



Voices of Victory National Fellowship Technology Newsletter

A Ministry In Action!

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Harnessing The Power of Technology

Introduction

As we continue to move forward in the ministry, we will rely more and more on technology, particularly on computers. Therefore, the purpose of this newsletter is to assist you in getting the most out of your computer as well as provide a guide that will help you properly manage your data: data backup, file management, maintenance, and some tips that will keep you current and at the edge of technology.

I'm aware that some of you will not need this information; however, many of you will. Therefore, I encourage you to read and store this newsletter inside your My Document folder as a quick reference for future use.

Macs and PCs

Since I am proficient in both the PC and Macintosh computers, I will offer vital information for each of them. I'm aware that some of you have the latest InTel Macs that's running OSX. Therefore, I will limited my

knowledge to the latest operating systems, which are OSX, Windows 2000 and XP. If you are running older versions of these operating systems, please let me know. I will not hesitate to pray with you.

Publication

I will publish this newsletter either monthly or quarterly, depending on my schedule and how hungry you are for the word: Technology! If you should have any input or would like tips on a specific subject, send me an email at admin@vovnf.com. I'll be happy to entertain you, within reasons of course.

Now sit back, enjoy, and get ready to reach the next level of excellence.

Data Backup

Let me begin by asking you when was the last time you backed up your important documents? Do you know what it means to back up your documents? Do you know how to back up your documents? Do you recognize



the picture above and it's intended purpose? If you answered "no" to any of these questions, then you are probably positioned for failure!

The device pictured above is commonly known as a thumb, pen, or flash drive. It is a USB device that is far superior to the floppy disk that some of you may still be using, and it is used as a medium for data storage and provides a wonderful backup device to store your data, particularly your important documents. They are relatively cheap and come in various sizes that will support a load of documents. Don't leave home without it! Meanwhile, get rid of the floppy disks. As you may know by now, they will fail without notice! Cheers!

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Special points of interest:

- Back up your data
- Perform your maintenance
- Update your virus definition files
- Enable your firewall
- Be careful of email with attachments
- Be careful of email from strangers
- When in doubt, throw it out

Technology Tips of The Month

When was the last time you did a disk cleanup? Never, you say? Shame! Shame! Shame! Here's what you do:

Click on Start, Program, Accessories, System Tools, and Disk Cleanup. A window will pop up showing your C: Drive. If not, then select it from the drop down list. Click OK. After a while, depending on when you did this last, you will be presented with a list of choices. Accept the defaults by clicking OK and Yes. Next you want to do a disk defrag.

Follow the steps for Disk Cleanup. Instead of selecting Disk Cleanup, select Disk Defragmenter. Once the window pops up, select the (C:) drive and click Defragment. Once completed, click OK.

Now let's take a look at the Mac community. Unlike the PC, the Macintosh doesn't have a disk cleanup. However, it does have a Disk Repair utility that does basically the same thing. Here's what you do.

Open up the Application folder, Utility folder, and Disk Utility. Select the Hard Drive and click on the First Aid tab. Select Repair Disk Permissions. Once completed, close the windows and go to work.

More next time! Meanwhile, back up your data and keep it safe. And if you don't know how, we'll show you how in the next edition. Stay tuned!