

# Handout for OCNA Computer Club – session #3

April 16, 2005

## Review:

PC & Windows Basics  
Windows Explorer – finding files, creating folders  
File Types -  
Internet Explorer browser – using the big e  
Internet Links – did you try any?  
Web Searching - Google  
Maps/Driving Instructions -  
Downloading Pgms – eCleaner, AIM  
Chatting Online - AIM

## New Topics

### Proper & Comfortable Emailing –

Beginning techniques – fill in subject, use BCC, cleanup, be prudent, text vs html emails  
Reading – delete all SPAM first; open and save, response, forward or/and delete;  
Respond – be prompt, include original email by turning that option on  
Forward – but first cleanup, be prudent who you send to, add short personal note  
Creating – spell check; attachments; be brief but use good grammar; cut/paste; drag/drop;  
Email etiquette – see the attached list

### Advanced Email Techniques –

Address Book – your email directory of names and email addresses; how to add, update  
Distribution lists – how to create and use re-occurring multiple email lists  
Spam filters – how to turn on; what do they do?  
Cleaning up emails – reply or copy, use eCleaner, don't forward with old garbage  
Managing attachments/photos – how to download and find;  
Emoticons – shorthand symbols used in emails and chatting - see attached list

### Media Player vs Real Player vs Quicktime –

Music – from CDs, Internet, hard drive – play some examples  
Videos – DVDs, video CDs, Internet, hard drive – play some examples  
iPods – mp3 players – Apple iPod, iRiver, Dell, go to this link for 445 choices:  
[http://reviews.cnet.com/Music/4502-6495\\_7-0.html?tag=ont.flmp3&cdi=5502846](http://reviews.cnet.com/Music/4502-6495_7-0.html?tag=ont.flmp3&cdi=5502846)

### CDs & DVDs – backup system (ASR Backup), data (Windows Explorer), special backup software

Backups – to CDs or DVDs or Internet; rotate media to off-site (in car or safe-deposit box)  
Software options – restore from system checkpoints; XP Backup (install)  
Creating – automatic or periodic; background execution

## Future Topics

### April 23<sup>th</sup> 2005 -----

**WORD processing**, spell check, grammar check, tables, inserting photos, links  
**Calendaring** - desktop versions; personal organizers; reminder services and more  
**Photos** - editing/printing, scanning, slide shows, digital cameras, album options  
**Printing** - types of printers; page/margin setup; type of paper; printer supplies

### April 30<sup>th</sup> 2005 -----

**EXCEL Spreadsheets** - financial, phone lists, sorting, formatting, and more  
**Financial Software** - Quicken, Money, Quickbooks, and more  
**Tax Software** - TurboTax, Tax Cut, IRS.com-NEW  
**Advanced Topics & Review** – blogs, Podcasts

## Abbreviations or Short-Hand used in emails

### Emoticons Short List:

:) = happy        :( = sad  
:D = very happy    :| = upset  
:o = little confused :O = very confused

### Abbreviations Short List:

☞ AFAIK: As Far As I Know  
☞ BTDT: Been There, Done That  
☞ CIO: Check It Out  
☞ CYL or  
☞ CUL8R: See You Later  
☞ DBEYR: Don't Believe Everything You Read  
☞ DQYDJ: Don't Quit Your Day Job  
☞ GG: Good Game or Gotta Go  
☞ GMTA: Great Minds Think Alike  
☞ IIWM: If It Were Me  
☞ IMNSHO: In My Not So Humble Opinion.  
☞ IYKWIM: If You Know What I Mean  
☞ LOL: Laughing Out Loud or  
Lots of Luck (or Love)  
☞ OMIK: Open Mouth, Insert Keyboard  
☞ ROTFL: Rolling On The Floor Laughing  
☞ RTM: Read The Manual  
☞ TAFN: That's All For Now  
☞ WDYT: What Do You Think?  
☞ WYRN: What's Your Real Name?  
☞ YGBK: You Gotta Be Kidding

## Other Emoticons You See and Use Online

~~~~~  
A smiley is a sequence of characters on your computer keyboard. If you don't see it, try tilting your head to the left-- the colon represents the eyes, the dash represents the nose and the right parenthesis represents the mouth. They are also called emoticons because they intend to convey emotion.

:-) is a smiley face ☞  
@>--;-- is a Rose  
O:-) is an Angel  
(((H))) is a Big Hug  
:-X is a Big Wet Kiss  
C=-:) is a Chef  
\*<):o) is a Clown  
:.\* is a Kiss  
X-( I am Mad  
:.# My Lips Are Sealed  
+<:-) is the Pope  
:-C I am Real Unhappy  
:-@ I am Screaming  
\$\_\$\_ I See Money  
:-/ I am Skeptical  
;^) I am Smirking  
%o-) been Staring at screen for 15  
hrs  
:-0 I am Talkative  
:-& I am Tongue Tied

## Windows Backup Software Programs

### Genie Backup Manager **Editors Choice: Best overall**

An impressively fast and full featured program which has the capacity to back up the Windows Registry, Favorites, Outlook data and other system files in addition to normal email and user data. The only negative is the program is so flexible that all the options may initially confuse some raw beginners . [Click here](#) for full review.

### NTI BackupNow!

BackupNow! has the best user interface design of any of the programs we tested. However the execution of that clever design has some glaring omissions. For example, you'll need to know exactly where your email files are located as BackupNow!, unlike Genie, lacks the option to backup these files just by ticking a box. The lack of encryption may also be a negative for some users. [Click here](#) for full review.

### NovaStor NovaBackup

NovaBackup is a highly capable backup program with many extra features such as a virus scanner and the ability to create an image file of your boot disk drive. However the overly complex user interface can be confusing. [Click here](#) for full review

### Handy Backup 3.9

A straightforward backup program with a simplicity that will appeal to many users. However that simplicity comes at the cost of omitting some features including the ability to verify the accuracy of backups created. [Click here](#) for full review.

### Double Image 5

A fast, full featured backup program which, with a little more work on the user interface, could be a real winner. [Click here](#) for full review.

Windows XP Backup Utility – has to be loaded from the Windows system CD before it will be available to use.

## E-MAIL TIPS AND PROTOCOL

April 2005

1. **Addresses, salutations, closings** – start with “Dear” and close with “Sincerely” or “Best wishes” or equivalent just like you would with a letter.
2. **Subject Matter**– fill in the subject or title of each e-mail you send. This will help the recipient to know what is important and what can wait. AND it will help you remember the topic when the recipient responds.
3. **Style** – use full sentences, paragraphs, and capitalization rather than a rambling stream of thoughts without structure. **Remember writing in all upper case is equivalent of shouting.**
4. **Proper Spelling and Grammar** – no strong abbreviations, jargon, abbreviations. Use spell checker if you are not sure. Another way to ensure good spelling is to write your email text in Word, review all spelling and grammar indications, and then cut/paste into the email body.
5. **Forwards and Jokes** – be careful. This can be a time waster and intrusive. Speak up tactfully when you want to be removed from the bulk of this kind of mail. Be careful when sending political or controversial material. BUT it can also be a refreshing break from the day’s tasks; send a personal note with each one.
6. **Forwarding** – learn how to cut and edit a message that you want to share. Just forwarding e-mail will carry along all the old “garbage” and email addresses. A little work on your part will make the recipient’s job a whole lot easier. Also consider whether your intended recipients may have already received this e-mail. Consider downloading and using eCleaner Version 2.02 from <http://members.tripod.com/schin26/index.htm> to auto-clean emails.
7. **How to manually cleanup before Forwarding** - “cut” the message into a work document using Word or an editor; then “replace” “>” with “blank”; do any other reformatting that will make the readability much better; cut the revised message and paste it into a new e-mail message. A great free tool to make this easy is eCleaner; you can download your own copy from [www.members.tripod.com/schin26/index.htm](http://www.members.tripod.com/schin26/index.htm)
8. **Cleanup by using Respond** – which brings the old message into the new email; then you edit and cleanup the new email before you forward. Remember to change the To and CC addresses.
9. **Attachments** – can be very useful especially when you want color or active Internet links but be certain that a recipient’s e-mail server and PC or MAC can handle that type of attachment. Consider cutting/pasting hyperlinks for a web site where the material is stored or referenced. Use .rtf or rich text format instead of .doc or .wpd to ensure that a MAC or WordPerfect user can open a document created in MS Word.
10. **Fancy Formatting** – the use of HTML email is the norm but text email will give assurance that all recipients can access. Be careful of cutsey and unprofessional look with too many colors and graphics. Don’t use indentions & columns that may be translated differently by other email software.
11. **Length** – keep each message as short as possible.
12. **Response Time** – be prompt and if you are going to take awhile, give a quick response indicating that you received the e-mail and when you will respond.
13. **Sharing E-Mail Addresses** – use a workgroup or business address and guard your personal address carefully. Use the “blind C.C.s” option which will send the email but will not display the email addresses of the recipients.