*CutePDF Writer* will save your file in PDF format. When you try to open a PDF file Adobe Reader will open the file and you can always print that file. So try *CutePDF Writer* in all your application, Word, Internet Explorer, email, etc.



### **Green tip #3: Unplug rechargers when not in use.**

These are the black "bricks" we all have to charge our cell phones, iPods, MP3 players, PDAs, etc. When not in use these charges, if left plugged in, still draw electricity. I like to plug my chargers into a power strip with a switch on it. When not in use I simply press the switch to turn off the electricity to the power strip so none of the chargers draw any juice.

Also, when I go on vacation I like to unplug everything plugged into wall outlets. That way if lightning were to strike my house all my electronics would not get fried. I know this is a pain but I figure it is easier then replacing all my electronics. So all my computers, printers, scanners, TVs, stereos, alarm clocks, lamps, toasters, coffee makers, etc get unplugged when I am on vacation or when there is an electrical storm.

I hope these tips have been helpful. If you have tips of your own pass them on to me and I will let my contacts know about them.

**Personal Computer Tutor**  
Claude Kerno  
719.650.9916  
ckerno@pctutor.com - [www.pctutor.com](http://www.pctutor.com)

Email Marketing by

