

Radio Days – 2010-08-28

Tip of the Week – Keyboard Shortcuts

Many people who prefer using the keyboard are unaware of the many keyboard shortcuts which exist. Some of these shortcuts only work in Windows while others are work throughout all (or at least most) Windows programs, and some are specific to specific programs. I can understand people who prefer using a mouse not using keyboard shortcuts but typists will find that they can complete tasks much more quickly and easily if they learn these shortcuts.

Many of them are listed in the menus of the programs. You will see the menu item in the left-hand side of the column and, over on the right-hand side of the same line, something like **Ctrl** + **C** for the Windows' Copy function. Learning these shortcuts makes my daily work easier and I expect that, after the initial learning time, will make your daily work easier.

Uninterruptable Power Supplies – II

Last week's *Radio Days* talked about the advantages of having a UPS to protect a computer. I was given a graphic example of the difference they can make with one client this week. Her computer was slow and driving her mad and she was having difficulties doing backups. For some reason I thought that she might have a problem with her hard disc so ran Defraggler: one of my favourite programs. In the *Action* menu, under *Advanced*, there is the option to check your disc. Run this: it may take up to 30 minutes depending on the size of your disc and the speed of your computer.

In her case it showed that there was a problem with the file system so offered to correct them. All I had to do was click on **OK** then type **Y** in the next window which opened. The next time I booted the computer it ran a Windows program which corrected the errors in the file system and the computer speeded up magnificently.

Later on there was another problem doing the backup so this time I stopped the computer and removed the power cord. After the standard minute I switched the power on and, again, the backup problem was a problem no more.

While I cannot prove that these problems were caused by faulty power, all my experience leads me to believe that this was the cause. The day was windy and raining, and just across the road from her office was an industrial estate which could well have caused to problems. Any one of these factors could have contributed to the problem, and the sum of them all probably pushed her computer past its tipping point.

My advice to all those who use their computer for an important task is to get a UPS. I suggest that you get one which will power your computer down after about two minutes so that you do not have problems when the UPS itself runs out of power!

Some UPSs only have a battery, while others have both a battery and inbuilt surge protector. My preference is for a UPS with surge protection because it covers both bases. These UPSs tend to have three power outlets which have just surge protection and another three outlets which have both surge protection and voltage adjustment. Use the complete power outlets for your computer, screen and modem and use the other outlets for printers and other devices which do not need to be running all the time.

Websites

Windows keyboard shortcuts <http://support.microsoft.com/kb/126449>

Defraggler www.defraggler.com