



COMPUTER TROUBLESHOOTERS

Global NEWS

® June 2004

*“Local service,
global strength”*

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*“Thousands of businesses
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Hints & Tips

With all the doom and gloom around regarding viruses etc. We thought it would be a bit refreshing this month to provide you with some hints and tips to help brighten your day!

Sharing Excel Spread Sheets

Would you like to be able to have a spreadsheet open at the same time as another person on your network and both be able to update it at the same time.

Most versions of Microsoft Excel will allow you to do this. Once you have created and saved your sheet, go to *TOOLS, SHARE WORKBOOK* and check the allow changes by more than one person box. There is also an advanced button to follow and make some further choices.

See your e-mail messages on more than one PC

Many of our customers work in small businesses and find themselves using their PCs or laptops away from the office. They want to read their e-mail on the remote PC, but still have it sent to the office PC as the master record of the e-mail.

Most e-mail systems will allow you to set up the



remote PC to leave mail on the server for the main PC to download later.

In Outlook Express :

Select *TOOLS, ACCOUNTS, Mail, Properties, Advanced* and check "Leave a copy of messages on the server"

Icons for files and favourites

When you continually have to find your important programs via the Start and Programs menu it becomes a bit of a pain. Finding web pages, even via favourites is also a nuisance when you are in a hurry. To put an icon on the desk top for easy access just *Right Click* the file, program or favourite you want and choose *SEND TO, Desk Top (as a shortcut)*. This will put an icon on your desk top for easy access. Note you can do this with Folders as well.

Saving Web Pages

It is often very useful to save the content of a web page, particularly if you have just filled out a form,

or have received information, account details etc. via the web. Although many of the pictures and so on may require you to be online you can often save the bulk of the information by just using the *FILE, SAVE AS*, option as you would with any other application

Put photos on a CD to play on a DVD player and view on TV

Wouldn't it be great to share your digital photos with friends by watching them on TV? Digital cameras are very common today and we keep our pictures hidden away on a PC and possibly e-mail the odd one or two to friends and family. Did you know that using CD writing software you can write your digital photos to a CD (using the video CD setting) and then watch them on a DVD player connected to the TV? Some writers allow you to add soundtracks to play your favourite music while viewing your pictures.



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