

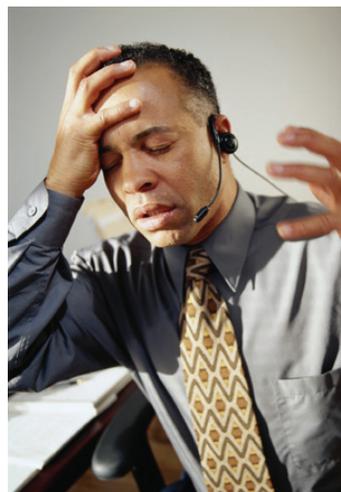
What You Should Know About Hard Drive Recovery

These days it is very hard to get through life without using a computer. We use them at work to operate our businesses, and we use them at home to manage finances, family calendars, personal email, homework assignments, etc. The problem is that the more important they become to us, the more devastated we are when our hard drives suddenly crash. Not if, WHEN.

Be Prepared

The first thing that you have to accept is that, as a computer user, you are almost certainly going to experience a hard drive crash at some point. Computer manufacturers are constantly trying to make their computers and their hard

drives as foolproof as possible, but there are simply too many variables to foresee every possible scenario. If you are a smart computer user, you will always be prepared for a hard drive failure and constantly be backing up all of your important computer files.



In addition to backing up your important computer files, you should also make sure that you have created a copy of all of your computer's software.

Take note as well — the older your hard drive is, the more likely it is to crash.

Hard Drive Recovery

The good news is that just because your hard drive has crashed, you don't necessarily have to replace your computer. If the crash is the result of a virus or the hard drive being tampered with, you will probably be able to restart your hard drive without having to enlist the services of a professional computer technician. All you have to do is insert the recovery disc that came with your computer and reboot your machine. Most of the time this is all that is needed to bring your computer back to life. However, you need to know that the hard drive recovery disc restores your com-

puter to its original factory settings. **This means that all of the software that you have installed and your personal documents will be wiped from your hard drive.**

If your hard drive has crashed and you have files that you would like retrieved from your hard drive, you should resist the urge to use your hard drive recovery disc. Instead, take your computer to a computer technician, who can create a mirror image of your files before they restore your hard drive.

If your hard drive has failed due to a mechanical problem, you will have to take it to a computer technician and have your hard drive repaired or completely replaced. **T**



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Using Quick Parts in Outlook 2007

Are you often repeating yourself in email? Do you have a standard answer to a question you are frequently asked about product of service you provide? Or are you often repeating directions to your office or warehouse location? No matter what your line of business, you probably have a use for Quick Parts in Outlook 2007. Quick Parts lets you build a library of reusable text entries that you can then easily place into emails, saving you from "reinventing the wheel" on a regular basis. Here's how to use Quick Parts:

Creating a Quick Part

1. In the File menu, point to New and then click on Mail Message from the drop-down menu.
2. In the text area of the message, type the text that you want to use as your Quick Part.
3. Apply any required formatting to the text.
4. Select the text so as to highlight it.
5. Click the Insert tab.
6. From the ribbon, click on Quick Parts.

7. Click on Save Selection to Quick Part Gallery
8. In the Create New Building Block dialog box, enter a short name for your text in the Name box. Use a name that will help you remember the text content.
9. In the Gallery box, select Quick Parts.
10. Click OK.

Using a Quick Part

There are two ways to insert a Quick Part in Outlook when composing a message:

EITHER: Click the Insert tool button and then Quick Parts, then click on the desired item from the preview list shown

OR: Type the short name (or as much of the name as will identify it uniquely) used in step 8 above, then press F3.

New Folder Keyboard Shortcut in Windows 7

Good news, keyboard-shortcut lovers! Windows 7 finally includes the ability to add new folders from the keyboard with a shortcut key combination. To create a new folder, simply press Ctrl+Shift+N with an Explorer window open and the folder will instantly show up, ready to be renamed to something more useful. You can also create a shortcut on your desktop by minimizing all open windows or using the Win+D combination to show the desktop, and then just hit the new folder shortcut key to create a new folder.