

# COMPU 360 BYTES

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This FREE news-  
letter offers news  
and tips to our  
customers regard-  
ing upcoming  
trends in technol-  
ogy.

Our goal is to  
keep our custom-  
ers well informed  
about computer  
technology.

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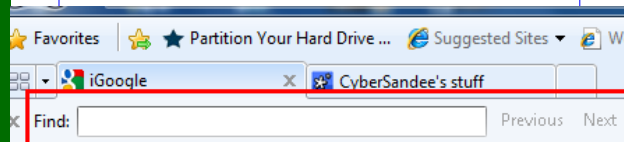
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## Help FINDing what you want

Do you need to find a word or phrase on a website, in a document, or even in a file name on your PC?

**Ctrl + F** will bring up a **Find** window in Windows, your browser, MS Office and most other programs..

Hit the "Ctrl" key (lower left area of your keyboard) AND the letter "F" key at the same time (simultaneously) and a little pop-up window will appear.



In this pop-up window, enter the word you are looking for (in most cases you only need to enter the first 3 or 4 letters of the word).

Click on the "**F**ind **N**ext" button once or twice: your computer will automatically locate and highlight the word you are looking for. Each additional time you click on "**F**ind **N**ext" you will be brought to the next occasion of the word.

This will also work in your Browser when you are searching the Internet and can save you a lot of time, scanning for the word or phrase you want.

In current version of Internet Explorer the search box will appear in the top right.

In FireFox the search box will appear in the bottom left.

Don't forget to check out this essential tool!

Backing up your data is just as important as

## Backup! Backup! Backup!

Do you have a routine to regularly backup your computer data? Remember that all computers are subject to failure. Users sometimes become complacent about this issue because they have never had a problem. If you experience a computer failure, it can be expensive and time consuming to try to recover data loss or corruption.

Today, more than ever before, there are many options to regularly create a backup of your valuable information.

Businesses may utilize tape drives and tape libraries, NAS (Network Area Storage) and SAN (Storage Area Networks) and even remote backs over the Internet. Remote backups offer the protection of offsite storage so if a disaster occurs where your computer is, the information is not harmed.

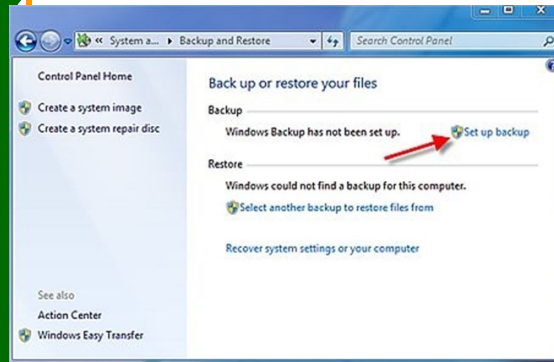
Other options include using CDs, DVDs, and even portable hard drives are now affordable options.

Whatever method you choose, you need to develop a routine to back up your material at regular intervals. Depending on your computer use, you may decide to do a full back up once a week, with incremental backs at the end of each day. It depends on how often your data changes.

You will occasionally want to perform a system restore using your backed up data so you can check the effectiveness of the storage process.

There are many third party backup software programs, but Windows 7 now offers a built-in backup utility that can easily allow you to

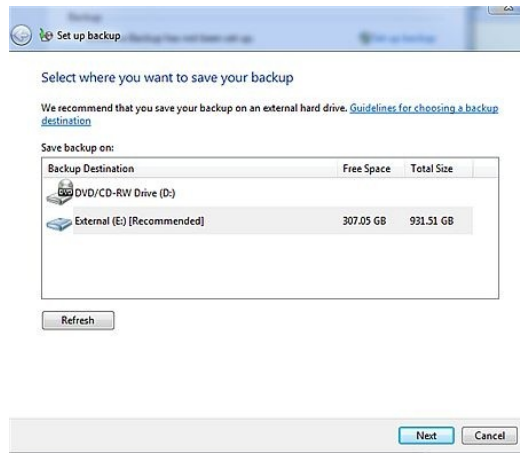
# Backup using Windows 7



1. Click on Start, Control Panel, Systems and Security, and Backup and Restore.

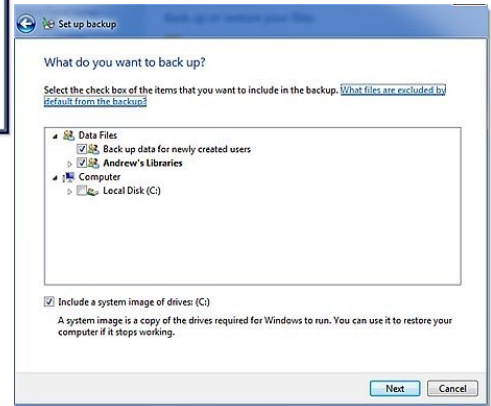
If this is the first time you are doing a backup, Windows will indicate that you have not set up a backup. Click "Set up backup."

2. Specify your backup destination. This can be a CD or DVD, another drive attached to your system such as a secondary internal hard drive or an external USB drive. Click to highlight the destination drive, then click "Next."



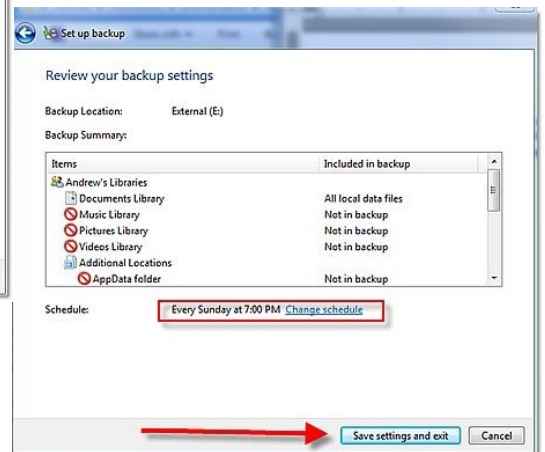
3. Then you can choose exactly what to backup. Windows will default to backup the Libraries, the Desktop and all default Windows folders. This will include App Data, Contacts, Downloads, Desktop, Favorites, Links, Saved Games and Searches or choose the folders you wish to backup.

4. If you choose your own folders to backup, you will need to individually select or deselect them by checking the box next to each folder. Click on the little triangle next to the left of each drive letter or folder to expand it and select sub-folders. There is also an option at the bot-



5. By default, Windows will choose to backup once per week. If you want to run it at a different time, click on "Change schedule." You can choose between a weekly, daily, or monthly backup.

When finished, when you're ready, click "Save settings and run backup."



You will sleep better once you have a routine like this set up to backup your important data.

## Online learning

When you are too busy to commit to a formal class, grab a little time and explore these learning opportunities.

There are quite a few websites that will help you learn more about computers, websites, and software.

Here are two of them:

**GCF Learn Free** has some great beginning computer tutorials.

<http://www.gcflearnfree.org/computer/>



Classes are available in beginning computers, Internet, Office, Internet Safety, Facebook and much more.

Some of the tutorials are on instruction to follow online and others are videos. All classes are FREE!!

**Learning Express** is another free option which is available through your local public library system.

A shortcut to get to the great resource is <http://oplin.org/tests>. You will need to log in there with any Ohio library card number . If you don't have a card, it can easily be obtained free at your local library.

Then you will be asked to choose a login name and password so you can stop and return to the site and pick up where you were last time.

Here are tutorials and practice tests for math, and English skills, as well as programs from Microsoft Office, Adobe and Corel and others.

Some of the tutorials are also available in Spanish.

There is material here for elementary students through college students and anyone wanting to continue their education.

Explore what is available here: practice tests, exercises, skill-building courses, and information you need to improve yourself—at school, at work, or in life.

You will also find resources here to help you find a job. You'll find an entire Learning Center dedicated to helping you get the job that's right for you

### TIP

You can use your mouse scroll wheel to **zoom** in Microsoft Office applications and Open Office documents. It also works on most browsers, including Internet Explorer, Firefox, and Chrome. Try it in other software to see if it works.

In Vista and Windows 7, you can zoom by holding the **Ctrl** key and rolling the scroll wheel on your mouse.

When the **Ctrl** key is held and the scroll wheel is rolled forward (away from you), the view, including text and images is increased. With the Ctrl key pressed, roll the wheel backward (towards you) and the view size is decreased.

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