



Websites of Interest

www.woot.com
one day, one deal

www.nasa.gov/multimedia
NASA image of the day

http://babelfish.yahoo.com
translate blocks of text

www.newseum.org
daily front pages from 450
newspapers

F.Y.I. Do you have a bunch of windows open on your monitor and need to get to an icon on your desktop quickly?

The little-used Windows key can help (it's by the Ctrl and Alt keys).

Hold it down and tap the M key. All of your open windows will minimize (M for *Minimize*—get it?).

Want them all back as they were? Hold down the Windows and Shift keys together and tap M.

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Microsoft.
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Recycle

One of the dirty little secrets of the computer business (and all electronics) is the enormous amount of waste—especially toxic waste—that it generates. Computers and monitors (both CRTs and LCDs) have long contained a certain amount of toxic materials. But there's good news. Manufacturers are reducing, and even eliminating, toxins in new PCs. Dell has introduced a new recycling program for computers—any computers, not just their brand. In Pennsylvania and New Jersey certain Goodwill Industries locations will

take old computers and forward them to Dell's recycling contractor, and unlike so much of the scrap that Americans generate, this program will not send the toxic materials to a third world country to be reclaimed under hazardous conditions. The recycling will be done responsibly and they will not ship the waste overseas.

There are at least 17 participating Goodwill sites in the southern New Jersey and Philadelphia area; they can be found at www.reconnectpartnership.com.

Save the Mails

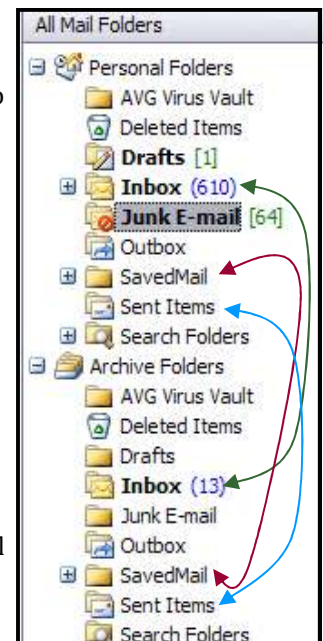
Outlook has been helping business communicate efficiently for years, but it needs some maintenance from time to time. A few of our clients have experienced odd behaviors from their Outlook program recently, and they can all be traced back to an Outlook mail file that was reaching its capacity. For one person, it was achingly slow when inserting attachments, for another, it repeatedly sent out the same e-mail, as though it were infected with a virus.

All of your e-mails, calendar items, contacts, etc. are stored in one large file. When you open Outlook, it opens that file, much like Word opens a document. But for some of you, that file is getting too large, and if it exceeds its limit, it could become corrupted. When that happens, you'll lose everything, so do some pruning before that occurs.

The limit is 2 GB (2 GigaBytes)—that's a lot of mail, but it's a limit that's easily reached if you send lots of attachments. To view your mail file size, click *Tools, Mailbox Cleanup*, and press the *View Mailbox Size* button. At the top of the window will be a number labeled *Total*

size (including subfolders); it will show the size in kilobytes. If you see a 7-digit number approaching 2000000 KB (2,000,000,000 bytes), you need to do some trimming. Fast.

Empty any junk folders and the Deleted Items folder. Throw away large, old e-mails. Then turn on Auto-Archiving (also on *Mailbox Cleanup*). The process will take some time, but it will take all of your mail that's older than 6 months (or any period you set) and move it to an archive folder. Your old mail will still be available, in a folder of the same name, just one click away (but it won't be backed up automatically on the server any more). Most importantly, it will be out of your main mail file.



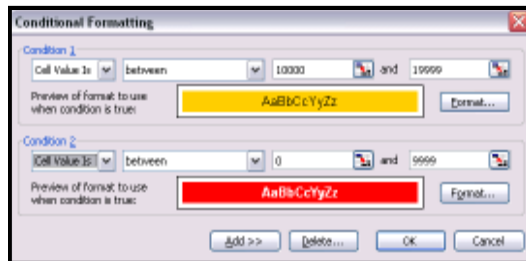
How Do I...

Make Your Excel Data Meaningful—Conditional Formatting

You stare at the spreadsheet in front of you—a sea of grey—lots of important data, but you would really like it to be more apparent so you could see it at a glance.

The Conditional Formatting feature has been poorly documented in the past, yet it can perform an important role by enabling you to easily color-code your information based on parameters that you set. In the two worksheets on the right, the *Balance* cell has been formatted so that a visual warning is given when the balance available falls below \$20,000 (amber) and again at \$10,000 (red with white letters). The colors you choose are up to you

To set a conditional format, highlight a cell or range of cells and choose *Format, Conditional Formatting* on the menu bar. You may create up to three levels of conditions. Always work toward your limit (e.g.: As you spend from an account, set the first condition to the first value you reach, the second to the next one, and the third to the ultimate cut-off point.). Your conditions must be exclusive; do not put the same numbers in two conditions.



Above is the Conditional Formatting window set to change the formatting of the *Balance* cell when the amount goes below \$20,000 and \$10,000. When you start, only one condition is visible. You may add a second and a third when you finish previous steps.

Income	180,000
Salaries	126,500
Services	29,540
Supplies	5,325
Balance	\$ 18,635

Income	180,000
Salaries	126,500
Services	34,750
Supplies	9,235
Balance	\$ 9,515

To set the limits, leave the first two condition windows as they are (*Cell Value Is between...*), and insert the first limits to be flagged. Use your mouse or the Tab key to move between the two cells with figures in them; the arrow keys on the keyboard will only highlight other cells in your spreadsheet.

Once you have set your limits, click the *Format* button in the window and make your selection of changes to the fonts, borders and colors/patterns.



When you're satisfied with your selections, click *OK* to return to the Conditional Formatting window, and click the *Add* button if you want to add additional conditions.

Excel 2007 has a much more sophisticated Conditional Formatting feature that is easier to use and has much better graphical capabilities. The example below shows three of the many choices available with a few mouse clicks.

	A	B	C
1	Goal	Sales	Difference
2	20000	18000	! -2000
3	25000	35000	✓ 10000
4	22000	12000	✗ -10000
5	40000	42000	✓ 2000
6	55000	51000	✗ -4000

Quick Tip:



The phone rings. The voice on the other end says, "My computer says that the thingy won't load my whatzit."

It's a pretty safe bet that your computer never mentioned either a *thingy* or a *whatzit*. But what the error message *did* tell you could be really important. How can you record that message easily? Simple.

When you get an error message on the screen (or want to record a problem of any kind), press the key labeled *Print Screen/SysRq* (it might also be labeled *Prt Scr*). It's usually right above the *Insert* and *Delete* keys, on the very top row. This puts a snapshot of your screen into the Windows Clipboard. Next, open any program that will handle a picture file (even *Word* will work) and choose *Edit, Paste* on the menu bar.

Presto! The error message is pasted into the program. Now, you can print it out or save it for future reference, or to refer to when calling us for assistance.

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