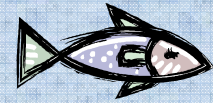


"Give a man a fish and he will eat for a day; teach a man to fish and he will eat for a lifetime."



Catch of the Day



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

Worst-Case Data Scenario

by Kathy

Vol. 4, Issue 1, Jan. 2009

With a new year come many commitments to new resolutions. If you resolve to do anything, it should be to make sure you have an adequate backup of your important data. In order to help you adopt a plan that works for you, allow me to propose what *could* happen to your computer so you can be prepared.

Complete destruction. If your computer is physically destroyed, its hard drive — where all your computer's information is stored— may not work at all. In this event, you should make sure at least your personal files are backed up so they can be transferred to a new computer. You can do this with an external hard drive or an online backup service.

Data corruption. Sometimes damaged software causes a computer malfunctions. But as long as the hardware itself is still operational, your personal files can be retrieved from the hard drive. Sometimes re-installing the operating system will fix the computer. But if not, the hard drive can be removed and attached to another computer and your important information recovered.

You have a choice for your backup strategy: copying only your personal data or copying everything on the system. The former takes less space and can easily be done with an online service. However in the case of a severe data loss you may lose all your programs and settings. An external hard drive can back up every last bit on your computer. Having two and keeping one off-site ensures your data is safe even if the worst happens.

For external hard drives, check out Amazon.com. For online backup, try Mozy, which provides 2GB of free storage and additional space with paid plans.

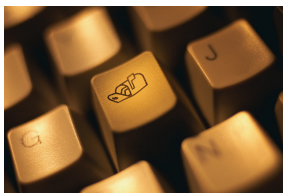


Service Spotlight: Group Seminars

LTF Tech provides not only individual training, but also talks for groups on request. Energize your organization with a fun presentation on digital photography, eBay, or another tech topic.

Contact [Kathy Montgomery](mailto:kathy@lftftech.com) at (518) 724-0828 for available subjects and rates.

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



Increase efficiency with keyboard shortcuts!

Modifying Backspace and Delete

The **Backspace** and **Delete** keys delete text to the left or right, respectively, one character at a time. But to get things moving a little faster, hold down the **Ctrl** key as you press either Backspace or Delete. **Ctrl+Backspace** erases whole words to the left, while **Ctrl+Delete** deletes them to the right.

The Random Resource

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

Did you know you can use an iPod to store files just like an external hard drive or flash drive? In this sense you can use it as an impromptu backup device or just to keep important files handy. To learn how to use your iPod as a storage drive, read Apple's article at <http://support.apple.com/kb/HT1478>.