

BRIGHTWEBS TIPS

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Gerri's Computer Newsletter

Odds and Ends about Email

RESEND A MESSAGE

Did you know you can resend a message to the same people or to different people?

Go to your **Sent Items** folder, and open the message you want to resend. Under the Actions menu you'll see Resend this message.

This option creates a new outgoing message window with the same settings as the older one. If you just want to resend the message, click Send and it'll go.

Or you can change the message, alter the TO, CC or BCC names plus the text of the message itself.

This is great for when you have to send the same message to a lot of people but want them all to have a personal copy.

BACKING UP YOUR MAIL

A recent mail disaster reminded me once again of the importance of backups. I've heard so many students say "Well, there's nothing on my



system worth worrying about" but your Address Book is one of those things that you really miss when it's gone. So here's how to back it up:

In Outlook Express—click on **File>Export** and select **Address Book** (notice you can choose to back up all your messages too, but that will be a fairly large file).

Choose either **Microsoft Exchange Personal Address Book** <makes a direct copy> or **Text File (comma separated values)**. What that means is you'll save it in a format that can be read in a spreadsheet or even a word processor and each bit of information will be separated by commas. It will look like **Sombke, Gerri, email, address**, and so on. The Text File version will be much smaller in file size and will easily fit on a floppy disk. Put it somewhere safe.

SOMEWHERE SAFE

While on the topic of backups,

why not **create a folder** on your computer called **Some-where Safe** and put into it all those bits of information that you have to search for on occasion.

I'm not suggesting you use this for credit card numbers, but it works great for registration info, reminder notes about software license codes, addresses you keep losing, computer tips. You can create text files in Notepad and save them in this folder. They'll be quick to load and you'll always be able to find them. Back this folder up regularly too. It should fit on the same floppy as your address book.

FAVOURITE MARCH LINKS

- ◆ <http://www.tribute.ca> will let you search for movies currently playing in your neighbourhood. Search by movie name, theatre or city and read what real people thought of it before you spend your money for a ticket.
- ◆ <http://tinyurl.com/4tv5o> takes you to a site named Wearable Warnings—clothing that shows how you feel.
- ◆ <http://www.paramountzone.com/fcatcher.htm> is an electric Venus Fly Trap—every home should have it.

- ◆ <http://wordtips.vitalnews.com/>

Over 1600 tips and tricks for Word

- ◆ <http://wikipedia.org> is an encyclopedia being written by people like you and me.

Some thoughts for the day, from one of the many emails I receive:

- Health nuts are going to feel stupid someday, lying in hospitals, dying of nothing.
 - All of us could take a lesson from the weather. It pays no attention to criticism.
 - Why does a slight tax increase cost you two hundred dollars and a substantial tax cut saves you thirty cents?
- Happy Spring!

