

"Give a man a fish and he will eat for a day; teach a man to fish and he will eat for a lifetime."



## The **Catch of the Day**



Learn To Fish the vast ocean of computer know-how!

### The Solution to "I'm Afraid I'll Break It"

by Kathy

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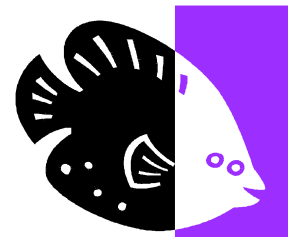
It's all too common for me to encounter a person who is virtually paralyzed in a state of trepidation regarding computer technology. When I meet such a person, I try to explain that computer confidence is built through experimentation and exploration. However, despite the person's desire to learn, he often responds that he is reluctant to experiment for fear he'll "break" something.

I wish I could argue that such fears are completely unfounded. Computers are remarkably complex devices. While they're designed to operate in a predictable and logical manner in response to human commands, it's indeed possible to erase important data by doing the wrong thing. Yet taking risks is sometimes the only way to learn. What's the solution?

**Create a separate user account.** Both Windows XP and Mac OS X are *multi-user* operating systems. They have features which allow multiple people to use the same computer while keeping their settings and documents separate from each other. To this end, each user logs into the computer with an *account* that is usually assigned a password in order to prevent unauthorized access. Each account also has certain *privileges* or *permissions* which determine what the user can (or more importantly, *can't*) do on the computer.

If you want to fool around with your computer with limited risk of "breaking" things, create a new user account with limited privileges, i.e. not an administrator. This creates a "sandbox" so that even if you do something wrong, you don't jeopardize the operation of your computer. Once you gain confidence, you can venture to explore within your administrative account.

When you schedule your next training appointment with LTF Tech, ask to include instruction on creating a new user account.



#### Service Spotlight: E-mail Marketing

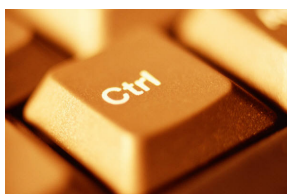


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### Shortcut of the Month (brought to you by the letter ...)



Increase efficiency with keyboard shortcuts!

#### The Secret of the **Alt** Key

The **Alt** key is the gateway to some great shortcuts, like **Alt-Tab** for cycling through open programs. You can also use it in program menus and dialog boxes for making selections without the mouse. Just press **Alt** together with the underlined letter in the menu or box. For example, **Alt-F** opens the File menu in an application. In a dialog (prompt) box, select a particular option by holding down **Alt** and the underlined letter displayed in that option.

### The Random Resource

...because your computer isn't just for computing

So how long have you been putting off getting organized? For some inspiration and helpful hints, take a look at **43 Folders** ([www.43Folders.com](http://www.43Folders.com)), a personal productivity website maintained by writer and consultant Merlin Mann. Read his blog (web log) series "Inbox Zero" to learn how to eliminate e-mail clutter. (Warning: Podcasts and other materials at 43 Folders contain occasional explicit language.)

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**LTF Tech**  
P.O. Box 14611  
Albany, NY 12212-4611  
(518) 724-0828