

<b>Tips and Tools</b>		
<b>Area of Interest</b>	<b>Topic</b>	<b>Newsletter Edition</b>
Audio / Visual	MP3 Files Description	May-08
Audio / Visual	MP3 Files Description	Aug-12
Audio / Visual	Photo reduction for emailing	Mar-14
Adobe: Photoshop	Shortcuts	Aug-11
Adobe: Reader	Use of, installing. See also "Miscellaneous"	Sep-11
Hardware	Critical error recovery	Jul-11
Hardware	Hard Drive errors	Mar-09
Hardware	Laptop - Dimming Display	Feb-09
Hardware	Laptop: Disable wireless if not using	Feb-09
Hardware	Ports - Serial and Parallel ATA (SATA 7 PATA connections)	Jul-12
Hardware	Recovery of deleted files from memory stick	Feb-12
Hardware	Repair disc	Sep-11
Hardware	Replacing Battery on motherboard	May-08
Hardware	Uninterruptible Power Supply	Jul-09
Hardware	USB and Powered Hubs	Feb-09
Hardware	USB Bandwidth and Port Information	Mar-09
House-keeping	Backing up - Golden Rules	Jul-14
House-keeping	Backup methods	Jan-14
House-keeping	Backup my computer - How do I	Jan-14
House-keeping	Battery life - extend	Jul-14
House-keeping	Tips for hassle free computing	Feb-08
Internet Browser	InPrivate Browsing - Cover your tracks	Jul-12
Internet Browser	Internet Speed - Test	Feb-13
Internet Browser	Browse more easily on netbooks	Jul-12

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Internet Browser	Browser password - remembering	Jan-15
Internet Browser	Master Add-Ons	Jul-12
Internet Browser	Minimises on opening	Feb-08
Internet Browser	Privacy issues	Feb-09
Internet Browser	Spyware - Info from Web	Mar-07
Internet Browser	Title Page - Changing	Mar-08
Internet Browser	Virus- Removing pesky	Jul-12
Internet Browser	Virus Warning	Jun-07
Internet Communication	Connecting to Gumtree	Jul-11
Internet Communication	Firewire	Sep-07
Internet Communication	Http vs https	Jan-09
Internet Communication	Netphone	Nov-08
Internet Communication	VoIP Systems	Jul-09
Internet Communication	Wireless Broadband	Nov-08
Internet Communication	Wireless Broadband	Sep-11
Internet Email	Email Good practice	Feb-12
Internet Email	Emails - Chain	Jun-07
Internet Email	Emails - Fraudulent	Jun-09
Internet Email	Emails Hoax	Jun-07
Internet Email	Outlook - exporting addresses	Nov-08
Internet Email	Outlook - Express Security and Housekeeping	Jul-09
Internet Email	Outlook Express_ Bcc heading	Nov-08
Internet Email	Phishing	Jun-09
Internet Email	Phishing	Jun-08
Internet Email	Photo reduction for emailing	Mar-14

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Internet Email	System - Security	Jun-09
Internet Email	System Restore	Jul-09
Internet Email	Tracking	Jun-09
Internet Email	Virus Warning	Jun-07
Microsoft Excel	Cell Formatting	Nov-07
Microsoft Excel	Data Entry	Nov-07
Microsoft Excel	History of Spreadsheets	Nov-07
Microsoft Excel	Leading zero's	Feb-12
Microsoft Office - Word	"Eggs" included - hidden behind main screen	Aug-11
Microsoft Office - Word	Capitalisation: changing case	May-12
Microsoft Office - Word	Editing in Word	Feb-08
Microsoft Office - Word	Faces - Happy - Sad	Nov-07
Microsoft Office - Word	Font presentation	Sep-07
Microsoft Office - Word	Format: Indent and Spacing	Jun-07
Microsoft Office - Word	Insert - Date and Time	Jan-09
Microsoft Office - Word	Keyboard Shortcuts for Word	Aug-13
Microsoft Office - Word	Line spacing: Paragraph spacing	Apr-12
Microsoft Office - Word	Page Breaks	Sep-07
Microsoft Office - Word	Screen Maximising	Jan-12
Microsoft Office - Word	Spell check options	May-12
Microsoft Office - Word	Template	Jun-07
Microsoft Office - Word	Track Changes	Feb-08
Microsoft Publishing	Adding "dropped" capital letter	Mar-12
Microsoft Publishing	General tips	Aug-11
Microsoft Publishing	Insert symbol	Mar-12

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Microsoft Publishing	Insert symbol	Apr-12
Microsoft Publishing	Page number - adding	Nov-07
Miscellaneous	Archiving: CD's, DVD's and photographs	Mar-12
Miscellaneous	Battery life - extend	Jul-14
Miscellaneous	Bill Gates	Nov-07
Miscellaneous	Cleaning the computer screen	Jul-13
Miscellaneous	Dropbox - Quick Start	May-13
Miscellaneous	e-Reader info	Jan-12
Miscellaneous	Free pdf Writer	Nov-12
Miscellaneous	Microsoft Word Pad & Paint: New features	Sep-11
Miscellaneous	MP3 Files Description	Aug-12
Miscellaneous	OCR Definition	Aug-12
Miscellaneous	Pdf writer - cute pdf - free	Nov-11
Miscellaneous	Presentations: Use of low resolution	Dec-11
Miscellaneous	Recording Tapes & Vinyl to Computer	Apr-13
Miscellaneous	Recycle Bin	Apr-14
Miscellaneous	Screen aspect ratio	May-12
Miscellaneous	Task Manager	Apr-14
Operating System	AVG version.10.01191, Solid State Drive, Turn off & isolate CD Burner	Jan-11
Operating System	Boot Logo removal	Mar-08
Operating System	By-pass the recycle bin on deleting files	Mar-12
Operating System	Changing Mouse and Printer Settings	Jan-10
Operating System	CHKSDK, Scanning Fixing with System Files	Aug-10
Operating System	Critical error recovery	Jul-11
Operating System	Daylight Saving, Using Defrag, Changing Regional Language,	Sep-09
Operating System	Defrag and disc cleanup	May-14

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Operating System	Delete Cookies in Firefox, Printer Problems, Safe mode	Nov-10
Operating System	Desktop - Visual Effects	Jun-09
Operating System	Disable Search Helper to Virus in Virus Worm in Vista	Sep-08
Operating System	Disc Degragmenting	Sep-09
Operating System	Disk Management for XP, Flashdrives for Firefox	Aug-09
Operating System	DLL files	Feb-09
Operating System	Document Moving	Mar-07
Operating System	Drive Partitioning	Jan-09
Operating System	Drivers. What are they?	Jul-11
Operating System	E-mail Ettique,View Hidden Files & folders, File extension,	Apr-10
Operating System	E-mail Tracking, Fraudulent E-mails	Jun-09
Operating System	Enable/Disable Security Alerts	Feb-08
Operating System	Error Messages in Microsoft O.S.	Jun-07
Operating System	Error Reporting disable	Jun-08
Operating System	File - delete the undeletable	Jun-08
Operating System	File formats: NTFS vs FAT32	Jul-11
Operating System	File Handling - Backing up data	Feb-08
Operating System	Firewall upgrade	May-08
Operating System	Hard drive errors, Printers, USB Band With Port Info	Mar-09
Operating System	How to open Rar File, Password expiration	Jun-10
Operating System	How to use msconfig in XP	Jan-09
Operating System	Http & Https, White Balance on Digital Cameras	Jan-11
Operating System	Incorrect letters as typed	Sep-07
Operating System	ISO Files, Cleaning history in Firefox, Chain Letters	Apr-10
Operating System	Language options	Sep-09
Operating System	Laptop Tips, What is a DDL	Jan-09
Operating System	Linux - GNU	Jul-08
Operating System	M/S Word 2003, Print & Print preview, Windows 7 beeping	Jul-10

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Operating System	Magnifier	Jul-11
Operating System	Memory - RAM vs Virtual	Jan-09
Operating System	Mouse pointer schemes	Sep-09
Operating System	Nero Scout, MS config, out of memory in Works, Self Publishing	Mar-11
Operating System	Outlook Express, What is UPS, VOIP, E-Tax, Cosmos Battery	Jul-09
Operating System	Prefetch Directory	Mar-08
Operating System	Printer Scanning in XP, Outlook Express, D/C memory card	Apr-10
Operating System	Regedit, On line fun	Mar-08
Operating System	Renaming Multiple Files	Feb-08
Operating System	Renaming Multiple Files	Feb-08
Operating System	Resize Recycle Bin	Feb-08
Operating System	Scanners & Desktop Cleanup	Sep-10
Operating System	Screen Maximising	Jan-12
Operating System	Security Centre - Disable alerts	Feb-08
Operating System	Set time in Windows 7	Feb-11
Operating System	Skype, 32 or 64 Bit	Feb-10
Operating System	Space Saving	Feb-08
Operating System	Speed up your PC, Monitors	Mar-07
Operating System	Start Menu - Removing Recent Documents	Sep-09
Operating System	System Restore, Using msconfig in XP	Mar-10
Operating System	Time - Daylight Saving	Sep-09
Operating System	Time Regional settings	Sep-09
Operating System	Toolbox Practical Hints	Jun-07
Operating System	Toolbox Practical Hints	Sep-07
Operating System	Uninstall - manually	Jun-08
Operating System	Using Firefox, Word 2003 Tips on E-mail Etiquette	Apr-08
Operating System	Virus in E-mail, MSCONFIG	Aug-08
Operating System	Virus vs Hoax vs Chain e-mails	May-08

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Operating System	Virus, Ad-Aware Instalation	Mar-08
Operating System	Wallpapers; Hidden international	Dec-11
Operating System	Why buy a desktop PC, Per installed ware, Word 2003 table/tips	Apr-10
Operating System	Windows 7 briefing	Oct-09
Operating System	Windows 7 Use of International Wallpapers	Dec-12
Operating System	Windows 8	Jul-12
Operating System	Windows 8 Startup Passwords - Eliminate	Jun-13
Operating System	Windows clear type,View Windows Account Control,Windows 7 & Vista	May-11
Operating System	Windows XP Tips, Useful Keyboard Tips	Jan-08
Operating System	Womdows 8 Basic Shortcuts	Feb-13
Operating System	Word 2003 & 2007,Windows Safemode	Apr-11
Operating System	Word 2003 tips, Firefox, keyboard XP	May-09
Operating System	Word 2007 Shortcuts, Private browsing. Hot key tips for Windows 7	Jun-11
Printing	Saving Paper and Ink	Jun-12
Printing		
Security	AVG Report	Oct-11
Security	Emails - Chain	Jun-07
Security	Emails - Fraudulent	Jun-09
Security	Emails - Hoax	Jun-07
Security	Emails - good practice	Feb-12
Security	Disconnect when idle	Mar-07
Security	Phishing	Jun-09
Security	Privacy issues	Feb-09
Security	Security - system	Jun-09
Security	Spyware - Info from Web	Mar-07
Security	Tracking	Jun-09

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Security	Virus Warning	Jun-07
Security	Cover your tracks - InPrivate Browsing	Jun-12
Security	Antivirus - Use only one program	Jun-13
Security	Smartphones & Tablets - Security Tips	Aug-13
Security	Backup methods	Jan-14
Security	Backing up - Golden Rules	Jul-14
Security	Virus- Removing pesky	Jul-12
Security	Virus Warning	Jun-07