

Tip for May/June 2008
Courtesy of Wyvern Technology
0418 421 202
www.wyverntech.com



Backup

So, have you all backed up?

No, I haven't lost my marbles – I just thought if I keep bothering you about backing up, then you eventually will get the message and backup!

Computers like Lazarus

I have noticed lately that there are a few computers, mostly laptops, which turn themselves off and then can't be turned on. Very frustrating. Especially if you are in the midst of a uni assignment as one of my clients was. In the case of desktops, turn the computer off at the wall and pull the plug out of the power point, wait at least half an hour and then try turning on. In the case of laptops, take the battery out, turn the computer off at the wall and pull the plug out of the power point, wait at least half an hour and then try turning on. This should work. No, I have no idea why it does this. Perhaps someone out there can explain it.

Breaching privacy laws

I know how so many of you love passing on jokes and pithy sayings via email but be warned: when you forward an email, it is important that you get rid of the email addresses that accompany it. Once you have clicked on forward, highlight the addresses in the body of the message and then press the **DELETE** key. I often see dozens of email addresses in messages my clients have received and this is a breach of privacy rules as it is very easy to then copy those addresses and send unsolicited emails. This is also important when you send an email to a number of people. Make sure that you type the emails addresses into the **BCC** box – this way when it is received it will have in its header **Undisclosed recipient**.

Saving your emails

When you receive an important email, say one that contains the licence code for your anti virus program. Of course you print it out, but when it comes time to find it, what have you done with it. Common problem.

Create a folder in your email program, whether it be Outlook, Outlook Express or Thunderbird by clicking with your **right** mouse button on local folders and then click on **New folder**, give it a name, like Registrations, and then click **OK**. It is an easy matter then to highlight the particular email, rest your pointer on it and then holding down your left mouse button drag the email onto the folder. Once the folder is highlighted, then let go the left mouse button.

Cheers,

Deirdree