



Voices of Victory National Fellowship Technology Newsletter

A Ministry In Action!

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Harnessing The Power of Technology

Introduction

Happy New Year! And welcome back to another helpful edition of your national technology newsletter.

This month, as promised, we are going to talk about saving important documents that you create using Microsoft Word, WordPerfect or other similar programs.

Creating and Saving

After you open the program to create a new document, the very next thing that you want to do is name and save the document before you start typing. For the sake of brevity, I'm going to assume that you know how to name and save a document. However, pay attention to where the document is being saved. I strongly recommend saving the document inside your My Document folder, which makes backing up your documents easy.

Save as You Go

While you are working on your precious document, be sure and

save it as you go. Most applications can be set to save at various intervals as you work. Doing so will prevent the lost of the entire document in case of a crash or power outage. It's never fun redoing something you have worked on for 30 minutes or more. Don't laugh; for some of us it takes three hours or more just to do a letter.

Data Backup

Once the document is completed and safely tucked away inside your My Document folder, is it really safe? Is it considered backed up? Can you really sleep at night with confidence? The answer is no, no, and no! Contrary to popular belief, the document is not backed up. Remember that thumb drive that I spoke about in the previous edition? It's time to bring it into play.

Depending on how old your computer is, your USB ports will be located in the back and front or just the back of the computer. Locate the slot and stick the thumb drive in. Your operating

system will recognize it and generally open it so you can drag and drop your documents into it. If it doesn't open automatically, Double click on My Computer and you will find the drive there. For you Mac lovers, the drive will appear on your desktop. Now go to your My Document folder, locate the document and drag it to the thumb drive. Or, you can copy and paste the document. Or, better yet, just drag and drop the My Document folder onto the thumb drive. That way you can back up all your documents at once.

There are several other ways to back up your data, but I don't want to complicate things here. Just get that thumb drive and start practicing now! There is always someone who can help you get started.

Back up and don't worry!



Technology Tips of The Month

Let's look at the importance of updates and how to ensure that the process is happening as it should.

Updates are critical for a number of reasons. They protect your computer from outside intrusions, fix things that are broken, and ensure your applications are current and up to date, to name a few. Important? Yes!

Here's what you need to do.

Mac users (OSX) - Open up System Preferences and look for

the Software Update icon under "System" and give it a click. Once it opens, click "Check Now". While you are there, set it to do updates automatically. That's it! Now you can rest assured that you are getting the latest, critical updates for your computer.

PC users (Win2000/XP) - Open up the Control Panel (Start>Settings>Control Panel) and double-click on "Automatic Updates". Make sure "Automatic" is selected.

Choose a day and time when the computer is up and running.

PC users (Windows 98) - You will need to do your updates via the Web. Open up IE; click on "Tools" and then Windows Update. Click Scan for Updates. Once finished, click on Critical Updates and install. Note: After July 2006, Windows 98 became unsupported and stopped providing current updates). Help can be found here: <http://support.microsoft.com/ph/1139>. Stay tuned for more tech tips!

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OMG! Where are my files?



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