

Remember, you are your own (PC) system administrator, and many things can cause you to lose everything on your PC – operating systems crash, disk drives are mechanical and they can fail at the worst possible moment and you can lose everything on your PC.

It is imperative that you back up all of your files on a periodic basis – There are several ways of doing this, the easiest is to use CD-RW or Cd-R (the difference is that CD-RW is a re-writable CD and a CD-R is write once only) or DVD-RW or DVD-R (RW and R here mean the same thing, this is quite inexpensive and easy to use – but, keep in mind CD's will only hold approximately 600-700 Megabytes of data, so if you have a lot to backup, you will have a lot of disks to store. (DVD's will store up to 2 Gig-a-bytes, but still a lot of disks to write)

The second method is to use a portable USB drive, these come in various sizes, the best one to use is a 1 or 2 Terabyte Device – these currently run in the \$80 to \$100 range, are easy to use and can store a very large amount of data.

Another route would be to use smaller USB (or “Thumb”) drives. These come in various sizes. 8GB to 64GB and range in price from approximately \$10-\$35 dollars, just plug them into your computers usb port.

The third method is to use an “off-site” storage facility, these facilities allow you to backup data anytime that you want to have files backed up – you tell the service when to backup your files – off site and you can restore all or part of your files in case something happens to your pc.

Backing up your files is like having no collision insurance on your car, if you don't do it, crashes will happen.

**Refer to the link on the MEMBERSHIP page titled “The 10 Best Rated Backup Sites”.**

With frequent blackout (and quite possibly thanks to the present US Executive Branch – brownouts or rolling blackouts), one should consider a UPS (Uninterruptible Power Supply), this is a device that plugs in to your wall outlet and you plug your pc into the outlets on the UPS. (You can also plug your cell phone into the UPS as well as a home portable phone, direct wired phones will NOT be out of service in a power outage – the phone companies provide power to hard wired phones).

The UPS has a battery in it which is kept at a constant charge, so when you have a power interruption, it will sound an alarm, and you will have time to safely shut down your PC (i.e. time to save what you were working on.).

Additional Software Packages

It is my opinion that Microsoft charges outlandish prices for their software, one such example is Microsoft Office (Word, Excel, Powerpoint, etc.), in fact, now they are “offering” each of these programs as a separate purchase.

To replace these programs, there is a much better alternative: Open Office – these grew out of the Open Software concept (why be tied just to Microsoft).

I believe that you should go to open office and not rely on the Microsoft products as much as possible .

You can obtain this software at:

<http://www.openoffice.org/>

Click on the download arrow, let it load and then doubleclick on the .exe file to load it, follow the instructions – you might have to click ALLOW on screens that may pop up when loading the software.

Additional Free software: (your BEST Buy !!)

For creating and reading .pdf files:

Adobe Reader: <http://get.adobe.com/reader/otherversions/>

CutePdf and <http://www.cutepdf.com/Products/CutePDF/writer.asp>

Ghost Script

In addition, since Microsoft Products are easily attacked by hackers, you need to have some extra software to protect all of your data from not only loss, but also from your data being stolen.

This protection comes in the form of ANTI-VIRUS software, ANTI-SPYWARE software and ANTI-MALWARE software.

You can download each of these programs (they are FREE) and use them to protect you from all sorts of hacker problems.

Free Anti-MALWARE <http://www.malwarebytes.org/>

Free Anti-SPYWARE <http://www.superantispyware.com/>

Free Anti-VIRUS <http://www.avast.com/en-us/index>

Email a more secure replacement for Microsoft Outlook, Outlook Express and any other Email product.

<http://www.mozilla.org/en-US/thunderbird/>

In my previous Tech Notes, I had recommended FIREFOX, since that time, I believe the better (more secure/less (or none) ads) is SUPERBIRD:

<http://www.superbird-browser.com/en/welcome>

Free CD/DVD/HD-DVD/Blu-Ray Disk Writing Software:

(This link is an article on the best of Free Disk Writing Software:

<http://www.techsupportalert.com/best-free-cd-dvd-burning-software.htm#imgburn>

The software rated the best:

IMGBURN cd/dvd writing software

Download sites:

<http://www.imgburn.com/index.php?act=download>

<http://www.dvdr-digest.com/software/download.php?sid=470&ssid=0&did=1>

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**THIS IS A LIST OF ALL THE (ctrl+) Key Combinations (Hold the ctrl key and then hit the specific key to perform the action.**

Key combination	<u>Microsoft Windows/KDE/GNOME</u>	<u>Unix (command line and programs using readline)</u>	<u>Emacs (if different from Unix command line)</u>
<a href="#">Ctrl+A</a>	Select all	Beginning of line	
<a href="#">Ctrl+B</a>	Bold	Backward one character	
<a href="#">Ctrl+C</a>	<u>Copy</u>	Generate <u>SIGINT</u> (terminate program)	Compound command
<a href="#">Ctrl+D</a>	Font window (word processing); Add to bookmarks ( <u>Browsers</u> )	Forward delete, or if line is empty, end of input (traditional Unix)	Forward delete
<a href="#">Ctrl+E</a>	Center alignment (word processing)	End of line	
<a href="#">Ctrl+F</a>	Find (usually a small piece of text in a larger document)	Forward one character	
<a href="#">Ctrl+G</a>	Go to (line number)	Bell	Quit - aborts current operation
<a href="#">Ctrl+H</a>	Replace; History	Delete previous character	Help key
<a href="#">Ctrl+I</a>	Italic; Incremental search	<u>Command line completion</u>	Same as <u>Tab key</u>
<a href="#">Ctrl+J</a>	Justify	<u>Line feed</u> (LFD)	LFD (to evaluate <u>Lisp</u> expressions)
<a href="#">Ctrl+K</a>	Insert hyperlink (word processing)	<u>Cut</u> ("Kill") text between cursor and end of line	

<a href="#">Ctrl+L</a>	Create list; Left align (word processing)	Clear screen	Redraw window/terminal, and recenter view around current line
<a href="#">Ctrl+M</a>	Decrease margin by 1/2 inch (word processing)	Same as <a href="#">Enter key</a>	
<a href="#">Ctrl+N</a>	New ( <a href="#">window</a> , document, etc.)	Next line (in history)	Next line
<a href="#">Ctrl+O</a>	Open	Flush output	Insert ("open") new line
<a href="#">Ctrl+P</a>	Print	Previous line (in history)	Previous line
<a href="#">Ctrl+Q</a>	Quit application	<a href="#">Resume transmission</a>	Literal insert
<a href="#">Ctrl+R</a>	Refresh page; Right align (word processing)	Search backwards in history	Search backwards
<a href="#">Ctrl+S</a>	Save	<a href="#">Pause transmission</a>	Search forward
<a href="#">Ctrl+T</a>	Open new tab	Transpose characters	
<a href="#">Ctrl+U</a>	Underline	Cut text between beginning of line and cursor	Prefix numerical argument to next command
<a href="#">Ctrl+V</a>	<a href="#">Paste</a>	Literal insert	Page down
<a href="#">Ctrl+W</a>	Close window or tab	Cut previous word	<a href="#">Cut</a>
<a href="#">Ctrl+X</a>	<a href="#">Cut</a>	Compound command	
<a href="#">Ctrl+Y</a>	<a href="#">Redo</a>	<a href="#">Paste</a>	
<a href="#">Ctrl+Z</a>	<a href="#">Undo</a>	Suspend program	<a href="#">Iconify window</a>
Ctrl+↑ Shift+Z	<a href="#">Redo</a>	Same as <a href="#">Ctrl+Z</a>	
Ctrl+[	Decrease font size	Same as <a href="#">Esc</a>	Same as <a href="#">Alt</a>
Ctrl+]	Increase font size	Same as <a href="#">Esc</a>	Same as <a href="#">Alt</a>
Ctrl+=	Toggle font subscript	Same as <a href="#">Esc</a>	Same as <a href="#">Alt</a>
Ctrl+↑ Shift+=	Toggle font superscript	Same as <a href="#">Esc</a>	Same as <a href="#">Alt</a>

Ctrl+End	Bottom (end of document or <a href="#">window</a> )	undefined or rarely used	Bottom (end of text buffer)
Ctrl+Home	Top (start of document or <a href="#">window</a> )	undefined or rarely used	Top (start of text buffer)
Ctrl+Insert	<a href="#">Copy</a>	undefined or rarely used	<a href="#">Copy</a>
Ctrl+PgDn	Next <a href="#">tab</a>	undefined or rarely used	Scroll window to the right
Ctrl+PgUp	Previous <a href="#">tab</a>	undefined or rarely used	Scroll window to the left
Ctrl+Tab ⇨	Next <a href="#">window</a> or <a href="#">tab</a>	undefined or rarely used	
Ctrl+↑ Shift+Tab ⇨	Previous <a href="#">window</a> or <a href="#">tab</a>	undefined or rarely used	
Ctrl+←	Previous word	undefined or rarely used	Previous word
Ctrl+→	Next word	undefined or rarely used	Next word
Ctrl+Delete	Delete next word	undefined or rarely used	Delete next word
Ctrl+← Backspace	Delete previous word	undefined or rarely used	Delete previous word
Ctrl+Alt+← Backspace	Restart <a href="#">X11</a>	undefined or rarely used	
Ctrl+Alt+↑	Rotate screen right-side up	undefined or rarely used	
Ctrl+Alt+↓	Rotate screen upside down	undefined or rarely used	
Ctrl+Alt+←	Rotate screen left	undefined or rarely used	
Ctrl+Alt+→	Rotate screen right	undefined or rarely used	
Ctrl+↑ Shift+Esc	Open task manager	unknown	unknown
<a href="#">Ctrl+Alt+Del</a>	Reboot; Open task manager or session options	undefined or rarely used	

### Similar concepts

Generally, the [Command key](#), labeled with the ⌘ symbol on [Apple Macintosh](#) computers, performs the equivalent functions in [Mac OS X](#) and [Mac OS](#) applications (for example, ⌘C copies, while ⌘P prints; the same holds for saving, cutting, and pasting).

[Macintoshes](#) also have a [Control key](#), but it has different functionality. The original Apple mouse design reduced complexity by only offering one button. As the interface developed, [Contextual Menus](#) were offered to access extra options. Another button was needed to access these. On Unix and Windows, the user had other mouse buttons to use. On Mac OS, the Control key was used to invoke a "right-click". Apple calls this a "secondary click" as left-handers can choose which side this button is on.

- It is mostly used as a [modifier key](#) for key-combinations.

- When pressing Control and clicking the mouse-button, you will get a [contextual menu](#). This is a compatibility feature for users with one-button mice; users with two-button mice just use the right mouse-button, with no modifiers.
- It is used in the [command line interface](#) with programs made for that interface.
- In Quickbooks, the Control Key is used to validate login credentials during OLSU 1016 and OLSU 1013 errors. Keeping it depressed while sending information to the Quickbooks servers fixes the errors.
- Under [Mac OS X](#), the Control key allows the use of [Emacs](#)-style key combinations in most text entry fields. For example, Ctrl-A moves the caret to the start of the paragraph, Ctrl-L vertically centers the current line in the editing field, Ctrl-K cuts text to the end of the line to a [kill ring](#) separate from the normal [clipboard](#), etc.